



SURREY CVS/VC NETWORK

Supporting all Councils for Voluntary Service and Volunteer Centres in Surrey

ANNUAL REPORT and ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2008



Volunteers' Week in Staines 'Volunteer in Surrey Campaign'

Surrey CVS/VC Network

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Surrey CVS/VC Network

Annual Report of the Executive Committee for the year ended 31 March 2008

The Executive Committee who are the Trustees of the Charity present their report with the financial statement of the Charity for the year ended 31 March 2008. The Trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REGISTERED

The Charity was registered on 03 August 2007.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1120442

Registered Office

c/o RAVS Runnymede Association of Voluntary Services
Units 12-13 The Sainsbury Centre,
Chertsey
Surrey
KT16 9AG

Executive Committee

| | |
|---------------------|---------------------------------|
| Arthur Birkby | Chair (resigned 11/12/07) |
| Arthur Birkby | |
| Christine Furneaux | Chair (appointed 11/12/07) |
| Christine Furneaux | Vice Chair (resigned 11/12/07) |
| Gareth Owen | Vice Chair (appointed 11/12/07) |
| Sally Dubery | Treasurer (appointed 11/12/07) |
| Carol Dunnett | |
| Jean Roberts-Jones | |
| Lesley Kitchen | |
| Carole Ann Roycroft | |
| Elizabeth Moore | |
| Chrissie Thompson | |

Surrey CVS/VC Network is staffed by:

| | |
|---------------------|---|
| Sonia Hubbard | Development Manager |
| Solette Sheppardson | Volunteering Development Officer |
| Eve Boucher | Corporate Development Officer (seconded to the Network until end of October 07) |
| Ronnie Spary | Corporate Development Officer (seconded to the Network until end of October 07) |

Accountants

Yvette How MAAT/MIP
c/o Surrey Community Action
Astolat
Coniers Way
Burpham
Guildford
GU4 7HL

Bankers

HSBC, PO Box 160, 12A North Street, Guildford, Surrey
CAF Bank, Kings Hill, West Malling, Kent ME19 4TA

Independent Examiners

Wise & Co., Chartered Accountants, Wey Court West, Union Road, Farnham, Surrey GU9 7PT

Surrey CVS/VC Network

Annual Report of the Executive Committee for the year ended 31 March 2008

Executives' Report

The Executives are pleased to submit their annual report and independently examined financial statements for the year ended 31st March 2008. The Executives have adopted the provisions of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" issued in March 2005, in preparing the annual report and financial statements of the charity.

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing Document

The Charity is controlled by its governing document, a Constitution.

Recruitment

All potential Executives receive an induction pack which explains their role, the role of the Committee and Charity Commission requirements. New Executives are also given background information on previous Committee decisions, Committee papers, information about all services, and are invited to meet other Executives and staff. They receive a copy of the staff handbook and explanation on the current funding situation, the Business plan and future developments.

Organisational Structure

The Executive Committee administer the Charity, with regular meetings with the Network Development Manager, who is appointed to manage the day to day operations.

Risk Management

The Executive Committee 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. This is carried out at regular reviews.

OBJECTIVES AND ACTIVITIES

Objectives and Aims

The objectives and aims of the Charity is to promote and improve the efficiency and effectiveness of Councils for Voluntary Services and Volunteer Bureaux/Centres in Surrey for the public benefit by providing support, representation and the exchange of information and good practices. Provided that in carrying out these charitable purposes, the Network will seek to challenge all forms of oppression and inequality and to give priority to working with people whose full participation in society is limited by economic, political and social disadvantage.

Significant Activities

The most significant activities are as follows:

Surrey CVS/VC Network, Surrey County Council and certain Borough and District Councils in Surrey are partners in a Local Public Service Agreement (LPSA) related to volunteering. The LPSA has 2 targets, the first is an increase in specific areas, such as, school governors, health volunteers, etc. and the second target is an increase in general volunteering. If the targets are achieved over 2006-08 the Network and the partners involved will receive a reward, which will continue to establish a legacy of best practices, structures and working relationships that will bring ongoing benefits to the people of Surrey.

The implementation of the LPSA Volunteering Marketing plan was a key activity for 2007 to 2008. A key part of this project and the Marketing plan is to promote volunteering, so these events and others over the year were a great opportunity to give out lots of 'Volunteer in Surrey' leaflets and gifts, e.g., bags for life. It was also a chance to promote the 'One Number' 0845 03 44 111 for volunteering in Surrey, along with the National volunteering website logo, www.do-it.org.uk, both of which were key to the marketing plan. Other parts of the marketing plan were focused on School governors and young people with a 'Bovered' youth campaign and a colouring competition throughout state schools. Various partners supported the project by displaying posters in libraries, schools and on many public notice boards throughout Surrey and huge efforts were made to promote volunteering. A final promotional campaign was launched at the end of 2007 and early 2008 with a mail shot of the 'Volunteer in Surrey' leaflet to nearly every household in Surrey. This was really successful in raising awareness of volunteering with more people calling the 'One Number' to talk to their local Volunteer Centre about volunteering opportunities.

Surrey CVS/VC Network

Annual Report of the Executive Committee for the year ended 31 March 2008

A corporate volunteering project was a key activity for the Surrey CVS/VC Network. The project started in October 2006 and came to an end in November 2007. The aim was to reach over 250 larger businesses to raise awareness of volunteering to their employees.

In relation to the LPSA: Volunteering project mentioned above, the Surrey CVS/VC Network as a key activity aims to build a 'Volunteer in Surrey' approach, promoting the 'One Number' for Volunteering so that the community in Surrey will receive a consistent volunteering message and approach.

All the Volunteer Centres in Surrey are part of the national organisation called Volunteering England (VE). VE has continued with various rounds of quality accreditation in relation to the key functions of a Volunteer Centre. This has been a major activity for the Surrey CVS/VC Network.

Capacitybuilders is a non-departmental public body set up in 2006 to take over the management of the ChangeUp programme, which is a joint Government and Voluntary, Community and Faith Sector (VCFS) vision for how capacity building support and infrastructure for the VCFS should develop over the next 10 years. 'Capacity building is about ensuring that organisations have the skills, knowledge, structures and resources to realise their full potential'. The Surrey CVS/VC Network has many key activities that relate to the implementation of the Surrey Infrastructure Development plan that emerged from this work.

A key activity of the CVS/VC Network is representation. Network members have represented the Voluntary, Community and Faith Sector and contributed too many groups and partnerships over 2007-08.

One of the aims of the Surrey CVS/VC Network is to share information and reduce duplication of effort. The Network has committed to developing a county wide database of Voluntary, Community and Faith Sector groups. The project will enable Voluntary, Community and Faith Sector organisations to have access to information and advice for the people they support. Also by identifying gaps in service and highlighting these to the infrastructure support organisations and the statutory sectors. The project will enable new projects/groups to develop and to provide needed services for the people in Surrey, which will subsequently enhance the quality of life of individuals in Surrey.

A key activity is to continue to develop the Surrey CVS/VC Network's Website. The Website aims to increase both scope and reach of infrastructure services in Surrey.

ACHIEVEMENTS AND PERFORMANCE

The main achievements during the year were as follows:

The Surrey CVS/VC Network is made up of 10 Councils for Voluntary Service with 15 integrated Volunteer Centres, which are key and integral to the LPSA Volunteering Project. The LPSA Volunteering Marketing plan was launched in July 2006. The plan encompassed expanding on promotional events that were already in place, such as, 'Volunteers' Week', 4-8 June 2007 and 'Make a Difference Day' in October 2007, plus lots more. Volunteers' week was a huge success in Surrey with 11 events, involving a double Decker bus. The bus was developed to promote an important message that 'Volunteering Changes Lives'. All the Volunteer Centres in Surrey were involved in various events over this week, which were successful in raising awareness of volunteering to the local community. Over the last 2 years the LPSA Volunteering project has been an exemplary example of partnership working with the Surrey CVS/VC Network, Surrey County Council, Woking Borough Council, Elmbridge Borough Council, Surrey Heath Borough Council, Mole Valley Borough Council and Runnymede Borough Council. The project had a successful conclusion with the achievement of both targets at the end of March 2008.

The corporate volunteering project that started in October 2006 came to an end in November 2007. The project was successful and reached over 1000 businesses in various ways, raising awareness of volunteering. The other success of this project was a set of best practice tools that will enable the Volunteer Centres to continue this work in the future.

Surrey CVS/VC Network

Annual Report of the Executive Committee for the year ended 31 March 2008

The LPSA: Volunteering project mentioned above, has enabled the Surrey CVS/VC Network to build a 'Volunteer in Surrey' approach, promoting the 'One Number' for Volunteering so that the community in Surrey will receive a consistent volunteering message and approach.

The Surrey CVS/VC Network supports Volunteering England's Quality Accreditation process and the following Volunteers Centres were successful in attaining the quality standard: Caterham, Camberley, Chertsey, Esher, Farnham, Guildford, Haslemere, Lingfield, Oxted, Redhill and Woking.

Capacitybuilders is a non-departmental public body set up in 2006 to take over the management of the ChangeUp programme, which is a joint Government and Voluntary, Community and Faith Sector (VCFS) vision for how capacity building support and infrastructure for the VCFS should develop over the next 10 years. 'Capacity building is about ensuring that organisations have the skills, knowledge, structures and resources to realise their full potential'.

The Network contributed to the development of Surrey's 10 year Infrastructure Development Plan (IDP), which was launched in April 2006. The work of the action groups has proactively started with successful developments in some of the following areas in 2007/08:

- Human Resources Toolkit
- Business Planning & Marketing Toolkits, plus the development of the Consortium's branding
- Payroll Service Leaflet
- Finance Toolkit
- Quality Standard Workshops, Etc.

The above work and more developments will continue in 2008, with the launch of many of these much needed toolkits. In March 2008 the Consortium consulted with the Voluntary, Community and Faith Sector and other partners on a revised Consortium strategy 2008-14, to ensure that the key support areas were still appropriate to meet the Sector's needs.

Representatives of the Surrey CVS/VC Network continue to play a vital role in representing the Voluntary, Community and Faith Sector in Surrey.

In relation to the Surrey CVS/VC Network Database project has completed research on suppliers that are experienced in delivering county wide databases for the Voluntary, Community and Faith Sector. The Network agreed in November 2007 that Centrepoin with their eTarget database system is the way forward for this project. The Voluntary, Community and Faith Sector makes a major contribution to the interests (wellbeing) of the community in Surrey. This database will help us measure this contribution and the subsequent outcomes to the community.

The Surrey CVS Network website continued to develop this year with a new 'Volunteer in Surrey' section, which was developed in July 2007, promoting volunteering and the work of the 15 Volunteer Centres in Surrey.

FUTURE PLANS

The Surrey CVS/VC Network will build on current partnerships and seek any new avenues of partnership working. The Network will continue to explore new initiatives, such as the county wide database, which is a major opportunity for the Network to better serve the voluntary and community sector in Surrey. It will look at the services its delivering and explore ways to reduce duplication and support the voluntary and community sector with specialised support services, such as Human Resources. The Network looks forward to working in consultation with Surrey County Council as it develops a Voluntary, Community and Faith Sector strategy.

Surrey CVS/VC Network

**Annual Report of the Executive Committee
for the year ended 31 March 2008**

FINANCIAL REVIEW

Reserves Policy

As a newly created Charity it has been the intention of the Executive Committee to build reserves to support future ongoing work of the Charity. The Executive Committee will continue to review the level of reserves to ensure sustainability in the future and the continuation of the Charity's work in the light of current income flows.

Total incoming resources of £119, 056 for the year. The Charity relied on unrestricted income support from Surrey County Council of £113,918. The unrestricted income of £113,918 is applied in continuing the Charity's direct work in promoting and building access and information to the Voluntary, Community and Faith Sector groups. During the year the Charity's expenditure was £117,906 resulting in a surplus of £1,150.

SUPPORTERS

Surrey CVS/VC Network runs with the support of one core funder for the Network Development Manager's post, Surrey County Council.

In addition a number of key partners provide significant support through project funding.

These include:

Surrey County Council – LPSA: Volunteering Project

Surrey Infrastructure Consortium – Development funds for various Resources for CVSs to use to support their members.

A wide range of other organisations support Surrey CVS/VC Network, by providing funds, advice and resources:

Special thanks to:

- Central Surrey CVS
- Farnham Voluntary Service Council
- Guildford Association of Voluntary Service
- Haslemere Volunteer Bureau
- Reigate & Banstead CVS
- Runnymede Association of Voluntary Services
- Surrey County Council
- Surrey Community Action
- Tandridge Voluntary Service Council
- Voluntary Action Elmbridge
- Voluntary Action in Spelthorne
- Voluntary Services Surrey Heath
- Woking Association of Voluntary Service

VOLUNTEERS

Special thanks to the volunteers that supported Surrey CVS/VC Network. For the year ended 31st March 2008

ON BEHALF OF THE EXECUTIVE COMMITTEE

| | |
|-------------------|------------------|
| Signatures: | |
| Chair | Treasurer |
| Full Name: | Full Name: |
| Date: | Date: |

Surrey CVS/VC Network

Statement of the Executive Committees' Responsibilities

Charity law requires the Executive Committee, to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the Charity and of the surplus or deficit of the charity for that period. In preparing those financial statements, the Executives are required to:

select suitable policies and apply them consistently;

- make judgements and estimates that are reasonable and prudent;
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements;
- prepare the financial statement on a going concern basis unless it is appropriate to assume that the Charity will continue on that basis.

The Executives have overall responsibility for ensuring that the Charity has appropriate systems of control, financial and otherwise. They are also responsible for keeping proper accounting records which disclose with reasonable accuracy at any time, the financial position of the Charity and enable them to ensure that the financial statements comply with the Charities Act. They are also responsible for safeguarding the assets of the Charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Date:

Chairman:

Treasurer:

**Independent Examiner's Report of the Accounts of the Executive Committee of
Surrey CVS/VC Network**

We report on the financial statements for the period to 31 March 2008 set out on pages 10 to 14.

Respective Responsibilities of Executive Committee and reporting Accountants

As described on page 3 the Charity's Executive Committee are responsible for the preparation of the financial statements, and consider that the Charity is exempt from an audit. It is our responsibility to carry out procedures designed to enable us to report an opinion.

Basis of opinion

Our work was carried out in accordance with the Statement of Standards for Reporting Accountants, and so our procedures consisted of comparing financial statements with the accounting records kept by the Charity, and making such limited enquiries of the Executives of the Charity as we considered necessary for the purposes of this report. These procedures provide only the assurance expressed in our opinion.

.....

Wise & Co.
Chartered Accountants
Wey Court West
Union Road
Farnham
Surrey GU9 7PT

Date:

Surrey CVS/VC Network

**Statement of Financial Activities
for the year ended 31 March 2008**

| | Notes | Unrestricted Funds £ | Restricted Funds £ | 2008 Total £ |
|---|-------|----------------------------|--------------------------|--------------------|
| INCOMING RESOURCES | | | | |
| Incoming resources from generated funds | | | | |
| Voluntary Income | | 113,918 | | 113,918 |
| Activities in furtherance of the Charity's objectives | | 4,075 | | 4,075 |
| Investment Income | 2 | 1,063 | | 1,063 |
| Incoming resources from charitable activities | | | | |
| <hr/> | | | | |
| Total Incoming Resources | | 119,056 | | 119,056 |
| RESOURCES EXPENDED | | | | |
| Costs of Generating Funds | | 3,444 | | 3,444 |
| Activities in furtherance of the Charity's objectives | | 112,087 | | 112,087 |
| Governance Costs | 3 | 2,375 | | 2,375 |
| <hr/> | | | | |
| Total Resources Expended | | 117,906 | | 117,906 |
| <hr/> | | | | |
| NET INCOMING RESOURCES | | 1,150 | | 1,150 |
| <hr/> | | | | |
| Fund balances c/fwd 31 March 2007 | | 53,124 | | 53,124 |
| Fund balances c/fwd 31 March 2008 | | 54,274 | | 54,274 |
| <hr/> | | | | |

The notes form part of these financial statements

Surrey CVS/VC Network

**Balance Sheet
as at 31 March 2008**

| | Notes | Unrestricted Funds | £ |
|-------------------------------------|-------|-----------------------|---------------|
| FIXED ASSETS | | | |
| Tangible Fixed Assets | 5 | | 11,329 |
| Investments | 6 | | 21,740 |
| CURRENT ASSETS | | | |
| Cash at bank and in hand | | 24,701 | |
| Debtors | | 300 | |
| | | <hr/> | |
| | | 25,001 | |
| CREDITORS | | | |
| Amounts falling due within one year | | 3,796 | |
| | | <hr/> | |
| NET CURRENT ASSETS | | | 21,205 |
| | | | <hr/> |
| NET ASSETS | | | 54,274 |
| | | | <hr/> |
| FUNDS | | | |
| Unrestricted: | | | |
| General Fund | | | <hr/> |
| | | | 54,274 |
| | | | <hr/> |

The financial statements were approved by the executives on
and signed on their behalf by:

Name: Christine Furneaux Chairman

Name: Sally Dubery Treasurer

The notes on pages 12 to 14 form part of these accounts.

Surrey CVS/VC Network

Notes to the Financial Statements for the year ended 31 March 2008

1. ACCOUNTING POLICIES

Accounting Convention

The financial statements have been prepared under the historical cost convention, and in accordance with the applicable accounting Standards and the Statement of Recommended Practice "Accounting by Charities" (Revised 2005) and the Charities Act 1993 (amended 2006).

Recognition of Incoming Resources

These are included in the Statement of Financial Activities (SoFa) when:

- the charity becomes entitled to the resources;
- the executives are virtually certain they will receive the resources; and
- the monetary value can be measured with sufficient reliability.

Funds

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

There were no restricted funds held for the year ended 31 March 2008.

Allocation of Expenditure

Cost of generating voluntary income

This represents those costs attributable to creating awareness of the charity.

Activities in furtherance of the charity's objectives

The activities carried out cover both the provision of charitable services and support costs associated with furtherance of the charity's objectives.

Governance of the Charity

This represents those direct costs attributable to governance of the charity.

Liability Recognition

Liabilities are recognised as soon as there is a legal or constructive obligation committing the charity to pay out resources.

Fixed Assets for Charity use

These are capitalised if they can be used for more than one year, and cost at least £100. They are valued at cost or a reasonable value on receipt.

Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost of each asset over its estimated useful life, as follows:

| | |
|--------------------|---------|
| Computer Equipment | 3 years |
| Office Equipment | 5 years |

Stocks

Stocks are written off in the year in which expenditure is incurred, as year end stocks are not considered to be material.

Taxation

The charity is exempt from corporation tax on its charitable activities.

Investment Assets

Investments held as fixed assets are revalued at their mid-market value at the balance sheet date. Gains or losses are reflected in the Statement of Financial Activities.

2. INVESTMENT INCOME

| | Unrestricted Funds | Restricted Funds | 2008 |
|------------------|-----------------------|---------------------|--------------|
| | £ | £ | £ |
| Bank Interest | 30 | | 30 |
| Deposit Interest | 1,033 | | 1,033 |
| | 1,063 | | 1,063 |

3. GOVERNANCE COSTS

| | Unrestricted Funds £ | Restricted Funds £ | 2008 £ |
|-----------------------------|----------------------------|--------------------------|--------------|
| Independent Examiner's Fees | 822 | | 822 |
| Meeting Costs | 1,553 | | 1,553 |
| | <u>2,375</u> | | <u>2,375</u> |

4. STAFF COSTS

| | Unrestricted Funds £ | Restricted Funds £ | 2008 £ |
|-----------------------|----------------------------|--------------------------|---------------|
| Wages and Salaries | 59,118 | | 59,118 |
| Social Security Costs | 6,230 | | 6,230 |
| Secondments | 12,388 | | 12,388 |
| | <u>77,736</u> | | <u>77,736</u> |

There were two full time employees during the period.

There were two part time seconded employees during the period. The employees were seconded to both work 18 hours per week on a specific one year corporate volunteering project. The employees were seconded from 2 CVS/VC Network members, i.e., RAVS and VSSH. The Network received a total of £31,650.00 from Surrey County Council for this project and a secondment agreement was drawn up between the Network, RAVS and VSSH. Both secondments started in November 2006 and ended at the end of October 2007. The funds for this project were received in two payments, i.e., November 2006, £15,825 and September 2007, £15,825.

No employee earned more than £60,000 in the year.

EXECUTIVES' REMUNERATION

None of the Executives received remuneration in the period. Travel expenses amount to £117 were reimbursed during the year.

5. TANGIBLE FIXED ASSETS

| | Computer Equipment £ | Office Equipment £ | Total 2008 £ |
|-----------------------|----------------------------|--------------------------|--------------------|
| <u>COST</u> | | | |
| At 01 April 2007 | 0 | 0 | 0 |
| Additions | 13,013 | 184 | 13,197 |
| Disposals | 0 | 0 | 0 |
| As at 31 March 2008 | <u>13,013</u> | <u>184</u> | <u>13,197</u> |
| <u>DEPRECIATION</u> | | | |
| At 01 April 2007 | 0 | 0 | 0 |
| Charge for year | 1,807 | 61 | 1,868 |
| On disposals | 0 | 0 | 0 |
| As at 31 March 2008 | <u>1,807</u> | <u>61</u> | <u>1,868</u> |
| <u>NET BOOK VALUE</u> | | | |
| 31 March 2008 | <u>11,206</u> | <u>123</u> | <u>11,329</u> |

6. FIXED ASSETS INVESTMENT

| | 2008 Market Value £ |
|---|------------------------------|
| Cash held as part of investment portfolio | <u>21,740</u> |

Deposited with CAF Bank

7. DEBTORS

| | 2008 £ |
|-------------|------------|
| Prepayments | <u>300</u> |

8. CREDITORS AMOUNTS FALL DUE WITHIN ONE YEAR

| | 2008 £ |
|-----------------|--------------|
| Accruals | 1,984 |
| Other Creditors | <u>1,813</u> |
| | <u>3,797</u> |

Surrey CVS/VC Network

**Detailed Statement of Financial Activities
for the year ended 31 March 2008**

| | £ |
|--|--------------|
| INCOMING RESOURCES | |
| Voluntary Income | |
| Grants Surrey County Council | 113,918 |
| Investment Income | |
| Deposit Account Interest | 1,063 |
| Incoming Resources from Charitable Activities | |
| General | 4,075 |
| | <hr/> |
| TOTAL INCOMING RESOURCES | 119,056 |
| | |
| RESOURCES EXPENDED | |
| Charitable Activities | |
| Wages & Salaries | 65,348 |
| Secondment | 12,388 |
| Payroll Expenses | 158 |
| Advertising | 3,444 |
| Promotion | 6,265 |
| Training & Training Materials | 161 |
| Travel | 6,892 |
| Utilities: Gas & Electric | 2,648 |
| Telephone | 1,670 |
| Printing | 3,849 |
| Postage | 4,850 |
| Stationery | 245 |
| Accommodation Events | 643 |
| Network Database Support | 1,312 |
| Room Hire | 1,000 |
| Office Supplies | 260 |
| Volunteer Expenses | 279 |
| Website Hosting | 700 |
| Subscriptions | 63 |
| Insurance | 283 |
| Childcare | 60 |
| Expenses Equipment | 174 |
| Workshops | 530 |
| Other Expenses | 442 |
| Depreciation: | |
| Computer Equipment | 1,807 |
| Office Equipment | 61 |
| | <hr/> |
| | 115,531 |
| Governance Cost | |
| Accountancy | 822 |
| Meetings | 1,553 |
| | <hr/> |
| | 2,375 |
| | <hr/> |
| TOTAL RESOURCES EXPENDED | 117,906 |
| | <hr/> |
| NET INCOME | 1,150 |
| | <hr/> |

This page does not form part of the financial statements