

Registered number: 08143670
Charity number: 1177867

HUMBER COMMUNITY ADVICE SERVICES LTD

**FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/07/2023**

Prepared By:
Crompton & Co Ltd
Chartered Accountants

FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31/07/2023

TRUSTEES

Mr Alfred Baah
Mr Francis Ahiakpa
Mrs Marie Morgan
Miss Aneesa Akbar
Mrs Prisca Oluotch

REGISTERED OFFICE

Centre 88
Saner Street
Hull
East Yorkshire
HU3 2TR

COMPANY NUMBER

08143670

CHARITY NUMBER

1177867

ACCOUNTANTS

Crumpton & Co Ltd
Chartered Accountants

HUMBER COMMUNITY ADVICE SERVICES LTD

ACCOUNTS FOR THE YEAR ENDED 31/07/2023

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HUMBER COMMUNITY ADVICE SERVICES LTD

FOR THE YEAR ENDED 31/07/2023

TRUSTEES' REPORT

The trustees present their report and accounts for the year ended 31/07/2023

PRINCIPAL ACTIVITIES

Humber Community Advice Services Limited (H-CAS) principal activities are to support and provide information, advice and guidance to members of the minority ethnic communities in Hull and the surrounding areas.

STRUCTURE GOVERNANCE AND MANAGEMENT

Incorporation

Humber Community Advice Services Limited is a Company Limited by Guarantee governed by its Memorandum and Articles of Association. The company was incorporated on 16th July 2012; and got registered as a charity in April, 2018.

Directors

The Directors who held office during the year were as follows:

- Mr Alfred Baah
- Mrs Marie Morgan
- Mr Francis Ahiakpa
- Mrs Prisca Oluotch
- Miss Aneesa Akbar. Aneesa, however, resigned from the Board at the end of the year after moving out of Hull.

OBJECTS OF THE COMPANY

The objects of the charity are:

To Promote any charitable purposes for the benefit of socially and economically disadvantaged members of the Refugee, Migrant and Minority Ethnic Communities (Sometimes called Black, Asian, Minority Ethnic and Refugee (BAMER) Communities), in Hull, East Riding and the Humber (Hereinafter called 'The Area Of Benefit') in particular (But not exclusively) by:

- (1) The relief of need, hardship and distress of the Black, Asian, Migrants and Minority Ethnic Communities and Other Communities, particularly newly arrived Refugees and Migrants, especially by the provision of language services, AND Advice and Advocacy regarding matters such as Immigration, Social and Welfare Rights, Health, Housing, Community Integration, Education, Training and Employment;
- (2) The Preservation and Protection of Health by the Provision of Counselling and Advice on Health Issues;
- (3) The Relief of Unemployment of the Beneficiaries by the provision of Vocational and Skills Training, Advice and Support.
- (4) The promotion of Equality and Diversity for the Public Benefit by:
 - (a) the elimination of discrimination on the grounds of race, gender, disability, sexual orientation or religion;
 - (b) advancing education and raising awareness in equality and diversity;

HUMBER COMMUNITY ADVICE SERVICES LTD

FOR THE YEAR ENDED 31/07/2023

TRUSTEES' REPORT

- (c) promoting activities to foster understanding between people from diverse backgrounds;
- (d) conducting or commissioning research on equality and diversity issues and publishing the results to the public;
- (e) cultivating a sentiment in favour of equality and diversity.

ACHIEVEMENTS AND ACTIVITIES

We continued to offer free information, advice, and guidance to members of the minority ethnic communities in Hull and the surrounding areas. This was mainly in the areas of debt, benefits, housing, employment, health and well-being; and in promoting integration and community cohesion.

We also provided immigration advice, being an immigration advice centre, which is regulated by the Office of the Immigration Services Commissioner (OISC).

THE HIGH SHERIFFS AWARD

We were privileged to receive an award from the previous High Sheriff of the East Riding of Yorkshire, Mrs Sue Stephenson, in recognition and appreciation of the outstanding work of H-CAS, its staff and volunteers in improving life in the community.

In a ceremony which Mrs Stephenson had kindly postponed during Covid so as to give the awards in person, she recognised and appreciated our Chief Officer for his "dedicated and compassionate support to vulnerable people through advice and assistance". We are very grateful to Mrs Stephenson for her kindness and the recognition.

OUR 10TH ANIVERSARY CELEBRATIONS

On 27th January, 2023, we celebrated the 10th anniversary since H-CAS started its service delivery – in January 2013. We organised a successful event at Centre 88, which was attended by 2 Hull MPs, Emma Hardy (our area MP) and Dame Diana Johnson; the then Lord Mayor, Councillor Christine Randall; Representatives of The Two Ridings Community Foundation, Humberside Police and Hull CVS (our landlords); our partner organisations, clients, trustees, staff and volunteers.

We had a couple of testimonies from some of our partner organisations and one of our clients. Many of our clients have been through traumatic experiences, and we had a testimony from one of the therapists who has supported several of our clients over the years, Gayle Clark.

Some of the presentations gave a history of how H-CAS started, how it had grown and what had been achieved in its 10 years of existence. We also had an impressive art display by the Dirars, an artistic family who have had insightful art displays in the past on the refugee journey.

We sincerely thank all those who managed to attend the celebrations; and all those who contributed in different ways to make it all possible and such a success.

FUNDING

FOR THE YEAR ENDED 31/07/2023

TRUSTEES' REPORT

We managed to attract grants from The Home Office's European Union-funded Asylum, Migration and Integration Fund (AMIF); The Government's UK Shared Prosperity Fund (UKSPF); The Dulverton Trust through the Two Ridings Community Foundation (TRCF); Sir James Reckitt Charity; Hull & East Riding Charitable Trust; Joseph & Annie Cattle Trust; and The AB David Charity. We also had some donations and contributions to support the work that we do. We are very grateful to the various funders, donors and contributors, and for their kind support, that made it possible for H-CAS to continue its service delivery in the course of the year.

PARTNERSHIP WORKING

Through the European-funded Asylum, Migration and Integration Fund (AMIF), we continued our partnership working with a leading national refugee charity, The British Refugee Council. The partnership brought together not only the Refugee Council, but also various other well-established voluntary sector organisations in Hull (The Goodwin Development Trust) and Leeds; to run successful projects in London, Leeds and in Hull.

This continued to give us the opportunity of sharing resources, learning from the experience of some of the bigger and more established organisations, picking up best practice, and in establishing valuable contacts and wider working arrangements in Hull and beyond. We have enjoyed good working relations with all the partner organisations involved and their staff. We acknowledge and appreciate them dearly.

H-CAS also had the opportunity of being the lead organisation in a successful partnership project which ended in March 2023. This was a Government-funded project through the UK Shared Prosperity Fund (UKSPF), and brought together 7 Hull-based voluntary organisations run by, and for, people from the minoritised ethnic communities.

The project's aim was to provide the required support services to enable the Black, Asian and minority ethnic communities in Hull to get much more economically and socially active. The partner organisations involved were: 1) H-CAS. 2) Borashabaa Refugee Community Organisation. 3) Iranian Community of Hull (ICOH). 4) Solidarity Hull. 5) T J Training & Consultancy. 6) Amazing Grace Chapel. 7) Humber All Nations Alliance (HANA). Over 7,000 interventions and support were provided by the different organisations through the project.

H-CAS continued to:

a) Be part of the Asylum & Refugee Multi Agency Group, which our Chief Officer had chaired from 2018 to 2020. The grouping brings together different agencies or organisations including Hull City Council, Humberside Police, the Department for Work & Pensions (DWP), the MEARS Group (Handling the Home Office contract for housing asylum seekers in our area), Migration Yorkshire, The Methodist Church's "Open Doors Project", City of Sanctuary, the British Red Cross, the Refugee Council, Community Integration & Advocacy Centre (CIAC), City Health Care Partnership (CHCP), Target Housing, Humberside Fire & Rescue Services, Migrant Help, Yorkshire MESMAC Hull and the Welcome House Charity.

The Forum meets bi-monthly to discuss housing, educational and other needs mainly of asylum seekers and refugees in Hull and the East Riding of Yorkshire.

b) Be a member of local infrastructure /umbrella organisations including the Forum CIO (Previously called 'North Bank Forum'), Hull CVS, and Humber All Nations Alliance (HANA). Through these organisations' communication channels and networks, we linked up with various voluntary sector organisations in the area.

FOR THE YEAR ENDED 31/07/2023

TRUSTEES' REPORT

c) Have its collaborative working within the voluntary sector in our region further expanded. Our Chief Officer's involvement in the TRCF's initiative, the Hull & East Yorkshire Leadership Advocacy Network (LAN) provided opportunities for further partnership working. The TRCF raises money then distributes it to good causes and the voluntary sector in Hull, the East Riding of Yorkshire and North Yorkshire.

The LAN, on the other hand, is an initiative led by ethnically minoritised leaders to create a better future for minoritised ethnic communities. The leaders come together as a collective for the greater good of the communities they serve, to develop economically stronger, healthier and safer communities.

We:

- Continued to receive referrals from GPs surgeries (the social prescribing process) and various other organisations, as our network grew further.
- Were part of the Hull & East Riding VCSE (Voluntary, Community & Social Enterprises) Mental Health Alliance Development Group. The group was made up of organisations from the VCSE sector and statutory organisations, seeking to work together co-creatively towards an improved and joined-up delivery of Mental Health and Wellbeing services in Hull and the East Riding of Yorkshire.
- Were involved in organising the Stephen Lawrence commemoration event in April 2023. Our Board member, Mrs Prisca Oluotch, was one of the speakers at the event, based on reflections from a lived experience. This is an occasion marked every year following the racist attack in which Stephen Lawrence was stabbed to death in London in 1993. A resultant inquiry found that the Metropolitan Police was institutionally racist, and led to several changes around policing in the country.

The collaborative and partnership working which we appreciate highly, has added great value in the holistic approach to the H-CAS service delivery, which has proved beneficial to our service users.

IMMIGRATION ADVICE LEVELS TRAINING AND DEVELOPMENT

Following our staff's further qualifications, our Immigration advice regulation level rose from the previous Office of the Immigration Services Commission (OISC) Level 1 to OISC Level 2 (Asylum & Protection). This enabled us to undertake more complex immigration advice work in that line.

We continued to encourage our staff and volunteers to undertake relevant trainings whenever possible. The trainings undertaken in the course of the year included Immigration, use of the Outcome Star, Emergency First Aid, Safeguarding and Money Matters.

MAIN OBJECTIVES FOR THE FOLLOWING YEAR

In the coming year, the organisation would continue in its efforts to attract long-term

funding to enable it to carry on with its activities. We would also be working towards extending our networks and forging more collaborative and partnership working, especially with the AMIF-funded partnership project scheduled to end in December, 2023.

It was anticipated that the demand for our service would be higher, taking into account:

FOR THE YEAR ENDED 31/07/2023

TRUSTEES' REPORT

- a) Our staff training in Immigration advice that was ongoing and the expectation that we would qualify to have our regulation level raised from OISC Level 1 (Immigration) to OISC Level 2 (Immigration), thus being able to undertake more complex immigration work in that line.
- b) The additional requirements that EU nationals and their families have to meet following Brexit; and the expected changes in immigration law, including the Governments plans to phase out Biometric Residence Permits (BRPs) and Biometric Residence Cards (BRCs).
- c) The high cost of living making it difficult for our clients on benefits or low-income to keep up with payments of their bills and purchasing of their essential requirements.

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.

STATEMENT OF DIRECTORS RESPONSIBILITIES

Company law requires the Directors to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the company and of the excess of income over expenditure of the company for that period. In preparing those financial statements, the directors are required to:

select suitable accounting policies and then apply them consistently;

make judgements and estimates that are reasonable and prudent;

prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue to operate.

The directors confirm that the accounts comply with the above requirements. The Directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at anytime the financial position of the company 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 company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

The report was prepared in accordance with the special provisions within Part 15 of the Companies Act 2006.

This report was approved by the Board of Trustees on 29/04/2024


Mr Alfred Baah

Trustee

HUMBER COMMUNITY ADVICE SERVICES LTD

INDEPENDENT EXAMINER'S STATEMENT

FOR THE YEAR ENDED 31/07/2023

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF HUMBER COMMUNITY ADVICE SERVICES LTD

I report on the accounts of the company for the year ended 31/07/2023 .

RESPECTIVE RESPONSIBILITIES OF TRUSTEES AND EXAMINER

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £25,000 and I am qualified to undertake the examination by being a qualified member of ICAEW .

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

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

BASIS OF INDEPENDENT EXAMINERS STATEMENT

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

INDEPENDENT EXAMINERS STATEMENT

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

(1) which gives me reasonable cause to believe that in any material respect the requirements:

- to keep accounting records in accordance with section 386 of the Companies Act 2006; and
- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

(2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached

INDEPENDENT EXAMINER'S STATEMENT
FOR THE YEAR ENDED 31/07/2023

Date: 26/04/2024

Crumpton & Co Ltd

Chartered Accountants

HUMBER COMMUNITY ADVICE SERVICES LTD

ACCOUNTANTS' REPORT TO THE BOARD OF DIRECTORS ON THE UNAUDITED ACCOUNTS OF HUMBER COMMUNITY ADVICE SERVICES LTD , FOR THE YEAR ENDED 31/07/2023

In order to assist you to fulfill your duties under the Companies Act 2006, we have prepared for your approval the accounts of HUMBER COMMUNITY ADVICE SERVICES LTD for the year ended 31/07/2023 as set out on pages 12 to 21

As a practising member of the ICAEW , we are subject to its ethical and other professional requirements which are detailed on their website.

This report is made solely to the Board of Directors of HUMBER COMMUNITY ADVICE SERVICES LTD , as a body, in accordance with the terms of our engagement letter dated 08/02/2017 . Our work has been undertaken solely to prepare for your approval the accounts of HUMBER COMMUNITY ADVICE SERVICES LTD and state those matters that we have agreed to state to the Board of Directors of HUMBER COMMUNITY ADVICE SERVICES LTD , as a body, in this report, in accordance with the requirements of the ICAEW as detailed on their website. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than HUMBER COMMUNITY ADVICE SERVICES LTD and its Board of Directors as a body for our work or for this report.

It is your duty to ensure that HUMBER COMMUNITY ADVICE SERVICES LTD has kept adequate accounting records and to prepare statutory accounts that give a true and fair view of the assets, liabilities, financial position and profitability of HUMBER COMMUNITY ADVICE SERVICES LTD . You consider that HUMBER COMMUNITY ADVICE SERVICES LTD is exempt from the statutory audit requirement for the year .

We have not been instructed to carry out an audit or a review of the accounts of HUMBER COMMUNITY ADVICE SERVICES LTD . For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory accounts.

Crumpton & Co Ltd
Chartered Accountants

26/04/2024

HUMBER COMMUNITY ADVICE SERVICES LTD

Statement of Financial Activities

for the year ended 31/07/2023

	2023		2022	
	Unrestric	Restrict	Total	Total
	ted funds	d funds		
	£	£	£	£
Income				
Income from generated funds				
Donations and legacies	16,645	195,829	212,474	112,785
Income from Investments	155	-	155	9
Total Income and endowments	16,800	195,829	212,629	112,794
Expenses				
Costs of generating funds				
Expenditure on Charitable activities	23,702	183,456	207,158	99,827
Total Expenses	23,702	183,456	207,158	99,827
Net gains on investments				
Net Income	(6,902)	12,373	5,471	12,967
Gains/(losses) on revaluation of fixed assets				
Net movement in funds:				
Net income for the year	(6,902)	12,373	5,471	12,967
Total funds brought forward	4,648	65,145	69,793	56,826
Net funds carried forward	(2,254)	77,518	75,264	69,793

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

HUMBER COMMUNITY ADVICE SERVICES LTD

BALANCE SHEET AT 31/07/2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible assets	4	2,985	934
CURRENT ASSETS			
Debtors (amounts falling due within one year)	5	55,887	25,705
Cash at bank and in hand		24,428	50,002
		<u>80,315</u>	<u>75,707</u>
CREDITORS: Amounts falling due within one year	6	<u>8,036</u>	<u>6,848</u>
NET CURRENT ASSETS		<u>72,279</u>	<u>68,859</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>75,264</u>	<u>69,793</u>
CAPITAL AND RESERVES			
Unrestricted funds	8		
General fund		(2,254)	3,979
Restricted funds	9	<u>77,518</u>	<u>65,814</u>
		<u>75,264</u>	<u>69,793</u>

For the year ending 31/07/2023 the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.

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

Approved by the board of trustees on 29/04/2024 and signed on their behalf by



Mr Alfred Baah
Trustee

**NOTES TO THE ACCOUNTS
FOR THE YEAR ENDED 31/07/2023**

1. ACCOUNTING POLICIES

1a. Basis Of Accounting

The accounts have been prepared under the historical cost convention.

The accounts have been prepared in accordance with FRS102 - The Financial Reporting Standard applicable in the UK and Republic of Ireland and the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

1b. Incoming Resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

1c. Resources Expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

1d. Allocation And Apportionment Of Costs

All costs relate to the single activity of the charitable company and are recognised accordingly.

1e. Fund Accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Designated funds are funds set aside by the trustees out of unrestricted general funds for the specific future purposes or projects.

1f. Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Equipment	reducing balance 20%
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HUMBER COMMUNITY ADVICE SERVICES LTD

1g. Pension Costs

The company operates a defined contribution pension scheme. The pension charge represents the amounts payable by the company to the fund in respect of the year.

2. EMPLOYEES

	2023	2022
	No.	No.
Average number of employees	4	4

3. PENSION CONTRIBUTIONS

	2023	2022
	£	£
Pension contributions	1,848	2,343
	<u>1,848</u>	<u>2,343</u>

4. TANGIBLE FIXED ASSETS

	Equipment	Total
	£	£
Cost		
At 01/08/2022	2,983	2,983
Additions	2,845	2,845
At 31/07/2023	<u>5,828</u>	<u>5,828</u>
Depreciation		
At 01/08/2022	2,049	2,049
For the year	794	794
At 31/07/2023	<u>2,843</u>	<u>2,843</u>
Net Book Amounts		
At 31/07/2023	<u>2,985</u>	<u>2,985</u>
At 31/07/2022	<u>934</u>	<u>934</u>

HUMBER COMMUNITY ADVICE SERVICES LTD

5. DEBTORS

Amounts falling due within one year:

Trade debtors

2023 2022

£ £

55,887 25,705

55,887 25,705

6. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

Other creditors

2023 2022

£ £

8,036 6,848

8,036 6,848

7. LIMITED BY GUARANTEE

The company is limited by guarantee and does not have a share capital. Each member gives a guarantee to contribute a sum not exceeding £1, to the company should it be wound up. At 31/07/2023 there were 4 members.

8. UNRESTRICTED FUNDS

General fund

Brought forward	Incoming resource	Outgoing resource	Transfers	Carried forward
s	s			
£	£	£	£	£
4,648	16,800	(23,702)	-	(2,254)
4,648	16,800	(23,702)	-	(2,254)

HUMBER COMMUNITY ADVICE SERVICES LTD

9. RESTRICTED FUNDS

Brought forward	Incoming resource	Outgoing resource	Transfers	Carried forward
£	£	£	£	£
65,145	195,829	(183,456)	-	77,518
65,145	195,829	(183,456)	-	77,518

HUMBER COMMUNITY ADVICE SERVICES LTD

Incoming Resources for the year ended 31/07/2023

	2023	2022
	£	£
Incoming resources		
Incoming resources from generated funds		
Grants		
Joseph & Annie Cattle Trust	2,500	-
Hull & East Riding Charitable Trust	4,000	-
Sir James Reckitt Charity	2,000	-
TRCF The Dulverton Trust (Distributed by TRCF)	5,000	-
North Bank Forum	-	15,000
North Bank Forum/NHS App	-	2,000
UK Shared Prosperity Fund (UKSPF)	102,643	-
Allen Lane Foundation	-	7,000
A B David Charity	2,000	2,000
Asylum Migration and Integration Fund (AMIF)/British Refugee Council	93,186	66,600
Humber Learning Consortium	-	20,000
	<u>211,329</u>	<u>112,600</u>
Donations		
Donations/Immigration work	<u>1,145</u>	<u>185</u>
	<u>1,145</u>	<u>185</u>
	<u>212,474</u>	<u>112,785</u>
Investment income		
Interest receivable	<u>155</u>	<u>9</u>
	<u>155</u>	<u>9</u>
	<u>212,629</u>	<u>112,794</u>

HUMBER COMMUNITY ADVICE SERVICES LTD

**Expenses
for the year ended 31/07/2023**

	2023	2022
	£	£
Expenses		
Costs of generating funds		
Charitable Activities		
Gifts & Gratuities	-	150
Sessional work - Tutor costs	-	6,045
Sessional work - Admin costs	-	1,320
Rent	5,124	5,288
Cleaning	740	-
Repairs and renewals	25	315
UKSPF Partnership Organisations Disbursements	84,859	-
Staff Salaries	97,837	67,756
Pension contributions	1,848	2,343
Beneficiaries Expenses	600	-
Events Catering	237	-
Training	2,164	-
Computer costs (New Roots)	499	-
Motor expenses - Mileage Allowance	-	30
Travel & motor expenses	423	-
Accountancy fees	685	814
Professional fees	816	-
Skills Tutor Fees	600	3,135
Interpretation & Translation Fees	3,490	3,250
Insurance	988	552
Hygiene & Cleaning	573	1,325
Website Hosting	-	173
Office Expenses	334	248
Printing & Stationery	1,458	1,869
Postage	96	-
Telephone, Mobile & Internet	2,684	2,336
Professional Subscriptions & Registration Fees	284	2,667
Sundry expenses	-	20
Depreciation of equipment	794	191
	<u>207,158</u>	<u>99,827</u>
	<u>207,158</u>	<u>99,827</u>