

OPTIMI
ANNUAL REPORT AND UNAUDITED FINANCIAL STATEMENTS
FOR THE YEAR 31 JANUARY 2023

OPTIMI

LEGAL AND ADMINISTRATIVE INFORMATION

Trustees	Professor J Stallard Professor P S Holmes Dr P B Butler Mrs C M Ball Mr R E Major
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Charity number	1184859
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Company number	CE018501
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Accountants	Azets 5 - 7 Beatrice Street Oswestry Shropshire United Kingdom SY11 1QE
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OPTIMI

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OPTIMI

TRUSTEES' REPORT

FOR THE YEAR 31 JANUARY 2023

The trustees present their report and financial statements for the year 31 January 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the charity's governing document, the Charities Act 2011 and "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

The **OBJECTIVE** of our charity is set out in our constitution:

'The relief of sickness and the promotion of health among those suffering with neuro-motor and neuromuscular disorders.'

There are three strands by which this objective is achieved:

- a) advancing the education of professionals, specifically to promote, sustain and increase individual and collective knowledge and understanding of specific areas of study, skills and expertise relating to the model of physiotherapy known as Targeted Training.
- b) nurturing the concerns of all those, worldwide, who have interest and/or involvement in the sequential and segmental approach to the development of human movement control.
- c) the creation, monitoring and encouragement of maintenance of clinical standards of the model of physiotherapy known as Targeted Training.

The **AIM** of our charity is, in simple terms, to enable as many people as possible who have disabilities that might respond in some part to Targeted Training therapy, to have access to this physiotherapy approach. Our aim fully reflects the purposes that the charity was set up to further.

Ensuring our work delivers our aims

We review our aims, objectives and activities each year. This report looks at our achievements over our third year as a registered charity. The report looks at the progress of each key activity, the way in which this is contributing towards fulfilling our objective and aim and the benefits they have brought to those groups of people we are set up to help. The report also helps us ensure our objective, aim and activities remained focused on our stated purposes. We have referred to the guidance contained in the Charity Commission's general guidance on public benefit when defining our objective and aim and in planning our future activities.

The focus of our work

The strategies we have defined to meet our objective included:

- Creation and delivery of distance learning educational programmes for professionals, such as physiotherapists, occupational therapists and others such as paediatricians and bioengineers.
- Creation and delivery of face-to-face educational programmes for professionals, such as physiotherapists and occupational therapists.
- Creation and delivery of a forum for those who have an interest in this area.
- Creation and establishment of clinical standards for delivery of Targeted Training therapy.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR 31 JANUARY 2023

How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on the furthering of information and knowledge about Targeted Training and the sequential and segmental approach to the development of human movement control and are undertaken to further our charitable purposes for the public benefit. Any benefit accrued by an individual as a result of Targeted Training has impact beyond the immediate gain by the individual: families also benefit as a result of greater independence of the individual and wider society can benefit from the reduction in costs of equipment and medical care required. An increase in movement control and function can lead to greater access to employment, with consequent public benefit. The expertise held by Trustees, encompassing many aspects of the management of disability and particularly of individuals with Cerebral Palsy, provides a resource of patient and public involvement and engagement for those engaging in research activities and knowledge exchange.

Achievements and performance

Distance learning

Our aim to help those who have conditions that may respond to Targeted Training therapy is realistically only met by training local therapists in the background, rationale and techniques of this therapy approach. This education programme is initially directed towards helping children with these movement control problems, through training specialist children's therapists. This web-based teaching uses many video examples of children: these videos are hosted on Vimeo and use of this platform ensures that these videos remain secure. This is vital since the uploaded videos are of children whose families have given permission for their use in this context only.

Teaching material has been produced and uploaded by Trustees to the OPTIMI website. The framework is, first, a collection of free-to-view material directed at both therapists and families. The more formal teaching material is currently divided into fundamental and intermediate learning. The fundamental learning consists of two modules, providing an overview of the subject with clinical applications. The intermediate learning takes a more in depth approach to enable therapists to build on their skills and, thereby, help children with movement control problems to benefit.

Each module has specific learning objectives and self assessment in the form of multiple choice questions. A variety of teaching methods is used, including occasional inclusion of a cartoon format. Intermediate Learning is now loaded with just a few minor links needed and will be launched shortly.

Our membership has increased steadily over the year, with purchase of the fundamental learning at a satisfactory rate. Feedback from users of the website and of the modules is vital to ensure the material is presented in a clear, logical and informative manner. Comments from users have included:

"As a team already working with trunk control, we found the teaching material very useful to better understand the importance, for example, of the upright position and the difficulties we see every day in children with neurodevelopmental disorders. The material online goes from very basic concepts to more difficult ones, so is suitable for both clinicians and researchers working for children with disabilities."

"Without a doubt, an enriching experience that has increased knowledge about the correct evaluation of trunk control through SATCO."

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR 31 JANUARY 2023

Face-to-face educational programmes

A group of three physiotherapists (Professor and two post-graduate students) at the Universidade da Coruña, Spain, completed the Fundamental Learning and requested two follow-up face-to-face seminars, which were delivered virtually. This group have completed a translation of the Segmental Assessment of Trunk Control (SATCo) into European Spanish and are validating this work by conducting SATCos on typically developing children and children with cerebral palsy. Prior to the first face-to-face session, they sent recordings of SATCos (with parental consent). The improvement in their SATCo assessment technique and analysis following this session, as verified at the second face-to-face session, was substantial. This dual method of online and face-to-face seminar will be promoted in future.

Trustees continue to maintain close contact with therapists internationally, ensuring that the educational material produced meets the needs of therapists of different nationalities and cultures and for whom English is not their first language.

A key focus for Optimi is the spread of Targeted Training worldwide but this brings the challenge of helping therapists in countries with less even access to healthcare and where obtaining specific therapy equipment is both difficult and costly. This contact has revealed that SATCo and Targeted Training are being used widely in the USA, Brazil, India, South-East Asia, Australasia and Europe.

Other educational avenues

A poster was presented at the European Academy of Childhood Disability 34th Annual Meeting in Barcelona, May 2022. This poster, 'Transcultural translation and validation of Segmental Assessment of Seated Postural & Reaching Control Test (SP&R-co)' resulted from the work at the Universidade da Coruña, Spain and was presented by one of their team.

A workshop was given at the European Seating Symposium 2022 (held over from 2020). Croke Park Stadium, Dublin, June. This workshop 'Application of the Segmental Assessment of Trunk Control (SATCo) to maximise participation in the seated posture' was by Dr Laura Finney (Leckey/ETAC), and Dr Penny Butler (Optimi/Manchester Metropolitan University).

Planning is ongoing for communication between therapists, including 'seeking help from experts' and exchange of information on new developments.

Creation and establishment of clinical standards

The means of monitoring delivery of Targeted Training will be considered once the full teaching package is in place.

Risk management

Trustees have carried out a review of the major risks to which the charity is exposed. A risk register has been established and is updated at least annually. Where appropriate, systems or procedures have been established to mitigate the risks the charity faces. Internal control risks are minimised by the implementation of procedures for authorisation of all transactions.

Policies

Trustees have reviewed and approved the Risk Register and Trustee Skill Mix. Policies on Public Benefit, Risk Management and Financial Management were updated and approved during the year. Several new policies were drafted following Charity Commission guidelines and approved. These included policies relating to: Donations, Confidentiality, Equality and Diversity, Ex-offenders, Reimbursement and payment of expenses, Volunteers and for providers of Targeted Training.

All policies will be reviewed at defined intervals and are available on request to: admin@optimi.org.uk

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR 31 JANUARY 2023

Plans for the future

The charity plans on continuing the activities outlined above in the forthcoming years subject to satisfactory income from distance learning course participation and commissioned teaching.

Structure, governance and management

Governing document

OPTIMI is a Charitable Incorporated Organisation (CIO) whose only voting members are its charity trustees: it was registered on 12 August 2019. The charity's constitution states that, in the event of the charity being wound up, trustees have no financial or personal liability.

The trustees who served during the year and up to the date of signature of the financial statements were:

Professor J Stallard

Professor P S Holmes

Dr P B Butler

Mrs C M Ball

Mr R E Major

Recruitment and appointment of Trustees

Under the requirements of the Constitution, the first three trustees were elected to serve for a period of four years (Dr P Butler), three years (Mr R Major) and two years (Professor J Stallard). Professor Stallard thus retired this year and was reappointed. Trustees may be re-elected for a maximum of three consecutive terms with an interval of one year before a fourth term commences. A term constitutes a three year period.

All trustees give their time voluntarily and received no benefits from the charity.

The work of the charity focusses on physiotherapy of human movement control, the biomechanics of human movement control and the education of professionals in these specialist areas. The trustee body seeks to ensure that the needs of professionals and their client groups are met through the diversity of the trustee body alongside the more traditional business and management skills. To help maintain this broad skill mix, Trustees are requested to provide a list of their skills (and update it each year) and in the event of specific skills required or skills being lost due to retirement, individuals are approached to offer themselves for election.

Trustees have met five times during the year: all meetings have been virtual.

Trustees have been mindful of the issues of succession planning and meetings have been held during the year to discuss this issue.

Trustee induction and training

New trustees are invited because of interest expressed in our work and/or specific skills that would be of value to the charity. Potential trustees are provided with information about the charity's objectives and activities and with information from the Charity Commission about the responsibilities of trustees, including the publication 'The Essential Trustee'. New trustees are provided with the Constitution of the CIO along with the latest financial statements.

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TRUSTEES' REPORT (CONTINUED)

FOR THE YEAR 31 JANUARY 2023

Responsibilities of trustees

The CIO is required to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the CIO as at the balance sheet date and of its incoming resources and application of resources, including income and expenditure, for the financial year. In preparing those financial statements, the trustees should follow best practice and:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent; and
- prepare the financial statements on the going concern basis unless it is not appropriate to assume that the CIO will continue on that basis.

Trustees are responsible for maintaining proper accounting records which disclose with reasonable accuracy at any time the financial position of the CIO and to enable them to ensure that the financial statements comply with the Companies Act 2006. Trustees are also responsible for safeguarding the assets of the CIO and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In accordance with the relevant legislation, as the trustees of the charity, we certify that:

- so far as we are aware, there is no relevant financial information of which the CIO's accountants are unaware; and
- as the trustees of the CIO we have taken all the steps that we ought to have taken in order to make ourselves aware of any relevant financial information and to establish that the CIO's accountants are aware of that information.

The trustees' report was approved by the Board of Trustees.

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Mr R E Major

Chair

Dated:

OPTIMI

ACCOUNTANTS' REPORT TO THE TRUSTEES ON THE PREPARATION OF THE UNAUDITED STATUTORY FINANCIAL STATEMENTS OF OPTIMI FOR THE YEAR 31 JANUARY 2023

In order to assist you to fulfil your duties under the Charities Act 2011, we have prepared for your approval the financial statements of OPTIMI for the year 31 January 2023, which comprise the statement of financial activities and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales, we are subject to its ethical and other professional requirements which are detailed at <http://www.icaew.com/en/members/regulations-standards-and-guidance/>

This report is made to the charity's trustees, as a body, in accordance with the terms of our engagement letter dated 31 August 2020. Our work has been undertaken solely to prepare for your approval the financial statements of OPTIMI and state those matters that we have agreed to state to the charity's trustees, as a body, in this report in accordance with ICAEW Technical Release 07/16 AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than OPTIMI and the charity's trustees as a body, for our work or for this report.

It is your duty to ensure that OPTIMI has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and deficit of OPTIMI. You consider that OPTIMI is exempt from the statutory audit requirement for the period to 31 January 2022, and is not required to obtain an independent examiner's report.

We have not been instructed to carry out an audit or a review of the financial statements of OPTIMI. 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 financial statements.

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Oswestry
Shropshire
SY11 1QE
United Kingdom

OPTIMI

STATEMENT OF FINANCIAL ACTIVITIES INCLUDING INCOME AND EXPENDITURE ACCOUNT FOR THE YEAR 31 JANUARY 2023

	Notes	Unrestricted funds 2023 £	Unrestricted funds 2022 £
<u>Income from:</u>			
Donations and legacies	2	155	50
Charitable activities	3	270	705
		<hr/>	<hr/>
Total income		425	755
		<hr/>	<hr/>
<u>Expenditure on:</u>			
Charitable activities	4	2,375	2,715
		<hr/>	<hr/>
Net expenditure for the year/ Net movement in funds		(1,950)	(1,960)
Fund balances at 1 February 2022		3,602	5,562
		<hr/>	<hr/>
Fund balances at 31 January 2023		1,652	3,602
		<hr/> <hr/>	<hr/> <hr/>

The statement of financial activities includes all gains and losses recognised in the period ended 31 January 2021.

All income and expenditure derive from continuing activities.

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BALANCE SHEET

AS AT 31 JANUARY 2023

	Notes	2023 £	£	2022 £	£
Fixed assets					
Intangible assets	7		1,861		2,791
Current assets					
Debtors	8	341		342	
Cash at bank and in hand		3,075		4,454	
		<u>3,416</u>		<u>4,796</u>	
Creditors: amounts falling due within one year	9	<u>(3,625)</u>		<u>(3,985)</u>	
Net current (liabilities)/assets			(209)		811
Total assets less current liabilities			<u>1,652</u>		<u>3,602</u>
Income funds					
Unrestricted funds			1,652		3,602
			<u>1,652</u>		<u>3,602</u>

The financial statements were approved by the Trustees on

.....
Mr R E Major
Chair

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR 31 JANUARY 2023

1 Accounting policies

Charity information

OPTIMI is a Charitable Incorporated Organisation. The registered office is 5-7 Beatrice Street, Oswestry, Shropshire, SY11 1QE

1.1 Accounting convention

The financial statements have been prepared in accordance with the charity's governing document, the Charities Act 2011 and "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)". The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, [modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value]. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives.

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of the restricted funds are set out in the notes to the financial statements.

Endowment funds are subject to specific conditions by donors that the capital must be maintained by the charity.

1.4 Income

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Legacies are recognised on receipt or otherwise if the charity has been notified of an impending distribution, the amount is known, and receipt is expected. If the amount is not known, the legacy is treated as a contingent asset.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR 31 JANUARY 2023

1 Accounting policies**(Continued)**

Expenditure is recognised once there is a legal or constructive obligation to transfer economic benefit to a third party, 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 classified by activity. The costs of each activity are made up of the total of direct costs and shared costs, including support costs involved in undertaking each activity. Direct costs attributable to a single activity are allocated directly to that activity. Shared costs which contribute to more than one activity and support costs which are not attributable to a single activity are apportioned between those activities on a basis consistent with the use of resources. Central staff costs are allocated on the basis of time spent, and depreciation charges are allocated on the portion of the asset's use.

1.5 Research and development expenditure

Research expenditure is written off against profits in the year in which it is incurred. Identifiable development expenditure is capitalised to the extent that the technical, commercial and financial feasibility can be demonstrated.

1.6 Intangible fixed assets other than goodwill

Intangible assets acquired separately from a business are recognised at cost and are subsequently measured at cost less accumulated amortisation and accumulated impairment losses.

Intangible assets acquired on business combinations are recognised separately from goodwill at the acquisition date where it is probable that the expected future economic benefits that are attributable to the asset will flow to the entity and the fair value of the asset can be measured reliably; the intangible asset arises from contractual or other legal rights; and the intangible asset is separable from the entity.

Amortisation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Development costs	20% straight line
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1.7 Impairment of fixed assets

At each reporting end date, the charity reviews the carrying amounts of its tangible and intangible assets to determine whether there is any indication that those assets have suffered an impairment loss. If any such indication exists, the recoverable amount of the asset is estimated in order to determine the extent of the impairment loss (if any).

1.8 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.9 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to the contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously.

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)
FOR THE YEAR 31 JANUARY 2023

1 Accounting policies

(Continued)

Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities. Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

2 Donations and legacies

	Unrestricted funds	Unrestricted funds
	2023	2022
	£	£
Donations and gifts	155	50
	=====	=====

3 Charitable activities

	Charitable Income	Charitable Income
	2023	2022
	£	£
Sales within charitable activities	270	705
	=====	=====

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR 31 JANUARY 2023

4 Charitable activities

	Charitable Expenditure 2023 £	Charitable Expenditure 2022 £
Depreciation and impairment	930	930
Computer expenses	805	910
Paypal fees	8	7
Insurance	272	508
	<u>2,015</u>	<u>2,355</u>
Governance costs (Accountancy)	360	360
	<u>2,375</u>	<u>2,715</u>

5 Trustees

None of the trustees (or any persons connected with them) received any remuneration or benefits from the charity during the period ended 31 January 2023.

6 Employees

The average monthly number of employees during the period ended 31 January 2023 was:

	2023 Number	2022 Number
Total	-	-

There were no employees whose annual remuneration was more than £60,000.

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NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE YEAR 31 JANUARY 2023

7 Intangible fixed assets

	Development costs £
Cost	
At 1 February 2022 and 31 January 2023	4,651
Amortisation and impairment	
At 1 February 2022	1,860
Amortisation charged for the period	930
At 31 January 2023	2,790
Carrying amount	
At 31 January 2023	1,861
At 31 January 2022	2,791

8 Debtors

	2023 £	2022 £
Amounts falling due within one year:		
Prepayments and accrued income	341	342

9 Creditors: amounts falling due within one year

	2023 £	2022 £
Other creditors	3,265	3,265
Accruals and deferred income	360	720
	3,625	3,985

OPTIMI

DETAILED STATEMENT OF FINANCIAL ACTIVITIES FOR THE YEAR ENDED 31 JANUARY 2023

	2023 £	2022 £
Incoming Resources		
<u>Voluntary income</u>		
Donations and gifts	155	50
	<hr/> 155	<hr/> 50
<u>Income from charitable activities</u>		
Sales within Charitable activity	270	705
	<hr/> 270	<hr/> 705
Total incoming resources	<hr/> 425	<hr/> 755
	<hr/>	<hr/>
Resources expended		
<u>Charitable expenditure</u>		
Amortisation	930	930
Computer expenses	805	910
Paypal fees	8	7
Insurance	272	508
Accountancy	360	360
	<hr/> 2,375	<hr/> 2,715
Total resources expended	<hr/> 2,375	<hr/> 2,715
	<hr/>	<hr/>
Net income/(expenditure)	<hr/> (1,950)	<hr/> (1,960)
	<hr/>	<hr/>