

REGISTERED COMPANY NUMBER: 03672399 (England and Wales)

REGISTERED CHARITY NUMBER: 1092212

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED 31ST MARCH 2022
FOR
SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**Ainsworths Limited
Charter House
Stansfield Street
Nelson
Lancashire
BB9 9XY**

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

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FOR THE YEAR ENDED 31ST MARCH 2022

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SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

The trustees (who are also directors of the charity for the purposes of the Companies Act 2006) present their report together with the unaudited financial statements of the charity for the year ended 31st March 2022. The company was incorporated under the Companies Act on 23rd November 1998 (Company number 03672399). The company obtained charitable status on 27th May 2002 under the provisions of the Charities Act 1992 and 1993 (Charity number 1092212). The company is governed by the Memorandum and Articles of Association as amended on 15th May 2013.

PRINCIPAL ACTIVITIES AND OBJECTIVES

The principal activity of the company during the year under review was that of community mediation and conflict resolution services.

TRUSTEES AND DIRECTORS

Mr P Kenyon

Miss C Pike

Ms C Dobson

Mr P Iganski (Retired 15th March 2022)

The charity trustees have complied with their duty in the Charities Act to have regard to the guidance on public benefit as published by the Charity Commission in exercising their powers of duties.

Review of Developments, Activities and Achievements

This year has focused on stabilising the business and exploring opportunities for growth and sustainability in the medium to longer term. Like many small social enterprise organisations with charitable status, the last two years have presented significant challenge. Smile successfully managed to continue to operate and we have applied the lessons learned from the experience of delivering services during the pandemic.

An interesting development in service delivery this year has been a significant increase in referrals for conflict coaching, accounting for approximately 35% of all referrals. This is an extension of our mediation offer and supports individuals to explore coping strategies when they are experiencing conflict and the 'other' person does not want to engage in mediation. This approach uses the mediation structure and coaching questions in order to draw out practical ways to minimise the impact of the conflict. In essence being listened to and working through the 'issues' is a powerful way for people to take back control.

There has also been a significant increase in referrals where the people involved reported multiple and complex needs; primarily mental ill-health, suicidal thoughts, chronic health issues and greater intolerance exacerbated by Covid. This has been an ongoing discussion between mediators during group supervision sessions as recognising and acknowledging safeguarding is a high priority for Smile.

During the year a return to office working after a long period of mostly homeworking enabled the staff team to start to reconnect and redefine what work means for Smile. Whilst we were able to deliver a good service working remotely, it became evident that working relationships and staff wellbeing needed more attention if we were to continue to develop our services and our people. It is fair to say that with some continuation of Covid restrictions a full-time return to the office was no longer the only option for Smile.

The team recognised that our service would benefit from more regular interactions and we agreed to trial a minimum of two days in the office; this was subject to review in terms of efficiency and effectiveness as well as improved working relationships. On the whole this approach has worked well and we will continue to work in this way going forward. Other reflections included an exploration of the purpose of the office and why we need a base; this is a work in progress and something the trustees and staff will keep under review.

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

Review of Developments, Activities and Achievements (Cont.)

The trustees managed financial risks very closely and whilst the financial picture was much healthier, board members agreed to calculate the costs of a managed closure, should it ever become necessary. This enabled the board to see at a glance the critical points during the year; this was supported by a cautious approach to setting the budget which assumed minimal growth and maximum expenditure. This approach has served the board well during the year and has contributed to positive discussion and decisions regarding investment in the future. Smile has a track record of generating more income and managing expenditure during the year and this has been the case in 2021/22, resulting in a healthy surplus.

We continue to raise Smile's profile through a number of social media platforms, promoting our mediation, training and volunteering opportunities; we know that the external operating environment is competitive and that we must maintain a positive presence across the sector. This increased the number of visits to our website, comments from posts on Twitter and LinkedIn and resulted in enquiries for skills based training and spot purchase mediation referrals from new customers.

Partnership working is an essential element of the excellent services we provide. Smile prides itself on developing and maintaining good working relationships and one particular example during this year has been the partnership with Resolve ASB; we have worked closely with them to market a new package of skills training and this resulted in the delivery of nineteen training courses to over 300 people. We will continue to strengthen our mutually beneficial partnership in the future as it is providing a great skills programme for social housing teams across the country and at the same time supporting Resolve to expand their service offer to their members.

Once again, Smile successfully applied for a National Lottery Awards for All grant. The grant was used to provide our mediation skills qualification for new volunteer mediators as well as supporting existing mediators to access refresher training. The blended virtual and in-person training course was delivered in February and March 2022; the highlight for the trainees and the staff team was a coming together on the final day of the training to put into practice the new learning and skills developed over the previous five weeks. Meeting in-person made such a positive difference for everyone involved. Thanks goes to the National Lottery for continuing to support such an essential part of Smile's core business.

Smile is always exploring ways to support and develop young people in the workplace; this year we applied to be part of the Government Kickstart programme. Whilst programmes such as Kickstart sound positive in theory, getting the right person and the right 'fit' for Smile proved more difficult in practice. With limited capacity in the team to support someone with limited work experience and skills proved challenging; however the experience reinforced the need for a permanent member of the team going forward.

On the theme of young people and apprentices, Smile is proud to be part of the new two year ASB Apprenticeship programme being delivered by Resolve ASB. The success of our Conversation not Confrontation programme resulted in an approach from Resolve to develop a nine module advanced conflict awareness and communication skills programme that would underpin the apprenticeship programme. This programme will be rolled out in April 2022.

Sadly, March saw the retirement of trustee, Paul Iganski. This was a planned retirement and he resigned as Chair in January 2022 before retiring fully from the board in March. The board wishes to express their thanks to him for his excellent chairing skills, curious questioning, appropriate challenge and considered and thoughtful contributions over the last six years. Catherine Dobson was subsequently nominated and elected as the new board Chair.

There is much to be optimistic about in the forthcoming year, with investment and growth at the centre of Smile's plans, including a new role of Head of Operations and Business Development to support the leadership of the organisation and build on the opportunities and partnerships established during 2021/22.

Finally, a huge thank you goes to everyone that contributes to the Smile family, our mediators, staff team, associates and trustees without whom none of this would be possible.

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

REPORT OF THE TRUSTEES (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

Policy for Holding Reserves

Reserves are held for the sole purpose of enabling the charity to continue to deliver the services offered. Such reserves total £79,199 (2021: £56,873) and are unrestricted.

STATEMENT OF TRUSTEES RESPONSIBILITIES

The trustees (who are also directors of Smile Mediation Limited for the purposes of company law) are responsible for preparing the trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards including Financial Reporting Standard 102 (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in business.

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

SMALL COMPANY PROVISIONS

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

ON BEHALF OF THE BOARD:

.....
 Mr P Kenyon
 Director

Date: 13th July 2022

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SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES
FOR THE YEAR ENDED 31ST MARCH 2022

I report to the charity trustees on my examination of the accounts of the company for the year ended 31 March 2022, which are set out on pages 5 to 13.

RESPONSIBILITIES AND BASIS OF REPORT

The charity's trustees (who are also its directors for the purposes of company law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts 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 accounts as carried out under section 145 of the Charities Act 2011 Act (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 REPORT

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

- (1) accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
- (2) the accounts do not accord with those accounting records; or
- (3) the accounts do not comply with the accounting requirements of section 396 of the 2006 Act 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; or
- (4) the accounts 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 accounts to be reached.

Mel Henry FCCA
Ainsworths Limited
Chartered Accountants
Stansfield Street
Nelson, Lancashire
BB9 9XY

Date: 13th July 2022

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	Note	Restricted £	Unrestricted £	2022 Total £	2021 Total £
INCOMING RESOURCES					
<i>Charitable activities:</i>					
Mediation service contracts	2	-	117,539	117,539	49,405
Other funding	3	-	<u>15,000</u>	<u>15,000</u>	<u>53,546</u>
TOTAL INCOMING RESOURCES		<u>-</u>	<u>132,539</u>	<u>132,539</u>	<u>102,951</u>
RESOURCES EXPENDED:					
Charitable activities	4	<u>-</u>	<u>110,213</u>	<u>110,213</u>	<u>80,180</u>
TOTAL RESOURCES EXPENDED	6	<u>-</u>	<u>110,213</u>	<u>110,213</u>	<u>80,180</u>
NET MOVEMENT IN FUNDS		-	22,326	22,326	22,771
Transfer between funds		-	-	-	-
RECONCILIATION OF FUNDS					
TOTAL FUNDS B/FWD		<u>-</u>	<u>56,873</u>	<u>56,873</u>	<u>34,102</u>
TOTAL FUNDS C/FWD		<u>-</u>	<u>79,199</u>	<u>79,199</u>	<u>56,873</u>

All of the charity's activities are classified as continuing. Movements on reserves and all recognised gains and losses are shown above.

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

SUMMARY STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	2022	2021
	£	£
Income	127,539	102,951
Expenditure	<u>110,213</u>	<u>80,180</u>
OPERATING PROFIT	17,326	22,771
OTHER INCOME		
Business interruption receipt received	<u>5,000</u>	<u>-</u>
NET SURPLUS (DEFICIT) FOR THE FINANCIAL YEAR	<u><u>22,326</u></u>	<u><u>22,771</u></u>

SMILE MEDIATION LIMITED
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BALANCE SHEET
AS AT 31ST MARCH 2022

	Note	2022 £	2021 £
FIXED ASSETS			
Intangible fixed assets	8	-	-
Tangible fixed assets	9	<u>3,609</u>	<u>4,812</u>
		3,609	4,812
CURRENT ASSETS			
Debtors and prepayments	10	18,607	722
Cash at bank and in hand		<u>65,008</u>	<u>55,200</u>
		83,615	55,922
CREDITORS: amounts falling due within one year	11	<u>8,025</u>	<u>3,861</u>
NET CURRENT ASSETS		<u>75,590</u>	<u>52,061</u>
NET ASSETS		<u>79,199</u>	<u>56,873</u>
FUNDS			
Restricted funds		-	-
Unrestricted funds		<u>79,199</u>	<u>56,873</u>
TOTAL FUNDS	12	<u>79,199</u>	<u>56,873</u>

The trustees are satisfied that the charity is entitled to the exemptions from the provisions of the Companies Act 2006 (the Act) relating to the audit of the accounts for the year by virtue of section 477, and that no member or members have requested an audit pursuant to section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for:

- (i) ensuring that the charity keeps proper accounting records which comply with sections 386 and 387 of the Companies Act 2006, and
- (ii) preparing accounts which give a true and fair view of the state of the affairs of the charity as at the end of the financial year and of its surplus or deficit for the financial year in accordance with the requirements of sections 394 and 395, and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charity.

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

Approved by the trustees on 13th July 2022 and signed on their behalf by:

Mr P Kenyon.....
 Director

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2022

1. ACCOUNTING POLICIES

a) Statutory information

Smile Mediation Limited is a charitable company, limited by guarantee, registered in England and Wales. The charity and company registered numbers can be found on the front cover of the accounts. The registered office address is Centenary Court, Croft Street, Burnley, BB11 2ED.

b) 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.

c) Grants

Grants are recognised in full in the Statement of Financial Activities in the year in which they are receivable.

d) Incoming resources

Incoming resources are included when receivable.

e) Resources expended

Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.

f) Tangible fixed assets

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

Equipment	25% reducing balance
Freehold property	0% reducing balance

g) Intangible fixed assets

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

Website	33.33% straight line
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SMILE MEDIATION LIMITED
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NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

2. CHARITABLE ACTIVITIES

	Restricted funds	Unrestricted funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Mediation Services				
Blackburn Diocese	-	-	-	750
Blackburn with Darwen Borough Council	-	2,250	2,250	650
Burnley Borough Council	-	7,200	7,200	6,000
Calico Housing	-	11,850	11,850	15,600
Centrica Plc	-	26,150	26,150	-
Chorley Council	-	1,950	1,950	650
Colchester Borough Homes	-	3,375	3,375	-
Dallam School	-	932	932	-
Dudley Council	-	-	-	1,125
Flagship Group	-	-	-	1,125
Self-referral	-	240	240	-
Keswick Enterprises	-	-	-	200
Lancashire County Council	-	2,280	2,280	720
Manchester City Council	-	30,130	30,130	17,410
NHS Foundation Trust	-	3,612	3,612	-
Ongo Homes	-	2,527	2,527	-
Paradigm Housing Group	-	1,125	1,125	-
Pendle Borough Council	-	4,000	4,000	-
Pleydell Smithyman Limited	-	2,025	2,025	-
Resolve ASB	-	7,645	7,645	3,475
SGL Co-Packaging	-	400	400	400
Southern Housing Group	-	4,500	4,500	-
Spring North	-	4,438	4,438	-
St Christopher's CE High School	-	910	910	-
Trafford Housing Trust	-	-	-	1,300
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,300</u>
	<u>-</u>	<u>117,539</u>	<u>117,539</u>	<u>49,405</u>

3. OTHER FUNDING

	Restricted funds	Unrestricted funds	Total Funds 2022	Total Funds 2021
	£	£	£	£
Grant Funding				
Burnley Borough Council Covid Support Grants	-	-	-	11,500
CAF – Resilience Fund	-	-	-	10,000
CAF	-	-	-	2,000
Community Foundation For Lancashire – Covid 19 Support Fund	-	-	-	10,000
Burnley, Pendle & Rossendale CVS – Population Health Management	-	-	-	6,000
Social Prescribing Programme	-	-	-	4,000
The National Lottery Community Funding	-	10,000	10,000	-
Volunteer expenses recharged	-	-	-	46
	<u>-</u>	<u>10,000</u>	<u>10,000</u>	<u>53,546</u>
Other Income				
Business Interruption Insurance Receipt	-	5,000	5,000	-
	<u>-</u>	<u>5,000</u>	<u>5,000</u>	<u>-</u>
Total Other Funding	<u>-</u>	<u>15,000</u>	<u>15,000</u>	<u>53,546</u>

SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

4. CHARITABLE ACTIVITIES

	Restricted	Unrestricted	2022 Total	2021 Total
	£	£	£	£
Provision of charitable services:				
Mediation services	-	107,867	107,867	78,298
Governance costs	-	2,346	2,346	1,882
	<u>-</u>	<u>110,213</u>	<u>110,213</u>	<u>80,180</u>

Analysis of provision of charitable services:

	Staff costs	Other costs	2022 Total	2021 Total
	£	£	£	£
Mediation services	57,130	50,737	107,867	78,298
Governance costs (note 4)	-	2,346	2,346	1,882
	<u>57,130</u>	<u>53,083</u>	<u>110,213</u>	<u>80,180</u>

5. GOVERNANCE COSTS

	Restricted	Unrestricted	2022 Total	2021 Total
	£	£	£	£
Accountancy fees	-	1,253	1,253	1,148
Sundry expenses	-	1,093	1,093	734
	<u>-</u>	<u>2,346</u>	<u>2,346</u>	<u>1,882</u>

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SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

6. TOTAL RESOURCES EXPENDED

	Staff costs	Other costs	2022 Total	2021 Total
	£	£	£	£
Direct charitable expenditure	57,130	50,737	107,867	78,298
Governance costs	-	2,346	2,346	1,882
	<u>57,130</u>	<u>53,083</u>	<u>110,213</u>	<u>80,180</u>

Other costs:

Cost of delivering services	2,703	2,965
Premises	1,856	1,286
Training and conference costs	28,780	11,659
Office costs	4,281	2,795
Legal and professional	6,241	5,391
Other	9,222	2,994
	<u>53,083</u>	<u>27,090</u>

The aggregate payroll costs were:

	2022 Total	2021 Total
	£	£
Salaries and wages	53,232	49,676
Social security costs	3,461	3,026
Pension	437	388
	<u>57,130</u>	<u>53,090</u>

The average number of staff employed by the charity
(including directors) during the year was:

Management and administration	1	1
Provision of charitable services	2	2
	<u>3</u>	<u>3</u>

There were no trustees' remuneration or other benefits for the year ended 31st March 2022 nor for the year ended 31st March 2021.

No employee during the year received emoluments in excess of £60,000.

7. NET INCOME/EXPENDITURE FOR YEAR

The operating surplus/(deficit) is stated after charging:

	2022	2021
	£	£
Depreciation	<u>1,203</u>	<u>539</u>

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SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

NOTES TO THE FINANCIAL STATEMENTS (continued)
FOR THE YEAR ENDED 31ST MARCH 2022

8. INTANGIBLE FIXED ASSETS

	Website £	Total £
Cost		
As at 1 st April 2021	<u>1,920</u>	<u>1,920</u>
As at 31 st March 2022	<u><u>1,920</u></u>	<u><u>1,920</u></u>
Amortisation		
As at 1 st April 2021	1,920	1,920
Charges for the year	<u>-</u>	<u>-</u>
As at 31 st March 2022	<u><u>1,920</u></u>	<u><u>1,920</u></u>
Written Down Value		
As at 31 st March 2022	<u>-</u>	<u>-</u>
As at 31 st March 2021	<u>-</u>	<u>-</u>

9. TANGIBLE FIXED ASSETS

	Freehold Property £	Equipment £	Total £
Cost			
As at 1 st April 2021	1	48,820	48,821
As at 31 st March 2022	<u><u>1</u></u>	<u><u>48,820</u></u>	<u><u>48,821</u></u>
Depreciation			
As at 1 st April 2021	-	44,009	44,009
Charges for the year	<u>-</u>	<u>1,203</u>	<u>1,203</u>
As at 31 st March 2022	<u><u>-</u></u>	<u><u>45,212</u></u>	<u><u>45,212</u></u>
Written Down Value			
As at 31 st March 2022	<u><u>1</u></u>	<u><u>3,608</u></u>	<u><u>3,609</u></u>
As at 31 st March 2021	<u><u>1</u></u>	<u><u>4,811</u></u>	<u><u>4,812</u></u>

10. DEBTORS

	2022 £	2021 £
Debtors	15,007	722
Prepayments and accrued income	<u><u>3,600</u></u>	<u>-</u>
	<u><u>18,607</u></u>	<u><u>722</u></u>

11. CREDITORS

	2022 £	2021 £
Creditors	7,185	3,021
Accruals	<u><u>840</u></u>	<u><u>840</u></u>

8,025

3,861

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**SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)**

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022**

12. ANALYSIS OF CHARITABLE FUNDS

	Fixed assets £	Other net assets £	Total £
Restricted funds	-	-	-
Unrestricted funds	<u>3,609</u>	<u>75,590</u>	<u>79,199</u>
	<u>3,609</u>	<u>75,590</u>	<u>79,199</u>

13. COMPANY LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. The liability of each member by way of their guarantee to the company is to contribute a sum not exceeding £10 to the assets of the company if so required on the winding up of the company.

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SMILE MEDIATION LIMITED
(A COMPANY LIMITED BY GUARANTEE)

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31ST MARCH 2022

	2022		2021	
	£	£	£	£
INCOME				
Mediation Service Contracts	117,539		49,405	
Grant funding	10,000		53,500	
Other income	<u>5,000</u>		<u>46</u>	
		132,539		102,951
EXPENDITURE				
Costs of delivering services	2,703		2,965	
Rent and rates	669		43	
Salaries and subcontractors	62,742		53,090	
Travelling expenses	789		281	
Work from home expenses	525		1,440	
Printing, postage and stationery	1,467		663	
Training and conference expenses	28,780		11,659	
Accountancy	1,253		1,148	
Legal and professional	4,988		4,243	
Insurances	1,187		1,242	
Telephone and fax	1,693		1,454	
Subscriptions	1,121		678	
Equipment depreciation	1,203		539	
Sundry expenses	<u>1,093</u>	<u>110,213</u>	<u>735</u>	<u>80,180</u>
SURPLUS /(DEFICIT) FOR THE YEAR		<u>22,326</u>		<u>22,771</u>

