

Charity registration number: 1155924

**BURY CANCER SUPPORT CENTRE**  
**A CHARITABLE INCORPORATED ORGANISATION**  
**ANNUAL REPORT AND FINANCIAL STATEMENTS**  
**31 MARCH 2021**

# **BURY CANCER SUPPORT CENTRE**

## **CONTENTS**

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Reference and Administrative Details	1
Trustees' Report	2 to 7
Independent Examiner's Report	8
Statement of Financial Activities	9
Balance Sheet	10
Notes to the Financial Statements	11 to 20

## BURY CANCER SUPPORT CENTRE

### REFERENCE AND ADMINISTRATIVE DETAILS

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<b>Trustees</b>	Jeff Green - Chair
	Lynne Marland - Trustee
	Dennis Taylor MBE - Vice Chair
	Joanne Barlow - Trustee (From 14/01/2020)
	Keith Barker - Trustee (From 14/01/2020)
<b>Principal Office</b>	406 Bolton Road Bury Lancashire BL8 2DA
<b>Charity Registration Number</b>	1155924
<b>Independent Examiner</b>	Horsfield & Smith Tower House 269 Walmersley Road Bury Lancashire BL9 6NX

## **BURY CANCER SUPPORT CENTRE**

### **TRUSTEES' REPORT**

#### **YEAR ENDED 31 MARCH 2021**

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The trustees the annual report together with the financial statements of the Charitable Incorporated Organisation (the "association") for the year ended 31 March 2021.

#### **Objectives and activities**

##### ***Objects and aims***

The association is established to alleviate the physical and mental distress of persons with cancer, of the partners and immediate family of persons with cancer and of persons recently bereaved with cancer.

##### ***Public benefit***

The centre supports patients and their loved ones by providing counselling, emotional support and therapy. The area of benefit is the Metropolitan Borough of Bury, all areas bordering on it and other such areas as the association may from time to time determine.

The trustees confirm that they have complied with the requirements of section 17 of the Charities Act 2011 to have due regard to the public benefit guidance published by the Charity Commission for England and Wales.

# **BURY CANCER SUPPORT CENTRE**

## **TRUSTEES' REPORT**

**YEAR ENDED 31 MARCH 2021**

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### **Achievements and performance**

Last year's report ended with the Centre building closing and the team preparing to continue the Centres vital work under covid restrictions and raise money so that work could continue.

On both fronts we have been successful.

This has not come easily as all charities were in the same position. The majority of our staff and volunteers were in the high-risk category due to their age as identified by government guidelines and therefore had to isolate.

Our working model therefore had to adapted. The centre manager Jan Katana and a small team adapted quickly to the changing circumstances of covid.

In the early months phone and zoom became essential to our support structure for patients, families, staff and volunteers.

Also, in the early months we found the financial support from businesses, organisations and individuals overwhelming. This support has continued throughout the year.

Fundraising continued through organised events such as a 24 hour Dancethon on zoom.

We also had successful bids with the manager and treasurer Jan Pearce-Langton taking lead on them.

Whilst the financial side was achieving results, we were having referrals to the Centre from McMillan, NHS and self-referrals. This increased the workloads to our small team of staff.

Besides phone support, the staff via zoom have carried out:

Talk and support: social mornings: counselling: hypnotherapy and relaxation classes. On Thursday evenings we delivered meals to our supper club patients which was a great source of social contact for us and the patients. All carried out under government guidelines.

This work will continue for the foreseeable future although we are hopeful that we will be able to open the building in the coming months.

Staff, volunteers, and trustees have all done a good job under difficult circumstances and we are in good position to continue our work in the future although in a different way.



# **BURY CANCER SUPPORT CENTRE**

## **TRUSTEES' REPORT**

**YEAR ENDED 31 MARCH 2021**

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### **Financial review**

The Centre's financial situation is showing a healthier position than at the end of the 2020 financial year. However, in my opinion this is unprecedented and due to the circumstances of Covid-19 having a positive impact on the financial position.

This present position has been achieved by successful bids, substantial one-off donations, Barclays Covid-19 employee matched funding scheme and imaginative fundraising has been enthusiastically supported.

It should be noted that this position has not happened by accident. Fore-planning, being one step ahead, strong, brave leadership and our brilliant fundraising team, tirelessly led by Jan Katana, the Centre's multi skilled, dedicated manager, have all been factors. The challenges of covid-19 have been grasped and new opportunities have been quickly seized. Everyone who has worked so very hard together often taking on and adapting to role changes, along with all our generous supporters, have a lot to feel proud of.

However, it should be acknowledged that the present circumstantial position cannot be expected to be repeated or relied upon long term. As such, the current positive position, and the reasons, should be recognised as that, in order to understand how the Centre moves forward and how to protect it's future.

As a self-funding charity relying on charitable giving and fundraising, it is vital to be aware of the Centre's fragility and how quickly the position can change. We can never afford to relax, and prudent spending must always be a priority. In order for the Centre to safely reopen ongoing expenses still remain and will increase in order to adapt to the changes Covid-19 has brought and to provide a safe environment. A significant in memory of legacy is expected and this will be a most welcome buffer as the Centre faces ongoing challenges in the coming year.

The cost to run the Centre is in the region of £17K per month and my recommendation of always having 4 months in reserve is at present being exceeded. Every penny received/spent is meticulously recorded and accounted for and I am in awe of, as a Team, how we meet demands.

I would like to extend a heartfelt "Thank You" to Nancy for her valued support, who works with dedication and professionalism.

## BURY CANCER SUPPORT CENTRE

### TRUSTEES' REPORT

### YEAR ENDED 31 MARCH 2021

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The coming year will be challenging. It is likely that accessing funding bids will be competitive, supporters may be experiencing financial difficulties and the staff that have been working relentlessly throughout Covid-19 may need to recalibrate. Due to the Centre's doors being closed to visitors, the daily donations are down and as such the Gift Aid, which is an essential income for the Centre, has been affected. The "Friends Scheme" and Facebook/online fundraisers have secured a regular income and it is hoped that the new Centre Lottery will do the same. All of these fundraising initiatives should be actively promoted, and it is crucial that any opportunities to generate income are explored, are creative and are maximised, especially as it appears inevitable that we learn to adapt to a predominantly electronic, cashless society.

There is so much to acknowledge of how the Centre as a dedicated Team works to achieve its goals and achievements. By continuing to work together, alongside caution and prudence, I believe the current financial position can be protected in the coming year.

JAN PEARCE-LANGTON TREASURER  
BURY CANCER SUPPORT CENTRE

#### Plans for future periods

##### *Aims and key objectives for future periods*

First relating back to the Trustees Report ending 31st March 2020. Updates are as follows:

- a) Maintain support for our patients and their families. Achieved
- b) Look into payment holidays, covid grants and fundraising. Ongoing.
- c) Re-open Centre. Not yet in position to do this.
- d) Explore current and additional revenue sources. Ongoing.
- e) Ensure we maintain our highly qualified staff. Support given and achieved.
- f) Maintain our current high standard of support and care. Achieved.
- g) Recruit 1 further Trustee. On hold due to covid.

##### Aims for 2021/2022

- 1) Maintain our continued support for patients and their families.
- 2) Continue fundraising. Continue work on bids and grants.
- 3) Support our staff and volunteers through the ongoing pandemic
- 4) Maintain our current high standard of highly qualified staff.
- 5) To plan the reopening of the Centre to patients and their families. This will be different from our past open model and will lead to an appointment-based model.
- 6) Look at recruitment at trustee and staff level.
- 7) Continue work on income streams.

# **BURY CANCER SUPPORT CENTRE**

## **TRUSTEES' REPORT**

**YEAR ENDED 31 MARCH 2021**

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

#### ***Nature of governing document***

The charity's governing document is a Constitution adopted on 8th December 2003, as amended on 6th July 2004 and 24th February 2009. This was replaced by a Constitution of a Charitable Incorporated Organisation on 14th February 2014.

### **Financial instruments**

#### ***Objectives and policies***

The charity's activities expose it to a number of financial risks including credit risk, cash flow risk and liquidity risk.

The charity is reliant on continuing cash inflows from donations to ensure there are sufficient funds available for ongoing operations and future developments.

The charity's principal financial assets are bank balances and cash. The credit risk on these liquid funds is limited because the counterparties are banks with high credit-ratings assigned by international credit-rating agencies.



# BURY CANCER SUPPORT CENTRE

## TRUSTEES' REPORT

YEAR ENDED 31 MARCH 2021

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### Statement of Trustees' Responsibilities

The trustees are responsible for preparing the trustees' report and the financial statements in accordance with the United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) and applicable law and regulations.

The law applicable to charities 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 charity and of the incoming resources and application of resources of the charity for that period. 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;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the constitution. The trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The annual report was approved by the trustees of the charity on .....7/4/2021..... and signed on its behalf by:

  
.....  
Jeff Green - Chair

## BURY CANCER SUPPORT CENTRE

### INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF BURY CANCER

#### SUPPORT CENTRE

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I report to the charity trustees on my examination of the accounts of the charity for the year ended 31 March 2021 which are set out on pages 9 to 20.

#### **Respective responsibilities of trustees and examiner**

As the charity's trustees of Bury Cancer Support Centre you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

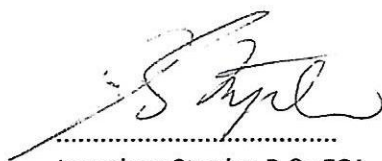
I report in respect of my examination of the Bury Cancer Support Centre's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

#### **Independent examiner's statement**

I have completed my examination. I confirm that no material 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 Bury Cancer Support Centre as required by section 130 of the Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 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.

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.



Jonathan Staples B.Sc FCA

Tower House  
269 Walmersley Road  
Bury  
Lancashire  
BL9 6NX

Date: 7/7/2021

# BURY CANCER SUPPORT CENTRE

## STATEMENT OF FINANCIAL ACTIVITIES (INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT)

YEAR ENDED 31 MARCH 2021

	Note	Unrestricted £	Restricted £	Total 2021 £	Total 2020 £
<b>Income and Endowments from:</b>					
Donations and legacies	2	225,152	9,875	235,027	172,280
Other trading activities	3	-	-	-	7,553
Total Income		<u>225,152</u>	<u>9,875</u>	<u>235,027</u>	<u>179,833</u>
<b>Expenditure on:</b>					
Charitable activities	4	(158,183)	(9,601)	(167,784)	(214,929)
Total Expenditure		<u>(158,183)</u>	<u>(9,601)</u>	<u>(167,784)</u>	<u>(214,929)</u>
Net income/(expenditure)		<u>66,969</u>	<u>274</u>	<u>67,243</u>	<u>(35,096)</u>
Net movement in funds		66,969	274	67,243	(35,096)
<b>Reconciliation of funds</b>					
Total funds brought forward		<u>72,660</u>	<u>1,279</u>	<u>73,939</u>	<u>109,035</u>
Total funds carried forward	13	<u>139,629</u>	<u>1,553</u>	<u>141,182</u>	<u>73,939</u>

All of the charity's activities derive from continuing operations during the above two periods.

The funds breakdown for 2020 is shown in note 13.

# BURY CANCER SUPPORT CENTRE

## BALANCE SHEET

31 MARCH 2021

	Note	2021 £	2020 £
<b>Fixed assets</b>			
Tangible assets	9	209	214
<b>Current assets</b>			
Debtors	10	16,755	20,223
Cash at bank and in hand	11	<u>125,009</u>	<u>53,999</u>
		141,764	74,222
<b>Creditors: Amounts falling due within one year</b>	12	<u>(791)</u>	<u>(497)</u>
<b>Net current assets</b>		<u>140,973</u>	<u>73,725</u>
<b>Net assets</b>		<u>141,182</u>	<u>73,939</u>
<b>Funds of the charity:</b>			
<b>Restricted income funds</b>			
Restricted funds		1,553	1,279
<b>Unrestricted income funds</b>			
Unrestricted funds		<u>139,629</u>	<u>72,660</u>
<b>Total funds</b>	13	<u>141,182</u>	<u>73,939</u>

The financial statements on pages 9 to 20 were approved by the trustees, and authorised for issue on 7/7/2021 and signed on their behalf by:

  
.....  
Jeff Green - Chair



**BURY CANCER SUPPORT CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2021**

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**1 Accounting policies**

**Statement of compliance**

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Charities Act 2011.

**Basis of preparation**

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) (effective 1 January 2015) - (Charities SORP (FRS 102)), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

Bury Cancer Support Centre meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

**Exemption from preparing a cash flow statement**

The charity opted to early adopt Bulletin 1 published on 2 February 2016 and have therefore not included a cash flow statement in these financial statements.

**Going concern**

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

**Income and endowments**

Voluntary income including donations, gifts, legacies and grants that provide core funding or are of a general nature is recognised when the charity has entitlement to the income, it is probable that the income will be received and the amount can be measured with sufficient reliability.

**Donations and legacies**

Donations and legacies are recognised on a receivable basis when receipt is probable and the amount can be reliably measured.



## **BURY CANCER SUPPORT CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021**

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#### **Expenditure**

All expenditure is recognised once there is a legal or constructive obligation to that expenditure, it is probable settlement is required and the amount can be measured reliably. All costs are allocated to the applicable expenditure heading that aggregate similar costs to that category. Where costs cannot be directly attributed to particular headings they have been allocated on a basis consistent with the use of resources, with central staff costs allocated on the basis of time spent, and depreciation charges allocated on the portion of the asset's use. Other support costs are allocated based on the spread of staff costs.

#### ***Charitable activities***

Charitable expenditure comprises those costs incurred by the charity in the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities and those costs of an indirect nature necessary to support them.

#### **Support costs**

Support costs include central functions and have been allocated to activity cost categories on a basis consistent with the use of resources, for example, allocating property costs by floor areas, or per capita, staff costs by the time spent and other costs by their usage.

#### **Governance costs**

These include the costs attributable to the charity's compliance with constitutional and statutory requirements, including audit, strategic management and trustees's meetings and reimbursed expenses.

#### **Taxation**

The charity is considered to pass the tests set out in Paragraph 1 Schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the charity is potentially exempt from taxation in respect of income or capital gains received within categories covered by Chapter 3 Part 11 of the Corporation Tax Act 2010 or Section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

## **BURY CANCER SUPPORT CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021**

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#### **Tangible fixed assets**

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

#### **Depreciation and amortisation**

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

<b>Asset class</b>	<b>Depreciation method and rate</b>
Leasehold and Freehold Property	2% Straight Line
Office equipment, fixtures and fittings	10 - 25% Straight Line

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

Cash and cash equivalents comprise cash on hand and call deposits, and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

## **BURY CANCER SUPPORT CENTRE**

### **NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021**

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#### **Fund structure**

Unrestricted income funds are general funds that are available for use at the trustees's discretion in furtherance of the objectives of the charity.

Restricted income funds are those donated for use in a particular area or for specific purposes, the use of which is restricted to that area or purpose.

#### **Financial instruments**

##### ***Classification***

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Financial liabilities and equity instruments are classified according to the substance of the contractual arrangements entered into. An equity instrument is any contract that evidences a residual interest in the assets of the charity after deducting all of its liabilities.

##### ***Recognition and measurement***

All financial assets and liabilities are initially measured at transaction price. If an arrangement constitutes a financing transaction, the financial asset or financial liability is measured at the present value of the future payments discounted at a market rate of interest for a similar debt instrument.

Financial assets and liabilities are only offset in the statement of financial position when, and only when there exists a legally enforceable right to set off the recognised amounts and the charity intends either to settle on a net basis, or to realise the asset and settle the liability simultaneously.

Financial assets are derecognised when and only when a) the contractual rights to the cash flows from the financial asset expire or are settled, b) the charity transfers to another party substantially all of the risks and rewards of ownership of the financial asset, or c) the charity, despite having retained some, but not all, significant risks and rewards of ownership, has transferred control of the asset to another party.

Financial liabilities are derecognised only when the obligation specified in the contract is discharged, cancelled or expires.

**BURY CANCER SUPPORT CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

**2 Income from donations and legacies**

	Unrestricted funds General £	Restricted funds £	Total funds £
Donations and legacies;			
Donations from companies, trusts and similar proceeds	-	9,875	9,875
Donations from individuals	211,940	-	211,940
Gift aid reclaimed	13,212	-	13,212
<b>Total for 2021</b>	<b>225,152</b>	<b>9,875</b>	<b>235,027</b>
<b>Total for 2020</b>	<b>172,280</b>	<b>-</b>	<b>172,280</b>

**3 Income from other trading activities**

	Unrestricted funds General £	Total funds £
<b>Total for 2021</b>	<b>-</b>	<b>-</b>
<b>Total for 2020</b>	<b>7,553</b>	<b>7,553</b>

**4 Expenditure on charitable activities**

	Note	Unrestricted funds General £	Restricted funds £	Total funds £
Allocated support costs		152,856	9,601	162,457
Governance costs		5,327	-	5,327
<b>Total for 2021</b>		<b>158,183</b>	<b>9,601</b>	<b>167,784</b>
<b>Total for 2020</b>		<b>207,704</b>	<b>7,225</b>	<b>214,929</b>



**BURY CANCER SUPPORT CENTRE**  
**NOTES TO THE FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2021**

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**5 Analysis of governance and support costs**

**Governance costs**

	Unrestricted funds General £	Total funds £
Independent examiner fees		
Examination of the financial statements	720	720
Legal fees	607	607
Other governance costs	4,000	4,000
<b>Total for 2021</b>	<b>5,327</b>	<b>5,327</b>
<b>Total for 2020</b>	<b>4,690</b>	<b>4,690</b>

**6 Net incoming/outgoing resources**

Net incoming/(outgoing) resources for the year include:

	2021 £	2020 £
Depreciation of fixed assets	5	45

**7 Independent examiner's remuneration**

	2021 £	2020 £
Examination of the financial statements	720	690



## BURY CANCER SUPPORT CENTRE

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

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#### 8 Taxation

The charity is a registered charity and is therefore exempt from taxation.

#### 9 Tangible fixed assets

	Land and buildings £	Furniture and equipment £	Total £
<b>Cost</b>			
At 1 April 2020	295	2,987	3,282
At 31 March 2021	295	2,987	3,282
<b>Depreciation</b>			
At 1 April 2020	81	2,987	3,068
Charge for the year	5	-	5
At 31 March 2021	86	2,987	3,073
<b>Net book value</b>			
At 31 March 2021	209	-	209
At 31 March 2020	214	-	214

#### 10 Debtors

	2021 £	2020 £
Prepayments	16,755	20,223

#### 11 Cash and cash equivalents

	2021 £	2020 £
Cash on hand	54	51
Cash at bank	124,955	53,948
	125,009	53,999

**BURY CANCER SUPPORT CENTRE**

**NOTES TO THE FINANCIAL STATEMENTS  
YEAR ENDED 31 MARCH 2021**

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**12 Creditors: amounts falling due within one year**

	<b>2021</b>	<b>2020</b>
	<b>£</b>	<b>£</b>
Accruals	<u>791</u>	<u>497</u>

# BURY CANCER SUPPORT CENTRE

## NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

### 13 Funds

	Balance at 1 April 2020 £	Incoming resources £	Resources expended £	Balance at 31 March 2021 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted fund	72,660	225,152	(158,183)	139,629
<b>Restricted funds</b>				
Restricted fund	<u>1,279</u>	<u>9,875</u>	<u>(9,601)</u>	<u>1,553</u>
<b>Total funds</b>	<u>73,939</u>	<u>235,027</u>	<u>(167,784)</u>	<u>141,182</u>
	Balance at 1 April 2019 £	Incoming resources £	Resources expended £	Balance at 31 March 2020 £
<b>Unrestricted funds</b>				
<i>General</i>				
Unrestricted fund	100,531	179,833	(207,704)	72,660
<b>Restricted</b>				
Restricted fund	<u>8,504</u>	<u>-</u>	<u>(7,225)</u>	<u>1,279</u>
<b>Total funds</b>	<u>109,035</u>	<u>179,833</u>	<u>(214,929)</u>	<u>73,939</u>

The specific purposes for which the funds are to be applied are as follows:

The restricted funds in the year consisted of a National Lottery Grant for family support services.

## BURY CANCER SUPPORT CENTRE

### NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 MARCH 2021

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#### 14 Analysis of net assets between funds

	Unrestricted funds General £	Total funds at 31 March 2021 £
Tangible fixed assets	209	209
Current assets	141,764	141,764
Current liabilities	(791)	(791)
Total net assets	<u>141,182</u>	<u>141,182</u>

	Unrestricted funds General £	Total funds at 31 March 2020 £
Tangible fixed assets	214	214
Current assets	74,222	74,222
Current liabilities	(497)	(497)
Total net assets	<u>73,939</u>	<u>73,939</u>