

**AGE CONCERN PETERSFIELD AND DISTRICT**  
**REGISTERED CHARITY NUMBER 1178837**  
**ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025**

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## **AGE CONCERN PETERSFIELD AND DISTRICT**

### **CHARITY INFORMATION**

Trustees:	Mrs R Bishop (Chair) Mr Luc Blais (Hon Treasurer) Mr P Rush Mrs Beverley Fyfe
Principal Officers:	Mr L Seymour (Finance Officer) Mrs S Rocher (Manager)
Charity Number:	1178837
Principal Office:	Age Concern Petersfield and District The Winton House Centre 18 High Street Petersfield Hampshire GU32 3JL
Independent Examiner:	Mr G R Beer MA (Cantab) FCA 4, Chilgrove House Marden Way Petersfield Hampshire GU31 4PU
Bankers:	Lloyds Blackheath London BX1 1LT

# **AGE CONCERN PETERSFIELD AND DISTRICT**

## **TRUSTEES ANNUAL REPORT**

### **FOR THE YEAR ENDED 31 MARCH 2025**

#### History, objectives and activities of the Trust

Age Concern Petersfield and District is an independent charity and its aim is to promote and encourage the welfare of older people in and around Petersfield, in the area of East Hampshire.

The original Charity was formed over sixty years ago. Since its inception the Trustees had always placed great value on providing practical services which meet the needs of older people and enable them to continue to live independently in their own homes. On 18 June 2019, a new charity was formed as a Charitable Incorporated Organisation (CIO) with the same name and aims as the original charity. The latter ceased activities on 31 October 2019 and on that date all assets and liabilities were transferred to the CIO.

#### Management and governance arrangements

The governing document provides for a minimum of 3 and a maximum of 12 trustees. Were there a requirement for new trustees, these would be selected and appointed by the current trustees. The chair of trustees is responsible for the induction of any new trustee which involves awareness of a trustee's responsibilities, the governing document, administrative procedures and the history and philosophical approach of the charity. A new trustee would receive copies of the previous year's annual report and accounts and a copy of the Charity commission leaflet "The Essential Trustee: What You Need to Know".

The trustees annually review the risks that the charity faces. To date these have mainly related to investment management. There are also minor areas of risk relating to employing staff which have been covered by proper procedures and insurance.

#### Achievements and Performance of the Trust

Our 60<sup>th</sup> Birthday party last August was well attended and much enjoyed by Trustees, Staff, Clients and many Volunteers – with a distinct feeling of companionship and community- it indicates that ACP is doing quite a good job in Petersfield.

Change is constant and we have addressed the concept in the last year. Our Services have expanded to include more emphasis on physical and mental health – Chatty café, Bobby's Chair Based Exercise classes and Check in and Chat becoming more popular. Our programme of outings has lengthened and widened under Kym's supervision to include Winter trips – choices to suit different tastes and pockets. Luckily, we have been able to find both Drivers and Escorts and the use of Harting mini-bus has enabled ACP to welcome more people to our community. Wednesday shopping trip clients have transformed into a supportive group, realising one of ACP's long term goals. While some of our Drivers have retired (and we thank those for their time and dedication) others have come forward, happily accepting the MIDAS training which is offered. Our twice yearly Drivers' meetings are a vital part of the Organisation and our Trustees note carefully any subsequent suggestions or improvements. Our present mini-bus, Elsa, is getting to be quite an old girl now but at the moment, there are no plans to replace her – we haven't seen anything we like better!

Lunch club in the Community Centre continues to thrive with Marian at the helm. A waiting list suggests larger premises are needed but an investigation into alternative premises in the town proved unsuccessful and we continue to seek a solution. Our IT tutoring at Winton House is a steady, valued service and Help at Home, under Kym's leadership and in a challenging market, quietly provides quality support to many in the area. The Annual Christmas ACP events (Guildford Carol Service, the Sinah Warren Lunch and our own Lunch and Party are particularly well- attended, again often with a waiting list.

## **AGE CONCERN PETERSFIELD AND DISTRICT**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (cont'd)**

The October AGM was also well-attended. We said goodbye to Trustee Maroulla Sullivan, thanking her for her diligent and valuable advice. The Board of Trustees (Peter and myself) welcomed Luc Blais and Beverley Fyfe, both of whom bring considerable experience and knowledge of the Charity sector. We extend huge thanks as always to Sheridan for her excellent managerial and organizational skills and to Leo for keeping an expert and sharp eye on our Finances. Staff Appraisals are robustly maintained and DBS checks are due in the coming months as is current Dementia Training awareness and Safeguarding. Policies and Procedures are regularly updated.

Trustee meetings (averaging at 5 per year) give us the opportunity to revise, assess and innovate for the future. Agenda items have covered defining our geographical areas for service provision and the subsequent new pricing bands, updating our IT system, exciting ideas for fundraising and fresh ideas to attract new clients. Above all, we aim to maintain the highest standards, professionalism and value for money for those in Petersfield who use our services.

#### Financial Review, Investment Policy and Reserves

The charity continues to be financially dependent on voluntary donations, legacies, investment income, investment growth and income from operations to sustain its activities. Interest rates have decreased over the period and investment income has reduced slightly, returning 3.25% over the year. In this reporting year, the charity received a very generous legacy of £10,000 from the estate of Joy Easlick. The charity received no grant funding. Donations and gifts totalled £13,490 for the year.

The trustees have set a policy that the Expendable Endowment should be invested to maximize the total return (capital growth plus income) with a medium level of risk. The income from investments was £6,676. The capital value of the investments decreased by £5,832, reversing some of the previous year's gains. At the beginning of the year 1<sup>st</sup> April 2024, the value of investments was £177,925 and at 31<sup>st</sup> March 2025 it was £197,593. The difference is accounted for by net additions to investment funds to the value of £25,500 in the year (see Note 8 on page 12).

Total return from the Expendable Endowment is split between funds retained as capital and funds used as income. Although the trustees have the power to spend the Expendable Endowment, the investment of capital is the only source of ongoing income and so the fund is invested with the objective of ensuring that the Expendable Endowment retains approximately its real value in the medium term. This approach means the money available to spend as income can fluctuate.

Operational costs have increased by 26% to £71,945 for the year (£57,074 for 2024), and this is a reflection of the creation of an additional role of the minibus manager and increasing staff costs generally. Net resources expended were £26,573 (net income resources were £63,693 in 2024). At the end of the year total funds were £207,187 (£234,710 for 2024).

#### Reserves Policy

Unrestricted funds are needed:

- a. To provide funds which can be designated to specific projects to enable these projects to be undertaken at short notice and
- b. To cover administration fund-raising and support costs without which the charity could not function.

The trustees consider it prudent that unrestricted reserves should be sufficient:

- a. To cover one year's administration, fund-raising and support costs and
- b. To cover 100% of the cost of subsidising the charity's services for one year.

## **AGE CONCERN PETERSFIELD AND DISTRICT**

### **TRUSTEES ANNUAL REPORT FOR THE YEAR ENDED 31 MARCH 2025 (cont'd)**

#### Statement of trustees' responsibilities

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

The law applicable to charities in England and Wales require 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 income 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 of 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;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

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 Charity (Accounts and Reports) Regulations 2008 and the provisions of the trust deed. They 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.

#### Independent Examiner

The trustees intend to ask the existing accountant to undertake the independent examination of the Trust in the following year.

Mrs R Bishop

Signed .....

Date .....2025

**AGE CONCERN PETERSFIELD AND DISTRICT**

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES  
ON THE ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2025**

I report to the trustees on my examination of the accounts of Age Concern Petersfield and District for the year ended 31<sup>st</sup>.March 2025.

**Responsibilities and Basis of Report**

As the trustees of the Charity you are responsible for the preparation of the accounts in accordance with the Charities Act 2011 ("the Act").

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

**Independent examiner's statement**

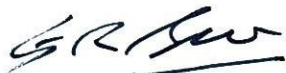
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

1. accounting records were not kept in respect of the Charity as required by section 130 of the Act; or

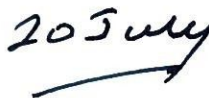
2 the accounts do not accord with those records; or

3. the accounts do not comply with the applicable 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.



G R Beer MA (Cantab) FCA  
Chartered Accountant  
4, Chilgrove House  
Marden Way  
Petersfield, Hampshire GU31 4PU



2025

**STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31 MARCH 2025**

<b>Incoming Resources</b>	Note	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Totals 31/3/2025 £	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Totals 31/3/2024 £
Donations gifts & legacies		12,616	874	-	13,490	72,871	4,527	-	77,398
Council Grant		-	1,339	-	1,339	-	500	-	500
Fees		32,120	-	-	32,120	26,605	-	-	26,605
Other Contributions		424	-	-	424	136	-	-	136
Investment Income	8	212	53	6,411	6,676	455	80	5,612	6,417
Investment Gains/(Loss)		-	-	(5,832)	(5,832)	-	-	11,008	11,008
Total resources incoming		<u>45,372</u>	<u>2,266</u>	<u>579</u>	<u>48,217</u>	<u>100,067</u>	<u>5,107</u>	<u>16,620</u>	<u>121,794</u>
<b>Resources Expended</b>									
Luncheon club		22,114	664	-	22,778	18,744	527	-	19,271
Minibus service		11,858	1,750	-	13,608	6,398	-	-	6,398
Computer Club		627	-	-	627	736	-	-	736
Help at Home		8,783	-	-	8,783	8,290	-	-	8,290
Christmas Party		388	-	-	388	-	500	-	500
Administration		23,935	1,381	-	25,316	22,074	-	-	22,074
Let's Get Moving		4,240	-	-	4,240	832	-	-	832
Total resources expended		<u>71,945</u>	<u>3,795</u>	<u>-</u>	<u>75,740</u>	<u>57,074</u>	<u>1,027</u>	<u>-</u>	<u>58,101</u>
<b>Net Income resources/(resources expended)</b>		(26,573)	(1,529)	579	(27,523)	42,993	4,080	16,620	63,693
Gross transfer between Funds		(18,963)	(126)	19,089	-	7,163	3,449	(10,612)	-
Funds brought forward at 1 April 2024	10	49,256	7,529	177,925	234,710	(900)	-	171,917	171,017
Funds carried forward at 31 March 2025	10	<u>3,720</u>	<u>£5,874</u>	<u>£197,593</u>	<u>£207,187</u>	<u>£49,256</u>	<u>£7,529</u>	<u>£177,925</u>	<u>£234,710</u>



**AGE CONCERN PETERSFIELD AND DISTRICT  
BALANCE SHEET  
AS AT 31 MARCH 2025**

	Note	Unrestricted Funds	Restricted Funds	Expendable Endowment Funds	Total Funds 31/3/2025	Unrestricted Funds	Restricted Funds	Expendable Endowment Funds	Total Funds 31/3/2024
		£	£	£	£	£	£	£	£
<b>FIXED ASSETS</b>									
Tangible Assets	6	-	-	-	-	-	-	-	-
Investments	8	-	-	197,593	197,593	-	-	177,925	177,925
Total Fixed Assets		-	-	197,593	197,593	142	-	177,925	177,925
<b>CURRENT ASSETS</b>									
Debtors		-	-	-	-	275	-	-	275
Cash at bank and in hand		5,198	5,874	-	11,072	50,497	7,529	-	58,026
Total Current Assets		5,198	5,874	-	11,072	50,772	7,529	-	58,301
<b>LIABILITIES:</b>									
Creditors: Amounts falling due within one year	9	1,478	-	-	1,478	1,516	-	-	1,516
Net Current Assets		3,720	5,874	-	9,594	49,256	7,529	-	56,785
<b>Net (Liabilities)/Assets</b>		<b>£3,720</b>	<b>£5,874</b>	<b>£197,593</b>	<b>£207,187</b>	<b>£49,256</b>	<b>£7,529</b>	<b>£177,925</b>	<b>£234,710</b>
<b>THE FUNDS OF THE CHARITY:</b>									
Expendable Endowment Funds	10	-	-	197,593	197,593	-	-	177,925	177,925
Unrestricted Funds	10	3,720	-	-	3,720	49,256	-	-	49,256
Restricted Funds		-	5,874	-	5,874	-	7,529	-	7,529
<b>Total Charity Funds</b>		<b>£3,720</b>	<b>£5,874</b>	<b>£197,593</b>	<b>£207,187</b>	<b>£49,256</b>	<b>£7,529</b>	<b>£177,925</b>	<b>£234,710</b>

and signed on its behalf by:

Mrs R Bishop - Chair.....*R R Bishop* 17/07/2025

Mr L. Blais - Hon Treasurer.....*[Signature]* 17/07/2025

## NOTES TO THE ACCOUNTS

### FOR THE YEAR ENDED 31 MARCH 2025

#### 1. Accounting Policies

In preparing the accounts the following accounting policies have been complied with:

- a) The accounts have been prepared under the historical cost convention as modified for the revaluation of investments. The accounts have been prepared in accordance with the Statement of Recommended Practice (SORP) :Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 14 July 2014 and the Charities Act 2011.
- b) In preparing the accounts,the trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed.No restatements were required.
- c) Fixed assets are valued at cost or where this is not known at estimated cost. Laundry Equipment has been disposed of for nil proceeds and depreciation for the Computer has been provided at 33.33% per annum on a straight-line basis. Depreciation for the Minibus has been provided at 16.667% per annum on a straight-line basis.
- d) Provisions are made for liabilities incurred but not yet paid. Commitments entered into by the trustees but not yet paid are identified in a separate note.
- e) Donations and legacies are recorded as income in the year of receipt. Items receivable are identified in a separate note.
- f) Revenue grants paid and received are recorded in the year's payments and receipts.
- g) Investment income is the income received in the period on sums deposited with building societies, banks, investment funds and national savings.
- h) Income and expenditure is shown gross in the accounts and not netted off.
- i) As a result of a review of the origins of the old charity's funds in 2005 the trustees determined that the funds arising from the sale of the Brownfield House property should have been treated as giving rise to an Expendable Endowment Fund. The property was a gift to the Charity which sold for a substantial profit in 1997. The value of the gift relative to the size of the charity was such that the donor must have intended it to be of a capital nature. The trustees had therefore in 2005 transferred a sum equivalent to the current value of the benefit arising from the sale of the Brownfield House property to an expendable endowment fund.This has been transferred to the new CIO charity
- j) Investment gains and losses includes any gain or loss on the sale of investments and any gain or loss resulting form revaluing investments to market value at the end of the year.
- k) The Trustees have confirmed that there are no material uncertainties about the charity's ability to continue as a going concern.
- l) Irrecoverable VAT is charged against the expenditure heading for which it was incurred.
- m) The charity have registered with NEST to offer employees entitlement to join a defined contribution "money purchase" scheme.Three employees are now eligible.

#### 2. Taxation

The Trust is a registered charity and accordingly is exempt from taxation on its income and gains where they are applied for charitable purposes.

**AGE CONCERN PETERSFIELD AND DISTRICT****NOTES TO THE ACCOUNTS****FOR THE YEAR ENDED 31 MARCH 2025 (cont)****3. Analysis of employee costs**

	31/3/2025 £	31/3/2024 £
Salaries and Pension Contributions	45,009	34,914
Social Security Costs	-	-
Total	<u>£45,009</u>	<u>£34,914</u>

No employee received emoluments of over £60,000 during the period.

Average number employees for the period was 4.

Average number of full time equivalent employees for the period was 0.

**4. Legal and Professional costs**

	31/3/2025 £	31/3/2024 £
Independent Examiner's Fees	450	430
	<u>                    </u>	<u>                    </u>

**5. Donated Services**

The trustees receive no remuneration for their services.

**6. Fixed Assets**

	Minibus £	IT Equipment £	Total £
Cost or estimated cost at 1 April 2024	35,746	840	36,586
Disposals	-	-	-
Additions	-	-	-
At 31 March 2025	<u>35,746</u>	<u>840</u>	<u>36,586</u>
Accumulated depreciation at 1 April 2024	35,746	840	36,586
Charge for the year	-	-	-
At 31 March 2025	<u>35,746</u>	<u>840</u>	<u>36,586</u>
Net book value at 31 March 2025	<u>£-</u>	<u>£-</u>	<u>£-</u>
Net book value at 31 March 2024	<u>£-</u>	<u>£-</u>	<u>£-</u>

**AGE CONCERN PETERSFIELD AND DISTRICT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025 (cont)**

**7. Commitments**

The trustees are not committed to any capital purchases at the year end.

**8. Fixed Asset Investments**

	£
Carrying (market) value at 1 April 2024	177,925
Less: Transfer of funds to bank current account	(7,500)
Add: Purchase of funds	33,000
Less: net deficit on revaluation	(5,832)
	<hr/>
Carrying (market) value at 31 March 2025	£197,593
	<hr/>

**Analysis of Investments**

	Market value at year end £	Income from investments for the year £
Investments listed on a recognised stock exchange or held in common investment funds, open ended investment companies, unit trusts or other collective investment schemes	197,593	6,411
	<hr/>	<hr/>
	£197,593	£6,411
	<hr/>	<hr/>

**Material Investment Holding**

Investment Held	COIF Investment Fund
	£
Market Value	£113,911
	<hr/>

**9. Current Liabilities**

	31/3/2025 £	31/3/2024 £
Creditors	42	500
Accruals	1,211	830
Social Security	225	186
	<hr/>	<hr/>
	£1,478	£1,516
	<hr/>	<hr/>

**AGE CONCERN PETERSFIELD AND DISTRICT**  
**NOTES TO THE ACCOUNTS**  
**FOR THE YEAR ENDED 31 MARCH 2025 (cont)**

**10. Analysis of Fund Assets and Liabilities**

	Unrestricted Funds £	Restricted Funds £	Expendable Endowment Funds £	Total £
Tangible Fixed Assets	-	-	-	-
Fixed Asset Investment	-	-	197,593	197,593
Current Assets	5,198	5,874	-	11,072
Current Liabilities	-1,478	-	-	-1,478
	<u>£3,720</u>	<u>£5,874</u>	<u>£197,593</u>	<u>£207,187</u>

The unrestricted funds of the charity may be applied for any charitable purpose at the discretion of the trustees.

The expendable endowment and additions thereto are to be invested and the income used for any charitable purpose at the discretion of the trustees. The expendable endowment may also be spent at the absolute discretion of the trustees.

**AGE CONCERN PETERSFIELD AND DISTRICT**  
**DEPARTMENTAL ANALYSES**  
**FOR THE YEAR ENDED 31 MARCH 2025**

	31/3/2025 £	31/3/2024 £
<b>Luncheon</b>		
Fees Received	(13,972)	(14,121)
EHDC Grant	(664)	-
John Lewis Grant	-	(527)
Staff and Pensions Costs	11,473	9,139
Supplies	7,401	6,979
Equipment	293	89
Training	124	-
Special Occasions	-	130
Room Hire	3,482	2,934
	<hr/> 8,142	<hr/> 4,623
<b>Minibus</b>		
Fares:Lunchclub & Shopping	(3,466)	(3,355)
Fares:Outings	(3,395)	(1,471)
Hire	-	(201)
Staff Costs	6,344	-
Home Office Use	93	-
Special Outings	2,464	238
Fuel	1,060	1,332
Parking	500	722
Cleaning	190	120
Maintenance and Repairs	1,055	2,341
Insurance and Car Tax	1,040	1,184
Mobile Phone	60	21
Miscellaneous	105	62
Driver Medicals	54	45
Driver Expenses	135	62
Driver Training	320	250
Driver Licensing and Compliance	8	21
Rental Costs	180	-
Depreciation	-	-
	<hr/> 6,747	<hr/> 1,371

**AGE CONCERN PETERSFIELD AND DISTRICT**  
**DEPARTMENTAL ANALYSES**  
**FOR THE YEAR ENDED 31 MARCH 2025 (cont)**

	31/3/2025 £	31/3/2024 £
<b>Administration</b>		
Donations Received - Unsolicited	(2,616)	(2,218)
Legacies & Bequests	(10,874)	(74,153)
Council Grant	(675)	(500)
Bank Interest	(265)	(535)
Investment Income	(6,411)	(5,612)
Investment Losses/(Gains)	5,832	(11,008)
Staff and Pensions Costs	19,262	18,305
Winton House Hot Desk	1,050	1,000
Public Liability Insurance	236	199
Telephone and Postage	383	200
Home Office Use	416	448
Office supplies	19	-
Repairs	92	-
Website and IT Costs	507	675
Room Hire	73	107
Stationery, Photocopying and Printing	119	72
Accountancy and Professional Fees	450	430
Refreshments	20	20
DBS Checks	78	10
Gifts	61	103
Promotion and Marketing	-	258
Age Concern 60 <sup>th</sup> .Celebrations	1,164	-
Training	-	65
Lavant Court Garden Store	1,381	-
Miscellaneous Expenses	5	-
50 Club Licence	-	40
Depreciation	-	142
	<u>10,307</u>	<u>(71,952)</u>
<b>Help at Home</b>		
Fees Received	(5,184)	(5,209)
Staff and Pensions Costs	7,930	7,470
Home Office Use	116	208
Office Equipment	-	25
Room Hire	16	-
Mobile	67	156
Mileage	577	311
DBS Checks	(8)	98
Telephone & Postage	85	9
Printing and Photocopying	-	13
	<u>3,599</u>	<u>3,081</u>

**AGE CONCERN PETERSFIELD AND DISTRICT**  
**DEPARTMENTAL ANALYSES**  
**FOR THE YEAR ENDED 31 MARCH 2025 (cont)**

	31/3/2025 £	31/3/2024 £
<b>Christmas Party</b>		
John Lewis Grant	-	(500)
Raffle	(287)	(136)
Raffle Prizes	39	
Entertainment	120	-
Christmas Presents	99	-
Decorations	32	
Christmas Lunch	-	500
Refreshments	98	-
	<u>101</u>	<u>(136)</u>
<b>Computer Club</b>		
Fees Received	(1,469)	(898)
Room Hire	627	736
	<u>(842)</u>	<u>(162)</u>
<b>Lets Get Moving</b>		
Fees Received	(4,634)	(1,350)
Hall Hire	680	136
Exercise Specialist	3,560	696
	<u>(394)</u>	<u>(518)</u>
<b>Fundraising Events</b>		
Raffle	(43)	-
Miscellaneous <b>Income</b>	(94)	-
	<u>(137)</u>	<u>-</u>
Deficit/(Surplus) for the year	<u>£27,523</u>	<u>£(63,693)</u>