

TONBRIDGE & TUNBRIDGE WELLS COMMUNITY FIRST RESPONDERS

England & Wales · Charity number 1194244

Details

Other names TTW CFR

Status Registered

Legal form CIO

Registered 2021-04-27

Register [View on the Charity Commission register](#)

Contact

Address Mayo House
66 Mount Ephraim
Tunbridge Wells
TN4 8BG

Phone 01892 336367

Email info@ttwcfr.com

Website www.ttwcfr.com

Activities

Objects: THE RELIEF OF SICKNESS AND THE PRESERVATION OF GOOD HEALTH AMONG PEOPLE RESIDING PERMANENTLY OR TEMPORARILY IN TONBRIDGE, TUNBRIDGE WELLS, AND THE SURROUNDING COMMUNITIES:1. BY THE PROVISION OF TRAINED COMMUNITY FIRST RESPONDERS (CFRS) TO ATTEND MEDICAL EMERGENCIES AS DIRECTED BY THE SOUTH EAST COAST AMBULANCE SERVICE (SECAMB);2. TO ADVANCE THE EDUCATION AND AWARENESS OF THE GENERAL PUBLIC IN RELATION TO CARDIOPULMONARY RESUSCITATION (CPR) BY BYSTANDERS AND THE USE OF PUBLICLY ACCESSIBLE AUTOMATED EXTERNAL DEFIBRILLATORS (AEDS);3. TO IMPROVE ACCESSIBILITY TO PUBLIC ACCESS DEFIBRILLATORS (PADS) BY MEMBERS OF THE COMMUNITY.

Activities: Providing a volunteer response to local medical emergencies as directed by the local ambulance service. Supporting existing Public Access Defibrillator sites, as well as fundraising and supporting new sites through grant making. Providing free CPR training and defibrillator awareness to the general public through public and private events.

Classification

- **How:** Provides Services, Provides Advocacy/advice/information
- **What:** The Advancement Of Health Or Saving Of Lives
- **Who:** Children/young People, Elderly/old People, People With Disabilities, The General Public/mankind

Geography

- Kent

Finances

Period end	Income	Expenditure	Assets	Employees
2025-03-31	£6,511	£5,844	-	-
2024-03-31	£4,965	£6,498	-	-
2023-03-31	£8,251	£7,081	-	-
2022-03-31	£13,441	£7,485	-	-

Trustees

Name	Role	Appointed
Fergus Chalmers	Chair	2021-04-27
Jamie Duddle		2025-04-01
Linda Rout		2021-04-21
Sabrina Taylor		2025-04-01

TONBRIDGE & TUNBRIDGE WELLS COMMUNITY FIRST RESPONDERS

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Tonbridge & Tunbridge Wells

Community First Responders

Trustees' Annual Report

April 2024 – March 2025

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1. Charity Information

The charity is registered in England with the name **Tonbridge & Tunbridge Wells Community First Responders**, also known as **TTWCFR** as a Charitable Incorporated Organisation (CIO) with the registration number **1194244**. The registered address of the CIO is **Mayo House, 66 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BG**.

The CIO is governed by our first edition **Constitution dated April 2021**, and there has been no changes to the Trustees or structure, governance and management during the reporting period.

The current trustees are Fergus Chalmers, Linda Rout, Robert Cray and Christopher Bellis. In addition to the trustees, the CIO had 6 other members at the end of the reporting period.

2. Reporting Period

This Report covers the period 1st April 2024 up to and including 31st March 2025

3. Object

The objects of the CIO are

The relief of sickness and the preservation of good health among people residing permanently or temporarily in Tonbridge, Tunbridge Wells, and the surrounding communities:

1. by the provision of trained Community First Responders (CFRs) to attend medical emergencies as directed by the South East Coast Ambulance service (SECAmb);
2. to advance the education and awareness of the general public in relation to cardiopulmonary resuscitation (CPR) by bystanders and the use of publicly accessible Automated External Defibrillators (AEDs);
3. to improve accessibility to Public Access Defibrillators (PADs) by members of the community.

Public Benefit Reporting

During the reporting period, the charity has furthered each element of its charitable objective as outlined above. The charity trustees have had regard to the Charity Commission's guidance on public benefit.

Community First Responders

During the reporting period, our volunteer Community First Responders provided approximately **1,450 hours** on call and available to respond to medical emergencies in the community. During this time, our volunteers were directed by South East Coast Ambulance to around **700 calls** and attended around **580 patients** providing immediate medical care.



CPR and AED Training and Awareness

During the reporting period our volunteers staged **6 public awareness events**, delivering CPR training to more than **250 members of the public**.

The team have also been engaging with local schools and community groups such as Scouts, Brownies and Girl Guides, as well as local church groups. The team has also been engaged with the WI.

Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 9 Public Access Defibrillators through regular checks and replacement of consumables where required. We have also assisted others in maintaining their own devices, and have actively promoted registration of devices to make them publicly available.

Our volunteers have worked on identifying areas of need, and during the reporting period have delivered **2 additional Public Access Defibrillator sites** through direct fundraising, supporting the delivery of several other privately funded sites.

4. Financial Review

At the end of the reporting period, the CIO held £10,822 in distributable reserves and retained profit. This includes £10,147 of reserves carried over from the previous financial year.

At the end of the reporting period, the CIO held £3,904 in capital assets and £6,920 in current assets.

Income

The CIO received £2,239 through sales and £4,272 through direct donations and fundraising.

Expenditure

The CIO spent £1,779 on cost of sales including provision of new directly funded defibrillator sites, £1,250 on administrative and running costs including £305 on CFR kit and equipment, £249 on maintaining PAD sites, and £423 on deployment of new PAD sites. £2,383 was lost through depreciation of assets.

Reserves

It is agreed that the CIO should hold a minimum of £2,500 in cash reserves at any time to ensure its operating costs can be covered in the event of a downturn in fundraising.

Future Spending

It was acknowledged that the CIO continues to hold significant reserves, and ideas are being sought to increase spending to further to CIO charitable objectives in following years.



Appendix A

Financial Reports

Balance Sheet

Tonbridge & Tunbridge Wells CFR

As at 31 March 2025

	£	£
Capital Assets		
Computer Equipment Brought Forward	400	
Other Capital Asset Brought Forward	7,746	
PAD Site Brought Forward	1,202	
Computer Equipment Purchase	330	
Other Capital Asset Purchase	2,775	
Computer Equipment Depreciation Brought Forward	-400	
Other Capital Asset Depreciation Brought Forward	-5,331	
PAD Site Depreciation Brought Forward	-434	
Computer Equipment Depreciation In Year	-55	
Other Capital Asset Depreciation	-1,928	
PAD Site Depreciation In Year	-401	
Net Book Value	3,904	
Current Assets	6,920	
Bank Account: Business Current Account	6,139	
Bank Account: Petty Cash	354	
Bank Account: PayPal	427	
/ess Current Liabilities		3
Suspense Account		3
Net Current Assets	£6,918	
Total Assets	£10,822	
Owner's Equity		
Retained Profit		10,822
Total Owner's Equity		£10,822

Profit & Loss
Tonbridge & Tunbridge Wells CFR
Accounting Year 2024/25

	Debit	Credit
Turnover		6,511
	Sales	2,239
	Donations	4,272
/ess Cost of Sales	1,779	
	Cost of Sales	1,779
Gross Profit		4,731
/ess Administration Expenses	1,250	
	CFR Equipment	305
	PAD Consumables	249
	Web Hosting	35
	Internet & Telephone	20
	Advertising and Promotion	142
	Staff Entertaining	170
	Bank/Finance Charges	34
	Insurance	295
/ess Staff Costs	423	
	PAD Deployment	423
/ess Depreciation	2,383	
	Depreciation Charge	2,383
Operating Profit		£675
/ess Drawings		£0
/ess Profit & Loss journal entries		£0
Retained Profit this period:		£675
Retained Profit brought forward:		£10,147
Distributable Reserves / Retained Profit carried forward:		£10,822

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April 2023 – March 2024

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The charity is registered in England with the name **Tonbridge & Tunbridge Wells Community First Responders**, also known as **TTWCFR** as a Charitable Incorporated Organisation (CIO) with the registration number **1194244**. The registered address of the CIO is **Mayo House, 66 Mount Ephraim, Tunbridge Wells, Kent, TN4 8BG**.

The CIO is governed by our first edition **Constitution dated April 2021**, and there has been no changes to the Trustees or structure, governance and management during the reporting period.

The current trustees are Fergus Chalmers, Linda Rout, Robert Cray and Christopher Bellis. In addition to the trustees, the CIO had 5 other members at the end of the reporting period.

2. Reporting Period

This Report covers the period 1st April 2023 up to and including 31st March 2024

3. Object

The objects of the CIO are

The relief of sickness and the preservation of good health among people residing permanently or temporarily in Tonbridge, Tunbridge Wells, and the surrounding communities:

1. by the provision of trained Community First Responders (CFRs) to attend medical emergencies as directed by the South East Coast Ambulance service (SECAmb);
2. to advance the education and awareness of the general public in relation to cardiopulmonary resuscitation (CPR) by bystanders and the use of publicly accessible Automated External Defibrillators (AEDs);
3. to improve accessibility to Public Access Defibrillators (PADs) by members of the community.

Public Benefit Reporting

During the reporting period, the charity has furthered each element of its charitable objective as outlined above. The charity trustees have had regard to the Charity Commission's guidance on public benefit.

Community First Responders

During the reporting period, our volunteer Community First Responders provided approximately **2,100 hours** on call and available to respond to medical emergencies in the community. During this time, our volunteers were directed by South East Coast Ambulance to around **1,900 calls** and attended around **1,600 patients** providing immediate medical care.



CPR and AED Training and Awareness

During the reporting period our volunteers staged **9 public awareness events**, delivering CPR training to more than **200 members of the public**.

The team have also been engaging with local schools and community groups such as Scouts, Brownies and Girl Guides delivering additional sessions and training more than 300 school age children CPR with defibrillator awareness.

Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 9 Public Access Defibrillators through regular checks and replacement of consumables where required. We have also assisted others in maintaining their own devices, and have actively promoted registration of devices to make them publicly available.

Our volunteers have worked on identifying areas of need, and during the reporting period have delivered **1 additional Public Access Defibrillator site** through direct fundraising, supporting the delivery of several other privately funded sites.

4. Financial Review

At the end of the reporting period, the CIO held £10,147 in distributable reserves and retained profit. This includes £11,679 of reserves carried over from the previous financial year.

At the end of the reporting period, the CIO held £3,183 in capital assets and £6,967 in current assets.

Income

The CIO received £2,776 through sales, £1,688 through direct donations and fundraising and £500 through grant income.

Expenditure

The CIO spent £2,525 on cost of sales including provision of new directly funded defibrillator sites, £1,679 on administrative and running costs including £367 on CFR kit and equipment, and £183 on maintaining PAD sites. £2,070 was lost through depreciation of assets.

Reserves

It is agreed that the CIO should hold a minimum of £2,500 in cash reserves at any time to ensure its operating costs can be covered in the event of a downturn in fundraising.



Appendix A

Financial Reports

Profit & Loss
Tonbridge & Tunbridge Wells CFR
Accounting Year 2023/24

	Debit	Credit
Turnover		4,465
Sales		2,776
Donations		1,688
add Other Income		500
Grant Income		500
less Cost of Sales	2,525	
Cost of Sales	2,525	
Gross Profit		2,440
less Administration Expenses	1,679	
CFR Equipment	367	
PAD Consumables	183	
Office Equipment	95	
Internet & Telephone	25	
Stationery	4	
Miscellaneous	11	
Meals	281	
Advertising and Promotion	416	
Bank/Finance Charges	7	
Insurance	290	
less Staff Costs	224	
PAD Deployment	224	
less Depreciation	2,070	
Depreciation Charge	2,070	

Operating Profit	-£1,533
<i>less Drawings</i>	£0
<i>less Profit & Loss journal entries</i>	£0
Retained Profit this period:	-£1,533
Retained Profit brought forward:	£11,679
Distributable Reserves / Retained Profit carried forward:	£10,147

Balance Sheet

Tonbridge & Tunbridge Wells CFR

As at 31 March 2024

	£	£
Capital Assets		
Computer Equipment Brought Forward	400	
Other Capital Asset Brought Forward	7,277	
PAD Site Brought Forward	1,202	
Other Capital Asset Purchase	469	
Computer Equipment Depreciation Brought Forward	-267	
Other Capital Asset Depreciation Brought Forward	-3,795	
PAD Site Depreciation Brought Forward	-33	
Computer Equipment Depreciation In Year	-133	
Other Capital Asset Depreciation	-1,536	
PAD Site Depreciation In Year	-401	
Net Book Value	3,183	
Current Assets	6,967	
Bank Account: Business Current Account	6,378	
Bank Account: Petty Cash	179	
Bank Account: PayPal	410	
less Current Liabilities		3
Suspense Account		3
Net Current Assets	£6,964	
Total Assets	£10,147	
Owner's Equity		
Retained Profit		10,147
Total Owner's Equity		£10,147

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April 2022 – March 2023

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The CIO is governed by our first edition **Constitution dated April 2021**, and there has been no changes to the Trustees or structure, governance and management during the reporting period.

The current trustees are Fergus Chalmers, Linda Rout, Thomas Bristow and Christopher Bellis. In addition to the trustees, the CIO had 5 other members at the end of the reporting period.

2. Reporting Period

This Report covers the period 1st April 2022 up to and including 31st March 2023

3. Object

The objects of the CIO are

The relief of sickness and the preservation of good health among people residing permanently or temporarily in Tonbridge, Tunbridge Wells, and the surrounding communities:

1. by the provision of trained Community First Responders (CFRs) to attend medical emergencies as directed by the South East Coast Ambulance service (SECAmb);
2. to advance the education and awareness of the general public in relation to cardiopulmonary resuscitation (CPR) by bystanders and the use of publicly accessible Automated External Defibrillators (AEDs);
3. to improve accessibility to Public Access Defibrillators (PADs) by members of the community.

Public Benefit Reporting

During the reporting period, the charity has furthered each element of its charitable objective as outlined above. The charity trustees have had regard to the Charity Commission's guidance on public benefit.

Community First Responders

During the reporting period, our volunteer Community First Responders provided **2,348 hours** on call and available to respond to medical emergencies in the community. During this time, our volunteers were directed by South East Coast Ambulance to **1,242 calls** and attended **998 patients** providing immediate medical care. **226 calls** were categorised as immediately life threatening, with a further **710 calls** requiring an immediate ambulance response.



CPR and AED Training and Awareness

During the reporting period our volunteers staged **6 public awareness events**, delivering CPR training to **82 members of the public**.

Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 8 Public Access Defibrillators through regular checks and replacement of consumables where required. We have also assisted others in maintaining their own devices, and have actively promoted registration of devices to make them publicly available.

Our volunteers have worked on identifying areas of need, and during the reporting period have delivered **3 additional Public Access Defibrillator sites** through direct fundraising.

4. Financial Review

At the end of the reporting period, the CIO held £10,472 in distributable reserves and retained profit. This includes £9,301 of reserves carried over from the previous financial year.

At the end of the reporting period, the CIO held £3,615 in capital assets and £6,860 in current assets.

Income

The CIO received £1,869 through sales, £5,182 through direct donations and fundraising and £1,200 through grant income.

Expenditure

The CIO spent £3,036 on cost of sales including provision of new directly funded defibrillator sites, £1,955 on administrative and running costs including £1,185 on CFR kit and equipment, and lost £2,089 through depreciation of assets.

Reserves

It is agreed that the CIO should hold a minimum of £2,500 in cash reserves at any time to ensure its operating costs can be covered in the event of a downturn in fundraising.



Appendix A

Financial Reports

Balance Sheet

Tonbridge & Tunbridge Wells CFR

As at 31 March 2023

	£	£
Capital Assets		
Computer Equipment Brought Forward	400	
Other Capital Asset Brought Forward	6,701	
Other Capital Asset Purchase	576	
Computer Equipment Depreciation Brought Forward	-133	
Other Capital Asset Depreciation Brought Forward	-1,840	
Computer Equipment Depreciation In Year	-133	
Other Capital Asset Depreciation	-1,955	
Net Book Value	£3,615	
Current Assets	6,860	
Bank Account: Business Current Account	5,917	
Bank Account: Petty Cash	866	
Bank Account: PayPal	77	
less Current Liabilities		3
Suspense Account		3
Net Current Assets	£6,857	
Total Assets	£10,472	
Owner's Equity:		
Retained Profit		10,472
Total Owner's Equity		£10,472

Profit & Loss
Tonbridge & Tunbridge Wells CFR
Accounting Year 2022/23

	Debit	Credit
Turnover		7,051
Sales		1,869
Donations		5,182
<i>add Other Income</i>		1,200
Grant Income		1,200
<i>less Cost of Sales</i>	2,681	
Cost of Sales	2,386	
Subcontractor Costs	295	
<i>less Administration Expenses</i>	2,310	
CFR Equipment	1,163	
PAD Consumables	44	
Web Hosting	30	
Office Equipment	179	
Internet & Telephone	35	
Stationery	50	
Miscellaneous	77	
Accommodation	377	
Advertising and Promotion	49	
Bank/Finance Charges	3	
Insurance	304	
<i>less Depreciation</i>	2,089	
Depreciation Charge	2,089	

Operating Profit	£1,171
<i>less</i> Drawings	£0
<i>less</i> Profit & Loss journal entries	£0
Retained Profit this period:	£1,171
Retained Profit brought forward:	£9,301
Distributable Reserves / Retained Profit carried forward:	£10,472

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1. Charity Information

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The CIO is governed by our first edition **Constitution dated April 2021**, and there has been no changes to the Trustees or structure, governance and management during the reporting period.

The current trustees are Fergus Chalmers, Linda Rout, Thomas Bristow and Christopher Bellis. In addition to the trustees, the CIO had 6 other members at the end of the reporting period.

2. Reporting Period

This Report covers the period 27th April 2021 up to and including 31st March 2022

3. Object

The objects of the CIO are

The relief of sickness and the preservation of good health among people residing permanently or temporarily in Tonbridge, Tunbridge Wells, and the surrounding communities:

1. **by the provision of trained Community First Responders (CFRs) to attend medical emergencies as directed by the South East Coast Ambulance service (SECAmb);**
2. **to advance the education and awareness of the general public in relation to cardiopulmonary resuscitation (CPR) by bystanders and the use of publicly accessible Automated External Defibrillators (AEDs);**
3. **to improve accessibility to Public Access Defibrillators (PADs) by members of the community.**

Public Benefit Reporting

During the reporting period, the charity has furthered each element of its charitable objective as outlined above. The charity trustees have had regard to the Charity Commission's guidance on public benefit.

Community First Responders

During the reporting period, our volunteer Community First Responders provided **928 hours** on call and available to respond to medical emergencies in the community. During this time, our volunteers were directed by South East Coast Ambulance to **394 calls** and attended **313 patients** providing immediate medical care. **97 calls** were categorised as immediately life threatening, with a further **282 calls** requiring an immediate ambulance response.



CPR and AED Training and Awareness

During the reporting period our volunteers staged **9 public awareness events**, delivering CPR training to **449 members of the public**.

Improving accessibility to Public Access Defibrillators

During the reporting period, our volunteers directly maintained our network of 8 Public Access Defibrillators through regular checks and replacement of consumables where required. We have also assisted others in maintaining their own devices, and have actively promoted registration of devices to make them publicly available.

Our volunteers have worked on identifying areas of need, and during the reporting period have delivered **4 additional Public Access Defibrillator sites** through direct fundraising.

Over the last 6 months, our volunteers have been working with South East Coast Ambulance service and British Heart Foundation on the new National Defibrillator Network, The Circuit. We have been actively promoting registration with The Circuit, and our volunteers carry out regular checks of registered sites to ensure records are kept up to date at all times.

4. Financial Review

At the end of the reporting period, the CIO held £9,301 in distributable reserves and retained profit. This includes £3,346 of reserves carried over on incorporation of the CIO.

At the end of the reporting period, the CIO held £5,128 in capital assets and £4,173 in current assets.

Income

The CIO received £3,412 through sales, £3,417 through direct donations and fundraising and £6,612 through grant income.

Expenditure

The CIO spent £2,924 on cost of sales including provision of new directly funded defibrillator sites, £2,588 on administrative and running costs including £1,749 on CFR kit and equipment, and lost £1,973 through depreciation of assets.

Reserves

It is agreed that the CIO should hold a minimum of £2,500 in cash reserves at any time to ensure its operating costs can be covered in the event of a downturn in fundraising.



Appendix A

Financial Reports

Profit & Loss

Tonbridge & Tunbridge Wells CFR

Accounting Year 2021/22

	Debit	Credit
Turnover		6,829
Sales		3,412
Donations		3,417
add Other Income		6,612
Grant Income		6,612
less Cost of Sales	2,924	
Cost of Sales	2,708	
Subcontractor Costs	216	
less Administration Expenses	2,588	
CFR Equipment	1,749	
Web Hosting	149	
Office Equipment	98	
Stationery	70	
Miscellaneous	53	
Advertising and Promotion	221	
Postage	18	
Subscriptions	0	
Bank/Finance Charges	4	
Insurance	226	
less Depreciation	1,973	
Depreciation Charge	1,973	
Operating Profit		£5,955
less Drawings		-£3,346
less Profit & Loss journal entries		£0
Retained Profit this period:		£9,301
Retained Profit brought forward:		£0

Distributable Reserves / Retained Profit carried forward:

£9,301

Balance Sheet

Tonbridge & Tunbridge Wells CFR

As at 31 March 2022

	£	£
Capital Assets		
Computer Equipment Purchase	400	
Other Capital Asset Purchase	6,701	
Computer Equipment Depreciation In Year	-133	
Other Capital Asset Depreciation	-1,840	
Net Book Value	£5,128	
Current Assets	4,176	
Trade Debtors	230	
Bank Account: TTW CFR Old	169	
Bank Account: Business Current Account	3,613	
Bank Account: Petty Cash	109	
Bank Account: PayPal	55	
less Current Liabilities		3
Suspense Account		3
Net Current Assets	£4,173	
Total Assets	£9,301	
Owner's Equity:		
Retained Profit		9,301
Total Owner's Equity		£9,301