

Ongar and District Community Association

Charity No. 270668

Trustees' Report and Unaudited Accounts

31 March 2022

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The trustees present their report with the unaudited financial statements of the charity for the year ended 31 March 2022.

REFERENCE AND ADMINISTRATIVE DETAILS

Charity No. 270668

Principal Office

The Budworth Hall

High Street

Ongar

Essex

CM5 9JG

Trustees

The following trustees served during the year:

N. Harries (Resigned 29 June 2022)

D. Irving

M. Jenkins

Key Management Personnel

Chair

Roger Roles

Accountants

ANDREW BOWTLE MAAT LIMITED

Unit 27, Ongar Business Cent

The Gables, Fyfield Road

Ongar

Essex

CM5 0GA

Bankers

The Co-Operative Bank p.l.c.

P.O. Box 101

1 Balloon Street

Manchester

M60 4EP

Address Line 5

Solicitors

Address Line 5

Investment Advisors

Address Line 5

OBJECTIVES AND ACTIVITIES

To promote the benefits of the inhabitants of Ongar and the neighbourhood without distinction of sex, sexual origination, race or of political, religious or other opinions by associating the local authorities, voluntary organisations and inhabitants in a common effort to provide facilities in the interests of social welfare for recreation and leisure time occupation with the object of improving the conditions of life of the said inhabitants and to establish or to secure the establishment of a Community Centre and to maintain and manage, or to co-operate with any local statutory authority in the maintenance and management of, such a Centre for the activities promoted by the Association and its constituent bodies in furtherance of the aforementioned objects.

The main activities undertaken in relation to those purposes are the hiring of the Ballroom, Concert Room and Meeting Room and the rent of the Coffee Bar & Restaurant contained within the Budworth Hall. The main activities undertaken to further the charity's purposes for the public benefit are the letting of halls, rooms and other areas within the Budworth Hall. The Trustees have given due consideration to the Charity Commission's guidance on the public benefit requirement contained in Charity Commission Documents PB1, PB2 and PB3

ACHIEVEMENTS AND PERFORMANCE

The Charity has continued to market the halls to both the residents and sports and social organisations in the local area and has had some success in attracting more regular hirers catering for all ages. The funds generated from these additional lettings will enable the Trustees to continue the upkeep and maintenance, and improve the existing facilities, of the Grade II listed building.

A large charity must review its charitable activities undertaken, explaining performance achieved against objectives set ...

A large charity must include an explanation when material fundraising activities are undertaken, details of the performance achieved against fundraising objectives set ...

A large charity must provide an explanation when material investments are held, details of investment performance achieved against objectives set ...

A large charity must provide an explanation of any material expenditure occurred to raise income in the future...

A large charity must provide commentary on those significant positive and negative factors within and outside the charity's control which are relevant to the achievement of its objectives ...

FINANCIAL REVIEW

Reserves are held for the continued maintenance, upkeep and improvement of The Budworth Hall, a Grade II listed building, built in 1886

PLANS FOR FUTURE PERIODS

A large charity must provide a summary of the charity's plans for the future including its aims and objectives and details of any plans to achieve them ...

A large charity's report should explain the trustees perspective of the future direction of the charity...

STRUCTURE, GOVERNANCE AND MANAGEMENT

The Ongar and District Community Association is an unincorporated charity and is governed by the Constitution drawn up on 17th October 1996

The methods adopted for the recruitment and appointment of new trustees are to advertise within Ongar and district and then for the existing Trustees and the Executive Council members to interview the applicants. The existing Trustees and the Executive Council members will confer and, where more than one person has applied for the appointment, a vote will be taken and a majority decision will be reached.

Statement of trustees' responsibilities in relation to the financial statements

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

The trustees are responsible for keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the charity and to enable them to ensure that the financial statements comply with the Charities Act 2011, the applicable Charities (Accounts and Reports) Regulations, and the provisions of the Trust deed. The Trustees are also responsible for safeguarding the assets of the charity and hence taking reasonable steps for the prevention and detection of fraud and other irregularities.

Signed on behalf of the charity's trustees

D. Irving

Trustee

09 July 2022

Independent Examiner's Report to the trustees of Ongar and District Community Association

I report to the trustees on my examination of the financial statements of Ongar and District Community Association for the year ended 31 March 2022 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and the related notes.

Responsibilities and basis of report

As the charity's trustees you are responsible for the preparation of the financial statements in accordance with the requirements of the Charities Act 2011('the Act'). The trustees consider that an audit is not required for this year under the Charities Act 2011, s.144(2) (the 2011 Act) and that an independent examination is needed.

I report in respect of my examination of the charity's financial statements carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the 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 can 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:

- the accounting records were not kept in respect of the charity as required by section 130 of the Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the applicable requirements concerning the form and content of the financial statements set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the financial statements 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 financial statements to be reached.

RUTH RYAN

The Association of Accounting Technicians

AAT Licensed Bookkeeper (Licence No 1006055)

Member of The Association of Accounting Technicians

59 Kettlebury Way

Ongar

Essex

CM5 9HA

09 July 2022

Ongar and District Community Association
Statement of Financial Activities
for the year ended 31 March 2022

	Notes	Unrestricted funds 2022 £	Restricted funds 2022 £	Total funds 2022 £	Total funds 2021 £
Income and endowments from:					
Donations and legacies	3	399	-	399	197
Charitable activities	4	23,914	-	23,914	6,927
Investments	5	219	-	219	750
Other	6	17,064	-	17,064	23,668
Total		41,596	-	41,596	31,542
Expenditure on:					
Other	7	40,635	1,279	41,914	34,040
Total		40,635	1,279	41,914	34,040
Net gains on investments		-	-	-	-
Net expenditure	8	961	(1,279)	(318)	(2,498)
Transfers between funds		-	-	-	-
Net expenditure before other gains/(losses)		961	(1,279)	(318)	(2,498)
Other gains and losses					
Net movement in funds		961	(1,279)	(318)	(2,498)
Reconciliation of funds:					
Total funds brought forward		123,417	36,964	160,381	162,879
Total funds carried forward		124,378	35,685	160,063	160,381

Ongar and District Community Association

Balance Sheet

at 31 March 2022

Charity No. 270668

		2022 £	2021 £
Fixed assets			
Tangible assets	11	4,067	4,785
Investments	12	3	3
		<u>4,070</u>	<u>4,788</u>
Current assets			
Debtors	13	50,512	56,272
Cash at bank and in hand		114,122	104,944
		<u>164,634</u>	<u>161,216</u>
Creditors: Amount falling due within one year	14	(8,641)	(5,623)
Net current assets		155,993	155,593
Total assets less current liabilities		160,063	160,381
Net assets excluding pension asset or liability		<u>160,063</u>	<u>160,381</u>
Total net assets		<u>160,063</u>	<u>160,381</u>
The funds of the charity			
Restricted funds	15		
Restricted income funds		35,685	36,964
		<u>35,685</u>	<u>36,964</u>
Unrestricted funds	15		
General funds		124,378	123,417
		<u>124,378</u>	<u>123,417</u>
Reserves	15		
Total funds		<u>160,063</u>	<u>160,381</u>

Approved by the trustees on 09 July 2022

And signed on their behalf by:

D. Irving

Trustee

09 July 2022

1 Accounting policies

Basis of preparation

The financial statements have been prepared in accordance with Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011.

Change in basis of accounting or to previous accounts

There has been no change to the accounting policies (valuation rules and method of accounting) since last year and no changes have been made to accounts for previous years.

Fund accounting

Unrestricted funds	These are available for use at the discretion of the trustees in furtherance of the general objects of the charity.
Designated funds	These are unrestricted funds earmarked by the trustees for particular purposes.
Revaluation funds	These are unrestricted funds which include a revaluation reserve representing the restatement of investment assets at their market values.
Restricted funds	These are available for use subject to restrictions imposed by the donor or through terms of an appeal.

Income

Recognition of income	Income is included in the Statement of Financial Activities (SoFA) when the charity becomes entitled to, and virtually certain to receive, the income and the amount of the income can be measured with sufficient reliability.
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Income with related expenditure	Where income has related expenditure the income and related expenditure is reported gross in the SoFA.
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Donations and legacies	Voluntary income received by way of grants, donations and gifts is included in the the SoFA when receivable and only when the Charity has unconditional entitlement to the income.
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Tax reclaims on donations and gifts	Income from tax reclaims is included in the SoFA at the same time as the gift/donation to which it relates.
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Donated services and facilities	These are only included in income (with an equivalent amount in expenditure) where the benefit to the Charity is reasonably quantifiable, measurable and material.
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Volunteer help	The value of any volunteer help received is not included in the accounts.
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Investment income	This is included in the accounts when receivable.
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Gains/(losses) on revaluation of fixed assets	This includes any gain or loss resulting from revaluing investments to market value at the end of the year.
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Gains/(losses) on investment assets	This includes any gain or loss on the sale of investments.
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Expenditure

Recognition of expenditure	Expenditure is recognised on an accruals basis. Expenditure includes any VAT which cannot be fully recovered, and is reported as part of the expenditure to which it relates.
Expenditure on raising funds	These comprise the costs associated with attracting voluntary income, fundraising trading costs and investment management costs.
Expenditure on charitable activities	These comprise the costs incurred by the Charity in the delivery of its activities and services in the furtherance of its objects, including the making of grants and governance costs.
Grants payable	All grant expenditure is accounted for on an actual paid basis plus an accrual for grants that have been approved by the trustees at the end of the year but not yet paid.
Governance costs	These include those costs associated with meeting the constitutional and statutory requirements of the Charity, including any audit/independent examination fees, costs linked to the strategic management of the Charity, together with a share of other administration costs.
Other expenditure	These are support costs not allocated to a particular activity.

Taxation

The charity is exempt from tax on its charitable activities.

Tangible fixed assets and depreciation

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

Improvements to Premises	15% Straight Line
Furniture, fixtures and equipment	15% Reducing Balance

Freehold investment property

Investment properties are measured initially at cost and subsequently at fair value at each balance sheet date and are not depreciated. All gains or losses are taken to the Statement of Financial Activities as they arise.

Stocks

Stock is included at the lower of cost or net realisable value. Donated items of stock are recognised at fair value which is the amount the charity would have been willing to pay for the items on the open market.

Trade and other debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due.

Cash and cash equivalents

Cash and cash equivalents comprise cash at bank and on hand, demand deposits with banks and other short-term highly liquid investments with original maturities of three months or less and bank overdrafts. In the statement of financial position, bank overdrafts are shown within borrowings or current liabilities. In the Statement of Cash Flows, cash and cash equivalents are shown net of bank overdrafts that are repayable on demand and form an integral part of the company's cash management.

Trade and other creditors

Short term creditors are measured at the transaction price. Other creditors and provisions are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors and provisions are normally recognised at their settlement amount after allowing for any trade discounts due.

Research and development

Expenditure on research and development is written off in the year in which it is incurred.

Foreign currencies

Monetary assets and liabilities denominated in currencies other than the functional currency of the charity are translated at the rates of exchange prevailing at the end of the reporting period.

Transactions in currencies other than the functional currency of the charity are recorded at the rate of exchange on the date that the transaction occurred.

All exchange differences are taken into account in arriving at net income/expenditure.

Leased assets

Where the charity enters into a lease which entails taking substantially all the risks and rewards of ownership of an asset, the lease is treated as a finance lease.

Leases which do not transfer substantially all the risks and rewards of ownership to charity are classified as operating leases.

Assets held under finance leases are initially recognised as assets of the charity at their fair value at the inception of the lease or, if lower, at the present value of the minimum lease payments. The corresponding liability to the lessor is included in the balance sheet date as a finance lease obligation. Lease payments are apportioned between finance expenses and reduction of the lease obligation so as to achieve a constant rate of interest on the remaining balance of the liability. Finance expenses are recognised immediately, unless they are directly attributable to qualifying assets, in which case they are capitalised in accordance with the charity's policy on borrowing costs.

Assets held under finance leases are depreciated in the same way as owned assets.

Operating lease payments are recognised as an expense on a straight-line basis over the lease term. In the event that lease incentives are received to enter into operating leases, such incentives are recognised as a liability. The aggregate benefit of incentives is recognised as a reduction of rental expense on a straight-line basis.

Pension costs

The charity operates a defined contribution plan for its employees. A defined contribution plan is a pension plan under which the charity pays fixed contributions into a separate entity. Once the contributions have been paid the charity has no further payments obligations. The contributions are recognised as expenses when they fall due. Amounts not paid are shown in accruals in the balance sheet. The assets of the plan are held separately from the charity in independently administered funds.

Receipt of donated goods, facilities and services

All donated goods, facilities and services received are recognised within incoming resources and expenditure at an estimate of the value to the charity.

2 Statement of Financial Activities - prior year

	Unrestricted funds 2021 £	Restricted funds 2021 £	Total funds 2021 £
Income and endowments from:			
Donations and legacies	197	-	197
Charitable activities	6,927	-	6,927
Investments	750	-	750
Other	23,668	-	23,668
Total	31,542	-	31,542
Expenditure on:			
Other	34,040	-	34,040
Total	34,040	-	34,040
Net income	(2,498)	-	(2,498)
Net income before other gains/(losses)	(2,498)	-	(2,498)
Other gains and losses:			
Net movement in funds	(2,498)	-	(2,498)
Reconciliation of funds:			
Total funds brought forward	125,915	36,964	162,879
Total funds carried forward	123,417	36,964	160,381

3 Income from donations and legacies

	Unrestricted	Total 2022	Total 2021
	£	£	£
General donations	399	399	197
	399	399	197

4 Income from charitable activities

	Unrestricted	Total 2022	Total 2021
	£	£	£
Lettings of halls	19,983	19,983	5,227
Rent from Coffee Bar & Restaurant	3,000	3,000	1,515
Coffee Bar & Restaurant maintenance costs recharged	361	361	47
Coffee Bar & Restaurant utility costs recharged	570	570	138
	23,914	23,914	6,927

5 Income from investments

	Unrestricted	Total 2022	Total 2021
	£	£	£
Bank interest received	219	219	750
	<u>219</u>	<u>219</u>	<u>750</u>

6 Other income

	Unrestricted	Total 2022	Total 2021
	£	£	£
Affiliations	-	-	184
COVID related grants received	17,064	17,064	23,484
	<u>17,064</u>	<u>17,064</u>	<u>23,668</u>

7 Other expenditure

	Unrestricted	Restricted	Total 2022	Total 2021
	£	£	£	£
Employee costs	16,836	-	16,836	18,467
Premises costs	10,693	-	10,693	5,506
Amortisation, depreciation, impairment, profit/loss on disposal of fixed assets	718	-	718	844
General administrative costs	8,132	-	8,132	7,138
Legal and professional costs	4,256	1,279	5,535	2,085
	<u>40,635</u>	<u>1,279</u>	<u>41,914</u>	<u>34,040</u>

8 Net expenditure before transfers

	2022	2021
	£	£
This is stated after charging: Depreciation of owned fixed assets	718	844

9 Trustee remuneration and expenses

	2022 Number	2021 Number
The nature of the reimbursed expenses	No expenses were paid to trustees during the year	

10 Staff costs

	2022	2021
Salaries and wages	16,811	18,467
	<u>16,811</u>	<u>18,467</u>

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

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

	2022 Number	2021 Number
Administration and maintenance	1	1
	<u>1</u>	<u>1</u>

The Ongar and District Community Association has a Workplace Pension fund administered by NEST although those members of staff eligible for the Workplace Pension have opted out of the scheme

11 Tangible fixed assets

	Improvements to Premises £	Furniture, fixtures and equipment £	Total £
Cost or revaluation			
At 1 April 2021	-	40,092	40,092
At 31 March 2022	<u>-</u>	<u>40,092</u>	<u>40,092</u>
Depreciation and impairment			
At 1 April 2021	-	35,307	35,307
Depreciation charge for the year	-	718	718
At 31 March 2022	<u>-</u>	<u>36,025</u>	<u>36,025</u>
Net book values			
At 31 March 2022	<u>-</u>	<u>4,067</u>	<u>4,067</u>
At 31 March 2021	<u>-</u>	<u>4,785</u>	<u>4,785</u>

12 Investments

	Other investments - Unlisted £	Total £
Cost or revaluation		
At 1 April 2021	3	3
At 31 March 2022	<u>3</u>	<u>3</u>
Net book values		
At 31 March 2022	<u>3</u>	<u>3</u>
At 31 March 2021	<u>3</u>	<u>3</u>

Shares held in Budworth Trading Company

13 Debtors

	2022	2021
	£	£
Trade debtors	5,694	3,364
VAT recoverable	968	427
Other debtors	41,579	50,579
Prepayments and accrued income	2,271	1,902
	<u>50,512</u>	<u>56,272</u>

14 Creditors:

amounts falling due within one year

	2022	2021
	£	£
Trade creditors	1,310	(251)
Other taxes and social security	(160)	102
Other creditors	5,245	5,110
Accruals	1,030	662
Deferred income	1,216	-
	<u>8,641</u>	<u>5,623</u>

15 Movement in funds

	At 1 April 2021	Incoming resources (including other gains/losses) £	Resources expended £	At 31 March 2022 £
Restricted funds:				
Restricted income funds:				
Funds received from The Shelley Community Hall Association	36,964	-	(1,279)	35,685
<i>Total</i>	<u>36,964</u>	<u>-</u>	<u>(1,279)</u>	<u>35,685</u>
Unrestricted funds:				
General funds	123,417	41,596	(40,635)	124,378
Total funds	<u>160,381</u>	<u>41,596</u>	<u>(41,914)</u>	<u>160,063</u>

Purposes and restrictions in relation to the funds:

Restricted funds:

Funds received from The Shelley Community Hall Association To provide a Community Centre for the residents of Shelley and Ongar

16 Analysis of net assets between funds

	Unrestricted funds	Total
	£	£
Fixed assets	4,067	4,067
Investments	3	3
Net current assets	155,993	155,993
	<u>160,063</u>	<u>160,063</u>

17 Reconciliation of net debt

	At 1 April 2021	Cash flows	At 31 March 2022
	£	£	£
Cash and cash equivalents	104,944	9,178	114,122
	<u>104,944</u>	<u>9,178</u>	<u>114,122</u>
Net debt	<u>104,944</u>	<u>9,178</u>	<u>114,122</u>

18 Related party disclosures

<i>Name of related party</i>	Budworth Trading Company Limited
<i>Description of relationship between the parties</i>	Trading activities of the charity
<i>Description of transaction and general amounts involved</i>	At the year end, the trading company owed the charity £41,579. As at 31st March 2022 the Balance Sheet total of the subsidiary company was £14

Ongar and District Community Association

Statement of Cash flows

for the year ended 31 March 2022

	2022 £	2021 £
Cash flows from operating activities		
Net expenditure per Statement of Financial Activities	(318)	(2,498)
Adjustments for:		
Depreciation of property, plant and equipment	718	844
Dividends, interest and rents from investments	(17,283)	(24,418)
Decrease/(Increase) in trade and other receivables	5,760	(1,485)
Increase/(Decrease) in trade and other payables	1,802	(2,479)
Net cash used in operating activities	<u>(9,321)</u>	<u>(30,036)</u>
Cash flows from investing activities		
Dividends, interest and rents from investments	17,283	24,418
Net cash from investing activities	<u>17,283</u>	<u>24,418</u>
Net cash from financing activities	<u>-</u>	<u>-</u>
Net increase/(decrease) in cash and cash equivalents	7,962	(5,618)
Cash and cash equivalents at the beginning of the year	104,944	113,338
Cash and cash equivalents at the end of the year	<u>112,906</u>	<u>107,720</u>
Components of cash and cash equivalents		
Cash and bank balances	114,122	104,944
	<u>114,122</u>	<u>104,944</u>

Ongar and District Community Association
Detailed Statement of Financial Activities
for the year ended 31 March 2022

	Unrestricted funds		Total funds	Total funds
	2022	2022	2022	2021
	£	£	£	£
Income and endowments from:				
Donations and legacies				
General donations	399	-	399	197
	<u>399</u>	<u>-</u>	<u>399</u>	<u>197</u>
Charitable activities				
Lettings of halls	19,983	-	19,983	5,227
Rent from Coffee Bar & Restaurant	3,000	-	3,000	1,515
Coffee Bar & Restaurant maintenance costs recharged	361	-	361	47
Coffee Bar & Restaurant utility costs recharged	570	-	570	138
	<u>23,914</u>	<u>-</u>	<u>23,914</u>	<u>6,927</u>
Investments				
Bank interest received	219	-	219	750
	<u>219</u>	<u>-</u>	<u>219</u>	<u>750</u>
Other				
Affiliations	-	-	-	184
COVID related grants received	17,064	-	17,064	23,484
	<u>17,064</u>	<u>-</u>	<u>17,064</u>	<u>23,668</u>
Total income and endowments	41,596	-	41,596	31,542
Expenditure on:				
Employee costs				
Salaries/wages	16,811	-	16,811	18,467
Staff welfare	25	-	25	-
	<u>16,836</u>	<u>-</u>	<u>16,836</u>	<u>18,467</u>
Premises costs				
Rates	667	-	667	95
Light, heat and power	5,046	-	5,046	2,002
Premises cleaning	607	-	607	795
Premises repairs and maintenance	2,148	-	2,148	1,692
Other premises costs	2,225	-	2,225	922
	<u>10,693</u>	<u>-</u>	<u>10,693</u>	<u>5,506</u>
General administrative costs, including depreciation and amortisation				
Depreciation of Improvements to Premises	-	-	-	-

Ongar and District Community Association
Detailed Statement of Financial Activities

Depreciation of Furniture. fixtures and equipment	718	-	718	844
General insurances	6,523	-	6,523	5,501
Postage and couriers	18	-	18	-
Stationery and printing	239	-	239	538
Subscriptions	709	-	709	396
Telephone, fax and broadband	643	-	643	703
	<u>8,850</u>	<u>-</u>	<u>8,850</u>	<u>7,982</u>
Legal and professional costs				
Accountancy and bookkeeping	2,977	-	2,977	2,085
Consultancy fees	1,279	1,279	2,558	-
	<u>4,256</u>	<u>1,279</u>	<u>5,535</u>	<u>2,085</u>
Total of expenditure of other costs	<u>40,635</u>	<u>1,279</u>	<u>41,914</u>	<u>34,040</u>
Total expenditure	40,635	1,279	41,914	34,040
Net gains on investments	-	-	-	-
	<u>961</u>	<u>(1,279)</u>	<u>(318)</u>	<u>(2,498)</u>
Net expenditure				
Net expenditure before other gains/(losses)	<u>961</u>	<u>(1,279)</u>	<u>(318)</u>	<u>(2,498)</u>
Other Gains	-	-	-	-
Net movement in funds	<u>961</u>	<u>(1,279)</u>	<u>(318)</u>	<u>(2,498)</u>
Reconciliation of funds:				
Total funds brought forward	123,417	36,964	160,381	162,879
Total funds carried forward	<u>124,378</u>	<u>35,685</u>	<u>160,063</u>	<u>160,381</u>