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29/04/2020
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Costessey Town Council

Detailed Income & Expenditure by Budget Heading 29/04/2020

Month No: 12 Cost Centre Report

ACCOUNTS TO END MARCH 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
101 General Administration							
1002 Expenses Recovered	0	3	0	(3)			0.0%
1076 Precept	0	636,576	636,576	0			100.0%
1080 Miscellaneous Income	0	6	0	(6)			0.0%
1082 Recycling Income	0	100	100	0			100.0%
1090 Interest Received	1,028	3,661	1,000	(2,661)			366.1%
General Administration :- Income	1,028	640,345	637,676	(2,669)			100.4%
4001 Salaries & Wages	18,549	212,223	211,350	(873)	(873)		100.4%
4007 Courses / Conferences	(99)	50	150	101	101		33.0%
4008 Training	31	441	1,000	559	559		44.1%
4009 Travel	540	4,496	3,100	(1,396)	(1,396)		145.0%
4010 Misc Staff Costs	71	545	450	(95)	(95)		121.0%
4017 Health & Safety	0	1	500	499	499		0.3%
4020 Misc Establishment Costs	0	6	25	19	19		24.2%
4021 Telephone & Fax	498	2,791	3,000	209	209		93.0%
4022 Postage	5	459	550	91	91		83.4%
4023 Stationery & Printing	151	1,324	1,500	176	176		88.2%
4024 Subscriptions/Publications	0	2,010	2,100	90	90		95.7%
4025 Insurance	0	9,673	10,500	827	827		92.1%
4026 Photocopy Hire / Charges	647	3,442	3,800	358	358		90.6%
4027 Computer Software & IT	482	10,245	6,500	(3,745)	(3,745)		157.6%
4028 Licences etc	72	107	100	(7)	(7)		107.0%
4030 Recruitment Advertising	0	0	1,000	1,000	1,000		0.0%
4037 Maintenance Contracts	408	408	0	(408)	(408)		0.0%
4040 Equipment/Small Tools	0	49	50	1	1		98.3%
4042 Equipment Maintenance/Running	0	111	0	(111)	(111)		0.0%
4043 Equipment (new) (under £1K)	973	1,458	500	(958)	(958)		291.6%
4051 Bank Charges	20	168	1,000	832	832		16.8%
4055 Legal Fees	0	0	500	500	500		0.0%
4056 Audit Fees - External	1,300	1,600	1,600	0	0		100.0%
4057 Audit Fees - Internal	407	1,202	1,150	(52)	(52)		104.5%
4058 Accountancy Fees	1,050	1,691	2,500	809	809		67.6%
4060 Other Professional Fees	144	5,034	350	(4,684)	(4,684)		1438.2%
4928 Tfr to EMR Legal Fees	5,000	5,000	0	(5,000)	(5,000)		0.0%
4938 Tfr to Recruitment EMR	1,000	1,000	0	(1,000)	(1,000)		0.0%
General Administration :- Indirect Expenditure	31,249	265,532	253,275	(12,257)	0	(12,257)	104.8%
Net Income over Expenditure	(30,221)	374,813	384,401	9,588			

Detailed Income & Expenditure by Budget Heading 29/04/2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Civic Activities							
1002 Expenses Recovered	0	(107)	0	107			0.0%
Civic Activities :- Income	0	(107)	0	107			
4002 Youth Worker Contribution	767	5,256	6,555	1,299	1,299		80.2%
4008 Training	203	1,487	600	(887)	(887)		247.9%
4009 Travel	0	12	40	28	28		29.3%
4020 Misc Establishment Costs	0	7	0	(7)	(7)		0.0%
4023 Stationery & Printing	0	4	40	37	37		8.8%
4032 Publicity	0	0	40	40	40		0.0%
4033 Publicity - Newsletter	0	6,702	12,500	5,798	5,798		53.6%
4043 Equipment (new) (under £1K)	0	0	100	100	100		0.0%
4201 Chairman's Allowance	4	29	500	471	471		5.8%
4205 Civic Reception	0	498	1,000	502	502		49.8%
4251 Election Expenses	0	3,788	3,500	(288)	(288)		108.2%
4701 Grants - Permitted Powers	200	610	1,250	640	640		48.8%
4920 Tfr to Elections Reserve	3,500	3,500	0	(3,500)	(3,500)		0.0%
4970 Tfr from EMR Elections	(3,788)	(3,788)	0	3,788	3,788		0.0%
Civic Activities :- Indirect Expenditure	886	18,104	26,125	8,021	0	8,021	69.3%
Net Income over Expenditure	(886)	(18,211)	(26,125)	(7,914)			
109 Capital and Projects							
1073 CIL Receipts	0	10,030	2,500	(7,530)			401.2%
1075 Sale of Fixed Assets	0	1,500	0	(1,500)			0.0%
1077 Grants Received	0	57,800	164,800	107,000			35.1%
Capital and Projects :- Income	0	69,330	167,300	97,970			41.4%
4802 CAP Grounds Equipment	0	6,944	5,000	(1,944)	(1,944)		138.9%
4806 CAP Cemetery Fencing	0	0	2,000	2,000	2,000		0.0%
4807 CAP Greenhills Wood Trees	0	0	5,000	5,000	5,000		0.0%
4808 CAP St Furniture, Seats, Bins	0	0	3,000	3,000	3,000		0.0%
4809 CAP Equipment - new (over £1K)	0	0	8,750	8,750	8,750		0.0%
4813 CAP Cemetery Set-up costs	0	0	5,000	5,000	5,000		0.0%
4821 CAP Streetlight Replace/Upgrad	0	170,823	0	(170,823)	(170,823)		0.0%
4822 CAP Play Area Safety Surface	0	21,000	0	(21,000)	(21,000)		0.0%
4921 Tfr to Rolling Capital Fund	0	36,500	35,000	(1,500)	(1,500)		104.3%
4935 Tfr to EMR CIL 2019/20	0	10,030	2,500	(7,530)	(7,530)		401.2%
4936 Tfr to EMR Streetlights	0	57,800	164,800	107,000	107,000		35.1%
4971 Funding from Rolling Capital	0	(27,944)	(28,750)	(806)	(806)		97.2%
4986 Tfr from EMR Streetlights	0	(57,800)	0	57,800	57,800		0.0%
4987 Tfr from EMR Streetlight Maint	0	(113,023)	0	113,023	113,023		0.0%
Capital and Projects :- Indirect Expenditure	0	104,330	202,300	97,970	0	97,970	51.6%
Net Income over Expenditure	0	(35,000)	(35,000)	0			

Detailed Income & Expenditure by Budget Heading 29/04/2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Capital Costessey Centre							
4053 Loan Interest PWLB	0	27,455	27,455	0		0	100.0%
4054 Loan Capital Repaid PWLB	0	35,847	35,847	0		0	100.0%
Capital Costessey Centre :- Indirect Expenditure	0	63,302	63,302	0	0	0	100.0%
Net Expenditure	0	(63,302)	(63,302)	(0)			
201 Breckland Hall							
1010 Letting Income	(265)	23,596	25,000	1,404			94.4%
1020 Pitch Hire Fees	1,979	1,979	0	(1,979)			0.0%
1056 Commission	0	22	20	(2)			108.7%
Breckland Hall :- Income	1,714	25,597	25,020	(577)			102.3%
4001 Salaries & Wages	80	1,040	1,040	0		0	100.0%
4011 Rates	0	8,593	8,675	83		83	99.0%
4012 Water and Drainage	0	620	600	(20)		(20)	103.3%
4014 Electricity	394	2,192	2,000	(192)		(192)	109.6%
4015 Gas	583	2,056	2,750	694		694	74.8%
4016 Janitorial	1,648	22,681	25,000	2,319		2,319	90.7%
4017 Health & Safety	0	63	175	113		113	35.7%
4018 Refuse Disposal	0	1,092	1,200	108		108	91.0%
4021 Telephone & Fax	50	500	650	150		150	76.9%
4028 Licences etc	0	349	375	26		26	93.1%
4031 Other Advertising	0	0	40	40		40	0.0%
4032 Publicity	0	0	40	40		40	0.0%
4035 Vandalism	0	11	0	(11)		(11)	0.0%
4036 Property Maintenance	323	3,451	7,000	3,550		3,550	49.3%
4037 Maintenance Contracts	0	574	1,500	926		926	38.3%
4039 Grounds Maintenance	33	33	0	(33)		(33)	0.0%
4040 Equipment/Small Tools	0	0	50	50		50	0.0%
4042 Equipment Maintenance/Running	135	135	250	115		115	54.0%
4043 Equipment (new) (under £1K)	0	416	625	209		209	66.6%
4050 Security Costs	0	289	600	311		311	48.2%
4055 Legal Fees	0	0	550	550		550	0.0%
4927 Tf to EMR Property Maintenance	3,550	3,550	0	(3,550)		(3,550)	0.0%
Breckland Hall :- Indirect Expenditure	6,795	47,643	53,120	5,477	0	5,477	89.7%
Net Income over Expenditure	(5,081)	(22,046)	(28,100)	(6,054)			
202 Costessey Centre							
1010 Letting Income	(1,228)	51,324	53,000	1,676			96.8%

Detailed Income & Expenditure by Budget Heading 29/04/2020

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1020 Pitch Hire Fees	183	183	0	(183)			0.0%
1056 Commission	0	363	550	187			66.0%
1083 Income - Insurance Claims	0	147	0	(147)			0.0%
Costessey Centre :- Income	(1,045)	52,017	53,550	1,533			97.1%
4011 Rates	0	17,553	17,675	122		122	99.3%
4012 Water and Drainage	0	967	2,350	1,383		1,383	41.1%
4014 Electricity	1,531	10,648	10,000	(648)		(648)	106.5%
4015 Gas	454	2,899	4,500	1,601		1,601	64.4%
4016 Janitorial	3,296	45,970	45,500	(470)		(470)	101.0%
4017 Health & Safety	0	136	350	214		214	38.8%
4018 Refuse Disposal	0	1,092	1,500	408		408	72.8%
4028 Licences etc	0	1,113	700	(413)		(413)	159.0%
4032 Publicity	0	0	150	150		150	0.0%
4035 Vandalism	0	1,072	400	(672)		(672)	268.1%
4036 Property Maintenance	558	11,411	15,000	3,589		3,589	76.1%
4037 Maintenance Contracts	213	2,544	3,000	456		456	84.8%
4040 Equipment/Small Tools	2,279	2,404	2,100	(304)		(304)	114.5%
4042 Equipment Maintenance/Running	0	311	1,000	689		689	31.1%
4043 Equipment (new) (under £1K)	0	346	1,000	654		654	34.6%
4050 Security Costs	0	289	3,050	2,761		2,761	9.5%
4055 Legal Fees	0	0	600	600		600	0.0%
4154 Costessey Fete 2020	100	100	0	(100)		(100)	0.0%
4927 Tf to EMR Property Maintenance	3,589	3,589	0	(3,589)		(3,589)	0.0%
4977 Tfr fr Property Maintenance Fd	0	0	0	0		0	0.0%
Costessey Centre :- Indirect Expenditure	12,019	102,445	108,875	6,430	0	6,430	94.1%
Net Income over Expenditure	(13,063)	(50,428)	(55,325)	(4,897)			
<u>203 Fete</u>							
1055 Costessey Fete 2019	0	12,127	12,000	(127)			101.1%
Fete :- Income	0	12,127	12,000	(127)			101.1%
4154 Costessey Fete 2020	(2,376)	88	0	(88)		(88)	0.0%
4155 Costessey Fete 2019	0	11,294	15,000	3,706		3,706	75.3%
Fete :- Indirect Expenditure	(2,376)	11,381	15,000	3,619	0	3,619	75.9%
Net Income over Expenditure	2,376	746	(3,000)	(3,746)			
<u>205 Queen's Hills Community Centre</u>							
1002 Expenses Recovered	0	13	0	(13)			0.0%
1010 Letting Income	(449)	21,685	25,000	3,315			86.7%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1056 Commission	0	43	100	57			42.9%
Queen's Hills Community Centre :- Income	(449)	21,741	25,100	3,359			86.6%
4011 Rates	0	5,524	5,575	51		51	99.1%
4012 Water and Drainage	0	222	550	328		328	40.3%
4014 Electricity	2,839	9,127	8,500	(627)		(627)	107.4%
4016 Janitorial	1,858	22,826	24,000	1,174		1,174	95.1%
4017 Health & Safety	0	63	200	138		138	31.3%
4018 Refuse Disposal	0	717	800	83		83	89.6%
4027 Computer Software & IT	0	10	0	(10)		(10)	0.0%
4028 Licences etc	0	225	400	176		176	56.1%
4031 Other Advertising	0	0	50	50		50	0.0%
4032 Publicity	0	0	50	50		50	0.0%
4036 Property Maintenance	350	5,348	2,750	(2,598)		(2,598)	194.5%
4037 Maintenance Contracts	110	1,480	2,500	1,020		1,020	59.2%
4040 Equipment/Small Tools	0	1	100	99		99	0.7%
4042 Equipment Maintenance/Running	0	0	500	500		500	0.0%
4043 Equipment (new) (under £1K)	0	18	100	82		82	17.9%
4050 Security Costs	0	289	1,525	1,236		1,236	19.0%
4055 Legal Fees	0	0	200	200		200	0.0%
4977 Tfr fr Property Maintenance Fd	(2,598)	(2,598)	0	2,598		2,598	0.0%
Queen's Hills Community Centre :- Indirect Expenditure	2,559	43,250	47,800	4,550	0	4,550	90.5%
Net Income over Expenditure	(3,008)	(21,510)	(22,700)	(1,190)			
211 Breckland Recreation Grd							
1002 Expenses Recovered	75	75	0	(75)			0.0%
Breckland Recreation Grd :- Income	75	75	0	(75)			
4017 Health & Safety	0	0	50	50		50	0.0%
4035 Vandalism	0	0	1,000	1,000		1,000	0.0%
4036 Property Maintenance	0	0	75	75		75	0.0%
4037 Maintenance Contracts	0	508	1,000	492		492	50.8%
4039 Grounds Maintenance	0	7,593	4,000	(3,593)		(3,593)	189.8%
4040 Equipment/Small Tools	0	0	500	500		500	0.0%
4042 Equipment Maintenance/Running	0	0	150	150		150	0.0%
4043 Equipment (new) (under £1K)	0	0	50	50		50	0.0%
4053 Loan Interest PWLB	0	1,846	1,846	(0)		(0)	100.0%
4054 Loan Capital Repaid PWLB	0	5,626	5,626	(0)		(0)	100.0%
Breckland Recreation Grd :- Indirect Expenditure	0	15,574	14,297	(1,277)	0	(1,277)	108.9%
Net Income over Expenditure	75	(15,499)	(14,297)	1,202			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
212 Longwater Lane Recr'n Ground							
1002 Expenses Recovered	75	75	0	(75)			0.0%
1010 Letting Income	0	0	150	150			0.0%
1020 Pitch Hire Fees	1,189	1,356	2,900	1,544			46.8%
1054 Costessey Fete 2020	(4,880)	0	0	0			0.0%
1056 Commission	0	0	175	175			0.0%
Longwater Lane Recr'n Ground :- Income	(3,616)	1,431	3,225	1,794			44.4%
4014 Electricity	(195)	(195)	0	195		195	0.0%
4017 Health & Safety	0	0	50	50		50	0.0%
4035 Vandalism	0	0	100	100		100	0.0%
4036 Property Maintenance	0	89	200	111		111	44.3%
4037 Maintenance Contracts	0	508	600	92		92	84.7%
4039 Grounds Maintenance	0	2,811	4,000	1,189		1,189	70.3%
4040 Equipment/Small Tools	0	64	100	36		36	64.4%
4041 Equipment Hire	0	0	200	200		200	0.0%
4042 Equipment Maintenance/Running	0	99	500	401		401	19.8%
4043 Equipment (new) (under £1K)	0	0	50	50		50	0.0%
4048 Plants, Shrubs & Trees	0	0	100	100		100	0.0%
4060 Other Professional Fees	252	252	0	(252)		(252)	0.0%
4154 Costessey Fete 2020	(452)	0	0	0		0	0.0%
Longwater Lane Recr'n Ground :- Indirect Expenditure	(395)	3,629	5,900	2,271	0	2,271	61.5%
Net Income over Expenditure	(3,221)	(2,198)	(2,675)	(477)			
215 Queens Hill Recreation Areas							
4037 Maintenance Contracts	0	350	500	150		150	70.0%
4043 Equipment (new) (under £1K)	0	9	0	(9)		(9)	0.0%
4055 Legal Fees	0	0	1,000	1,000		1,000	0.0%
Queens Hill Recreation Areas :- Indirect Expenditure	0	359	1,500	1,141	0	1,141	24.0%
Net Expenditure	0	(359)	(1,500)	(1,141)			
221 Cemetery & Closed Churchyard							
1001 Rent Recieved	0	50	0	(50)			0.0%
1030 Burial Fees	520	6,385	6,750	365			94.6%
1031 Memorial Fees	115	3,135	3,000	(135)			104.5%
1033 Purchase of Exclusive Rights	575	8,550	20,000	11,450			42.8%
Cemetery & Closed Churchyard :- Income	1,210	18,120	29,750	11,630			60.9%
4003 Agency Services	0	0	200	200		200	0.0%
4011 Rates	0	646	600	(46)		(46)	107.6%

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4012 Water and Drainage	0	53	75	22		22	71.3%
4014 Electricity	27	113	100	(13)		(13)	113.3%
4017 Health & Safety	0	0	50	50		50	0.0%
4018 Refuse Disposal	460	1,090	775	(315)		(315)	140.6%
4020 Misc Establishment Costs	0	562	125	(437)		(437)	449.6%
4035 Vandalism	0	0	250	250		250	0.0%
4036 Property Maintenance	0	46	1,000	954		954	4.6%
4037 Maintenance Contracts	0	82	75	(7)		(7)	109.7%
4039 Grounds Maintenance	0	3,062	7,000	3,938		3,938	43.7%
4040 Equipment/Small Tools	0	0	40	40		40	0.0%
4041 Equipment Hire	0	0	250	250		250	0.0%
4042 Equipment Maintenance/Running	0	0	150	150		150	0.0%
4048 Plants. Shrubs & Trees	0	0	50	50		50	0.0%
4055 Legal Fees	0	0	100	100		100	0.0%

Cemetery & Closed Churchyard :- Indirect Expenditure	487	5,655	10,840	5,185	0	5,185	52.2%
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Net Income over Expenditure	723	12,465	18,910	6,445			
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231 Allotments

1001 Rent Recieved	0	1,166	1,200	34			97.2%
Allotments :- Income	0	1,166	1,200	34			97.2%
4013 Rent	0	875	900	26		26	97.2%
4022 Postage	0	0	25	25		25	0.0%
Allotments :- Indirect Expenditure	0	875	925	51	0	51	94.5%

Net Income over Expenditure	0	292	275	(17)			
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241 Open Spaces

1002 Expenses Recovered	0	198	0	(198)			0.0%
1060 Grass Cutting Agency Income	0	13,500	13,540	40			99.7%
Open Spaces :- Income	0	13,698	13,540	(158)			101.2%
4012 Water and Drainage	0	15	15	0		0	98.3%
4017 Health & Safety	0	0	100	100		100	0.0%
4036 Property Maintenance	0	200	600	400		400	33.3%
4037 Maintenance Contracts	0	508	500	(8)		(8)	101.7%
4039 Grounds Maintenance	0	8,931	13,540	4,609		4,609	66.0%
4048 Plants. Shrubs & Trees	0	0	50	50		50	0.0%
4049 Dog Hygiene	0	4,248	4,500	252		252	94.4%
4055 Legal Fees	0	0	200	200		200	0.0%
Open Spaces :- Indirect Expenditure	0	13,902	19,505	5,603	0	5,603	71.3%

Net Income over Expenditure	0	(204)	(5,965)	(5,761)			
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251 Street Furniture							
1083 Income - Insurance Claims	865	865	0	(865)			0.0%
Street Furniture :- Income	865	865	0	(865)			
4016 Janitorial	125	1,365	0	(1,365)	(1,365)		0.0%
4035 Vandalism	0	1,318	0	(1,318)	(1,318)		0.0%
4037 Maintenance Contracts	0	388	1,750	1,362	1,362		22.2%
4043 Equipment (new) (under £1K)	0	0	1,000	1,000	1,000		0.0%
4045 Street Furniture	0	649	50	(599)	(599)		1297.2%
Street Furniture :- Indirect Expenditure	125	3,720	2,800	(920)	0	(920)	132.8%
Net Income over Expenditure	740	(2,855)	(2,800)	55			
252 Road and Streetlights							
1077 Grants Received	0	109,600	0	(109,600)			0.0%
Road and Streetlights :- Income	0	109,600	0	(109,600)			
4014 Electricity	395	603	6,650	6,047	6,047		9.1%
4025 Insurance	0	0	375	375	375		0.0%
4037 Maintenance Contracts	(213)	2,738	7,600	4,862	4,862		36.0%
4042 Equipment Maintenance/Running	0	530	8,096	7,566	7,566		6.5%
4937 Tfr To Streetlights Mtnc	12,428	122,028	0	(122,028)	(122,028)		0.0%
Road and Streetlights :- Indirect Expenditure	12,611	125,899	22,721	(103,178)	0	(103,178)	554.1%
Net Income over Expenditure	(12,611)	(16,299)	(22,721)	(6,422)			
291 Outside Services							
4001 Salaries & Wages	6,842	89,731	91,000	1,269	1,269		98.6%
4006 Protective Clothing	22	296	625	329	329		47.4%
4008 Training	0	0	500	500	500		0.0%
4009 Travel	425	5,544	6,250	706	706		88.7%
4016 Janitorial	0	39	150	111	111		26.1%
4017 Health & Safety	0	420	400	(20)	(20)		105.0%
4021 Telephone & Fax	175	420	450	30	30		93.3%
4036 Property Maintenance	14	228	0	(228)	(228)		0.0%
4039 Grounds Maintenance	130	130	0	(130)	(130)		0.0%
4040 Equipment/Small Tools	0	218	250	32	32		87.3%
4041 Equipment Hire	0	240	275	35	35		87.3%
4042 Equipment Maintenance/Running	176	1,963	3,000	1,037	1,037		65.4%
4043 Equipment (new) (under £1K)	0	576	1,200	624	624		48.0%
4044 Vehicle/Eqpt Fuel & Oil	343	2,204	3,000	796	796		73.5%
Outside Services :- Indirect Expenditure	8,127	102,010	107,100	5,090	0	5,090	95.2%
Net Expenditure	(8,127)	(102,010)	(107,100)	(5,090)			

Detailed Income & Expenditure by Budget Heading 29/04/2020

Month No: 12

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	(217)	966,006	968,361	2,355			99.8%
Expenditure	72,087	927,611	955,385	27,774	0	27,774	97.1%
Net Income over Expenditure	(72,305)	38,395	12,976	(25,419)			
Movement to/(from) Gen Reserve	(72,305)	38,395					