

# **Safer Tourism Foundation**

**(A company limited by guarantee)**

## **Report and Financial Statements For the Year Ended 31 March 2021**

**Charity Number: 1168944**

**Company Registration Number: 09670319**

**SAFER TOURISM FOUNDATION**  
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# SAFER TOURISM FOUNDATION

## Board of Trustees and Professional Advisers

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**Charity Registration Number:** 1168944

**Company Registration Number:** 09670319

**Trustees**

Ailles, Ian Simon

Fankhauser, Peter – Resigned on 9 October 2020

Wood, Sharon Lorraine

Lagerweij, Hans Bernard

Lishman, Gordon

Russell, Janet Lesley

Deason, Edward Lytton

Tighe, Adrian Gerrard Noel – Resigned on 9 October 2020

Parselle, Colin James – Appointed 1 December 2020

**Chief Executive Officer**

Atkinson, Katherine

**Registered Office**

Astolat  
Coniers Way  
Guildford  
Surrey  
GU4 7HL

**Independent Examiner**

Janice Matthews FCA,  
Menzies LLP  
Centrum House  
36 Station Road  
Egham  
Surrey  
TW20 9LF

**Accountants**

ExcluServ Limited  
133 Deepcut Bridge  
Camberley  
Surrey  
GU16 6SD

**Banker:**

National Westminster Bank  
151 High Street  
Guildford GU1 3AH

# SAFER TOURISM FOUNDATION

## Trustees Report to Safer Tourism Foundation

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### Objectives and Activities

The Safer Tourism Foundation aims to reduce the number of preventable deaths, injuries and illnesses occurring to British tourists. It was established after the deaths of two children, Bobby and Christi Shepherd, who died from carbon monoxide poisoning whilst on holiday in Corfu in 2006. Bobby and Christi's mother, Sharon Wood, worked with Thomas Cook to develop the Safer Tourism Foundation as a positive legacy from this tragedy. Thomas Cook provided the initial funding for the charity.

The Safer Tourism Foundation aims to influence the practices of a range of organisations within and related to the travel industry to help reduce the risks to tourists. This is done by working directly with travel companies to understand the risks faced by their customers and the procedures in place to mitigate those risks, by encouraging greater collaboration within the industry and with experts outside it, and by building the evidence base of incidents and accidents occurring to tourists in order to identify and prioritise areas for action.

The charity also aims to raise awareness amongst the travelling public of the risks they may face on holiday abroad and how better to manage those risks to keep themselves and their families safe and well. Evidence gathered from travel companies and others suggests that personal decision making and behaviour plays an important role in many accidents occurring abroad and so the Safer Tourism Foundation aims to raise awareness of this and nudge behaviour through targeted consumer campaigns and by providing practical, no nonsense advice aimed at a wide range of travellers and holiday types / activities.

The Safer Tourism Foundation works with a wide range of other organisations with expertise relevant to its charitable purposes, including the Consular Service at the Foreign, Commonwealth and Development Office, with industry associations, with organisations working in the field of carbon monoxide awareness and with other charities whose objectives align with our own.

### Performance and Lookahead

The Coronavirus pandemic, with its successive lockdowns and government advice against all but essential travel to most holiday destinations during 2020/21, led to a huge reduction in foreign travel during the year. Travel companies' activity was focused on processing refunds and moving existing bookings to future dates; there was little space to consider health and safety developments beyond Covid. With Covid at the forefront of everyone's minds, it was also judged to be the wrong time to run consumer campaigns on other travel risks. The Foundation paused its work in March 2020 and placed the two (part time) members of staff on furlough from 1<sup>st</sup> April.

With the easing of foreign travel restrictions in the late summer / autumn, the charity was able to undertake some limited work with travel companies, particularly in relation to the Safer Tourism Pledge. We undertook a successful validation meeting with Travelopia (tailormade) and we ran a learning event in October to share the experience of developing and implementing Covid protocols, beginning to explore the potential impact on future risk management.

The Foundation's Trustees decided to waive all fees related to the Pledge for the financial year due to the unprecedented financial challenges facing the industry.

However, as the lockdown returned in November and then over the winter months, the opportunities to work with the industry, or to talk to consumers, dried up again.

During the year the Foundation took the opportunity of increased UK based holidays to examine its focus on foreign travel. As several travel companies ran trips within the UK (sometimes for the first time) the Foundation recognised the risks presented in particular by UK coastal water activities and by carbon monoxide for campers and glampers. During the year we began to explore the evidence base and potential collaborations with organisations concerned with these issues. The shift to working on domestic tourism as well as overseas holidays will require the building of new relationships and new data gathering in the coming years. We will review the balance between foreign and domestic activity when the travel industry has recovered further.

The Board of Trustees held four virtual meetings during the year. In line with the Foundation's Articles of Association the charity was required to ask two of its Trustees to step down, to ensure regular refreshment of the Board. We were sorry to say goodbye to Peter Fankhauser and to Adrian Tighe, who resigned as Trustees after 5 and 3 years' service respectively. We are enormously grateful to Peter for being a driving force behind the charity's establishment, and to Adrian for taking on the role as our first Treasurer, and we wish them every success in the future.

As at March 2021 foreign travel was still effectively banned by the UK government, but as we look forward to a better year in 2021/22 the charity plans to reassess its focus (for example, the balance between domestic and foreign travel) and to refresh its relationships across a wide range of sectors. We know the British public retains the appetite to travel and we want to support a safe and healthy return to holidays as soon as possible.

# SAFER TOURISM FOUNDATION

## Trustees Report to Safer Tourism Foundation

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### Financial Report

This report covers the period 1 April 2020 to 31 March 2021.

The charity began the year with reserves of £691,861 and ended it with £658,253.

Total expenditure for 2020/21 was £87,981. This comprised staff salaries for the two members of staff who were placed on furlough or flexi furlough for most of the year, and charitable activity undertaken to deliver the Safer Tourism Pledge and on domestic tourism campaigns (largely focused on camping and caravanning) during the year.

Income totalled £54,373 of which £44,489 was salary subsidy provided by the UK government's Coronavirus Job Retention Scheme.

Due to the financial crisis affecting the travel industry the Trustees agreed at the start of the year not to request cash contributions from those companies signed up to the Safer Tourism Pledge for this financial year. This decision will be reviewed in light of market and travel developments in 2021/22.

Safer Tourism Trading Limited remained dormant during this period.

The charity is a company limited by guarantee with the members of the company during this period being liable to a maximum sum of £1 in the event that the charity winds up. It is governed by its Memorandum and Articles of Association and was registered as a charity by the Charity Commission in August 2016.

The Board of Trustees met four times during the year, in April, July, October and February. Trustees took an active role in supporting the charity during the year, particularly in helping to implement the Safer Tourism Pledge through supporting the validation meetings with Pledge partners. Three trustees provided direct support to undertake the Pledge activity, and a small daily fee was paid for this, totalling £800 during the year.

The Foundation employs two members of staff, both part time at 0.6 Full Time Equivalent: Chief Executive, Katherine Atkinson; and Head of Communications and Campaigns, Jane Hewin.

### Trustees' responsibilities in relation to the financial statements

The charity trustees (who are also the directors of the Safer Tourism Foundation for the purposes of company law) are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice). Company law requires the charity trustees to prepare financial statements for each year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources. In preparing the 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 UK accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- 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 to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and the group and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

The trustees are responsible for the maintenance and integrity of the corporate and financial information included on the charitable company's website. Legislation in the United Kingdom governing the preparation and dissemination of financial statements may differ from legislation in other jurisdictions.

# SAFER TOURISM FOUNDATION

## Trustees Report to Safer Tourism Foundation

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### Small Company Provisions

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

The report was approved on 19<sup>th</sup> November 2021 by the board, and signed on its behalf: -



.....  
**Ian Ailles**  
Chairman

# SAFER TOURISM FOUNDATION

## Independent Examiners Report to the Trustees of Safer Tourism Foundation

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I report to the charity Trustees on my examination of the accounts of the company for the year ended 31 March 2021.

This report is made solely to the company's Trustees, as a body, in accordance with Part 4 of the Charities (Accounts and Reports) Regulations 2008. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an Independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work or for this report.

### Responsibilities and basis of report

As the Trustees of the company (and its directors for the purposes of company law) you are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006 ('the 2006 Act').

Having satisfied myself that the accounts of the company are not required to be audited under Part 16 of the 2006 Act and are eligible for independent examination, I report in respect of my examination of the company's accounts carried out under section 145 of the Charities Act 2011 ('the 2011 Act'). In carrying out my examination I have followed the Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

### Independent examiner's statement

I have completed my examination. I can confirm that no matters have come to my attention in connection with the examination giving me cause to believe:

1. accounting records were not kept in respect of the company as required by section 386 of the 2006 Act; or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the accounts give a 'true and fair' view which is not a matter considered as part of an independent examination; or
4. the accounts have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities [applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)].

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached.

DocuSigned by:  
  
 634F24DE92A4471...

14-Dec-2021

**Janice Matthews FCA**

**Date**

**Menzies LLP**

Chartered Accountants

Centrum House  
 36 Station Road  
 Egham  
 Surrey  
 TW20 9LF

# SAFER TOURISM FOUNDATION

## Statement of Financial Activities (incorporating income and expenditure) for the year ended 31 March 2021

		Unrestricted 2021 £	Restricted 2021 £	Total Funds 2021 £	Total Funds 2020 £
	Notes				
<b>Income and endowments from:</b>					
Grants, donations and legacies	2	-	44,489	<b>44,489</b>	11,000
Income from investments	3	9,884	-	<b>9,884</b>	14,629
<b>Total income and endowments</b>		<b>9,884</b>	<b>44,489</b>	<b>54,373</b>	25,629
<b>Expenditure on:</b>					
Raising funds	4	-	-	-	20
Charitable activities	4	43,492	44,489	<b>87,981</b>	105,754
<b>Total Expenditure</b>		<b>43,492</b>	<b>44,489</b>	<b>87,981</b>	105,774
<b>Net Income/(expenditure) for the year</b>		<b>(33,608)</b>	-	<b>(33,608)</b>	(80,145)
<b>Transfer between funds</b>		-	-	-	-
<b>Net movement of funds</b>		<b>(33,608)</b>	-	<b>(33,608)</b>	(80,145)
<b>Reconciliation of funds</b>					
Total funds brought forward	14	691,861	-	<b>691,861</b>	772,006
<b>Total funds carried forward</b>		<b>658,253</b>	-	<b>658,253</b>	691,861

All recognised gains and losses are included in the above Statement of Financial Activities. All income and expenditure derives from continuing activities.



# SAFER TOURISM FOUNDATION

## Balance Sheet as at 31 March 2021

	Notes	2021 £	2020 £
<b>Fixed Assets</b>			
Tangible assets	10	-	289
<b>Current Assets</b>			
Debtors and prepayments	11	6,911	15,007
Cash at bank and in hand	12	655,298	682,649
		662,209	697,656
<b>Creditors: Amounts falling due within one year</b>	13	(3,956)	(6,084)
<b>Net Current Assets /(liabilities)</b>		658,253	691,572
<b>Net Assets /(liabilities)</b>		<b>658,253</b>	<b>691,861</b>
<b>The funds of the charity:</b>			
Restricted Funds	14	-	-
Unrestricted Funds	14	658,253	691,861
<b>Total charity funds</b>		<b>658,253</b>	<b>691,861</b>

For the year ended 31 March 2021 the Charity was entitled to exemption under sections 477 of the Companies Act 2006 relating to small companies. Trustees' responsibilities:

- (i) The trustees have not required the Charity to obtain an audit of its accounts for the year in question in accordance with section 476;
- (ii) The trustees acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

These financial statements have been prepared in accordance with the provisions of the Companies Act 2006 applicable to companies' subject to the small companies' regime. They were approved, and authorised for issue, by the trustees on 15<sup>th</sup> October 2021 and signed on their behalf by:



**Ian Ailles**  
**Chairman**

The notes on pages 11 - 16 form part of these financial statements.

# SAFER TOURISM FOUNDATION

## Statement of Cash Flow as at 31 March 2021

	2021	2020
	£	£
<b>Net cash flow from operating activities</b>	<b>(27,351)</b>	<b>(94,278)</b>
<b>Cash flow from investing activities</b>		
Payments to acquire tangible fixed assets	-	-
<b>Net cash flow from investing activities</b>	<b>-</b>	<b>-</b>
<b>Net increase / (decrease) in cash and cash equivalents</b>	<b>(27,351)</b>	<b>(94,278)</b>
<b>Cash and cash equivalents at 1 Apr 2020</b>	<b>682,649</b>	<b>776,927</b>
<b>Cash and cash equivalents at 31 Mar 2021</b>	<b>655,298</b>	<b>682,649</b>
<b>Cash and cash equivalents consists of:</b>		
Cash at bank and in hand	655,298	682,649
<b>Cash and cash equivalents at 31 Mar 2021</b>	<b>655,298</b>	<b>682,649</b>

### Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2021	2020
	£	£
Net income / (expenditure) for year / period	<b>(33,608)</b>	(80,145)
Decrease / (increase) in debtors	<b>8,096</b>	(15,007)
(Decrease) / increase in creditors	<b>(2,128)</b>	224
Depreciation	<b>289</b>	650
<b>Net cash flow from operating activities</b>	<b>(27,351)</b>	<b>(94,278)</b>

# SAFER TOURISM FOUNDATION

## Notes to the Financial Statements as at 31 March 2021

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### 1) Accounting Policies

#### (a) Basis of preparation of financial statements

Safer Tourism Foundation is a company registered in England and Wales. The address of the registered office is given in the charity information on page 3 of these financial statements. The nature of the charity's operations and principal activities are set out in the Trustees Report.

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102), 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 Account Practice.

The financial statements are prepared on a going concern basis under the historical cost convention. The financial statements are presented in sterling which is the functional currency of the charity and rounded to the nearest £.

#### (b) Company status

Safer Tourism Foundation is a private company limited by guarantee. In the event of the Charity being wound up, the liability in respect of guarantee is limited to £1 per member of the Charity.

#### (c) Fund accounting

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and which have not been designated for other purposes.

#### (d) Income

All income is included in the Statement of Financial Activities when the Charity is legally entitled to the income and the amount can be quantified with reasonable accuracy. Income from the sale of goods and services is recognised on delivery.

The charity received government support through the Coronavirus Job Retention Scheme (CJRS) which is accounted for on the accrual basis, in donations and legacies in the Statement of Financial Activities.

Income tax recoverable on Gift Aid donations is recognised at the time of receipt of the donations.

#### (e) Expenditure

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

Support costs, which cannot be directly attributed to particular activities, have been apportioned proportionately on a basis consistent with the use of the resources. Governance costs include the costs of servicing the Board of Trustees' meetings, independent examination and strategic planning.

#### (f) Tangible fixed assets and depreciation

All assets costing more than £150 are capitalised.

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

Depreciation is provided on all tangible fixed assets to the nearest month starting in the month of acquisition, at rates calculated to write off the cost of fixed assets, less their estimated residual value, over their expected useful lives on the following bases:

Computer equipment	3 years
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# SAFER TOURISM FOUNDATION

## Notes to the Financial Statements as at 31 March 2021

### (g) Debtors and prepayments

Trade and other debtors are recognised at the settlement amount due after any trade discounts. Prepayments are valued at the amount prepaid net of any discounts.

### (h) Creditors and provisions

Creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount to settle the obligation can be measured or estimated reliably.

### (i) Financial instruments

The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

### (j) Pension contributions

Safer Tourism Foundation does not maintain a staff pension scheme but, instead, contributes to individual staff personal pension plans. The charge to the Statement of Financial Activities represents the amounts payable to the funds during the year.

### (k) Tax

The charity is an exempt charity within the meaning of schedule 3 of the Charities Act 2011 and is considered to pass the tests set out in Paragraph 1 Schedule 6 Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes.

The charity is not registered for VAT purposes. Irrecoverable VAT is charged as an expense against the activity for which expenditure arose.

### (l) Going Concern

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

The COVID-19 viral pandemic is one of the most significant economic events for the UK with unprecedented levels of uncertainty of outcomes. It is therefore difficult to evaluate all of the potential implications on the charity's operations, funding, suppliers and wider economy. The Trustees' view on the impact of COVID-19 is that, given the measures that could be undertaken to mitigate the current adverse conditions and the current resources available, they can continue to adopt the going concern basis in preparing the financial statements.

## 2) Grants, donations and legacies

	Unrestricted	Restricted	Total Funds 31 March 2021	Total Funds 31 March 2020
	£	£	£	£
Grants and Donations	-	44,489	<b>44,489</b>	11,000
	-	44,489	<b>44,489</b>	11,000

Grant received in the current year is from the Coronavirus Job Retention Scheme (CJRS) from HMRC. The prior year income included contributions towards the Safer Tourism Pledge Programme.

# SAFER TOURISM FOUNDATION

## Notes to the Financial Statements as at 31 March 2021

### 3) Income from investments

	Unrestricted	Restricted	Total Funds 31 March 2021	Total Funds 31 March 2020
	£	£	£	£
Interest - deposits	9,884	-	9,884	14,629
	9,884	-	9,884	14,629

### 4) Analysis of expenditure on charitable activities

	Activities undertaken directly	Raising Funds	Support costs	Total Funds 31 March 2021	Total Funds 31 March 2020
	£	£	£	£	£
Building the evidence	-	-	9,062	9,062	9,850
Influence travel industry	-	-	32,894	32,894	38,359
Public awareness	1,692	-	40,020	41,712	52,966
Evaluation and impact	-	-	4,314	4,314	4,600
	1,692	-	86,289	87,981	105,774

### 5) Allocation of support costs

	Building the evidence	Influence travel industry	Public Awareness	Evaluation and impact	2021 Total	2020 Total
	£	£	£	£	£	£
Governance	285	761	761	96	1,903	4,085
Staff costs	7,765	29,437	36,563	3,882	77,646	78,690
Finance	686	1,830	1,830	228	4,574	5,508
Information technology	48	128	128	15	319	1,461
Human Resources	-	-	-	-	-	109
Office costs	111	295	295	37	738	800
Depreciation	44	116	116	15	291	650
Other	123	327	327	41	818	563
	9,062	32,894	40,020	4,314	86,289	91,866

\*Basis of support costs allocation is on staff time.

# SAFER TOURISM FOUNDATION

## Notes to the Financial Statements as at 31 March 2021

### 6) Governance costs

	Unrestricted	Restricted	2021 Total	2020 Total
	£	£	£	£
Independent examination	1,140	-	1,140	1,210
Trustee expenses	84	-	84	1,489
Bank charges	45	-	45	84
AGM and board meeting costs	41	-	41	35
Company secretarial and legal fees	593	-	593	804
Other	-	-	-	463
	1,903	-	1,903	4,085

### 7) Employee remuneration

Payroll Details:	2021 Total	2020 Total
	£	£
Wages and Salaries	73,260	73,260
Social Security Costs	3,088	4,132
Pension contributions	1,298	1,298
	77,646	78,690

	2021 Number	2020 Number
Chief Executive Officer	1	1
Head of Communications and Campaigns	1	1
Total	2	2

No employee received remuneration of more than £60,000.

### 8) Trustees' and key management personnel remuneration and expenses

No members of the Board of Trustees received or waived any remuneration (2020: £nil). No members of the Board of Trustees received reimbursement of expenses (2020: Four members for £1,489 for travel expenses).

The total amount of employee benefits received by key management personnel is £48,718 (2020: £48,740). The charity considers its key management personnel to comprise of the Chief Executive Officer.

### 9) Related Party Transactions

There were no related party transactions in the current year and prior year.

# SAFER TOURISM FOUNDATION

## Notes to the Financial Statements as at 31 March 2021

### 10) Tangible Fixed Assets

	Computer equipment £	Total 2021 £
<b>Cost:</b>		
At 1 April 2020	2,211	2,211
Additions	-	-
At 31 March 2021	2,211	2,211
<b>Accumulated Depreciation:</b>		
At 1 April 2020	1,922	1,922
Charge for the year	289	289
At 31 March 2021	2,211	2,211
<b>Net book value:</b>		
At 31 March 2020	289	289
At 31 March 2021	-	-

### 11) Debtors and prepayments

	2021 Total £	2020 Total £
Prepayments and accrued income	6,911	7,007
Trade Debtors	-	8,000
	6,911	15,007

### 12) Cash at bank and in hand

	2021 Total £	2020 Total £
Current Account	311,102	47,713
Long term deposits	344,196	634,936
	655,298	682,649

### 13) Creditors: Falling due within one year

	2021 Total £	2020 Total £
Trade Creditors	329	3,896
Accruals	2,187	2,188
PAYE/ NI Payable	1,440	-
	3,956	6,084

# SAFER TOURISM FOUNDATION

## Notes to the Financial Statements as at 31 March 2021

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### 14) Movement in Funds

	At 1 April 2020 £	Income £	Expenditure £	At 31 March 2021 £
<b>Restricted Funds</b>				
HMRC - Furlough scheme	-	44,489	(44,489)	-
<b>Unrestricted Funds</b>				
General fund	691,861	9,884	(43,492)	<b>658,253</b>
<b>Total Funds</b>	<b>691,861</b>	<b>54,373</b>	<b>(87,981)</b>	<b>658,253</b>