

**Charity registration number 1146245**

**Company registration number 07690157 (England and Wales)**

**TORBAY HOLIDAY HELPERS NETWORK (THHN)**  
**ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 JULY 2023**

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## LEGAL AND ADMINISTRATIVE INFORMATION

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<b>Trustees</b>	Mr M R Brook Mr J B Bunce Mrs H M Duffield
<b>Charity number</b>	1146245
<b>Company number</b>	07690157
<b>Principal address</b>	Alvista Cliff Road Torquay Devon TQ2 6RE
<b>Registered office</b>	7 St Paul's Road Newton Abbot Devon TQ12 2HP
<b>Independent examiner</b>	Rupp & Fraser Chartered Accountants and Statutory Auditor 7 St Paul's Road Newton Abbot Devon TQ12 2HP

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# TORBAY HOLIDAY HELPERS NETWORK (THHN)

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# **TORBAY HOLIDAY HELPERS NETWORK (THHN)**

## **STATEMENT OF TRUSTEES' RESPONSIBILITIES**

***FOR THE YEAR ENDED 31 JULY 2023***

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The trustees, who are also the directors of Torbay Holiday Helpers Network (THHN) for the purpose of company law, are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company Law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the THHN and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these financial statements, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the THHN will continue in operation.

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

# **TORBAY HOLIDAY HELPERS NETWORK (THHN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT)**

***FOR THE YEAR ENDED 31 JULY 2023***

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The trustees present their annual report and financial statements for the year ended 31 July 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the THHN's [governing document], the Companies Act 2006 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 (FRS 102)" (effective 1 January 2019).

### **Objectives and activities**

The charitable objective is to provide free holidays to families resident in the UK who have seriously ill children (life limiting/threatening); who are bereaved - having lost a child or parent (including bereaved couples) and to families who have a terminally ill parent.

### **Public benefit**

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

# **TORBAY HOLIDAY HELPERS NETWORK (THHN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 JULY 2023**

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### **Achievements and performance**

*Significant activities and achievements against objectives*

#### **Holidays**

The holidays THHN offer are never going to cure any illnesses or change diagnosis, but what we do offer is a positive distraction for families who are all living nightmares and giving them a chance of some quality family time to make special memories to treasure forever.

THHN provided 28 families with holidays over the past 12 months which is a wonderful achievement considering that our referring agencies are still not back having the same contact with families as they did pre covid. We are still finding that the number of referrals remains lower than before covid and due to health concerns, we had 5 arranged holidays cancelled in the weeks and days leading to the planned holiday.

This brings the total number of families provided with a THHN memory making holiday to 922.

We would like to thank all THHN's supporters and volunteers who make these free memory making holidays possible.

#### **Referrals**

We continue to receive referrals from all over the UK from our list of over 50 organisations, which consists of registered charities, hospices, NHS medical and health care professionals.

#### **Beach Hut**

We are still able to offer our families the use of a traditional beach hut at Preston Sands and this is very popular especially with families with young children. Our thanks go to our volunteer Caroline who maintains the beach hut and makes sure it is well equipped with fun beach activity items.

#### **Donations**

We are a community of people and value all, for whatever they can give the charity. Donations are always very much appreciated and enable the charity to maintain the two Lodges at Devon Hills Holiday park.

Over the year we have continued to receive some support from local businesses and attractions.

Linus Project

Rockfish Seafood Restaurant

Paignton Rotary Club

Pennywell Farm

Angels and Mavericks Choir

St Mary Church and Babbacombe Conservative Club

# **TORBAY HOLIDAY HELPERS NETWORK (THHN)**

## **TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED)** **FOR THE YEAR ENDED 31 JULY 2023**

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### **Volunteers**

We are so incredibly grateful to each volunteer who has offered up their free time to support the charity.

The charities Steering Group (all volunteers) have continued to meet regularly and thanks to their dedication and hard work have continued to ensure the charity remains stable and still able to offer free holidays to families.

### **Business Supporters**

Due to the financial restraints placed on hospitality establishments due to covid and the increase in the cost of living we made a decision to only use our own accommodation during this year, enabling our kind hearted accommodation providers to maximise their own businesses.

We once again have had some fantastic support from local attractions, providing free entry to all families on a THHN holiday, this is so enjoyed and appreciated by all the families.

The support we receive from our local businesses, hospitality and tourist attractions, traditionally are a major cog in providing fun filled family holidays and we look forward to receiving their support in the coming years.

### **Financial review**

The THHN Family Grant Scheme which provided some families on low income with travel expenses and daily living costs has been put on hold by the charities Steering Group. This decision was made to use the charities funds prudently and many of the organisations referring families have access to travel grants from other sources.

### **Fundraising**

This year the City to Sea Marathon was organised in conjunction with a commercial partner, 'Winding Paths'. They organised the event providing THHN with free places to the event and also providing THHN with a percentage of each entry sale.

Unfortunately, due to the cancellation of the Torbay Half Marathon we were unable to organise the Schools challenge half marathon event and the event Fun Run.

### **Plans for future periods**

Our main goal, and focus, is to continue to provide families who fit our criteria with free action packed, and fun filled holidays, here on the English Riviera. To continue to highlight the work of the charity so that families who are affected by serious illness or bereavement can benefit from one of our free holidays.

### **Structure, governance and management**

The THHN is a company limited by guarantee (incorporated 1 July 2011) and does not have a share capital. The constitution allows the non-use of "Limited" in the name. In the event of the charitable company being wound up members are required to contribute an amount not exceeding £10.

The trustees, who are also the directors for the purpose of company law, and who served during the year and up to the date of signature of the financial statements were:

Mr M R Brook

Mr J B Bunce

Mrs H M Duffield

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## TRUSTEES' REPORT (INCLUDING DIRECTORS' REPORT) (CONTINUED) *FOR THE YEAR ENDED 31 JULY 2023*

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### *Recruitment and appointment of trustees*

None of the trustees has any beneficial interest in the company. All of the trustees are members of the company and guarantee to contribute £10 in the event of a winding up.

The trustees' report was approved by the Board of Trustees.

Mr J B Bunce  
**Trustee**

29 April 2024



# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## INDEPENDENT EXAMINER'S REPORT

### TO THE TRUSTEES OF TORBAY HOLIDAY HELPERS NETWORK (THHN)

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I report to the trustees on my examination of the financial statements of Torbay Holiday Helpers Network (THHN) (the THHN) for the year ended 31 July 2023.

#### **Responsibilities and basis of report**

As the trustees of the THHN (and also its directors for the purposes of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (the 2006 Act).

Having satisfied myself that the financial statements of the THHN 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 the THHN's financial statements carried out under section 145 of the Charities Act 2011 (the 2011 Act). In carrying out my examination I have followed all the applicable 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 that in any material respect:

- 1 accounting records were not kept in respect of the THHN as required by section 386 of the 2006 Act; or
- 2 the financial statements do not accord with those records; or
- 3 the financial statements 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 financial statements 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 financial statements to be reached.

Christopher Rupp FCA

Rupp & Fraser

Chartered Accountants and Statutory Auditor  
7 St Paul's Road  
Newton Abbot  
Devon  
TQ12 2HP

Dated: 29 April 2024

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT

**FOR THE YEAR ENDED 31 JULY 2023**

		Unrestricted funds 2023 £	Unrestricted funds 2022 £
	Notes		
<b><u>Income from:</u></b>			
Donations and legacies	2	45,825	41,855
Other trading activities	3	-	100
<b>Total income</b>		45,825	41,955
<b><u>Expenditure on:</u></b>			
Raising funds	4	5,557	4,485
Family grant scheme	5	69,479	60,076
<b>Total expenditure</b>		75,036	64,561
<b>Net (expenditure)/income for the year/ Net movement in funds</b>		(29,211)	(22,606)
Fund balances at 1 August 2022		168,807	191,413
<b>Fund balances at 31 July 2023</b>		139,596	168,807

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

The statement of financial activities includes all gains and losses recognised in the year. All income and expenditure derive from continuing activities.

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

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## BALANCE SHEET

AS AT 31 JULY 2023

	Notes	2023 £	£	2022 £	£
<b>Fixed assets</b>					
Tangible assets	11		105,185		128,477
<b>Current assets</b>					
Stocks	12	1,980		1,980	
Debtors	13	7,300		5,750	
Cash at bank and in hand		28,139		35,957	
		<u>37,419</u>		<u>43,687</u>	
<b>Creditors: amounts falling due within one year</b>	14	<u>(3,008)</u>		<u>(3,357)</u>	
Net current assets			34,411		40,330
<b>Total assets less current liabilities</b>			<u>139,596</u>		<u>168,807</u>
<b>Income funds</b>					
Unrestricted funds			139,596		168,807
			<u>139,596</u>		<u>168,807</u>

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 July 2023.

The directors acknowledge their responsibilities for complying with the requirements of the Companies Act 2006 with respect to accounting records and the preparation of financial statements.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

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

The financial statements were approved by the Trustees on 29 April 2024

Mr J B Bunce  
Trustee

Company registration number 07690157

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS

### FOR THE YEAR ENDED 31 JULY 2023

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#### 1 Accounting policies

##### Charity information

Torbay Holiday Helpers Network (THHN) is a private company limited by guarantee incorporated in England and Wales. The registered office is 7 St Paul's Road, Newton Abbot, Devon, TQ12 2HP.

##### 1.1 Accounting convention

The financial statements have been prepared in accordance with the THHN's [governing document], the Companies Act 2006, FRS 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" ("FRS 102") and the Charities SORP "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 THHN is a Public Benefit Entity as defined by FRS 102.

The THHN has taken advantage of the provisions in the SORP for charities not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the THHN. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.

##### 1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the THHN has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

##### 1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors or grantors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the THHN.

##### 1.4 Incoming resources

Income is recognised when the THHN is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the THHN has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the THHN has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

**FOR THE YEAR ENDED 31 JULY 2023**

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### **1 Accounting policies**

**(Continued)**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

#### **1.5 Tangible fixed assets**

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Leasehold land and buildings	10% straight line
Equipment	25% straight line
Website	33% straight line

The gain or loss arising on the disposal of an asset is determined as the difference between the sale proceeds and the carrying value of the asset, and is recognised in the statement of financial activities.

#### **1.6 Impairment of fixed assets**

At each reporting end date, the THHN reviews the carrying amounts of its tangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

#### **1.7 Stocks**

Stocks are stated at the lower of cost and estimated selling price less costs to complete and sell. Cost comprises direct materials and, where applicable, direct labour costs and those overheads that have been incurred in bringing the stocks to their present location and condition. Items held for distribution at no or nominal consideration are measured the lower of replacement cost and cost.

Net realisable value is the estimated selling price less all estimated costs of completion and costs to be incurred in marketing, selling and distribution.

#### **1.8 Cash and cash equivalents**

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)

FOR THE YEAR ENDED 31 JULY 2023

### 1 Accounting policies

(Continued)

#### 1.9 Financial instruments

The THHN has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the THHN's balance sheet when the THHN becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

##### **Basic financial assets**

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

##### **Basic financial liabilities**

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

##### **Derecognition of financial liabilities**

Financial liabilities are derecognised when the THHN's contractual obligations expire or are discharged or cancelled.

### 2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	16,979	18,864
Donations of holidays in kind	25,000	22,000
Running and event sponsorship	3,846	991
	<u>45,825</u>	<u>41,855</u>

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

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### 3 Income from other trading activities

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
Fundraising events	-	100
	=====	=====

### 4 Raising funds

	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Fundraising and publicity</u>		
Staging fundraising events	5,422	1,300
Insurance	(359)	1,984
Computer running costs	207	1,147
Marketing	100	54
	=====	=====
	5,370	4,485
	=====	=====
<u>Trading costs</u>		
Other trading activities	187	-
	=====	=====
	5,557	4,485
	=====	=====

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

### 5 Family grant scheme

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Family Grant Scheme (see below for breakdown)	43,679	33,727
	<u>43,679</u>	<u>33,727</u>
Share of Governance costs (see note 6)	25,800	26,349
	<u>69,479</u>	<u>60,076</u>
Family grant scheme	<b>2023</b>	<b>2022</b>
Travel costs grants	416	2,110
Repairs at the lodge	2,007	205
Storage rental	2,006	1,954
Laundry and cleaning	3,001	2,013
Overall site costs	11,249	5,445
Holidays in kind	25,000	22,000
	<u>43,679</u>	<u>33,727</u>

### 6 Support costs

	Support costs £	Governance costs £	2023 Support costs £	Governance costs £	2022 £
Depreciation	-	23,292	23,292	-	22,906
Accountancy fees	-	2,237	2,237	-	2,463
Legal & professional	-	-	-	-	570
Subscriptions	-	271	271	-	154
Other costs	-	-	-	-	256
	<u>-</u>	<u>25,800</u>	<u>25,800</u>	<u>-</u>	<u>26,349</u>



# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

<b>7</b>	<b>Net movement in funds</b>	<b>2023</b>	<b>2022</b>
		<b>£</b>	<b>£</b>

The net movement in funds is stated after charging/(crediting):

Depreciation of owned tangible fixed assets	23,292	22,906
	<u>          </u>	<u>          </u>

### 8 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the THHN during the year.

### 9 Employees

#### Number of employees

There were three Trustees in the year but no employees

	<b>2023</b>	<b>2022</b>
	<b>Number</b>	<b>Number</b>
Trustees	3	3
	<u>          </u>	<u>          </u>

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

### 10 Taxation

The charity is exempt from taxation on its activities because all its income is applied for charitable purposes.

### 11 Tangible fixed assets

	<b>Leasehold land and buildings</b>	<b>Equipment</b>	<b>Website</b>	<b>Total</b>
	<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Cost</b>				
At 1 August 2022	156,700	67,458	6,570	230,728
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 July 2023	156,700	67,458	6,570	230,728
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Depreciation and impairment</b>				
At 1 August 2022	41,321	54,361	6,569	102,251
Depreciation charged in the year	15,670	7,622	-	23,292
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 July 2023	56,991	61,983	6,569	125,543
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
<b>Carrying amount</b>				
At 31 July 2023	99,709	5,475	1	105,185
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>
At 31 July 2022	115,379	6,528	6,570	128,477
	<u>          </u>	<u>          </u>	<u>          </u>	<u>          </u>

# TORBAY HOLIDAY HELPERS NETWORK (THHN)

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR ENDED 31 JULY 2023

### 12 Stocks

	2023 £	2022 £
Finished goods and goods for resale	1,980	1,980

### 13 Debtors

	2023 £	2022 £
<b>Amounts falling due within one year:</b>		
Prepayments and accrued income	7,300	5,750

### 14 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors	118	156
Accruals and deferred income	2,890	3,201
	3,008	3,357

### 15 Unrestricted funds

The unrestricted funds of the charity comprise the unexpended balances of donations and grants which are not subject to specific conditions by donors and grantors as to how they may be used. These include designated funds which have been set aside out of unrestricted funds by the trustees for specific purposes.

	At 1 August 2022 £	Incoming resources £	Resources expended £	At 31 July 2023 £
General funds	168,807	45,825	(75,036)	139,596
<b>Previous year:</b>	<b>At 1 August 2021 £</b>	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>At 31 July 2022 £</b>
General funds	191,413	41,955	(64,561)	168,807

### 16 Related party transactions

There were no disclosable related party transactions during the year (2022 - none).