

**CAFE WEST**  
**TRUSTEES' REPORT AND UNAUDITED ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

# CAFE WEST

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Maureen Holmes Heather Weatherhead Susan Duffy
<b>Charity number</b>	1143422
<b>Company number</b>	4334432
<b>Registered office</b>	Wanstead Crescent Allerton Bradford West Yorkshire BD15 7PA
<b>Independent examiner</b>	Kevin J Meddings MAAT Stuart B Lodge & Co Chartered Accountants 44 Bradford Road Idle Bradford West Yorkshire BD10 9PE
<b>Bankers</b>	The Co-Operative Bank 1 Balloon Street Manchester M60 4EP

# CAFE WEST

## CONTENTS

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	Page
Trustees' report	1 – 4
Independent examiners' report	5
Statement of financial activities	6
Balance sheet	7
Statement of cashflows	8
Notes to the accounts	9 – 14

# CAFE WEST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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The trustees present their report and accounts for the year ended 31 March 2021.

The accounts have been prepared in accordance with the accounting policies set out in note 1 to the accounts and comply with the charity's Memorandum and Articles of Association, Companies Act 2006 and the Charities Act 2011.

The company was incorporated on 5 December 2001 and was registered as a charity on 17 August 2011.

The memorandum and articles were amended by special resolution on 15 July 2011.

### Structure, governance and management

The charity is a company limited by guarantee.

The trustees, who are also directors for the purpose of company law, and who served during the year were:-

Wendy Haines (resigned 13 April 2020)	Maureen Holmes
Daniel Mynott (resigned 16 November 2020)	Nasim Khan (resigned 1 September 2020)
David Chapman (resigned 13 April 2020)	Rajesh Gautam (resigned 22 July 2020)
Trevor Sugden (appointed 13 April 2020 and Resigned 25 January 2021)	Heather Whitehead (appointed 13 April 2020)
	Susan Duffy (appointed 30 April 2020)

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £1 in the event of a winding up.

The Board acknowledges the need to recruit additional members from within the community to ensure the community's needs and concerns are represented as well as the need to attract members with business experience to assist in the developments of policy and strategy to ensure the continued success and sustainability of Cafe West.

### Details of organisational structure

The structure of Cafe West is based upon the employment of specialist staff each of whom are tasked with delivering specific key objectives detailed below supported by volunteers where appropriate, and linked to the Board of Trustees through the Management structure and detailed progress reports to the Board.

The trustees continue to assess the risks to which Cafe West may be exposed, and are satisfied that there are systems in place to mitigate the exposure to the major risks.

### The objectives and activities

The objectives of Cafe West:-

- To promote the good health and improve the health of the residents of Allerton and Lower Grange/Thornton/Clayton and surrounding areas of West Bradford (the area of benefit), in particular by the establishment of a healthy living centre in the area.
- To further or benefit the residents of the area of benefit without distinction of sex, sexual orientation, race or of political, religious or other opinions by associating together the said residents and the local authorities, voluntary and other organisations in a common effort to advance education and to provide facilities in the interests of social welfare for recreation leisure time occupation with the objective of improving the conditions of life for the residents.

## CAFE WEST

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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The trustees have paid due regard to guidance issued by the Charity Commission in deciding what activities the charity should undertake.

#### **Last Year's Achievements**

Due to the COVID-19 pandemics, we had to adapt our service delivery overnight and push for services that could be delivered safely whilst still having meaningful impact by our committed front line team.

These activities include:

Delivered meals to the elderly and vulnerable during the week ensuring they did not go hungry and provided some social contact on the doorstep to help combat isolation.

Contacted the elderly and vulnerable daily to establish any needs, combat loneliness and perform welfare checks as required, this was done by a series of calls or remote video services to support those in need.

We gained funding to deliver our cooking challenge which involved giving families a recipe and ingredients and encouraged them to cook at home as a family for group activities.

Established the Fareshare social supermarket to provide food for vulnerable families in the area in a "COVID Safe" manner.

Appointed a temporary manager after receiving a resignation from the manager in place.

Established Cafe West as a centre for holiday food bags for vulnerable families with children through the local authority, HAF and DFE funding.

Used temporary outreach staff for a community consultation to find out what local people in the area wanted, services they needed and general thoughts on Cafe West.

Appointed a caretaker for the centre to ensure cleanliness and maintenance was upheld to a high standard.

Appointed a full-time manager for Cafe West, after advertising widely across several platforms several candidates applied. Following a shortlisting process and a final multistage interview, a candidate was selected.

#### **Financial Review**

The Centre was in receipt of local Covid 19 grants totalling £39,476 and made job retention (furlough) scheme claims amounting to £12,004 which were able to support and underpin the core unrestricted reserves of the Centre. Following additional restricted Covid support including £48,501 from the National Lottery, the Centre can report a surplus of £87,945 (2020: deficit of £17,352) which provides a platform for the future development and growth of the Centre.

At 31 March 2021 the Centre's reserves amounted to £103,695 in total, of which £1,801 is specific to five restricted projects and is committed to be spent in the 2021/22 financial year. Unrestricted reserves amounted to £101,894.

## CAFE WEST

### TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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#### Next Year's Goals

In the ever-changing time of COVID and the movement of restrictions fore and back, our goals will be kept in line with all guidance and regulations.

#### Strategic:

Ensure Cafe West financial sustainability supported by new FT manager to not only allow Cafe West to survive on limited delivery but thrive and expand from a range of services identified through consultation and other sources.

Review, update and enhance all policies and procedures in place to ensure they are fit for purpose and ensure we have a firm structure and foundation to build upon.

Enhance the current membership of the board and complete visioning, supported by consultation with the local community.

#### Operational:

Delivery of financial support service called Credit Union, allowing for deposits of money into a socially responsible provider who provide access to a multitude of resources to support those who need support in financial matters.

Continuation and expansion of Fareshare to include frozen goods and products enhancing what is currently being provided to those in need.

Expand library services by relocating the library to a more suitable room to allow for space and multiple zones.

Offering placements from local colleges, schools and universities to enhance their students learning on whichever course they may be on. Due to the resources and facilities available to us, we can offer a variety of roles.

Due to increased requirement over the past twelve months, the enhancement of the communities ICT skills is needed to help combat isolation and bring them up to date with all communication platforms.

Enhance and expand the community feeding schemes funded through the local authority, HAF and DFE to ensure we are supporting the families who really are in need.

Work more closely and build strong relationships with all local schools to ensure we work in partnership, supporting each other in our goals and mission.

Build a strong referral network of professions, charitable and social partners forming SPOC to allow easy referral to support that may be required if Cafe West cannot resolve – support in house.

Redeliver previous services to original capacity and expand upon what came before whilst ensuring financial viability.

# CAFE WEST

## TRUSTEES' REPORT FOR THE YEAR ENDED 31 MARCH 2021

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### Statement of Trustees' Responsibilities

The trustees (who are also the directors of Cafe West) are responsible for preparing the Trustees' Annual Report and accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year. Under company law the Trustees must not approve the accounts unless they are satisfied that they 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 accounts the Trustees are required to:-

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

The Trustees are responsible for the maintenance and integrity of the charity and financial information included on the charity's website. Legislation in the United Kingdom governing the preparation and dissemination of accounts may differ from legislation in other jurisdictions.

The Trustees are responsible for maintaining proper accounting records which disclose at anytime the financial position of the charitable company and to enable them to ensure that the accounts 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.

On behalf of the board of trustees

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Heather Weatherhead

Trustee

Dated: 21 December 2021

# CAFE WEST

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF RELATE BRADFORD

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I report on the accounts of the charity for the year ended 31 March 2021, which are set out on pages 6 to 14.

### **Respective responsibilities of Trustees and Examiner**

The trustees, who are also the directors of Cafe West for the purposes of company law, are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under Section 144(2) of the Charities Act 2011, (the 2011 Act) and that an independent examination is needed.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination it is my responsibility to:

- (i) examine the accounts under section 145 of the 2011 Act;
- (ii) to follow the procedures laid down in the general Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- (iii) to state whether particular matters have come to my attention.

### **Basis of Independent Examiner's report**

My examination was carried out in accordance with the general Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

In connection with my examination, no matter has come to my attention:

- (a) which gives me reasonable cause to believe that in any material respect the requirements:
  - (i) to keep accounting records in accordance with section 386 of the Companies Act 2006; and
  - (ii) to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities;
 have not been met; or
- (b) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

**Kevin J Meddings MAAT**  
**Stuart B Lodge & Co**  
**Chartered Accountants**  
**44 Bradford Road**  
**Idle**  
**Bradford**  
**West Yorkshire**  
**BD10 9PE**

Dated: 21 December 2021

## CAFE WEST

### STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR ENDED 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Income</b>					
Donations and legacies	2	105,566	114,768	220,334	113,310
Cafe and related income	3	853	-	853	11,209
Room hire		43,042	-	43,042	42,081
Sessional events and activities		4,946	-	4,946	5,977
Other incoming resources	4	16,079	-	16,079	5,587
<b>Total income</b>		170,486	114,768	285,254	178,164
<b>Expenditure</b>					
Cafe expenditure	3	836	-	836	10,773
Charitable activities	5	85,106	111,367	196,473	184,743
<b>Total expenditure</b>		85,942	111,367	197,309	195,516
<b>Net income/(expenditure)/net movements in funds before transfers</b>		84,544	3,401	87,945	(17,352)
<b>Transfer of funds</b>		3,000	(3,000)	-	-
<b>Net income/(expenditure) in funds after transfers</b>		87,544	401	87,945	(17,352)
<b>Reconciliation of funds</b>					
<b>Total funds brought down</b>		14,350	1,400	15,750	33,102
<b>Total funds carried forward</b>		101,894	1,801	103,695	15,750

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

# CAFE WEST

## BALANCE SHEET AS AT 31 MARCH 2021

	Notes	Unrestricted funds £	Restricted funds £	Total 2021 £	Total 2020 £
<b>Fixed assets</b>					
<b>Tangible assets</b>	8	183,325	-	183,325	243,415
<b>Current assets</b>					
Debtors	9	9,780	-	9,780	16,374
Cash at bank and in hand		131,646	1,801	133,447	41,859
		141,426	1,801	143,227	58,233
<b>Creditors: amounts falling due within one year</b>	10	(4,347)	-	(4,347)	(14,475)
<b>Net current assets</b>		137,079	1,801	138,880	43,758
<b>Total assets less current liabilities</b>		320,404	1,801	322,205	287,173
<b>Creditors: amounts falling due after more than one year</b>	11	(218,510)	-	(218,510)	(271,423)
		101,894	1,801	103,695	15,750
<b>The funds of the charity</b>					
Unrestricted funds		101,894	-	101,894	14,350
Restricted funds	12	-	1,801	1,801	1,400
		101,894	1,801	103,695	15,750

The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2021. No member of the company has deposited a notice, pursuant to section 476, requiring an audit of those accounts.

The directors acknowledge their responsibilities for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of section 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to accounts, so far as applicable to the company.

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

The accounts were approved by the Board on 21 December 2021.

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Heather Weatherhead  
Trustee

**Company Registration No. 4334432**

# CAFE WEST

## STATEMENT OF CASHFLOWS AS AT 31 MARCH 2021

	Notes	2021 £	2020 £
Cash generated in operating activities	13	91,588	2,623
Cash equivalents at the beginning of the year		41,859	39,236
<b>Total cash equivalents at the end of the year</b>		<b>133,447</b>	<b>41,859</b>

**CAFE WEST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

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**1. Accounting policies**

**1.1 Basis of preparation**

The accounts have been prepared under the historical cost convention unless otherwise stated.

The accounts are prepared in accordance with Accounting and Reporting by Charities; Statement of Recommended Practice (SORP) applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) published on 16 July 2014, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), the Charities Act 2011, the Companies Act 2006 and UK Generally Accepted Practice as it applies from 1 January 2015.

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

Having considered future planned activities and the reserves available to the charity the Trustees are satisfied that the financial statements should continue to be prepared on the going concern basis.

**1.2 Incoming resources**

Donations are included in full in the Statement of Financial Activities when receivable.

Income from investments is included in the year in which it is receivable.

Income is derived from takings from the cafe and the provision of related community activities and is recognised in full in the Statement of Financial Activities when receivable.

Other income is in the form of grants and contributions towards the building and running costs of the charity.

Income received in advance is deferred and recognised in the period to which it relates.

**1.3 Resources expended**

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

Charitable expenditure comprises, those costs incurred by the charity in the delivery of its activities and services for beneficiaries.

Governance costs includes those costs associated with meeting the constitutional and statutory requirement of the charity.

All costs are allocated between the expenditure categories on the Statement of Financial Activities (SOFA) on a basis designed to reflect the use of the resource.

**1.4 Tangible fixed assets and depreciation**

Tangible fixed assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less estimated residual value of each asset over its expected useful life, as follows:

Freehold land is not depreciated	
Freehold buildings	20 years straight line
Fixtures, fittings and equipment	Three to four years straight line
Motor vehicles	25% written down value

**1.5 Accumulated funds**

Unrestricted funds are available to spend on activities that further any of the purposes of the charity.

Restricted funds are subject to specific conditions by donors as to how they may be used.

**CAFE WEST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**1.6 Pension costs**

The charity pays contributions into the National Employment Savings Trust (NEST) which is a defined contributions work place scheme.

**2. Donations and legacies**

	<b>Unrestricted £</b>	<b>Restricted £</b>	<b>2021 £</b>	<b>2020 £</b>
Grants receivable and donations	105,566	114,768	220,334	113,310

**Grants and donations receivable for unrestricted activities**

Deferred Capital Grant			52,913	52,913
City of Bradford MDC (Core Support)			8,000	8,000
City of Bradford MDC Small Business Rate Relief Grant			25,000	-
City of Bradford MDC Local Restriction Support Grant			14,476	-
City of Bradford MDC (Food)			3,000	500
Saffron Dean Community Association			-	18,300
Sundry Donations			2,177	733
			<u>105,566</u>	<u>80,446</u>

**Grants receivable for restricted activities**

City of Bradford MDC – Day Opportunities			16,600	16,600
National Lottery Covid 19 Support			48,501	-
City of Bradford MDC – Healthy Holidays			12,000	-
Give Bradford Resilience Fund			9,887	-
Leeds Community Foundation			6,200	-
City of Bradford MDC – HAFP Funding			6,000	5,000
Bradford Teaching Hospitals NHS Foundation (Jump)			3,000	-
Brathay Trust			2,750	-
The Bradford Community Play Partnership			2,130	-
City of Bradford MDC Innovation Fund			2,000	-
Church Urban Fund (Near Neighbours)			2,000	-
Power to Change (Participate)			1,600	-
Saffron Dean Community Association			1,100	1,214
Bradford Council Community Chest			500	-
Groundwork (Tesco Bags of Help)			500	-
Sports England			-	5,050
Bradford VCS Alliance – Befriending			-	3,000
Accent Housing – Fairtrade			-	1,000
Asda Foundation			-	1,000
			<u>114,768</u>	<u>32,864</u>

**CAFÉ WEST**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2021**

**3. Cafe related income**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Cafe and related income	853	11,209
Cafe expenditure	(836)	(10,773)
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<b>Net cafe and related income</b>	<b>17</b>	<b>436</b>
	<hr/>	<hr/>

**4. Other incoming resources**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Employers allowance	4,000	3,000
Fundraising	75	2,587
Job retention scheme (furloughing)	12,004	-
	<hr/>	<hr/>
	<b>16,079</b>	<b>5,587</b>
	<hr/>	<hr/>

**5. Charitable activities**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Wages and salaries	69,571	60,565
Recruitment costs	540	-
Grants payable	500	-
Pension costs	1,609	1,667
Training	17	253
Minibus costs	3,500	5,142
Rates	324	3,640
Insurance	2,698	3,429
Light and heat	7,860	7,514
Cleaning	3,309	3,714
Repairs, maintenance and refurbishment	7,529	7,355
Printing, postage and stationery	810	355
Telephone and internet	4,676	2,166
Computer running costs	2,499	1,243
Activities & events	21,882	17,900
Professional fees	6,279	-
Payroll fees	1,207	664
Independent examination fees	2,640	2,720
Sundries	149	72
Subscriptions	108	155
Depreciation on freehold property	57,400	57,400
Depreciation on minibus	2,690	3,586
Irrecoverable VAT	(1,324)	4,844
Fundraising	-	359
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	<b>196,473</b>	<b>184,743</b>
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# CAFE WEST

## NOTES TO THE ACCOUNTS (CONTINUED) FOR THE YEAR ENDED 31 MARCH 2021

### 6. Trustees

During the year no payments were made to trustees (2020 - none).

There are no other related party transactions that require disclosure.

### 7. Employees

#### Number of employees

The average number of employees during the year was:

	2021 Number	2020 Number
Staff	4	3
<b>Employment costs</b>		
	2021 £	2020 £
Wages and salaries	65,134	56,444
Social security costs	4,437	4,121
Pension costs	1,609	1,667
	71,180	62,232

There were no employees whose annual emoluments were £60,000 or more.

The charity considers that the key personnel of the organisation are the Board of Trustees and the Centre Manager.

### 8. Tangible fixed assets

	Land and buildings £	Fixtures, fittings & equipment £	Motor vehicles £	Total £
<b>Cost</b>				
At 1 April 2020				
And				
<b>At 31 March 2021</b>	1,147,036	64,689	34,000	1,245,725
<b>Depreciation</b>				
At 1 April 2020	914,379	64,689	23,242	1,002,310
Charge for the year	57,400	-	2,690	60,090
<b>At 31 March 2021</b>	971,779	64,689	25,932	1,062,400
<b>Net Book Value</b>				
<b>At 31 March 2021</b>	175,257	-	8,068	183,325
At 31 March 2020	232,657	-	10,758	243,415

**CAFE WEST****NOTES TO THE ACCOUNTS (CONTINUED)  
FOR THE YEAR ENDED 31 MARCH 2021****9. Debtors**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Trade debtors	6,468	11,818
Other debtors	3,312	4,556
	<hr/>	<hr/>
	9,780	16,374
	<hr/>	<hr/>

**10. Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Other creditors	4,347	5,106
Income in advance	-	9,369
	<hr/>	<hr/>
	4,347	14,475
	<hr/>	<hr/>

**11. Creditors: amounts falling due after more than one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Deferred capital grant	218,510	271,423
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**NOTES TO THE ACCOUNTS (CONTINUED)**  
**FOR THE YEAR ENDED 31 MARCH 2021**

## 12. Restricted funds

The income funds of the charity include restricted funds comprising unexpended balances of donations and grants held on trust for specific purposes:

	Movement in funds				
	Balance at 1 April 2020	Incoming resources	Resources expended	Transfers	Balance at 31 March 2021
	£	£	£	£	£
Accent Housing – Fairtrade	400	-	(400)	-	-
City of Bradford MDC – Day Opportunities	1,000	16,600	(15,600)	(2,000)	-
National Lottery Covid 19 Support	-	48,501	(48,501)	-	-
City of Bradford MDC – Healthy Holidays	-	12,000	(13,735)	-	(1,735)
City of Bradford Resilience Fund	-	9,887	(9,556)	-	331
Leeds Community Foundation	-	6,200	(5,700)	(500)	-
City of Bradford MDC – HAFP Funding	-	6,000	(5,500)	(500)	-
Bradford Teaching Hospitals NHS Foundation (Jump)	-	3,000	(3,000)	-	-
Brathay Trust	-	2,750	(2,750)	-	-
The Bradford Community Play Partnership	-	2,130	(2,130)	-	-
City of Bradford MDC Innovation Fund	-	2,000	-	-	2,000
Church Urban Fund (Near Neighbours)	-	2,000	(938)	-	1,062
Power to Change (Participate)	-	1,600	(1,600)	-	-
Saffron Dean Community Association	-	1,100	(1,100)	-	-
Bradford Council Community Chest	-	500	(500)	-	-
Groundwork (Tesco Bags of Help)	-	500	(357)	-	143
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	1,400	114,768	(111,367)	(3,000)	1,801

**13. Reconciliation of net movement in funds to net cashflow from operating activities:**

	2021 £	2020 £
Net movement in funds	87,945	(17,352)
Add back depreciation charge	60,090	60,986
Decrease in debtors	6,594	611
(Decrease) in creditors	(63,041)	(41,622)
	<hr/>	<hr/>
Net cash generated/(used) in operating activities	91,588	2,623