



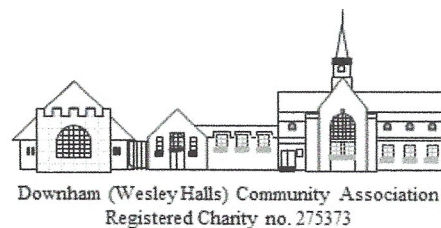
Downham (Wesley Halls) Community Association  
Registered Charity no. 275373

## DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION

### REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31ST MARCH 2021

DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021

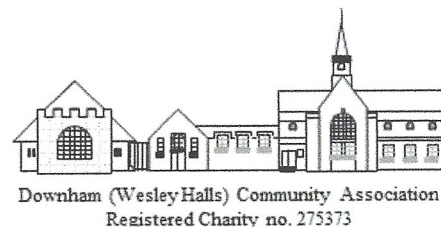


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DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
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FOR THE YEAR ENDED 31ST MARCH 2021



**Legal and Administrative Information**

**Status:** The organisation is an unincorporated association formed under a trust deed and registered as a charity numbered 275373. The Trust Deed sets out the charity's objects and powers and how it is to be governed.

**Trustees:** Kristina Green (chair)  
Gwen Smith (secretary)  
Vera Ward (treasurer)  
Maxeen Blackman  
Margarita Paul  
Lynn Edwards

**Office:** Downham (Wesley Halls) Community Association  
2 Shroffold Road,  
London BR1 5PE  
Tel: 0208-698-1464

**Independent Examiner:** Stuart Edwards & Co  
Kemp House  
152-160 City Road  
London EC1V 2NX

**Bankers:** Barclays Bank PLC  
Leicester  
LE87 2BB

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## The term “we” and “our” is being used throughout for “the Trustees”

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The trustees present their report along with the charity’s financial statements for the year ended 31st March 2021. The financial statements comply with the charity’s trust deed and applicable law.

### **The trustees**

The appointment of trustees is carried out in accordance with the Trust Deed which governs the conduct of the charity. In order to be accepted as a trustee, the candidates need to be elected onto the committee as an advisor first of all thereafter the advisors are required to attend the committee meetings regularly for one year. If they prove to have the right skills and aptitude and are worthy of the trusteeship then they automatically become a trustee of the association the following year. If an advisor, or a trustee, misses three meetings in succession without extending adequate apologies then they shall no longer be able to serve on the management committee of the association. The AGM of the Association is advertised locally 2 weeks prior to the AGM meeting.

### **The Association’s Purpose is:**

- To operate a Community Centre providing affordable facilities for the local multicultural communities in pursuance of social welfare for recreation, education, and leisure-time well-being.
- To enable people to pursue their interests in a safe and welcoming environment.
- to enable and facilitate the development of small businesses and charities
- to act as a disseminator of information
- to be part of a wider network of local charitable organisations

### **Development, Activities and Achievements to Benefit the Public**

In planning the Centre programme the trustees keep in mind the Charity Commission’s guidance on public benefit. They consider that in these terms the performance of the charity this year had been very good whilst managing its financial position to a very tight budget.



### **Change of the Association's Lease conditions**

Our centre was identified by the council as providing a "core provision within the borough" and in order to bring it in line with other similar community centres within the borough the council offered to change the Association's lease either by "deed of variation" or "side letter". A "side letter" to the Lease Agreement was eventually agreed and signed on 9<sup>th</sup> April 2018 with a proviso that the Association accepted a full responsibility for the management, repairs and maintenance and health and safety compliance with respect to the buildings and its grounds. The requirements of the "side letter" commenced from 12<sup>th</sup> January 2017 in return for a peppercorn rent. From January 12<sup>th</sup> 2017 the Association has accepted the responsibility for all maintenance and repairs and safeguarding of the premises. However, the association shall still be required to pay for the insurances, business rates, gas, electricity, communications and the workers' wages. The organisation shall comply with regular legally required health and safety compliance tests such as: water condition against Legionella bacteria, fire safety equipment, alarm and premises tests and Portable Electrical Appliance Tests.

### **Covid 19 Lockdown**

On 18<sup>th</sup> March 2020 all activities stopped; - and the centre officially closed down as per the government's advice to combat the impending Covid 19 infection pandemic.

Throughout the lockdown period the senior premises officer, Joe Clements, was placed on furlough and he returned to work on 7<sup>th</sup> June 2021.

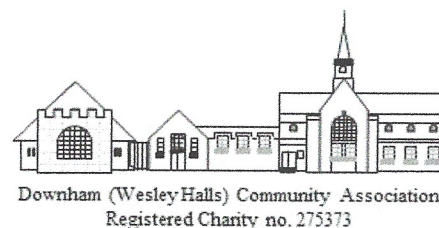
The Centre reopened on 12<sup>th</sup> April 2021.

Whilst the Centre was at lockdown we took the opportunity to repaint, reorganise storage spaces and clean the halls and take stock of equipment and furniture.

Before reopening the Centre and to comply with the government's guidelines about the restriction of the spread of Covid 19 -:

- we removed furniture that was covered in fabric out of the reception because it could not be easily cleaned regularly;
- we purchased 2 upright sanitising stands.
- we registered with the NHS for their track and trace scheme
- Increased our cleaning regime
- introduced a one-way system for people's movements.
- Wore face protection masks at all times and endured the self-distancing regime.
- We displayed various covid compliance information in strategic points.
- Singing was not allowed
- All of the doors and windows are ill-fitting and are draughty and the Centre does not have air-conditioning therefore ventilation was not an issue. Regardless of this Brighter Horizons kept all the doors to outside open at all times.

DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
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FOR THE YEAR ENDED 31ST MARCH 2021



On 12<sup>th</sup> April 2021 – The Brighter Horizons charity for people with disabilities were the first group to restart their operations at the Centre . As they were the first organisation to return they had the advantage of having the premises to themselves and thus they were able to comply with all the government’s guidelines.

They divided their service users into “bubbles” where only a limited number of people were able to attend. They kept to the distancing rules and they wore all necessary personal protective equipment. To have a good ventilation of the premises they kept the doors open throughout the duration of their stay which, needless to say, our energy bills sky-rocketed in that period.

**Corona, an energy supplier of gas**

The Centre received supply of gas via Lewisham Council who purchase the energy from a energy supplier Corona Energy. Following lot of problems with the Corona Energy Supplier the Council have now changed the provider to Total Energies Gas & Power Limited.

**Repairs and maintenance of the building**

Throughout the year we have undertaken many repairs to the building i.e. repaired leaking taps, flushing units, changed many lights, repaired damaged doors, repaired gas boilers, cleared gutters and repaired a several parts of the flat roofs as well as carried out statutory safety compliance tests. We changed all automatic light switches to manual ones in order to save energy. The automatic light switches tended to stay on for much longer than they need to be turned on.

**Groups that regularly operated from our Centre are:** (in alphabetical order)

Adult Learning Lewisham – supported learning & Mindlift courses\_ World of Music, Dance experience, short mat bowls and sport fitness.

Brighter Horizons Inc. Org. Charity – a full-time provision for people with learning and physical disabilities

CDK Martial Arts Clubs : Tae Kwon Do & Muay Thai classes for children, adults and families

Cheer London Allstarz – cheerleading and gymnastics classes for children and adults

Community Choir – choir for young adults onwards

Cooper School of Dance and Theatre Art – classes for children and adults teaching dance and theatre art

First Steps –Parent/Carer baby & toddler club – a self-help group organised and run by volunteers

Jujitsu Marshall Arts Clubs for children and adults

Sacred Church of Africa Ministry – regular worship and gatherings

Seventh Day Adventist Church – regular worship and gatherings

Shekinah House of Praise Ministry - regular worship and gatherings

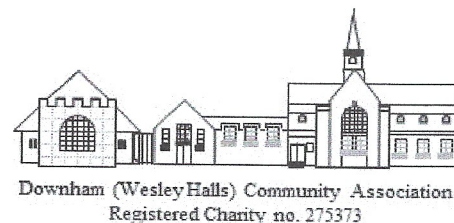
The Pathfinder Club – for young people from 10 years of age

Welcome Lunch Club - a self-help group organised and run by volunteers on Fridays

Ageing-well Silver Lunch Club – organised by Age UK on Thursday



DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
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FOR THE YEAR ENDED 31ST MARCH 2021



Throughout the lockdown period we had many enquiries about reopening of the centre unfortunately because of the uncertainty of the restarting we had to put many groups off; however, as soon as the lock-down was cancelled we were able to re-establish all of the pre-lockdown programme.

**Our future plans are to:**

- As the lease with Lewisham Council is coming to an end at the end of September 2021; - to discuss and renegotiate a new future for the Centre aiming to protect all of the programme that currently runs at Wesley Halls. (Before we returned from the lockdown we have been advised of an 18 months extension to the lease that would expire in March 2023.
- to maintain the premises to a good standard
- to liaise with external partners
- to continue providing a safe environment for local people to meet, learn, train and enjoy their lives.
- To regularly review the association's financial and management procedures to safeguard the longevity of the association.
- To be conscious of the energy consumption to minimise the centre's carbon footprint
- To secure funding from external grant-giving organisations to help finance new initiatives

**Thanks**

It is because of our dedicated workers and volunteers that the Centre is able to manage the centre to stay open 7 days a week up to 13 hours per day. We need to extend our thanks to them all. We would like to thank Colin Stevens and his associates for voluntarily maintaining the large lawns and the border bushes outside of our building throughout the lockdown (the Centre was closed but the grass never stopped growing !!)

**Approval**

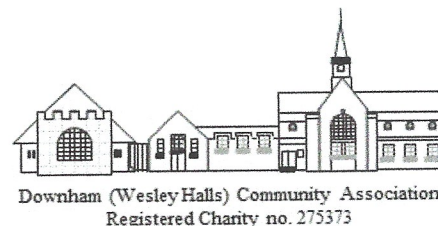
This report was approved by of the Association's trustees and signed on their behalf by:

Kristina Green  
Chair of the Management Committee

Vera Ward  
Treasurer of the Management Committee

30/9/2021.....Date

DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
REPORT AND FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021



**Independent Examiner's Report to the Trustees of Downham (Wesley Halls)**

**Community Association**

I report to the charity trustees on my examination of the accounts of the charity for the year ended 31<sup>st</sup> March 2021 which are set out on pages 9 to 14.

**Responsibilities and basis of report**

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

I report in respect of my examination of the charity's accounts carried out under section 145 of the 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 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. the accounting records were not kept in respect of the charity 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.

*Stuart Edwards*

Stuart Edwards, Chartered Accountant

Kemp House, 152-160 City Road,

LONDON, EC1V 2NX

.....30.9.21.....Date

**DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

	Notes	<u>Restricted</u> <u>Funds</u> £	<u>Unrestricted</u> <u>Funds</u> £	<u>Total</u> £	<u>2020</u> <u>Restricted</u> <u>Funds</u> £	<u>2020</u> <u>Unrestricted</u> <u>Funds</u> £	<u>2020</u> <u>Total</u> £
<b>Income and endowments from:</b>							
Voluntary Income: Donations	2	-	-	-	211	11	222
Investment Income: Bank Interest			86	86	-	286	286
<b>Charitable Activities</b>							
Grant Income	2	-	25,000	25,000	-	-	-
Centre Income	2	17,182	14,133	31,315	-	82,840	82,840
<b>Total Income</b>		<b>17,182</b>	<b>39,219</b>	<b>56,401</b>	<b>211</b>	<b>83,137</b>	<b>83,348</b>
<b>Expenditure</b>							
Raising Funds			-	-	-	-	-
Charitable Activities	3	17,182	33,638	50,820	-	89,175	89,175
<b>Total Expenditure</b>		<b>17,182</b>	<b>33,638</b>	<b>50,820</b>	<b>-</b>	<b>89,175</b>	<b>89,175</b>
<b>Net Income/Expenditure for the year</b>		<b>-</b>	<b>5,581</b>	<b>5,581</b>	<b>211</b>	<b>(6,038)</b>	<b>(5,827)</b>
<b>Transfer Between Funds</b>				-	-	-	-
Net Movement in funds		-	5,581	5,581	211	(6,038)	(5,827)
Funds balances at 1 April 2020		2,653	126,963	129,616	2,442	133,001	135,443
<b>Funds balances at 31 March 2021</b>	<b>12/13</b>	<b>2,653</b>	<b>132,544</b>	<b>135,197</b>	<b>2,653</b>	<b>126,963</b>	<b>129,616</b>

All the charity's operations are classed as continuing.

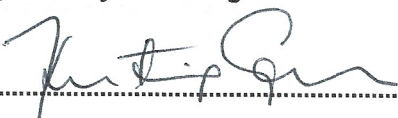
**STATEMENT OF TOTAL RECOGNISED GAINS AND LOSSES**

There were no recognised gains and losses other than those included in the Statement of Financial Activities

**DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION**  
**BALANCE SHEET**  
**AS AT 31ST MARCH 2021**

	<u>Notes</u>	<u>2021</u>	<u>2020</u>
		£	£
<b>TANGIBLE FIXED ASSETS</b>	<b>8</b>	<b>50</b>	<b>50</b>
<b>CURRENT ASSETS</b>			
Debtors & Prepayments	9	3,275	11,262
Cash at Bank		<u>135,678</u>	<u>119,978</u>
		<u>138,953</u>	<u>131,240</u>
<b>CREDITORS : Amounts falling due within one year</b>	<b>10</b>		
		<u>3,806</u>	<u>1,674</u>
		<u>3,806</u>	<u>1,674</u>
		<b>135,147</b>	<b>129,566</b>
<b>NET ASSETS</b>		<u><b>135,197</b></u>	<u><b>129,616</b></u>
<b>Reserves</b>		£	£
General Funds	13	80,044	74,463
Designated Funds	13	<u>52,500</u>	<u>52,500</u>
		<b>132,544</b>	<b>126,963</b>
Restricted Funds	12	2,653	2,653
<b>TOTAL CHARITY FUNDS</b>		<u><b>135,197</b></u>	<u><b>129,616</b></u>

Approved by the management committee and signed on its behalf:

..... Kristina Green ( Chair)

..... Vera Ward ( Treasurer)

on 30-9-21..... Date

The notes on pages 11 to 14 form part of these financial statements.



DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021

1. ACCOUNTING POLICIES

- a) The accounts are prepared in accordance with 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 (FRS102) (as amended for accounting periods commencing from 1 January 2016).  
The charity is a Public Benefit Entity as defined by FRS102.  
The accounts are prepared in sterling, which is the functional currency of the charity. The accounts have been prepared under the historical cost convention. The principal accounting policies adopted are set out below.
- b) Donations and gifts are included in the Statement of Financial Activities when receivable. The value of services provided by volunteers has not been included.
- c) Grants, including those for the purchase of fixed assets, are recognised in the Statement of Financial Activities in the year in which they are receivable.
- d) Incoming resources are included when receivable.
- e) Resources expended are recognised in the period in which they are incurred. Resources expended include attributable VAT which cannot be recovered.
- f) Costs are allocated to activities on the basis of the funding agreements with overhead costs being apportioned on the basis of estimates of staff time attributable to each activity.
- g) Office equipment with a useful life greater than one year and a purchase price
- h) Unrestricted funds are donations and other incoming resources receivable or generated for the objects of the charity without further specified purpose and are available as general funds.
- i) Designated funds are unrestricted funds earmarked by the management committee for particular purposes.
- j) Restricted funds are to be used for specific purposes as laid down by the donor. Expenditure which meets these criteria is charged to the fund together with any other costs agreed by the donor.
- k) Pension provision is provided through a defined contribution scheme and the pension charge represents the amount payable by the charity to the fund in the year.
- l) Trade and other debtors are recognised at the settlement amount due after any discount offered. Prepayments are valued at the amount prepaid net of any discounts due.
- m) Cash at bank and in hand includes cash and short term highly liquid investments with a short maturity of three months or less from the date of acquisition or opening of the deposit or similar account.
- n) Creditors and provisions are normally recognised at their settlement amount after allowing for any discounts due.
- o) The charity has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021

	<u>Restricted</u>	<u>Unrestricted</u>	<u>Total</u>	<u>2020</u> <u>Restricted</u>	<u>2020</u> <u>Unrestricted</u>	<u>2020</u> <u>Total</u>
<b>2a Voluntary Income</b>						
Donations			-	211	11	222
<b>2b Grant &amp; Contracts:</b>	<u>Funds</u>	<u>Funds</u>		<u>Funds</u>	<u>Funds</u>	
L.B.Lewisham :	£	£	£	£	£	£
Covid Support		25,000	25,000	-	-	-
	-	25,000	25,000	-	-	-
<b>2c Centre Income:</b>	£	£	£	£	£	£
User Groups		10,448	10,448		69,707	69,707
Events & Meetings		1,245	1,245		9,452	9,452
Energy Feed In Tariff		2,150	2,150		3,681	3,681
HMRC CVJRS Support	17,182		17,182	-	-	-
Sundry Income		290	290			
	17,182	14,133	31,315	-	82,840	82,840
<b>3a</b>						
<b>CHARITABLE ACTIVITIES</b>	£	£	£	£	£	£
Staff Costs	17,182	9,095	26,277		49,858	49,858
Premises		21,672	21,672		36,141	36,141
Communications		1,921	1,921		2,205	2,205
	17,182	32,688	49,870	-	88,204	88,204
<b>3b GOVERNANCE COSTS</b>	£	£	£	£	£	£
Independent Examiner's Fee		950	950		950	950
Legal Expenses		-	-		-	-
Meeting Expenses		-	-		21	21
	-	950	950	-	971	971

**4. NET INCOMING RESOURCES FOR THE YEAR**

This is stated after charging

	£	£
Accountants Fees:		
Independent Examination Fee	950	950

**5. STAFF COSTS AND NUMBERS**

	£	£
Salaries and Staff Payments	25,824	51,638
Employers NI	-	-
Pension Contribution	453	302
	26,277	51,940

No employee received emoluments of more than £60,000.

Particulars of employees:

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

Centre Manager or Equivalent	0.8	0.8
	0.8	0.8

**6. TAXATION**

The trust is currently exempt from income tax due to the charitable nature of its' activities.

**7. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS**

No trustee received any remuneration during the year (2020-£Nil). No travel or personal expenses were reimbursed to trustees during the year. (2020 £Nil)

No trustee or other person related to the charity had any personal interest in any contract or transaction entered into by the charity during the year .  
(2020-None)

**DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

**8. TANGIBLE FIXED ASSETS**

	Centre Equipment	Total
Cost	£	£
Opening Balance	8,400	8,400
Additions		
Closing Balance	<u>8,400</u>	<u>8,400</u>
Depreciation		
Opening Balance	8,350	8,350
Charge for the year	-	-
Closing Balance	<u>8,350</u>	<u>8,350</u>
NET BOOK VALUE	<u>50</u>	<u>50</u>
LAST YEAR	<u>50</u>	<u>50</u>

The centre contents and equipment is insured for insurance purposes at a value of £2,904 and solar panels at a value of £31,767.

The charity leases the premises it occupies at 2 Shroffold Road, Bromley, BR1 5PE.

The lease runs for a twenty year term from the 29th September 2001.

A side letter to the lease was signed on 9th April 2018, in which in exchange for a peppercorn rent the charity took full responsibility for repairs and maintenance, and health and safety compliance with respect to the buildings and grounds. The requirements of the side letter commenced on 12th January 2017.

**9. DEBTORS & PREPAYMENTS**

	<u>2021</u>	<u>2020</u>
	£	£
Prepayments & Accrued Income	3,275	11,262
	<u>3,275</u>	<u>11,262</u>

**10. CREDITORS :Amounts falling due**

	£	£
within one year		
Taxation and Social Security	-	-
Other Creditors & Accruals	3,806	1,674
	<u>3,806</u>	<u>1,674</u>

**11. ANALYSIS OF NET ASSETS BETWEEN FUNDS**

	General	Designated	Restricted	Total
	£	£	£	£
Tangible Fixed Assets	50			50
Current Assets	83,800	52,500	2,653	138,953
Current Liabilities	(3,806)			(3,806)
Net Assets at 31st March 2021	<u>80,044</u>	<u>52,500</u>	<u>2,653</u>	<u>135,197</u>

**DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION  
NOTES FORMING PART OF THE FINANCIAL STATEMENTS  
FOR THE YEAR ENDED 31ST MARCH 2021**

**12. RESTRICTED FUNDS**

	Community Centre	Friends of Wesley Halls	Total
<b>INCOME</b>			
	£	£	£
L.B.Lewisham :	-	-	-
Sundry	-	-	-
	-	-	-
<b>EXPENDITURE</b>			
Staff Costs	-	-	-
Premises	-	-	-
Project Costs	-	-	-
	-	-	-
Surplus for the Year	-	-	-
Balance at 1st April 2020	-	2,653	2,653
Balance at 31st March 2021	-	2,653	2,653

**Purpose of Restricted Funds**

Friends of Wesley Hall: to develop services.

**13. MOVEMENT IN TOTAL FUNDS**

	At 1st April 2020	Incoming Resources	Outgoing Resources	At 31st March 2021
	£	£	£	£
Restricted Funds (Note12)	2,653	17,182	(17,182)	2,653
Unrestricted Funds				
Designated Fund	52,500			52,500
General Funds	74,463	39,219	(33,638)	80,044
Total Unrestricted Funds	126,963	39,219	(33,638)	132,544
Total Funds	129,616	56,401	(50,820)	135,197

**Purpose of Designated & General Funds**

The designated funds are earmarked in part to upgrade and repair the premises. The upgrade of the heating system and the replacement of windows which are both expected to be very costly. Repairs may also needed to the large hall roof. However designated funds may be applied to this in the event of any small shortfall in this funding. Building work is unfortunately generally more costly than expected since other work is usually identified after access has been established to the more difficult parts of the building such as the roof.

In addition major repair work could result in the closure of facilities to enable the repair work to be carried out and this could result in loss of income from users groups which may need to be funded from reserves.

The trustees earmark general funds to provide running costs equivalent to six month's expenditure in accordance with Charity Commission guidelines with a current target of £68,000.



**DOWNHAM (WESLEY HALLS) COMMUNITY ASSOCIATION**  
**APPENDIX TO THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31ST MARCH 2021**

	<u>2021</u>	<u>2020</u>
<b>1. Staff Costs</b>	£	£
Salaries & Staff Payments	24,717	49,018
Professional Fees	1,560	840
Training		
	<u>26,277</u>	<u>49,858</u>
<b>2. Premises</b>		
	£	£
Rent & Water Charges	707	1,084
Small Furniture & Equipment	1,907	
Repairs Renewals & Maintenance	9,218	5,785
Boiler Replacement	-	14,616
Cleaning	717	2,288
Alarms / Security	128	257
Light & Heat	5,655	9,446
Buildings Insurance	2,055	1,260
General Insurance	1,031	883
Sundry Expenses	254	522
Depreciation	-	-
	<u>21,672</u>	<u>36,141</u>
<b>3. Communications</b>		
	£	£
Telephone	1,342	1,783
Office	579	422
	<u>1,921</u>	<u>2,205</u>
<b>4. Governance Costs</b>		
	£	£
Independent Examination Fees	950	950
Legal Expenses		
Meetings Expenses		21
	<u>950</u>	<u>971</u>
<b>Total Spend</b>	<u>£</u>	<u>£</u>
	<u>50,820</u>	<u>89,175</u>