

**Report of the Trustees and  
Financial Statements for the Year Ended 31st March 2024  
for  
Chichester Heart for Homeless**

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Chichester Heart for Homeless**

**Contents of the Financial Statements  
for the Year Ended 31st March 2024**

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	<b>Page</b>
<b>Report of the Trustees</b>	<b>1 to 5</b>
<b>Independent Examiner's Report</b>	<b>6</b>
<b>Statement of Financial Activities</b>	<b>7</b>
<b>Balance Sheet</b>	<b>8</b>
<b>Notes to the Financial Statements</b>	<b>9 to 14</b>
<b>Detailed Statement of Financial Activities</b>	<b>15</b>

**Report of the Trustees  
for the Year Ended 31st March 2024**

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The trustees present their report with the financial statements of the charity for the year ended 31st March 2024. 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's objects are set out in Paragraph 3 of the Constitution. They are:

1. The prevention or the relief of poverty among people who are homeless\* in the locality by:
  - a) identifying and serving their material social needs;
  - b) providing advice and support to people who are homeless, including in respect of housing and employment; and
  - c) supporting and training members of local church communities to further objects (a) and (b).
2. To advance the Christian religion in the locality for the benefit of people who are homeless by:
  - a) identifying and serving their pastoral and spiritual needs;
  - b) helping people who are homeless, if they choose to do so, to access and to participate in Christian teaching, worship and ministry; and
  - c) supporting and training members of local church communities to further objects (a) and (b).

\* The Constitution was amended in 2024 to make it clear that we support both the homeless and those at risk of homelessness.

**Significant activities**

Chichester HEART for Homeless works with churches from a variety of different denominations to serve homeless people in the city of Chichester. We do this by providing a hot breakfast in church premises every day of the year, with an emphasis on welcome and hospitality. We also offer pastoral support to people of all faiths and none.

**Public benefit**

When planning our activities for the year, the trustees have considered the Commission's guidance and, in particular, the specific guidance to charities on the relief of poverty and the advancement of religion. To this end, the trustees have endeavoured to ensure that throughout the reporting period the charity has continued to serve the needs of homeless people in Chichester and to do so in ways that demonstrate Christian love and compassion.

**Volunteers**

The work of HEART is dependent on a team of between 30 and 40 volunteers involved in a number of different roles. On a typical morning we will have one person cooking in the kitchen, a couple serving hot drinks and taking orders, and maybe another just sitting with the guests over a coffee and hearing of their situation. At other times there will be volunteers helping in practical ways such as collecting food donated by local businesses.

All our volunteers receive appropriate training (e.g. in safeguarding) and we hold regular volunteer team meetings to keep everyone up to date.

HEART employs two staff members - an Administrator, working two days a week, and an Outreach Worker, working three days a week.

The Outreach Workers hours were increased to three and half days a week during the latter part of the year. But for personal reasons this has now reverted to three days.

**Report of the Trustees  
for the Year Ended 31st March 2024**

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**ACHIEVEMENT AND PERFORMANCE**

**Charitable activities**

'You're a lifesaver!'

That was how one of our guests described us this year. And he wasn't exaggerating. Everyone involved in HEART knows that our guests are living very fragile lives and that all we do, however large or small, can go a long way towards making things better.

With that in mind HEART has continued to provide, not just a cooked breakfast to the homeless of Chichester every morning, but a place where they can find friendship and acceptance in the midst of an often threatening and judgmental world. This work began in 2017 when churches across Chichester came together to support the homeless people of our city. As a Christian charity we continue to operate within the context of our Christian faith, which we are willing to share sensitively if and when appropriate. That faith is one which believes that lives can be changed, so our foundational ethos is that of Homeless Empowerment and Relational Transformation. Our commitment, therefore, is not simply to provide the homeless community with food and other necessities but to build relationships with individuals and help them sustain life beyond homelessness.

With the kind support of St Pancras Church, we have had exclusive use of their hall premises since 2020 and we are very grateful that they have agreed to extend this arrangement through to the end of 2025. We have learned that having a regular base provides our guests with the stability and continuity often missing in their chaotic and fractured lives. Here we are able to welcome people of all faiths or none, both as guests and as volunteers, and to make them feel at home by adding our own furniture and decorations to the premises.

This table of statistics gives a fuller picture of what we have done.

	Hot Meals	Volunteer Hours
April 2023	495	273
May	519	348
June	492	264
July	596	288
August	626	336
September	624	288
October	635	285
November	570	303
December	683	285
January 2024	699	317
February	730	318
March	783	273
Total	7,482	3,578

As these figures show, our commitment to the homeless means we've served a lot of breakfasts to a lot of people throughout the year. Along with pouring countless cups of tea and coffee we've also made available no end of clothes, toiletries, and other food items. All this has gone no small way to making our guests' lives just that little bit better and helping them get back some of their confidence and self-respect. But even more important has been the human face of things. The myriad of smiles from our volunteers, the friendly chats, the everyday 'How are you?' or the heartfelt 'Nice to see you!' has shown how much we genuinely care. And, with a listening ear, offers of practical support and her willingness to come alongside in good times and bad, our Outreach Worker has turned that care into action.

This was never so true as at Christmas.

Christmas can be a challenging time for the homeless and disadvantaged. So, with the help of our volunteers, our Outreach Worker was determined to make it special for our guests.

'Amazing!' 'Lovely!' 'Wow!' These are all words HEART's guests used when they opened their gift bags bulging with chocolates, socks, soaps and lots more; or turned the pages of a scrapbook in their favourite colour, with their name on the front and words of love and encouragement just for them inside.

**Report of the Trustees  
for the Year Ended 31st March 2024**

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'How did you know what my favourite chocolate was!?' said one guest. And 'These aren't just any socks,' said another. 'They're really nice!' 'A lot of work went into that!' said one of the guests, leafing through the pages. And how right they were! HEART's staff and volunteers, along with helpers from local churches, filled 70 scrapbooks with handwritten messages and Bible verses. Local businesses had got involved providing luxury soaps, chocolates and treats for the pets, whilst friends and supporters had been hard at work making hand knitted hats, scarves, and love loops. Such acts of kindness made the day extra special and were a small way of sharing Jesus' love with our homeless friends.

As described in more detail above, the charity has had a significant impact on the lives of the many guests we have welcomed through our doors over the course of the year. Not only have we provided relief to their material needs by providing hot food, clothing and other necessities, but we have also helped relieve their social needs by providing friendship and a safe space where they have been made to feel welcome, offered a listening ear and signposted to other agencies who can help.

Through the efforts of our Outreach Worker and our volunteers we have been able witness to our Christian faith, both through our actions and through words and literature where appropriate.

Our work is widely recognised and appreciated by others within the local community as of vital help to the homeless in Chichester.

## **FINANCIAL REVIEW**

### **Financial position**

As we approached Christmas 2023, the trustees became aware that the balance of funds in the charity's account were falling below the equivalent of two months general running and salary costs as stipulated in the reserves policy. This was partly the result of anticipated grants not being available within the timescale originally hoped. Staff members were notified at once of the possibility of redundancy. But, to ensure this never happened, and to enable the charity to continue operating, two immediate courses of action were taken.

First, the charity broadcast a request to supporting churches and individuals for help in addressing the immediate problem. This resulted in a significant number of generous donations both from individuals and from church congregations who, for example, donated us their Christmas collections.

Second, the charity implemented a more rigorous financial management system to monitor cash flow more effectively across the year and to ensure that any likely shortfalls could be identified well in advance. Steps were also taken to appoint a professional fund raiser in early 2024/25 who was commissioned both to draw up a fund-raising strategy and to prepare individual grant applications tailored to our needs.

At the same time, the trustees appointed a charity consultant, who was already a HEART breakfast volunteer, as a trustee. Her professional expertise is proving invaluable in ensuring that our governance arrangements are sound and are working correctly.

### **Principal funding sources**

During the reporting period the charity relied chiefly on grants and donations from local churches and individuals and from charitable Christian trusts.

### **Reserves policy**

Our policy, which was formally agreed in April 2020, was to hold in reserves the equivalent of two months general running costs and salary costs.

Reserves as of 31 March 2024 were £40,595 (2023: £16,992)

### **Principle Risks and Uncertainties**

The major risks to which the charity was exposed were in the areas of security of assets, fundraising, health and safety, and safeguarding. In reviewing its activities, the charity trustees gave consideration to these risks and satisfied themselves that systems or procedures were in place or in the process of being established in order to manage them effectively.

**Report of the Trustees  
for the Year Ended 31st March 2024**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

Chichester Heart for Homeless is a charitable incorporated organisation registered by the Charity Commission in England and Wales on 2 September 2019. It is governed by its Constitution.

**Organisational structure**

Overall responsibility for HEART's work rests with the Trustees. In addition to their legal duties in respect of safeguarding, finance and data protection etc, these responsibilities include management of employees and volunteers, external relations and preparing an annual business plan.

The Trustees are supported by an Administrator who is responsible for managing HEART's day to day operations, as set out in their job description.

**Induction and training of new trustees**

All Trustees have a responsibility to attend appropriate training in order for them to perform their legal duties.

**Related parties**

We work closely with other agencies including Stonepillow and the Four Streets Project and are members of Chichester District Council's Rough Sleeper's Panel.

Our Outreach Worker is in regular contact with the Council's Rough Sleeper Outreach Workers, as well as Stonepillow and other homeless projects. We signpost guests to these services, and they signpost individuals to us.

The Rough Sleeper Outreach Workers regularly attend our breakfasts as they find it a more relaxed and neutral setting in which to offer support to our guests.

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Charity number**

1185120

**Principal address**

St Pancras Church  
101 St Pancras  
Chichester  
West Sussex  
PO19 7LJ

**Trustees**

The Revd Canon M Townsend Payne Chairman (resigned 19.2.24)  
Mrs F Ellis Chair (appointed 19.2.24)  
The Revd Canon V Baron  
Mrs S Bowers (resigned 6.7.23)  
Mr T Dark (resigned 19.3.24)  
Mr G Merry  
Mr M Watts

**Independent Examiner**

Paul Wright FCA DChA  
Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

**Chichester Heart for Homeless**

**Report of the Trustees  
for the Year Ended 31st March 2024**

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Approved by order of the board of trustees on .....12th September 2024.....and signed on its behalf by:



.....  
Mrs F Ellis - Trustee

**Independent Examiner's Report to the Trustees of  
Chichester Heart for Homeless**

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**Independent examiner's report to the trustees of Chichester Heart for Homeless**

I report to the charity trustees on my examination of the accounts of Chichester Heart for Homeless (the Trust) for the year ended 31st March 2024.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

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



Paul Wright FCA DChA

Sheen Stickland  
Chartered Accountants  
7 East Pallant  
Chichester  
West Sussex  
PO19 1TR

Date: 12/9/24



**Chichester Heart for Homeless**

**Statement of Financial Activities  
for the Year Ended 31st March 2024**

		Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
<b>INCOME AND ENDOWMENTS FROM</b>					
Donations and legacies	2	59,286	22,500	81,786	62,046
Investment income	3	35	-	35	20
<b>Total</b>		<u>59,321</u>	<u>22,500</u>	<u>81,821</u>	<u>62,066</u>
<b>EXPENDITURE ON</b>					
<b>Charitable activities</b>	4				
Community projects		<u>54,161</u>	<u>4,057</u>	<u>58,218</u>	<u>53,145</u>
<b>NET INCOME</b>		5,160	18,443	23,603	8,921
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		16,108	884	16,992	8,071
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>21,268</u></u>	<u><u>19,327</u></u>	<u><u>40,595</u></u>	<u><u>16,992</u></u>

The notes form part of these financial statements

# Chichester Heart for Homeless

## Balance Sheet 31st March 2024

		Unrestricted fund £	Restricted funds £	2024 Total funds £	2023 Total funds £
	Notes				
<b>CURRENT ASSETS</b>					
Debtors	9	143	-	143	2,994
Cash at bank		22,709	19,327	42,036	15,018
		<u>22,852</u>	<u>19,327</u>	<u>42,179</u>	<u>18,012</u>
<b>CREDITORS</b>					
Amounts falling due within one year	10	(1,584)	-	(1,584)	(1,020)
		<u>21,268</u>	<u>19,327</u>	<u>40,595</u>	<u>16,992</u>
<b>NET CURRENT ASSETS</b>					
		<u>21,268</u>	<u>19,327</u>	<u>40,595</u>	<u>16,992</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>		<u>21,268</u>	<u>19,327</u>	<u>40,595</u>	<u>16,992</u>
<b>NET ASSETS</b>		<u>21,268</u>	<u>19,327</u>	<u>40,595</u>	<u>16,992</u>
<b>FUNDS</b>	11				
Unrestricted funds				21,268	16,108
Restricted funds				19,327	884
<b>TOTAL FUNDS</b>				<u>40,595</u>	<u>16,992</u>

The financial statements were approved by the Board of Trustees and authorised for issue on .....12th September 2024..... and were signed on its behalf by:



.....  
Mrs F Ellis - Trustee

## 1. ACCOUNTING POLICIES

### **Basis of preparing the financial statements**

The financial statements of the charity, 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 Charities Act 2011. The financial statements have been prepared under the historical cost convention.

### **Financial reporting standard 102 - reduced disclosure exemptions**

The charity has taken advantage of the following disclosure exemption in preparing these financial statements, as permitted by FRS 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland':

- the requirements of Section 7 Statement of Cash Flows.

### **Income**

All income is recognised in the Statement of Financial Activities once the charity has entitlement to the funds, 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.

Computer equipment      -    Straight line over 3 years

### **Taxation**

The charity is exempt from 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.

### **Pension costs and other post-retirement benefits**

The charity operates a defined contribution pension scheme. Contributions payable to the charity's pension scheme are charged to the Statement of Financial Activities in the period to which they relate.

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2024

2. DONATIONS AND LEGACIES

	2024	2023
	£	£
Donations	44,397	30,546
Gift aid	4,889	-
Grants	32,500	31,500
	<u>81,786</u>	<u>62,046</u>

Grants received, included in the above, are as follows:

	2024	2023
	£	£
St John's Trust Chichester	2,500	9,600
National Lottery	20,000	9,900
St Mary's Hospital	-	12,000
Sussex Community Foundation	10,000	-
	<u>32,500</u>	<u>31,500</u>

3. INVESTMENT INCOME

	2024	2023
	£	£
Deposit account interest	35	20
	<u>35</u>	<u>20</u>

4. CHARITABLE ACTIVITIES COSTS

	Direct Costs £	Support costs (see note 5) £	Totals £
Community projects	<u>23,830</u>	<u>34,388</u>	<u>58,218</u>

5. SUPPORT COSTS

	Management £	Governance costs £	Totals £
Community projects	<u>31,411</u>	<u>2,977</u>	<u>34,388</u>

**Notes to the Financial Statements - continued  
for the Year Ended 31st March 2024**

**6. TRUSTEES' REMUNERATION AND BENEFITS**

There were no trustees' remuneration or other benefits for the year ended 31st March 2024 nor for the year ended 31st March 2023.

**Trustees' expenses**

There were no trustees' expenses paid for the year ended 31st March 2024 nor for the year ended 31st March 2023.

**7. STAFF COSTS**

	2024	2023
	£	£
Wages and salaries	26,262	23,283
Other pension costs	1,378	1,080
	<u>27,640</u>	<u>24,363</u>

The average monthly number of employees during the year was as follows:

	2024	2023
Ministry	1	1
Administration	1	1
	<u>2</u>	<u>2</u>

No employees received emoluments in excess of £60,000.

**8. TANGIBLE FIXED ASSETS**

	Computer equipment £
<b>COST</b>	
At 1st April 2023 and 31st March 2024	<u>1,249</u>
<b>DEPRECIATION</b>	
At 1st April 2023 and 31st March 2024	<u>1,249</u>
<b>NET BOOK VALUE</b>	
At 31st March 2024	<u>-</u>
At 31st March 2023	<u>-</u>

**Notes to the Financial Statements - continued**  
**for the Year Ended 31st March 2024**

**9. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Trade debtors	143	143
Other debtors	-	763
Revelation Community	-	2,088
	<u>143</u>	<u>2,994</u>

**10. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	2024	2023
	£	£
Social security and other taxes	685	300
Accruals and deferred income	899	720
	<u>1,584</u>	<u>1,020</u>

**11. MOVEMENT IN FUNDS**

	At 1.4.23	Net movement in funds	At 31.3.24
	£	£	£
<b>Unrestricted funds</b>			
General fund	16,108	5,160	21,268
<b>Restricted funds</b>			
St John's Trust	866	-	866
National Lottery	14	18,443	18,457
Greater Change	4	-	4
	<u>884</u>	<u>18,443</u>	<u>19,327</u>
<b>TOTAL FUNDS</b>	<u>16,992</u>	<u>23,603</u>	<u>40,595</u>

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

	Incoming resources	Resources expended	Movement in funds
	£	£	£
<b>Unrestricted funds</b>			
General fund	59,321	(54,161)	5,160
<b>Restricted funds</b>			
St John's Trust	2,500	(2,500)	-
National Lottery	20,000	(1,557)	18,443
	<u>22,500</u>	<u>(4,057)</u>	<u>18,443</u>
<b>TOTAL FUNDS</b>	<u>81,821</u>	<u>(58,218)</u>	<u>23,603</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2024

11. MOVEMENT IN FUNDS - continued

Comparatives for movement in funds

	At 1.4.22 £	Net movement in funds £	At 31.3.23 £
<b>Unrestricted funds</b>			
General fund	7,187	8,921	16,108
<b>Restricted funds</b>			
St John's Trust	866	-	866
National Lottery	14	-	14
Greater Change	4	-	4
	<u>884</u>	<u>-</u>	<u>884</u>
<b>TOTAL FUNDS</b>	<u>8,071</u>	<u>8,921</u>	<u>16,992</u>

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

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	42,566	(33,645)	8,921
<b>Restricted funds</b>			
St John's Trust	9,600	(9,600)	-
National Lottery	9,900	(9,900)	-
	<u>19,500</u>	<u>(19,500)</u>	<u>-</u>
<b>TOTAL FUNDS</b>	<u>62,066</u>	<u>(53,145)</u>	<u>8,921</u>

A current year 12 months and prior year 12 months combined position is as follows:

	At 1.4.22 £	Net movement in funds £	At 31.3.24 £
<b>Unrestricted funds</b>			
General fund	7,187	14,081	21,268
<b>Restricted funds</b>			
St John's Trust	866	-	866
National Lottery	14	18,443	18,457
Greater Change	4	-	4
	<u>884</u>	<u>18,443</u>	<u>19,327</u>
<b>TOTAL FUNDS</b>	<u>8,071</u>	<u>32,524</u>	<u>40,595</u>

Notes to the Financial Statements - continued  
for the Year Ended 31st March 2024

11. MOVEMENT IN FUNDS - continued

A current year 12 months and prior year 12 months combined net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
<b>Unrestricted funds</b>			
General fund	101,887	(87,806)	14,081
<b>Restricted funds</b>			
St John's Trust	12,100	(12,100)	-
National Lottery	29,900	(11,457)	18,443
	<u>42,000</u>	<u>(23,557)</u>	<u>18,443</u>
<b>TOTAL FUNDS</b>	<u>143,887</u>	<u>(111,363)</u>	<u>32,524</u>

**Restricted funds**

The St John's Trust fund represents a grant received to cover staffing costs.

The National Lottery fund represents a grant for the purchasing of food for our guests (Homeless).

The Greater Change funds are collected via a web portal and donation points for individuals towards a specific need/request for help. These funds are restricted to this individual and situation.

12. RELATED PARTY DISCLOSURES

There were no related party transactions for the year ended 31st March 2024.



**Chichester Heart for Homeless**

**Detailed Statement of Financial Activities  
for the Year Ended 31st March 2024**

	2024 £	2023 £
<b>INCOME AND ENDOWMENTS</b>		
<b>Donations and legacies</b>		
Donations	44,397	30,546
Gift aid	4,889	-
Grants	32,500	31,500
	<u>81,786</u>	<u>62,046</u>
<b>Investment income</b>		
Deposit account interest	35	20
<b>Total incoming resources</b>	<u>81,821</u>	<u>62,066</u>
<b>EXPENDITURE</b>		
<b>Charitable activities</b>		
Consumables	1,566	1,342
Equipment	2,237	1,623
Food and refreshments	13,206	13,026
Training & development	222	233
Charitable Donations	198	-
Rent	6,000	7,250
Advertising	401	259
	<u>23,830</u>	<u>23,733</u>
<b>Support costs</b>		
<b>Management</b>		
Wages	26,262	23,283
Pensions	1,378	1,080
Insurance	491	457
Light and heat	2,796	555
Telephone	238	195
Postage and stationery	10	30
IT costs	220	770
Travel	16	97
	<u>31,411</u>	<u>26,467</u>
<b>Governance costs</b>		
Independent examination fees	1,080	840
Bank fees	181	193
Bookkeeping fees	1,716	1,860
Depreciation of tangible fixed assets	-	52
	<u>2,977</u>	<u>2,945</u>
<b>Total resources expended</b>	<u>58,218</u>	<u>53,145</u>
<b>Net income</b>	<u>23,603</u>	<u>8,921</u>

This page does not form part of the statutory financial statements