

REGISTERED COMPANY NUMBER: 05642114 (England and Wales)
REGISTERED CHARITY NUMBER: 1121113

TRUSTEES' REPORT AND
UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021
FOR
NEWBURY RIDING FOR THE DISABLED LIMITED

Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

NEWBURY RIDING FOR THE DISABLED LIMITED

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FOR THE YEAR ENDED 31 DECEMBER 2021

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NEWBURY RIDING FOR THE DISABLED LIMITED

TRUSTEES' REPORT **FOR THE YEAR ENDED 31 DECEMBER 2021**

The trustees who are also directors of the Charity for the purposes of the Companies Act 2006, present their report with the financial statements of the Charity for the year ended 31 December 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).

OBJECTIVES AND ACTIVITIES

Objectives and aims

The object of the Charity is to provide riding lessons as a therapy to disabled children and young people. This improves muscle tone, co-ordination, concentration and gives the rider a sense of achievement as well as pleasure.

Public benefit

The trustees have complied with the duty in section 17(5) of the 2011 Charities Act to have due regard to guidance published by the Charity Commission. Benefits arise from the work of the charity in the positive impact on those children and young people that attend the classes. The benefits are described in the objectives and activities of the Charity.

ACHIEVEMENT AND PERFORMANCE

Classes are organised in response to demand for lessons and in normal circumstances we hold around 20 half hour physical therapy lessons (riding) per week and a number of 'theory' lessons, some under the RDA/ASDAN (Award Scheme Development and Accreditation Network) collaborative programme, which is tailored by each class to complement the school curriculum.

The Charity employs a full-time stable manager who is responsible for the day to day running of the stables and care of the ponies and we also employ an additional person on a part-time basis for weekends or as required.

There are around 90 volunteers registered with the Charity, the majority of whom attend once a week to assist in the classes: roles include coaches (who are trained RDA instructors), pony leaders, side-helpers and administrators. Depending on the ability, a disabled rider may require up to 3 people to assist them whilst mounted on a pony; one to lead the pony and a person on each side (side helpers) to assist the rider.

Following the very challenging year in 2020 due to Covid-19, 2021 started in the same vein but since the summer we largely reverted to business as usual. We were able to offer individual private lessons from May and we began to welcome back our schools in the Autumn Term. Throughout the last two years the trustees and the volunteers have continued to contribute significant time and energy in ensuring the ponies remain fit and well and their environment is safe and well maintained, but everyone involved in the organisation is delighted to see our riders back in the saddle and enjoying all the benefits that come with the RDA experience. We are all hopeful that our activities 2022 will be significantly less interrupted by Covid-19.

The Charity remains completely self-funded and is wholly reliant on fundraising events, donations (including any voluntary donations for the riding lessons themselves), bequests and grants to help cover the running costs. Running costs include general pony upkeep, farrier and vets fees, staff salaries, rent and insurances.

We are pleased to report that we have also had a successful year of fundraising, after the challenges in 2020. We continued to be helped in the first half of the year by the Government backed Covid grants, but significantly we were delighted to receive a £30,000 grant, spread over 3 years, from BBC Children in Need and we were also able to rekindle our Autumn Fair, after the enforced break in 2020, and this contributed a net profit for the year in excess of £11,000. In addition to these, we received some very generous bequests and grants, continued support from our regular, as well as many new donors and an increase in voluntary donations from our riders themselves. In total funds received increased from £51,633 in 2020 to £77,844 in 2021.

NEWBURY RIDING FOR THE DISABLED LIMITED

TRUSTEES' REPORT **FOR THE YEAR ENDED 31 DECEMBER 2021**

ACHIEVEMENT AND PERFORMANCE

Our biggest areas of expenditure remain the rent for the stable manager's cottage (£10,751), permanent staff costs (£19,268) and the upkeep of ponies (£11,723). The trustees are always mindful of costs and, following on from 2020, continued to restrict spend where possible, particularly while riding lessons were curtailed at the start of the year. Inevitably, as activity has begun to return to normal then some costs have gone up - notably the upkeep of the ponies who required more regular attention from vets in particular, for example, and the overall welfare cost has increased to £11,723 from £8,154 in 2020. We were also very fortunate to receive a very generous donation in the autumn of many bales of hay which has helped reduce our feed costs during the winter and partially offset this general cost increase. Our successful year of fund raising has also given us the opportunity to invest in some new equipment in 2021 (including additional tack and a flail mower) and improve some of our facilities including building a new stabling area and a covered area for our mechanical equipment, which have been completed and charged for in January 2022. In total, operating expenditure increased by 6% to £53,936, excluding the profit on sale of assets of £2,140 and depreciation of £5,039, while capital expenditure was £3,992.

In total for 2021 the charity showed a net surplus of £18,842, versus a net deficit in 2020 of £5,276.

FINANCIAL REVIEW

Financial position

As at 31st December 2021 the charity had net assets of £161,824, including cash balances of £145,630.

Despite the continued challenges during the year of Covid-19, the trustees have continued to be very focused on securing funding support with good success and at the same time managing the overall cash balances of the Charity to ensure its ongoing viability. The trustees are delighted to confirm that the cash balances increased during the year and the trustees are comfortable that the Charity remains a going concern for the foreseeable future.

Principal funding sources

The main source of funds are from voluntary donations, donations from riding lessons, grants and other fund raising activities.

Reserves policy

It is the policy of the Charity to develop and maintain the free reserves of the Charity at a level to cover management, administration and support costs of the Charity. Of the unrestricted funds £90,000 has been designated for the provision of alternative premises should the current lease be terminated in the future.

FUTURE PLANS

It will be the continued policy of the Charity to develop and maintain the existing activities.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is controlled by its governing document, the Memorandum and Articles of Association dated 1st December 2005, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006.

Recruitment and appointment of new trustees

Trustees are appointed by the Board in accordance with the Memorandum and Articles of Association.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

05642114 (England and Wales)

Registered Charity number

1121113

NEWBURY RIDING FOR THE DISABLED LIMITED

TRUSTEES' REPORT
FOR THE YEAR ENDED 31 DECEMBER 2021

REFERENCE AND ADMINISTRATIVE DETAILS

Registered office

25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Trustees

D A Browne (appointed 6.7.21)
J N Campbell-Harris
L M Hanbury (resigned 28.5.21)
M Jones (appointed 6.7.21) (resigned 1.12.21)
E A Leaver (appointed 6.7.21)
R Martin (appointed 6.7.21)
F L Morris
C L Spencer
D L Thomas (appointed 6.7.21)
C A Wilson

Independent Examiner

L Dixon FCA
Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Approved by order of the board of trustees on 22 / 04 / 2022 and signed on its behalf by:



J N Campbell-Harris - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
NEWBURY RIDING FOR THE DISABLED LIMITED**

Independent examiner's report to the trustees of Newbury Riding For The Disabled Limited ('the Company')

I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 December 2021.

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 accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the Company 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 ('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 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 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.

Martin & Company

L Dixon FCA
Martin and Company
25 St Thomas Street
Winchester
Hampshire
SO23 9HJ

Date: 27 April 2022

NEWBURY RIDING FOR THE DISABLED LIMITED**STATEMENT OF FINANCIAL ACTIVITIES
(INCORPORATING AN INCOME AND EXPENDITURE ACCOUNT)
FOR THE YEAR ENDED 31 DECEMBER 2021**

		31.12.21	31.12.20
		Unrestricted	Total
		funds	funds
		£	£
INCOME AND ENDOWMENTS FROM	Notes		
Donations and legacies	2	47,263	37,672
Charitable activities			
Fundraising events		13,600	2,323
Investment income	3	74	304
Other income	4	16,907	11,334
Total		77,844	51,633
 EXPENDITURE ON			
Raising funds		2,167	257
Charitable activities	5		
Riding for the Disabled		56,835	56,652
Total		59,002	56,909
 NET INCOME/(EXPENDITURE)		18,842	(5,276)
 RECONCILIATION OF FUNDS			
Total funds brought forward		142,982	148,258
 TOTAL FUNDS CARRIED FORWARD		161,824	142,982

The notes form part of these financial statements

NEWBURY RIDING FOR THE DISABLED LIMITED**BALANCE SHEET**
31 DECEMBER 2021

	Notes	31.12.21 Unrestricted funds £	31.12.20 Total funds £
FIXED ASSETS			
Tangible assets	11	18,005	20,012
CURRENT ASSETS			
Debtors	12	1,882	-
Cash at bank and in hand		<u>145,630</u>	<u>127,100</u>
		147,512	127,100
CREDITORS			
Amounts falling due within one year	13	(3,693)	(4,130)
NET CURRENT ASSETS		<u>143,819</u>	<u>122,970</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>161,824</u>	<u>142,982</u>
NET ASSETS		<u>161,824</u>	<u>142,982</u>
FUNDS	14		
Unrestricted funds:			
General fund		71,824	52,982
Designated capital fund		<u>90,000</u>	<u>90,000</u>
		<u>161,824</u>	<u>142,982</u>
TOTAL FUNDS		<u>161,824</u>	<u>142,982</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

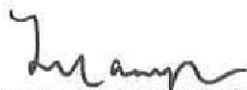
The notes form part of these financial statements

NEWBURY RIDING FOR THE DISABLED LIMITED

BALANCE SHEET - continued
31 DECEMBER 2021

These financial statements have been prepared in accordance with the provisions applicable to charitable companies subject to the small companies regime.

The financial statements were approved by the Board of Trustees and authorised for issue on 22/04/2022 and were signed on its behalf by:



J N Campbell-Harris - Trustee

The notes form part of these financial statements

NOTES TO THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 DECEMBER 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, 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 Companies Act 2006. 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.

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.

Ponies	- 20% on reducing balance
Plant and machinery	- 25% on reducing balance
Fixtures and fittings	- 20% on reducing balance
Tack	- 25% on reducing balance

Taxation

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

Fund accounting

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

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

NEWBURY RIDING FOR THE DISABLED LIMITED**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021****2. DONATIONS AND LEGACIES**

	31.12.21	31.12.20
	£	£
Donations	26,176	20,266
Riding lesson donations	3,842	5,326
Grants	17,245	12,080
	<u>47,263</u>	<u>37,672</u>

3. INVESTMENT INCOME

	31.12.21	31.12.20
	£	£
Deposit account interest	<u>74</u>	<u>304</u>

4. OTHER INCOME

	31.12.21	31.12.20
	£	£
Covid-19 grants	<u>16,907</u>	<u>11,334</u>

5. CHARITABLE ACTIVITIES COSTS

	Direct Costs (see note 6)	Support costs (see note 7)	Totals
	£	£	£
Riding for the Disabled	<u>52,225</u>	<u>4,610</u>	<u>56,835</u>

6. DIRECT COSTS OF CHARITABLE ACTIVITIES

	31.12.21	31.12.20
	£	£
Staff costs	19,268	19,328
Rent	10,751	10,751
Rates and water	1,459	1,416
Insurance	1,926	1,824
Light and heat	862	920
Office costs	781	729
Sundries	1,233	258
Pony care	1,827	1,323
Bedding	236	120
Clipping	302	140
Farrier	2,249	3,119
Feed	2,439	1,577
Physio	350	-
Tack	511	218
Rugs	211	571
Vets & medicines	3,266	747
Repairs to property & general maintenance	<u>1,400</u>	<u>2,307</u>
Carried forward	49,071	45,348

NEWBURY RIDING FOR THE DISABLED LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

6. DIRECT COSTS OF CHARITABLE ACTIVITIES - continued

	31.12.21	31.12.20
	£	£
Brought forward	49,071	45,348
Equipment & motor expenses	81	512
Professional fees	260	260
Computerisation project costs	-	428
Bank charges	144	60
Legal fees	-	1,126
Depreciation	5,039	5,583
Profit on sale of assets	(2,370)	-
	<u>52,225</u>	<u>53,317</u>

7. SUPPORT COSTS

	Management	Governance	Totals
	£	costs	£
	£	£	£
Riding for the Disabled	<u>3,110</u>	<u>1,500</u>	<u>4,610</u>

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

Management

	31.12.21	31.12.20
	Riding	Total
	for the	activities
	Disabled	£
	£	£
Bookkeeping	<u>3,110</u>	<u>1,955</u>

Governance costs

	31.12.21	31.12.20
	Riding	Total
	for the	activities
	Disabled	£
	£	£
Independent examiner's fees	<u>1,500</u>	<u>1,380</u>

NEWBURY RIDING FOR THE DISABLED LIMITED**NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021****8. NET INCOME/(EXPENDITURE)**

Net income/(expenditure) is stated after charging/(crediting):

	31.12.21	31.12.20
	£	£
Depreciation - owned assets	5,039	5,583
Other operating leases	10,751	10,751
Surplus on disposal of fixed assets	<u>(2,370)</u>	<u>-</u>

9. TRUSTEES' REMUNERATION AND BENEFITS

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

Trustees' expenses

Expenses totalling £1,344 were reimbursed to one Trustee in the year. These expenses related to pony care, office costs and new equipment purchased on behalf of the charity.

10. STAFF COSTS

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

	31.12.21	31.12.20
	<u>1</u>	<u>1</u>
Stable manager		

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

11. TANGIBLE FIXED ASSETS

	Ponies £	Plant and machinery £	Fixtures and fittings £	Tack £	Totals £
COST					
At 1 January 2021	11,600	18,695	14,462	452	45,209
Additions	4,850	1,080	-	562	6,492
Disposals	<u>(4,000)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,000)</u>
At 31 December 2021	<u>12,450</u>	<u>19,775</u>	<u>14,462</u>	<u>1,014</u>	<u>47,701</u>
DEPRECIATION					
At 1 January 2021	5,491	11,886	7,481	339	25,197
Charge for year	1,500	1,973	1,397	169	5,039
Eliminated on disposal	<u>(540)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(540)</u>
At 31 December 2021	<u>6,451</u>	<u>13,859</u>	<u>8,878</u>	<u>508</u>	<u>29,696</u>
NET BOOK VALUE					
At 31 December 2021	<u>5,999</u>	<u>5,916</u>	<u>5,584</u>	<u>506</u>	<u>18,005</u>
At 31 December 2020	<u>6,109</u>	<u>6,809</u>	<u>6,981</u>	<u>113</u>	<u>20,012</u>

NEWBURY RIDING FOR THE DISABLED LIMITED

NOTES TO THE FINANCIAL STATEMENTS - continued
FOR THE YEAR ENDED 31 DECEMBER 2021

12. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade debtors	1,738	-
Prepayments and accrued income	144	-
	<u>1,882</u>	<u>-</u>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.12.21	31.12.20
	£	£
Trade creditors	1,369	1,847
Social security and other taxes	504	454
Other creditors	92	89
Accrued expenses	<u>1,728</u>	<u>1,740</u>
	<u>3,693</u>	<u>4,130</u>

14. MOVEMENT IN FUNDS

	At 1.1.21	Net movement in funds	At 31.12.21
	£	£	£
Unrestricted funds			
General fund	52,982	18,842	71,824
Designated capital fund	<u>90,000</u>	-	<u>90,000</u>
	<u>142,982</u>	<u>18,842</u>	<u>161,824</u>
TOTAL FUNDS	<u>142,982</u>	<u>18,842</u>	<u>161,824</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
Unrestricted funds			
General fund	77,844	(59,002)	18,842
	<u>77,844</u>	<u>(59,002)</u>	<u>18,842</u>
TOTAL FUNDS	<u>77,844</u>	<u>(59,002)</u>	<u>18,842</u>

NEWBURY RIDING FOR THE DISABLED LIMITED**NOTES TO THE FINANCIAL STATEMENTS - continued**
FOR THE YEAR ENDED 31 DECEMBER 2021**14. MOVEMENT IN FUNDS - continued****Comparatives for movement in funds**

	At 1.1.20 £	Net movement in funds £	At 31.12.20 £
Unrestricted funds			
General fund	58,258	(5,276)	52,982
Designated capital fund	90,000	-	90,000
	<u>148,258</u>	<u>(5,276)</u>	<u>142,982</u>
TOTAL FUNDS	<u>148,258</u>	<u>(5,276)</u>	<u>142,982</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	51,633	(56,909)	(5,276)
	<u>51,633</u>	<u>(56,909)</u>	<u>(5,276)</u>
TOTAL FUNDS	<u>51,633</u>	<u>(56,909)</u>	<u>(5,276)</u>

15. RELATED PARTY DISCLOSURES

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

16. FUNDS

Unrestricted funds comprise a general fund and a designated capital fund. The general fund is the fund which the Trustees are free to use in accordance with the Charitable objects. The designated fund is a fund created to retain cash reserves so that there are the financial resources to find an alternative site should the current lease terminate. Of the total unrestricted reserves the Trustees have designated £90,000 to be retained for this purpose.

NEWBURY RIDING FOR THE DISABLED LIMITED**DETAILED STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR ENDED 31 DECEMBER 2021

	31.12.21 £	31.12.20 £
INCOME AND ENDOWMENTS		
Donations and legacies		
Donations	26,176	20,266
Riding lesson donations	3,842	5,326
Grants	<u>17,245</u>	<u>12,080</u>
	47,263	37,672
Investment income		
Deposit account interest	74	304
Charitable activities		
Autumn Fair	12,563	1,039
Other income	<u>1,037</u>	<u>1,284</u>
	13,600	2,323
Other income		
Covid-19 grants	<u>16,907</u>	<u>11,334</u>
Total incoming resources	77,844	51,633
EXPENDITURE		
Raising donations and legacies		
Autumn Fair	817	-
Other fundraising expenditure	<u>1,350</u>	<u>257</u>
	2,167	257
Charitable activities		
Wages	18,181	18,255
Pensions	1,087	1,073
Rent	10,751	10,751
Rates and water	1,459	1,416
Insurance	1,926	1,824
Light and heat	862	920
Office costs	781	729
Sundries	1,233	258
Pony care	1,827	1,323
Bedding	236	120
Clipping	302	140
Farrier	2,249	3,119
Feed	2,439	1,577
Carried forward	43,333	41,505

This page does not form part of the statutory financial statements

NEWBURY RIDING FOR THE DISABLED LIMITED

DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 DECEMBER 2021

	31.12.21 £	31.12.20 £
Charitable activities		
Brought forward	43,333	41,505
Physio	350	-
Tack	511	218
Rugs	211	571
Vets & medicines	3,266	747
Repairs to property & general maintenance	1,400	2,307
Equipment & motor expenses	81	512
Professional fees	260	260
Computerisation project costs	-	428
Bank charges	144	60
Legal fees	-	1,126
Depreciation of plant & machinery	1,973	2,271
Depreciation of fixtures & fittings	1,397	1,746
Depreciation of ponies	1,500	1,528
Depreciation of tack	169	38
Profit on sale of tangible fixed assets	(2,370)	-
	52,225	53,317
Support costs		
Management		
Bookkeeping	3,110	1,955
Governance costs		
Independent examiner's fees	1,500	1,380
Total resources expended	59,002	56,909
Net income/(expenditure)	18,842	(5,276)

This page does not form part of the statutory financial statements