

Registered Company Number: 04013046 (England and Wales)
Registered Charity Number: 1081811

FINANCIAL STATEMENTS

FOR THE YEAR 31 JANUARY 2017

TUESDAY



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THINKING TO CAPITALISE ON

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REPORT OF THE TRUSTEES YEAR ENDED 31 JANUARY 2017

The trustees are pleased to present their annual directors' report together with the financial statements of the charity for the year ending 31 January 2017 which are also prepared to meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum and Articles of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2015)

CHAIRMAN AND CHIEF EXECUTIVE OFFICER'S REPORT (incorporating Achievements and Performance)

This year has been one of change as the Foundation moves towards appointing a CEO to take over the Charity from Clarissa Mitchell who plans to retire next year. Last Spring Hayley Stone was appointed Director of Provision and Care and Terry Radcliffe, Director of Training. This enabled the Foundation to research and prepare for the recruitment of the main role, while at the same time lifting the standards of each centre to an even higher level of care. As a result, the inspections by Ofsted and the Local Authorities during the year, were full of praise. The Centres are being asked to provide for more acute cases than ever before, and so the clinical training has had to be upgraded. Steve Durney was appointed accounts manager in March together with Mandi Colvin, as the Fundraiser and administrator.

The aim is to make the Centres pay for themselves, and, by the end of this year, I am pleased to say that on average 80% of the annual income is now being achieved, even though it remains extremely hard to get money from some Local Authorities and their debts to us, as you can see, run on.

We continue to have the challenge of funding the 20% shortfall and, indeed, the Foundation Office, without which the Centres could not run. We have pulled all the administration under one roof now, and also all the accounts under the Foundation Charity number and it is working well.

We remain so grateful to those generous funders who realise what our great staff team achieve day by day. The Social Impact is massive but, alas, the need for our flexible and immediate provision of care is ever increasing.

Reverend Celia Carter MBE. JP, Chair

This last year has been one of looking forward and ensuring that Hop Skip and Jump will be sustained for perpetuity. This was advised in the five year plan proposed by our Consultant, Jonathan Smith.

We began by researching the position of the CEO and was helped along by Vistage, a networking organisation for CEO's and Chairmen. We used a recruiting agency recommended by this organisation. There were over 43 applications and we brought this down to a short list of twelve and then two. They had to spend a day at a centre as a volunteer as part of the process and neither were suitable. We took on, at the request of Vistage and the recruiting agency, a man who interviewed well, but, when in post was overawed by what we did and found it daunting so he left in the fourth month of his probation period.

The changes being made resulted in the appointments of a Director of Care and Provision and a Director of Training as well as a new Finance Manager This ensured that the Centres were run to a high standard while the big change was being prepared for. This was an excellent move as the two directors made the standard of Care even higher with more and more acute cases being brought to us and the Finance Manager worked closely with Randall and Payne to tighten the Financial Governance so that the Foundation will move forward on a good and sustaining level, with further recognition from the Local Authorities and Lead Professionals.

Sadly, our intern who had been promoted to Marketing Manager, had to leave in June. This has left a gap hard to fill. However, knowing that there is a call for greater administration within charities since the Kids Company closure in 2015, we took on a Fundraiser and Administrator, and a Marketing Manager. Our office is now strong but it is a tough one to fundraise for. However it is clearly necessary and has certainly upped our performance.

REPORT OF THE TRUSTEES (continued) YEAR ENDED 31 JANUARY 2017

CHAIRMAN AND CHIEF EXECUTIVE OFFICER'S REPORT (incorporating Achievements and Performance)... Continued

I feel so proud of all our excellent staff and their complete dedication to the work that they do. I, after 36 years, have never known the level of care to be so demanding but this is the result in not only an increase in Medical knowledge, but also the Lead Professional's greater awareness of family breakdown and abuse.

Thanks to a multiple of things I feel I can hand over Hop Skip and Jump in an exciting and growing position next year and do so with gratitude to God and all of you and those who have worked for Hop Skip and Jump over the years. I shall never get over the amazing generosity and loyalty of our donors, some of whom have stayed alongside the Charity from its beginning in 1981.

Clarissa Mitchell CEO

PURPOSES AND ACTIVITIES:

The objects of the Charity are to provide day respite care to children with special needs and to provide support to the parents/carers and their families within Bristol and the South West area.

The Trustees are aware of the Public Benefit provisions of the Charities Act 2006 and of the guidance on them published by the Charity Commission. They are satisfied that the objects of the Charity and the activities of the Charity are within the definitions of Charitable Purposes as set down in the Act. The Trustees are not aware of any public detriment caused by the Charity's objects or activities, and nor are they aware of anyone receiving any private benefit from the Charity's activities

FINANCIAL REVIEW

The principal funding sources of the Charity have been from donations, fundraising, membership fees and grants. Since the key objective of the Charity is to provide day respite care to children with special needs, the charity aims to have accumulated reserves which are sufficient to ensure that the centres can be operated as going concerns for the foreseeable future and can be maintained at its current or a better level. The Charity had a net surplus for the year of £3,479 (2016 deficit of £10,895).

Reserves policy

Reserves are the resources the Charity has or can make available to spend, for any or all of the Charity's purposes, once it has met its commitments and covered its other planned expenditure.

All running costs are now borne by the Charities head office, Hop Skip & Jump Foundation, therefore no reserves are required in this entity.

The current level of unrestricted reserves is £nil (2016 (£5,979)).

Risk review

The Trustees acknowledge their responsibility to assess and mitigate the major risks to which the Charity is exposed. These are considered to be a lack of funding, health and safety and childcare issues. Procedures are in place to minimise these risks and to keep them under continual review.

REFERENCE AND ADMINISTRATIVE DETAILS

CHARITY NAME Hop, Skip and Jump (South West)

CHARITY NUMBER 1081811 COMPANY NUMBER 04013046

PRINCIPAL ADDRESS and Hop, Skip and Jump (South West)

REGISTERED OFFICE The Main Workshop

West End Avening Tetbury Glos GL8 8NE

REPORT OF THE TRUSTEES YEAR ENDED 31 JANUARY 2017

DIRECTORS/TRUSTEESMrs Clarissa Mitchell (Founder)

The Reverend Celia Carter MBE. JP, (Chair)

Mrs Sarah Addison (Director) Mrs Lucy Koshiw (Trustee)

ACCOUNTANTS Randall & Payne LLP

Chargrove House Shurdington Road Cheltenham Gloucestershire GL51 4GA

SOLICITORS Charles Russell

5 Fleet Place London EC4M 7RD

BANKERS Lloyds Bank Plc

14 Castle Street Cirencester Gloucestershire GL7 1DQ

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

Hop, Skip and Jump (South West) (the "Charity") is governed by a Memorandum and Articles of Association.

Members of the Board, who are directors for the purpose of company law and trustees for the purpose of charity law, who served during the year and up to the date of this report are shown on page 2.

New members of the Board can be appointed at any time to fill a casual vacancy or to add to the Board. Appointment is made by the collective decision of the Trustees of Hop, Skip and Jump (South West).

Members of the charitable company guarantee to contribute an amount not exceeding £1 to the assets of the charitable company in the event of winding up.

The charity is run through a management committee which meets every month.

Trustee induction and training

The Trustees, having founded the Charity, are familiar with its practical work. Should any new Trustee be appointed to the Board, they would be invited and encouraged to attend a series of short training sessions to familiarise themselves with the Charity and the context within which it operates. These sessions would be led by the Chair of the Trustees and cover:

- The obligations of the Board of Trustees.
- The main documents which set out the operational framework for the charity including the Memorandum and Articles.
- Resourcing and the current financial position as set out in the latest published accounts.
- Future plans and objectives.

A Question and Answer pack would also be prepared drawing information from the various Charity Commission publications signposted through the Commission's guide "the Essential Trustee" as a follow up to these sessions. This would be distributed to new trustees along with the Memorandum and Articles and the latest financial statements.

REPORT OF THE TRUSTEES (continued) YEAR ENDED 31 JANUARY 2017

Responsibilities of the management committee

The trustees (who are also directors of the charity 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 directors to prepare financial statements for each financial year, which give a true and fair view of the state of the charitable company and of the incoming resources and application of resources, including income and expenditure, of the charitable company for the year. In preparing these financial statements, the directors 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 Charity will continue in operation.

Related parties

The Trustees of Hop, Skip and Jump (South West) are also trustees of the following registered charities, all of which are companies limited by guarantee.

	Registered numbers		
	Company	Charity	
lop Skip & Jump Foundation	04013026	1081810	
lop, Skip and Jump (Cotswold)	04215495	1088173	
lop Skip and Jump (Swindon)	07189580	1135620	
lop Skip and Jump (West Sussex)	07189284	1135618	
lop Skip and Jump (Wigan) Ltd	08703651	1154216	
lop, Skip and Jump (Cotswold) lop Skip and Jump (Swindon) lop Skip and Jump (West Sussex)	04215495 07189580 07189284	1088173 1135620 1135618	

ON BEHALF OF THE BOARD

Mrs C Mitchell (Trustee)

Date: 417/2017

CHARTERED ACCOUNTANTS' REPORT TO THE BOARD OF TRUSTEES ON THE UNAUDITED FINANCIAL STATEMENTS OF HOP. SKIP AND JUMP (SOUTH WEST)

In order to assist you to fulfil your duties under the Companies Act 2006, we have prepared for your approval the financial statements of Hop, Skip and Jump (South West) for the year ended 31 January 2017 which comprise the Statement of Financial Activities, the Balance Sheet and the related notes from the charity's accounting records and from information and explanations you have given us.

As a practising member firm of the Institute of Chartered Accountants in England and Wales (ICAEW), we are subject to its ethical and other professional requirements which are detailed within the ICAEW's regulations and guidance at http://www.icaew.com/en/membership/regulations-standards-and-guidance.

This report is made solely to the Board of Trustees of Hop, Skip and Jump (South West), as a body, in accordance with the terms of our engagement letter. Our work has been undertaken solely to prepare for your approval the financial statements of Hop, Skip and Jump (South West) and state those matters that we have agreed to state to the Board of Trustees of Hop, Skip and Jump (South West), as a body, in this report in accordance with ICAEW Technical Release 07/16AAF. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than Hop, Skip and Jump (South West) Board of Trustees, as a body, for our work or for this report.

It is your duty to ensure that Hop, Skip and Jump (South West) has kept adequate accounting records and to prepare statutory financial statements that give a true and fair view of the assets, liabilities, financial position and loss of Hop, Skip and Jump (South West). You consider that Hop, Skip and Jump (South West) is exempt from the statutory audit requirement for the year.

We have not been instructed to carry out an audit or a review of the financial statements of Hop, Skip and Jump (South West). For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the statutory financial statements

Randall & Payne LLP
Chartered Accountants
Chargrove House
Shurdington Road
Cheltenham
Gloucestershire

GL51 4GA

Date: 16 . 19 . 17

STATEMENT OF FINANCIAL ACTIVITIES (Incorporating an Income and Expenditure account) YEAR ENDED 31 JANUARY 2017

No.	Unres otes	tricted funds £	Restricted funds	Total 2017 £	Total 2016 £
INCOMING RESOURCES			•		
Incoming resources from generated fund	ls				
Voluntary income					~
Donations and gifts	•		-	4 9 4 6	7,424
Grants Activities for generating funds	4	4,846	-	4,846	62,523
Fundraising		_	_	_	70
Incoming resources from charitable activ	vities				
Fees		920		920 ⁻	90,795
					•
Total incoming resources		5,766		5,766	160,812
RESOURCES EXPENDED Costs of generating voluntary income Fundraising costs		-	-	· -	· -
Charitable activities:					
9	2 .	35	-	35	156,092
		2,252	-	. 2,252	14,122
Governance		- .	. _		1,493
Total resources expended		2,287		2,287	_ 171,707
NET (OUTGOING)/INCOMING RESOURCE	= c			•	
BEFORE TRANSFERS		3,479		3,479	(10,895)
Transfers between funds	7	-	-	-	
NET MOVEMENT IN FUNDS		3,479		3,479	(10,895)
Total funds brought forward	(5	5,979)	2,500	(3,479)	7,416
TOTAL FUNDS CARRIED FORWARD	(2	2,500)	2,500		(3,479)

The surplus for the year for Companies Act purposes is net movement in funds of £3,479 (2016 deficit £10,895).

The notes set out on pages 8 to 13 form part of these financial statements.

HOP, SKIP AND JUMP (SOUTH WEST) (REGISTERED NUMBER: 04013046)

BALANCE SHEET AS AT 31 JANUARY 2017

	Notes	2017 £	2016 £
FIXED ASSETS Tangible assets	5	-	1,270
CURRENT ASSETS Debtors Cash at bank and in hand	-		98
CREDITORS Amounts falling due within one year	6		4,847
NET CURRENT LIABILITIES		**	(4,749)
TOTAL ASSETS LESS CURRENT LIABILITIES			(3,479)
FUNDS OF THE CHARITY	7		
Unrestricted funds General funds Designated funds Restricted funds		(2,500) - 2,500	(35,979) 30,000 2,500
	8	-	(3,479)

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 January 2017.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 January 2017 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its profit or loss for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

signed on its behalf by:

Mrs C Mitchell

(Director)

Rev C Carter (Director)

The notes set out on pages 8 to 13 form part of these financial statements.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

1. ACCOUNTING POLICIES

a) Basis of preparing the financial statements

The accounts have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK & Republic of Ireland (FRS102) (effective 1 January 2015) – (Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006. The charity has taken advantage of Paragraph 3 (3) of Schedule 4 of the Companies Act and adapted the Companies Act formats to reflect the special nature of the charity's activities.

The charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing the account, the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required.

As a result of transition there have been no material changes to comparative figures nor accounting policies.

c) Going concern

Based on current expectations the trustees believe that the charity can continue to operate through its head office, Hop Skip & Jump Foundation. Accordingly, they continue to adopt the going concern basis in preparing the financial statements

d) 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 recognised in full in the Statement of Financial Activities when receivable. Grants, where entitlement is conditional on the delivery of a specific performance by the Charity, are recognised when the Charity becomes unconditionally entitled to the grant.
- Donated services and facilities are recognised 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 recognised when receivable.
- Legacy income is recognised when it is certain that the monies are receivable

e) Resources expended

Expenditure is recognised on an accruals basis as a liability is incurred. Expenditure includes VAT which cannot be recovered, and is reported as part of the expenditure to which it relates:

- Costs of generating funds comprise the costs associated with attracting voluntary income and fundraising event costs.
- Charitable expenditure comprises those costs incurred by the Charity in the delivery of its
 activities. Grants payable are included when the award is agreed. 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 accountancy fees and costs linked to the strategic management of the Charity.

All costs are allocated between the expenditure categories of the Statement of Financial Activities on a basis designed to reflect the use of the resource. Costs relating to a particular activity are allocated directly. Support costs are considered insignificant and are allocated in full to the charitable activity.

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

f) Tangible fixed assets

Fixed assets are included at cost, or, where donated, at valuation with a corresponding credit to income. Fixed assets have been depreciated on the following bases:-

Play area Play equipment - 10% straight line

- 33% straight line

The main building of the Charity is owned by Hop, Skip and Jump Foundation. Hop, Skip and Jump (South West) owns the playground and associated equipment and fittings.

g) Fund Accounting

Unrestricted funds are funds which are available for use at the discretion of the trustees in furtherance of the general objectives of the charity and have not been designated for any other purposes.

Restricted funds are funds which are to be used in accordance with specific restrictions imposed by donors. The aim and use of each restricted fund is set out in the notes to the financial statements.

2	RUNNING COSTS OF CENTRE	Unrestricted Funds	Restricted Funds	Total 2017	Total 2016
		£	£	£	£
•	Bank charges	35	-	35	268
	Cleaning and waste disposal	•	-	-	1,389
	Depreciation	-	, -	-	11,051
	Light and heat	-		-	2,321
	Motor and travel	-	-	-	5,419
	Professional fees	-	-	-	240
	Repairs and maintenance	-	· -	-	744
	Salaries (note 4)	-	-	. -	129,915
	Stationery, postage and telephone	-	-	-	620
	Sundry expenses	-	•	-	1,749
	Training	-	-	· -	1,870
	Water rates	-		 -	506
	•	35	<u>.</u>	35	156,092
	GRANTS PAID				•
	Hop Skip & Jump Cotswold		· ,	. <u>-</u>	676
	Hop Skip & Jump Foundation	2,252	-	2,252	13,230
	Hop Skip & Jump (West Sussex)			_,	178
	Hop Skip and Jump (Swindon)	· <u>-</u>		<u>-,</u>	38_
	·	2,252	-	2,252	14,122

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

3	GOVERNANCE	Total 2017 £	Total 2016 £
	Independent examiner's fees		1,493
		~	
4	STAFF COSTS	2017 £	2016 £
	Salaries Social security costs	·	124,433 5,482
			129,915

No employee received remuneration in excess of £60,000 in either this or the last financial year.

Trustees received no remuneration for their services nor were they reimbursed expenses in either this or the last financial year.

The average number of employees employed by the Charity during the year (excluding directors)

,		,	2017 No.	2016 No.
Playworkers Centre Manager		•	<u> </u>	. 10
		: :		11

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

5	FIXED ASSETS	•			
			Play area £	Equipment £	. Totai £
	COST	•			
	At 1 February 2016		107,275	. 150,863	258,138
	Disposals	•	(107,275)	(150,863)	(258,138)
	At 31 January 2017				<u> </u>
	DEPRECIATION		·.		•
	At 1 February 2016		107,275	149,593	256,868
	Elim on disposal		(107,275)	(149,593)	(256,868)
	At 31 January 2017	•	-	-	
	NET BOOK VALUE		·		
	At 31 January 2017			-	
	At 31 January 2016			1,270	1,270
		•	-		
6	CREDITORS			2017 .	2016
		· ·.		£	. £ .
	PAYE and National Insurance			-	2,570
	Trade creditors			-	476
	Accruals			<u> </u>	1,800
		•		-	4,846

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

7 FUNDS

Restricted funds

The income funds of the Charity include restricted funds comprising the following unexpended balances of donations and grants held on trusts to be applied for specific purposes:

	Balance at 1 February 2016 £	Income	Expenditure/ Transfer £	Balance at 31 January 2017 £
Hop Skip & Jump Swindon Mums and babies	500 2,000	- -	- -	500 2,000
	2,500	<u> </u>	·	2,500

Designated funds

Due to the size and nature of the property the Trustees have set up a designated fund to provide for significant expected or unexpected repairs and maintenance. No change to the fund balance of £30,000 has been made this year.

8 ANALYSIS OF NET ASSETS BETWEEN FUNDS

Fund balances are represented by:

	Unrestricted Funds £	Designated Funds £	Restricted Funds	Total £
Fixed Assets Current Assets Current Liabilities	 (2,500)	<u>-</u>	2,500 	- - -
	 (2,500)	-	2,500	·

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

9 RELATED PARTY TRANSACTIONS

The trustees of Hop Skip & Jump (South West) are also trustees of the following charities:

The Rev C Carter

Hop Skip & Jump Foundation

Hop, Skip and Jump (Cotswold)

Hop Skip and Jump (Swindon)

Hop Skip and Jump (West Sussex)

Hop Skip and Jump (Wigan) Ltd

Mrs C Mitchell

Hop Skip & Jump Foundation

Hop, Skip and Jump (Cotswold)

Hop Skip and Jump (Swindon)

Hop Skip and Jump (West Sussex)

Hop Skip and Jump (Wigan) Ltd

	2017 ⁷ £	2016 £
Grants received by the charity from:		
Hop, Skip and Jump (Cotswold)	-	7,849
Hop Skip & Jump Foundation	- 4.846	13,021 40,417
Hop Skip & Jump Foundation Hop Skip and Jump (Wigan) Ltd	4,040	1,101
Hop Skip and Jump (West Sussex)	·	135_
	<u>4,846</u>	62,523
Grants paid by the Charity to:	•	. 1
Hop Skip & Jump Foundation	2,254	13,230
Hop Skip and Jump (Cotswold)	·	676
Hop Skip and Jump (Swindon)		· -
Hop Skip and Jump (Wigan) Ltd	-	38
Hop Skip and Jump (West Sussex)		178
	2,254	14,122

NOTES TO THE FINANCIAL STATEMENTS YEAR ENDED 31 JANUARY 2017

INCOME AND EXPENDITURE ACCOUNT

	2017 £	2016 . £
Income		
Donations	<i>'</i>	7,424
Fundraising	-	70
Grants	4,846	62,523
Fees	920	90,795
	E 766	160,812
	5,766	100,012
Expenditure		
Accountancy -		1,493
Bank charges 35		268
Cleaning and waste disposal -		1,389
Depreciation -	•	11,051
Grants paid 2,252		14,122
Light and heat		2,321
Motor and travel		5,419
Professional fees -		240
Repairs and maintenance -	•	744
Staff and social security costs -		129,915
Stationery, postage and telephone -		620
Sundry expenses -		1,749
Training -		1,870
Water rates -		506
	2,287	171,707
Surplus/(deficit) for the year	3,479	(10,895)