

SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

FINANCIAL STATEMENTS

31ST MARCH 2006



Charity Number 272981

Company Number 1286217



BROOKS & CO.
Chartered Accountants & Registered Auditors
Mid-Day Court
20-24 Brighton Road
Sutton
Surrey
SM2 5BN

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SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

FINANCIAL STATEMENTS

YEAR ENDED 31ST MARCH 2006

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SUTTON WOMEN'S AID LIMITED
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MEMBERS OF THE BOARD AND PROFESSIONAL ADVISERS

Charity number	272981
Company number	1286217
Registered office	Mid-Day Court 20-24 Brighton Road Sutton Surrey SM2 5BN
The Trustees	Mrs Patricia M McEachen Ms Susan Stevens
Secretary	Ms Pauline Ferguson
Auditors	Brooks & Co. Chartered Accountants & Registered Auditors Mid-Day Court 20-24 Brighton Road Sutton Surrey SM2 5BN
Bankers	HSBC Bank plc 54 Woodcote Road Wallington Surrey SM6 0NJ

SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

TRUSTEES ANNUAL REPORT

YEAR ENDED 31ST MARCH 2006

The Trustees, who are also Directors for the purposes of the Companies Act, have pleasure in presenting their report and the financial statements of the charity for the year ended 31st March 2006.

ACTIVITIES

The company's principal activity is to relieve the distress, poverty and suffering of women who have suffered grave or persistent mistreatment by the person with whom they are, or have been living with, and the children of such women, as may seem fit to the company. The company is limited by guarantee and does not have a share capital. The company is registered with the Charity Commission under reference number 272981.

GOVERNING DOCUMENT

The organisation is a charitable company limited by guarantee, incorporated on 12th November 1976. The company was established under a Memorandum of Articles which established the objects and powers of the charitable company and is governed under its Articles of Association. In the event of the Company being wound up members are required to contribute an amount not to exceed £50.

RECRUITMENT AND APPOINTMENT OF MANAGEMENT COMMITTEE

The directors of the company are also charity trustees for the purposes of the charity law and under the company's Articles are known as members of the Management Committee. Under the requirements of the Memorandum and Articles the members of the Management Committee are elected to serve for a period of one year after which they must be re-elected at the next Annual General Meeting.

After one year the Management Committee shall be elected from any individuals or representatives of the organisation which may be nominated or elected from the outgoing Committee and the existing women and workers using the centre. The Management Committee will consist of not more than eight but not less than four persons.

The Committee shall have the power to co-opt members as necessary. Co-opted members shall have voting powers.

TRUSTEES' INDUCTION AND TRAINING

New Trustees are provided with a folder which contains a job description, an explanation of the duties of the Trustees and a copy of the Memorandum and Articles of Association. The folder lists the role, responsibilities and protocol for managing the charity.

OBJECTIVES AND ACTIVITIES

The company's objectives and principal activities are to:

- Provide a place of safety to women and their children fleeing domestic violence and abuse by supplying accommodation and advice in a Refuge.
- Provide an advice service to women and their children to both residents of the refuge and a telephone advice service to any women who experiences domestic violence.

The main objectives and activities for the year continue to focus upon the promotion of working towards a zero tolerance of domestic violence. The strategies employed to assist the charity to meet these objectives include the following.

- State our purposes clearly and keep it relevant to current conditions

SUTTON WOMEN'S AID LIMITED
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TRUSTEES ANNUAL REPORT

YEAR ENDED 31ST MARCH 2006

-
- Be clear about the needs we intend to meet and how that may be achieved
 - Manage and budget resources effectively to do what we say we will do.
 - Evaluate effectiveness of our work, tackle poor performance and respond to complaints fairly and promptly.
 - Have clear procedures set out for those to whom we are accountable on how we will fulfil our responsibilities
 - Have a clear standard to which we work.
 - Involve service users in any decision that may affect them.
 - Have a process for direct access to the Management Committee.
 - Working to applying national standards of the service and the implementation of locally based Domestic Violence Protocols.
 - Belonging to the local borough's Domestic Violence Forum to secure the widest range of services for our service users.

ACHIEVEMENTS AND PERFORMANCE

The main areas of the charitable activities are the provision of twelve residential refuge units, counselling, advice and information. Aftercare is offered to service users to help maintain move on to accommodation tenancies.

This has been another challenging but successful year for Sutton Women's Aid with some notable achievements. Our statistics for April 2005 to March 2006 show that 32 families with a total of 43 children used the service for that period.

As part of the annual review by our funders, the London Borough of Sutton, the project is set Performance Indicators as follows:

Availability, utilisation, BME diversity and inclusion, staffing levels and success into move on service user accommodation.

To this end we have met all the criteria and therefore anticipate that we will be offered a three year full contract later in 2006.

RESULTS

The Statement of Financial Activities shows a surplus of £18,231 for the year (2005 - £7,604 deficit), and reserves stand at £67,541 (2005 - £49,310). This is a satisfactory turnaround from the previous year when the charity recorded a deficit.

No emoluments of any kind have been paid to any Trustee of the charity in respect of their services as Trustees. Ms Pauline Ferguson, the secretary of the committee, receives remuneration solely in her capacity as the housekeeper.

RESERVES POLICY

The Management Committee has examined the charity's requirements for reserves in light of the main risks to the organisation. It has established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets held by the charity should be three months expenditure.

The reserves are needed to meet the working capital requirements of the charity and the Management Committee are confident that at this level they would be able to continue the current activities of the charity in the event of a significant drop in funding.

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TRUSTEES ANNUAL REPORT

YEAR ENDED 31ST MARCH 2006

The restricted funds received by the charity during the year were from the National Probation Service and they are to be utilised for the following purposes:

- To produce a publication aimed at educating children and young people on domestic violence
- To facilitate group counselling and enable women victims of domestic violence to aid recovery
- To fund a post that provides risk assessment for the women and thereafter a support plan.

INVESTMENT POWERS AND POLICY

Under the Memorandum and Articles of Association, the charity has the power to invest in any way the Trustees wish.

The Trustees, having regard to the liquidity requirements of operating the charity and to the reserves policy have operated a policy of keeping available funds in excess of immediate needs in interest bearing deposit accounts.

RISK MANAGEMENT

During the year the Trustees have identified the major risk area of the charity and have taken steps to address this specific risk. A tighter procedure on rent receipts was introduced to ensure income was maximised and to avoid misappropriation of funds, including:

- appointing a designated staff member, Pam Steer, to follow up on all claims right up to it being approved rather than the claims being a generic responsibility of all staff members,
- payment schedules received from Housing Benefit are reconciled by Jenny Bennett the Business Manager to the claim forms,
- all rent receipts are now only received by BACS.

PLANS FOR FUTURE PERIODS

The charity plans continuing the activities outlined above in the forthcoming year subject to satisfactory funding. The charity will also work towards renewing its Investors in People award and meeting all the criteria for receiving public funds via the Supporting People grant.

THE TRUSTEES

The Trustees who served the charity during the period were as follows:

Patricia McEachen
Susan Stevens

RESPONSIBILITIES OF THE TRUSTEES

The Companies Act requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charity at the end of the year and of the incoming and outgoing resources for the year then ended.

In preparing those financial statements, the Trustees are required to select suitable accounting policies and then apply them consistently, making judgements and estimates that are reasonable and prudent. The Trustees must also prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue its activities. The financial statements are prepared in accordance with the Companies Act 1985 and with applicable accounting standards and statements of recommended practice, subject to any material departures disclosed and explained in the financial statements.

SUTTON WOMEN'S AID LIMITED
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TRUSTEES ANNUAL REPORT

YEAR ENDED 31ST MARCH 2006

The Trustees are responsible for keeping proper accounting records which 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 Companies Act 1985. The Trustees are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

In the case of each of the persons who are directors at the time when the Trustees' report is approved:

- so far as the Trustees are aware, there is no relevant audit information (information needed by the charity's auditors in connection with preparing their report) of which the charity's auditors are unaware, and
- each Trustee has taken all necessary steps that he ought to have taken in order to make him aware of any relevant audit information, and to establish that the charity's auditors are aware of that information.

AUDITORS

A resolution to re-appoint Brooks & Co as auditors for the ensuing year will be proposed at the Annual General Meeting in accordance with section 385 of Companies Act 1985.

SMALL COMPANIES PROVISION

This report has been prepared in accordance with the special provisions for small companies under Part VII of the Companies Act 1985.

Signed on behalf of the Trustees

Mid-Day Court
20-24 Brighton Road
Sutton
Surrey
SM2 5BN

P. McEachen

Patricia McEachen
Trustee

S. Stevens

Susan Stevens
Trustee

Approved by the trustees on 8/8/06

SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

**INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF
SUTTON WOMEN'S AID LIMITED**

YEAR ENDED 31ST MARCH 2006

We have audited the financial statements on pages 8 to 15 which have been prepared under the historical cost convention and the accounting policies set out on page 10.

This report is made solely to the charity's Trustees, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the charity's Trustees 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 charity and the charity's Trustees as a body, for our audit work, for this report, or for the opinions we have formed.

RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND THE AUDITORS

The responsibilities of the Trustees (who also act as Directors for the charitable activities of the company) of the charity for preparing the Trustees Annual Report and the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice are set out in the Statement of Trustees' Responsibilities on pages 4 to 5.

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland).

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you if, in our opinion, the Trustees Annual Report is not consistent with the financial statements, if the charity has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding Trustees' remuneration and transactions with the charity is not disclosed.

We read the Trustees Annual Report and consider the implications for our report if we become aware of any apparent misstatements within it.

BASIS OF AUDIT OPINION

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity's circumstances, consistently applied and adequately disclosed.

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

We are not required to consider whether the statement in the Trustees' Report concerning the major risks to which the charity is exposed covers all existing risks and controls, or to form an opinion on the effectiveness of the charity's risk management and control procedures.

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 in note 16 to the financial statements.

SUTTON WOMEN'S AID LIMITED
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INDEPENDENT AUDITORS' REPORT TO THE TRUSTEES OF
SUTTON WOMEN'S AID LIMITED *(continued)*

YEAR ENDED 31ST MARCH 2006

OPINION

In our opinion the financial statements:

- give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities, of the state of the company's affairs as at 31st March 2006 and of its surplus for the year then ended;
- have been properly prepared in accordance with the Companies Act 1985; and
- the information given in the Trustees' Report is consistent with the financial statements.

Mid-Day Court
20-24 Brighton Road
Sutton
Surrey
SM2 5BN

27/9/06

Brooks & Co
BROOKS & CO.
Chartered Accountants
& Registered Auditors

SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

STATEMENT OF FINANCIAL ACTIVITIES
(INCLUDING INCOME & EXPENDITURE ACCOUNT)

YEAR ENDED 31ST MARCH 2006

		Unrestricted Funds 2006 £	Restricted Funds 2006 £	Total Funds 2006 £	Total Funds 2005 £
	Note				
INCOMING RESOURCES					
Incoming resources from generated funds:					
<i>Voluntary income:</i>					
Donations		552	300	852	2,197
<i>Investment income:</i>					
Bank interest receivable		851	-	851	983
Income from charitable activities:					
Grants receivable	2	71,495	21,700	93,195	70,727
Rent receipts		72,214	-	72,214	63,219
TOTAL INCOMING RESOURCES		<u>145,112</u>	<u>22,000</u>	<u>167,112</u>	<u>137,126</u>
RESOURCES EXPENDED					
Charitable activities:					
Direct charitable expenditure	3	36,250	465	36,715	30,983
Management and administration	4	108,214	427	108,641	113,593
Governance	5	<u>3,525</u>	<u>-</u>	<u>3,525</u>	<u>154</u>
TOTAL RESOURCES EXPENDED		<u>147,989</u>	<u>892</u>	<u>148,881</u>	<u>144,730</u>
NET INCOME / (EXPENDITURE) FOR THE YEAR					
	6	(2,877)	21,108	18,231	(7,604)
RECONCILIATION OF FUNDS					
Total funds brought forward		<u>43,604</u>	<u>5,706</u>	<u>49,310</u>	<u>56,914</u>
TOTAL FUNDS CARRIED FORWARD		<u>40,727</u>	<u>26,814</u>	<u>67,541</u>	<u>49,310</u>

The charity has no recognised gains or losses other than the results for the year as set out above. All of the activities of the charity are classed as continuing.

SUTTON WOMEN'S AID LIMITED
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BALANCE SHEET

31ST MARCH 2006

	Note	2006 £	2005 £
FIXED ASSETS			
Tangible assets	9	3,623	4,310
CURRENT ASSETS			
Debtors	10	30,755	8,576
Cash at bank and in hand		43,845	48,122
		74,600	56,698
CREDITORS: Amounts falling due within one year	11	(10,682)	(11,698)
NET CURRENT ASSETS		63,918	45,000
NET ASSETS	12	67,541	49,310
RESTRICTED FUNDS	13	26,814	5,706
UNRESTRICTED FUNDS			
General	13	40,727	43,604
TOTAL FUNDS		67,541	49,310

These accounts are prepared in accordance with the special provisions of Part VII of the Companies Act 1985 relating to small entities.

These financial statements were approved by the Trustees on the 8/8/06.... and are signed on their behalf by:


.....
Mrs Patricia McEachen

SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

MANAGEMENT INFORMATION

YEAR ENDED 31ST MARCH 2006

1. ACCOUNTING POLICIES

Basis of accounting

The financial statements have been prepared under the historical cost convention and in accordance with the Statement of Recommended Practice - Accounting and Reporting by Charities (SORP 2005) and the Companies Act 1985.

Incoming resources

All incoming resources are included in the statement of financial activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

- Voluntary income is received by way of donations and gifts and is included in full in the Statement of Financial Activities when received.
- Investment income is included when receivable.
- Incoming resources from charitable trading activity are accounted for when earned.
- Incoming resources from grants, where related to performance and specific deliverables, are accounted for as the charity earns the right to consideration by its performance.

Resources expended

Expenditure is recognised on an accrual basis as a liability is incurred.

- Charitable expenditure comprises those costs incurred by the charity in 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.
- Governance costs include those costs associated with meeting the constitutional and statutory requirements of the charity and include the audit fees and costs linked to the strategic management of the charity.

VAT

VAT is not recoverable by the charity, and is such included in the relevant costs in the Statement of Financial Activities.

Tangible fixed assets

Depreciation is calculated so as to write off the cost of an asset, less its estimated residual value, over the useful economic life of that asset as follows:

Vehicles	- 25% reducing balance
Household Equipment	- 25% reducing balance
House Improvements	- 25% reducing balance
Office Equipment	- 25% reducing balance

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MANAGEMENT INFORMATION

YEAR ENDED 31ST MARCH 2006

2. GRANTS RECEIVABLE

	Unrestricted Funds 2006 £	Restricted Funds 2006 £	Total Funds 2006 £	Total Funds 2005 £
London Borough of Sutton	71,495	-	71,495	69,827
National Probation Service	-	21,700	21,700	900
	<u>71,495</u>	<u>21,700</u>	<u>93,195</u>	<u>70,727</u>

3. DIRECT CHARITABLE EXPENDITURE

	Unrestricted Funds 2006 £	Restricted Funds 2006 £	Total Funds 2006 £	Total Funds 2005 £
Direct charitable expenditure:				
Motor and travelling expenses	2,395	-	2,395	2,561
Children's social activities	2,052	40	2,092	1,320
Counselling	-	425	425	-
	<u>4,447</u>	<u>465</u>	<u>4,912</u>	<u>3,881</u>
Establishment costs:				
Rent and rates	19,848	-	19,848	18,240
Depreciation	1,208	-	1,208	1,437
Light and heat	5,487	-	5,487	3,984
Repairs and renewals	5,260	-	5,260	3,441
	<u>31,803</u>	<u>-</u>	<u>31,803</u>	<u>27,102</u>
	<u>36,250</u>	<u>465</u>	<u>36,715</u>	<u>30,983</u>

4. MANAGEMENT AND ADMINISTRATION OF THE CHARITY

	Unrestricted Funds 2006 £	Restricted Funds 2006 £	Total Funds 2006 £	Total Funds 2005 £
Wages and salaries	100,481	-	100,481	104,672
Telephone	2,640	-	2,640	3,199
Postage and stationery	526	-	526	404
Equipment rental	2,234	-	2,234	1,797
Training costs	140	-	140	540
Sundry expenses	731	427	1,158	1,280
Accountancy fee	778	-	778	1,024
Other professional fees	175	-	175	312
Repairs and renewals	21	-	21	-
Insurance	368	-	368	365
Bank charges	116	-	116	-
Bank interest	4	-	4	-
	<u>108,214</u>	<u>427</u>	<u>108,641</u>	<u>113,593</u>

SUTTON WOMEN'S AID LIMITED
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MANAGEMENT INFORMATION

YEAR ENDED 31ST MARCH 2006

5. GOVERNANCE COSTS

	Unrestricted Funds 2006 £	Restricted Funds 2006 £	Total Funds 2006 £	Total Funds 2005 £
Audit fee	3,525	—	3,525	154

6. NET INCOME FOR THE YEAR

This is stated after charging:

	2006 £	2005 £
Depreciation	1,208	1,437
Auditor's remuneration	3,525	154

7. STAFF COSTS AND NUMBERS

Staff costs were as follows:

	2006 £	2005 £
Wages and salaries	93,682	96,977
Social security costs	7,708	7,695
	<u>101,390</u>	<u>104,672</u>

There were no employees with emoluments of £60,000 or above.

The average number of staff employed by the charity, calculated on a part-time basis, during the financial year amounted to:

	2006 No.	2005 No.
Number of administrative staff	7	7
	<u>7</u>	<u>7</u>

The charity does not operate any pension scheme for its employees nor does it administer contributions to a stakeholder pension scheme for its staff.

All employees are members of a co-operative set up by the charity.

SUTTON WOMEN'S AID LIMITED
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MANAGEMENT INFORMATION

YEAR ENDED 31ST MARCH 2006

8. TRUSTEE REMUNERATION & RELATED PARTY TRANSACTIONS

The emoluments of the Trustees were:

	2006	2005
	£	£
Remuneration as trustees	<u>—</u>	<u>—</u>

Ms Pauline Ferguson, the secretary of the committee, receives remuneration solely in her capacity as the housekeeper.

The Trustees were not reimbursed for expenses incurred by them for services provided to the charity.

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 (2005 – nil).

9. TANGIBLE FIXED ASSETS

	Motor Vehicle	Household Equipment	House Improvements	Office Equipment	Total
	£	£	£	£	£
COST					
At 1st April 2005	7,032	17,748	14,615	—	39,395
Additions	—	400	—	121	521
At 31st March 2006	<u>7,032</u>	<u>18,148</u>	<u>14,615</u>	<u>121</u>	<u>39,395</u>
DEPRECIATION					
At 1st April 2005	6,694	14,197	14,194	—	35,085
Charge for the year	85	988	105	30	1,208
At 31st March 2006	<u>6,779</u>	<u>15,185</u>	<u>14,299</u>	<u>30</u>	<u>36,163</u>
NET BOOK VALUE					
At 31st March 2006	<u>253</u>	<u>2,963</u>	<u>316</u>	<u>91</u>	<u>3,623</u>
At 31st March 2005	<u>338</u>	<u>3,551</u>	<u>421</u>	<u>—</u>	<u>4,310</u>

10. DEBTORS

	2006	2005
	£	£
Prepayments	2,250	2,576
Accrued income – Grant receivable	21,700	—
Other debtors – Rent receipts	6,558	6,000
Sundry debtors	59	—
PAYE	188	—
	<u>30,755</u>	<u>8,576</u>

SUTTON WOMEN'S AID LIMITED
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MANAGEMENT INFORMATION

YEAR ENDED 31ST MARCH 2006

11. CREDITORS: Amounts falling due within one year

	2006	2005
	£	£
Accruals	5,356	3,073
PAYE	-	2,007
Other Creditors	5,326	6,618
	<u>10,682</u>	<u>11,698</u>

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	General Funds	Restricted Funds	Total Funds
	£	£	£
Tangible fixed assets	3,623	-	3,623
Current assets	47,786	26,814	74,600
Current liabilities	(10,682)	-	(10,682)
Net assets at 31 st March 2006	<u>40,727</u>	<u>26,814</u>	<u>67,541</u>

13. ANALYSIS OF CHARITABLE FUNDS

Analysis of unrestricted fund movements

	Balance at 31 st March 2005	Incoming resources	Resources expended	Transfers	Fund at 31 st March 2006
	£	£	£	£	£
General fund	43,604	145,112	147,989	-	40,727

Analysis of restricted fund movements

	Balance at 31 st March 2005	Incoming resources	Resources expended	Transfers	Fund at 31 st March 2006
	£	£	£	£	£
National Probation Service	5,706	22,000	892	-	26,814

14. FUNDS

The General Purpose Fund is an Unrestricted Fund and is held for spending at the discretion of the Trustees. This includes the following funds which the Trustees have designated for particular purposes as follows:

	2006	2005
	£	£
Locum staff salary	10,000	10,000
Redecoration and refurbishment	10,000	10,000
Redundancy	10,000	10,000
Legal fees	10,000	10,000
	<u>40,000</u>	<u>40,000</u>

SUTTON WOMEN'S AID LIMITED
(Limited by Guarantee)

MANAGEMENT INFORMATION

YEAR ENDED 31ST MARCH 2006

15. OPERATING LEASE COMMITMENTS

The amounts payable in respect of operating leases shown below are analysed according to the expiry of the leases.

	2006	2005
	£	£
One year	9,757	9,292
Between two and five years	44,157	42,054
More than five years	<u>12,453</u>	<u>24,313</u>
	<u>66,367</u>	<u>75,659</u>

16. PROVISIONS AVAILABLE FOR SMALL ENTITIES

In common with many other businesses of our size and nature, we use our auditors to assist with the preparation of the financial statements.