



St Albans Woodland  
Burial Trust

**REPORT OF THE TRUSTEES AND  
UNAUDITED FINANCIAL STATEMENTS FOR THE YEAR  
ENDED 31ST MARCH 2014  
FOR  
ST ALBANS WOODLAND BURIAL TRUST**

**REGISTERED COMPANY NUMBER: 6027734 (England and Wales)**

**REGISTERED CHARITY NUMBER: 1118216**

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**CHAIRMAN'S REPORT  
FOR THE YEAR ENDED 31ST MARCH 2014**

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Since its opening in early 2007 and consecration by the Bishop of Bedford, in June 2007 the St Alban's Woodland Burial Trust has seen a constant and growing requirement for the care, services and support we offer to the dying and the bereaved.

Until this year, Woodland Burial at the St Alban's Woodland Burial Trust took place in 2 acres of a peaceful wooded area of the country side just outside the village of Keysoe in Bedfordshire. This year has seen a significant extension of the Trust's land with an additional 9.04 acres being purchased for the provision of additional glades and burial and interment spaces. Burials take place in ground which is specifically set aside and consecrated for the purpose of lying loved ones to rest and the additional land will give space for this activity for a number of years to come. We are pleased that Woodland burial at the site continues to be open to people of all faiths and denominations and none. Being consecrated by the Church of England as a sacred space, people who are buried there can lie in this land for ever, until nature runs its natural course.

Graves are marked simply with a wooden plaque or cross, and for those who wish, a tree near the grave can be dedicated as a living memorial to the loved one who lies nearby. The burial is dignified and without rush and in harmony with the nature and ecology of the land in which the deceased are laid. After the service of committal family and friends can spend as much time as they need at the graveside and are encouraged to visit as frequently as they would like.

As the burial takes place a discrete record is kept of the location of the grave and each year an accurate survey is maintained, ensuring the lying place of a loved one is never lost.

In short, loved ones are buried with an ecologically friendly manner in a managed woodland area. They leave behind them a nature reserve which enhances the environment rather than destroying it. They share in leaving behind something that will be of lasting benefit for our children and grandchildren and for generations to come.

Since we started operations we have seen a continued demand for the services and the St Albans Woodland Burial Trust offers. For the financial year ending 31 March 2014, 28 burials and 14 interments of ashes and loose dispersal of ashes have taken place. In addition to this 54 reservations for burials and 16 reservations for the interment or loose dispersal of ashes have been made and a number of memorial plaques and trees have been dedicated on the woodland site. With the exception of the reservations for the interment of ashes, which was particularly high last year, all other activities show a significant increase over the previous year, and in total 123 burials and 88 interments of ashes have taken place since the Woodland Burial Ground was opened. Benches have also been purchased by families of the bereaved and placed in the Woodland. Our open day attracted over 100 people from many different parts of the country, a further testimony to the public demand for such burial sites and further open days are planned.

Spiritual support has been offered to the family and friends of the deceased and appropriate training undertaken by those engaged in this work. A Friends Newsletter is issued annually to keep subscribers updated on our activities and developments.

During the current year of operations significant enhancements have been made to the site in addition to the acquisition of the additional land, with the some development of environmentally friendly access the site and further enhancements to the burial glades, both coupled with continued active management of the woodland area.

As we look to the future the need to provide dignified burials in consecrated ground which is managed in an environmentally and ecologically sustainable manner continues to increase, as does the need to provide support for those who mourn loved ones departed. We look forward to continuing to offer and provide this service to all who wish to receive it in the years ahead.

.....

Charles Royden

Chairman

25th May 2014

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

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The trustees who are also directors of the charity for the purposes of the Companies Act 2006, present their report with the financial statements of the charity for the year ended 31st March 2014. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

**INTRODUCTION**

Welcome to the St Albans Woodland Burial Trust's Annual Report and Accounts which covers our activities for the period 1 April 2013 to 31 March 2014.

The St Albans Woodland Burial Trust was created at a time of emerging awareness of the importance of sustaining the environment in an ecological friendly manner coupled with an increasing demand on society to meet the spiritual needs of the bereaved. Since our inception we have continued to operate against the backdrop of this need for spiritual and ecological support and care throughout the bereavement process.

Our key aims continue to be to provide and maintain for the benefit of the public and for the advancement of Christian faith and education, woodland sites for the burial of the dead. We wish to develop and preserve such sites in order to provide a semi-natural woodland environment and to ensure diversity in woodland structure to safeguard notable species and communities. We seek to support financially or otherwise Christian churches and Christian ministers engaged in ministry or providing services and support to the dying and the bereaved

In short, the trust exists to offer woodland burials in consecrated ground in a dignified and ecologically and environmentally sympathetic manner.

- We act with integrity, respect and dignity towards all people
- We respect people of all cultures, faiths and beliefs
- We respect people of all physical and mental abilities
- We aim to provide an appealing natural choice alternative to convention burial or cremation
- We aim to provide an ecologically friendly and environmentally sustainable burial service
- We aim to provide a burial service which is cost effective and high quality

**REFERENCE AND ADMINISTRATIVE DETAILS**

**Registered Company number**

6027734 (England and Wales)

**Registered Charity number**

1118216

**Registered office**

St Mark's Church Community Centre

Calder Rise

Brickhill

Bedford

MK41 7UY

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

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**REFERENCE AND ADMINISTRATIVE DETAILS**

**Trustees**

Mrs Kathryn Abrahams  
The Revd Dr G R (Sam) Cappleman  
Mr Michael Cooper  
Mr John Day  
Mrs Janet Day  
Mr Ian Farthing  
Mr Christopher Izzard  
Mrs Linda Parry  
Mr Edward Parry  
Mrs Delia Shephard  
Mrs Mary Stubbs  
The Revd Charles Royden  
Mrs Avril Williams  
Mr James Williams

**Company Secretary**

The Revd Dr G R (Sam) Cappleman

**Independent examiner**

C W Little FCA  
Keens Shay Keens Limited  
Chartered Accountants  
2nd Floor Exchange Building  
16 St Cuthberts Street  
Bedford  
Bedfordshire  
MK40 3JG

**Principal officers**

Chairman - Revd Charles Royden  
Company Secretary - Revd Dr Graham R Cappleman  
Company Treasurer - Mrs J Day  
Company Administrator - Mrs Linda Parry

**Bankers**

NatWest Business Services  
Floor 1  
81 High Street  
Bedford  
MK40 1NH

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

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**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Governing document**

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.

**STRUCTURE, GOVERNANCE AND MANAGEMENT**

**Organisation**

The Trustees are the Directors of the Company. Trustee meetings are held at regular intervals throughout the year for the direction and management of the trust and its business.

At the first annual general meeting all the nominative trustees retired from office, and at every subsequent annual general meeting one-third of the nominative trustees who are subject to retirement by rotation or, if their number is not three or a multiple of three, the number nearest to one third shall retire from office. Trustees may offer themselves for reappointment. No person other than a trustee retiring by rotation shall be appointed or reappointed as a trustee at any general meeting unless he is nominated by the Chairman, the Revd Charles Royden.

Day-to-day administration of the Trust's operation is undertaken by a team of volunteers.

**Trustees and Directors**

A full list of Trustees and Directors is shown earlier in this report. All of the trustees and directors have been active for all of the period of operation.

**Risk management**

The trustees 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.

**OBJECTIVES AND ACTIVITIES**

**Charitable Objects**

The St Albans Woodland Burial Trust is required by charity and company law to act within the objectives of its Memorandum of Association.

The St Albans Woodland Burial Trust's objects, as laid out in the Memorandum of Association are:

- to provide and maintain for the benefit of the public and for the advancement of Christian faith and education woodland sites for the burial of the dead
- to develop and preserve the sites in order to provide a semi-natural woodland environment
- to ensure a diversity in woodland structure to safeguard notable species and communities
- to support financially or otherwise Christian churches and Christian ministers engaged in ministry or providing services and support to the dying and the bereaved

**Public benefits**

The directors confirm that they have complied with the duty in section 4 of the Charities Act 2006 to have due regard to the Charity Commission's general guidance on public benefit. The directors have referred to this guidance when reviewing the St Albans Woodland Burial Trust aims and objectives, and in planning the future activities of the Charity.

Principle 1: The St Albans Woodland Burial Trust provides a Woodland Burial Site for the burial of the dead in an ecological and environmentally sensitive manner. It develops and maintains the site to provide a semi-natural woodland environment which safeguards notable species and communities. It supports those engaged in providing services and support for the bereaved.

Principle 2: The Woodland Burial site is open to people of all faiths and those of no faith and can be used by those outside the immediate geographic area of Bedfordshire. It offers affordable and dignified burials to all those who wish to be buried there.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

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**ACHIEVEMENT AND PERFORMANCE**

**Financial Basis of Operations**

The Trust makes charges for burials, interment of ashes, scattering of ashes, grave digging, and for memorial trees and plaques. These charges are then used for the expenses of operations, chiefly the costs incurred with the operations of the Trust such as capital expenses on coffins, plaques and crosses, maintenance costs such as grave digging, woodland management and administration, and activity based payments to the landowner who donated the land to the Trust. In the current year of operations income has also been received from donations.

**Review of Activities**

The directors are pleased to report that in the period ended 31 March 2014 income from the St Albans Woodland Burial Trust activities was £58,135, up 32% on the previous year of trading. This income was received from the operations of the Trust, and from a small number of donations. Details of these are shown in the accounts below. Key expenses in the current year of operations were incurred against operations, and glade development. Our first glade, 'Skylark' is nearing full utilisation whilst 'Robin' continues to be open for appropriate burials. During the year biodegradable flower pots continue to have been made available and have been well received. 10% of the proceeds from these pots are earmarked for reinvestment in the trees and flora for the site. Professional advice on planting and bio-diversity continues to be used by the Trust.

Operational expenses were again managed to ensure a positive cash flow for the year.

The statement of financial activities shows a surplus of £10,788 from operational activities and we have continued to maintain a prudent balance to fund ongoing day-to-day operations and cash flow.

Once again we would like to thank all those who have made donations, and especially those individuals who have made personal donations including those who have completed gift aid forms where appropriate to enable tax to be reclaimed from these donations.

The Trust's website ([www.woodlandburialtrust.com](http://www.woodlandburialtrust.com)) continues to receive significant traffic and is an increasing means of communication and advertisement for the Trusts Services and source of enquiries.

The Trust's objectives were achieved through the activities of the Trust, namely the provision of a woodland burial site for those people and families wishing to be buried in consecrated ground in an environmentally and ecologically sustainable manner. Support has been provided for the family and friends of the bereaved and training and support has been provided for those engaged in the work of services and support to the dying and the bereaved. Through active management of the woodland, the site has been developed and preserved in order to provide a semi-natural woodland environment which thus ensures diversity in woodland structure to safeguard notable species and communities.

**FUTURE DEVELOPMENTS**

The St Albans Woodland Burial Trust remains open to future developments within the context of its Memorandum of Association and the vision and objectives of the Trust. With most of the major infrastructure developments having been undertaken on the current site it is envisaged that the next year of operation will focus on the extension to the activities of the Woodland Burial Trust through use of the additional land, the optimisation of management of the entire site and associated services such as care and support for the bereaved and planning for the future.

**POLICY AND CHARITY GOVERNANCE**

**Rates and Taxation**

The St Albans Woodland Burial Trust is a registered charity and has received 80% Mandatory Rate Relief and 20% Discretionary Rate Relief (Total 100%) from Bedford Borough Council. The receipt of Discretionary Rate Relief was due to end on 31 March 2011 but was extended by the Borough Council.

**Independent Examiner**

Charles Little who is a director of the accountancy practice Keens Shay Keens Limited has been appointed as the Independent examiner for the St Albans Woodland Burial Trust. His report appears on page 7 of the accounts.

**REPORT OF THE TRUSTEES  
FOR THE YEAR ENDED 31ST MARCH 2014**

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**STATEMENT OF TRUSTEES RESPONSIBILITIES**

The trustees (who are also the directors of St Albans Woodland Burial Trust for the purposes of company law) are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that period. In preparing those financial statements, the trustees are required to

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charity SORP;
- make judgements and 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 business.

The trustees are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the charitable company and to enable them to ensure that the financial statements comply with the Companies Act 2006. 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.

**ON BEHALF OF THE BOARD:**

.....  
The Revd Dr G R (Sam) Cappleman  
Secretary

25th May 2014



I report on the accounts for the year ended 31st March 2014 set out on pages eight to thirteen.

**Respective responsibilities of trustees and examiner**

The charity's trustees (who are also the directors for the purposes of company law) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year (under Section 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

- examine the accounts under Section 145 of the 2011 Act
- to follow the procedures laid down in the General Directions given by the Charity Commission (under Section 145(5)(b) of the 2011 Act); and
- to state whether particular matters have come to my attention.

**Basis of the independent examiner's report**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a 'true and fair view' and the report is limited to those matters set out in the statements below.

**Independent examiner's statement**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that, in any material respect, the requirements
  - to keep accounting records in accordance with Section 386 and 387 of the Companies Act 2006; and
  - to prepare accounts which accord with the accounting records, comply with the accounting requirements of Sections 394 and 395 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

C W Little FCA  
Keens Shay Keens Limited  
Chartered Accountants  
2nd Floor Exchange Building  
16 St Cuthberts Street  
Bedford  
Bedfordshire  
MK40 3JG

Date: .....

	Notes	2014 Unrestricted fund £	2013 Total funds £
<b>INCOMING RESOURCES</b>			
<b>Incoming resources from generated funds</b>			
Voluntary income		1,597	2,112
Activities for generating funds	2	<u>56,538</u>	<u>41,811</u>
<b>Total incoming resources</b>		58,135	43,923
<b>RESOURCES EXPENDED</b>			
<b>Costs of generating funds</b>			
Costs of generating voluntary income		36,527	20,321
<b>Governance costs</b>	3	7,494	3,318
<b>Other resources expended</b>		<u>3,326</u>	<u>2,050</u>
<b>Total resources expended</b>		<u>47,347</u>	<u>25,689</u>
<b>NET INCOMING RESOURCES</b>		10,788	18,234
<b>RECONCILIATION OF FUNDS</b>			
<b>Total funds brought forward</b>		<u>60,732</u>	<u>42,498</u>
<b>TOTAL FUNDS CARRIED FORWARD</b>		<u><u>71,520</u></u>	<u><u>60,732</u></u>

**BALANCE SHEET**  
**AT 31ST MARCH 2014**

	Notes	<b>2014</b> <b>Unrestricted</b> <b>fund</b> <b>£</b>	2013 Total funds £
<b>FIXED ASSETS</b>			
Tangible assets	5	47,000	-
<b>CURRENT ASSETS</b>			
Debtors	6	-	47,000
Cash in hand		<u>30,646</u>	<u>19,708</u>
		30,646	66,708
<b>CREDITORS</b>			
Amounts falling due within one year	7	(6,126)	(5,976)
		<u>24,520</u>	<u>60,732</u>
<b>NET CURRENT ASSETS</b>			
		<u>71,520</u>	<u>60,732</u>
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			
		<u>71,520</u>	<u>60,732</u>
<b>NET ASSETS</b>			
		<u>71,520</u>	<u>60,732</u>
<b>FUNDS</b>	8		
Unrestricted funds		<u>71,520</u>	<u>60,732</u>
<b>TOTAL FUNDS</b>		<u>71,520</u>	<u>60,732</u>

The notes form part of these financial statements



**BALANCE SHEET - CONTINUED  
AT 31ST MARCH 2014**

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The charitable company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31st March 2014.

The members have not required the charitable company to obtain an audit of its financial statements for the year ended 31st March 2014 in accordance with Section 476 of the Companies Act 2006.

The trustees acknowledge their responsibilities for

- (a) ensuring that the charitable company keeps accounting records that comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the charitable company as at the end of each financial year and of its surplus or deficit for each 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 charitable company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small charitable companies and with the Financial Reporting Standard for Smaller Entities (effective April 2008).

The financial statements were approved by the Board of Trustees on 25th May 2014 and were signed on its behalf by:

.....  
The Revd Dr G R (Sam) Cappleman  
Trustee

**1. ACCOUNTING POLICIES****Accounting convention**

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Companies Act 2006 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

**Incoming resources**

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

**Resources expended**

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

**Tangible fixed assets**

The only asset held by the charity is freehold land. The trustees will carry out an annual impairment review of the carrying value and adjust the accounts accordingly. The land will not be subject to an annual depreciation charge.

**Taxation**

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

**Fund accounting**

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

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

**2. ACTIVITIES FOR GENERATING FUNDS**

	<b>2014</b>	2013
	<b>£</b>	£
Burials	20,245	14,650
Internment of ashes	1,610	1,605
Reservations	29,370	21,900
Memorial plaques, bench trees	5,076	3,355
Bio container	207	295
Other	30	6
	<u>56,538</u>	<u>41,811</u>

**3. GOVERNANCE COSTS**

	<b>2014</b>	2013
	<b>£</b>	£
Accountancy	750	744
Legal fees	<u>6,744</u>	<u>2,574</u>
	<u>7,494</u>	<u>3,318</u>

**4. TRUSTEES' REMUNERATION AND BENEFITS**

During the year an Honorarium payment of £1,000 was paid to a trustee in relation to her role as trust administrator.

There were no trustees' remuneration or benefits for the year ended 31st March 2013.

**Trustees' expenses**

During the year reimbursed expenses of £1,421 (2013: £845) were paid to the trustees.

**5. TANGIBLE FIXED ASSETS**

	<b>Land and buildings £</b>
<b>COST</b>	
Additions	<u>47,000</u>
<b>NET BOOK VALUE</b>	
At 31st March 2014	<u><u>47,000</u></u>
At 31st March 2013	<u><u>-</u></u>

**6. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2014 £</b>	<b>2013 £</b>
Other debtors	<u>-</u>	<u>47,000</u>

**7. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR**

	<b>2014 £</b>	<b>2013 £</b>
Other creditors	<u>6,126</u>	<u>5,976</u>

**8. MOVEMENT IN FUNDS**

	<b>At 1.4.13 £</b>	<b>Net movement in funds £</b>	<b>At 31.3.14 £</b>
<b>Unrestricted funds</b>			
General fund	60,732	10,788	71,520
	<u>        </u>	<u>        </u>	<u>        </u>
<b>TOTAL FUNDS</b>	<u><u>60,732</u></u>	<u><u>10,788</u></u>	<u><u>71,520</u></u>

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED  
FOR THE YEAR ENDED 31ST MARCH 2014**


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**8. MOVEMENT IN FUNDS - continued**

Net movement in funds, included in the above are as follows:

	<b>Incoming resources £</b>	<b>Resources expended £</b>	<b>Movement in funds £</b>
<b>Unrestricted funds</b>			
General fund	58,135	(47,347)	10,788
	<hr/>	<hr/>	<hr/>
<b>TOTAL FUNDS</b>	<u>58,135</u>	<u>(47,347)</u>	<u>10,788</u>

**9. RELATED PARTY DISCLOSURES**

There are no transactions with related parties to be disclosed under the Financial Reporting Standard for Smaller Entities (effective April 2008).

**10. COMPANY LIMITED BY GUARANTEE**

The company is limited by guarantee as a consequence the member liability is limited to £1. There were 14 (2013: 14) members as at 31 March 2014.

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES  
FOR THE YEAR ENDED 31ST MARCH 2014**


	<b>2014</b>	2013
	<b>£</b>	£
<b>INCOMING RESOURCES</b>		
<b>Voluntary income</b>		
Donations	1,597	2,112
<b>Activities for generating funds</b>		
Burials	20,245	14,650
Internment of ashes	1,610	1,605
Reservations	29,370	21,900
Memorial plaques, bench trees	5,076	3,355
Bio container	207	295
Other	30	6
	<u>56,538</u>	<u>41,811</u>
<b>Total incoming resources</b>	58,135	43,923
<b>RESOURCES EXPENDED</b>		
<b>Costs of generating voluntary income</b>		
Commission	14,390	10,575
Grave digger	6,125	4,138
Plaques and crosses	3,646	2,581
Events and refreshments	85	52
Advertisement	2,053	1,169
Sundry	175	82
Site maintenance	9,053	1,724
Honorarium	1,000	-
	<u>36,527</u>	<u>20,321</u>
<b>Governance costs</b>		
Accountancy	750	744
Legal fees	6,744	2,574
	<u>7,494</u>	<u>3,318</u>
<b>Support costs</b>		
<b>Other</b>		
Insurance	1,412	808
Printing, postage and stationery	509	350
Mileage allowance	910	598
Subscriptions and donations	495	294
	<u>3,326</u>	<u>2,050</u>
<b>Total resources expended</b>	47,347	25,689
<b>Net income</b>	<u>10,788</u>	<u>18,234</u>