

**Report of the Trustees and**  
**Unaudited Financial Statements for the Year Ended 31st December 2023**  
**for**  
**Petersfield Youth Theatre**

Sheen Stickland  
Chartered Accountants  
The Engine House  
77 Station Road  
Petersfield  
Hampshire  
GU32 3FQ

# **Petersfield Youth Theatre**

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## **Petersfield Youth Theatre**

### **Report of the Trustees for the Year Ended 31st December 2023**

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The Trustees are pleased to present their annual report together with the accounts of the charity for the year ended 31st December 2023. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102) in preparing the annual report and financial statements of the charity.

#### **Our purposes**

Petersfield Youth Theatre (PYT) is an association which has a Constitution adopted on 7th May 1998. The objectives set out in that Constitution are to advance education in music and theatrical arts amongst young people aged 6 to 23. Further, to give such young people the opportunity to act, sing and dance in at least one annual project.

#### **OBJECTIVES AND ACTIVITIES**

##### **Our activities and achievements**

Every year PYT run termly workshops for its members, these are growing in popularity which looks set to continue into 2024.

The Easter project was run at Bedales School, attracting 136 young people. Different theatre and arts based workshops took place each day for a week.

During August the Summer School project was 'Put on a Show' featuring the ever popular 'Bugsy Malone' 138 young people took part. There were two performances at the Bedales Quad with a full house for each show.

Older members were cast in 'Chitty Chitty Bang Bang' which rehearsed in August and performed in September at the Petersfield Festival Hall. There were 10 performances and 89 young people took part. All tickets were sold.

The Christmas production was 'A Musical Christmas' featuring all age groups, with the audience sitting cabaret style around the stage with light refreshments provided for them, and further festive food and drink available to purchase. The audience feedback was astonishingly positive.

##### **Public benefit**

The trustees have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the aims and objectives of the charity and in planning future activities. In particular the trustees consider how planned activities will contribute to the aims and objectives that have been set.

The trustees believe that they fulfil these objectives through the staging of shows that are made available to the general public at an affordable cost and by running workshops for its members.

## **Petersfield Youth Theatre**

### **Report of the Trustees for the Year Ended 31st December 2023**

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#### **FINANCIAL REVIEW**

##### **Financial review and reserves policy**

During 2023, our total funds were reduced, owing to greater than expected costs associated with Chitty Bang Bang.

The charity's policy on reserves is to have general funds of approximately £30,000 in general reserves to allow funding of each major production before tickets are sold. We hope to be able to increase our total funds to this sum soon.

We would like to thank Sheen Stickland for its support and completion of the Independent Examination.

#### **STRUCTURE, GOVERNANCE AND MANAGEMENT**

##### **Governance**

The charity is operated by the Executive Committee whose members are the Trustees. Members of the Executive Committee are elected and re-elected at the Annual General Meeting.

Members of the Executive Committee are selected from volunteers who wish to commit further to Petersfield Youth Theatre. They are chosen for their knowledge, commitment and relevant previous experience. An empathy with young people is also necessary.

Before taking up their appointment relevant checks are carried out on new Trustees in accordance with our child protection policies. New Trustees are briefed on their legal responsibilities as Trustees, details of the constitution and provided with recent financial information. All Trustees are encouraged to keep up to date with changes in practice and legislation in their particular areas of expertise.

The Trustees have considered the public benefit requirements and have organised the activities set out above following this guidance.

##### **Risk management**

The Trustees have a risk management strategy which includes the establishment of policies, systems and procedures which are reviewed regularly. The procedures are designed to minimise or manage any potential impact on the charity should the risks materialise.

##### **Supporters**

We would like to thank our 2023 Corporate Patrons: Alitex Ltd, Bedales School, MacDonald Oates LLP, Littlejohn Bath Rooms, One Tree Books, Print & Design It, Sheen Stickland, Ben Stevens Photography and White Rose Petersfield.

The charity could not survive without the considerable support that it receives from its members, their parents and the Friends of PYT. We wish to thank them for their hard work and support throughout the past year.

#### **REFERENCE AND ADMINISTRATIVE DETAILS**

##### **Registered Charity number**

1069673

## Petersfield Youth Theatre

### Report of the Trustees for the Year Ended 31st December 2023

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#### Principal address

2A Heath Road  
Petersfield  
Hampshire  
GU31 4DU

#### Trustees

Lynn Hill  
Nik Ashton  
Jane Ace  
Sue Foreman  
Charlotte Godfrey  
Mike Foreman  
Gill Davies  
Melanie Styles  
Stephen Liddle

Chairman  
Artistic Director  
Honorary Secretary  
Honorary Treasurer  
Elected Members

PYT can be contacted at The Space, 2A Heath Road, Petersfield, GU31 4DU.

#### Independent Examiner

Sheen Stickland  
Chartered Accountants  
The Engine House  
77 Station Road  
Petersfield  
Hampshire  
GU32 3FQ

Approved by order of the board of trustees on 10.07.2024 and signed on its behalf by:

L. Hill  
L Hill - Trustee

## Independent Examiner's Report to the Trustees of Petersfield Youth Theatre

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### Independent examiner's report to the trustees of Petersfield Youth Theatre

I report to the charity trustees on my examination of the accounts of Petersfield Youth Theatre (the Trust) for the year ended 31st December 2023.

### Responsibilities and basis of report

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

I report in respect of my examination of the Trust's accounts carried out under Section 145 of the Act and in carrying out my examination I have followed all applicable Directions given by the Charity Commission under Section 145(5)(b) of the Act.

### Independent examiner's statement

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Trust as required by Section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a true and fair view which is not a matter considered as part of an independent examination.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.



David Sanders BA (Hons) FCA BFP

Sheen Stickland  
Chartered Accountants  
The Engine House  
77 Station Road  
Petersfield  
Hampshire  
GU32 3FQ

Date:

12th July 2024

# Petersfield Youth Theatre

## Statement of Financial Activities for the Year Ended 31st December 2023

		Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	7,556	1	7,557	9,031
<b>Charitable activities</b>	5				
Youth Theatre		148,914	-	148,914	124,862
Other trading activities	3	36,650	-	36,650	29,234
Investment income	4	235	-	235	48
<b>Total</b>		<u>193,355</u>	<u>1</u>	<u>193,356</u>	<u>163,175</u>
<b>EXPENDITURE ON</b>					
<b>Raising funds</b>					
Other trading activities	6	2,520	254	2,774	8,680
		<u>2,520</u>	<u>254</u>	<u>2,774</u>	<u>8,680</u>
<b>Charitable activities</b>	7				
Youth Theatre		207,675	1,091	208,766	160,100
<b>Total</b>		<u>210,195</u>	<u>1,345</u>	<u>211,540</u>	<u>168,780</u>
<b>NET INCOME/(EXPENDITURE)</b>		(16,840)	(1,344)	(18,184)	(5,605)
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		38,091	32,220	70,311	75,916
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u>21,251</u>	<u>30,876</u>	<u>52,127</u>	<u>70,311</u>

### CONTINUING OPERATIONS

All income and expenditure has arisen from continuing activities.

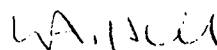
The notes form part of these financial statements

# Petersfield Youth Theatre

## Balance Sheet 31st December 2023

	Notes	Unrestricted funds £	Restricted funds £	2023 Total funds £	2022 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	12	-	-	-	729
<b>CURRENT ASSETS</b>					
Debtors	13	780	-	780	1,530
Cash at bank		25,007	30,876	55,883	92,326
		25,787	30,876	56,663	93,856
<b>CREDITORS</b>					
Amounts falling due within one year	14	(4,536)	-	(4,536)	(24,274)
<b>NET CURRENT ASSETS</b>		21,251	30,876	52,127	69,582
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		21,251	30,876	52,127	70,311
<b>NET ASSETS</b>		21,251	30,876	52,127	70,311
<b>FUNDS</b>	16				
Unrestricted funds				21,251	38,091
Restricted funds				30,876	32,220
<b>TOTAL FUNDS</b>				52,127	70,311

The financial statements were approved by the Board of Trustees and authorised for issue on ~~10.07.2024~~ and were signed on its behalf by:



L Hill - Trustee

The notes form part of these financial statements



**Notes to the Financial Statements  
for the Year Ended 31st December 2023**

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**1. ACCOUNTING POLICIES**

**Basis of preparing the financial statements**

The financial statements of the charity, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) 'Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective 1 January 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Charities Act 2011. The financial statements have been prepared under the historical cost convention.

**Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, it is probable that the income will be received and the amount can be measured reliably.

- a) Grants and donations are included in the SOFA when they are received unconditionally.
- b) Tax reclaims are included in the SOFA at the same time as the gift to which they relate.
- c) Production revenue is included in the SOFA when the production has been performed.
- d) Fees are included in the SOFA when the activity to which the fees relate has occurred.
- e) The value of volunteer help received is not included in the accounts.

**Expenditure**

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- in accordance with the lease
Fixtures and fittings	- Straight line over 3 years

**Taxation**

The charity is exempt from tax on its charitable activities.

**Fund accounting**

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023**

**1. ACCOUNTING POLICIES - continued**

**Fund accounting**

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. DONATIONS AND LEGACIES**

	2023	2022
	£	£
Donations	7,557	9,031

**3. OTHER TRADING ACTIVITIES**

	2023	2022
	£	£
Fundraising events	2,525	3,206
Set & Costume Hire	34,125	26,028
	<u>36,650</u>	<u>29,234</u>

**4. INVESTMENT INCOME**

	2023	2022
	£	£
Deposit account interest	235	48

**5. INCOME FROM CHARITABLE ACTIVITIES**

		2023	2022
	Activity	£	£
Fees	Youth Theatre	59,915	51,330
Subscriptions	Youth Theatre	11,557	9,565
Production revenue	Youth Theatre	63,604	45,635
Space Hire	Youth Theatre	2,288	2,225
Sponsors - Petersfield Town Council	Youth Theatre	1,500	3,000
Sponsors - East Hants District Council	Youth Theatre	2,250	5,000
Sponsors - Other	Youth Theatre	7,800	8,107
		<u>148,914</u>	<u>124,862</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023

6. OTHER TRADING ACTIVITIES

	2023	2022
	£	£
Costume Hire Costs	2,520	6,519
Costs of Fundraising	254	2,161
	<u>2,774</u>	<u>8,680</u>

7. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 8)	Support costs (see note 9)	Totals
	£	£	£
Youth Theatre	<u>206,642</u>	<u>2,124</u>	<u>208,766</u>

8. DIRECT COSTS OF CHARITABLE ACTIVITIES

	2023	2022
	£	£
Bursaries granted	274	72
Rents, Rates & Premises Insurance	24,336	24,454
Light and heat	4,594	1,244
Premises Maintenance	3,742	1,783
Press & Publicity	1,908	2,598
Admin & Management	7,907	8,193
Youth Theatre	(325)	-
Set/lighting/costumes/sound	53,189	30,918
Royalties, scripts, scores & licenses	4,562	7,143
Venue Hire	12,585	7,026
Other production costs	20,719	18,771
Contracted Services Production	48,530	34,162
Other contracted services	23,892	20,928
Depreciation	729	1,276
	<u>206,642</u>	<u>158,568</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023**

**9. SUPPORT COSTS**

	Governance costs £
Youth Theatre	<u>2,124</u>

Support costs, included in the above, are as follows:

	2023 Youth Theatre £	2022 Total activities £
Independent Examiners Fees	1,100	900
Bookkeeping fees	1,024	632
	<u>2,124</u>	<u>1,532</u>

**10. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st December 2023 nor for the year ended 31st December 2022.

**Trustees' expenses**

	2023	2022
Number of trustees who were paid expenses	0	0
Nature of expenses	N/A	N/A
Total amount paid	£0	£0

**11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES**

	Unrestricted funds £	Restricted funds £	Total funds £
<b>INCOME AND ENDOWMENTS FROM</b>			
Donations and legacies	9,031	-	9,031
<b>Charitable activities</b>			
Youth Theatre	124,862	-	124,862
Other trading activities	26,028	3,206	29,234
Investment income	48	-	48
	<u>159,969</u>	<u>3,206</u>	<u>163,175</u>
<b>Total</b>			

**EXPENDITURE ON**

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023

11. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted funds £	Restricted funds £	Total funds £
<b>Raising funds</b>			
Other trading activities	6,519	2,161	8,680
	<u>6,519</u>	<u>2,161</u>	<u>8,680</u>
<b>Charitable activities</b>			
Youth Theatre	159,305	795	160,100
	<u>159,305</u>	<u>795</u>	<u>160,100</u>
<b>Total</b>	<u>165,824</u>	<u>2,956</u>	<u>168,780</u>
<b>NET INCOME/(EXPENDITURE)</b>	(5,855)	250	(5,605)
<b>RECONCILIATION OF FUNDS</b>			
Total funds brought forward	43,946	31,970	75,916
	<u>43,946</u>	<u>31,970</u>	<u>75,916</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>	<u>38,091</u>	<u>32,220</u>	<u>70,311</u>

12. TANGIBLE FIXED ASSETS

	Improvements to property £	Fixtures and fittings £	Totals £
<b>COST</b>			
At 1st January 2023 and 31st December 2023	120,074	45,501	165,575
	<u>120,074</u>	<u>45,501</u>	<u>165,575</u>
<b>DEPRECIATION</b>			
At 1st January 2023	120,074	44,772	164,846
Charge for year	-	729	729
	<u>-</u>	<u>729</u>	<u>729</u>
At 31st December 2023	120,074	45,501	165,575
	<u>120,074</u>	<u>45,501</u>	<u>165,575</u>
<b>NET BOOK VALUE</b>			
At 31st December 2023	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>
At 31st December 2022	-	729	729
	<u>-</u>	<u>729</u>	<u>729</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023

13. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Other debtors	-	700
Prepayments and accrued income	780	830
	<u>780</u>	<u>1,530</u>

14. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2023	2022
	£	£
Bank loans and overdrafts (see note 15)	-	31
Trade creditors	2,555	20,518
Other creditors	1,981	3,725
	<u>4,536</u>	<u>24,274</u>

15. LOANS

An analysis of the maturity of loans is given below:

	2023	2022
	£	£
Amounts falling due within one year on demand:		
Bank overdrafts	-	31
	<u>-</u>	<u>31</u>

16. MOVEMENT IN FUNDS

	At 1.1.23	Net movement in funds	At 31.12.23
	£	£	£
<b>Unrestricted funds</b>			
General fund	38,091	(16,840)	21,251
<b>Restricted funds</b>			
Ron Bowler Memorial Fund	22,104	-	22,104
Bursary Fund	2,976	(527)	2,449
The Space	7,140	(817)	6,323
	<u>32,220</u>	<u>(1,344)</u>	<u>30,876</u>
<b>TOTAL FUNDS</b>	<u>70,311</u>	<u>(18,184)</u>	<u>52,127</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023

16. MOVEMENT IN FUNDS - continued

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	193,355	(210,195)	(16,840)
<b>Restricted funds</b>			
Bursary Fund	1	(528)	(527)
The Space	-	(817)	(817)
	<u>1</u>	<u>(1,345)</u>	<u>(1,344)</u>
<b>TOTAL FUNDS</b>	<u>193,356</u>	<u>(211,540)</u>	<u>(18,184)</u>

Comparatives for movement in funds

	At 1.1.22 £	Net movement in funds £	At 31.12.22 £
<b>Unrestricted funds</b>			
General fund	43,946	(6,342)	37,604
Friends fund	-	487	487
	<u>43,946</u>	<u>(5,855)</u>	<u>38,091</u>
<b>Restricted funds</b>			
Ron Bowler Memorial Fund	22,104	479	22,583
Bursary Fund	2,976	494	3,470
The Space	6,890	(723)	6,167
	<u>31,970</u>	<u>250</u>	<u>32,220</u>
<b>TOTAL FUNDS</b>	<u>75,916</u>	<u>(5,605)</u>	<u>70,311</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023

16. MOVEMENT IN FUNDS - continued

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	157,349	(163,691)	(6,342)
Friends fund	2,620	(2,133)	487
	159,969	(165,824)	(5,855)
<b>Restricted funds</b>			
Ron Bowler Memorial Fund	479	-	479
Bursary Fund	2,727	(2,233)	494
The Space	-	(723)	(723)
	3,206	(2,956)	250
<b>TOTAL FUNDS</b>	163,175	(168,780)	(5,605)

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.1.22 £	Net movement in funds £	At 31.12.23 £
<b>Unrestricted funds</b>			
General fund	43,946	(23,182)	20,764
Friends fund	-	487	487
	43,946	(22,695)	21,251
<b>Restricted funds</b>			
Ron Bowler Memorial Fund	22,104	479	22,583
Bursary Fund	2,976	(33)	2,943
The Space	6,890	(1,540)	5,350
	31,970	(1,094)	30,876
<b>TOTAL FUNDS</b>	75,916	(23,789)	52,127



**Notes to the Financial Statements - continued  
for the Year Ended 31st December 2023**

**16. MOVEMENT IN FUNDS - continued**

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	350,704	(373,886)	(23,182)
Friends fund	2,620	(2,133)	487
	<u>353,324</u>	<u>(376,019)</u>	<u>(22,695)</u>
<b>Restricted funds</b>			
Ron Bowler Memorial Fund	479	-	479
Bursary Fund	2,728	(2,761)	(33)
The Space	-	(1,540)	(1,540)
	<u>3,207</u>	<u>(4,301)</u>	<u>(1,094)</u>
<b>TOTAL FUNDS</b>	<u>356,531</u>	<u>(380,320)</u>	<u>(23,789)</u>

The Space is funding for a permanent venue for PYT members to make, create and develop skills.  
The Ron Bowler Memorial Fund supports projects undertaken by PYT.  
The Bursary Fund is to provide support for members who otherwise would not be able to participate due to financial barriers.

**17. RELATED PARTY DISCLOSURES**

No payments were made to trustees for their services as trustees.  
The following amounts have been paid to trustees for professional services provided:

Name	2023	2022
Lynn Hill	£12,008	£10,708
Nik Ashton	£8,504	£7,516
Charlotte Godfrey	£10,960	£6,192
Melanie Sykes	£712	£0

During the year no spouses (2022: one) of the trustees were contracted to provide technical services on an arms length basis for creative activities to the value of £0 (2022: £1,000). No balances were outstanding at the year end.

**Petersfield Youth Theatre**

**Detailed Statement of Financial Activities  
for the Year Ended 31st December 2023**

	2023 £	2022 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	7,557	9,031
<b>Other trading activities</b>		
Fundraising events	2,525	3,206
Set & Costume Hire	34,125	26,028
	36,650	29,234
<b>Investment income</b>		
Deposit account interest	235	48
<b>Charitable activities</b>		
Fees	59,915	51,330
Subscriptions	11,557	9,565
Production revenue	63,604	45,635
Space Hire	2,288	2,225
Sponsors - Petersfield Town Council	1,500	3,000
Sponsors - East Hants District Council	2,250	5,000
Sponsors - Other	7,800	8,107
	148,914	124,862
<b>Total incoming resources</b>	193,356	163,175
<b>EXPENDITURE</b>		
<b>Other trading activities</b>		
Costume Hire Costs	2,520	6,519
Costs of Fundraising	254	2,161
	2,774	8,680
<b>Charitable activities</b>		
Bursaries granted	274	72
Carried forward	274	72

This page does not form part of the statutory financial statements

## Petersfield Youth Theatre

### Detailed Statement of Financial Activities for the Year Ended 31st December 2023

	2023 £	2022 £
<b>Charitable activities</b>		
Brought forward	274	72
Rents, Rates & Premises Insurance	24,336	24,454
Light and heat	4,594	1,244
Premises Maintenance	3,742	1,783
Press & Publicity	1,908	2,598
Admin & Management	7,907	8,193
Youth Theatre	(325)	-
Set/lighting/costumes/sound	53,189	30,918
Royalties, scripts, scores & licenses	4,562	7,143
Venue Hire	12,585	7,026
Other production costs	20,719	18,771
Contracted Services Production	48,530	34,162
Other contracted services	23,892	20,928
Depreciation of tangible fixed assets	729	1,276
	<u>206,642</u>	<u>158,568</u>
<b>Support costs</b>		
<b>Governance costs</b>		
Independent Examiners Fees	1,100	900
Bookkeeping fees	1,024	632
	<u>2,124</u>	<u>1,532</u>
Total resources expended	<u>211,540</u>	<u>168,780</u>
<b>Net expenditure</b>	<u>(18,184)</u>	<u>(5,605)</u>

This page does not form part of the statutory financial statements

