Report of the Trustees and Unaudited Financial Statements for the Year Ended 30 April 2015 for The Sara Lee Trust

> Manningtons Chartered Accountants 39 High Street Battle East Sussex TN33 0EE

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Reference and Administrative Details for the Year Ended 30 April 2015

TRUSTEES

Mrs S Lee Mrs L Hodgson Mrs V Goddard

Dr J Lee (resigned 12.7.14)

Mrs A Cryar Mr L Forster-Kirkham Miss D Hargreaves Mr J Midgley

Mr M Lear (resigned 15.4.15) Mrs T Bartlett (resigned 7.8.14) Mrs C Disney (resigned 30.8.14) Mrs S Stephenson (resigned 11.8.15)

PRINCIPAL ADDRESS

The Sara Lee Centre 25 Upper Maze Hill St Leonards-on-Sea East Sussex TN38 0LB

REGISTERED CHARITY NUMBER

1055048

INDEPENDENT EXAMINER

Manningtons Chartered Accountants

39 High Street Battle East Sussex TN33 0EE

Report of the Trustees for the year Ended 30th April 2015

The trustees present their report with the financial statements of the charity for the year ended 30th April 2015. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

Structure, Governance & Management

Governing Document

The charity is controlled by its governing document, a Deed of Trust and constitutes an unincorporated charity.

The trust was established by a charitable trust deed on 1st October 1995, and is registered with the Charities Commission, No. 1055048. The charity's administrative address is The Sara Lee Trust, 25 Upper Maze Hill, St Leonards-on-Sea, East Sussex TN38 0LB.

The trustees have complied with their duty in section 4 of the 2006 Act to have due regard to guidance published by the Charity Commission.

Recruitment & Appointment of New Trustees

The Trustees are mindful of their responsibilities regarding the appointment and training of new Trustees. Presently, the need for new trustees is discussed amongst existing Trustees with, when a need is agreed, potential candidates being identified through existing networks or by external advertisement.

Shortlisted candidates are interviewed and the successful candidates undergo a brief but comprehensive induction where they meet key members of the Trust and are introduced to all aspects of the Trust's work. Each new trustee is provided with a book on the responsibilities of a new trustee.

It is the Board's intention to recruit additional Trustees over the next financial year, with experience and expertise in specific areas that will support the Trusts long term drive towards sustainability and the expansion of its services to meet local need.

Risk Management

The Trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

Report of the Trustees for the year Ended 30th April 2015

Objectives & Activities

The Sara Lee Trust is an independent local charity that aims to improve the quality of life of people living with cancer and other life threatening illnesses in Hastings and Rother (East Sussex), through the provision of creative and complementary therapies, psychological and counselling support and therapeutic group activities. We also provide support for the families and carers.

The Trust is also the primary provider of counselling and therapy services for the patients of both St Michael's Hospice (Hastings and Rother) and the Rye, Winchelsea & District Memorial Hospital.

Our services are currently provided -

- At treatment rooms in Hastings (based at St Michael's Hospice) and Rye (based at the Rye, Winchelsea & District Memorial Hospital)
- On the wards at both St Michael's Hospice and at Rye
- In the homes of those unable to attend our treatment rooms.

In addition the Trust provides group therapy days throughout the year in different venues across Hastings and Rother including Powdermill Woods (Battle), Herstmonceux and Beckley (near Rye).

Financial Performance - Summary

As set out in our 2013/14 Annual Report, the Trust's intention was to achieve a balanced budget looking forward. The Trust also took the important decision to invest in the necessary organisational and management leadership and expertise required to deliver this long – term aim and the key objectives of the Trust. The Trust's first Chief Executive Officer (CEO) Danyll Redsull was appointed in October 2014. Following the CEO's appointment, a number of important measures were introduced to improve financial record-keeping, management and reporting. This has enabled the Trust and its team to make more informed operational and strategic financial decisions and also address budget variances at an early stage.

Subsequent strategic decisions taken within the period included the continued investment into the infrastructure of our Trading Company. Two new shops were opened in the period and an existing shop was relocated into larger premises. The success of these changes and of the Trading Team in general has resulted in a more than five-fold increase in the donation from the Trading Company to the Trust, from £11k in 2013/14 to £61k 2014/15.

With improved financial management and the growing Trading Company donation, the Trust has delivered a small underlying surplus of £7.0k in the financial period to 30th April 2015.

The Trust continues to aim to deliver a balanced budget year on year; ensuring that unplanned deficits are avoided and that any expected surplus is invested in developing therapy services and capacity to best meet local need. Costs will continue to be scrutinised across the board to ensure all expenditure is necessary and delivers best value.

Delivering financial stability and long term sustainability remains a core objective of the Trust and one that all team members, both paid and voluntary, contribute to significantly.

Report of the Trustees for the year Ended 30th April 2015

Achievement & Performance

Charitable Activities

Therapy Provision

The Sara Lee Trust provides a range of complementary therapies including acupuncture, aromatherapy, craniosacral therapy, massage, reflexology, relaxation and visualisation, and shiatsu. The Trust also provides specialist psychological and counselling support and therapeutic group activities.

Over the last year our therapy team has consisted of ten paid therapists and four volunteer therapists.

In the financial year 2014-15 we provided 2,993 hours of therapy and activities, an increase of 687 hours, or 30%, on the last financial year. 216 of these result from the additional counselling hours provided by our Lead Therapist since September 2014. The remainder result from a combination of a return to regular, well-attended Sanctuary Days and improved efficiencies.

There have been a number of significant achievements during the year which include:

- Increased counselling provision
- Evening therapy service now provided for St Michael's Hospice inpatients
- Increased provision of therapy care in in the community and at the Hospice
- Male counsellor now available, enabling greater patient choice
- Long term locations for Therapy Group Days secured, and regular monthly days now running and well attended
- Four new volunteer therapists recruited
- Introduction of nationally recognised outcome evaluations for Counselling and Complementary Therapies
- Refurbishment and improvement of Therapy facilities
- Creation of Trust Therapy Guidelines and Service Specification based on local and national guidelines and best practice
- · Re-instated learning focus on therapies
- Improved partnership working with St Michael's Hospice care team
- Development of a central Trust patient and service database

The Trust intends to build upon the progress made in the last financial year by improving the scale, scope and accessibility of its services which will include the development of a dedicated Therapy Centre in Sidley, near Bexhill.

The Trustees wish to maintain as a minimum, the current levels of therapy provision.

Report of the Trustees for the year Ended 30th April 2015

Achievement & Performance

Fundraising Activities

As an independent charity, without access to public funds or guaranteed income, the Trust is totally dependent on fundraising and trading activities to fund our services.

In response to the steady decline in voluntary income received over the past few years, a comprehensive Fundraising Strategy for 2015-2017 was introduced within the financial year to allow the Trust to work to realistic targets and ensure all potential sources of fundraising income are being actively and effectively targeted.

Our Fundraising is led and managed by a part-time Fundraising Manager, supported by a dedicated Fundraising Group and many wonderful volunteers. Fundraising income for the year was achieved utilising the full variety of funding sources available which included:

- An events programme of both Trust and independently managed activities including open gardens, treasure hunt, golf day, tombola's, quizzes, coffee mornings and our annual Christmas Fair and Grand Raffle.
- An annual Challenge events programme including some arranged by the Trust and others
 organised by supporters fundraising on our behalf. Our challenge events calendar this year
 featured two successful events held in partnership with St Michael's Hospice (Hastings &
 Rother) an abseil and a fire walk
- Applications for support to Charitable Trusts, local businesses and community groups
- Appeals to the general public to support our work by fundraising or donating to our charity shops or remembering us in their will.

Fundraising highlights included people fundraising on our behalf by running 13 or 26 miles, boxing, climbing mountains, sky diving, running in mud, and taking part in numerous challenge events on our behalf. We are so grateful to everyone who chooses to fundraise for the Trust as it is only with their support that we are able to offer vital care and support to our patients. We would also like to thank most sincerely, all the charitable trusts, companies, organisations and individuals who have supported us throughout the year.

Trading

The Trust's Trading arm which manages our Charity Shops continues to grow with our third and fourth shops opening in 2014. In addition, one of our existing shops relocated to much larger premises during the period. Each shop is run by a paid supervisor supported by a team of dedicated and hard-working volunteers. The contribution of the volunteer team to each shop is invaluable and special thanks are given for their continued support. All shops continue to create a trading surplus which is donated annually to the Trust.

The overall donation from the trading arm to the Trust has increased from £11k in 2013/14 to £61k in 2014/15. The Trust continues to invest in the development of its trading arm with two additional shops planned to open in 2015/16 supported by the move to a larger, fit for purpose warehouse.

Report of the Trustees for the year Ended 30th April 2015

Financial review

Reserves Policy

It is the policy of the Trust that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to approximately six months operational expenditure (i.e. approximately £100,000). The Trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the trust's activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

From 2015/16 onwards the Trust proposes to maintain an additional provision to ensure resources are available to properly maintain Trust fixed assets in the event of a significant drop in funding. It is proposed that this provision is set at a level of 10% of the Trust's fixed asset balance sheet value (which equates to £27,000 as at the 30th April 2015). This additional provision will be confirmed within the forthcoming financial year.

At the year end, the charity had raised £421,369 against an expenditure of £175,967 and therefore ended the year with a surplus of £245,402. This surplus however is not a true reflection of our actual trading position, because we received a one-off legacy payment of £237,500 within the period and thus the charity traded with an underlying surplus of £7,902. We are very pleased with the move from deficit to surplus position with the Trust aiming to break even annually looking forward.

The Trust has cash and bank reserves of £809,397 at the end of the financial year. Of this total, £678,000 has been earmarked for specific projects as per the Trust's approved investment plan which was last reviewed and approved by the Board of Trustee's on the 12th August 2015. This plan is intended to deliver long term stability and sustainability. A further £127,000 has been ring-fenced for operational provisions as referred to above.

Approved by order of the board of trustees on ... 13 44. October 2015 and signed on its behalf by:

Mrs S Lee - Trustee

Independent Examiner's Report to the Trustees of The Sara Lee Trust

I report on the accounts for the year ended 30 April 2015 set out on pages eight to sixteen.

Respective responsibilities of trustees and examiner

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

It is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

Basis of the independent examiner's report

My examination was carried out in accordance with the General Directions given by the Charity Commission. 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 seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

- which gives me reasonable cause to believe that, in any material respect, the requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

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.

R Dennard FCA

Manningtons Chartered Accountants

39 High Street

Battle

East Sussex

TN33 0EE

Date: 19 Odele Bry

The Sara Lee Trust

Statement of Financial Activities for the Year Ended 30 April 2015

INCOMING RESOURCES	Notes	Unrestricted funds	Restricted funds	2015 Total funds £	2014 Total funds £
Incoming resources from generated funds					
Voluntary income	2	338,039	800	338,839	754,489
Activities for generating funds	3	57,323	11,891	69,214	62,813
Investment income	4	13,316	-	13,316	949
Total incoming resources		408,678	12,691	421,369	818,251
RESOURCES EXPENDED Costs of generating funds Fundraising trading: cost of goods sold and other	er				
costs	-	22,050	_	22,050	22.110
Charitable activities	5	22,000	-	22,030	23,110
General		137,094	15,473	152,567	101,192
Governance costs	7	1,350	-	1,350	2,250
Total resources expended		160,494	15,473	175,967	126,552
NET INCOMING/(OUTGOING) RESOURCES		248,184	(2,782)	245,402	691,699
RECONCILIATION OF FUNDS					
Total funds brought forward		858,608	5,062	863,670	171,971
TOTAL FUNDS CARRIED FORWARD		1,106,792	2,280	1,109,072	863,670

Balance Sheet At 30 April 2015

FIXED ASSETS	Notes	2015 £	2014 £
Tangible assets Investment property	10	365 271,048	309 133,022
		271,413	133,331
CURRENT ASSETS Debtors Cash at bank and in hand	12	34,775	18,827
		809,397 844,172	714,401
CREDITORS			
Amounts falling due within one year	13	(6,513)	(2,889)
NET CURRENT ASSETS		837,659	730,339
TOTAL ASSETS LESS CURRENT LIABILITIES		1,109,072	863,670
NET ASSETS		1,109,072	863,670
FUNDS Unrestricted funds:	15		
General fund Contingency Fund		1,079,792 27,000	858,608
Restricted funds:		1,106,792	858,608
Ted Baker Hastings Round Table Sir Jules Thorn Ernest Kleinwort		1,000	382 2,115
St Leonards Rotary Battle & Villages Lions Club		500	2,065 500
Hastings & St Leonards Muffin Club		250 250	-
Battle Rotary Club		280	:
		2,280	5,062
TOTAL FUNDS		1,109,072	863,670

Balance Sheet - continued At 30 April 2015

The financial statements were approved by the Board of Trustees on 13th October 2015 and were signed on its

Mrs S Lee -Trustee

Notes to the Financial Statements for the Year Ended 30 April 2015

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

Voluntary income is received by way of donations, gifts and legacies and is included in full in the SOFA when receivable.

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.

Resources expended

Liabilities are recognised on an accruals basis as soon as there is a legal or constructive obligation committing the charity to pay out resources. Expenditure includes any 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 the costs of trading for fundraising purposes.

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 costs of preparation and examination of statutory accounts, the costs of trustees' meetings and costs of any legal advice to trustees on governance or constitutional matters.

All costs are allocated between the expenditure categories of the SOFA on a basis designed to reflect the use of the resource.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Plant and machinery

- 10% on cost

Fixtures and fittings

25% on cost

Investment property

Investment property is shown at most recent valuation. Any aggregate surplus or deficit arising from changes in market value is transferred to a revaluation reserve.

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

It is the policy of the charity that unrestricted funds which have not been designated for a specific use should be maintained at a level equivalent to between six and nine month's expenditure. The trustees consider that reserves at this level will ensure that, in the event of a significant drop in funding, they will be able to continue the charity's current activities while consideration is given to ways in which additional funds may be raised. This level of reserves has been maintained throughout the year.

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

Notes to the Financial Statements - continued for the Year Ended 30 April 2015

2. VOLUNTARY INCOME

	Donations Gift aid Legacies Shop income		2015 £ 28,590 5,477 243,086 61,686	2014 £ 37,698 2,994 702,162 11,635
3.	ACTIVITIES FOR GENERATING FUNDS			
	Fundraising events Charitable trust income Sundry receipts		2015 £ 39,243 23,929 6,042 69,214	2014 £ 39,142 23,296 375 62,813
4.	INVESTMENT INCOME			
	Rents received Interest receivable		2015 £ 10,096 3,220 13,316	2014 £ 949
5.	CHARITABLE ACTIVITIES COSTS			
6.	General SUPPORT COSTS	£ 150,690	Support costs (See note 6) £ 1,877	Totals £ 152,567
	General	Information technology £ 243	Human resources £ 1,634	Totals £ 1,877
7.	GOVERNANCE COSTS			
	Accountancy Auditors' remuneration Independent examiners fees		2015 £ 750 600	2014 £ 750 1,500

Notes to the Financial Statements - continued for the Year Ended 30 April 2015

8. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 30 April 2015 nor for the year ended 30 April 2014.

The trustee D Hargreaves is a partner in Sellens French Chartered Accountants who provide accountancy services to The Sara Lee Trust at a significantly discounted cost. A provision of £750 has been included within the accounts.

Trustees' expenses

There were no trustees' expenses paid for the year ended 30 April 2015 nor for the year ended 30 April 2014.

STAFF COSTS

	2015	2014
	£	£
Wages and salaries	66,894	52,096
National Insurance	4,704	4,293

The average monthly number of employees during the year was 4 (3 in 2014).

No employee received emoluments of more than £60,000 during the year.

10. TANGIBLE FIXED ASSETS

	Plant and machinery £	Fixtures and fittings £	Totals £
COST	_		-
At 1 May 2014	23,527	412	23,939
Additions		251	251
At 30 April 2015	23,527	663	24,190
DEPRECIATION			
At 1 May 2014	23,321	309	23,630
Charge for year	29	166	195
At 30 April 2015	23,350	475	23,825
NET BOOK WALLE			
NET BOOK VALUE			244
At 30 April 2015	177	188	365
44.20 4	. ====	102	200
At 30 April 2014	206	103	309

Notes to the Financial Statements - continued for the Year Ended 30 April 2015

11. INVESTMENT PROPERTY

	MARKETVALUE				£
	MARKET VALUE At 1 May 2014 Additions				133,022 138,026
	At 30 April 2015				271,048
	NET BOOK VALUE At 30 April 2015				271,048
	At 30 April 2014				133,022
12.	DEBTORS: AMOUNTS FALLING DUE	WITHIN ONE YE	AR		
				2015	2014
	Other debtors			£ 34,775	18,827
13.	CREDITORS: AMOUNTS FALLING DU	E WITHIN ONE Y	YEAR		
				2015	2014
	Other creditors			6,513	£ 2,889
14.	ANALYSIS OF NET ASSETS BETWEEN	FUNDS			
		Unrestricted funds	Restricted funds	2015 Total funds £	2014 Total funds £
	Fixed assets Investments	365 271,048	:	365 271,048	309 133,022
	Current assets	841,892	2,280	844,172	733,228
	Current liabilities	(6,513)		(6,513)	(2,889)
		1,106,792	2,280	1,109,072	863,670

Notes to the Financial Statements - continued for the Year Ended 30 April 2015

15. MOVEMENT IN FUNDS

		4.1614	Net movement	Transfers	
		At 1.5.14 £	in funds	between funds	
	Unrestricted funds	~	£	£	£
	General fund	858,608	248,184	(27,000)	1.070.700
	Contingency Fund	-	210,101	27,000	1,079,792 27,000
					27,000
		858,608	248,184		1,106,792
	Restricted funds				
	Ted Baker	382	(382)		
	Hastings Round Table	2,115	(2,115)		-
	Sir Jules Thorn	-,	1,000	-	
	Ernest Kleinwort	2,065	(2,065)	•	1,000
	St Leonards Rotary	500	(2,005)		500
	Battle & Villages Lions Club	-	250		500 250
	Hastings & St Leonards Muffin Club Battle Rotary Club	-	250		250
	Battle Rotary Club	-	280		280
					200
		5,062	(2,782)		2,280
	TOTAL FUNDS	863,670	345 403		
		003,070	245,402		1,109,072
	Not assessed to the second				
	Net movement in funds, included in the above are	as follows:			
			Incoming	Resources	Movement in
			resources	expended	funds
	Unrestricted funds		£	£	£
	General fund		408,678	(160 404)	240.00
	Restricted funds		100,070	(160,494)	248,184
	Ted Baker				
	Hastings Round Table		2,000	(2,382)	(382)
	Sir Jules Thorn		1,486	(3,601)	(2,115)
	Charlotte Marshall Trust		1,000		1,000
	Ernest Kleinwort		1,000	(1,000)	.,
	FROLIC - Rye		-	(2,065)	(2,065)
	Sussex Community Foundation		300	(300)	-
	Elm Tree Boot Fair		1,875	(1,875)	-
	Provincial Grand Lodge of Freemasons of Sussex		500 3,500	(500)	-
	Dattie & Villages Lions Club		250	(3,500)	
	Hastings & St Leonards Muffin Club		250	-	250
	Battle Rotary Club		280	•	250
	Senlac Rotary Club		250	(250)	280
				(230)	
			12,691	(15,473)	(2,782)
				, , , , , ,	(2,702)
7	TOTAL FUNDS				
			421,369	(175,967)	245,402

Notes to the Financial Statements - continued for the Year Ended 30 April 2015

16. RELATED PARTY DISCLOSURES

Sara Lee (Trading) Ltd a company incorporated in the UK operates various charity shops between Hastings and Bexhill on Sea. All profits of the company are donated to the trust accordingly throughout the year.

At the beginning of the financial year a balance of £12,230 was owed to the trust in respect of a loan made to the trading arm to fund the refurbishment of two new shops in Hastings and St Leonards on Sea as well as the acquisition of a van to assist with the collection of donated goods and house clearances. A further £15,000 was loaned to the trading arm during the year and the remaining balance outstanding at the year end in respect of both loans was £12,994.

The company is controlled by the directors Mr M J Lear, Mrs L Hodgson and Miss D Hargreaves as nominees on behalf of the trust.

Detailed Statement of Financial Activities for the Year Ended 30 April 2015

	2015	2014
	£	2014 £
INCOMING RESOURCES		~
Voluntary income		
Donations		
Gift aid	28,590	37,698
Legacies	5,477	2,994
Shop income	243,086 61,686	702,162
	01,000	11,635
	338,839	754,489
Activities for generating funds	,	10 1,105
Fundraising events		
Charitable trust income	39,243	39,142
Sundry receipts	23,929	23,296
	6,042	375
	69,214	62,813
Investment income	07,214	02,813
Rents received		
Interest receivable	10,096	-
	3,220	949
	12 216	
Total incoming resources	13,316	949
	421,369	818,251
RESOURCES EXPENDED		
Fundraising trading: cost of goods sold and other costs		
- mioraistig events		
Wages Advertising	5,957	4,468
Advertising	15,726 367	18,642
	22,050	23,110
Charitable activities		25,110
Wages		
Rates and water	55,872	37,747
Insurance Postage and stationery	180 932	
Sundries	7,831	843
Therapist fees	1,263	7,491
Aromatherapy & housekeeping	74,603	1,272 43,865
Sanctuary days	1,525	639
Therapy theme days	5,069	4,062
Staff training	1,373	2,179
Travelling expenses	150	-
Plant and machinery depreciation	1,398	1,179
Fixtures and fittings depreciation Bank charges	30 166	30
	298	103
	150,690	99,410

Detailed Statement of Financial Activities for the Year Ended 30 April 2015

Construction	2015 £	2014 £
Accountancy Auditors' remuneration Independent examiners fees	750 600	750 1,500
	1,350	2,250
Support costs Information technology		
Website running costs Computer running costs	243	1,065 717
Human resources	243	1,782
Advertising	1,634	
Total resources expended	175,967	126,552
Net income	245,402	691,699