

The Oxford Food Hub Ltd

Company number : 06719987

Charity number : 1131738

Unaudited Financial Statements

for the year ended

31st October 2022

Wenn Townsend

Chartered Accountants

Oxford

The Oxford Food Hub Ltd

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The Oxford Food Hub Ltd

Legal and Administration Information for the year ended 31st October 2022

Charity Registration Number:	1131738
Company Registration Number:	06719987
Trustees	Mr D Parkes - Chair (appointed 01/05/22) Mr N Heaven (resigned 11/01/23) Mr H Fletcher Mr R Hopestone Ms R Koya (resigned 30/6/23) Mr R Law (appointed 5/6/23) Mr M Lebus Ms D Lewis (resigned 1/10/22) Mr P Taylor Ms R Thompson Mrs E Tinker
Company Secretary	Mr N Heaven (resigned 11/01/23)
Registered Office & Principal Office	Unit 12 Curtis Industrial Estate North Hinksey Lane Botley Oxford OX2 0LX
Bankers	HSBC 65 Cornmarket Street Oxford OX1 3HY
Independent Examiner	Wenn Townsend Chartered Accountants 30 St Giles Oxford OX1 3LE

The Oxford Food Hub Ltd
Trustees' Report
for the year ended 31st October 2022

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 31st October 2022. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" (FRS 102).

Our aims and objectives

Our charity's objects as set out in the Memorandum of Association and registered with the Charity Commission are (1) the relief of sick – poor living in the county of Oxfordshire and surrounding area either generally or individually through the provision of grants, goods or services, (2) the advancement of education and training for the public in nutritional, food hygiene practice, environmental issues and in the need of poor and marginalized people, and (3) the protection and preservation of the environment for the public benefit by the promotion of waste reduction, use of recycled products and the use of surplus

Since our incorporation in 2008, Oxford Food Hub is at the centre of surplus food redistribution in Oxfordshire, providing food to almost 200 charities. In 2022, we supplied over 497 tonnes of produce to local charities and community groups and with your help, we can keep providing this service without charge to suppliers and charities.

Our mission is to:

- **Minimise food waste** - save surplus food from producers and retailers, reducing carbon emissions and protecting the environment;
- **Alleviate food poverty** - provide free food to Oxfordshire charities and community groups, and increase access to healthy food.

How our activities deliver public benefit

All our charitable activities focus on the reduction of food waste and the provision of food to other organisations who can use the food for people in need across Oxfordshire, and are undertaken to further our charitable purposes for the public benefit.

Our activity during the year

Oxford Food Hub strives to be the charity partner of choice for Oxfordshire food producers, retailers and community groups – transforming food waste into food security.

Our dedicated group of volunteers collect surplus food from wholesalers, supermarkets and other organisations and distribute this food to charities and community organisations. Everyone wins – we reduce food waste going to landfill and provide tasty fresh produce to those in need in Oxfordshire. We do not charge charities or suppliers for our work and are supported entirely by our donors.

We provided the equivalent of 1.1 million meals in 2022 by collecting food otherwise destined for landfill.

Throughout the year Oxford Food Hub collected 497 tonnes of surplus fresh food from wholesalers, distributors, and supermarkets. The food was put to good use by 197 charities and community groups, including day centres for the homeless, night shelters, refugee groups, community centres, youth groups, groups addressing rural poverty, children and family projects, soup kitchens, church groups, lunch groups for the elderly and mental health projects.

By keeping food out of landfill, we save 1,243 tonnes of CO2 and methane from being emitted. The very small amount of food (less than 5%) that cannot be delivered in time is either used by a local farmer for animal feed or taken free-of-charge to a local anaerobic digestion plant where it is converted into methane for electricity and compost.

The Oxford Food Hub Ltd
Trustees' Report (continued)
for the year ended 31st October 2022

Financial review

During the year, the funds of the charity increased by £41,659 (2021: £60,901) to £504,613 (2021: £462,954) at the year end. The charity received the majority of its funds from private donors. A decrease in donations, together with grants made by charitable trusts, meant that our overall income decreased by £31,713 (2021: increased by £14,598) to £267,739 (2021: £299,452).

The expenditure of the charity also decreased by £12,471 (2021: increased by £91,004) to £226,080 (2021: £238,551). Funds were at an historically high level at the end of October 2021, following the community inspired increase in donations during the Covid pandemic. With additional donations received we were able to increase our direct support to charities and vulnerable groups facing food poverty. We were able also to increase capacity through much needed investment in more environmentally friendly vehicles and additional premises.

Expenditure includes general office expenses, staff costs, rent and maintenance of our two warehouses, running and maintenance of our cold and freezer rooms, our insurance, plus servicing costs and fuel for our vans (now including one hybrid and one fully electric vehicle) in use seven days a week.

Oxford Food Hub receives no central government funding, so relies on charitable donations and charitable or local council grants for all projects and core costs. We are incredibly grateful for the ongoing support of the generous individuals and local companies that give to us each year.

Investment policy

Although the charity currently has cash in the bank, the Trustees decided not to invest this during the Covid-19 pandemic. This is now under review as the financial health of the organisation is more stable.

Reserves policy

All charities are required to develop a policy on reserves which establishes a level that is right for the charity and clearly explains why holding these reserves is necessary. Oxford Food Hub holds financial reserves to support the organisation through unforeseen events which may adversely affect income or expenditure within a financial year. Such funds will provide adequate working capital, cover unexpected shortfalls in income, and better enable the charity to cope with negative unforeseen circumstances.

The Trustees have set a reserves policy which requires reserves to be maintained at a level equivalent to at last nine months' running costs. A proportion of those reserves are to be maintained in a readily realisable form. In this period we have been able to meet our reserves target.

The calculation of the required level of reserves is an integral part of the organisation's planning, budget and forecast cycle. It takes into account the risks associated with each stream of income and expenditure, planned activity level and future commitments.

Plans for 2022/23

With the cost of living crisis biting, and increased public awareness of the climate emergency the work of Oxford Food Hub remains as important as ever. Over the coming year we will be working to

- Expand the range of suppliers and farmers who work with us to reduce food waste
- Continue to supply a wide range of community organisations who can make good use of the food provided to serve their communities
- Make the most of our new freezer facility to enable the safe collection and distribution of meat and dairy produce
- Improve the support available to our dedicated staff and volunteers
- Improve our name recognition across Oxfordshire to promote the organisation and increase the range of partnerships to which we belong
- Develop our fundraising and donor engagement to ensure the financial stability of the organisation
- Work on a new 3 year Strategic Business Plan to guide our work in light of economic and social change, and refresh our priorities for Oxford Food Hub in the coming years.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2022

Structure, governance and management

The organisation is a charitable company limited by guarantee, incorporated on 9th October 2008 and registered as a charity on 22nd September 2009. The company was established under a Memorandum of Association which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the company being wound up, members are required to contribute an amount not exceeding £10.

For the first few years the charity was run entirely by volunteers but as we expanded operations, the co-ordination of the teams of volunteers became so crucial that we needed a dedicated and paid central co-ordinator. Food safety requirements are stringent, and it was no longer feasible to rely on volunteers to assume such high levels of responsibility. In 2013 we employed 2 part-time co-ordinators to take responsibility for the smooth running of the daily collections and deliveries, oversee storage of food at the base, and ensure that we comply with all Food Safety and Hygiene regulations. We now employ five staff including a CEO, Operations Manager and Outreach and Administrative Coordinator.

Contribution from volunteers

One of Oxford Food Hub's strongest assets is our team of loyal and committed volunteers. Volunteers carry out at least one half day shift a week; many do more. Some of our volunteers have been with us from the very start, and there is a great 'feel-good' factor associated with the work and the communal endeavour fostering a strong team spirit. We estimate there were over 10,467 volunteer hours contributed over the year.

Departing Trustees

In this report we note our appreciation for the work of Deborah Lewis, Noel Heaven and Rani Koya. Deborah and Noel were long-standing Trustees (and Deborah was a previous Chair of the organisation). They stepped down during the year or subsequently, but their commitment over many years to the Oxford Food Hub helped it grow and flourish and placed it firmly at the centre of food distribution in Oxfordshire.

Recruitment and appointment of directors and trustees

The directors of the company are also charity trustees for the purposes of charity law and under the company's Articles. The process for the election of trustees is laid down in the Articles of Association.

The Trustees are appointed by the membership at our Annual General Meeting. One third of the Trustees must resign before the AGM (based on the length of service since first appointed) and offer themselves for re-election. Any member of the charity may also offer themselves for election as a Trustee. Following the Annual General Meeting the Board of Trustees will appoint a Chairman, Secretary and Treasurer as well as the directors of the company.

All Trustees give their time voluntarily and receive no benefits from the charity except for the reimbursement of expenses.

The Oxford Food Hub Ltd

Trustees' Report (continued) for the year ended 31st October 2021

Responsibilities of the Board of Trustees

Company Law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company as at the balance sheet date and of the income and expenditure for the financial year. In preparing those financial statements the Trustees should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is not appropriate to assume that the company will continue on that basis.

The Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company 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 charitable company and for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with company law, as the company directors and trustees, we certify that:

- So far as we are aware, there is no relevant information of which the company's independent examiners are unaware; and
- As the directors of the company we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant information and to establish that the charity's independent examiners are aware of that information.

This report has been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities (FRS 102) and in accordance with the Special Provisions of Part 15 of the Companies Act 2006 relating to small companies.

Approved by the Trustees on 2023 and signed on its behalf by

D Parkes
Chair of Trustees

The Oxford Food Hub Ltd

Independent Examiner's Report to the Trustees of The Oxford Food Hub Ltd

I report to the charity trustees on my examination of the accounts of the company for the year ended 31st October 2022 which are set out on pages 7 to 13.

Responsibilities and basis of report

As the charity 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 company'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

Since the company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of the Institute of Chartered Accountants in England and Wales, which is one of the listed bodies.

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 that in any material respect:

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.

Andrew Rodzynski, FCA
Wenn Townsend
30 St Giles
Oxford
OX1 3LE

..... **2023**

The Oxford Food Hub Ltd

**Statement of Financial Activities
(including income and expenditure account)
for the year ended 31st October 2022**

	Notes	2022 Unrestricted Funds £	2022 Restricted Funds £	2022 Total Funds £	2021 Total Funds £
Income from:					
Donations		267,350	-	267,350	299,416
Investments	2	389	-	389	36
Total income		267,739	-	267,739	299,452
Expenditure on:					
Raising funds		5,367	-	5,367	7,725
Charitable activities	3	215,213	5,500	220,713	230,826
Total expenditure		220,580	5,500	226,080	238,551
Net income / (expenditure)		47,159	(5,500)	41,659	60,901
Reconciliation of funds:					
Total funds brought forward		454,360	8,594	462,954	402,053
Total funds carried forward		501,519	3,094	504,613	462,954

In 2021, there was no restricted income. After expenditure of £6,761 on charitable activities, there was a deficit of £6,761 on restricted funds. The restricted fund balance at 1st November 2020 of £15,355 therefore decreased to £8,594 at 31st October 2021.

All income and expenditure derives from continuing activities.

The statement of financial activities includes all gains and losses recognised during the year.

The notes on pages 9 to 13 form part of these financial statements

The Oxford Food Hub Ltd

**Balance Sheet
31st October 2022**

	Notes	2022 £	2021 £
Fixed Assets			
Tangible assets	7	108,645	108,870
Current Assets			
Cash at bank and in hand		399,992	357,472
Creditors			
Amounts falling due within one year	8	(4,024)	(3,388)
Net current assets		<u>395,968</u>	<u>354,084</u>
Net assets		<u>504,613</u>	<u>462,954</u>
Funds			
Unrestricted funds		501,519	454,360
Restricted funds		3,094	8,594
Total funds		<u>504,613</u>	<u>462,954</u>

For the year ending 31st October 2022 the charity was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Trustees' responsibilities:

- the members have not required the charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- the trustees acknowledge their responsibilities for complying with the Act with respect to accounting records and the preparation of accounts.

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

The financial statements were approved by the Board on 2023 and signed on its behalf by

D Parkes
Trustee

Company Number: 06719987

The notes on pages 9 to 13 form part of these financial statements

The Oxford Food Hub Ltd

Notes to the Financial Statements for the year ended 31st October 2022 (continued)

1. Accounting policies

(a) General information and basis of information

Oxford Food Hub is a charitable company limited by guarantee in England. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £10 per member of the charity. The address of the registered office is given in the charity information on page 1 of these financial statements. The nature of the charity's operations and principal activities are included in the trustees' report.

The charity constitutes a public benefit entity as defined by FRS 102.

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) issued in October 2019, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011 and the Companies Act 2006.

The financial statements are prepared on a going concern basis under the historical cost convention, modified to include certain items at fair value. In considering the going concern status of the charity, the Trustees are confident that the charity can continue for 12 months from the date of signature of these accounts. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

The significant accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all years presented unless otherwise stated.

(b) Income recognition

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income, the amount can be measured reliably, and it is probable that the income will be received.

(c) Donated goods and volunteers

The charity receives surplus food donations and supplies this to its beneficiaries in accordance with its charitable objective and free of charge. Measuring the value of the donations at fair value would not be practical and therefore no income or expenditure is recognised in these financial statements.

The charity is also supported by the efforts of volunteers however reliably estimating the monetary value on their contribution would be impractical in the opinion of the trustees.

Further detail of the positive impact is given in the Trustees' Report.

(d) Expenditure recognition

All expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all costs related to the category. Expenditure is recognised where there is a legal or constructive obligation to make payments to third parties, it is probable that the settlement will be required and the amount of the obligation can be measured reliably.

Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

Support costs are those that assist the work of the charity but do not directly represent charitable activities and include office costs, governance costs, administrative payroll costs. They are incurred directly in support of expenditure on the objects of the charity and include project management carried out at Headquarters.

The Oxford Food Hub Ltd

**Notes to the Financial Statements
for the year ended 31st October 2022 (continued)**

1. Accounting policies (continued)

Where support costs cannot be directly attributed to particular headings they have been allocated to cost of raising funds and expenditure on charitable activities on a basis consistent with use of the resources.

(d) Tangible fixed assets

Tangible fixed assets are stated at cost less accumulated depreciation and accumulated impairment losses. Cost includes costs directly attributable to making the asset capable of operating as intended.

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

Plant and machinery	-	25% reducing balance
Motor vehicles	-	25% reducing balance

(e) Debtors and creditors receivable/payable within one year

Debtors and creditors with no stated interest rate and receivable or payable within one year are recorded at transaction price. Any losses arising from impairment are recognised in expenditure.

(f) 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.

(g) Taxation

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

(h) 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.

(i) Pension costs and other post-retirement benefits

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

(j) Going concern

The financial statements have been prepared on a going concern basis as the trustees believe that no material uncertainties exist. The trustees have considered the level of funds held and the expected level of income and expenditure for 12 months from authorising these financial statements. The budgeted income and expenditure is sufficient with the level of reserves for the charity to be able to continue as a going concern.

2. Income from investments

	2022	2021
	£	£
Bank deposit interest	389	36
	<u> </u>	<u> </u>

The Oxford Food Hub Ltd

Notes to the Financial Statements
for the year ended 31st October 2022 (continued)

3a. Expenditure on charitable activities

	2022	2021
	£	£
Support costs		
Staff costs	101,572	92,422
Rent	24,283	12,250
Food purchases	5,500	28,067
Insurance	3,549	2,522
Light and heat	9,469	3,434
Telephone	1,479	892
Postage and stationery	481	768
Sundries	1,421	480
Motor expenses	24,019	27,434
Repairs and renewals	6,528	6,339
Bank charges	110	-
Depreciation of tangible fixed assets	36,213	37,069
Loss on disposal of tangible fixed assets	-	2,238
Governance costs (see note 3b)	6,059	9,684
	<u>220,683</u>	<u>223,599</u>
Other	30	7,227
	<u>220,713</u>	<u>230,826</u>

3b. Governance costs

	2022	2021
	£	£
Subscriptions	2,961	4,738
Independent examiner's fees	1,440	1,440
Legal and surveyors fees	1,658	3,506
	<u>6,059</u>	<u>9,684</u>

4. Net income for the year

Net income is stated after charging:

	2022	2021
	£	£
Depreciation of tangible fixed assets	36,213	37,069
Loss on disposal of tangible fixed assets	-	2,238
Operating leases - rent	24,283	12,250
	<u>24,283</u>	<u>12,250</u>

The Oxford Food Hub Ltd

**Notes to the Financial Statements
for the year ended 31st October 2022 (continued)**

5. Trustees' remuneration and expenses

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

There were no trustees' expenses reimbursed for the years ended 31st October 2022 and year ended 31st October 2021.

6. Staff costs

	2022	2021
	£	£
Wages and salaries	95,630	83,838
Social security	3,949	6,957
Defined contribution pension costs	1,993	1,627
	<u>101,572</u>	<u>92,422</u>

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

2022	2021
4	4
<u>4</u>	<u>4</u>

No employees received total employee benefits (excluding employer pension costs) of more than £60,000 in either the current or preceding year.

7. Tangible fixed assets

	Motor Vehicles	Plant and Machinery	Total
	£	£	£
Cost			
At 1st November 2021	177,717	27,606	205,323
Additions	-	35,988	35,988
	<u>177,717</u>	<u>63,594</u>	<u>241,311</u>
At 31st October 2022	177,717	63,594	241,311
Depreciation			
At 1st November 2021	77,002	19,451	96,453
Charge for year	25,178	11,035	36,213
	<u>102,180</u>	<u>30,486</u>	<u>132,666</u>
At 31st October 2022	102,180	30,486	132,666
Net book value			
At 31st October 2022	<u>75,537</u>	<u>33,108</u>	<u>108,645</u>
At 31st October 2021	<u>100,715</u>	<u>8,155</u>	<u>108,870</u>

The Oxford Food Hub Ltd

**Notes to the Financial Statements
for the year ended 31st October 2022 (continued)**

8. Creditors: amounts falling due within one year

	2021	2021
	£	£
Accruals	1,440	1,440
Other tax and social security	2,584	1,948
	<u>4,024</u>	<u>3,388</u>

9. Operating leases

Total future minimum lease payments under non-cancellable operating leases are as follows:

	2022	2021
	£	£
Not later than one year	20,927	12,250
Later than one and not later than five years	35,729	58,187
	<u>56,656</u>	<u>70,437</u>

10. Analysis of funds

Expenditure from restricted funds in the year relates to purchases of food from Bankuet.

11. Analysis of assets by funds

	Unrestricted Funds	Restricted Funds	Total 2022	Total 2021
	£	£	£	£
Fixed assets	108,645	-	108,645	108,870
Current assets	396,898	3,094	399,992	375,472
Creditors	(4,024)	-	(4,024)	(3,388)
	<u>501,519</u>	<u>3,094</u>	<u>504,613</u>	<u>462,954</u>

All 2021 funds were unrestricted, except for an amount of restricted funds of £8,594 represented by current assets.

12. Related party transactions

There were no related party transactions during the year (2021: £nil).

The Oxford Food Hub Ltd

**Detailed Statement of Financial Activities
for the year ended 31st October 2022**

	2022	2021
	£	£
<u>Income from:</u>		
Donations	267,350	299,416
Investments:		
Deposit account interest	389	36
	<hr/>	<hr/>
Total income	267,739	299,452
	<hr/> <hr/>	<hr/> <hr/>
<u>Expenditure on:</u>		
<u>Raising funds</u>		
Advertising and marketing	5,367	7,725
<u>Charitable activities</u>		
Support costs		
Staff costs	101,572	92,422
Rent	24,283	12,250
Food purchases	5,500	28,066
Insurance	3,549	2,522
Light and heat	9,469	3,434
Telephone	1,479	892
Postage and stationery	481	768
Sundries	1,421	480
Motor expenses	24,019	27,433
Repairs and renewals	6,528	6,339
Bank charges	110	-
Depreciation of tangible fixed assets	36,213	37,069
Loss on disposal of tangible fixed assets	-	2,238
Governance costs		
Subscriptions	2,961	4,738
Independent examiner's fees	1,440	1,440
Legal and surveyors fees	1,658	3,506
	<hr/>	<hr/>
Total support costs	220,683	223,599
Other		
Cleaning	30	466
Waste2Taste	-	6,761
	<hr/>	<hr/>
	30	7,227
	<hr/>	<hr/>
Total expenditure on charitable activities	220,713	230,826
	<hr/>	<hr/>
Total expenditure	226,080	238,551
	<hr/> <hr/>	<hr/> <hr/>
Net income	41,659	60,901
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This page does not form part of the statutory accounts.