Surrey Lifelong Learning Partnership

Trustees’ Report and Unaudited Financial Statements
for the Year Ended 31st July 2017

Brewers Chartered Accountants
Bourne House
Queen Street, Gomshall
Surrey, GU5 9LY
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The Board of Trustees presents its directors’ report and unaudited financial statements for the year ended 31st July 2017.

**Company Information**

**Name of Charity**  
Surrey Lifelong Learning Partnership

**Registered Company Number**  
04302657

**Registered Charity Number**  
1143680

**Registered Office**  
Unit 208, Lansbury Estate, 102 Lower Guildford Road, Knaphill, Surrey, GU21 2EP

**Website**  
www.surreyllp.org.uk

**Independent Examiner**  
A.M. Skilton ACA, Brewers Chartered Accountants, Bourne House, Queen Street, Gomshall, Surrey, GU5 9LY

**Solicitor**  
HHCS, Little Daux Farm, East Street, Billingshurst, West Sussex, RH14 9DB

**Bankers**  
HSBC, PO Box 160, 12A North Street, Guildford, GU1 4AF

**Chair and Trustees**  
Derek Pollard OBE (Chair)  
Margaret Davey OBE  
Maureen Kilminster  
Alison Gisvold  
Diana Pogson

**Company Secretary**  
Kevin Delf

**Chief Executive**  
Kevin Delf
Vision
Learning for all

Mission
We work with partners to ensure that those, in Surrey and beyond, who have missed out on learning in the past, have opportunities to learn and to reach their full potential.

Objectives
We seek to build a bridge linking potential learners from disadvantaged communities with life changing opportunities.

The bridge will be constructed in a variety of ways:

- Developing the capacity of communities to benefit from learning through helping them to develop their own community learning projects; training trusted members of the community as Community Champions to provide information and inspire confidence; and working with partners to arrange for courses to take place within local venues.

- Ensuring ongoing support for learners engaged to ensure that when they start their learning journey they have opportunities to progress.

- Developing new provision and approaches to engage learners more effectively and using this knowledge to provide training partner organisations which provide for these learners.

- Helping providers of learning to understand what potential learners need and want and therefore what needs to be done differently to engage these. We act as a 'centre for intelligence' providing information about successful approaches to engage disadvantaged learners in communities.

- Improving the services offered to learners by influencing the policies and plans of those responsible for planning and funding learning.

Target Audiences
- Disadvantaged communities living in Surrey and other parts of the South East
- 19+ Adults
- Young disadvantaged adults 14-19 requiring work related skills and where not fully catered for via statutory provision
- Partner organisations providing support for these groups

In complying with the Charity Commission general guidance on public benefit, the Board of Trustees has confirmed Surrey Lifelong Learning Partnership's mission and objectives and takes these into account when approving plans for future activities.
Introduction from Chairman

What we do

Established in 2000, Surrey Lifelong Learning Partnership (SLLP) continues to ensure that those, in Surrey and beyond, who have missed out on learning in the past, have opportunities to learn and to reach their full potential. Essentially we build bridges linking potential learners from disadvantaged communities with life changing opportunities.

Each year we help over 400 people to gain new skills, or qualifications or employment.

Our approach is simple:

(a) we find innovative ways of attracting people who would not otherwise come forward to learn new skills - for example, by engaging them in our social enterprises - the Bike Project or GLADE (a street cleansing and gardening community enterprise);

(b) we establish and sustain more opportunities for people to learn in the very heart of their communities so that learning is seen to be accessible to all; and

(c) we provide ongoing support to our learners so that they have the best chance of achieving their goals (whether that support is provided solely by us through our ETHOS careers and employment advisers, or, where appropriate by a partner organisation with specific expertise in providing support for mental health issues).

We make no charge to the individuals who benefit from our services.

Sustaining our work

Whilst there is increased demand for our services, the prevailing economic climate has presented some very tough funding challenges. In 2015-16 we had to draw heavily on our reserves. However, during 2016-17 we took a number of necessary steps to improve our situation and I am delighted to be able to report a surplus of £18k for the year. Furthermore, with a number of important contracts already secured, prospects for 2017-18 are looking good.

I am very grateful to the efforts made by the staff in achieving this very creditable outcome.

This means that we are able to continue to make a difference by responding to identified local learning and skills needs:

- rolling out successful innovative projects to engage more who are initially reluctant or lack the confidence to try something new and develop their knowledge and skills, gain employment, or play a more active part in their community.

- bringing about lasting and sustained change within communities which are disadvantaged by widening participation to help adults and families to increase levels of educational attainment, employment, health and a sense of well being.

- promoting digital inclusion across the county so that people have both the general skills needed to keep in touch with friends and family and to access online services via the internet, and, for those seeking office based employment, essential IT skills for work.
What it means for individuals

But most of all we are able to provide opportunities for people to change their lives. Within this report are case studies which illustrate the difference we are making.

- Adults living within Surrey's recognised areas of deprivation tend to have lower levels of skill and lower job expectations and poorer health. Their children are more likely to continue in this vein and so the cycle repeats. Re-engagement in learning and skills can break the cycle for adults and, by example, for their children. However, further education providers have drawn back from these communities as funding has been squeezed. The result is that, for some, feelings of hopelessness and isolation persist. Our role is to ensure that support is sustained and we invest time in individuals and provide innovative ways of engaging learners.

- Those who are unemployed or on low incomes are often in danger of losing their homes. Changes to the benefits system means that the size of this section of the population is increasing. The challenges for the longer term unemployed include their need to build confidence, meet their basic human needs (shelter), realise the value of their existing experience and skills, feel empowered and motivated to develop new skills and pursue new opportunities.

- Older learners and carers are often effectively isolated from family and friends. Increasingly, local services and support must be accessed online. Many individuals find it difficult to access local (online) services and support and this impacts on their health, well being and lifestyles.

Our achievements and performance for the year are set out below. The Board is grateful to the staff for their efforts and enthusiasm in making it all happen. We are also grateful to the many organisations which have helped us to achieve more and to offer more to our learners.

Derek Pollard OBE – Chair of Trustees
Achievements and Performance

All of our charitable activities focus on improving the opportunities for helping people who are disadvantaged to re-engage in learning so that they develop the confidence and skills needed to reach their full potential.

Activities

163 Learning in Local Communities
16 Volunteers Support Local Community
84 Volunteers and Trainees
608 Referred to ETHOS for Employment Advice

- Ethos interview
- Community Learning Courses
- Adult Skills courses
- Volunteers

Achievements

588 Bikes refurbished
46 Gardens Serviced
72 Qualifications
168 Jobs
97 Volunteers
Awards and Recognition

- Matrix quality standard
- Ofsted grade 2 (part of LLC inspection)
- Guildford Major’s Award received by GLADE employee, Steve Payne
- Sue Robson Community Learning Award, London Learning Consortium – pictured above

Feedback from Learners and Partner Organisations

Andy has been an excellent tutor. He was extremely patient with all of us even though our individual needs were diverse.

The course has helped me with developing skills in my interaction with other people.

The local community benefit hugely from Steve’s commitment.

Tutor showed high level of subject knowledge which was imparted with real life examples.

You have put on some fantastic courses, which have really made a difference to those out of work and we have enjoyed working with you. You have put a lot of work into making the courses a success and been positive throughout.
Changing lives – case study

Background

Rosanna was first referred to ETHOS by the Housing Benefit team in February 2017. Rosanna was claiming benefits and applying for DHP (Discretionary Housing Allowance); she has 3 dependent children aged 7 and under. Rosanna used to work in retail and hospitality customer service roles but has not been in paid employment since her children were born. Initially Rosanna declined to engage with ETHOS other than erratically; attending some, but missing other appointments.

The ETHOS Advisor routinely visits local Children’s Centres to raise awareness of our ETHOS service with local parents/carers and to initiate conversations with those who may be considering returning to paid employment. During one of these visits the ETHOS Advisor met Rosanna again and, following this conversation, Rosanna agreed to meet the Advisor for another one to one appointment.

Progression

Over the next few months the Advisor and Rosanna continued to meet; Rosanna was encouraged to focus on her job search and to consider different options which could enable her to return to paid employment whilst looking after her children. A step by step action plan was agreed and Rosanna started to apply for jobs. The ETHOS Advisor encouraged Rosanna to look for jobs not only via the internet but also in the wider community and places she visits.

ETHOS also supported Rosanna to persist in obtaining English and maths assessments in NESCOT's Adult Skills for Work department. It was during one of her visits to NESCOT that Rosanna noticed an advertisement for part time kitchen staff needed in the student cafe; the hours matched her needs and she applied straight away. Following an interview and a work trial Rosanna was uncertain whether to accept the job being offered to her. Following discussion with the ETHOS Advisor, Rosanna decided that this would be a perfect starting point for her return to paid employment; it would also enable her to conveniently continue with her plans to enrol on part time English/Maths study; thus taking her closer to her longer term goal of working in school or early years employment.

Destination

Rosanna has now started her employment and she and the ETHOS Advisor continue to keep in touch to ensure that support continues for her to progress towards her future sustainable employment plans. Rosanna provided ETHOS with positive feedback via the online feedback questionnaire.
Power of partnership working – case study

Background

Simon (now 24 years old) was referred by Surrey Choices EmployAbility to the new Bike Project Surrey centre in Walton-on-Thames when it opened in May 2016. Simon has an EHCP (Education Health and Care Plan) which makes reference to anxiety issues and mobility problems. His initial engagement was as a trainee bike mechanic in the Walton workshop and Simon spent a number of weeks trying to learn basic service and repair tasks on bicycles donated to the project.

He had reviews, as agreed, with our workshop Supervisor and his Surrey Choices Employment Adviser halfway through and at the end of the engagement period. These identified that Simon had a number of problems with the type of manual workshop-based work he was being asked to do. His mobility problems made it difficult for him to work standing up for long periods and his anxiety was affecting his ability to be productive in the workshop. Our partner, Surrey Choices, asked us whether Simon could be considered for any alternative office-based volunteering.

Progression

At the end of his initial twelve week engagement, Surrey Choices arranged to bring Simon over to our Guildford centre where we also have an office where the Bike Project admin is supported from. We had recently lost the volunteer who entered data into our accounts system (she had secured paid employment) and so we asked Simon if he would like to give that a go. He took it very well and has attended the Guildford project one day per week for the past year and has assumed complete responsibility for entering all sales data into our book-keeping software package. Simon really likes this type of work and he is always 100% accurate. He has made a significant contribution to the Bike Project and seems genuinely happy with no signs of anxiety.

Destination

During the summer of 2017, Simon managed to secure a bursary to attend Brooklands FE College on a Level 2 Sage book-keeping course. His success in getting onto the course was largely due to the voluntary work experience he has been doing at the Project. He continues to volunteer one day per week at the Bike Project (we adjusted his day to fit in with his course timetable) and the work he does with us is directly relevant to his course work. We will work with Simon to help him into paid employment at the end of his course.
How our activities deliver public benefit

Who used and benefited from our services?

Indices of multiple deprivations map those areas within Surrey where people are suffering disadvantage. The indices take into account income, employment, health deprivation and disability, education skills and training, barriers to housing and services, crime and living environment. We have been supporting communities living in the areas with the highest level of multiple deprivation including Westborough & Park Barn in Guildford, Maybury & Sheerwater in Woking, Walton Ambleside and Redhill West. We have engaged:

- adults who were seeking employment, many referred to us by Job Centre Plus, housing associations and local councils - many of these needing to gain work in order to secure accommodation.
- older learners needing to develop new skills to access local services which are increasingly delivered online.
- younger people aged 16-19 who have found education challenging and require new environment in which to gain new skills and enthusiasm.

Learning in communities

By offering courses in community venues we have been able to overcome barriers to learning relating to travel and low confidence. We have offered a mix of courses to engage new learners including Food hygiene level 2, First Aid, Basic Computing and Confidence for Work. Once engaged learners become more confident and we are able to either signpost them to local college courses, or to provide follow on courses ourselves which enable them to progress.

Learning through enterprise

Two social enterprises have been developed – one (the Bike Project) engages volunteers to help refurbish second hand bicycles and the other (Glade) provides gardening and street cleansing services to the local community. Both enterprises generate income which is reinvested in the enterprise. Both are attractive to volunteers many of whom, despite being reluctant learners, are then keen to undergo training and gain qualifications which equip them for employment. These initiatives afford the beneficiaries the time and space they need to develop their confidence and set new personal goals.

One new development was the extension of the Bike Project into Walton with three year grant support from Walton Charity. Within the borough of Elmbridge there are areas of deprivations where economic inactivity, low skills and lack of confidence are contributing to household poverty and an inability to improve life chances.
Many of these issues are due to low skills; people did not have a good experience at school or college and often left early with no formal qualifications. This presents a barrier to progression and the prospects of starting a career in anything other than low-skilled industries. Many of the target learners are, or have been, unable to get into an FE college as they do not meet the basic entrance criteria. Some will be aged 16-18 and classified as NEETs (not in employment, education or training). There is an opportunity to support those with low skills and engage with the local community.

In the first year of operation at Walton 26 people were supported by the Bike project, 14 of whom were young people (16-18) and 5 were on reparation or restorative justice programs. Eight of those engaged were provided with accredited training.

Learning for work

Our careers and employment advisers (ETHOS project) support those who need to secure employment and to be able to afford accommodation. They work with these individuals, who have often been without work for a long period, by helping them to prepare for work and gain the necessary skills where needed.

In addition we are part of three big lottery building better opportunities projects which will focus on supporting people who have been economically inactive, or long term unemployed, back into work. In all of these cases the support provided involves responding to the needs of the individual, helping them to develop their personal goals and a action plan, and supporting them into jobs and whilst they are in their first 3 months at work.
Financial Review

Challenges Faced

The accounts for the previous year (2015-16) showed a deficit of £81k at the year end and a corresponding reduction in reserves. With the general financial downturn many smaller charities experienced similar losses in this year. In SLLP’s case contributing factors were:

- a reduction of allocated SFA core funding by two thirds (from £168k to £50k) from 2014-15 onwards.
- opportunities to secure grant funding during 2015-16 were very much scarcer than in previous years.

This combination of events has made 2015-16 SLLP’s most challenging year to date.

The Trustees set a target of achieving a break even budget for 2016-17 and, over two years, to increase reserves by £20k.

This required a cost cutting exercise, which regrettably included a number of redundancies, relocation of the SLLP office and the re-negotiation of a number of service contracts.

SLLP has also continued to diversify its income streams (now derived from a mix of funds generated by social enterprise, grants secured and statutory funding).

In addition, SLLP also increased ESFA funding (£80k) for 2016-17 and is engaged in two new Big Lottery contracts.

Review of Year Outturn

The Trustees are pleased to report that the accounts for 2016-17 show that the charity is achieving its targets – it has made a year-end surplus of £18k and unrestricted reserves have increased from £60k to £74k.

Reserves policy

SLLP needs to hold reserves to:
- Provide an appropriate level of working capital
- Allow for the development of new initiatives
- Provide against any significant drop in short term funding.
- If necessary, to close the charity down in a controlled way, meeting all currently known liabilities.

The charity has used its own unrestricted funds to support projects and the nature of some of the projects involves an element of trading which is financially more risky. The trustees also may wish to temporarily fund projects or continue to fund projects where grants have ceased or been substantially reduced, to avoid a stop start approach to projects, and reserves need to be held to provide for these possibilities.

Management accounts (with year-end forecasts) are monitored and reviewed quarterly at Board meetings to ensure that this level of reserves is maintained, and that if there should be any impact
on reserves that appropriate action is taken to address this. The Reserves Policy is similarly reviewed on a regular basis.

The current level of reserves now stands at £74,000. The Board has agreed that this is sufficient to meet obligations given reduced staffing levels.

It is recognised that some projects have required a net investment from SLLP. We are working hard to ensure that costs are covered and additional income to address any funding gaps is secured.

Risk Management
A register of the major risks to which the Charity is exposed is considered by the Trustees at Board meetings to ensure that systems and procedures are in place to manage those risks and that appropriate insurances are in place.

Principal risks and mitigating factors are:

- Financial uncertainty – as described above the charity has reduced costs and in diversifying income.
- Failure of computer systems – the Board is actively reviewing upgrading the computer system. New arrangements for backing up data have been put in place.
- Loss of key staff – the organisational structure is being reviewed and the appointment of an operations manager has been approved.
- Safeguarding – key staff will receive refresher training in 2017-18
- Data Protection – staff will receive training in new data protection requirements and procedures will be updated.

The budget for 2017-18 has been agreed and budgeted grants and project contracts for this period have been secured. Budgeted sales income for the Bike Project has been set at a little above 2015-16 levels which we judge to be achievable.

In April 2017 the Charity set up a money purchase staff pension scheme (the People’s Pension). The charity does not have any significant pension liabilities.
Acknowledgements

We are grateful to the many partner organisations and funding organisations who have supported our work.

Aspire Sussex
British Transport
Brooklands College
Coast to Capital
Community Foundation Surrey
Circle Housing
Education & Skills Funding Agency
Elmbridge Borough Council
Enterprise M3
Epsom & Ewell Borough Council
European Social Fund
Evans Cycles
Farnham Heath End School
Fidelity UK
Guildford Borough Council
Guildford College
Guildford Philanthropy
Jobcentre Plus
Local councillors
London Learning Consortium
Military Partnership Board
Mole Valley District
Oakleaf Enterprise
Paragon Housing
Romsey Community School Ltd
Rosebery Housing
South West Trains
Surrey Police
Surrey Supported Employment Fund
Surrey Young Person’s Funds
Surrey Care Trust
Community Action Surrey
Surrey County Council
Tandridge District Council
University of Surrey
Voluntary Action Elmbridge
Walton Charity
Weydon School
Woking Borough Council

With special thanks to:

Walton Charity for providing funding and support to develop the Walton Bike project.

Surrey County Council for providing premises and start up funding for the Walton Bike Project.

Community Foundation Surrey & Guildford Philanthropy for contributions towards the staff costs of the Guildford Bike Project.

Guildford Borough Council for funding to support sales at the Bike shop and helping to establish social enterprises as a route to learning and work.

The London Learning Consortium and the Education and Skills Funding Agency for supporting the delivery of SLLP courses.

The Building Better Opportunities programme – part-funded by the European Social Fund (ESF) matched by the Lottery Fund, for supporting three projects to help disadvantaged people into employment.
With special thanks to:

To the following partners for supporting the ETHOS project, through funding, facilitating referrals to the project and attending quarterly meetings to review progress and develop plans.

CLARION HOUSING GROUP

GUILDFORD BOROUGH

EPSOM & EWELL BOROUGH COUNCIL

Elmbridge Borough Council

... bringing the communities ...

ROSEBERY HOUSING ASSOCIATION

Paragon Asra

PA Housing

Tandridge District Council
Future Developments

In 2017-18 we will focus on:

- Arranging a forum led by the SLLP Board to review current learner needs, and therefore what should be done differently to remove barriers to learning, and publicise conclusions via the website and email by 31st July 2018. This is to ensure that the charity remains well informed about the needs of beneficiaries.

- Continuing to provide courses to engage disadvantaged adults, and to increase their opportunities for employment or to increase their health and sense of well-being. We will focus on ensuring that each beneficiary continues to make progress, whether to further learning, a greater sense of well being, or into employment.

- Developing a Traineeship programme by December 2017 and support 20 learners engaged via SLLP’s social enterprise projects (The Bike Project and GLADE) and implementing the lessons learners through piloting a Traineeship programme in 2015-16.

- Implementing changes to SLLP’s organisational structure to increase efficiency of delivery and to ensure that delivery costs are fully covered.

- Recruiting two new Trustees to bring new areas of expertise to the Board.

- Taking steps to further increase reserves held by £20k.

- Continuing to forge partnerships to diversify income streams to ensure that the charity becomes more financially robust.

We will continue to provide support to those who are disadvantaged by helping them to re-engage in learning so that they are able to enhance their employment opportunities, develop new skills, access local services more easily and improve their sense of wellbeing.
Structure Governance and Management

Surrey Lifelong Learning Partnership registered as a charity of 6th September 2011.

It is a company limited by guarantee and has articles of association developed from the Charity Commission’s Model Articles of Association in which the Trustees are responsible for appointing new Trustees.

All of the Trustees have received bespoke training to support them in undertaking their role as Trustees.

The Board has delegated day-to-day management of the Charity to the Chief Executive. However, a system of governance is in place and calendar of Board agenda items has been created to ensure that Trustees maintain proper oversight and control of operations and keep under review all matters required in order to comply with Charity Commission rules.

As illustrated above membership of the Trustee Board encompasses areas of expertise relevant to the operation of an educational charity. New Trustees apply for the position advertised and are interviewed by members of the Board.

Staff remuneration is reviewed annually. During the year the Board of Trustees reviewed staff roles and a benchmarking exercise was conducted to ensure that salaries were matched appropriately to roles and responsibilities. No other external bodies are entitled to appoint Trustees.

The Trustees have considered the guidance published by the Charity Commission with regard to public benefit and the Charity.

The Trustees have reviewed and confirmed the Charity’s objectives.
This report has been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies.

This report was approved by the Board of Trustees on 20th March 2018 and signed on behalf of the Board by

\[Signature\]

Derek Polard OBE — Chair of Trustees

Date: 20th March 2018

\[Signature\]

Kevin Delf — Chief Executive

Date: 20th March 2018
Independent Examiner’s Report to the Trustees of Surrey Lifelong Learning Partnership

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Surrey Lifelong Learning Partnership (‘the charitable company’) for the year ended 31 July 2017 which comprise the Statement of Financial Activities, the Balance Sheet and related notes.

This report is made solely to the charity’s trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity’s trustees those matters I am required to state to them in this 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 charity and the charity’s trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

As the trustees of charitable company you are responsible for the preparation of the financial statements in accordance with the requirements of the Companies Act 2006 (‘the 2006 Act’).

Having satisfied myself that the financial statements of the charitable company are not required to be audited under Part 16 of the Act and are eligible for independent examination, I report in respect of my examination of the charitable company’s financial statements carried out under section 145 of the Charities Act 2011 (‘the 2011 Act’) and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act.

As permitted by Direction 2, issued by the Charity Commission the firm for which I work has provided the Company with bookkeeping services during the year ended 31 July 2017. As a consequence I have followed the requirement of the FRC’s Ethical Standard when undertaking this assignment.

An independent examination does not involve gathering all the evidence that would be required in an audit and consequently does not cover all the matters that an auditor considers in giving their opinion on the financial statements. The planning and conduct of an audit goes beyond the limited assurance that an independent examination can provide. Consequently I express no opinion as to whether the financial statements present a ‘true and fair’ view and my report is limited to those specific matters set out in the independent examiner’s statement.

Independent examiner’s statement

Since the charitable company’s gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ICAEW, which is one of the listed bodies.
I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

- accounting records were not kept in respect of the charitable company as required by section 386 of the 2006 Act; or
- the financial statements do not accord with those records; or
- the financial statements do not comply with the accounting requirements of section 396 of the 2006 Act other than any requirement that the financial statements give a 'true and fair view which is not a matter considered as part of an independent examination; or
- the financial statements have not been prepared in accordance with the methods and principles of the Statement of Recommended Practice for accounting and reporting by charities applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102).

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the financial statements to be reached.

A M Skilton ACA
Brewers Chartered Accountants
Bourne House
Queen Street
Gomshall, Surrey GU5 9LY

Date: 31 April 2018
### Surrey Lifelong Learning Partnership

**STATEMENT OF FINANCIAL ACTIVITIES**
**FOR THE YEAR TO 31st July 2017**
*Including the income and expenditure Account*

<table>
<thead>
<tr>
<th>Note</th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total Funds</th>
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<td>General</td>
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<td>Donations and legacies</td>
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<td>Income from Charitable Activities:</td>
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<td></td>
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<tr>
<td>Grants</td>
<td>3</td>
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<tr>
<td>Project income</td>
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<tr>
<td>Investment income - bank interest</td>
<td>3</td>
<td>-</td>
<td>3</td>
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<tr>
<td>Other income</td>
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<td>65</td>
<td>-</td>
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<td><strong>TOTAL INCOME</strong></td>
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<td><strong>EXPENDITURE</strong></td>
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<td>Charitable Activities</td>
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<tr>
<td>Project costs</td>
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<td>65,730</td>
<td>335,474</td>
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<td>Support costs including governance allocated to Charitable Activities</td>
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<td>7,936</td>
<td>23,806</td>
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<td><strong>TOTAL EXPENDITURE</strong></td>
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<tr>
<td><strong>NET INCOME / (EXPENDITURE) before transfers</strong></td>
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<td>20,225</td>
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<tr>
<td>Transfers between funds</td>
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<td>(5,040)</td>
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<td><strong>Net Income/(Expenditure) for the year</strong></td>
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<td><strong>Net movement in funds</strong></td>
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<td>Balances b/fwd at 1st August 2016</td>
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<td>58,939</td>
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<td><strong>Balances c/fwd at 31st July 2017</strong></td>
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<td>74,124</td>
<td>5,005</td>
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Surrey Lifelong Learning Partnership

BALANCE SHEET AS AT 31st July 2017

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<th>2017</th>
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<td><strong>FIXED ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tangible fixed assets</td>
<td>7</td>
<td>3,000</td>
</tr>
<tr>
<td><strong>CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Debtors and prepayments</td>
<td>8</td>
<td>49,867</td>
</tr>
<tr>
<td>Cash at bank and in hand</td>
<td></td>
<td>141,492</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>191,359</td>
<td>172,612</td>
</tr>
<tr>
<td><strong>CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Creditors and accruals</td>
<td>9</td>
<td>115,230</td>
</tr>
<tr>
<td><strong>NET CURRENT ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>76,129</td>
</tr>
<tr>
<td><strong>NET ASSETS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td>79,129</td>
</tr>
<tr>
<td><strong>FUNDS</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unrestricted funds:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>General funds</td>
<td></td>
<td>74,124</td>
</tr>
<tr>
<td>Restricted funds</td>
<td>11</td>
<td>5,005</td>
</tr>
<tr>
<td><strong>TOTAL FUNDS</strong></td>
<td></td>
<td>79,129</td>
</tr>
</tbody>
</table>

For the year ending 31st July 2017 the company was entitled to exemption from audit under Section 477 of the Companies Act 2006 relating to small companies.

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.

The trustees acknowledge their responsibility for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts.

Theses accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies regime.

The notes on pages 24 to 30 form part of these financial statements.

Approved by the Board on 20th March 2018 and signed on their behalf by

[Signature]

Derek Pollard OBE

Director
1. Accounting Policies
The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 and the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102) and the Charities Act 2011 and UK Generally Accepted Practice as it applies from 1 January 2015.

The financial statements have been prepared to give a 'true and fair' view and have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a 'true and fair view'. This departure has involved following Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) issued on 16 July 2014 rather than the Accounting and Reporting by Charities: Statement of Recommended Practice effective from 1 April 2005 which has since been withdrawn.

Surrey Lifelong Learning Partnership meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy.

Funds
General funds represent the funds that are not subject to any restrictions regarding their use and are available for application on the general purposes of the charity. The purpose of any restricted funds is noted in the accounts.

Income
All incoming resources are included on the Statement of Financial Activities when the charity is entitled to the income and the amount can be quantified with reasonable accuracy.

Expenditure
Direct costs have been included in respect of the activity to which they relate. Staff costs have been allocated to the activity and to support costs to which they relate in proportion to the time spent where applicable.

Support costs
Support costs include the costs of running the charity including general management, accounting, information technology and governance. Support costs have been allocated to projects in proportion to total expenditure.

Fixed assets
Depreciation of fixed assets is calculated to write off their cost over their estimated useful lives as follows:
- Computer equipment -33% on cost
- Fixtures & fittings - 25% on cost
- Motor Vehicles - 25% on cost

Assets are capitalised if their value exceeds £750

Debtors
Debtors are amounts owing to the charity or paid in advance by the charity at 31st July.

Creditors
Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured or estimated reliably. Creditors are recognised at their settlement amount after allowing for any trade discounts due.

Financial Instruments
The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.
2. Donations
Donations include a vehicle valued at £4,000.

3. Grants
Grant income includes:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>NLDC</td>
<td>28,400</td>
<td>15,307</td>
</tr>
<tr>
<td>Adult Skills</td>
<td>51,703</td>
<td>35,304</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>80,103</strong></td>
<td><strong>50,611</strong></td>
</tr>
</tbody>
</table>

4. Charitable expenditure

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and N.I.</td>
<td>222,669</td>
<td>273,290</td>
</tr>
<tr>
<td>Rent and rates</td>
<td>6,238</td>
<td>11,935</td>
</tr>
<tr>
<td>Telephone</td>
<td>717</td>
<td>1,953</td>
</tr>
<tr>
<td>Stationery &amp; computer costs</td>
<td>3,369</td>
<td>3,033</td>
</tr>
<tr>
<td>Light &amp; heat</td>
<td>565</td>
<td>1,094</td>
</tr>
<tr>
<td>Consultants Communication</td>
<td>-</td>
<td>1,000</td>
</tr>
<tr>
<td>Project costs</td>
<td>186,217</td>
<td>198,785</td>
</tr>
<tr>
<td>Travel &amp; subsistence</td>
<td>1,477</td>
<td>3,224</td>
</tr>
<tr>
<td>Insurances</td>
<td>3,232</td>
<td>3,503</td>
</tr>
<tr>
<td>Bank charges</td>
<td>479</td>
<td>527</td>
</tr>
<tr>
<td>Training &amp; recruitment</td>
<td>-</td>
<td>300</td>
</tr>
<tr>
<td>Legal &amp; Professional Fees</td>
<td>1,392</td>
<td>10,053</td>
</tr>
<tr>
<td>Sundries</td>
<td>1,479</td>
<td>3,303</td>
</tr>
<tr>
<td>Website</td>
<td>210</td>
<td>1,693</td>
</tr>
<tr>
<td>Depreciation</td>
<td>1,000</td>
<td>310</td>
</tr>
<tr>
<td>Governance - Independent Exam. fee</td>
<td>2,000</td>
<td>3,500</td>
</tr>
<tr>
<td>Governance - Professional Fees</td>
<td>1,900</td>
<td>4,240</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>432,946</strong></td>
<td><strong>521,745</strong></td>
</tr>
</tbody>
</table>

Apportioned on the following basis:

<table>
<thead>
<tr>
<th></th>
<th>£</th>
<th>£</th>
</tr>
</thead>
<tbody>
<tr>
<td>Direct costs of running the projects</td>
<td>401,204</td>
<td>470,365</td>
</tr>
<tr>
<td>Support costs allocated</td>
<td>31,742</td>
<td>51,381</td>
</tr>
<tr>
<td><strong>Total charitable costs</strong></td>
<td><strong>432,946</strong></td>
<td><strong>521,745</strong></td>
</tr>
</tbody>
</table>
Surrey Lifelong Learning Partnership

NOTES TO THE FINANCIAL STATEMENTS
YEAR TO 31st July 2017

5. Support costs

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Premises and insurances</td>
<td>10,036</td>
<td>16,532</td>
</tr>
<tr>
<td>Administration</td>
<td>14,023</td>
<td>33,138</td>
</tr>
<tr>
<td>Salary costs</td>
<td>7,683</td>
<td>1,711</td>
</tr>
</tbody>
</table>

Total support costs are allocated to projects pro rata to total expenditure.

Governance costs, included in Administration costs above include:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Independent examiners fee</td>
<td>2,000</td>
<td>3,500</td>
</tr>
<tr>
<td>Other accounting services</td>
<td>1,900</td>
<td>4,240</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>3,900</td>
<td>7,740</td>
</tr>
</tbody>
</table>

6. Staff costs

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>211,550</td>
<td>261,244</td>
</tr>
<tr>
<td>Social security costs</td>
<td>11,119</td>
<td>12,046</td>
</tr>
</tbody>
</table>

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>222,669</td>
<td>273,290</td>
</tr>
</tbody>
</table>

The average monthly number of employees during the year was 13 (2016: 15).

There were no employees with emoluments above £60,000 per annum.

The key management personnel of the Charity comprise the trustees, the Chief Executive Officer and the Senior Management team. The total remuneration and benefits received by key management personnel was £107,786 (2016: £120,065)

No trustees received any remuneration or any other benefits during the year. No trustees were reimbursed for out of pocket expenses during the year.
7. Fixed assets

<table>
<thead>
<tr>
<th></th>
<th>Computer Equipment £</th>
<th>Office Equipment £</th>
<th>Motor Vehicle £</th>
<th>Total £</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Cost</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st August 2016</td>
<td>39,830</td>
<td>3,434</td>
<td>1,500</td>
<td>44,764</td>
</tr>
<tr>
<td>Additions</td>
<td>-</td>
<td>-</td>
<td>4,000</td>
<td>4,000</td>
</tr>
<tr>
<td>Disposals</td>
<td>(6,285)</td>
<td>-</td>
<td>-</td>
<td>(6,285)</td>
</tr>
<tr>
<td>31st July 2017</td>
<td>33,545</td>
<td>3,434</td>
<td>5,500</td>
<td>42,479</td>
</tr>
<tr>
<td><strong>Depreciation</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st August 2016</td>
<td>39,830</td>
<td>3,434</td>
<td>1,500</td>
<td>44,764</td>
</tr>
<tr>
<td>Charge for year</td>
<td>-</td>
<td>-</td>
<td>1,000</td>
<td>1,000</td>
</tr>
<tr>
<td>Disposals</td>
<td>(6,285)</td>
<td>-</td>
<td>-</td>
<td>(6,285)</td>
</tr>
<tr>
<td>31st July 2017</td>
<td>33,545</td>
<td>3,434</td>
<td>2,500</td>
<td>39,479</td>
</tr>
<tr>
<td><strong>Net book value</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>31st July 2017</td>
<td>(0)</td>
<td>-</td>
<td>3,000</td>
<td>3,000</td>
</tr>
<tr>
<td>31st July 2016</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
</tbody>
</table>

8. Debtors

<table>
<thead>
<tr>
<th></th>
<th>2017 £</th>
<th>2016 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts falling due within one year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade Debtors</td>
<td>30,000</td>
<td>33,007</td>
</tr>
<tr>
<td>Prepayments</td>
<td>4,520</td>
<td>1,622</td>
</tr>
<tr>
<td>Accrued income</td>
<td>15,347</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>49,867</td>
<td>34,629</td>
</tr>
</tbody>
</table>

9. Creditors

<table>
<thead>
<tr>
<th></th>
<th>2017 £</th>
<th>2016 £</th>
</tr>
</thead>
<tbody>
<tr>
<td>Amounts falling due within one year:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Trade creditors</td>
<td>2,021</td>
<td>10,971</td>
</tr>
<tr>
<td>Taxation and social security</td>
<td>14,895</td>
<td>11,338</td>
</tr>
<tr>
<td>Deferred Income</td>
<td>92,766</td>
<td>84,124</td>
</tr>
<tr>
<td>Accruals</td>
<td>4,220</td>
<td>5,150</td>
</tr>
<tr>
<td>Other creditors</td>
<td>1,328</td>
<td>332</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td>115,230</td>
<td>111,915</td>
</tr>
</tbody>
</table>

10. Deferred Income

- Balance brought forward at 1st August 2016: 84,124
- Used in year: (84,124)
- Deferred in 2017: 92,766

Balance carried forward at 31st July 2017: 92,766

Income is deferred which relate to projects for whom funding is provided beyond the end of the year.
11. Restricted funds

<table>
<thead>
<tr>
<th></th>
<th>Balance 01/08/2016</th>
<th>Income</th>
<th>Expenditure</th>
<th>Transfers</th>
<th>Balance 31/07/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>ETHOS</td>
<td>1,758</td>
<td>104,156</td>
<td>101,934</td>
<td>-</td>
<td>3,980</td>
</tr>
<tr>
<td>GLADE project</td>
<td>-</td>
<td>124,991</td>
<td>124,606</td>
<td>-</td>
<td>384</td>
</tr>
<tr>
<td>Bike Project</td>
<td>-</td>
<td>104,974</td>
<td>110,014</td>
<td>5,040</td>
<td>-</td>
</tr>
<tr>
<td>Alliance Project (BBO)</td>
<td>-</td>
<td>2,044</td>
<td>2,035</td>
<td>-</td>
<td>9</td>
</tr>
<tr>
<td>Aspire WTFW Project (BBO3)</td>
<td>-</td>
<td>9,595</td>
<td>9,594</td>
<td>-</td>
<td>2</td>
</tr>
<tr>
<td>Aspire LLP Project (BBO8)</td>
<td>-</td>
<td>11,727</td>
<td>11,098</td>
<td>-</td>
<td>630</td>
</tr>
</tbody>
</table>

|                      | 1,758              | 357,487  | 359,280     | 5,040     | 5,005              |

Transfers represent the subsidy provided to the projects out of general funds. The Southway Shop was previously treated as a restricted fund but on further consideration has been treated as unrestricted.

12. Analysis of net assets by fund

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds</th>
<th>Restricted Funds</th>
<th>Total Funds 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>£</td>
<td>£</td>
<td>£</td>
</tr>
<tr>
<td>Fixed assets</td>
<td>3,000</td>
<td>-</td>
<td>3,000</td>
</tr>
<tr>
<td>Current assets</td>
<td>186,354</td>
<td>5,005</td>
<td>191,359</td>
</tr>
<tr>
<td>Current liabilities</td>
<td>(115,230)</td>
<td>-</td>
<td>(115,230)</td>
</tr>
<tr>
<td>Fund Balance</td>
<td>74,124</td>
<td>5,005</td>
<td>79,129</td>
</tr>
</tbody>
</table>

13. Financial Commitments

The charity has the following annual commitments due under non-cancellable operating leases

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Less than one year</td>
<td>12,193</td>
<td>13,359</td>
</tr>
<tr>
<td>Two - five years</td>
<td>12,718</td>
<td>16,962</td>
</tr>
<tr>
<td>Over five years</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td></td>
<td>24,911</td>
<td>30,322</td>
</tr>
</tbody>
</table>

14. Transactions with Directors

No directors' remuneration or other benefits were provided in the year.

No expenses were either reimbursed to, or paid on behalf of, the directors.
Restricted Funds

Alliance Project (BBO) Led by Romsey Community School Ltd, the Alliance Project falls within the Building Better Opportunities programme (BBO) which is part-funded by the European Social Fund (ESF) and matched by the Lottery Fund. It helps tackle the poverty and social exclusion faced by the most disadvantaged people in England.

Aspire WTFW Project (BBO3) Led by Aspire Sussex, the Local Learning Perspectives project falls within the Building Better Opportunities programme (BBO) which is part-funded by the European Social Fund (ESF) and matched by the Lottery Fund. It helps tackle the poverty and social exclusion faced by the most disadvantaged people in England.

Aspire LLP Project (BBO8) Led by Aspire Sussex, the Working together for Work project falls within the Building Better Opportunities programme (BBO) which is part-funded by the European Social Fund (ESF) and matched by the Lottery Fund. It helps tackle the poverty and social exclusion faced by the most disadvantaged people in England.

Bike Projects Pooling the resources of a range of partners, and with support from Guildford Borough Council and Guildford Philanthropy (Guildford Bike Project) and Walton Charity and Surrey County Council (Walton Bike Project), unemployed volunteers build confidence and skills as they run this commercial enterprise.

ETHOS Project Working with five local authorities (Elmbridge, Epsom & Ewell, Guildford, Mole Valley and Tandridge), and three housing associations (Paragon, Rosebery Housing Association and Clarion Housing) guidance and learning helps prevent homelessness.
Surrey Lifelong Learning Partnership

15. Comparative for the statement of Financial Activities

**STATEMENT OF FINANCIAL ACTIVITIES**
FOR THE YEAR TO 31st July 2016
Including the income and expenditure Account

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds General</th>
<th>Restricted Funds</th>
<th>Total Funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>INCOME</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Income from Charitable Activities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grants</td>
<td>50,611</td>
<td>-</td>
<td>50,611</td>
</tr>
<tr>
<td>Project income</td>
<td>25,091</td>
<td>364,345</td>
<td>389,436</td>
</tr>
<tr>
<td>Investment income - bank interest</td>
<td>71</td>
<td>-</td>
<td>71</td>
</tr>
<tr>
<td>Other income</td>
<td>160</td>
<td>-</td>
<td>160</td>
</tr>
<tr>
<td><strong>TOTAL INCOME</strong></td>
<td>75,933</td>
<td>364,345</td>
<td>440,278</td>
</tr>
</tbody>
</table>

**EXPENDITURE**
Charitable Activities

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds General</th>
<th>Restricted Funds</th>
<th>Total Funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project costs</td>
<td>71,105</td>
<td>399,259</td>
<td>470,364</td>
</tr>
<tr>
<td>Support costs including governance allocated to Charitable Activities</td>
<td>10,704</td>
<td>40,677</td>
<td>51,381</td>
</tr>
<tr>
<td><strong>TOTAL EXPENDITURE</strong></td>
<td>81,809</td>
<td>439,936</td>
<td>521,745</td>
</tr>
</tbody>
</table>

**NET INCOME / (EXPENDITURE)** before transfers

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds General</th>
<th>Restricted Funds</th>
<th>Total Funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>(5,876)</td>
<td>(75,591)</td>
<td></td>
<td>(81,467)</td>
</tr>
<tr>
<td>Transfers</td>
<td>(76,101)</td>
<td>76,101</td>
<td>0</td>
</tr>
<tr>
<td><strong>Net Income/(Expenditure) for the year</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>(81,977)</td>
<td>510</td>
<td></td>
<td>(81,467)</td>
</tr>
</tbody>
</table>

Balances b/fwd at 1st August 2015

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds General</th>
<th>Restricted Funds</th>
<th>Total Funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>140,916</td>
<td>1,248</td>
<td></td>
<td>142,164</td>
</tr>
</tbody>
</table>

Balances c/fwd at 31st July 2016

<table>
<thead>
<tr>
<th></th>
<th>Unrestricted Funds General</th>
<th>Restricted Funds</th>
<th>Total Funds 2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>58,939</td>
<td>1,758</td>
<td></td>
<td>60,697</td>
</tr>
</tbody>
</table>