

**Company Registration No. SC294937 (Scotland)**

**THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE**

**(a company limited by guarantee)**

**DIRECTORS' REPORT AND FINANCIAL STATEMENTS**

**FOR THE PERIOD ENDED 31 MARCH 2013**

**Scottish Charity No. : SC037177**

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## THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

### COMPANY INFORMATION

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<b>Directors</b>	Listed on Directors' Report
<b>Charity number</b>	SC037177
<b>Company number</b>	SC294937
<b>Registered office</b>	c/o JRD LLP 11 Portland Road Kilmarnock KA1 2BT
<b>Independent Examiner</b>	Ken McCracken B.Acc, C.A. JRD LLP 11 Portland Road Kilmarnock KA1 2BT
<b>Business address</b>	c/o East Ayrshire Council The Johnnie Walker Bond 15 Strand Street Kilmarnock KA1 1HU
<b>Bankers</b>	The Co-Operative Bank Plc. PO Box 101 1 Balloon Street Manchester M60 4EP

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# **THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE**

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# **THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE**

## **DIRECTORS' REPORT FOR THE PERIOD ENDED 31 MARCH 2013**

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The directors present their report and independently examined financial statements for the period ended 31 March 2013. The previous financial statements were prepared for the period to 29 February 2012.

### **Legal and Administrative Information**

#### **Company Information**

The Scottish Charity reference, company contact information and other administrative details are shown on the foregoing company information schedule.

#### **Constitution**

The East Ayrshire Coalfield Environment Initiative is a company limited by guarantee and is a registered Scottish charity. The company was incorporated on 29 December 2005 and formally commenced activities during February 2006. The project was previously administered by the four partners – East Ayrshire Council, the Royal Society for the Protection of Birds Scotland, the Scottish Coal Company Ltd. and Scottish Natural Heritage – under a joint venture arrangement and has existed since 2002.

Its Memorandum and Articles of Association, which are held by the company secretary at the registered office, govern the company's activities. Powers of investment and restrictions imposed on the company are also contained within these documents.

#### **Board of Directors**

Directors can be appointed or removed in accordance with the company's articles.

The following directors served during the period unless otherwise noted:

Katherine Morrice  
Niall Crawford Crabb  
Anne McCall (appointed 01.03.13)

Niall Crawford Crabb resigned as a director on 23 April 2013 and there have been no further changes since the balance sheet date.

In addition, the following are regarded as Trustees of the charity:

Dorothy Simpson  
Peter George Morgan

Alignment of the formal Board appointments and other serving Trustees will be addressed during the current financial year.

#### **Independent Examiner**

Ken McCracken B.Acc, C.A. of JRD LLP, stands for reappointment as Independent Examiner at the company's forthcoming AGM.

### **Structure, Governance and Management**

#### **Training and Induction of Trustees**

Trustees currently serving have significant experience of the voluntary sector and the Company's activities. Trustees are formally inducted to the company, its Memorandum and Articles of Association, finances, and projects; and to the role and requirements of a Company Director upon their appointment.

# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## DIRECTORS' REPORT FOR THE PERIOD ENDED 31 MARCH 2013

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### Related Parties

There were no transactions during the period between the company and a related party of any Board member.

### Risk Assessment

All elements of risk are covered by our existing policies (Volunteering, Health & Safety, Data Protection, Child Protection, and Employment), including protection of vulnerable groups, hazard management, emergency procedures, accident and incident reporting and review, data security, equal opportunities, bullying and harassment, and staff grievances. Financial controls are in place to control the risk of mismanagement of funds, with two checks required against any expenditure. Risks are regularly discussed at quarterly Board meetings. There is currently no formal risk register.

### Objectives and Activities

The **East Ayrshire Coalfield Environment Initiative (CEI)** is a partnership, between the local authority, conservation bodies and industry, working together to enhance, conserve, and promote the environment in East Ayrshire. The CEI's vision is that:

- The East Ayrshire Coalfield region will contain thriving communities, living and working within a high quality natural environment.
- These communities will derive a sense of pride from their local landscape. They will gain improved quality of life through engagement with and access to a quality environment.
- Through partnership we will enhance the wildlife value of the area on a landscape scale, creating connecting areas of quality natural habitat.

### Aims

The CEI believes that a high quality environment, rich in biodiversity, will make East Ayrshire a valuable and attractive place for people to live, work and play.

The 3 aims of the CEI are:

- **Environment** – to enhance the natural environment and landscape within the CEI project area;
- **Understanding** – to increase understanding and appreciation of East Ayrshire's wildlife and its value, providing and developing opportunities for learning about and experiencing wildlife; and
- **Engagement** – to increase community participation in wildlife conservation, enabling local people to contribute to environmental improvements and develop new skills

The focus of the CEI is the East Ayrshire coalfield, principally the areas around Cumnock, New Cumnock, Muirkirk and Dalmellington.

These communities have been affected by the decline of the deep mining industry, resulting in environmental dereliction, unemployment, and depopulation.

### Significant Activities

The New Cumnock Access Network Project, funded by Ayrshire LEADER, and Wetland Habitat Enhancement Project, funded by the Central Scotland Green Network, were completed during this financial year.

We obtained funding and commenced work on the East Ayrshire Nature Network project, focussing on peatland enhancement in the coalfield region. In addition, a number of small grants were obtained from charitable trusts to support our community volunteering programme.

# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## DIRECTORS' REPORT FOR THE PERIOD ENDED 31 MARCH 2013

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### Financial Review

#### **Reserves policy**

The Board would ideally maintain a minimum of 3 months running costs which equates to approximately £50,000 at current funding levels. The purpose of this reserve would be to cover working capital requirements, due to some funding being paid in arrears, as well as for general contingencies. The unrestricted funds balance at 31 March 2013 was £11,619 (2012: £339) which clearly falls well short of this target. The Board is currently reviewing its plans to build up reserves to target levels.

#### **Review of Financial Period**

The excess income over expenditure for the year was £7,907 (2012: £8,479). Total funds carried forward at 31 March 2013 were £23,980 (2012: £16,073). The notes to the financial statements contain a detailed statement of financial activities that further analyse the restricted and unrestricted funds and sources of related income.

### Statement of Directors'/Trustees' Responsibilities

The trustees (who are also directors of East Ayrshire Coalfield Environment Initiative for the purposes of company law) are responsible for preparing the Trustees' 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 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 these financial statements, 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 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 charitable company will continue in operation.

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 enable them to ensure that the financial statements comply with the Companies Act 2006, the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 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.

This report has been prepared in accordance with the special provisions for small companies under Part 15 of the Companies Act 2006.

Approved by the Board on 16 December, 2013 and signed on its behalf by:



**Anne McCall**  
Director

# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

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I report on the accounts of the charity for the period ended 31 March 2013, which are set out on pages 2 to 8.

### Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts in accordance with the terms of the Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006. The charity trustees consider that the audit requirement of Regulation 10(1) (a) to (c) of the Accounts Regulations does not apply. It is my responsibility to examine the accounts as required under section 44(1) (c) of the Act and to state whether particular matters have come to my attention.

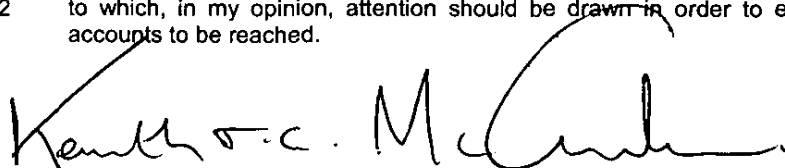
### Basis of independent examiner's statement

My examination is carried out in accordance with Regulation 11 of the Charities Accounts (Scotland) Regulations 2006. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeks explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently I do not express an audit opinion on the view given by the accounts.

### Independent examiner's statement

In the course of my examination, no matter has come to my attention:

- 1 which gives me reasonable cause to believe that in any material respect the requirements:
  - to keep accounting records in accordance with Section 44(1) (a) of the 2005 Act and Regulation 4 of the 2006 Accounts Regulations; and
  - to prepare accounts which accord with the accounting records and comply with Regulation 8 of the 2006 Accounts Regulations;have not been met; or
- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Ken McCracken B.Acc, C.A

Chartered Accountant (ICAS)

JRD LLP  
Chartered Accountants  
11 Portland Road  
Kilmarnock  
KA1 2BT

16 December, 2013

# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## STATEMENT OF FINANCIAL ACTIVITIES FOR THE PERIOD ENDED 31 MARCH 2013

	Restricted Funds	Unrestricted Funds	Total Funds 31.03.13 (13 Months)	Total Funds 29.02.12 (11 Months)
	£	£	£	£
<b>Incoming Resources</b>				
<b>Incoming resources from generated funds</b>				
Voluntary income	208,965	37,731	246,696	101,542
Investment income	-	90	90	17
Other income	-	512	512	-
<b>Total Incoming Resources</b>	<b>208,965</b>	<b>38,333</b>	<b>247,298</b>	<b>101,559</b>
<b>Resources Expended</b>				
Costs of generating voluntary income	-	631	631	252
Charitable activities	203,080	6,366	209,446	68,098
Governance costs	600	28,714	29,314	24,730
<b>Total Resources Expended</b>	<b>203,680</b>	<b>35,711</b>	<b>239,391</b>	<b>93,080</b>
<b>Net Incoming/(Outgoing) Resources Before Transfers</b>	<b>5,285</b>	<b>2,622</b>	<b>7,907</b>	<b>8,479</b>
<b>Transfers</b>				
Gross transfers between funds	(8,658)	8,658	-	-
<b>Net Movement In Funds</b>	<b>(3,373)</b>	<b>11,280</b>	<b>7,907</b>	<b>8,479</b>
<b>Reconciliation of funds</b>				
Total funds brought forward	15,734	339	16,073	7,594
<b>Fund Balances Carried Forward</b>	<b>12,361</b>	<b>11,619</b>	<b>23,980</b>	<b>16,073</b>

An analysis of Incoming Resources and Resources Expended is included at Note 10 to the financial statements.

Resources expended are allocated to the above cost categories on the basis of the accounting policy disclosed at Note 1 (d) to the financial statements.

Governance costs primarily consist of in-kind contributions (refer to note 9) and comprise:

	£
Independent Examiner's fees	600
Steering group - in-kind	19,080
Board members - in-kind	9,634
<b>Total</b>	<b>29,314</b>



# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## BALANCE SHEET AS AT 31 MARCH 2013

Company Registration No. SC294937 (Scotland)

		31.03.13		29.02.12	
	Notes	£	£	£	£
<b>Current assets</b>					
Debtors and prepayments	5	60,778		326	
Cash at bank and in hand	6	<u>32,081</u>		<u>19,535</u>	
		92,859		19,861	
<b>Liabilities</b>					
Creditors: amounts falling due within one year	7	<u>(68,879)</u>		<u>(3,788)</u>	
Net current assets			<u>23,980</u>		<u>16,073</u>
Total assets less current liabilities			23,980		16,073
<b>Total Net Assets</b>			<u><b>23,980</b></u>		<u><b>16,073</b></u>
<b>Funds of the charity</b>					
Restricted income funds	8/10		12,361		15,734
Unrestricted income funds:					
General funds	8/10	<u>11,619</u>		<u>339</u>	
Total unrestricted funds			11,619		339
<b>Total Charity Funds</b>			<u><b>23,980</b></u>		<u><b>16,073</b></u>

In preparing these financial statements:

The directors are satisfied that the company was entitled to exemption from audit under section 477 of the Companies Act 2006 and that members have not required an audit under section 476.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Section 386; and
- preparing accounts which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its profit or loss for the financial year in accordance with the requirements of Section 396, and which otherwise comply with the requirements of this Act relating to accounts, so far as applicable to the company.

The financial statements were approved by the Board on 16 December, 2013 and signed on its behalf by:



Anne McCall  
Director

# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## INCOME AND EXPENDITURE ACCOUNT FOR THE PERIOD ENDED 31 MARCH 2013

	Notes	31.03.13 (13 months) £	29.02.12 (11 months) £
<b>Income</b>			
Ayrshire LEADER		159,248	49,516
Heritage Lottery		23,000	-
Central Scotland Development Fund		6,415	6,147
Awards for All		-	5,000
ATH Resources - Donation		5,000	5,000
J & JR Wilson Trust		3,500	-
Robertson Trust		2,000	-
Hammelis Trust		3,000	-
Roger Vere Foundation		250	-
Alan Evans Memorial Trust		1,500	-
Donation - Travel Expenses reimbursement		88	-
Other Income		512	-
In-kind Contributions	9	42,695	35,879
Bank interest		90	17
		<u>247,298</u>	<u>101,559</u>
<b>Expenditure</b>			
Staff costs	2	52,166	42,138
Project costs (excluding staff costs)		139,672	10,331
Insurance		438	656
Computer running costs		-	118
Postage and stationery		134	185
Advertising		-	252
Travel expenses		2,519	1,484
Motor expenses		-	25
Repairs and renewals		147	60
Independent Examiner's fees		600	600
Legal and professional fees		53	-
Sundry expenses		967	1,352
In-kind expenditure	9	42,695	35,879
		<u>239,391</u>	<u>93,080</u>
<b>Excess income/(expenditure) for period</b>		<u><u>7,907</u></u>	<u><u>8,479</u></u>

## THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

### NOTES TO THE FINANCIAL STATEMENTS FOR THE PERIOD ENDED 31 MARCH 2013

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#### **1 Accounting policies**

The principal accounting policies are summarised below. The accounting policies have been applied consistently throughout the period.

#### **(a) Basis of accounting**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective 2008), the Companies Act 2006, the Statement of Recommended Practice: Accounting and Reporting by Charities issued in March 2005, Charities and Trustee Investment (Scotland) Act 2005 and the Charities Accounts (Scotland) Regulations 2006.

#### **(b) Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Designated funds are unrestricted funds earmarked by the Management Committee for particular purposes.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or grantor.

#### **(c) 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. The following specific policies are applied to particular categories of income:

Voluntary income is received by way of grants, donations and gifts and is included in full in the Statement of Financial Activities when receivable. Grants, where entitlement is not conditional on the delivery of a special performance by the charity, are recognised when the charity becomes unconditionally entitled to the grant.

Donated services and facilities are included at the value to the charity where this can be quantified. The value of services provided by volunteers has not been included in these accounts.

Investment income is included when receivable.

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.

## THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

### NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2013

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#### 1 Accounting policies (continued)

##### (d) Resources expended

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

Costs of generating funds comprise the costs associated with attracting voluntary income and grants.

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 includes those costs associated with meeting the constitutional and statutory requirements of the charity and include the Independent Examiner's fees and costs linked to the strategic management of the charity which are voluntary other than directors' travelling expenses reimbursed.

All costs are allocated between the expenditure categories of the SoFA on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly, others are apportioned on an appropriate basis such as staff time pro-rata.

##### (e) Fixed assets

Fixed assets (excluding investments) are stated at cost less accumulated depreciation. Minor additions costing below £250 are not capitalised. Depreciation is provided at rates calculated to write off the cost of each asset over its expected useful life, which is estimated at 4 years.

#### 2 Staff costs and numbers

	31.03.13	29.02.12
	£	£
Salaries and wages	46,716	38,283
Social security costs	4,620	3,575
Pension costs	830	280
	<u>52,166</u>	<u>42,138</u>

The number of employees during the period, on a headcount basis, was 4 (2012: 3).  
Pension contributions were paid in respect of 1 employee to a defined contribution scheme.

#### 3 Trustee Remuneration and Related Party Transactions

No Trustee received any remuneration during the period.

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 period.

# THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

## NOTES TO THE FINANCIAL STATEMENTS (CONTINUED) FOR THE PERIOD ENDED 31 MARCH 2013

### 4 Taxation

The company is a registered Scottish charity and no corporation tax liability arises. The company is not VAT registered and irrecoverable VAT is allocated to the relevant category of expenditure.

### 5 Debtors and prepayments

	31.03.13	29.02.12
	£	£
Grant debtors	60,621	-
Prepaid insurance	157	326
	<u>60,778</u>	<u>326</u>

### 6 Cash at bank and in hand

	31.03.13	29.02.12
	£	£
Co-Operative Bank account	31,897	19,466
Petty Cash	184	69
	<u>32,081</u>	<u>19,535</u>

### 7 Creditors : amounts falling due within one year

	31.03.13	29.02.12
	£	£
Independent Examiner's fees accrued	1,200	600
Suppliers accounts	216	-
Taxation and social security	2,463	2,936
Other creditor	-	252
Loan - East Ayrshire Council	65,000	-
	<u>68,879</u>	<u>3,788</u>

### 8 Analysis of Net Assets Between Funds

	Unrestricted Funds	Restricted Funds	Total Funds
	£	£	£
Current Assets	11,619	81,240	92,859
Current Liabilities	-	(68,879)	(68,879)
Net Assets	<u>11,619</u>	<u>12,361</u>	<u>23,980</u>

### 9 In-Kind Contributions

The following expenditure represents the directors' estimate of the cost of in-kind contributions:

	31.03.13	29.02.12
	£	£
Steering Group Members - preparation/attendance at Group/Board meetings	19,080	16,034
Board Members preparation/attendance at Board meetings	9,634	8,096
Payroll bureau	484	407
Management costs	2,432	2,044
Van costs (including insurance, tax, servicing and fuel)	7,416	6,232
Office accommodation and equipment	3,649	3,066
	<u>42,695</u>	<u>35,879</u>

THE EAST AYRSHIRE COALFIELD ENVIRONMENT INITIATIVE

NOTES TO THE FINANCIAL STATEMENTS (CONTINUED)  
FOR THE PERIOD ENDED 31 MARCH 2013

10 Analysis of Statement of Financial Activities

	New Cumnock Access Project	CSGN Wetland Enhancement Project	Promoting CEI & Region	Volunteer Projects	Nature Network Project	Total Unrestricted Restricted Funds	Total Funds (13 months) £	Total Funds (11 months) £
<b>Incoming Resources</b>								
<b>Incoming resources from generated funds:</b>								
<i>Voluntary income</i>								
South Ayrshire Council - LEADER	159,248	-	-	-	-	159,248	-	49,516
Heritage Lottery	-	-	-	-	23,000	23,000	-	-
Central Scotland Development Fund	-	6,415	-	-	-	6,415	-	6,147
Awards for All	-	-	-	-	-	-	-	5,000
ATH Resources - Donation	-	-	-	-	-	-	5,000	5,000
J & JR Wilson Trust	-	-	-	3,500	-	3,500	-	-
Robertson Trust	-	-	-	-	-	-	2,000	-
Hammells Trust	-	-	-	3,000	-	3,000	-	-
Roger Vere Foundation	-	-	-	-	-	-	250	-
Alan Evans Memorial Trust	-	-	-	1,500	-	1,500	-	1,500
Donation - Travel Expenses reimbursement	-	-	-	-	-	-	88	-
In-Kind Contributions	11,065	-	-	-	1,237	12,302	30,393	42,695
	170,313	6,415	-	8,000	24,237	208,965	37,731	246,696
<i>Investment Income</i>								
Bank Interest	-	-	-	-	-	-	90	90
	-	-	-	-	-	-	90	17
<i>Other Income</i>								
Sundry Income	-	-	-	-	-	-	512	512
<b>Total Incoming Resources</b>	<b>170,313</b>	<b>6,415</b>	<b>-</b>	<b>8,000</b>	<b>24,237</b>	<b>208,965</b>	<b>38,333</b>	<b>247,298</b>
<b>Resources Expended</b>								
<b>Cost of generating funds:</b>								
Cost of generating voluntary income	-	-	-	-	-	-	631	631
	-	-	-	-	-	-	512	252
<b>Charitable activities:</b>								
Charitable expenditure	129,983	2,637	4,731	1,139	804	139,294	5,321	144,615
Support costs	58,132	-	-	-	5,654	63,786	1,045	64,831
	188,115	2,637	4,731	1,139	6,458	203,080	6,366	209,446
	75	-	-	-	525	600	28,714	29,314
<b>Governance costs</b>	<b>188,190</b>	<b>2,637</b>	<b>4,731</b>	<b>1,139</b>	<b>6,983</b>	<b>203,680</b>	<b>35,711</b>	<b>239,391</b>
<b>Total Resources Expended</b>	<b>188,190</b>	<b>2,637</b>	<b>4,731</b>	<b>1,139</b>	<b>6,983</b>	<b>203,680</b>	<b>35,711</b>	<b>239,391</b>
<b>Net Incoming/(Outgoing) Resources Before Transfers</b>	<b>(17,877)</b>	<b>3,778</b>	<b>(4,731)</b>	<b>6,861</b>	<b>17,254</b>	<b>5,285</b>	<b>2,622</b>	<b>7,907</b>
Transfer between funds	-	(1,528)	(269)	(6,861)	-	(8,658)	8,658	-
<b>Net Movement In Funds</b>	<b>(17,877)</b>	<b>2,250</b>	<b>(5,000)</b>	<b>-</b>	<b>17,254</b>	<b>(3,373)</b>	<b>11,280</b>	<b>7,907</b>
Total funds brought forward	12,984	(2,250)	5,000	-	-	15,734	339	16,073
<b>Fund Balances Carried Forward</b>	<b>(4,893)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>17,254</b>	<b>12,361</b>	<b>11,619</b>	<b>23,980</b>
								<b>16,073</b>