

**Report of the Trustees and
Unaudited Financial Statements For The Year Ended 31st March 2021
for
St Michael's Family Centre**

Aston Shaw Limited
11 King Street
King's Lynn
Norfolk
PE30 1ET

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For The Year Ended 31st March 2021**

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St Michael's Family Centre

Report of the Trustees For The Year Ended 31st March 2021

The trustees present their report with the financial statements of the charity for the year ended 31st March 2021. The trustees have adopted the provisions of 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).

The financial statements have been prepared in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 published in October 2019

OBJECTIVES AND ACTIVITIES

Objectives and aims

Core aim and ethos of St Michaels's Family Centre

We aim to offer a safe and secure environment for all children, in which they will be offered a wide range of opportunities to learn through play. Enthusiastic staff will give the children opportunities to be creative, imaginative and to develop physical skills. We have a wide range of activities and equipment to suit all ages and interests.

The children will be empowered to extend and develop their skills and confidence in a caring supportive framework.

"Playing and learning together"

The trustees confirm that they have referred to the Charity Commission's guidance on public benefit when reviewing the Trust's aims and objectives and in planning future activities.

St Michael's Family Centre

Report of the Trustees For The Year Ended 31st March 2021

ACHIEVEMENT AND PERFORMANCE

Charitable activities

Major achievements and developments

It has been a tricky year with the COVID outbreak early in the Spring 2020, whereby staff using the guidance of the committee, local county council and government have had to make changes to practice to ensure that children and adults have been kept safe and well. Staff have worked diligently to achieve these aims and objectives, under what have been uncertain and difficult times. Initially each day presented a different dilemma which the staff took in their stride usually with a smile and sunny disposition. We started the new academic year in Sept 2020 with renewed optimism feeling secure that we had reviewed all of our procedures to ensure the safety of all and provide a COVID secure environment.

The COVID outbreak has necessitated a major review of working practices, resulting in a reduction in children attending, which has also had implications for revenue and spending. The committee have been pro-active with many decisions needing to be made to ensure the sustainability of the charity. Well-being of both staff and children has been at the fore-front of thinking and positive actions have been taken to ensure that everyone has felt safe and valued. New ways of working have been developed to ensure that some of our most vulnerable children were not overlooked and kept safe including keeping in touch calls and using virtual sessions to allow those attending the opportunity to have contact with those that were not able attend. Our parents have been brilliant and followed guidance been mindful of others and helped to keep us all safe and well.

Major achievements in childcare:

The use of Tapestry to document and record the children's learning is ongoing in all areas of the early years provision and is well received by parents as it allow ease of access to children learning and development. This means of keeping in touch with parents has been essential during the current COVID pandemic and provided a valuable communication system.

All staff have had the opportunity to participate in INSET training - albeit this has been virtual as opposed to face to face.

Staff have updated relevant mandatory qualifications - including risk assessment, first aid, moving and handling, and safeguarding with sessions on the latest requirements and legislation including the requirements related to COVID and providing a COVID secure environment for both children and adults.

Embed a unified approach and ethos across the two sites to promote the core ethos of the Charity as St Michael's Family Centre.

The outdoor provision at Church Lane has been an area of ongoing review with plans in place to provide a more exciting and stimulating environment to meet the needs of the children. Whereby an area specific to the needs of the younger age group has been established. Despite changing situations and COVID government requirement staff have continued to develop a reflective practice approach to ensure the highest quality provision is available for service users as they have returned from various 'lockdown' periods. Unfortunately we had to close the afterschool club and restrict our opening hours owing to the significant drop in children attending.

Saddlebow Road has continued to reflect and develop the quality of services offered, albeit difficult and tricky at times with the COVID restrictions. Staff have noted how well the children and parents have been with the restriction and report that the children have settled really well and are making use of the rotation of equipment. To allow us to meet the COVID requirements Afterschool club has been restricted to those children attending St Michael's Primary school allowing us to create a school based bubble. Further our open hours had to be shorten to take into account the reduction in children attending.

Staff report and update:

Childcare Staff team St Michael's family centre confirmed as from September 2020:

Registered Person Jeanette Nowrung and setting SENCO/SLP

Administrator Lynn Glencross (part time - term time only)

Saddlebow Road

Early Years Professionals: (Saddlebow Road)

Paula Reed (full time) setting ENCO/DSLP

Jackie Smith (full time) DSLP

Jane Kirchen (part time) - retired Sept 2020

Amy Elton (full time)

Sam Tann (full time) - on MAT leave from May 2021

Jessica Simpson (full time term time)

Nicole Adler (full time term time)

St Michael's Family Centre

Report of the Trustees For The Year Ended 31st March 2021

	Kimberly James (part time term time) Hannah Palmer (full time) Imogen Luker (part time term time)
Senior Play-worker	Jill Watson (part time)
Thrive coordinator	Tracey Rudd
Church Lane	
Early Years Professional: (Church Lane)	Louise Harris (term time only) SENCO/SLP
	Holly Melton Amy Elwood (Maternity leave until February 2021) Hanna Yate Leanne Brassett (part time) - returned from maternity leave Sept 2020 Catherine Ward (part time) returned on hourly paid contract from April 2021
Support Staff	Jon Wells (ICT Support)

Charity Funding raising for the year 2020-2021

The staff and children under difficult and tricky circumstances have been busy yet again raising funds for those less fortunate in the local and wider community and have supported the following national and local events:

BBC Children in Need
NSPCC Christmas Jumper day
The Food bank

We also held an event for Mother's and Father's day event, whereby parents were provided with hand crafted child made items and a virtual afternoon tea.

Partnership working:

Local nurseries and community organisations:

Despite having had to deal with restrictions and limitation of COVID the family Centre has continued to work in partnership with other local nurseries in the community to ensure that services are available for those most in need. This includes but not limited to signposting children and families to other providers to meet the needs and demands of the child and family.

Local health team:

The childcare staff also have regular dialog with the local health team to plan and implement learning activities for those most in need as well as plan integrated reviews for the children (2 year checks).

St Michael's Family Centre

Report of the Trustees For The Year Ended 31st March 2021

FINANCIAL REVIEW

Financial report

The accounts have been finalised for the year and independently examined by Aston Shaw, copy attached to this report.

We have continued to claim funds for 2, 3 and 4 year olds. This means that the term after child is 3 years old they are entitled to 15 hours for funded sessions which we claim from Norfolk County Council Education department. A number of children are funded via the Norfolk County Council 2 year funded scheme. Furthermore, we have children that are in receipt of the government 30 hour funding. It has been noticeable that during the year that the numbers of children attending has been reduced this is attributed to more parents being in working situations that were either closed or on reduced hours.

Finances have been an area of attention during the year; as the COVID outbreak has necessitated secure and robust evaluation of cash flow resulting in reductions in spending. It was evident very early on in the outbreak that revenue would be significantly reduced as many children stopped attending. We have been able to make use of government support to enable us to continue to offer a service throughout the outbreak in keeping with the guideline. Effective use has been made of the Furlough Scheme to allow and support staffing costs to prevent staff from being permanently laid off. The staff have been very supportive of the financial pressures and their support and agreements with some tricky and difficult decisions to ensure cost effective service has been brilliant.

Hardship/family Support fund:

The Charity has continued to offer some of our most in need families services by establishing a hardship/family support fund whereby a 'restricted fund' has been set up to allow us to be able to support children to attend that under normal circumstances would not be able to.

Staff wages reviewed and increased in line with recommendations for minimum wage and the national living wage.

The surplus in the year amounted to £30,880 and the amount held in general reserves at the Balance Sheet date was £813,208.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, a deed of trust and constitutes an unincorporated charity.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1102811

Principal address

Saddlebow Road
King's Lynn
Norfolk
PE30 5BW

Trustees

J Nowrung
K LeServe
L Hartley
S Courtney-Jenner
J Watts

Committee

Jeanette Nowrung
Lesley Hartley
Sasha Courtney-Jenner
Kathryn LeServe (Safeguarding lead)
Jasmine Watts
Louise Harris (staff member)
Paula Reed (staff member)

Independent Examiner

Aston Shaw Limited
11 King Street
King's Lynn
Norfolk
PE30 1ET

St Michael's Family Centre

**Report of the Trustees
For The Year Ended 31st March 2021**

EVENTS SINCE THE END OF THE YEAR

Information relating to events since the end of the year is given in the notes to the financial statements.

Approved by order of the board of trustees on 3.11.2021 and signed on its behalf by:

Jeanele Nowrung
J Nowrung - Trustee

**Independent Examiner's Report to the Trustees of
St Michael's Family Centre**

Independent examiner's report to the trustees of St Michael's Family Centre

I report to the charity trustees on my examination of the accounts of St Michael's Family Centre (the Trust) for the year ended 31st March 2021.

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

Since your charity's gross income exceeded £250,000 your examiner must be a member of a listed body. I can confirm that I am qualified to undertake the examination because I am a registered member of FCCA which is one of the listed bodies.

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.

Aston Shaw

Dominic Shaw
FCCA
Aston Shaw Limited
11 King Street
King's Lynn
Norfolk
PE30 1ET

Date: *11th November 2021*

St Michael's Family Centre

**Statement of Financial Activities
For The Year Ended 31st March 2021**

	Notes	Unrestricted fund £	Restricted funds £	31/3/21 Total funds £	31/3/20 Total funds £
INCOME AND ENDOWMENTS FROM					
Donations and legacies		379,644	6,873	386,517	429,820
Investment income	2	138	-	138	252
Total		<u>379,782</u>	<u>6,873</u>	<u>386,655</u>	<u>430,072</u>
EXPENDITURE ON					
Raising funds	3	423	-	423	1,512
Charitable activities	4				
Playgroup running costs		350,288	5,064	355,352	369,138
Total		<u>350,711</u>	<u>5,064</u>	<u>355,775</u>	<u>370,650</u>
NET INCOME		<u>29,071</u>	<u>1,809</u>	<u>30,880</u>	<u>59,422</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		782,328	-	782,328	722,906
TOTAL FUNDS CARRIED FORWARD		<u><u>811,399</u></u>	<u><u>1,809</u></u>	<u><u>813,208</u></u>	<u><u>782,328</u></u>

The notes form part of these financial statements

St Michael's Family Centre

**Balance Sheet
31st March 2021**

	Notes	Unrestricted fund £	Restricted funds £	31/3/21 Total funds £	31/3/20 Total funds £
FIXED ASSETS					
Tangible assets	9	163,101	-	163,101	166,755
CURRENT ASSETS					
Debtors	10	15,657	-	15,657	14,187
Cash at bank and in hand		661,039	1,809	662,848	603,338
		676,696	1,809	678,505	617,525
CREDITORS					
Amounts falling due within one year	11	(28,398)	-	(28,398)	(1,952)
NET CURRENT ASSETS		648,298	1,809	650,107	615,573
TOTAL ASSETS LESS CURRENT LIABILITIES		811,399	1,809	813,208	782,328
NET ASSETS		811,399	1,809	813,208	782,328
FUNDS	12				
Unrestricted funds				811,399	782,328
Restricted funds				1,809	-
TOTAL FUNDS				813,208	782,328

The financial statements were approved by the Board of Trustees and authorised for issue on 3.11.21 and were signed on its behalf by:

Jeannette Nowrung
J Nowrung - Trustee

**Notes to the Financial Statements
For The Year Ended 31st March 2021**

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.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following the 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 issued in October 2019 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

The financial statements have been prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest pound.

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.

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.

Freehold property	- Straight line over 8 years
Nursery equipment	- 25% on reducing balance
Office equipment	- 25% on reducing balance

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.

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

Pension costs and other post-retirement benefits

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Cash at bank

Cash at bank includes cash and short-term highly liquid deposit accounts.

Debtors receivable and creditors payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price.

Going concern

The financial statements have been prepared on a going concern basis as the Trustees believe that no material uncertainties exist.

Notes to the Financial Statements - continued
For The Year Ended 31st March 2021

2. INVESTMENT INCOME

	31/3/21	31/3/20
	£	£
Deposit account interest	138	252

3. RAISING FUNDS

Other trading activities

	31/3/21	31/3/20
	£	£
Bad debts	423	1,512

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs	Support costs	Totals
	£	£	£
Playgroup running costs	354,152	1,200	355,352

5. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31st March 2021 nor for the year ended 31st March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31st March 2021 nor for the year ended 31st March 2020.

6. STAFF COSTS

	31/3/21	31/3/20
	£	£
Wages and salaries	305,290	298,433
Other pension costs	8,262	15,725
	313,552	314,158

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

	31/3/21	31/3/20
Support staff	16	20

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

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund	Restricted funds	Total funds
	£	£	£
INCOME AND ENDOWMENTS FROM			
Donations and legacies	429,820	-	429,820
Investment income	252	-	252
Total	430,072	-	430,072
EXPENDITURE ON			
Raising funds	1,512	-	1,512
Charitable activities			
Playgroup running costs	369,138	-	369,138

Notes to the Financial Statements - continued
For The Year Ended 31st March 2021

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES - continued

	Unrestricted fund £	Restricted funds £	Total funds £
Total	370,650	-	370,650
NET INCOME	59,422	-	59,422
RECONCILIATION OF FUNDS			
Total funds brought forward	722,906	-	722,906
TOTAL FUNDS CARRIED FORWARD	782,328	-	782,328

8. INDEPENDENT EXAMINERS REMUNERATION

The independent examiners remuneration amounts to an independent examination fee of £400 (2020 - £400) and other financial services of £800 (2020 - £800).

9. TANGIBLE FIXED ASSETS

	Freehold property £	Nursery equipment £	Office equipment £	Totals £
COST				
At 1st April 2020	167,449	13,916	13,317	194,682
Additions	-	139	-	139
At 31st March 2021	167,449	14,055	13,317	194,821
DEPRECIATION				
At 1st April 2020	9,029	10,434	8,464	27,927
Charge for year	1,675	905	1,213	3,793
At 31st March 2021	10,704	11,339	9,677	31,720
NET BOOK VALUE				
At 31st March 2021	156,745	2,716	3,640	163,101
At 31st March 2020	158,420	3,482	4,853	166,755

10. DEBTORS

	31/3/21 £	31/3/20 £
Amounts falling due within one year:		
Fee debtors	15,657	14,162
Amounts falling due after more than one year:		
Other debtors	-	25
Aggregate amounts	15,657	14,187

St Michael's Family Centre

Notes to the Financial Statements - continued
For The Year Ended 31st March 2021

11. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31/3/21 £	31/3/20 £
Trade creditors	15,895	-
Taxation and social security	4,078	-
Other creditors	8,425	1,952
	<u>28,398</u>	<u>1,952</u>

12. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	782,328	29,071	811,399
Restricted funds			
Early Years Initial Teacher Training funding	-	946	946
Early years pupil premium	-	863	863
	<u>-</u>	<u>1,809</u>	<u>1,809</u>
TOTAL FUNDS	<u>782,328</u>	<u>30,880</u>	<u>813,208</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	379,782	(350,711)	29,071
Restricted funds			
Early Years Initial Teacher Training funding	4,200	(3,254)	946
Early years pupil premium	2,673	(1,810)	863
	<u>6,873</u>	<u>(5,064)</u>	<u>1,809</u>
TOTAL FUNDS	<u>386,655</u>	<u>(355,775)</u>	<u>30,880</u>

Comparatives for movement in funds

	At 1.4.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	722,906	59,422	782,328
TOTAL FUNDS	<u>722,906</u>	<u>59,422</u>	<u>782,328</u>

Notes to the Financial Statements - continued
For The Year Ended 31st March 2021

12. MOVEMENT IN FUNDS - continued

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	430,072	(370,650)	59,422
TOTAL FUNDS	<u>430,072</u>	<u>(370,650)</u>	<u>59,422</u>

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

	At 1.4.19 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	722,906	88,493	811,399
Restricted funds			
Early Years Initial Teacher Training funding	-	946	946
Early years pupil premium	-	863	863
	<u>-</u>	<u>1,809</u>	<u>1,809</u>
TOTAL FUNDS	<u>722,906</u>	<u>90,302</u>	<u>813,208</u>

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 £
Unrestricted funds			
General fund	809,854	(721,361)	88,493
Restricted funds			
Early Years Initial Teacher Training funding	4,200	(3,254)	946
Early years pupil premium	2,673	(1,810)	863
	<u>6,873</u>	<u>(5,064)</u>	<u>1,809</u>
TOTAL FUNDS	<u>816,727</u>	<u>(726,425)</u>	<u>90,302</u>

13. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2021.

Notes to the Financial Statements - continued
For The Year Ended 31st March 2021

14. POST BALANCE SHEET EVENTS

Since 31 March 2021, the outbreak of the Covid-19 pandemic and related global response has continued to have an impact on the charity. However, the charity's operations continue to be resilient. As a result the charity is not in financial distress and the Trustees do not foresee any going concern issues.

15. FUNDS

The committee operated various funds during the year as follows:

<u>Fund</u>	<u>Type</u>	<u>Purpose</u>
General fund	Unrestricted	Represents the free funds of the Charity which have not been designated for a particular purpose
Early Years Initial Teacher Training funding	Restricted	Funds received for initial teacher training
Early years pupil premium	Restricted	Additional funding to improve the education of 3-4 year olds

St Michael's Family Centre

**Detailed Statement of Financial Activities
For The Year Ended 31st March 2021**

	Unrestricted funds £	Restricted funds £	31/3/21 Total funds £	31/3/20 Total funds £
INCOME AND ENDOWMENTS				
Donations and legacies				
Norfolk County council funding	230,696	2,673	233,369	253,739
Fees	75,290	-	75,290	168,956
Family support/hardship fund	4,154	-	4,154	1,447
Photos	-	-	-	1,056
Job retention scheme grants	48,567	-	48,567	-
Business grant	10,000	-	10,000	-
Covid insurance claim	10,697	-	10,697	-
Sundries	240	4,200	4,440	4,622
	<u>379,644</u>	<u>6,873</u>	<u>386,517</u>	<u>429,820</u>
Investment income				
Deposit account interest	138	-	138	252
	<u>379,782</u>	<u>6,873</u>	<u>386,655</u>	<u>430,072</u>
EXPENDITURE				
Other trading activities				
Bad debts	423	-	423	1,512
Charitable activities				
Wages	302,036	3,254	305,290	298,433
Pensions	8,262	-	8,262	15,725
Rates and water	1,020	-	1,020	571
Insurance	2,792	-	2,792	2,591
Light and heat	6,199	-	6,199	5,055
Telephone	2,773	-	2,773	1,712
Office running costs	5,266	25	5,291	5,662
Sundries	1,614	-	1,614	955
Repairs and renewals	7,311	1,785	9,096	12,529
Training	14	-	14	2,885
Cleaning	2,465	-	2,465	2,728
Photos	-	-	-	867
Nappy collection	1,702	-	1,702	1,443
Lunch club	1,942	-	1,942	10,753
Operation Fees	1,749	-	1,749	1,576
Family hardship support	150	-	150	-
Depreciation of tangible fixed assets	3,793	-	3,793	4,453
	<u>349,088</u>	<u>5,064</u>	<u>354,152</u>	<u>367,938</u>
Support costs				
Governance costs				
Independent examiners remuneration	1,200	-	1,200	1,200
	<u>350,711</u>	<u>5,064</u>	<u>355,775</u>	<u>370,650</u>
Net income	<u>29,071</u>	<u>1,809</u>	<u>30,880</u>	<u>59,422</u>

This page does not form part of the statutory financial statements

