

STRAIGHT TALKING PEER EDUCATION

TRUSTEES' REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 JULY 2009

**BRITT & KEEHAN
CHARTERED ACCOUNTANTS
REGISTERED AUDITOR
33 GRIMWADE AVENUE
CROYDON
CR0 5DJ**

**STRAIGHT TALKING PEER EDUCATION
CONTENTS**

	Page
Legal and Administrative Information	1
Trustees' Report	2-6
Auditors Report	7
Statement of Financial Activities	8
Balance Sheet	9
Notes to the Financial Statements	10-14

LEGAL AND ADMINISTRATIVE INFORMATION

Charity Number 1101726

Company Number 04978681

Registered Office and operational address 35 Elm Road
New Malden, Surrey KT3 3HB

Trustees Sophie Kilmister Chairperson
Stephen Pugsley Treasurer
Linda Nujjoo
John Botterill
Keith Simons
Heather Brown
John Thesiger (Resigned 30/09/09)
Heather Owens (Appointed 24/06/09)
Jo Sheldon (Appointed 30/09/09)

Company Secretary Hilary Pannack

Principle Staff Hilary Pannack Chief Executive
Angela Crawford Finance & Operations Manager

Auditors Britt & Keehan
33 Grimwade Avenue
Croydon CRO 5DJ

Bankers Lloyds TSB Bank plc
402/404 Ewell Road
Tolworth
Surrey KT6 7HG

Solicitors Latham & Watkins
88 Bishopsgate
London EC2M 3XF

REPORT OF THE TRUSTEES**For the year ended 31 July 2009**

The Trustees present their report and financial statements for the year ended 31st July 2009. The Trustees, who are also directors of the charity for the purpose of the Companies Act, submit their annual report and the financial statements of Straight Talking Peer Education (the company) for the year ended 31st July 2009. The Trustees confirm that the annual report and financial statements of the company comply with current statutory requirements, the requirements of the company's governing document and the provisions of the Statement of Recommended Practice (SORP)

STRUCTURE, GOVERNANCE AND MANAGEMENT

Straight Talking Peer Education is a company limited by guarantee. Its operation is governed by a Memorandum and Articles of Association.

The Board of Trustees are responsible for the financial and strategic management of the charity; board meetings being held every two months. Decisions at Trustees meetings are usually made by consensus but should there be a difference of opinion, then by simple majority vote. Decisions and actions are recorded in formal minutes.

A new trustee may only be appointed on the nomination of an existing trustee and seconded by another trustee. New trustees are elected to the board by a simple majority vote of existing trustees. No other organisation or body has the right to appoint trustees of the charity.

The Board of Trustees carries out a regular skills audit to identify existing skills deficits and to strengthen and diversify the Board. The recruitment of new Trustees is undertaken through open advertisement, together with informal networks and targeted approaches.

Induction and Training of Trustees

All trustees receive an introductory briefing from the Chair and Chief Executive which includes the history of the organisation, its current strategy and future developments. New Trustees are also encouraged to view the charity's work in local schools and to meet peer educators.

All Trustees are kept up to date with charity law and Trustees responsibilities. Training is delivered as required by internal and external trainers.

Chief Executive Officer

The day to day running of the charity is managed by a full time Chief Executive. The Chief Executive is employed by the Board of Trustees, is responsible for management, financial controls and implementing policies agreed by the Board of Trustees. She is assisted in this by the Senior Management comprising of a full time Finance & Operations Manager and two part-time Regional Co-ordinators.

TRUSTEES' REPORT (continued)**OBJECTIVES AND ACTIVITIES****Objects of the Charity**

The objects of the charity are to preserve the health and advance the education of young people in particular by the provision of courses on the impact of pregnancy, parenting and sex education for such young persons, their parents, guardians and other professionals in this field.

Mission Statement

Straight Talking exists to reduce the high rates of teenage pregnancy in the UK and to support and empower teenage parents, so that young people achieve economic wellbeing and quality of life.

STRATEGIC PRIORITIES

- To be an effective provider of high quality preventative peer education, presenting the realities and implications of pregnancy and parenting to teenagers in the UK, in order to reduce conception rates.
- To ensure that teenage parents are equipped with the skills, support and information necessary to break the vicious circle of poverty, lack of education, and discouragement and become emotionally secure and independent
- To become the expert voice on teenage pregnancy in the UK by providing access to the best up-to-date information and knowledge to professionals, young people, the general public and media

ACHIEVEMENTS AND PERFORMANCE

- Straight Talking delivered 160 courses in 31 schools reaching approximately 4,800 pupils in 4 London Boroughs including Kingston, Barking & Dagenham, Hounslow and Richmond and in Surrey and Trafford.
- The charity employed and trained 107 teenage parents of these 41 have left Straight Talking and moved on into education, employment or Training in this year.
- Two peer educators passed their driving test with funding and support from Straight Talking.
- Straight Talking promoted a further three peer educators; two local scheme co-ordinators in Trafford and Barking & Dagenham and an administrative assistant at Head Office.
- The charity organised a residential on the Isle of Wight for 11 peer educators to raise awareness of the issues of domestic violence, recognise communication boundaries and increase self-esteem.
- A long-term independent evaluation of Straight Talkings work was published and an event held at London Zoo
- Straight Talking opened three new Local Schemes in partnership with the local authorities in Hounslow, Somerset, and Birmingham.

TRUSTEES' REPORT (continued)

- The charity hosted a Royal visit at Whitton School in Twickenham from the Earl and Countess of Wessex on their 10th wedding anniversary.
- Straight Talking introduced an employee stakeholder pension scheme. The pension was taken up by a promoted teenage parent with several more expected to follow.
- The charity put in place a 5-year Strategic Plan.
- This year also saw increased media interest from newspapers, television and internet sources.

Plans for the future include;

- The accreditation of the peer education work
- Three new Local schemes including one in Portsmouth
- A Business Plan
- Further press coverage to raise the profile of the charity
- Further residentials to The Isle of Wight
- Training and employment for additional teenage parents in Hounslow, Somerset and Birmingham.
- Re-structuring staff at head office with the promotion of more peer educators and the recruitment of an Operations Manager.

FINANCIAL REVIEW

The accounts show an increase in income from £219,162 in 2007/8 to £265,708 in 2008/9. However within this figure, the level of unrestricted income has improved significantly this year to £89,696 from £65,614 in 2007/8. This is one of the key aims of our business plan and fundraising strategy, and will strengthen the long term financial sustainability of the charity, enable expansion into new areas and to carry out research and develop new initiatives. Expenditure was in line with expectations and created a £16,504 net increase in resources for the year.

RESERVES

Our financial year is aligned to run in parallel with the academic year in terms of the provision of courses. The movement in both restricted and unrestricted reserves reflects the receipt of funding in relation to the number of courses run during the current academic year.

The restricted reserves of the charity are £47,674. Within this figure, reserves for the provision of courses are £39,024, research, and other projects of the charity £8,650.

The unrestricted reserves of £89,696 meet the current reserves policy of three months core expenditure and course provision, in addition to retaining a suitable level of reserves for the purpose of innovation and development of the charity.

INVESTMENT POLICY

The reserves of the charity are held in a high interest deposit account with Lloyds TSB. Our bank interest earned in the financial year was £1,024

RISK MANAGEMENT

Straight Talking has a formal risk management process involving Trustees and Senior Management to identify business risks and implement risk management strategies. These have been prioritised in terms of potential impact and likelihood of occurrence and identifying means of mitigating the risks. The trustees have a policy of reviewing the organisational risks on a six monthly basis.

In particular, Straight Talking is mindful of the risks associated with working with Children and Young People and regularly reviews its Child Protection Policy.

STATEMENT OF TRUSTEES' RESPONSIBILITIES

Company law requires that the trustees prepare accounts for each financial period which give a true and fair view of the state of affairs of the company as at the end of the financial period and of the income and expenditure of the company for that period. In preparing those accounts, the trustees are required to:

- select suitable accounting policies and then apply them consistently;
- make judgments and estimates that are reasonable and prudent;
- follow applicable accounting standards, subject to any material departures disclosed and explained in the accounts.

The trustees are responsible for maintaining proper accounting records that disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the accounts comply with the Companies Act. 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.

STATEMENT OF DISCLOSURE OF INFORMATION TO AUDITORS

The Trustees of the charitable company confirm that:

As far as they are aware, there is no relevant audit information (information needed by the charitable company's auditors in connection with preparing their report) of which the charitable company's auditors are unaware, and they have taken all the steps that they ought to have taken as trustees in order to make themselves aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

Straight Talking Peer Education Limited is a registered Company, limited by guarantee. Members of the Company have guaranteed the liabilities of the Company up to £1 each.

This report is prepared in accordance with the exemptions available to companies subject to the small companies regime within Part 15 of the Companies Act 2006

Signed on behalf of the Trustees

.....

H PANNACK – Company Secretary

INDEPENDENT AUDITORS REPORT TO THE MEMBERS OF STRAIGHT TALKING PEER EDUCATION

For the year ended 31st July 2009

We have audited the financial statements on pages 6 to 12 which have been prepared under the historical cost convention and the accounting policies set out on page 8.

This report is made solely to the charitable company's members, as a body, in accordance with section 495 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 described on page 4, the charity's trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

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

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 2006 and United Kingdom Generally Accepted Accounting Practice. We also report to you if, in our opinion, the Trustees' Report is not consistent with the financial statements, if the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit or if information specified by law regarding Trustees' remuneration and transactions with the company is not disclosed. We read the Trustees' Report and consider the implications for our report if we become aware of any apparent misstatements or material inconsistencies within it. Our responsibilities do not extend to any other information.

BASIS OF OPINION

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

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

OPINION

In our opinion the financial statements:

- the financial statements give a true and fair view of the state of the charity's affairs at 31 July 2009 and of its incoming resources and application of resources, including income and expenditure, for the year then ended;
- give a true and fair view in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been properly prepared in accordance with the provisions of the Companies Act 2006; and
- the information given in the Trustees' Annual Report is consistent with the financial statements.

Mrs Jill Keehan
Senior Statutory Auditor
For and on behalf of
BRITT & KEEHAN
STATUTORY AUDITORS

33 Grimwade Avenue
Croydon
CR0 5DJ

Date

STRAIGHT TALKING PEER EDUCATION

STATEMENT OF FINANCIAL ACTIVITIES

For the year ended 31 July 2009

	<u>Notes</u>	Unrestricted <u>Funds</u> £	Restricted <u>Funds</u> £	<u>2009</u> Total <u>Funds</u> £	<u>2008</u> Total <u>Funds</u> £
INCOMING RESOURCES					
Incoming resources from generated funds:					
<i>Voluntary Income:</i>					
Grants and Donations	2	155,035	48,152	203,187	135,438
<i>Activities for generating funds:</i>					
Interest received		1,024	-	1,024	3,871
Incoming resources from charitable activities	2	<u>3,391</u>	<u>58,106</u>	<u>61,497</u>	<u>79,853</u>
Total Incoming Resources		<u>159,450</u>	<u>106,258</u>	<u>265,708</u>	<u>219,162</u>
Resources Expended	3				
Cost of generating voluntary income		31,722	-	31,722	27,665
Charitable activities		87,148	113,836	200,984	158,199
Governance of the charity		<u>16,498</u>	<u>-</u>	<u>16,498</u>	<u>17,554</u>
Total Resources Expended		<u>135,368</u>	<u>113,836</u>	<u>249,204</u>	<u>203,418</u>
Net Incoming Resources before transfers		24,082	(7,578)	16,504	15,744
Transfers between funds		<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
Net Incoming Resources for the year		24,082	(7,578)	16,504	15,744
Reconciliation of funds					
Total Funds brought forward		65,614	55,252	120,866	105,122
		<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL FUNDS CARRIED FORWARD AT 31.7.2009		<u>£89,696</u>	<u>£47,674</u>	<u>£137,370</u>	<u>£120,866</u>

The charitable company has no recognised gains and losses other than those included above and therefore no separate statement of total recognised gains and losses has been presented.

There is no difference between the surplus shown above and their historical cost equivalents.

STRAIGHT TALKING PEER EDUCATION**BALANCE SHEET**

As at 31 July 2009

	<u>Note</u>	<u>2009</u> £	<u>2008</u> £
TANGIBLE FIXED ASSETS	6	1,829	1,781
CURRENT ASSETS			
Debtors	7	18,549	2,964
Cash at bank and in hand		<u>140,154</u>	<u>125,459</u>
		158,703	128,423
CREDITORS			
Amounts falling due within one year	8	<u>23,162</u>	<u>9,338</u>
NET CURRENT ASSETS		135,541	119,085
		—————	—————
NET ASSETS		£137,370	£120,866
		=====	=====
FUNDS	9		
Restricted Funds		47,674	55,252
Unrestricted Funds		<u>89,696</u>	<u>65,614</u>
		£137,370	£120,866
		=====	=====

The notes on pages 8 to 12 form a part of these financial statements.

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

The financial statements were approved by the Trustees on and signed on its behalf by

.....
S PUGSLEY – Treasurer

STRAIGHT TALKING PEER EDUCATION**NOTES TO THE FINANCIAL STATEMENTS****For the year ended 31 July 2009****1. ACCOUNTING POLICIES**

a) Accounting Convention

The accounts are prepared in accordance with applicable accounting standards and the Statement of Recommended Practice (revised 2005) for Accounting by Charities, and are prepared under the historical cost convention.

b) Fund Accounting

The nature and purpose of each fund is explained in Note 9.

c) Income and Expenditure

All income is accounted for on a receivable basis. Donations in kind are recognized at the value to the Charity and are included in both income and expenditure. Expenditure is included on an accruals basis. Direct charitable expenditure comprises all expenditure relating to the objects of the Charity, including costs incurred in supporting charitable activities. Other expenditure comprises fund raising and expenditure on the governance of the Charity. Where expenditure cannot be directly attributed to a single activity, it is allocated between activities on a basis consistent with the use of resources.

d) Reserves

The management committee have established a policy whereby the unrestricted funds not committed or invested in tangible fixed assets ('the free reserves') held by the charity should be between 3 and 6 months of the resources expended. At this level, the management committee feel that they would be able to continue the current activities of the charity in the event of a significant drop in funding. It would obviously be necessary to consider how the funding would be replaced or activities changed.

e) Depreciation of Tangible Fixed Assets

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost less estimated residual value of each asset systematically over its expected useful life:

Fittings, fixtures & equipment - 33 1/3rd straight line basis

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 July 2009

2. GRANTS AND DONATIONS	<u>Unrestricted</u>	<u>Restricted</u>	<u>2009</u> £	<u>2008</u> £
Abel Charitable Trust	-	-	-	3,000
Garfield Weston Foundation	-	-	-	15,000
HBOS Community Foundation	-	-	-	2,000
Essex Youth Trust	-	3,000	3,000	-
The Guardian	-	6,000	6,000	-
Wates Foundation	18,866	-	18,866	-
The Trusthouse Charitable Foundation	4,000	-	4,000	-
The Nationwide Foundation	-	-	-	5,000
Jack Petchey Foundation	-	-	-	6,000
The Peacock Charitable Trust	3,000	-	3,000	3,000
Future Builders	-	15,000	15,000	-
Personal Development Trust UK	10,000	-	10,000	15,000
William Allen Young Charitable Trust	1,000	-	1,000	2,000
Help a London Child	-	2,924	2,924	1,420
St James Place Foundation	-	-	-	10,000
Lloyds TSB Foundation for England and Wales	-	14,830	14,830	14,400
The John Ellerman Foundation	35,000	-	35,000	35,000
The Worshipful Company of Weavers	15,000	-	15,000	15,000
The Wessex Youth Trust	-	6,398	6,398	4,050
Simon Gibson	3,000	-	3,000	-
29/5/1961 Trust	6,000	-	6,000	-
Fox Memorial Trust	3,000	-	3,000	-
GSK Impact Award	25,000	-	25,000	-
Stiching Benevolenta	25,000	-	25,000	-
Individual grants £1,500 and under	6,169	-	6,169	4,568
	<u>£155,035</u>	<u>£48,152</u>	<u>£203,187</u>	<u>£135,438</u>
INCOMING RESOURCES FROM CHARITABLE ACTIVITIES	<u>Unrestricted</u>	<u>Restricted</u>	<u>2009</u> £	<u>2008</u> £
Association of London Government	-	2,862	2,862	34,344
LB Hounslow	-	15,000	15,000	-
LB Barking & Dagenham	-	10,720	10,720	10,720
Gruntvig ESF	-	-	-	1,811
The Royal Borough of Kingston upon Thames	-	5,500	5,500	4,500
Department for Children, Schools and Families	-	-	-	25,000
Birmingham CC	-	16,024	16,024	-
Somerset CC	-	8,000	8,000	-
Other	3,391	-	3,391	3,478
	<u>£3,391</u>	<u>£58,106</u>	<u>£61,497</u>	<u>£79,853</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 July 2009

3. TOTAL RESOURCES EXPENDED

	Direct Charitable <u>Expenditure</u>	Cost of <u>Generating Funds</u>	<u>Governance</u>	2009 <u>TOTAL</u> £	Restricted <u>Funds</u>	Unrestricted <u>Funds</u>	2008 <u>TOTAL</u> £
Staff costs	125,735	5,160	5,550	136,445	69,988	66,457	121,793
Direct charitable expenses	54,926	-	-	54,926	41,686	13,240	32,118
Fundraising & Consultancy costs	-	24,171	3,253	27,424	-	27,424	18,382
Office expenses	18,377	2,162	1,081	21,620	2,162	19,458	20,742
Governance costs	-	-	6,500	6,500	-	6,500	8,320
Depreciation	<u>1,946</u>	<u>229</u>	<u>114</u>	<u>2,289</u>	<u>-</u>	<u>2,289</u>	<u>2,063</u>
	<u>£200,984</u>	<u>£31,722</u>	<u>£16,498</u>	<u>£249,204</u>	<u>£113,836</u>	<u>£135,368</u>	<u>£203,418</u>

Net incoming resources are stated after charging:

Depreciation	£	£
Audit fee	2,289	2,063
Accountancy services provided by the Auditors	1,345	1,145
	<u>630</u>	<u>603</u>

4. TRUSTEES EXPENSES

The Trustees drew no fees or expenses.

5. STAFF COSTS

	<u>2009</u> £	<u>2008</u> £
Salaries	126,715	109,698
Social Security costs	<u>9,730</u>	<u>8,542</u>
Mileage & other expenses	<u>£136,445</u>	<u>£118,240</u>

No employee earned £60,000 pa or more.

The average number of full-time equivalent employees during the period was 5 (2008 - 5).

In addition, 47 (2008 - 45) teenage parents were employed, on an occasional basis, to assist in delivering the courses.

6. TANGIBLE FIXED ASSETS

	<u>Fixtures, fittings & Equipment</u>
Cost:	
Brought forward	12,795
Additions	<u>2,337</u>
At 31 July 2009	<u>15,132</u>
Depreciation:	
Brought forward	11,014
Charge for the year	<u>2,289</u>
At 31 July 2009	<u>13,303</u>
Net Book Value at 31 July 2009	<u>£1,829</u>
Net Book Value at 31 July 2008	<u>£1,781</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

For the year ended 31 July 2009

	<u>2009</u>	<u>2008</u>
7. DEBTORS		
Grants receivable	17,685	-
Prepayments	713	1,037
Other	<u>151</u>	<u>1,927</u>
	<u>£18,549</u>	<u>£2,964</u>
	=====	=====
8. CREDITORS		
Trade creditors	4,035	5,797
Accruals	16,540	850
Taxation	<u>2,587</u>	<u>2,691</u>
	<u>£23,162</u>	<u>£9,338</u>
	=====	=====
9. FUNDS		

Restricted funds are those that have been raised for specific projects falling within the charitable objectives.

Unrestricted funds are those that the Trustees are free to use in accordance with the charitable objectives.

Restricted funds

	B/fwd	Movement in Resources		C/fwd
	<u>1.8.08</u>	<u>Income</u>	<u>Expenditure</u>	<u>31.7.09</u>
Driving lessons	503	-	503	-
Courses – Association of				
London Government	8,585	2,862	11,447	-
Other - London	11,760	51,974	48,734	15,000
Teenage parents with special needs	4,000	-	4,000	-
Research Project	19,940	-	19,940	-
Teenage parents suffering domestic				
violence	3,550	-	3,550	-
International exchange visits	58	-	58	-
Course accreditation	-	6,000	2,350	3,650
Employee costs – Wessex Trust	450	6,398	6,848	-
Courses -Trafford Metropolitan				
Borough	6,406	-	6,406	-
- Birmingham	-	16,024	-	16,024
- Somerset	-	8,000	-	8,000
Development – Future Builders	<u>-</u>	<u>15,000</u>	<u>10,000</u>	<u>5,000</u>
	<u>£55,252</u>	<u>£106,258</u>	<u>£113,836</u>	<u>£47,674</u>
	=====	=====	=====	=====

The grant from The Association of London Government was spent on delivering courses in London. The money was spent on staff costs £10,303 (including Peer Educators £2,575) and the cost of materials for the courses and travelling and other costs associated with the courses £1,144.

Analysis of Net Assets between Funds

	<u>Tangible Fixed Assets</u>	<u>Net Current Assets</u>	<u>TOTAL</u>
Restricted	-	47,674	47,674
Unrestricted	<u>1,829</u>	<u>87,867</u>	<u>89,696</u>
	<u>£1,829</u>	<u>£135,541</u>	<u>£137,370</u>
	=====	=====	=====

NOTES TO THE FINANCIAL STATEMENTS (continued)
For the year ended 31 July 2009

10. RESOURCES EXPENDED

	Direct Charitable Expenditure £	Cost of Generating Funds £	Governance £	2009 TOTAL £	2008 £
Staff costs	125,735	5,160	5,550	136,445	118,240
Direct charitable expenses:					
Recruitment	565	-	-	565	438
Accreditation fees - Peer educator courses	2,300	-	-	2,300	-
National Childbirth Trust Project	-	-	-	-	4,669
Driving lessons	824	-	-	824	814
Printed stationery & equipment for courses	8,992	-	-	8,992	4,843
Travel and mileage	10,656	-	-	10,656	9,524
Training, conferences & exchange visits	9,318	-	-	9,318	10,739
Website and database	374	-	-	374	1,304
Publications & subscriptions	1,122	-	-	1,122	503
Childcare	108	-	-	108	-
Evaluation Project	19,891	-	-	19,891	-
Text message project	-	-	-	-	250
Other	776	-	-	776	496
Grant repayment	-	-	-	-	2,091
Fund raising and consultancy costs:					
Marketing & PR	-	6,862	-	6,862	3,264
Consultants	-	16,349	3,253	19,602	13,979
Fundraising expenses	-	960	-	960	1,139
Office expenses:					
Rent & Rates	5,845	688	344	6,877	6,580
Insurance	492	58	29	579	560
Equipment & repairs	1,308	154	77	1,539	1,573
Computer consumables	2,918	343	172	3,433	3,737
Telephone	5,223	614	307	6,144	5,436
Office stationery & postage	2,591	305	152	3,048	2,856
Administration expenses:					
Audit	-	-	1,345	1,345	1,145
Accounts assistance – by auditors	-	-	630	630	603
Legal fees	-	-	360	360	-
Annual report	-	-	1,940	1,940	3,508
Trustees Organisational Development	-	-	-	-	1,140
Bank charges	-	-	385	385	486
Trustees meeting expenses	-	-	273	273	89
Miscellaneous	-	-	1,567	1,567	1,349
Depreciation	1,946	229	114	2,289	2,063
	<u>£200,984</u>	<u>£31,722</u>	<u>£16,498</u>	<u>£249,204</u>	<u>£203,418</u>