

REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31 MARCH 2021  
FOR  
THE HALESWORTH AND DISTRICT MUSEUM CIO

van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

THE HALESWORTH AND DISTRICT MUSEUM CIO

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for the Year Ended 31 March 2021

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## THE HALESWORTH AND DISTRICT MUSEUM CIO

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2021

The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31 March 2021. The trustees have adopted the provisions of 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 2019).

#### OBJECTIVES AND ACTIVITIES

##### Objectives and aims

The charity is established to provide for the advancement of public education by the provision of the museum comprising the existing collection together with such other exhibits or items as may from time to time be comprised within the museum assets and to preserve the same as a collection.

#### ACTIVITIES UNDERTAKEN FOR THE PUBLIC BENEFIT IN RELATION TO ITS OBJECTS

During the pandemic the Museum was closed to the public for many months as a result of national guidance and regulations. The Museum closed in March 2020 and in April 2020 received a grant from East Suffolk District Council to offer support during the closure period of the pandemic.

In August 2020 the Museum was able to open again with restricted opening hours and strict COVID precautions including hand sanitisation and a one-way system for visitors. A second lockdown occurred at the end of 2020 and the Museum remained closed to the public for the remainder of the period of this report.

During the time the Museum was closed to the public the Museum continued to carry out research and to assist members of the public with heritage enquiries. We also accepted new acquisitions into the Museum. Museum volunteers, working securely, continued to maintain the security of the collections, and enhancements were made to the lighting in several of the display cases during this period, adding lighting to the sides of the cases which cut down on shadows on the lower shelves. A new offsite store was sourced and commissioned during this period. Our website was enhanced during this period by the introduction of individual biographies of men who lost their lives during the First World War. These biographies, which will eventually contain photographs and biographies of all these men, were researched and published by a Museum supporter with a detailed knowledge of this period.

In August 2020 the Museum began collecting donations via Just Giving and Social Media towards the purchase of a hoard of silver Roman coins which had been found locally near Cookley. Shortly after this, the Museum was informed of a hoard of gold Iron Age coins found locally near Blythburgh, and in November 2020 began collecting donations via Just Giving and Social Media towards the purchase of this hoard. Talks which had been planned for April and May 2020 were cancelled in line with government guidance. However, in February 2021, the Museum gave a well-attended on-line public talk via Zoom, showcasing the discovery of 19 gold Iron Age coins, as well as the silver Roman coins already purchased by the Museum. As a result of this talk, the Museum received significant public donations and, together with grants applications made to the Hedley Trust, and the Victoria and Albert Museum, and the Suffolk Institute of Archaeology and History during the period, was able to purchase the gold Iron Age coins for a sum of over £16,000. Coins purchased during this period were as follows:

British Museum 2018 T677 Cookley coins	£4,500.00
British Museum 2019 T428 Iron Age coins	£4,650.00
British Museum 2019 T143 Iron Age coins	£11,500.00

Despite the purchase of the coins, it was not possible to collect them until COVID restrictions were lifted.

Other grants received during this period include £250 from SHARE Museum's East towards cleaning materials during the pandemic, a grant of £2,500 from Halesworth Town Council towards the purchase of a new display case, £200 from the Association of Suffolk Museums towards blinds for the planned extension of the Museum and a donation of £2,169 from Ipswich Building Society towards the purchase of new display cases.

A book based on the Lincolne Letters was published in June 2020 but closure of the Museum meant that its launch was delayed until the following year.

## THE HALESWORTH AND DISTRICT MUSEUM CIO

### REPORT OF THE TRUSTEES for the Year Ended 31 March 2021

#### FINANCIAL REVIEW

##### Financial position

Retained reserves at the period ended 31 March 2021 amounted to £62,829. Income exceeded expenditure for the year by £22,240. Detailed information can be found in the attached accounts.

##### Reserves policy

It is the charity's policy to maintain reserves at a level it considers necessary to meet cash flow requirements. Our restricted funds include an amount of £11,500 donated to the museum in 2010 which is available for emergency use and replenished as necessary. All reserves were transferred from the previous charity with effect from 20 June 2019.

#### FUTURE PLANS

Negotiations with the Royal Armouries in Leeds is still progressing. The Museum is planning to develop additional space within the Railway buildings made vacant by the previous tenants.

#### STRUCTURE, GOVERNANCE AND MANAGEMENT

##### Recruitment and appointment of new trustees

The Museum is a Foundation Charitable Incorporated Organisation whose only voting members are its Trustees.

(a) There must be at least six charity trustees of whom at least one and no more than two shall be appointed by the Halesworth Town Council who were the original settlers of the Museum. If the number falls below this minimum, the remaining trustee or trustees may act only to call a meeting of the charity trustees, or appoint a new charity trustee.

(b) The maximum number of charity trustees is twelve. The charity trustees may not appoint any charity trustee if as a result the number of charity trustees would exceed the maximum.

##### Organisational structure

The trustees may from time to time, appoint from amongst their number a chairman, vice-chairman, secretary, curator, treasurer.

##### Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

#### REFERENCE AND ADMINISTRATIVE DETAILS

##### Registered Company number

CE017913 (England and Wales)

##### Registered Charity number

1183988

##### Registered office

The Railway Station  
Station Road  
Halesworth  
Suffolk  
IP19 8BZ

THE HALESWORTH AND DISTRICT MUSEUM CIO

REPORT OF THE TRUSTEES  
for the Year Ended 31 March 2021

Trustees  
G Burroughes  
V W Gray  
J Wright  
B Howard  
S P Clapson  
P Wilcock  
K Greenberg  
D Wollweber  
R Lewis

Independent Examiner  
P N van Dijk FMAAT  
van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

BANKERS  
Barclays Bank

Approved by order of the board of trustees on 22 December 2021 and signed on its behalf by:

B Howard - Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF  
THE HALESWORTH AND DISTRICT MUSEUM CIO

Independent examiner's report to the trustees of The Halesworth and District Museum CIO ('the Company')  
I report to the charity trustees on my examination of the accounts of the Company for the year ended 31 March 2021.

Responsibilities and basis of report

As the charity's trustees of the Company (and also 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 your charity's accounts as 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 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.

P N van Dijk FMAAT  
van Dijk Accountants Limited  
Georgian House  
34 Thoroughfare  
Halesworth  
Suffolk  
IP19 8AP

22 December 2021

THE HALESWORTH AND DISTRICT MUSEUM CIO

STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2021

				Year Ended 31.3.21 Total funds £	Period 20.6.19 to 31.3.20 Total funds £
	Notes	Unrestricted fund £	Restricted fund £		
INCOME AND ENDOWMENTS FROM					
Donations and legacies		13,406	13,564	26,970	6,343
Other trading activities	2	144	4,300	4,444	274
Investment income	3	127	-	127	179
		<hr/>	<hr/>	<hr/>	<hr/>
Total		13,677	17,864	31,541	6,796
 EXPENDITURE ON					
Raising funds	4	7,663	1,638	9,301	6,477
		<hr/>	<hr/>	<hr/>	<hr/>
NET INCOME		6,014	16,226	22,240	319
 RECONCILIATION OF FUNDS					
Total funds brought forward		10,369	30,220	40,589	40,270
		<hr/>	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD		<u>16,383</u>	<u>46,446</u>	<u>62,829</u>	<u>40,589</u>

The notes form part of these financial statements

THE HALESWORTH AND DISTRICT MUSEUM CIO

STATEMENT OF FINANCIAL POSITION

31 March 2021

	Notes	Unrestricted fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
<b>FIXED ASSETS</b>					
Tangible assets	8	2,476	16,063	18,539	19,130
Heritage assets	9	-	24,950	24,950	-
		<u>2,476</u>	<u>41,013</u>	<u>43,489</u>	<u>19,130</u>
<b>CURRENT ASSETS</b>					
Stocks	10	1,400	-	1,400	-
Debtors	11	862	-	862	300
Cash at bank and in hand	12	12,608	21,583	34,191	21,759
		<u>14,870</u>	<u>21,583</u>	<u>36,453</u>	<u>22,059</u>
<b>CREDITORS</b>					
Amounts falling due within one year	13	(963)	(16,150)	(17,113)	(600)
		<u>13,907</u>	<u>5,433</u>	<u>19,340</u>	<u>21,459</u>
<b>NET CURRENT ASSETS</b>					
		<u>16,383</u>	<u>46,446</u>	<u>62,829</u>	<u>40,589</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>					
		<u>16,383</u>	<u>46,446</u>	<u>62,829</u>	<u>40,589</u>
<b>NET ASSETS</b>					
		<u>16,383</u>	<u>46,446</u>	<u>62,829</u>	<u>40,589</u>
<b>FUNDS</b>	14				
Unrestricted funds				16,383	10,369
Restricted funds				46,446	30,220
<b>TOTAL FUNDS</b>				<u>62,829</u>	<u>40,589</u>

The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 March 2021.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 March 2021 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the charitable company.

The notes form part of these financial statements



THE HALESWORTH AND DISTRICT MUSEUM CIO

STATEMENT OF FINANCIAL POSITION - continued

31 March 2021

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

The financial statements were approved by the Board of Trustees and authorised for issue on 22 December 2021 and were signed on its behalf by:

B Howard - Trustee

THE HALESWORTH AND DISTRICT MUSEUM CIO

NOTES TO THE FINANCIAL STATEMENTS  
for the Year Ended 31 March 2021

1. ACCOUNTING POLICIES

Basis of preparing the financial statements

The financial statements of the charitable company, which is a public benefit entity under FRS 102, have been prepared in accordance with the Charities SORP (FRS 102) '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 2019)', Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

Income

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, and it is probable that the income will be received and the amount can be measured reliably.

Expenditure

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably. 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.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Fixtures and fittings                      - 10% on reducing balance

Heritage assets

The Museum accounts for objects in its collection as non-operational heritage assets. Capitalised heritage assets are not depreciated as they are deemed to have indefinite lives, but are subject to impairment reviews where damage or deterioration is reported.

The Wissett hoard purchased in 2012 for £4,300 and previously written off, has been capitalised and introduced under other trading activities income.

Stocks

Stocks are valued at the lower of cost and net realisable value, after making due allowance for obsolete and slow moving items.

Taxation

The charity is exempt from corporation tax on its charitable activities.

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.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

THE HALESWORTH AND DISTRICT MUSEUM CIO

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021

2. OTHER TRADING ACTIVITIES

			Year Ended 31.3.21	Period 20.6.19 to 31.3.20
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Other sales	144	-	144	148
Information & research	-	-	-	55
Wissett hoard at original cost	-	4,300	4,300	-
Miscellaneous income	-	-	-	71
	<u>144</u>	<u>4,300</u>	<u>4,444</u>	<u>274</u>

3. INVESTMENT INCOME

			Year Ended 31.3.21	Period 20.6.19 to 31.3.20
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Building society interest	127	-	127	179
	<u>127</u>	<u>-</u>	<u>127</u>	<u>179</u>

4. RAISING FUNDS

Raising donations and legacies

			Year Ended 31.3.21	Period 20.6.19 to 31.3.20
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
The Lincoln Letters	-	-	-	1,250
Support costs	-	-	-	120
	<u>-</u>	<u>-</u>	<u>-</u>	<u>1,370</u>

THE HALESWORTH AND DISTRICT MUSEUM CIO

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021

5. NET INCOME/(EXPENDITURE)

Net income/(expenditure) is stated after charging/(crediting):

	Year Ended 31.3.21 £	Period 20.6.19 to 31.3.20 £
Depreciation - owned assets	1,913	1,595

6. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2021 nor for the period ended 31 March 2020.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2021 nor for the period ended 31 March 2020.

7. COMPARATIVES FOR THE STATEMENT OF FINANCIAL ACTIVITIES

	Unrestricted fund £	Restricted fund £	Total funds £
INCOME AND ENDOWMENTS FROM			
Donations and legacies	6,343	-	6,343
Other trading activities	274	-	274
Investment income	179	-	179
	<hr/>	<hr/>	<hr/>
Total	6,796	-	6,796
EXPENDITURE ON			
Raising funds	5,112	1,365	6,477
	<hr/>	<hr/>	<hr/>
NET INCOME/(EXPENDITURE)	1,684	(1,365)	319
RECONCILIATION OF FUNDS			
Total funds brought forward	8,685	31,585	40,270
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS CARRIED FORWARD	<u>10,369</u>	<u>30,220</u>	<u>40,589</u>

THE HALESWORTH AND DISTRICT MUSEUM CIO

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021

8. TANGIBLE FIXED ASSETS

	Fixtures and fittings £
COST	
At 1 April 2020	20,725
Additions	1,322
	<hr/>
At 31 March 2021	22,047
	<hr/>
DEPRECIATION	
At 1 April 2020	1,595
Charge for year	1,913
	<hr/>
At 31 March 2021	3,508
	<hr/>
NET BOOK VALUE	
At 31 March 2021	18,539
	<hr/> <hr/>
At 31 March 2020	19,130
	<hr/> <hr/>

9. HERITAGE ASSETS

	Total £
MARKET VALUE	
Additions	24,950
	<hr/>
NET BOOK VALUE	
At 31 March 2021	24,950
	<hr/> <hr/>
At 31 March 2020	-
	<hr/> <hr/>

10. STOCKS

	31.3.21	31.3.20
	£	£
Stocks	1,400	-
	<hr/> <hr/>	<hr/> <hr/>

11. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21	31.3.20
	£	£
Trade debtors	862	300
	<hr/> <hr/>	<hr/> <hr/>

THE HALESWORTH AND DISTRICT MUSEUM CIO

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021

12. CASH AT BANK AND IN HAND

	General fund £	Restricted fund £	31.3.21 Total funds £	31.3.20 Total funds £
Cash in hand	38	-	38	109
Bank account no. 1	-	-	-	6,524
Bank account no. 2	3,612	13,841	17,453	15,126
Bank account no. 3	8,958	7,742	16,700	-
	<hr/>	<hr/>	<hr/>	<hr/>
Total	12,608	21,583	34,191	21,759
	<hr/>	<hr/>	<hr/>	<hr/>

13. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.21 £	31.3.20 £
Trade creditors	17,113	600
	<hr/>	<hr/>

14. MOVEMENT IN FUNDS

	At 1.4.20 £	Net movement in funds £	At 31.3.21 £
Unrestricted funds			
General fund	10,369	6,014	16,383
Restricted funds			
Restricted fund	30,220	16,226	46,446
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	40,589	22,240	62,829
	<hr/>	<hr/>	<hr/>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	13,677	(7,663)	6,014
Restricted funds			
Restricted fund	17,864	(1,638)	16,226
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	31,541	(9,301)	22,240
	<hr/>	<hr/>	<hr/>

THE HALESWORTH AND DISTRICT MUSEUM CIO

NOTES TO THE FINANCIAL STATEMENTS - continued  
for the Year Ended 31 March 2021

14. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 20.6.19 £	Net movement in funds £	At 31.3.20 £
Unrestricted funds			
General fund	8,685	1,684	10,369
Restricted funds			
Restricted fund	31,585	(1,365)	30,220
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	40,270	319	40,589
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

Comparative net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	6,796	(5,112)	1,684
Restricted funds			
Restricted fund	-	(1,365)	(1,365)
	<hr/>	<hr/>	<hr/>
TOTAL FUNDS	6,796	(6,477)	319
	<hr/> <hr/>	<hr/> <hr/>	<hr/> <hr/>

15. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31 March 2021.

THE HALESWORTH AND DISTRICT MUSEUM CIO

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2021

			Year Ended 31.3.21 Total funds £	Period 20.6.19 to 31.3.20 Total funds £
	Unrestricted funds £	Restricted funds £		
<b>INCOME AND ENDOWMENTS</b>				
Donations and legacies				
Donations	3,156	-	3,156	3,747
Donations-coins & display case	-	6,289	6,289	-
Lectures	-	-	-	416
Halesworth Totem	-	-	-	18
Station Book	-	-	-	24
Grant	10,000	-	10,000	300
Grants	-	7,275	7,275	-
The Cut Book	-	-	-	6
Halesworth Street Names	75	-	75	40
The de Argentine Family	-	-	-	22
Boy's Own Halesworth	40	-	40	20
The Lincolne Letters	135	-	135	1,750
	<hr/>	<hr/>	<hr/>	<hr/>
	13,406	13,564	26,970	6,343
Other trading activities				
Other sales	144	-	144	148
Information & research	-	-	-	55
Wissett hoard at original cost	-	4,300	4,300	-
Miscellaneous income	-	-	-	71
	<hr/>	<hr/>	<hr/>	<hr/>
	144	4,300	4,444	274
Investment income				
Building society interest	127	-	127	179
	<hr/>	<hr/>	<hr/>	<hr/>
Total incoming resources	13,677	17,864	31,541	6,796
<b>EXPENDITURE</b>				
Raising donations and legacies				
The Lincolne Letters	-	-	-	1,250
Other trading activities				
Closing stock	(1,400)	-	(1,400)	-
Support costs				
Management				
Rent,rates and storage	1,367	-	1,367	970
Carried forward	1,367	-	1,367	970

This page does not form part of the statutory financial statements



THE HALESWORTH AND DISTRICT MUSEUM CIO

DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
for the Year Ended 31 March 2021

			Year Ended 31.3.21	Period 20.6.19 to 31.3.20
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
Management				
Brought forward	1,367	-	1,367	970
Insurance	860	-	860	-
Light and heat	1,184	-	1,184	601
Telephone	-	-	-	20
Postage and stationery	447	-	447	119
Advertising and printing	1,723	-	1,723	356
Examiners report	600	-	600	600
Professional fees	1,075	-	1,075	-
Repairs and renewals	437	-	437	396
	<hr/>	<hr/>	<hr/>	<hr/>
	7,693	-	7,693	3,062
Other				
Sundries	618	-	618	239
Subscriptions	297	-	297	315
IT support	180	-	180	16
Depreciation of tangible fixed assets	275	1,638	1,913	1,595
	<hr/>	<hr/>	<hr/>	<hr/>
	1,370	1,638	3,008	2,165
	<hr/>	<hr/>	<hr/>	<hr/>
Total resources expended	7,663	1,638	9,301	6,477
	<hr/>	<hr/>	<hr/>	<hr/>
Net income	6,014	16,226	22,240	319
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