Wirral Mind
Report and Accounts
31 March 2016

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Wirral Mind A Company Limited by Guarantee Report and accounts Contents

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Wirral Mind A Company Limited by Guarantee Company Information

Directors

Mr S Maddox - Chairman
Mr A.M. Mould - Vice- Chairman
Mr N Hewitt - Treasurer
Mr R.W. Nicholas
Mr J.B. Adams
Mrs E Mould
Mr M Jarvis - appointed 10/12/2015

Auditors

KPH Audit & Assurance Services Limited 255 Poulton Road Wallasey Merseyside CH44 4BT

Bankers

Royal Bank of Scotland 1 Dale Street Liverpool L2 2PP

Registered office

90-92 Chester Street, Birkenhead, Wirral, CH41 5DL

Registered number

Company 3404770 Charity 1064007

The trustees present their report and financial statements for the year ended 31 March 2016

Structure, governance and management

Governing document

Wirral Mind is a company limited by guarantee governed by its Memorandum and Articles of Association, and its governing document. It is registered as a charity with the Charity Commission.

Appointment of trustees

Wirral Mind's Executive Committee are also Trustees of the Charity and Directors of the company. Members are elected by Annual General Meetings of the members of Wirral Mind, with casual vacancies filled, as required, by the Executive Committee in accordance with the Articles of Association.

Trustee induction and training

New Trustees are issued with an induction booklet specifically for trustees of Wirral Mind, which sets out their roles and responsibilities. Training courses are arranged with the CVS and all Trustees are encouraged to attend training courses which are appropriate to their role in the organisation.

Risk management

The Executive committee has undertaken a full assessment of all risks, and has set out measures to mitigate these risks

Objectives and Activities

Wirral Mind exists to promote mental health: to foster and encourage greater understanding of mental health problems; to aid the development of and to provide good quality voluntary and statutory services to those suffering from mental health problems and mental stress. To represent the concerns and common interests of users of the service, their families, service providers and members of the public. There is unrestricted access to our services for all affected by such conditions. In consequence the activities deliver public benefit.

The main activities are:

Supported housing - provision of housing in independent flats operated by the charity. Residential housing- provision of residential care in flats operated by the charity Floating Support, - supporting people living independently in their own homes. Learning and Life - training

Fountain Project - a drop in centre for service users, providing support and activity Counselling

Advocacy - assisting service users to obtain legal advice, support at review tribunals etc. Befriending

The charity is dependent upon voluntary help, and there are currently over 60 volunteers. The majority of the work done by the volunteers is befriending and counselling. However there are also volunteers assisting as support workers and in administration.

We estimate that without this volunteer help an additional 5 full time staff members would be required to undertake these duties at a cost of £50,000.

Achievements, performance and plans for future

In 2015 we reviewed the strategic objectives for the organisation and established eight key priorities on which we wished to focus attention. I will briefly describe the progress we have made within each priority area.

Priority 1. Purchase a property as a base for service user holidays and respite.

Since the acquisition of Carrog a tremendous amount of work has been done to bring the property up to the extremely demanding standards set by our Chief Executive, Sandra Gilbert. Sandra's intention has always been that Carrog will be a place where those using it will enjoy the highest standards of comfort and quality and she and those supporting her have ensured this is the case. We owe a special 'thank you' to Sandra for the enormous amount of additional work she has undertaken over the past year to complete the work at Carrog in addition, of course, to her many other duties and responsibilities at Wirral Mind.

I would also like to place on record my thanks to Sandra's husband Colin. Colin's firm won a competitive bid to undertake much of the repair work at Carrog; however I know that Colin has sacrificed a significant amount of his own time [and perspiration!!] to make sure that the work at Carrog is of the standard which befits it.

Now is the time to make full use of this magnificent facility and I encourage everyone to book early!!

Priority 2. Employee training and capacity development.

Our excellent staff will always be our most important resource. Consequently the development of those who work for us will always be a priority. All staff continue to receive the training they need to meet ever changing legislative requirements and, most importantly, when deficiencies in practise are identified, they are highlighted and appropriate training put in place to rectify them. During the course of this year our training team led by Sara Hatta and supported by Rachel Gilbert were one of only four Mind organisations nationally to be awarded £100,000 each to develop a programme of training for the emergency services in Merseyside to raise awareness of mental health issues within their workforces and develop programmes and practises to address them. All of the emergency services on Merseyside have embraced this 'Blue Light Project' wholeheartedly and I am so very proud not just that Wirral Mind has been one of the few chosen to deliver this project but that Sara, Rachel and their team will now be able to do so much for those in Merseyside's emergency services suffering from problems associated with their mental health.

This year we were able to recognise the work of our staff in a tangible way by awarding them a pay increase of 5%-the first that pay increase that most had received for some time.

Priority 3. Development of Partnerships.

This remains critical in my view for the future development of the kind of services which we seek to deliver. Everyone, including the statutory agencies, now increasingly understand that as resources diminish the need to use those resources which remain to maximum effect is essential. The best way to do this is through partnership and collaboration. The Blue Light Project is an excellent example of this, as is the partnership we have developed to deliver services for the local authority with Age UK, Wired, PSS, and Headway. In the forthcoming months that partnership will come together again to secure continued funding in a competitive bid to deliver another range of services for the local authority.

Priority 4. Expansion of Housing Support.

No specific projects have come to fruition, however we remain willing and able to provide our share of funding toward the cost of any project in this area. Sandra Gilbert developed an idea during the course of the year which gained considerable support within the local authority. Regrettably the project did not proceed; however others will present themselves and we will be alert to them.

Priority 5. Improved IT and Telephone Systems

We have invested in more modern IT equipment during the year and installed a new telephone system in the Fountain project. Whilst this system has had teething problems we hope that those are now resolved.

Priority 6. Board Development

We welcomed a new Board member, Michael Jarvis, this year. Michael is a retired Headteacher and is aware of the services provided by Wirral Mind. We continue our search for new members and another has started the process of joining us.

Priority 7. Investment Strategy- Better use of Resources.

The investment managed for us by Chartwell has not produced the return we had anticipated; however we believe that this reflects the condition of the market in which these funds are invested and the levels of international economic uncertainty. We understood that ,in making this investment, it would be for the long term and that remains our opinion. The economic uncertainty generated by the Brexit vote will do nothing to improve the value of this investment in fact the reverse is true. However we remain committed to the view that having a strategy of diversity in our investments namely property, equities and cash is a prudent one and one which has been supported by the professional advice we have received.

The annual income we receive continues to exceed our expenditure and our reserves remain sound.

Priority 8. Relationship With National Mind.

I think that the success we have had with the Blue Light Project stands testimony to the extremely high regard in which we are held by Mind nationally. The success and development of this important project can only enhance this and lead to further successful collaborations.

I would like to finish this report by referring to one or two other matters.

We were very fortunate to recruit John Hayes to our staff during the course of this year. John's official title is bookkeeper but, as a trained accountant and experienced public servant his contribution to Wirral Mind ranges far beyond that. Before John joined we had to rely very heavily on the services of our accountant Anne Finnegan of Ashville Henderson Accountants . Anne is a great supporter of Wirral Mind and has been for many years and I am personally extremely grateful to Anne for her considerable help and assistance at a time it was sorely needed. Finally at the Third Sector Awards ceremony held in May of this year and organised by Wirral Connect, Wirral Mind was awarded 'Project of the Year'. This is a wonderful achievement and proudly reflects the work that we do and the contribution which Wirral Mind makes to so many of the most vulnerable in our community.

Financial Review

The trustees are pleased to report that the charity made a realised surplus in the year of £259,470. The trustees remain committed to utilising a sum of money of money to purchase further property; to be used for holidays and respite for service users and their carers. In addition the Trustees will make the property available for other users to generate additional income for the charity.

Reserves policy

It is the trustees' policy to preserve reserves at a level of £200,000 to ensure that the charity has sufficient cash balances to meet any unforeseen circumstances such as potential under funded cost increases, potential additional working capital requirements and any maintenance and repair costs that may arise.

Investment policy

The trustees have spent a significant amount of time reviewing Wirral Mind's investments. The charity has had a substantial sum deposited in its bank generating little interest. During the year the Charity invested £300,000 in a portfolio. In addition a substantial further investment has been made in the purchase of the property at Carrog Mill. The Board will continue to monitor how the reserves of Wirral Mind can be used to maximise income for the benefit of the organisation and its service users now and in the future.

Trustees' responsibilities in relation to the financial statements

The trustees are responsible for preparing the Trustees' Report and the financial statements in accordance with applicable law and United Kingdom 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 affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for the year. In preparing those accounts, the trustees are required to:

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

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the 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 information of which the charitable company's auditor is unaware; and
- the trustees have taken all steps that they ought to have taken to make themselves aware of any relevant audit information and to establish that the auditor is aware of that information.

Disclosure of information to auditors

We, the trustees of the charitable company, who held office at the date of approval of these financial statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's auditors are unaware; and
- we have taken all steps that we ought to have taken to make ourselves aware of any relevant audit information and to establish that the auditors are aware of that information.

Auditors

A resolution proposing that KPH Audit & Assurance Services Limited be reappointed as auditors of Wirral Mind will be put to the AGM.

This report was approved by the board on 8 December 2016

S Maddox Chairman Wirral Mind
A Company Limited by Guarantee
Independent Auditors' Report to the Members of Wirral Mind
For the year ended 31 March 2016

We have audited the financial statements of Wirral Mind for the year ended 31 March 2016 set out on pages 8 to 15. The financial reporting framework that has been applied in their preparation is applicable law and Financial Reporting Standard for Smaller Entities (effective January 2015) (United Kingdom Generally Accepted Accounting Practice applicable to Smaller Entities).

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 auditor's 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 on page 5, the Trustees' (who are also the directors of Wirral Mind for the purpose 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

A description of the scope of an audit of financial statements is provided on the APB's website at www.frc.org.uk/apb/scope/private.cfm

Opinion

In our opinion the financial statements:

- give a true and fair view of the state of the charitable company's affairs at at 31 March 2016 and of its incoming resources and application of resources, including its income and expenditure, for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice (applicable to smaller entities)
- have been prepared in accordance with the Companies Act 2006

Wirral Mind
A Company Limited by Guarantee
Independent Auditors' Report to the Members of Wirral Mind
For the year ended 31 March 2016

Opinion on other matter prescribed by the Companies Act 2006

In our opinion the information given in the Trustees' Annual 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 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 or returns; or
- · certain disclosures of trustees' remuneration specified by law are not made; or
- · we have not received all the information and explanations we require for our audit; or
- the trustees were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies exemption from the requirement to prepare a stategic report

Tracey Pritchard BA FCA Senior Statutory Auditor

for and on behalf of: KPH Audit and Assurance Services Limited 255 Poulton Road Wallasey Merseyside CH44 4BT

December 2016

Wirral Mind
A Company limited by Guarantee
Statement of Financial Activities (Incorporating the Income and Expenditure Account)
for the year ended 31 March 2016

	Notes	2016 Restricted	2016 Unrestricted	2016 Total	2015 Total
	•	£	£	£	£
Voluntary Income	2	-	121,057	121,057	10,080
Activities for generating funds	3	_	9,340	9,340	9,890
Investment income	4	-	5,896	5,896	6,095
Grants received	5	63,723	964,450	1,028,173	1,089,716
Management fee	6	-	21,360	21,360	23,403
Total Incoming Resources	-	63,723	1,122,103	1,185,826	1,139,184
Charitable activities	7	68,704	852,152	920,856	884,542
Governance costs	8	-	5,500	5,500	7,325
Grants paid	9	-	_	-	-
	-	68,704	857,652	926,356	891,867
Net Incoming resources	-	(4,981)	264,451	259,470	247,317
Gross transfers between funds		2,019	(2,019)		
Unrealised gains/(losses) on investme	ent	-	(14,034)	(14,034)	3,700
Funds brought forward		2,962	1,433,446	1,436,408	1,185,391
Total funds carried forward	18 _		1,681,844	1,681,844	1,436,408

The Statement of Financial Activities includes all gains and losses recognised in the year. All incoming resources and resources expended derive from continuing activities.

Wirral Mind A Company Limited by Guarantee Balance Sheet as at 31 March 2016

	Notes		2016 £		2015 £
Fixed assets					
Tangible assets	12		678,812		234,341
Investments	13		289,913	_	302,644
		_	968,725		536,985
Current assets					
Debtors	14	110,180		109,688	
Cash at bank and in hand		752,427		884,495	
		862,607		994,183	
Creditors: amounts falling du	е				
within one year	15	(149,488)		(94,760)	
Net current assets			713,119		899,423
Net assets		_	1,681,844	· -	1,436,408
Funds					
Restricted			-		2,962
Unrestricted			1,681,844	_	1,433,446
Total funds		-	1,681,844	<u>-</u>	1,436,408

The accounts have been prepared in accordance with the provisions in Part 15 of the Companies Act 2006 applicable to companies subject to the small companies regime.

S Maddox Chairman

Approved by the board on 8 December 2016

1 Accounting policies

Basis of preparation

The accounts have been prepared under the historical cost convention, and in accordance with Charities SORP (FRSSE 2015), applicable accounting standards and the Companies Act 2006.

Depreciation

Depreciation has been provided at the following rates in order to write off the assets over their estimated useful lives.

Freehold buildings Business equipment

over 50 years 20% straight line

Leasing and hire purchase commitments

Assets held under finance leases and hire purchase contracts, which are those where substantially all the risks and rewards of ownership of the asset have passed to the company, are capitalised in the balance sheet and depreciated over their useful lives. The corresponding lease or hire purchase obligation is treated in the balance sheet as a liability.

The interest element of the rental obligations is charged to the profit and loss account over the period of the lease and represents a constant proportion of the balance of capital repayments outstanding.

Rentals paid under operating leases are charged to income on a straight line basis over the lease term.

Incoming Resources

Voluntary income including donations and grants that provide core funding or are of a general nature are recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability.

Investment income is recognised on a receivables basis.

Income from charitable activities includes grants received under contract, and is recognised where there is entitlement, certainty of receipt and the amount can be measured with sufficient reliability. Income is deferred when the donors specify that it must be used in future accounting

Volunteers and donated services and facilities

The value of services provided by volunteers is not incorporated into these financial statements. Further details of the contribution by volunteers can be found in the Trustees Annual Report.

Where services are provided to the Charity as a donation that would normally be purchased from our suppliers, the contribution is included in the financial statements at an estimate based on the value of the contribution to the charity.

Resources expended

Resources expended are included in the Statement of Financial Activities on an accruals basis inclusive of any vat which cannot be recovered. Expenditure which is directly attributable to specific activities has been included in these cost categories. Where costs are attributable to more than one activity they have been apportioned across categories on a basis consistent with the use of these resources.

Funds

Unrestricted funds are incoming resources receivable for the objects of the charity without further specified purpose and are available as general funds.

Designated funds are unrestricted funds earmarked by the management committee for particular purposes.

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.

Investments

Listed investments held as fixed assets are shown at market value

2	Voluntary Income				
		Restricted	Unrestricted	2016	2015
	Donations	-	121,007	121,007	9,796
	Other	-	50	50	284
			121,057	121,057	10,080
			.		
3	Activities for generating funds	Restricted	Unrestricted	2016	2015
	333	£	3	£	£
	Carrog Mill		7,277	7,277	-
	Conference facilities	-	843	843	1,532
	Training fees	-	1,220	1,220	6,566
	Payphone receipts		-	-	1,792
	•		9,340	9,340	9,890
4	Investment Income				
		Restricted	Unrestricted	2016	2015
		£	£	£	£
	Investment Income		4,224	4,224	3,674
	Bank interest	-	1,672	1,672	2,421
		-	5,896	5,896	6,095
					

5 Grants Received

•	Restricted	Unrestricted	2016	2015
	£	£	£	£
WBC Fountain Club	-	76,500	76,500	76,500
WBC Advocacy	-	• •	-	5,037
WBC Volunteers	-	31,610	31,610	31,750
WBC Housing Support and care	-	856,340	856,340	892,939
The Big Lottery Training	63,723	-	63,723	83,490
·	63,723	964,450	1,028,173	1,089,716

6 Management fee

During the year the charity received £21,360 (2015:£23,403) to manage the properties rented by service users supported by the Charity.

7 Direct Charitable Expenditure

	Direct Charitable Expenditure				
		Restricted	Unrestricted	2016	2015
		£	£	£	£
	Fountain Club	-	109,945	109,945	113,273
	Advocacy	-		-	
	Volunteers/Counselling	-	46,198	46,198	44,783
	Housing	-	644,185	644,185	633,018
	Learning and Life	-	13,126	13,126	9,542
	Big Lottery	68,704		68,704	83,926
	Carrog Mill		38,698	38,698	
		68,704	852,152	920,856	884,542
} .	Governance Costs				
		Restricted	Unrestricted	2016	2015
		£	£	£	£
	Audit fee	-	2,580	2,580	2,580
	Investment management fee		2.920	2.920	4,745

5,500

7,325

5,500

9 Grants Paid

8

No grants were paid in the year, nor in the previous year

10 Trustees remuneration and staff costs

No remuneration was paid to trustees in the year, nor were any expenses reimbursed to them The following costs were included within charitable activities:

			2016	2015
	Wages and salaries		£ 708,860	£ 703,650
	Social Security		44,098	48,498
	Pension		12,074	5,638
			765,032	757,786
	The average number of staff employed by the charit	y during the finan	cial year amounte	ed to:
			2016	2015
			£	£
	Direct Charitable		37	33
	Administration		2	2
			39	35
	Employees receiving remuneration over £60,000 pe	r annum		
	£60,000-£70,000		1	-
11	Net Incoming Resources			
	The net incoming resources are stated after chargin	g: ,	2016	2015
			2010 £	2015 £
	Depreciation - owned assets		16,520	7,300
	Auditors remuneration		2,580	2,580
			19,100	9,880
12	Tangible fixed assets			
	· ·		Plant and	
		Land and	machinery	
		buildings	etc	Total
	•	£	£	£
	Cost	340,000	12 627	252 627
	At 1 April 2015 Additions	460,991	13,637	353,637 460,991
	At 31 March 2016	800,991	13,637	814,628
		000,001	10,007	011,020
	Depreciation			
	At 1 April 2015	106,534	12,762	119,296
	Charge for the year	16,020	500	16,520
	At 31 March 2016	122,554	13,262	135,816
	Net book value			
	At 31 March 2016	678,437	<u>375</u>	678,812
	At 31 March 2015	233,466	875	234,341

13 Other Investments

		2016 £	2015 £
	Market Value	200.044	
	At 1 April 2015	302,644	300 000
	Additions	1,303	300,000 (1,056)
	Transfers to/from investments	(14,034)	3,700
	Gain/(Loss) on revaluation	(14,054)	3,700
	At 31 March 2016	289,913	302,644
	Investments comprise:	2016	2015
	mroomeric comprise.	£	£
	Quoted investments UK	283,665	297,700
	Cash held within portfolio	6,248	4,944
		289,913	302,644
14	Debtors	2016 £	2015 £
	Trada dabtara	104,876	79,388
	Trade debtors Other debtors	5,304	30,300
	Office debiots	110,180	109,688
			109,000
15	Creditors: amounts falling due within one year	2016	2015
		£	£
	Trade creditors	1,781	7,988
	Other taxes and social security costs	1,455	12,732
	Other creditors	146,252	74,040
		149,488	94,760

Operating lease commitments

At 31 March 2016 the charity had annual commitments under non cancellable operating leases:

	2016	2015
	£	£
Operating leases which expire:		
Within one year	-	1,051
Within two to five years	6,374	6,374
	6,374	7,425

16 Resources held for a third party

Balance at 1 April 2015	18,210	18,282
Received in year	2,446	1,790
Expended in year	(2,236)	(1,862)
Balance at 31 March 2016	18,420	18,210

Included within other creditors this relates to amounts held by Wirral Mind on behalf of tenants of Bermuda Road, in respect of maintenance and other housing costs of the property.

17 Related party disclosures

The Trustees have undertaken to contribute an amount not exceeding £1 towards meeting the Charity's liabilities in the event of its being wound up

The Charity's Trustees were not paid during the year and no Trustee received any emolument or payment for professional or other services.

Controlling Entity

The charity is controlled by the trustees who are all directors of the company.

18 Statement of funds

	Restricted	Unrestricted	Total
	£	£	£
At 1 April 2015	2,962	1,433,446	1,436,408
Income	63,723	1,122,103	1,185,826
Expenditure	(68,704)	(857,652)	(926,356)
Transfer from unrestricted funds	2,019	(2,019)	-
Unrealised gain/(loss) on investments		(14,034)	(14,034)
At 31 March 2016		1,681,844	1,681,844

In 2013, The Trustees earmarked £300,000 of reserves for the purchase of property which was to' be used to provide further supported housing for charitable purposes. A further £200,000 was earmarked in 2014.

The purchase was completed in July 2015 at a cost of £460,991.

The Trustees earmarked a further £10,000 for the refurbishment of the property

Wirral Mind Schedule to the Profit and Loss Account for the year ended 31 March 2016 for the information of the directors only

for the information of the directors only	2016 £	2015 £
INCOME	L	£.
Fountain Club	76,500	76,500
Advocacy	. 0,000	5,037
Volunteers	31,610	31,750
Big Lottery - Learning and Life	63,723	83,490
Management charge	21,360	23,403
Care	856,340	892,939
Training fees	1,220	6,566
Carrog Mill	7,277	, -
Conferences and catering	843	1,532
Payphone Receipts	-	1,792
Donations	121,007	9,796
Bank Interest	1,672	2,421
Investment income	4,224	3,674
Other Income	50	284
	1,185,826	1,139,184
EXPENDITURE		
Wages and salaries	752,958	752,148
Pension provision	12,074	5,638
Staff training and welfare	4,089	-
Travel and subsistence	47	-
Petty cash	4,696	5,653
Volunteers expenses	4,450	5,170
Rent	8,240	6,435
Water rates	4,116	3,455
Light and heat	13,774	14,674
Cleaning	1,089	1,113
Telephone and fax	8,440	7,640
Stationery and printing	3,737	5,644
Subscriptions Park charges	3,294	2,105 381
Bank charges	427	
Investment management fee	2,920 7,314	4,745 5,004
Insurance Equipment hire	7,848	5,994 4,206
Water cooler	1,009	1,065
Repairs and maintenance	30,516	23,401
Carrog initial expenditure	4,689	20,101
Depreciation	500	500
Amortisation of property	16,020	6,800
Sundry expenses	502	1,083
Audit fees	2,580	2,580
Accountancy	10,090	7,375
Advertising	1,109	1,074
Legal and professional	9,326	5,147
Training expenses	9,508	15,651
Socials and holidays for clients	994	2,190
	926,356	891,867
	259,470	247,317