

ADDRESS: West Bowling Centre,  
Clipstone St.  
Bradford  
BD5 8EA



# Peacemaker International ANNUAL REPORT 2020/2021

## CONTINUITY AND CHANGE



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# CONTINUITY AND CHANGE

**THE THEME:** We choose '**continuity and change**' this year as the theme of our Annual Report because it is high time we narrated the history of the organisation, telling the world how it started, how it has evolved, where we are today and where we intend to be tomorrow as an organisation.

# CONTINUITY AND CHANGE



# BACKGROUND:



Our charitable activities were started in 1998 by two people with an unshakeable passion for helping people. It all started with research on the 'extent of domestic abuse amongst black people', sponsored by C2M (Centenary to Millennium, reported in telegraphandargus.co.uk, 12/10/2000) Grant which was followed later with support for the elderly, children, and young people, eventually leading to the establishment of THE PEACEMAKERS and BRADFORD WOMEN IN SAFE HANDS (B-WISH). Both matched to form PEACEMAKER INTERNATIONAL (PROJECT), registered as a charity in 2012, operating in Bradford, Manchester, and Nigeria, targeting 75% on BAME (Black, Asian, and Minority Ethnic) communities. We are part of the community we are serving and we understand them.

*Continuity refers to the continuance of themes over time, or similarities over time. **Technology changes and cultures change**, but because human nature remains constant, there are many continuities.*

*Things also change, or become different, over the course of history. (<https://www.google.com/search?q=what+is+continuity+and+change>)*



## CONTINUITY AND CHANGE







In view of the above, we can say that many things have changed unnoticed, starting with our aims and catchphrase.

For many years, we claimed that:

***PEACEMAKER INTERNATIONAL PROJECT (PIP) is a Charity set up for the advancement of conflict resolution through mediation services, training and support with the view to furthering racial harmony, equality and diversity.***

That remains, but we now declare that:

*PEACEMAKER INTERNATIONAL PROJECT (PIP) is a community-based family support organisation that gives a solid foundation to a wide range of self-help/capacity-building activities for vulnerable people, including the elderly, the unemployed, and people with disabilities.*

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# CONTINUITY AND CHANGE





After 13 years of operation, The Peacemakers matched with Bradford Women In Safe (WISH) to form PIP and registered as a charity in 2012. PIP in collaboration with WISH aims to promote the safety and security of women and girls through community-based crisis intervention, long-term approach, empowerment as well as working with other agencies to address underlined factors to gender-based violence. The organisation is dedicated to reducing gender-based abuse (including forced and early marriage, honour killings, trafficking, female genital mutilation (FGM), and domestic sexual violence).

We offer a variety of specialist services for vulnerable families and local communities, including adopting an active role in partnership working, in supporting and advocating for the needs of women and girls.



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## CONTINUITY AND CHANGE





This report focuses on two major areas:

- (a) why we should continue to do what we have been doing and
- (b) why it is reasonable to make some changes.

Since 1998, when we started our peacemaking work, we need to reflect and consider what we should stop doing and what works and that we could continue to embrace.

We have done structural and pragmatic assessments to determine what good practice we could share with other people and organisations. That is why our theme this year is historical. We know/understand that 'all sorts of things change over time, as stated above, including empires, languages, ideas, cultures, attitudes, technology etc'. We need to make judgments, by comparing some points in the past and the present or between two points in the past.

Even if people don't want to change, event and circumstances will force them to. Let us consider the backbones of charitable industry - FUNDING. The way we used to write funding bids has changed. That is why many charities close down every year. The way we report or monitor and give feedback has drastically changed. For instance, most funding applications are now done entirely online, so also the evaluation and report.

# CONTINUITY AND CHANGE







When we first started, some funders would ask us to tell them what would be the impacts of a project. Nowadays, many of them will give you some planned outcomes and ask how your project will illustrate them or what you intend to do to satisfy the points. Others will just ask you which of the outcomes listed you intend to contribute to. Your outputs may need to be adjusted to implement funders' planned outcomes. There is no gainsaying, funding questions are still predictable. The more reasons it does not take much time to write a good funding bid nowadays.

If a charity fails to engage those who are computer literate, it may not be able to cope with the global changes which include digital transformation. This aspect is caused by the policy on environmental care. Many things are now done paperless. Payslips are emailed to employees.

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## CONTINUITY AND CHANGE



Individuals do their Timesheets online and pass them on to the Financial Admin at the end of the month based on the handwritten Attendance Sheet which will be uploaded to the payroll program. HMRC reports (eg Full Payment Submission (FPS)) are also done online (HMRC E-Filing) through RTI (Real Time Information) which send employee information to HMRC. What a changing world.

Regular taxies used by the organisation no longer issue out paper receipts; they only email these to their customers, likewise, some local branches of big supermarkets prefer to email receipts to charities. The receipts will be compiled for the Annual Accounts which, in due course will be submitted online to the Charity Commission.

# CONTINUITY AND CHANGE







If somebody who was doing charitable projects when we started 23 years ago and did it for 5 years, and thereafter, stopped, only to come back to the show after 18 years (1998 + 5 years -2021), or slept in the year 2003 and woke up in 2021 and wanted to do what they did last in 2003, their work would not be acceptable. That time, funding bids could be handwritten but that is no longer possible. That time there was a mark for 'good handwriting' or legible writings. Funding bids are going digital, and they want charities to follow suit. For instance, the budget sheets are already written for you to input, and the total will be changing accordingly.

## CONTINUITY AND CHANGE



# WHAT WE DO



The project we run from the onset to-date are almost the same, only the project titles are different. They fall into the following categories:

a. **Bradford Youth Engagement Project (B-YEP)**

b Women in Safe Hands (WISH). Working with women and children to empower them for justice. WISH takes seriously issues around Meals Budgeting, Female Genital Mutilation (FGM), human trafficking, gender-based abuse to increase the safety of women and children. WISH provides a secure environment in which women are free to express themselves without being threatened, intimidated, being judged, or subjected to racial discrimination

c. Adult Social Care, embracing the Elderly and other vulnerable people (African Elders and Friends, Health is Wealth, Senior Hands Anchor Project (SHAP), Fitness (For All) ALFA: Learning Disability Project, Lift-Up Project (LUP), Learning Disability Advocacy Project, On-Site Elderly Support (ONES))

## CONTINUITY AND CHANGE





d. Training and support for the unemployed (work placement and work experience, and internship project, Career Support for Job Seekers).

e. Mediation and conflict resolution (Home-School Mediation, Community and Family Mediation)

f. Research Work:

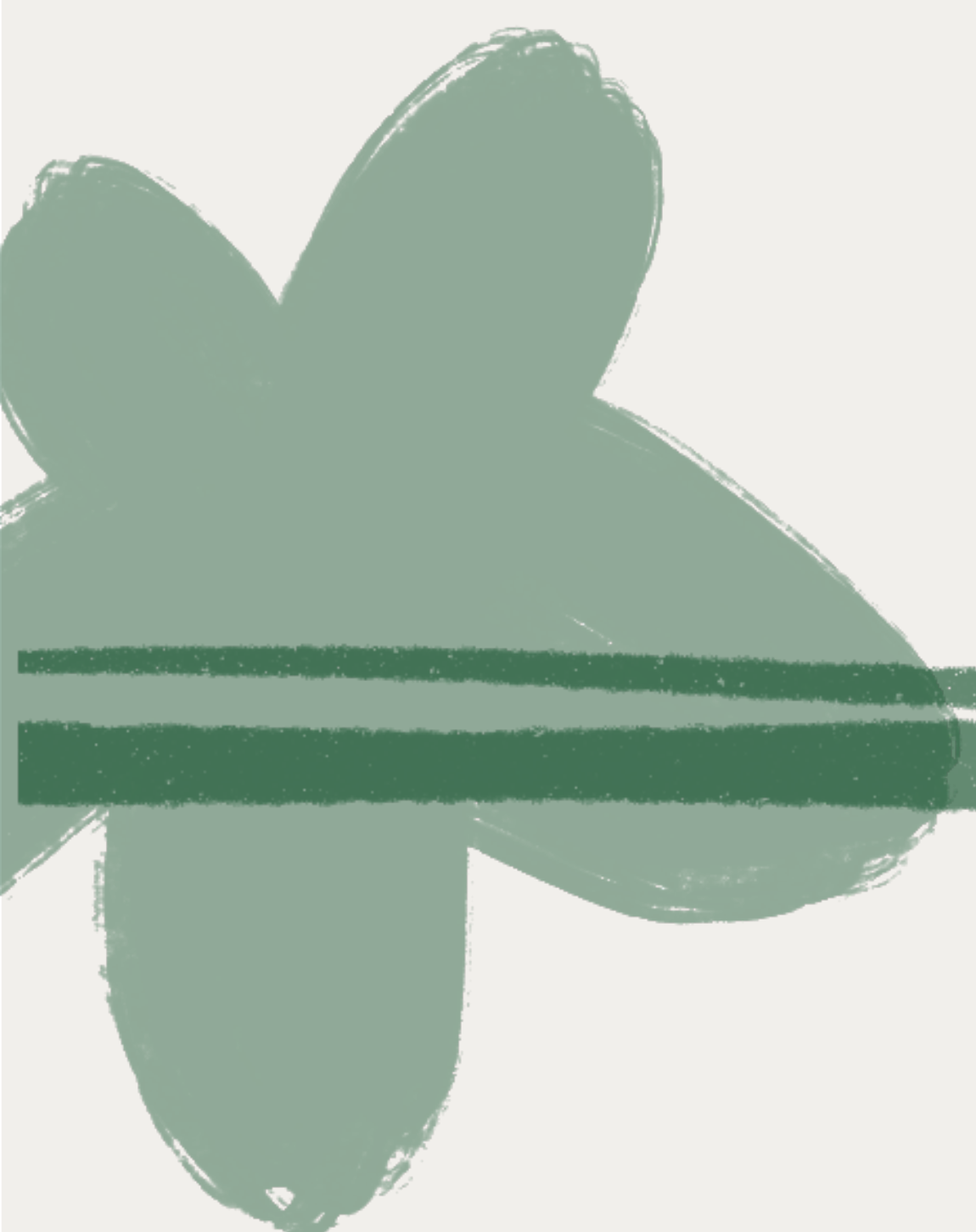
Commons Ailment amongst People of African Descent (2001);

Youth of Today magazine (2001;

Mapping out Africans in Bradford Districts (2014);

Towards Eradicating FGM (2015);

My voice, my story (in progress)



# CONTINUITY AND CHANGE



# IN CONCLUSION

In conclusion, we want to borrow a leaf from what the CEO of NOKIA said when his company was being acquired by Microsoft. He said:

*We have done nothing wrong with our business, but the world has changed very quickly. We missed out on learning, we missed out the change, and so we lost a valuable opportunity that was at hand to become a giant company.*

Somebody commented on social media about the quotation above, that:

*If you do not change, you will be disqualified from the competition. If you do not want to learn new things and your thoughts and mentality stay old, you will end up with time!*



# CONTINUITY AND CHANGE



**PEACEMAKER INTERNATIONAL  
STATEMENT OF FINANCIAL ACTIVITIES**

**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021  
(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

	Unrestricted	Restricted	Total
	£	£	£
<b>INCOMING RESOURCES</b>			
Incoming resources from			
<b>Charitable Activities: b/f</b>	13,439	(5,398)	8,041
=====			
Grants, fees and donations	371	81,693	82,064
Other ('Volunteer Monetary Value')	34,678	0	34,678
	35,049	81,693	116,742
 <b>EXPENDED RESOURCES</b>			
Employees Costs:			
Salaries	0.00	26,940	26,940
Travel/subsistence	0.00	3,818	3,818
Training/Research, Conference	0.00	4,500	4,500
Volunteering –Travel/Meals etc.	34,678	-	34,678
	34,678	35,258	69,936
 <b>Administrative Expenses:</b>			
Rate, Heating, Rent/Service Charges	0.00	3,691	3,691
Depreciation	437	0.00	437
Sundries-cleaning/health material	0.00	250	250
Postages, Printing & Stationery	0.00	650	650
Telephone/internet	0.00	650	650
	437	5,241	5,678
 <b>Legal &amp; Professional Fees:</b>			
Annual & Professional fees/Car rental	0.00	2,123	2,123
Insurance/Accountancy/Legal	0.00	1,612	1,612
Publicity & Advertising	0.00	2,380	2,380
	0.00	6,115	6,115
 <b>Events' Project</b>			
Refreshment care event	0.00	7,182	7,182
Project big event/equipment	7,045	1,975	9,020
FGM Campaign/Client Support	0.00	3,010	3,010
Project Equipment/(DIY)	0.00	1,454	1,454
	7,045	13,621	20,666
 <b>Net Incoming/(outgoing) Resources:</b>			
<b>For the period 31/03/2020</b>	13,439	(5,398)	8,041
=====			
Total Incoming Resources	35,049	81,693	116,742
Total Resources Expended	(42,160)	(60,235)	(102,395)
Total funds carried forward 31/3/2021	(7,111)	21,458	14,347
	=====	=====	=====



**PEACEMAKER INTERNATIONAL**

**CHARITY NUMBER 1147995**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**



## **PEACEMAKER INTERNATIONAL**

### **INDEX TO THE STATEMENTS OF FINANCIAL AFFAIRS FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**

GENERAL INFORMATION	03
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PEACEMAKER INTERNATIONAL

GENERAL INFORMATION

ADDRESS:

WEST BOWLING CENTRE  
CLIPSTONE STREET  
BRADFORD  
BD5 8EA

ACCOUNTANTS:

  
MARIAN & CO.  
ACCOUNTANTS & FINANCIAL ANALYSTS  
12 PORTLAND COURT  
SOUTH STREET  
KEIGHLEY  
BD21 1SN



**PEACEMAKER INTERNATIONAL**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31<sup>ST</sup> MARCH 2021**  
**(INCORPORATING INCOME AND EXPENDITURE ACCOUNT)**

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	=====	=====	=====



**PEACEMAKER INTERNATIONAL  
BALANCE SHEET  
AS AT 31<sup>ST</sup> MARCH 2021**

<b>Fixed Assets</b>		£
Equipment/Furniture & Fittings		<u>9,191</u>
<b>Total Fixed Assets</b>		<u>9,191</u>
<b>Current Assets</b>		
Debtors	0	
Bank/cash @ hand	<u>21,948</u>	
	21,948	
<b>Current Liabilities</b>		
Creditors	(2,125)	
<b>Net Current Asset/Liabilities</b>		<u>19,823</u>
<b>NET ASSET</b>		<u>29,014</u> =====
<b>Capital Account</b>		
Opening capital	14,667	
Capital Introduced	-	
Surplus/deficit	14,347	
Less Drawings	<u>0.00</u>	
<b>CLOSING CAPITAL</b>	<u>29,014</u> =====	

*Marian & Co*  
**Marian & Co**  
Accountants &  
Financial Analysts

We have prepared and independently examined the annexed financial statements in accordance with information given and explanations supplied to us from the accounting records of Peacemaker International which have been approved by the Board of Trustees on 27-01-2022 and signed on its behalf.

*JSC*

**Chair- Trustee  
Ms Jenny Scott**



# PEACEMAKER INTERNATIONAL

## SCHEDULE OF DEPRECIATING ASSETS

	2021		
	Equipment, F/Fittings	CAR	Total Furniture
	£	£	£
<b><u>COST</u></b>			
As @ 01 April 2018	3,738	0	3,738
Additions: 04/03/2021	0	6,650	6,650
Computer 09/2018 (250)	<u>250</u>	<u>0</u>	<u>250</u>
	<b>3,988</b>	<b>6,650</b>	<b>10,638</b>
<b><u>DEPRECIATION</u></b>			
Depreciation as at 31/03/2020	1,010	0	1,010
=====			
Charge for the year 31/3/2021	298	139	437
=====			
	1,308	139	1,447
Net Book Value As @ 31/03/2021	<b>2,680</b>	<b>6,511</b>	<b>9,191</b>
=====			
NET BOOK VALUE As @ 31/3/2020	<b>2,978</b>	<b>0</b>	<b>2,978</b>
=====			

### **Remarks:**

10% straight line depreciation is used for depreciating the tangible assets for the year ended 31 March 2020.

25% \* 6,650 = 1,662.50 one month = 1,662.50/12 = 138.54



## A. Description of Merged Resources Expended

### Employees Cost

Salaries 1,217+25,723	26,940
Travel & Subsistence	<u>3,818</u>
	30,758

### Publish, Advert Consultants

Publicity/Advert/post	
urban Print	720
XLN -Telephone	450
Giving.com	120
Books	<u>1,090</u>
	2,380

### Research Training/Conference

Website software	69
BAF Training Materials -Laptop 43+1,400	1,443
Research Resources:	
Conf research	1,400
ESF project/training 1,158+430	<u>1,588</u>
	4,500

### Printing, Stat, Post

Print/Sta	440
Post	210
Depreciation	<u>437</u>
	1,087

### Legal/Professional fees

Telephone	538
Membership fee/ico 181 +35	216
DBS/ client care	1,369
Accountancy	250
Legal/Insurance	<u>1,362</u>
	3,735

### Event Project

project	3,691
Refreshment 338+1848	1,848
Refreshment care Proj	146
Cleaning mat/health	250
Foodstuff petty 1,818+120	<u>1,938</u>
	7,182

### Project Big Event

Project mobile	538
Big Sam	8,144
FGM Campaign	3,010
Fix repair (DIY) 1209+284.68	<u>1,454</u>
	13,146

### Office Premises

Broadband etc	650
Heat/electr	440
Rent & Rate	3,251
Mobiles	<u>418</u>
	4,759



**PEACEMAKER INTERNATIONAL  
NOTES TO THE STATEMENTS**

<b>B. SOURCES OF INCOME FOR THE PERIOD 01 APRIL 2020 TO 31 MARCH 2021</b>				
Date	Source	Amount £	Unrestricted £	Restricted £
05 Apr 2018	Brought Forward Balance	320	(398)	718
=====				
06 Apr 2020	City of Bradford	5,000.00	-	5,000.00
13 May 2020	Mr Henry A Wells	0.33	0.33	-
21 May 2020	" " "	0.35	0.35	-
21 May 2020	Amazon Europe Core	5.00	5.00	-
24 May 2020	Mr Henry A Wells	0.34	0.34	-
27 May 2020	Easy Fund raising	18.92	18.92	-
08 Jul 2020	Mr Henry A Wells	0.13	0.13	-
01 Aug 2020	Mr Henry A Wells	0.50	0.50	-
13 Aug 2020	Amazon Europe Core	9.34	9.34	-
24 Aug 2020	Easy Fund raising	15.69	15.69	-
19 Oct 2020	City of Bradford M	5,000.00	-	5,000.00
30 Oct 2020	COVID -19 Response	25,919.00	-	25,919.00
06 Nov 2020	Ground Work UK	3,997.80	-	3,997.80
16 Nov 2020	Amazon Europe Cpore	9.17	9.17	-
16 Nov 2020	Barnes A S	50.00	50.00	-
18 Nov 2020	Bradford Ds	57.54	57.54	-
26 Nov 2020	Dr JG Fagborun	30.00	30.00	-
11 Dec 2020	Community Foundation (TFP)	6,992.50	-	6,992.50
02 Feb 2021	City of Bradford	1,800.00	-	1,800.00
04 Feb 2021	City of Bradford	2,997.50	-	2,997.50
10 Feb 2021	Cheque Bradford Ds	40.00	40.00	-
11 Feb 2021	Amazon Europe Core	8.58	8.58	-
25 Feb 2021	GNT African Health	9,998.00	-	9,998.00
11 Mar 2021	City of Bradford	1,200.00	-	1,200.00
22 Mar 2021	WYPC Commissioner,			
	WYP Bank	5,989.00	-	5,989.00
26 Mar 2021	Ground work UK (GWUK)	7,998.80	-	7,998.80
28 Mar 2021	Tudor Covers Racial Justice	120.00	120.00	-
29 Mar 2021	City of Bradford	4,800.00	-	4,800.00
30 Mar 2021	Bradford BDs	5.00	5.00	-
		82,063.49	370.89	81,692.60
31 Mar 2021	Voluntary Monetary value	34,678.00	34,678.00	-
TOTAL		116,741.49	35,048.89	81,692.60
=====				

**PEACEMAKER INTERNATIONAL  
NOTES TO THE STATEMENTS**

**C. CLASSIFICATION OF FIXED ASSETS**

(i.) EQUIPMENT	(ii.) FURNITURE & FITTINGS
2 Computers	4 Filing Cabinets
2 Printers	1 Desk
1 Set of Telephone	1 Table
1 Fax	2 Shelves
1 Radio	2 Table Fans
1 Mobile Heater	2 banners

It should be noted that the above fixed assets are mostly donated and as the time it was donated. It was estimated around £3,500 implying that equipment and furniture / fittings are estimated to £1,800 and £1,700 respectively.

**D. UPDATED ASSETS FROM THE YEAR ENDED 31-Mar 2014 – 31 MAR 2021**

DATE:	PARTICULARS	COST
16-Apr 2013	Urban Printers	£650.00
17-Jun 2013	Phoenix	£137.94
16-Dec 2013	Kettle and Mobile	£500.00
04-Mar 2021	Auris Hybrid Black Reg 2012	<u>£6,650.00</u>
<b>TOTAL</b>		<b>£7,937.94</b>

=====

Analysis of Petty Cash

Project/Client care	369.39
Staff transportation	338.32
Stationery	145.39
Postage	130.45
Food	119.70
Refreshment	296.29
Training	43.13
Material Cleaning	<u>32.30</u>
<b>Total</b>	<b>1,474.97</b>

=====



**PEACEMAKER INTERNATIONAL**

**CHARITY NUMBER 1147995**

**ANNUAL REPORT AND FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2021**

## **PEACEMAKER INTERNATIONAL**

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**STATEMENT OF FINANCIAL ACTIVITIES**  
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**PEACEMAKER INTERNATIONAL  
BALANCE SHEET  
AS AT 31<sup>ST</sup> MARCH 2021**

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<b>CLOSING CAPITAL</b>	<u>29,014</u> =====	

*Marian & Co*  
**Marian & Co**  
Accountants &  
Financial Analysts

We have prepared and independently examined the annexed financial statements in accordance with information given and explanations supplied to us from the accounting records of Peacemaker International which have been approved by the Board of Trustees on 27-01-2022 and signed on its behalf.

*JSC*

**Chair- Trustee  
Ms Jenny Scott**

# PEACEMAKER INTERNATIONAL

## SCHEDULE OF DEPRECIATING ASSETS

	2021		
	Equipment, F/Fittings	CAR	Total Furniture
	£	£	£
<b><u>COST</u></b>			
As @ 01 April 2018	3,738	0	3,738
Additions: 04/03/2021	0	6,650	6,650
Computer 09/2018 (250)	<u>250</u>	<u>0</u>	<u>250</u>
	<b>3,988</b>	<b>6,650</b>	<b>10,638</b>
<b><u>DEPRECIATION</u></b>			
Depreciation as at 31/03/2020	1,010	0	1,010
=====			
Charge for the year 31/3/2021	298	139	437
=====			
	1,308	139	1,447
Net Book Value As @ 31/03/2021	<b>2,680</b>	<b>6,511</b>	<b>9,191</b>
=====			
NET BOOK VALUE As @ 31/3/2020	<b>2,978</b>	<b>0</b>	<b>2,978</b>
=====			

### **Remarks:**

10% straight line depreciation is used for depreciating the tangible assets for the year ended 31 March 2020.

25% \* 6,650 = 1,662.50 one month = 1,662.50/12 = 138.54



## A. Description of Merged Resources Expended

### Employees Cost

Salaries 1,217+25,723	26,940
Travel & Subsistence	<u>3,818</u>
	30,758

### Publish, Advert Consultants

Publicity/Advert/post	
urban Print	720
XLN -Telephone	450
Giving.com	120
Books	<u>1,090</u>
	2,380

### Research Training/Conference

Website software	69
BAFTraining Materials -Laptop 43+1,400	1,443
Research Resources:	
Conf research	1,400
ESF project/trraining 1,158+430	<u>1,588</u>
	4,500

### Printing, Stat, Post

Print/Sta	440
Post	210
Depreciation	<u>437</u>
	1,087

### Legal/Professional fees

Telephone	538
Membership fee/ico 181 +35	216
DBS/ client care	1,369
Accountancy	250
Legal/Insurance	<u>1,362</u>
	3,735

### Event Project

project	3,691
Refreshment 338+1848	1,848
Refreshment care Proj	146
Cleaning mat/health	250
Foodstuff petty1,818+120	<u>1,938</u>
	7,182

### Project Big Event

Project mobile	538
Big Sam	8,144
FGM Campain	3,010
Fix repair (DIY) 1209+284.68	<u>1,454</u>
	13,146

### Office Premises

Broadband etc	650
Heat/electr	440
Rent & Rate	3,251
Mobiles	<u>418</u>
	4,759

**PEACEMAKER INTERNATIONAL  
NOTES TO THE STATEMENTS**

<b>B. SOURCES OF INCOME FOR THE PERIOD 01 APRIL 2020 TO 31 MARCH 2021</b>				
Date	Source	Amount £	Unrestricted £	Restricted £
05 Apr 2018	Brought Forward Balance	320	(398)	718
=====				
06 Apr 2020	City of Bradford	5,000.00	-	5,000.00
13 May 2020	Mr Henry A Wells	0.33	0.33	-
21 May 2020	" " "	0.35	0.35	-
21 May 2020	Amazon Europe Core	5.00	5.00	-
24 May 2020	Mr Henry A Wells	0.34	0.34	-
27 May 2020	Easy Fund raising	18.92	18.92	-
08 Jul 2020	Mr Henry A Wells	0.13	0.13	-
01 Aug 2020	Mr Henry A Wells	0.50	0.50	-
13 Aug 2020	Amazon Europe Core	9.34	9.34	-
24 Aug 2020	Easy Fund raising	15.69	15.69	-
19 Oct 2020	City of Bradford M	5,000.00	-	5,000.00
30 Oct 2020	COVID -19 Response	25,919.00	-	25,919.00
06 Nov 2020	Ground Work UK	3,997.80	-	3,997.80
16 Nov 2020	Amazon Europe Cpore	9.17	9.17	-
16 Nov 2020	Barnes A S	50.00	50.00	-
18 Nov 2020	Bradford Ds	57.54	57.54	-
26 Nov 2020	Dr JG Fagborun	30.00	30.00	-
11 Dec 2020	Community Foundation (TFP)	6,992.50	-	6,992.50
02 Feb 2021	City of Bradford	1,800.00	-	1,800.00
04 Feb 2021	City of Bradford	2,997.50	-	2,997.50
10 Feb 2021	Cheque Bradford Ds	40.00	40.00	-
11 Feb 2021	Amazon Europe Core	8.58	8.58	-
25 Feb 2021	GNT African Health	9,998.00	-	9,998.00
11 Mar 2021	City of Bradford	1,200.00	-	1,200.00
22 Mar 2021	WYPC Commissioner,			
	WYP Bank	5,989.00	-	5,989.00
26 Mar 2021	Ground work UK (GWUK)	7,998.80	-	7,998.80
28 Mar 2021	Tudor Covers Racial Justice	120.00	120.00	-
29 Mar 2021	City of Bradford	4,800.00	-	4,800.00
30 Mar 2021	Bradford BDs	5.00	5.00	-
		82,063.49	370.89	81,692.60
31 Mar 2021	Voluntary Monetary value	34,678.00	34,678.00	-
TOTAL		116,741.49	35,048.89	81,692.60
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**PEACEMAKER INTERNATIONAL**  
**NOTES TO THE STATEMENTS**

**C. CLASSIFICATION OF FIXED ASSETS**

(i.) EQUIPMENT	(ii.) FURNITURE & FITTINGS
2 Computers	4 Filing Cabinets
2 Printers	1 Desk
1 Set of Telephone	1 Table
1 Fax	2 Shelves
1 Radio	2 Table Fans
1 Mobile Heater	2 banners

It should be noted that the above fixed assets are mostly donated and as the time it was donated. It was estimated around £3,500 implying that equipment and furniture / fittings are estimated to £1,800 and £1,700 respectively.

**D. UPDATED ASSETS FROM THE YEAR ENDED 31-Mar 2014 – 31 MAR 2021**

DATE:	PARTICULARS	COST
16-Apr 2013	Urban Printers	£650.00
17-Jun 2013	Phoenix	£137.94
16-Dec 2013	Kettle and Mobile	£500.00
04-Mar 2021	Auris Hybrid Black Reg 2012	<u>£6,650.00</u>
TOTAL		<b>£7,937.94</b>

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Analysis of Petty Cash

Project/Client care	369.39
Staff transportation	338.32
Stationery	145.39
Postage	130.45
Food	119.70
Refreshment	296.29
Training	43.13
Material Cleaning	<u>32.30</u>
Total	1,474.97

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