

Company registered number: NI030090

Charity registered number: NIC104715

CONWAY EDUCATION CENTRE

(Private company limited by guarantee without share capital)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

Tony Clarke

53 Andersonstown Road

Belfast

BT11 9AG

CONWAY EDUCATION CENTRE

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CONWAY EDUCATION CENTRE

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TRUSTEES' REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2023

Trustees' Annual Report (Incorporating the Director's Report)

STRUCTURE, GOVERNANCE AND MANAGEMENT

The charity is controlled by its governing document, a Memorandum and Articles of Association, and constitutes a limited company, limited by guarantee, as defined by the Companies Act 2006. The company was incorporated on 23 October 1995 and registered with the Charity Commission for Northern Ireland on 11 March 2016.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Company number

NI030090

Registered Charity number

NIC104715

Registered office

Conway Education Centre Limited
The Mill
5-7 Conway Street
Belfast
BT13 2DE

CHAIRPERSON

Ann Pendleton

TRUSTEES

Ciaran Cahill
Ann Pendleton
Peter Fusco
Gerard Smith
Gabriel Carlin (Resigned 10th May 2023)

INDEPENDENT EXAMINER

Tony Clarke FCPA

Certified Public Accountant
53 Andersontown Road
Belfast
BT11 9AG

CONWAY EDUCATION CENTRE

(Private company limited by guarantee without share capital)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

Trustees' Annual Report (Incorporating the Director's Report)

The Trustees present their annual report together with the financial statements of the company for the 01 April 2022 to 31 March 2023.

The financial statements have been prepared in accordance with the accounting policies set out in note 1 to the financial statements and comply with the company's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practices applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016)

Structure, Governance and Trustees

Conway Education Centre which is registered as a charity with the Charity Commission for Northern Ireland, was incorporated as a company limited by guarantee in Northern Ireland, registration number NI030090, with the objective of undertaking charitable activities for the benefit of the inhabitants of Northern Ireland.

Achievement and Performance

In 2022/2023 academic year Conway Education Centre has provided 20 accredited courses (Entry level to Level 2), 17 unaccredited courses, facilitated 4 Diploma courses in complementary therapies, delivered 4 ESOL courses, 3 ESOL Integration projects and continued our successful Homework Club for refugee families. Over 600 students between 8 years of age and 83 years of age accessed education in the Centre.

Qualifications were gained in GCSE English, GCSE Maths, Essential Skills English, Maths and ICT, Fundamentals of Health care, Supporting individuals with Dementia, Social Media and Digital Marketing. Students gained skills and increased awareness in Sign language, Irish history, Spanish conversation, multi-cultural crafts, arts, Indian cooking, stress management and complementary therapies.

Funding was received from 6 smaller non-governmental funders to deliver 3 ESOL language and integration projects. The projects were attended by 47 students and 9 Adult education/language volunteers.

The Homework Club supported 121 children and young people with study skills and homework support.

In 2022/2023 students from 16 different countries attended courses in Conway Education Centre.

Our team of 34 amazing volunteers (Homework Club volunteers, Adult Education volunteers and office/canteen volunteers) helped our staff to deliver these services over the year.

One of our volunteers was honoured to receive Belfast's Older Volunteer of the Year Award

Trustees' Annual Report (Incorporating the Director's Report)

This year has seen an increased demand for our accredited courses such as Essential Skills, especially from the refugee and asylum-seeking community who were unable to access mainstream provision due to its waiting lists and specific entry requirements.

In September 2022 Conway received a learning grant from OCN which enabled us to reduce the student course fee for OCN accredited courses. As finances are one of the main barriers to education, this grant was particularly welcome.

The impact of the cost of living crisis was clear in the second semester; enrolment figures for the non-accredited courses, decreased. Efforts are being made to obtain funding for these courses for the September 2023 semester.

The rising energy costs are of significant concern as the education centre is located in an old Linen Mill. The building has stone floors, high ceilings, single glass windows and no insulation. In order to examine possible energy saving measures, the Centre applied for and received funding to commission a feasibility study into this. Further funding applications (2023/2024) will be needed to implement its recommendations.

Conway Education Centre remains a key member of Belfast Neighbourhood Regeneration Forum and is an active participant in government consultations on developing strategies such as the Refugee Integration Strategy.

Conway Education Centre continues to work in partnership with other education providers such as the Full-Service Community Network (CCMS), Belfast Metropolitan College and the Open University.

We are confident that our quality courses and learner-centred support services will continue to meet the need of our changing community.

Going Concern

After making appropriate enquiries, the trustees have a reasonable expectation that the company has adequate resources to continue in operational existence for the foreseeable future. For this reason they continue to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Accounting Policies.

Financial Review

The results for the year ended 31 March 2023 are set out on pages 8 and 9 of the financial statements.

The total income for the year ended 31 March 2023 amounted to £226,736

The total expenditure was £227,773 (2022:£229,717)

The Trustees consider that the unrestricted funds of the charity is sufficient and adequate to fulfil their obligations. The charity held £88,486 in reserves at the year end (2022:£82,870).

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Reserves Policy

The income of the Company is considered adequate and the risks associated with any significant reduction in income is regarded as unlikely. The Trustees are satisfied with the current level of reserves at the present time. The Trustees are reviewing the Reserves Policy in the current year.

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Trustees' Annual Report (Incorporating the Director's Report)

Trustees' responsibilities statement

The Trustees (who are also directors of Conway Education Centre for the purposes of company law) are responsible for preparing the Trustees' report and the financial statements in accordance with applicable law and United Kingdom Accounting Standard (United Kingdom Generally Accepted Accounting Practice)

Company law requires the trustees to prepare financial statements for each financial year. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the charitable company and of the income resources and application of resources, including the income and expenditure of the charitable company for that period. In preparing these financial statements, the Trustees are required to:

- Select suitable accounting policies and then apply them consistently
- Observe the methods and principles in the Charities SORP;
- Make judgments and accounting estimates that are reasonable and prudent;
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transaction and disclose with reasonable accuracy at any time the financial position of the charitable company and the enable them to ensure that the financial statements comply with the Companies Act 2016. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Conway Education Centre is a company limited by guarantee by its Memorandum and Articles of Association. Each members liability is limited to an amount not exceeding £1.

This report was approved by the Trustees, on 5/12/23 and signed on behalf by:



Ann Pendleton

Trustee

INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CONWAY EDUCATION CENTRE.

I report on the financial statements of the company for the year ended 31 March 2023 which are set out on pages 8 and 9.

This report is made solely to the company's Trustees, as a body in accordance with section 65(3)(a) of the Charities Act Northern Ireland 2008 and regulations made under section 66 of the Act. My work has been undertaken so that I might state to the company's Trustees those matters I am required to state to them in an independent examiner's report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the company and the company's Trustees as a body, for my work of this report.

Respective responsibilities of trustees and examiner

As the company's Trustees (and also the directors of the company for the purpose of company law) you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006. Having satisfied myself that the company is not subject to audit under company law, and is eligible for Independent examination.

It is my responsibility to:

- examine the accounts under section 65 of the Charities Act
- follow the procedures laid down in the general Directions given by the Commission under section 65(9)(b) of the Charities Act
- state whether particular matters have come to my attention.

Basis of Independent Examiner's report

I have examined your charity accounts as required under section 65 of the Charities Act and my examination was carried out in accordance with the general directions given by the Charity Commission for Northern Ireland under section 65(9)(b) of the Charities Act.

My examination included a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It was also included consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as charity trustees concerning any such matters.

Independent examiner's statement

My role is to state whether any material matters have come to my attention giving me cause to believe:

- 1 That accounting records were not kept in accordance with section 63 of the Charities Act
- 2 That the accounts do not accord with those accounting records
- 3 That the accounts do not comply with the accounting requirements of the Charities Act
- 4 That there is further information needed for a proper understanding of the accounts to be reached.

CONWAY EDUCATION CENTRE

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TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF CONWAY EDUCATION CENTRE
(continued)**

I have completed my examination and have no concerns in respect of the matters (1) to (4) listed above and, in connection with following the directions of the Charity Commission for Northern Ireland, I have found no matters that require drawing to your attention.



Tony Clarke
53 Andersonstown Road
Belfast
BT11 9AG



Date:

CONWAY EDUCATION CENTRE

(Private company limited by guarantee without share capital)

TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING THE INCOME AND EXPENDITURE ACCOUNT

	Note	Unrestricted Funds £	Restricted Funds £	Year to 31-Mar-23 TOTAL £	Year to 31-Mar-22 TOTAL £
Income from:					
Generated Funds	2	2,318	193,370	195,688	224,480
Charitable Activities	3	23,072	7,976	31,048	18,209
Total Income		25,390	201,346	226,736	242,689
Expenditure on:					
Charitable Activities	5	19,961	207,811	227,773	229,717
Total Expenditure:		19,961	207,811	227,773	229,717
Net income/(Expenditure)		5,428	(6,465)	(1,037)	12,973
Transfers between funds		188	(188)	-	-
Net movement in funds		5,616	(6,653)	(1,037)	12,973
<u>Reconciliation of Funds</u>					
Total funds brought forward	13	82,870	36,406	119,276	106,304
Total Funds carried forward	12	88,486	29,753	118,239	119,276

The statement of financial activities includes all gains and losses recognised in the year.

All incoming resources and resources expended derive from continuing activities.

The statement of financial activities also complies with the requirements for an income and expenditure account under the Companies Act 2006.

The notes on page 10 to 16 form and integral part of these accounts

CONWAY EDUCATION CENTRE

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TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

BALANCE SHEET
As at 31 March 2023

	Note	2023 £	2022 £
Fixed Assets			
Tangible Assets	11	<u>1,856</u>	<u>2,474</u>
		1,856	2,474
Current Assets			
Debtors	7	15,487	8,232
Cash at bank & Other		<u>102,254</u>	<u>123,554</u>
		117,741	131,786
Liabilities			
Creditors: amounts falling due within one year	8	<u>(1,358)</u>	<u>(14,984)</u>
Net Current Assets		<u>116,383</u>	<u>116,802</u>
Net assets		<u>118,239</u>	<u>119,276</u>
Funds			
Restricted	12	29,753	36,406
Unrestricted	12	88,486	82,870
TOTAL FUNDS	12	<u>118,239</u>	<u>119,276</u>

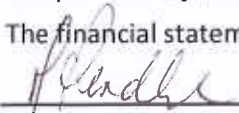
The company is entitled to the exemption from the audit requirement contained in section 477 of the Companies Act 2006, for the year ended 31 March 2023.

The trustees acknowledge their responsibilities for ensuring that the charity keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of the financial year and of its incoming resources and application of resources, including its income and expenditure, for the financial year in accordance with the requirements of sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

The members have not required the company to obtain an audit of its financial statements for the year in question in accordance with section 476.

These financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The financial statements were approved by the board directors on 5/12/23 and were signed on


Ann Pendleton
Trustee

The notes on page 10 to 16 form and integral part of these accounts

NOTES TO THE ACCOUNTS

1 Accounting policies

Charity information

Conway Education Centre is a private company limited by guarantee incorporated in Northern Ireland. The registered office is: The Mill, 5-7 Conway Street, Belfast, Northern Ireland, BT13 2DE.

1.1 Accounting convention

The accounts have been prepared in accordance with the charity's governing document, the Companies Act 2006 and "Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102)" (as amended for accounting periods commencing from 1 January 2016). The charity is a Public Benefit Entity as defined by FRS 102.

The charity has taken advantage of the provisions in the SORP for charities applying FRS 102 Update Bulletin 1 not to prepare a Statement of Cash Flows.

The financial statements are prepared in sterling, which is the functional currency of the charity. Monetary amounts in these financial statements are rounded to the nearest £.

The financial statements have been prepared under the historical cost convention, modified to include the revaluation of freehold properties and to include investment properties and certain financial instruments at fair value. The principal accounting policies adopted are set out below.

1.2 Going concern

At the time of approving the financial statements, the trustees have a reasonable expectation that the charity has adequate resources to continue in operational existence for the foreseeable future. Thus the trustees continue to adopt the going concern basis of accounting in preparing the financial statements.

1.3 Charitable funds

Unrestricted funds are available for use at the discretion of the trustees in furtherance of their charitable objectives unless the funds have been designated for other purposes.

Restricted funds are subject to specific conditions by donors as to how they may be used.

1.4 Incoming resources

Income is recognised when the charity is legally entitled to it after any performance conditions have been met, the amounts can be measured reliably, and it is probable that income will be received.

NOTES TO THE ACCOUNTS (continued)**1.4 Incoming resources (continued)**

Cash donations are recognised on receipt. Other donations are recognised once the charity has been notified of the donation, unless performance conditions require deferral of the amount. Income tax recoverable in relation to donations received under Gift Aid or deeds of covenant is recognised at the time of the donation.

Turnover is measured at the fair value of the consideration received or receivable and represents amounts receivable for goods and services provided in the normal course of business, net of discounts, VAT and other sales related taxes.

1.5 Resources expended

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to that expenditure, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measure reliably.

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category.

The charity is below the charity audit threshold and therefore is exempt from reporting expenditure on an activity basis. The charity has opted to report by the nature of expenditure rather than on an activity basis.

1.6 Tangible fixed assets

Tangible fixed assets are initially measured at cost and subsequently measured at cost or valuation, net of depreciation and any impairment losses.

Depreciation is recognised so as to write off the cost or valuation of assets less their residual values over their useful lives on the following bases:

Capital	50 years straight-line
Equipment	25% reducing balance

1.7 Cash and cash equivalents

Cash and cash equivalents include cash in hand, deposits held at call with banks, other short-term liquid investments with original maturities of three months or less, and bank overdrafts. Bank overdrafts are shown within borrowings in current liabilities.

1.8 Financial instruments

The charity has elected to apply the provisions of Section 11 'Basic Financial Instruments' and Section 12 'Other Financial Instruments Issues' of FRS 102 to all of its financial instruments.

Financial instruments are recognised in the charity's balance sheet when the charity becomes party to contractual provisions of the instrument.

Financial assets and liabilities are offset, with the net amounts presented in the financial statements, when there is a legally enforceable right to set off the recognised amounts and there is an intention to settle on a net basis or to realise the asset and settle the liability simultaneously

NOTES TO THE ACCOUNTS (continued)

1.9 Basic financial assets

Basic financial assets, which include debtors and cash and bank balances, are initially measured at transaction price including transaction costs and are subsequently carried at amortised cost using the effective interest method unless the arrangement constitutes a financing transaction, where the transaction is measured at the present value of the future receipts discounted at a market rate of interest. Financial assets classified as receivable within one year are not amortised.

1.10 Basic financial liabilities

Basic financial liabilities, including creditors and bank loans are initially recognised at transaction price unless the arrangement constitutes a financing transaction, where the debt instrument is measured at the present value of the future payments discounted at a market rate of interest. Financial liabilities classified as payable within one year are not amortised.

Debt instruments are subsequently carried at amortised cost, using the effective interest rate method.

Trade creditors are obligations to pay for goods or services that have been acquired in the ordinary course of operations from suppliers. Amounts payable are classified as current liabilities if payment is due within one year or less. If not, they are presented as non-current liabilities.

Trade creditors are recognised initially at transaction price and subsequently measured at amortised cost using the effective interest method.

1.11 Derecognition of financial liabilities

Financial liabilities are derecognised when the charity's contractual obligations expire or are discharged or cancelled.

1.12 Employee benefits

The cost of any unused holiday entitlement is recognised in the period in which the employee's services are received.

Termination benefits are recognised immediately as an expense when the charity is demonstrably committed to terminate the employment of an employee or to provide termination benefits.

1.13 Critical accounting estimates and judgements

In the application of the charity's accounting policies, the trustees are required to make judgements, estimates and assumptions about the carrying amount of assets and liabilities that are not readily apparent from other sources. The estimates and associated assumptions are based on historical experience and other factors that are considered to be relevant. Actual results may differ from these estimates.

The estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognised in the period in which the estimate is revised where the revision affects only that period, or in the period of the revision and future periods where the revision affects both current and future periods.

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NOTES TO THE ACCOUNTS (continued)

2 <u>Income from Generated funds</u>	2023			2022
	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds	£	£
	£	£	£	£
Grants	2,318	193,370	195,688	224,480
Totals 2023	2,318	193,370	195,688	224,480
Totals 2022	2,165	222,315	224,480	

3 <u>Income from Charitable Activities</u>	2023			2022
	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds	£	£
	£	£	£	£
Deposit Account Interest	108	-	108	76
Activities	17,258	7,976	25,234	9,116
Donations	5,705	-	5,705	9,018
Totals 2023	23,072	7,976	31,048	18,209
Totals 2022	18,209	-	18,209	

4 <u>Staff Costs and Numbers</u>	2023	2022
	£	£
Gross Wages and Salaries	137,265	133,905
	137,265	133,905

No employee received emoluments of more than £60,000 (2022: None)

The average monthly number of employees during the year, calculated on the basis of full time equivalents, was as follows:

2023	2022
Number	Number
6	6

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NOTES TO THE ACCOUNTS (continued)

5 Expenditure

Analysis of resources expended

Charitable Activities			<u>2023</u>	<u>2022</u>
	Unrestricted	Restricted	TOTAL	TOTAL
	Funds	Funds		
	£	£	£	£
Salaries and Wages	(2,343)	139,608	137,265	133,905
Heat & Light	4,071	5,538	9,609	6,407
Cleaning Contracts / Materials	152	3,752	3,903	3,142
Telephone & Internet	1,321	1,233	2,554	730
Rent	-	760	760	611
Depreciation	619	-	619	941
Insurance	450	1,762	2,212	1,679
Postage & Stationary	1,934	2,362	4,296	7,823
Hospitality	930	68	997	332
Maintenance Costs	1,236	4,181	5,416	7,518
Programme Costs	7,120	33,041	40,161	58,240
Travel - Staff	142	423	565	183
Marketing and Advertising	-	1,500	1,500	1,340
Professional costs	4,331	13,584	17,915	6,866
Total 2023	19,961	207,811	227,773	229,717
Total 2022	29,216	200,500	229,717	

6 Trustees remuneration & expenses

During the year, no Trustees received any remuneration (2022 - £NIL).

During the year, no Trustees received any benefits in kind (2022 - £NIL).

During the year, no Trustees received any reimbursement of expenses (2022 - £NIL).

7 Debtors

	<u>2023</u>	<u>2022</u>
	£	£
Grants Receivable	15,487	8,232
	<u>15,487</u>	<u>8,232</u>

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NOTES TO THE ACCOUNTS (CONTINUED)

8 Creditors: amounts falling due within one year

	<u>2023</u>	<u>2022</u>
	£	£
Trade Creditors	6,110	14,984
Other Creditors	(4,752)	-
	1,358	14,984

9 Independent examiner's remuneration

The independent Examiner's remuneration amounts to an Independent Examination fee of £NIL (2021 - £NIL)

10 Related party transactions

There were no related party transactions during the year.

11 Tangible Fixed Assets

	<u>Leasehold</u>	<u>Fixtures &</u>	<u>Computer &</u>	<u>Total</u>
	<u>Property</u>	<u>Fittings</u>	<u>IT</u>	<u>£</u>
	£	£	£	£
COST				
At 1 April 2022	347,352	80,249	594	428,195
Additions	-	-	-	-
Disposals	-	-	-	-
At 31 March 2023	347,352	80,249	594	428,195
DEPRECIATION				
At 1 April 2022	347,352	78,369	-	425,721
Charge for the year	-	470	149	619
Eliminated on disposal	-	-	-	-
At 31 March 2023	347,352	78,839	149	426,340
NET BOOK VALUE				
At 31 March 2022	-	1,880	594	2,474
At 31 March 2023	-	1,410	446	1,856

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TRUSTEES' REPORT AND FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2023

NOTES TO THE ACCOUNTS (continued)

12 Statement of funds - current year

	Balance at 1 April 2022	Income	Expense	Transfer in/out	Balance at 31 March 2023
	£	£	£	£	£
Restricted funds					
Awards for all Lottery	5,525	-	(5,525)	-	-
Anne McGreeney Foundation (C	-	1,930	(385)	-	1,545
CRC	-	2,020	(103)	-	1,917
CiN Yr 2	-	38,456	(29,682)	-	8,774
CiN Yr 1	11,531	7,691	(11,772)	-	7,451
Department Of Economy	1,419	-	(1,419)	-	-
DfC	-	111,585	(111,585)	-	-
DFC Job Start	-	5,467	(5,280)	(188)	-
EA	-	11,880	(11,880)	-	-
Halifax	-	3,360	(1,742)	-	1,618
MEARS / BCC	-	7,976	(4,138)	-	3,838
NIHE	-	2,446	(2,446)	-	-
OCN NI	-	1,855	(1,855)	-	-
Radius Housing Ass	-	3,390	(923)	-	2,467
John Moores	-	3,290	(1,146)	-	2,144
The Ireland Fund	17,932	-	(17,932)	-	-
Total restricted funds	36,407	201,346	(207,811)	(188)	29,754
Unrestricted funds					
General funds	82,870	25,389	(19,961)	188	88,485
Total Unrestricted funds	82,870	25,389	(19,961)	188	88,485
Total of funds - current year	119,277	226,735	(227,773)	-	118,239

13 Statement of fund - prior year

	Balance at 1 April 2021	Income	Expenditure	Transfer in/out	Balance at 31 March 2022
Total restricted funds	-	222,315	(200,500)	14,591	36,407
Total unrestricted funds	106,304	20,374	(29,216)	(14,591)	82,870
Total of funds - prior year	106,304	242,689	(229,716)	-	119,277