

Contact 88

Charity No. 1072066

Company No. 03636811

Trustees' Report and Unaudited Accounts

30 June 2024

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The trustees, who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the unaudited financial statements of the charity for the year ended 30 June 2024.

REFERENCE AND ADMINISTRATIVE DETAILS

Company No. 03636811

Charity No. 1072066

Registered Office

Tozer Way
Chichester
West Sussex
PO19 7LG

Directors and Trustees

The Directors of the charitable company are its Trustees for the purposes of charity law.

The following Directors and Trustees served during the year:

R.P. Boyce

J. Horne (Appointed 13 November 2023)

M.J. Lewis

P. McCallum

R. Nallan

J. O'Brennan

M.L. Smith (Resigned 13 November 2023)

N.H. Smith

L.C. Tebb

A. Williams

Key Management Personnel

Chair

Mr R P Boyce

Vehicle manager

Mr M J Lewis

Operations manager

Mr P McCallum

Independent Examiner

Robert Morrison

Chinthurst, June Lane

Midhurst

West Sussex

GU29 9EW

Bankers

Barclays Bank plc

74/75 East Street

Contact 88
Trustees Annual Report
Chichester
West Sussex
PO19 1HR

Investment Advisors
Tilney Bestinvest
Royal Liver Building
Pier Head
Liverpool
L3 1NY

OBJECTIVES AND ACTIVITIES

The object of the Charity is to provide mobility and social contact for elderly and disabled people in Chichester and the surrounding area through the provision of transport.

The aims for the current year were: -

- To maintain the two vehicles in operation in a roadworthy condition.
- To offer outings and transport to a high standard of safety and reliability, and restore charitable activity towards annual levels achieved before the Coronavirus pandemic of 2020/21.
- To sustain a sound financial position.

Public benefit:-

The trustees have given due regard to the Charity Commission's published guidance concerning public benefit. Although the Charity operates in a limited geographical area its services are available to all those in the area. The provision of assisted transport for the elderly and disabled is a much-appreciated public benefit.

ACHIEVEMENTS AND PERFORMANCE

Charitable activities: -

Regular outings and shopping trips have been organised but current levels are still below pre pandemic levels but are heading towards previous levels of activity, that said more drivers are required before Contact 88 can return to levels achieved pre pandemic.

In total 1,940 passenger journeys were delivered, covering a total of 8,283 passenger miles. Included in the total are 67 passengers with wheelchairs.

Generous grants and donations were received from the WSCC, local charitable trusts and individuals. These helped the charity to cover fixed costs to a considerable extent and to maintain passenger contributions at a level affordable by all clients. Significant donations also allowed the charity to replace one of its ageing vehicles and it is hoped that funds will allow the second vehicle now 10 years old to be replaced in the next financial year.

FINANCIAL REVIEW

Investment powers and performance: -

The trustees have power to expend the funds of the Charity in such manner as they shall consider to be most beneficial for the achievement of the Charity's objectives. The trustees can invest, in the name of the Charity, such part of the funds as they may see fit and to direct the sale or transposition of any such investment, and to expend the proceeds of any such sale in the furtherance of the objects of the Charity. A further £7,300 of the former CAF investments was re-invested in Bestinvest during the period. Total investments in Bestinvest funds at year end were £126,755 with £987 in the cash account. Income received from Bestinvest totalled £3,017 after deduction of management charges and cash withdrawals of £3,100 were made during the period.

The closing balance in the bank savings account was £42,124. Bank interest received was £965, as compared with £300 the previous year.

Reserves: -

The Charity holds a Vehicle Replacement Fund to provide for the simultaneous replacement of both vehicles currently in service. It will continue its policy of making transfers to this fund of amounts equal to the annual vehicle depreciation provision from otherwise undesignated resources. An additional Asset Replacement Fund takes into account rising vehicle prices and vehicle improvements to enhance future standards of service. Undesignated resources may be transferred to this fund from time to time at the discretion of the Trustees who must also approve transfers out for the purpose of vehicle or other fixed asset replacement. At the yearend £31,577 was held in the Vehicle Replacement Fund (2023: £54,723) and £14,000 in the Asset Replacement Fund, unchanged from 2023.

The Charity needs to hold sufficient readily realisable unrestricted and undesignated funds to ensure it is able to meet its operational commitments and to ensure there are resources available to meet any substantial vehicle repair costs. In the opinion of the Trustees the minimum level should be equal to at least six months charitable expenditure in a normal year (£12,000). The Trustees will continue to seek to retain this fund at the required level to ensure the ongoing security of the services offered.

Under Clause 34 of its Memorandum and Articles of Association the Charity maintains an Endowment Fund to support the subsidised cost of transport. Capital can be withdrawn only in dire emergency and any withdrawal requires the approval of not less than 75% of the votes cast at a meeting of the Executive Committee of which 14 clear days' notice has been given stating the intention to propose this resolution. Under Clause 34 surplus income may be invested in the Endowment Fund.

Financial review and results: -

The valuable contribution by the volunteer drivers and assistants continues to help the Charity to contain its costs. The net profit before unrealised profits on investments was £25,550 as compared with a net profit of £3,250 in 2023.

PLANS FOR FUTURE PERIODS

The Charity will continue to offer transport for the elderly and disabled. With its vehicles it will offer the maximum possible level of service with a view to restoring pre-pandemic activity levels as soon as possible. Restricted use of the existing vehicles throughout the pandemic has meant that they have been retained beyond their usual seven-year life. In considering the optimum time for their replacement, the charity will also examine opportunities for improvement of comfort, economy and environmental considerations. The Trustees of the Charity agreed to the purchase of one vehicle in January 2024. Although keen to adopt a vehicle that is better for the environment the cost of electric vehicles at this time is prohibitive so the specification for the vehicle is similar to previous models purchased.

In the long term the purchase of replacement vehicles and improvements in comfort and safety will be financed by the Replacement Vehicle Fund and Asset Replacement Fund. The Trustees regard this as good husbandry of the resources.

For the foreseeable future however, grants will still be sought from external sources to enable fares and charges to be maintained at levels affordable by all clients of the Charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document: -

Contact 88 is a company limited by guarantee, registration number 3636811, and a registered charity, registration number 1072066. It was incorporated on 23 September 1998. The Charity is governed by the Memorandum and Articles of Association.

Organisational structure: -

The Charity is based at Tozer Way, Chichester, West Sussex and is staffed by volunteers and one part-time employee.

Appointment, induction and training of new trustees: -

The Trustees are appointed and retire by rotation in accordance with the Memorandum and Articles of Association. Upon appointment Trustees are given full induction on the activities of the Charity.

Chain of management decisions and application: -

Major decisions are made by consensus between the Trustees, usually at Executive Committee Meetings five times a year. In between times, informal consultation takes place and ad hoc meetings can be quickly held.

Day-to-day running is in the hands of the Operations Manager, the Vehicle Manager and the Office Administrator, who consult with the Chairman and other trustees as necessary.

The Charity being small, the application of decisions is made by all parties keeping in regular contact.

The Trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Companies Act 2006. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The above report has been prepared in accordance with the provisions applicable to companies subject to the small companies regime as set out in Part 15 of the Companies Act 2006 and in accordance with the Charities SORP (FRS 102).

Contact 88

Trustees Annual Report

Signed on behalf of the board

R.P. Boyce

Trustee

14 October 2024

I report to the charity trustees on my examination of the financial statements of Contact 88 for the year ended 30 June 2024.

Responsibilities and basis of report

As the charity's trustees of the company (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the financial statements of the Charity are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of your charity's financial statements as carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5) (b) of the 2011 Act.

Independent examiner's statement

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

- accounting records were not kept in accordance with section 386 of the 2006 Act ; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements under section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair' view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

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 financial statements to be reached.

Robert Morrison Chartered Accountant

Chinthurst, June Lane
Midhurst
West Sussex
GU29 9EW

24 October 2024

Contact 88
Statement of Financial Activities
for the year ended 30 June 2024

		Unrestricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
	Notes				
Income and endowments from:					
Donations and legacies	3	18,709	-	18,709	9,898
Charitable activities	4	16,492	-	16,492	13,852
Investments	5	4,312	-	4,312	2,483
Other	6	200	-	200	-
Total		39,713	-	39,713	26,233
Expenditure on:					
Raising funds	7	326	-	326	248
Charitable activities	8	23,031	-	23,031	21,206
Other	9	(9,194)	-	(9,194)	1,529
Total		14,163	-	14,163	22,983
Net gains on investments		-	5,748	5,748	1,438
Net income	10	25,550	5,748	31,298	4,688
Transfers between funds		-	-	-	-
Net income before other gains/(losses)		25,550	5,748	31,298	4,688
Other gains and losses					
Net movement in funds		25,550	5,748	31,298	4,688
Reconciliation of funds:					
Total funds brought forward		88,585	124,076	212,661	207,973
Total funds carried forward		114,135	129,824	243,959	212,661

Contact 88
Summary Income and Expenditure Account
for the year ended 30 June 2024

	2024 £	2023 £
Income	35,401	23,750
Interest and investment income	4,312	2,483
Gross income for the year	<u>39,713</u>	<u>26,233</u>
Expenditure	23,357	21,454
Depreciation and charges for impairment of fixed assets	(9,194)	1,529
Total expenditure for the year	<u>14,163</u>	<u>22,983</u>
Net income before tax for the year	25,550	3,250
Net income for the year	<u>25,550</u>	<u>3,250</u>

Contact 88
Balance Sheet
at 30 June 2024

Company No. 03636811	Notes	2024 £	2023 £
Fixed assets			
Tangible assets	13	54,996	5,717
Investments	14	126,755	113,707
		<u>181,751</u>	<u>119,424</u>
Current assets			
Debtors	15	5,238	1,815
Cash at bank and in hand		57,748	92,701
		<u>62,986</u>	<u>94,516</u>
Creditors: Amount falling due within one year	16	(778)	(1,279)
Net current assets		<u>62,208</u>	<u>93,237</u>
Total assets less current liabilities		<u>243,959</u>	<u>212,661</u>
Net assets excluding pension asset or liability		<u>243,959</u>	<u>212,661</u>
Total net assets		<u><u>243,959</u></u>	<u><u>212,661</u></u>
The funds of the charity			
Endowment funds	17		
Endowment funds		129,824	124,076
		<u>129,824</u>	<u>124,076</u>
Unrestricted funds	17		
General funds		13,562	14,145
Designated funds		100,573	74,440
		<u>114,135</u>	<u>88,585</u>
Total funds		<u><u>243,959</u></u>	<u><u>212,661</u></u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

For the year ended 30 June 2024 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of accounts.

Approved by the board on 14 October 2024

And signed on its behalf by:

R.P. Boyce
Trustee
14 October 2024

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with 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 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.

Designated funds These are unrestricted funds earmarked by the trustees for particular purposes. The vehicle replacement fund represents the value of the depreciated element of the vehicle held as fixed assets. The asset replacement fund, the establishment of which was approved by the Trustees in March 2017, represents the provision for increases in vehicle prices and costs of vehicle comfort and safety improvements beyond the provision in the vehicle replacement fund. Allocations of unrestricted income are made by the Trustees as and when they seem prudent. The endowment fund is expendable. Allocations of unrestricted income are made annually by the Trustees as they see fit. Income earned each year is used to defray the operating costs. Any surplus income is reinvested in the endowment. Under certain circumstances capital may be withdrawn.

Restricted funds These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.

Income with related expenditure Where income has related expenditure the income and related expenditure is reported gross in the SoFA.

Donations and legacies Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.

Tax reclaims on donations and gifts Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.

Donated services and facilities These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.

Volunteer help The value of any volunteer help received is not included in the accounts.

Investment income This is included in the accounts when receivable.

Gains/(losses) on revaluation of fixed assets This includes any gain or loss resulting from revaluing investments to market value at the end of the year.

Gains/(losses) on investment assets This includes any gain or loss on the sale of investments.

Expenditure

Recognition of expenditure Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.

Expenditure on raising funds These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.

Expenditure on charitable activities These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.

Grants payable All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.

Governance costs These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.

Other expenditure These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Tangible fixed assets and depreciation

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

Leasehold property	in accordance with the lease
Equipment	25% on reducing balance
Minibuses	25% on reducing balance

2 Company status

The company is a private company limited by guarantee and consequently does not have share capital.

3 Income from donations and legacies

	Unrestricted	Total 2024	Total 2023
	£	£	£
Donations from trusts and individuals	14,438	14,438	6,222
Bus Service Operators Grant	761	761	1,005
Other Grants	1,500	1,500	1,900
Gift Aid	2,010	2,010	771
	<u>18,709</u>	<u>18,709</u>	<u>9,898</u>

4 Income from charitable activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
Income from Usage: C88 Outings	10,836	10,836	9,339
Income from Usage: Other Users	5,559	5,559	4,513
Gala Day	82	82	-
Miscellaneous Income	15	15	-
	<u>16,492</u>	<u>16,492</u>	<u>13,852</u>

5 Income from investments

	Unrestricted	Total 2024	Total 2023
	£	£	£
Bank Interest Earned	969	969	300
Bestinvest Investment Income	3,343	3,343	2,183
	<u>4,312</u>	<u>4,312</u>	<u>2,483</u>

6 Other income

	Unrestricted	Total 2024	Total 2023
	£	£	£
Bank Compensation	200	200	-
	<u>200</u>	<u>200</u>	<u>-</u>

7 Expenditure on raising funds

	Unrestricted	Total 2024	Total 2023
	£	£	£
<i>Investment management costs</i>			
Bestinvest Investment Income	326	326	248
	<u>326</u>	<u>326</u>	<u>248</u>

8 Expenditure on charitable activities

	Unrestricted	Total 2024	Total 2023
	£	£	£
<i>Expenditure on charitable activities</i>			
Income from Usage: C88 Outings	22,850	22,850	19,911
<i>Governance costs</i>			
Independent Examination Fee	60	60	1,200
Governance Costs	13	13	13
Trustees Meetings	108	108	82
	<u>23,031</u>	<u>23,031</u>	<u>21,206</u>

9 Other expenditure

	Unrestricted	Total 2024	Total 2023
	£	£	£
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	(9,194)	(9,194)	1,529
	<u>(9,194)</u>	<u>(9,194)</u>	<u>1,529</u>

10 Net income before transfers

	2024	2023
	£	£
This is stated after charging:		
Depreciation of owned fixed assets	4,490	1,529

11 Trustee remuneration and expenses

None of the trustees have been paid any remuneration in the current or prior periods

None of the trustees has been paid expenses in the current or prior periods.

	2024	2023
	Number	Number
	£	£
Total expenses reimbursed to trustees	0	0

12 Staff costs

No employees received emoluments in excess of £60,000.

The average monthly number of full time equivalent employees during the year was as follows:

	2024	2023
	Number	Number
Charitable	1	1
	<u>1</u>	<u>1</u>

13 Tangible fixed assets

	Land and buildings	Equipment	Minibuses	Total
	£	£	£	£
Cost or revaluation				
At 1 July 2023	1,900	714	59,560	62,174
Additions	-	-	55,585	55,585
Disposals	-	-	(29,780)	(29,780)
At 30 June 2024	<u>1,900</u>	<u>714</u>	<u>85,365</u>	<u>87,979</u>
Depreciation and impairment				
At 1 July 2023	654	714	55,089	56,457
Depreciation charge for the year	38	-	4,452	4,490
Disposals	-	-	(27,964)	(27,964)
At 30 June 2024	<u>692</u>	<u>714</u>	<u>31,577</u>	<u>32,983</u>
Net book values				
At 30 June 2024	<u>1,208</u>	<u>-</u>	<u>53,788</u>	<u>54,996</u>
At 30 June 2023	<u>1,246</u>	<u>-</u>	<u>4,471</u>	<u>5,717</u>

14 Investments

	Other investments - Listed £	Total £
Cost or revaluation		
At 1 July 2023	113,707	113,707
Additions	7,300	7,300
Revaluation	5,748	5,748
At 30 June 2024	<u>126,755</u>	<u>126,755</u>
Net book values		
At 30 June 2024	<u>126,755</u>	<u>126,755</u>
At 30 June 2023	<u>113,707</u>	<u>113,707</u>

15 Debtors

	2024 £	2023 £
Trade debtors	279	60
Prepayments and accrued income	<u>4,959</u>	<u>1,755</u>
	<u>5,238</u>	<u>1,815</u>

16 Creditors:

amounts falling due within one year

	2024 £	2023 £
Trade creditors	-	138
Other taxes and social security	15	-
Accruals	124	1,141
Deferred income	<u>639</u>	<u>-</u>
	<u>778</u>	<u>1,279</u>

17 Movement in funds

	At 1 July 2023	Incoming resources (including other gains/losses) £	Resources expended £	Gross transfers £	At 30 June 2024 £
Endowment funds:					
Endowment Fund	124,076	5,748	-	-	129,824
<i>Total</i>	<u>124,076</u>	<u>5,748</u>	<u>-</u>	<u>-</u>	<u>129,824</u>
Unrestricted funds:					
General funds	14,145	39,713	(14,163)	(26,133)	13,562
Designated funds:					
Fixed Assets Fund	5,717	-	-	49,279	54,996
Replacement Vehicle Fund	54,723	-	-	(23,146)	31,577
Asset Replacement Fund	14,000	-	-	-	14,000
<i>Total</i>	<u>74,440</u>	<u>-</u>	<u>-</u>	<u>26,133</u>	<u>100,573</u>
 Total funds	 <u>212,661</u>	 <u>45,461</u>	 <u>(14,163)</u>	 <u>-</u>	 <u>243,959</u>

18 Related party disclosures

Controlling party

The company is limited by guarantee and has no share capital; thus no single party controls the company.

Contact 88
Detailed Statement of Financial Activities
for the year ended 30 June 2024

	Unrestricted funds 2024 £	Endowment funds 2024 £	Total funds 2024 £	Total funds 2023 £
Income and endowments from:				
Donations and legacies				
Donations from trusts and individuals	14,438	-	14,438	6,222
Bus Service Operators Grant	761	-	761	1,005
Other Grants	1,500	-	1,500	1,900
Gift Aid	2,010	-	2,010	771
	<u>18,709</u>	<u>-</u>	<u>18,709</u>	<u>9,898</u>
Charitable activities				
Income from Usage: C88 Outings	10,836	-	10,836	9,339
Income from Usage: Other Users	5,559	-	5,559	4,513
Gala Day	82	-	82	-
Miscellaneous Income	15	-	15	-
	<u>16,492</u>	<u>-</u>	<u>16,492</u>	<u>13,852</u>
Investments				
Bank Interest Earned	969	-	969	300
Bestinvest Investment Income	3,343	-	3,343	2,183
	<u>4,312</u>	<u>-</u>	<u>4,312</u>	<u>2,483</u>
Other				
Bank Compensation	200	-	200	-
	<u>200</u>	<u>-</u>	<u>200</u>	<u>-</u>
Total income and endowments	<u>39,713</u>	<u>-</u>	<u>39,713</u>	<u>26,233</u>
Expenditure on:				
Investment management costs				
Bestinvest Investment Income	326	-	326	248
	<u>326</u>	<u>-</u>	<u>326</u>	<u>248</u>
Total of expenditure on raising funds	<u>326</u>	<u>-</u>	<u>326</u>	<u>248</u>
Charitable activities				
Income from Usage: C88 Outings	22,850	-	22,850	19,911
	<u>22,850</u>	<u>-</u>	<u>22,850</u>	<u>19,911</u>
Governance costs				
Independent Examination Fee	60	-	60	1,200
Governance Costs	13	-	13	13
Trustees Meetings	108	-	108	82
	<u>181</u>	<u>-</u>	<u>181</u>	<u>1,295</u>
Total of expenditure on charitable activities	<u>23,031</u>	<u>-</u>	<u>23,031</u>	<u>21,206</u>

Detailed Statement of Financial Activities

General administrative costs, including depreciation and amortisation				
Depreciation of land and buildings	38	-	38	38
Depreciation of Equipment	-	-	-	-
Depreciation of Minibuses	4,452	-	4,452	1,491
Profit on disposal of tangible fixed assets	(13,684)	-	(13,684)	-
	(9,194)	-	(9,194)	1,529
Total of expenditure of other costs	(9,194)	-	(9,194)	1,529
Total expenditure	14,163	-	14,163	22,983
Net gains on investments	-	5,748	5,748	1,438
Net income	25,550	5,748	31,298	4,688
Net income before other gains/(losses)	25,550	5,748	31,298	4,688
Other Gains	-	-	-	-
Net movement in funds	25,550	5,748	31,298	4,688
Reconciliation of funds:				
Total funds brought forward	88,585	124,076	212,661	207,973
Total funds carried forward	114,135	129,824	243,959	212,661