

**Leicester Rape Crisis Limited**

**Directors' report and financial statements**

**for the year ended 31st March 2013**

**Company registration number 04381572**

**Charity registration number 1095540**

**Cheyettes Ltd**

**Chartered Certified Accountants**

**Leicester**

**Leicester Rape Crisis Limited**  
**Financial statements**  
**for the year ended 31st March 2013**

**Contents**

	<b>Page</b>
Reference and administrative details	<b>1</b>
Directors' report	<b>2 - 5</b>
Auditors' report	<b>6 - 7</b>
Statement of financial activities	<b>8</b>
Income and expenditure account	<b>9</b>
Balance sheet	<b>10</b>
Notes to the financial statements	<b>11 - 16</b>
 <b>The following pages do not form part of the statutory accounts</b>	
Detailed income and expenditure account	<b>17 - 18</b>

**Leicester Rape Crisis Limited**

**Reference and administrative details  
at 31st March 2013**

Directors and trustees (at date of approval of report)	J. Avery C. Gunby M. Reynolds R.A. Thacker L. Wood	(appointed 27th February 2013)    (appointed 28th May 2012)
Secretary	L. Wood	
Company number	04381572	
Charity number	1095540	
Principal & registered office	21 Upper King Street Leicester LE1 6XF	
Auditors	Cheyettes Ltd 167 London Road Leicester LE2 1EG	
Bankers	Bank of Scotland P.O. Box 1,000 BX2 1LB	

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2013**

The trustees, who are also the directors of Leicester Rape Crisis Limited for the purposes of the Companies Act and hereafter referred to collectively as "the trustees", present their report and the audited financial statements for the year ended 31st March 2013. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005 in preparing the annual report and the financial statements of the charity.

#### **Reference and administrative details**

All reference and administrative information of the charity is either provided in the information on page 1 or set out hereunder.

#### **Structure, governance and management**

Leicester Rape Crisis Limited was incorporated as a company limited by guarantee on 26th February 2002. It is a registered charity, registration number 1095540 and is governed by its Memorandum and Articles of Association.

The trustees who served during the year are as stated below:

J. Avery	(appointed 27th February 2013)
C. Gunby	
M. Joshi	(resigned 27th February 2013)
M. Reynolds	
R.A. Thacker	
S.M. Tilley	(resigned 13th May 2013)
L. Wood	(appointed 28th May 2012)

Appointment of the trustees is governed by the Memorandum and Articles of Association. The trustees are authorised to appoint new trustees by resolution to fill vacancies arising during the year.

Trustees are recruited from current volunteers already working for Leicester Rape Crisis, through word of mouth and through advertising at Voluntary Action Leicester.

Comprehensive training is given to all new trustees by Voluntary Action Leicester and continuous training is available.

Whilst the business of the charity is managed by the board of trustees with all decisions taken being discussed at monthly committee meetings, the charity employs a part time manager to organise the day to day running of the centre; during the year this position has been held by a number of people on an interim basis and in April 2013, the charity confirmed the permanent appointment of Rajo Saira.

In addition, the charity employs two part time administrators to assist in ongoing operational matters and client care.

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2013**

R.A. Thacker, a trustee of the charity, provides bookkeeping and payroll services to the charity through RT Accountancy Services Limited. All services are provided on an arms-length basis and details of charges raised are included in the notes to the financial statements.

#### **Risk management**

The trustees operate a risk management policy which comprises the following :

- an ongoing review of the various risks which the charity faces in respect of the sector in which it operates;
- the establishment of systems, where considered necessary, to mitigate the risks identified;
- the implementation of such procedures to minimise the impact on the charity should those risks materialise.

In respect of non-financial risks such as Health and Safety, the trustees have examined operational and business uncertainties faced by the charity and have established appropriate systems in order to minimise potential risks.

#### **Objectives and activities**

The company was established for charitable purposes, in particular to prevent and relieve suffering caused to women who have been, or are potentially, subject to sexual abuse or harassment. Specifically it has continued to provide counselling, advice and support. As such, the activities are undertaken to further the charitable purposes for the public benefit.

In this respect, the charity relies upon unpaid volunteers who provide a wide range of skills and without whose support the charity would be unable to function. The charity therefore expresses its heartfelt gratitude to all those volunteers who have helped in the operating of the charity during the year.

#### **Achievements and performance**

During the year the charity received 1,426 helpline calls (2012 - 1,963) with 255 support and 729 counselling sessions provided (2012 - 675 and 1,129 respectively).

The charity has established and maintained relationships with partnership agencies and funders including the Police Signal Team; Juniper Lodge; LASS; First Step; Leicester Royal Infirmary; Womens Aid and the Victim Support and Domestic Violence Integrated Response Project. It has also been working alongside the Police and Leicester's Sexual Assault Referral Centre and been part of a Steering Group to develop the sexual violence strategy in Leicester city. As the charity now sees girls from the age of fourteen we also work in partnership with Social Services

The charity was successful in a bid submitted to Lloyds TSB for the funding of a part time child specific worker.

The charity provides a full training programme for its staff and during the year a variety of specialist training has been delivered to volunteers.

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2013**

#### **Operating leases**

The property is leased. The charity has carried out maintenance work to the building in accordance with the terms of the lease.

#### **Financial review and reserves policy**

It is the policy of the trustees to maintain a reasonable level of reserves designed to provide sufficient resources for the charity to continue in operation for the foreseeable future. The policy requires a regular ongoing review of the reserves that are available and those which will be required to fund operations and mitigate any adverse conditions that may arise. The Statement of Financial Activities shows a net surplus for the year of £29,056, including an unrestricted fund surplus of £22,492 and total free reserves of £81,714.

The present level of funding is considered adequate to support the continued operation of the Centre and the trustees consider the financial position to be satisfactory. The principal sources of funding for the charity have been grants from the three local authorities, the Ministry of Justice and Lloyds TSB Foundation for England and Wales. Other sustainable sources of funding are sought on an ongoing basis.

#### **Plans for future periods**

It is anticipated that the charity will continue operating and fundraising throughout the year. Other sources of funding are continually being identified and bids made. The Ministry of Justice Rape Support Fund was applied to in February 2011 and ongoing instalments of these funds continue to be received. This is a major contribution towards future sustainability together with funds from small grants received throughout the year.

The charity has been successful in a tendering bid for Leicester City Council Funding, the contract commencing on 4th November 2013.

It is proposed during 2012/13 that the charity will continue monitoring outgoings carefully to ensure it continues to stay within budget.

#### **Trustees' responsibilities in relation to the financial statements**

The trustees (who are also directors of Leicester Rape Crisis Limited for the purposes of company law) are responsible for preparing the annual report and the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of the affairs of the charitable company and of the incoming resources and application of resources, including its income and expenditure, of the charitable company for the year. In preparing these financial statements the trustees are required to:

## **Leicester Rape Crisis Limited**

### **Directors' report for the year ended 31st March 2013**

- select suitable accounting policies and apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent;
- state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in business.

The trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In so far as the trustees are aware:

- there is no relevant audit information (information needed by the charitable company's auditors in connection with preparing their report) of which the charitable company's auditors are unaware, and
- the trustees have taken all the steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

This report was approved by the Board on 20th November 2013 and signed on its behalf by

**M. Reynolds**  
**Chairperson**

## **Independent auditor's report to the members of Leicester Rape Crisis Limited**

We have audited the financial statements of Leicester Rape Crisis Limited for the year ended 31st March 2013 which comprise the Statement of Financial Activities, the Income and Expenditure Account, the Balance Sheet and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and the Financial Reporting Standard Applicable to Smaller Entities (effective April 2008).

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditors' report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

### **Respective responsibilities of trustees and auditors**

As explained more fully in the Trustees' Responsibilities Statement (set out in their annual report) the trustees' (who are also the directors of Leicester Rape Crisis Limited for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

### **Scope of the audit of the financial statements**

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Directors' Report to identify material inconsistencies with the audited financial statements. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

We have undertaken the audit in accordance with the requirements of APB Ethical Standards including APB Ethical Standard - Provisions Available for Small Entities, in the circumstances set out below:

In common with many other charities of this size and nature we are responsible, when required, for the preparation and submission of returns to the tax authorities and assisting with the preparation of the financial statements.

### **Opinion on the financial statements**

In our opinion :

- the financial statements give a true and fair view of the state of the charitable company's affairs as at 31st March 2013 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- the financial statements have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities; and
- the financial statements have been prepared in accordance with the requirements of the Companies Act 2006.



**Independent auditor's report to the members of  
Leicester Rape Crisis Limited**

**Opinion on other matter prescribed by the Companies Act 2006.**

In our opinion the information given in the Directors' Report for the financial year for which the financial statements are prepared is consistent with the financial statements.

**Matters on which we are required to report by exception**

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements and the directors' report in accordance with the small companies regime.

**Philip John Dymond (senior statutory auditor)  
For and on behalf of Cheyettes Ltd  
Chartered Certified Accountants and  
Statutory Auditors**

**167 London Road  
Leicester  
LE2 1EG**

**Leicester Rape Crisis Limited**

**Statement of financial activities  
for the year ended 31st March 2013**

	Notes	Unrestricted funds £	Restricted funds £	Total funds 2013 £	Total funds 2012 £
<b>Incoming resources</b>					
<b>Incoming resources from generated funds :</b>					
<i>Voluntary income :</i>					
Grants receivable	2	92,037	15,512	107,549	104,222
Donations and gifts		7,231	-	7,231	3,559
<i>Investment income</i>	3	11	-	11	13
<b>Total incoming resources</b>		<u>99,279</u>	<u>15,512</u>	<u>114,791</u>	<u>107,794</u>
<b>Resources expended</b>					
<b>Costs of generating funds</b>					
Costs of generating voluntary income	4	124	-	124	888
<b>Charitable activities</b>	5	63,530	18,948	82,478	73,237
<b>Governance costs</b>	6	3,133	-	3,133	3,483
<b>Total resources expended</b>		<u>66,787</u>	<u>18,948</u>	<u>85,735</u>	<u>77,608</u>
<b>Net incoming/(outgoing) resources before transfers</b>		32,492	(3,436)	29,056	30,186
<b>Transfers between funds</b>		(10,000)	10,000	-	-
<b>Net movement in funds</b>		22,492	6,564	29,056	30,186
Total funds brought forward		59,222	-	59,222	29,036
<b>Total funds carried forward</b>		<u>81,714</u>	<u>6,564</u>	<u>88,278</u>	<u>59,222</u>

**Leicester Rape Crisis Limited**

**Income and expenditure account  
for the year ended 31st March 2013**

	Notes	2013 £	2012 £
<b>Income</b>	<b>2</b>	114,780	107,781
Direct costs		(2,180)	-
<b>Gross income</b>		<u>112,600</u>	<u>107,781</u>
Administrative expenses		(83,555)	(77,608)
<b>Operating income</b>		<u>29,045</u>	<u>30,173</u>
Other interest receivable and similar income	<b>3</b>	11	13
<b>Income for the year</b>		<u>29,056</u>	<u>30,186</u>
Retained income brought forward		59,222	29,036
<b>Retained income carried forward</b>		<u><u>88,278</u></u>	<u><u>59,222</u></u>

**Leicester Rape Crisis Limited**

**Balance sheet  
as at 31st March 2013**

		2013		2012	
	Notes	£	£	£	£
<b>Fixed assets</b>					
Tangible assets	<b>8</b>		2,597		1,456
<b>Current assets</b>					
Debtors	<b>9</b>	3,648		6,038	
Cash at bank and in hand		87,554		54,659	
		<u>91,202</u>		<u>60,697</u>	
<b>Creditors: amounts falling due within one year</b>	<b>10</b>	<u>(5,521)</u>		<u>(2,931)</u>	
<b>Net current assets</b>			<u>85,681</u>		<u>57,766</u>
<b>Net assets</b>			<u><u>88,278</u></u>		<u><u>59,222</u></u>
<b>Funds</b>					
Restricted	<b>13</b>		6,564		-
Unrestricted			81,714		59,222
			<u>88,278</u>		<u>59,222</u>

These accounts have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

The financial statements were approved by the Board on 20th November 2013 and signed on its behalf by

**M. Reynolds**  
**Director**

**Company registration number 04381572**  
**Charity registration number 1095540**

## **Leicester Rape Crisis Limited**

### **Notes to the financial statements for the year ended 31st March 2013**

#### **1. Accounting policies**

##### **1.1. Accounting convention**

The financial statements are prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008). In preparing these financial statements, the charity follows best practice as laid down in the Statement of Recommended Practice (SORP), 'Accounting and Reporting by Charities' published in March 2005 and the Companies Act 2006.

##### **1.2. Company status**

The charity is a company limited by guarantee. In the event of winding up, the liability in respect of the guarantee is limited to £1 per member.

##### **1.3. Fund accounting**

General funds are unrestricted funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity which have not been designated for any other purposes. Designated funds comprise unrestricted funds that have been set aside by the trustees for particular purposes.

Restricted funds are those which can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by a donor or when funds are raised for particular restricted purposes.

##### **1.4. Incoming resources**

All incoming resources are included in the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy, except when donors specify that donations and grants given to the charity must be used in future accounting periods, the income is then deferred until those periods.

Gifts in kind for distribution are included at valuation and recognised as income when they are distributed to projects. Donated facilities are included at the value to the charity where this can be quantified and a third party is bearing the cost. No amounts are included in the financial statements for services donated by volunteers.

##### **1.5. Resources expended**

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT which cannot be recovered.

Charitable expenditure comprises those costs incurred by the charity on the delivery of its activities and services for its beneficiaries. It includes both costs that can be allocated directly to such activities, and those costs of an indirect nature necessary to support them based upon either time spent on the actual activities or usage.

Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include audit fees.

## Leicester Rape Crisis Limited

### Notes to the financial statements for the year ended 31st March 2013

#### 1.6. Tangible fixed assets and depreciation

Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life, as follows:

Fixtures, fittings and equipment	-	computers at 33.3% per annum on a straight line basis
	-	others at 10% per annum on a straight line basis

#### 2. Grants receivable

The principal sources of grants receivable during the year were local authorities, the Ministry of Justice and Lloyds TSB Foundation for England and Wales.

#### 3. Investment income

	Unrestricted funds 2013 £	Total funds 2012 £
Interest receivable	11	13

#### 4. Costs of generating voluntary income

	Unrestricted funds 2013 £	Total funds 2012 £
Advertising and publicity	124	888

#### 5. Charitable activities

	Support costs £	Training/ consultancy £	Client care £	Total 2013 £	Total 2012 £
Counselling services - Relate	-	-	2,180	2,180	-
Staff costs	22,674	11,337	11,337	45,348	48,912
Agency staff	3,813	-	3,812	7,625	-
Supervision and consultancy	-	2,333	2,332	4,665	3,430
Premises costs	3,575	1,788	5,363	10,726	11,043
General office expenses	2,192	2,740	6,028	10,960	9,583
Depreciation and amortisation	325	162	487	974	269
	<u>32,579</u>	<u>18,360</u>	<u>31,539</u>	<u>82,478</u>	<u>73,237</u>

**Leicester Rape Crisis Limited**

**Notes to the financial statements  
for the year ended 31st March 2013**

**6. Governance costs**

	<b>Unrestricted funds 2013 £</b>	<b>Total funds 2012 £</b>
Office expenses	1,166	1,508
Audit	1,800	1,800
Bank charges	167	175
	<u>3,133</u>	<u>3,483</u>

**7. Staff costs**

	<b>2013 £</b>	<b>2012 £</b>
Salaries	42,961	45,996
Agency staff	7,625	-
Social security costs	2,387	2,916
	<u>52,973</u>	<u>48,912</u>

During the year no employee earned £60,000 per annum or more and no remuneration was paid to the trustees, one of whom was reimbursed expenses of £20 (2012 - 1 trustee reimbursed £16).

The average number of employees during the year was:

	<b>Number</b>	<b>Number</b>
Direct charitable expenditure	3	3
Administration	1	1
	<u>4</u>	<u>4</u>

**Leicester Rape Crisis Limited**

**Notes to the financial statements  
for the year ended 31st March 2013**

<b>8. Tangible fixed assets - held for use by the charity</b>	<b>Fixtures, fittings and equipment £</b>	<b>Total £</b>
<b>Cost</b>		
At 1st April 2012	4,898	4,898
Additions	2,115	2,115
At 31st March 2013	<u>7,013</u>	<u>7,013</u>
<b>Depreciation</b>		
At 1st April 2012	3,442	3,442
Charge for the year	974	974
At 31st March 2013	<u>4,416</u>	<u>4,416</u>
<b>Net book values</b>		
At 31st March 2013	<u>2,597</u>	<u>2,597</u>
At 31st March 2012	<u>1,456</u>	<u>1,456</u>
<b>9. Debtors</b>	<b>2013 £</b>	<b>2012 £</b>
Other debtors	80	-
Prepayments and accrued income	3,568	6,038
	<u>3,648</u>	<u>6,038</u>
<b>10. Creditors: amounts falling due within one year</b>	<b>2013 £</b>	<b>2012 £</b>
Trade creditors	3,293	350
Other taxes and social security costs	828	1,363
Accruals and deferred income	1,400	1,218
	<u>5,521</u>	<u>2,931</u>



## Leicester Rape Crisis Limited

### Notes to the financial statements for the year ended 31st March 2013

#### 11. Related party transactions

Rachael Thacker, a trustee of Leicester Rape Crisis Limited, provides bookkeeping and payroll services to the charity through RT Accountancy Services Limited. During the year the charity was charged £840 by RT Accountancy Services Limited (2012 - £720) and £300 remained outstanding from the charity at 31st March 2013.

#### 12. Guarantee

The charitable company is limited by guarantee of £1 per member.

13. Funds movement	At 1st April 2012 £	Incoming resources £	Outgoing resources £	Transfers £	At 31st March 2013 £
<b>Restricted funds</b>					
The Home Office:					
Women's Aid - ISVA	-	2,912	(12,912)	10,000	-
Lloyds TSB Foundation:					
Child Specific Worker	-	12,600	(6,036)	-	6,564
	-----	-----	-----	-----	-----
	-	15,512	(18,948)	10,000	6,564
	=====	=====	=====	=====	=====

#### *Women's Aid*

This funding was provided by the Home Office in order for the charity, in co-ordination with Women's Aid Leicestershire, to provide an Independent Sexual Violence Advisor for the county. ISVAs are victim-focused advocates who are funded to work with victims of serious sexual crimes to enable them to access the services they need in the aftermath of the abuse they have experienced and support them through the criminal justice process as necessary.

#### *Lloyds TSB Foundation*

This funding was provided to cover the employment costs of a part time child specific worker at the charity. The employee is trained specifically to work with young service users within the organisation who have been the victims of rape, sexual assault or suffered childhood sexual abuse.

**Leicester Rape Crisis Limited**

**Notes to the financial statements  
for the year ended 31st March 2013**

**14. Analysis of transfers between restricted and unrestricted funds**

	<b>Unrestricted £</b>	<b>Restricted £</b>
Women's Aid - ISVA	(10,000)	10,000

The charity match funds with Women's Aid and is responsible for the first £10,000 of annual costs incurred; this is provided by an appropriate transfer from the charity's unrestricted funds to the project fund as shown above.

**15. Analysis of net assets between funds**

	<b>Tangible fixed assets £</b>	<b>Net current assets £</b>	<b>Total £</b>
Restricted funds	-	6,564	6,564
Unrestricted funds	2,597	79,117	81,714
	<u>2,597</u>	<u>85,681</u>	<u>88,278</u>

**Leicester Rape Crisis Limited**

**Detailed income and expenditure account  
for the year ended 31st March 2013**

	2013		2012	
	£	£	£	£
<b>Income</b>				
Grants receivable - Leicester City Council		47,736		47,736
Grants receivable - Leicestershire County Council		12,861		11,789
Grants receivable - Ministry of Justice		30,000		30,000
Grants receivable - Womens Aid ISVA		2,912		13,257
Grants receivable - LTSB		12,600		-
Grants receivable - Rutland County Council		1,440		1,440
Donations and other income		7,231		3,559
		114,780		107,781
<b>Direct costs</b>				
Counselling services - Relate	2,180		-	
		(2,180)		-
<b>Gross income</b>		112,600		107,781
<b>Administrative expenses</b>				
	83,555		77,608	
		(83,555)		(77,608)
<b>Operating income</b>		29,045		30,173
<b>Other income and expenses</b>				
<b>Interest receivable</b>				
Bank deposit interest	11		13	
		11		13
<b>Net income for the year</b>		29,056		30,186

**Leicester Rape Crisis Limited**

**Administrative expenses  
for the year ended 31st March 2013**

	<b>2013</b>	<b>2012</b>
	<b>£</b>	<b>£</b>
<b>Administrative expenses</b>		
Salaries	45,348	48,912
Agency staff - interim manager	7,625	-
Rent, rates, light and heat	10,273	9,463
Insurances	1,404	1,341
Repairs and maintenance	453	1,580
Office expenses	1,166	1,508
Advertising and publicity	124	888
Telephone expenses	1,267	1,172
Volunteers expenses	3,666	4,862
Staff expenses	1,337	372
Legal and professional	540	-
Bookkeeping and payroll costs	840	720
External supervision	4,665	3,430
Audit	1,800	1,800
Bank charges	167	175
Sundry expenses	1,906	1,116
Depreciation on fixtures, fittings and equipment	974	269
	<u>83,555</u>	<u>77,608</u>