## REPORT OF THE DIRECTORS AND AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JULY 2022 FOR

SHEFFIELD CITY CENTRE BID LIMITED

Hodgson & Oldfield Statutory Auditors 20 Paradise Square Sheffield S1 2DE

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## **COMPANY INFORMATION** for the Year Ended 31 July 2022

**DIRECTORS:** J Baddeley

S G H Nevill N J Beecroft M J Hobson Ms A L Phillips K S Yeardley T Taylor D M Lally Ms D D Nagy B R Kemp J Otten

Professor V E Toulmin

**REGISTERED OFFICE:** The Stamp House

52 Bank Street Sheffield S1 2DS

**REGISTERED NUMBER:** 09601967 (England and Wales)

**AUDITORS:** Hodgson & Oldfield

Statutory Auditors 20 Paradise Square

Sheffield S1 2DE

## REPORT OF THE DIRECTORS for the Year Ended 31 July 2022

The directors present their report with the financial statements of the company for the year ended 31 July 2022.

#### PRINCIPAL ACTIVITY

Sheffield City Centre BID Limited ("Sheffield BID") is the accountable delivery body for the city centre business improvement district (BID).

Created by ballot in 2015, the purpose of the BID scheme is to improve and/or enhance Sheffield city centre for the benefit of all in the BID area. The work of the BID is additional to the services provided by the local authority and other statutory agencies.

Sheffield City Centre BID Limited is a joint undertaking of the business sector and the local authority to act together as a company limited by guarantee to deliver the objectives of the BID scheme and its balloted business plan ("prospectus").

BIDs last for five years after which time a renewal ballot must take place. The original renewal ballot was delayed in March 2020 due to COVID-19. The BID's first term was extended by the emergency Coronavirus Bill until March 2021.

In February 2021, eligible businesses (occupying properties with a rateable value of £40K+) voted in favour of renewing the city centre BID from 1 April 2021 to 31 March 2026. Of the number of votes cast, 92.5% were in favour of a second five year term (96.4% by RV).

These businesses (BID levy payers) continue to pay a mandatory 1% levy on the £40K+ rateable value of their premises. For a period of time (1 April 2021 to 31 March 2022), this percentage was reduced to 0.5% to take account of the financial impact of COVID-19 on all businesses.

The BID's second term runs from 1 April 2021 to 31 March 2026 with a new mandate covering the core objectives of :

- Maintained welcoming, clean and safe for visitors and our local communities.
- Vibrant enhancing the visitor experience with events, festivals and culture.
- Connected bringing in people, bringing in business.
- Sustainable building resilience and investment.

#### REVIEW OF BUSINESS

#### **Levy Income**

The main source of income is from the BID levy contributions from approximately 455 businesses within the BID area which met the eligibility criteria. The levy income collectable within the company accounting year was £466,730 with an overall collection rate of 97%.

#### Programme expenditure

This set of financial statements reflects the income from the BID's first year of its second term (1 August 2021 to 31 March 2022) as well as four months of the BID's second year of its second term (1 April 2022 to 31 July 2022).

The transition period from the original five pillars of work (Busier, Easier, Safer, Cleaner, Together) to four new pillars (Maintained, Vibrant, Connected, Sustainable was completed last year. Programme expenditure in this year related solely to the four new pillars.

## REPORT OF THE DIRECTORS for the Year Ended 31 July 2022

Total programme expenditure in the financial year totalled £502,562 (2021: £348,694). The lifting of restrictions due to the COVID pandemic meant that the BID has been able to concentrate more fully on its core programme activities, particularly in relation to Vibrant due to large scale events once again being allowed in the city centre.

#### **FUTURE DEVELOPMENTS**

Sheffield City Centre BID Limited, while it operates the balloted BID scheme, will continue to deliver city centre improvements and business opportunities for levy payers via its core objectives.

#### DIRECTORS

The directors shown below have held office during the whole of the period from 1 August 2021 to the date of this report.

J Baddeley S G H Nevill N J Beecroft M J Hobson Ms A L Phillips K S Yeardley T Taylor D M Lally

Ms D D Nagy

Other changes in directors holding office are as follows:

A Arnott - resigned 13 September 2021 T J Nye - resigned 16 February 2022 B R Kemp - appointed 22 June 2022

J Otten and Professor V E Toulmin were appointed as directors after 31 July 2022 but prior to the date of this report.

D Bates, Councillor M Iqbal and Dr S L Want ceased to be directors after 31 July 2022 but prior to the date of this report.

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the Report of the Directors and the financial statements in accordance with applicable law and regulations.

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law), including Financial Reporting Standard 102 'The Financial Reporting Standard applicable in the UK and Republic of Ireland'. Under company law the directors 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 company and of the surplus or deficit of the company for that period. In preparing these financial statements, the directors are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements 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 company will continue in business.

## REPORT OF THE DIRECTORS for the Year Ended 31 July 2022

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES - continued

The directors are responsible for keeping adequate accounting records that are sufficient to show and explain the company's transactions and disclose with reasonable accuracy at any time the financial position of the company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

#### STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 418 of the Companies Act 2006) of which the company's auditors are unaware, and each director has taken all the steps that he or she ought to have taken as a director in order to make himself or herself aware of any relevant audit information and to establish that the company's auditors are aware of that information.

This report has been prepared in accordance with the provisions of Part 15 of the Companies Act 2006 relating to small companies.

# J Baddeley - Director Date:

ON BEHALF OF THE BOARD:

#### **Opinion**

We have audited the financial statements of SHEFFIELD CITY CENTRE BID LIMITED (the 'company') for the year ended 31 July 2022 which comprise the Income Statement, Balance Sheet and Notes to the Financial Statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102 Section 1A 'The Financial Reporting Standard applicable in the UK and Republic of Ireland' (United Kingdom Generally Accepted Accounting Practice).

In our opinion the financial statements:

- give a true and fair view of the state of the company's affairs as at 31 July 2022 and of its deficit for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Companies Act 2006.

#### **Basis for opinion**

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditors' responsibilities for the audit of the financial statements section of our report. We are independent of the company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

#### Conclusions relating to going concern

In auditing the financial statements, we have concluded that the directors' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the directors with respect to going concern are described in the relevant sections of this report.

#### Other information

The directors are responsible for the other information. The other information comprises the information in the Report of the Directors, but does not include the financial statements and our Report of the Auditors thereon.

Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether this gives rise to a material misstatement in the financial statements themselves. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

#### Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the Report of the Directors for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the Report of the Directors has been prepared in accordance with applicable legal requirements.

#### Matters on which we are required to report by exception

In the light of the knowledge and understanding of the company and its environment obtained in the course of the audit, we have not identified material misstatements in the Report of the Directors.

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of directors' remuneration specified by law are not made; or
- we have not received all the information and explanations we require for our audit; or
- the directors were not entitled to prepare the financial statements in accordance with the small companies regime and take advantage of the small companies' exemption from the requirement to prepare a Strategic Report or in preparing the Report of the Directors.

#### Responsibilities of directors

As explained more fully in the Statement of Directors' Responsibilities set out on pages three and four, the directors are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as the directors determine necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the directors are responsible for assessing the company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the directors either intend to liquidate the company or to cease operations, or have no realistic alternative but to do so.

#### Auditors' responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue a Report of the Auditors that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

The extent to which our procedures are capable of detecting irregularities, including fraud is detailed below:

- identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.
- obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control.
- evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the directors.
- enquiry of management and those charged with governance regarding actual and potential litigation and claims:
- enquiry of management to identify any instances of non-compliance with laws and regulations;
- reviewing minutes of meetings of those charged with governance
- reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- performing audit work over the risk of management override of controls, including testing of journal entries and other adjustments for appropriateness.
- enquiry of management as to where they considered there was susceptibility to fraud and their knowledge of actual or suspected fraud.
- conclude on the appropriateness of the directors' use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company's ability to continue as a going concern. If we conclude that a material uncertainty exists we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the company to cease to continue as a going concern.
- evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the further that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements as we will be less likely to become aware of instances of non-compliance. material misstatements that arise due to fraud can be harder to detect than those that arise from error as they may involve deliberate concealment, forgery, collusion, omission or misrepresentation.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at www.frc.org.uk/auditorsresponsibilities. This description forms part of our Report of the Auditors.

#### Use of our report

This report is made solely to the company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in a Report of the Auditors and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Scott Morton (Senior Statutory Auditor) for and on behalf of Hodgson & Oldfield Statutory Auditors 20 Paradise Square Sheffield S1 2DE

Date:	
Daw.	

## INCOME STATEMENT for the Year Ended 31 July 2022

	Notes	31.7.22 £	31.7.21 £
TURNOVER		469,717	663,655
Programme expenditure		502,562	348,694
GROSS (DEFICIT)/SURPLUS		(32,845)	314,961
Administrative expenses		194,284	192,756
		(227,129)	122,205
Other operating income			17,637
OPERATING (DEFICIT)/SURPLU	J <b>S</b> 4	(227,129)	139,842
Interest payable and similar expenses		12	
(DEFICIT)/SURPLUS BEFORE TAXATION		(227,141)	139,842
Tax on (deficit)/surplus	5		
(DEFICIT)/SURPLUS FOR THE FINANCIAL YEAR		(227,141)	139,842

#### SHEFFIELD CITY CENTRE BID LIMITED (REGISTERED NUMBER: 09601967)

#### BALANCE SHEET 31 July 2022

	31.7.2	2	31.7.2	1
Notes	£	£	£	£
6		1,956		3,676
7	31,718		73,776	
	356,688		418,378	
	388,406		492,154	
8	339,309		203,636	
		49,097		288,518
Γ		51,053		292,194
one				
9		28,000		42,000
		23,053		250,194
		23,053		250,194
		23,053		250,194
	6 7 8	Notes £ 6 7 31,718 356,688 388,406 8 339,309	6 1,956  7 31,718 356,688 388,406 8 339,309  49,097 51,053  one 9 28,000 23,053  23,053	Notes £ £ £ £ 6 1,956  7 31,718 73,776 356,688 418,378 388,406 492,154 8 339,309 203,636  49,097 51,053  one 9 28,000 23,053 23,053

The 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	of	Directors	and	authorised	for	issue	on
			and w	ere signed	on i	ts be	half by:							

J Baddeley - Director

## NOTES TO THE FINANCIAL STATEMENTS for the Year Ended 31 July 2022

#### 1. STATUTORY INFORMATION

SHEFFIELD CITY CENTRE BID LIMITED is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office address can be found on the Company Information page.

#### 2. ACCOUNTING POLICIES

#### Basis of preparing the financial statements

These financial statements have been prepared in accordance with Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland" including the provisions of Section 1A "Small Entities" and the Companies Act 2006. The financial statements have been prepared under the historical cost convention.

The financial statements are prepared in sterling, which is the functional currency of the company.

Monetary amounts in these financial statements are rounded to the nearest £.

#### Going concern

The directors having made due and careful enquiry, are of the opinion that the company has adequate working capital to fulfill its objectives for a period of at least 12 months from the date of the approval of these financial statements. The BID was successfully renewed for a five year period ensuring that Levy income will be received into the company until at least 31 March 2026. As a result, the directors have continued to adopt the going concern basis of accounting in preparing the annual financial statements.

#### Significant judgements and estimates

The preparation of the financial statements requires management to make judgements, estimates and assumptions that affect the amounts reported. These estimates and judgements are continually reviewed and are based on experience and other factors, including expectations of future events that are believed to be reasonable under the circumstances.

#### **Turnover**

Turnover represents levy contributions to the company made by local businesses net of VAT. Annual levy contributions are agreed each year and paid in advance, with the necessary adjustments being made through deferred/accrued revenue to apportion the income evenly throughout the year.

Income from the sale of gift cards is only recognised when the gift card has expired and any breakage is determined.

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off the cost less estimated residual value of each asset over its estimated useful life.

Fixtures and fittings - 20% on cost Computer equipment - 20% on cost

#### **Financial instruments**

The Company only enters into basic financial instrument transactions that result in the recognition of financial assets and liabilities like trade and other debtors and creditors, loans from banks, other third parties and related parties

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## NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 July 2022

#### 2. ACCOUNTING POLICIES - continued

#### **Taxation**

Taxation for the year comprises current and deferred tax. Tax is recognised in the Income Statement, except to the extent that it relates to items recognised in other comprehensive income or directly in equity.

Current or deferred taxation assets and liabilities are not discounted.

Current tax is recognised at the amount of tax payable using the tax rates and laws that have been enacted or substantively enacted by the balance sheet date.

#### **Deferred tax**

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date.

Timing differences arise from the inclusion of income and expenses in tax assessments in periods different from those in which they are recognised in financial statements. Deferred tax is measured using tax rates and laws that have been enacted or substantively enacted by the year end and that are expected to apply to the reversal of the timing difference.

Unrelieved tax losses and other deferred tax assets are recognised only to the extent that it is probable that they will be recovered against the reversal of deferred tax liabilities or other future taxable profits.

#### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to surplus or deficit on a straight line basis over the period of the lease.

#### Pension costs and other post-retirement benefits

The company operates a defined contribution pension scheme. Contributions payable to the company's pension scheme are charged to profit or loss in the period to which they relate.

#### 3. EMPLOYEES AND DIRECTORS

The average number of employees during the year was 7 (2021 - 5).

#### 4. OPERATING (DEFICIT)/SURPLUS

The operating deficit (2021 - operating surplus) is stated after charging:

	31.7.22	31.7.21
	£	£
Depreciation - owned assets	1,720	2,920
Operating lease rentals	20,367	16,550
Auditors' remuneration	3,050	2,900

#### 5. TAXATION

#### Analysis of the tax charge

No liability to UK corporation tax arose for the year ended 31 July 2022 nor for the year ended 31 July 2021.

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## NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 July 2022

#### 5. TAXATION - continued

The levy contributions received by the company are not considered to be trading income, therefore the tax charge in these accounts relates solely to the investment income received during the period.

#### 6. TANGIBLE FIXED ASSETS

0.	TANGIBLE FIXED ASSETS		Plant and machinery etc
	COST At 1 August 2021 and 31 July 2022		16,990
	DEPRECIATION At 1 August 2021 Charge for year		13,314 1,720
	At 31 July 2022		15,034
	NET BOOK VALUE At 31 July 2022		1,956
	At 31 July 2021		3,676
7.	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
		31.7.22 £	31.7.21 £
	Trade debtors Other debtors	3,941 27,777	55,345 18,431
		31,718	73,776
8.	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	31.7.22	31.7.21
		£	£
	Trade creditors  Tayotion and social socurity	112,514 7,389	11,305 45,021
	Taxation and social security Other creditors	219,406	147,310
		339,309	203,636
9.	CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR		
	UNE I LAK	31.7.22	31.7.21
	Other creditors	£ 28,000	£ 42,000

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## NOTES TO THE FINANCIAL STATEMENTS - continued for the Year Ended 31 July 2022

#### 10. LOANS

An analysis of the maturity of loans is given below:

	31.7.22 £	31.7.21 £
Amounts falling due within one year or on demand: Other loans	14,000	28,000
Amounts falling due between one and two years: Other loans - 1-2 years	14,000	14,000
Amounts falling due between two and five years: Other loans - 2-5 years	14,000	28,000

During the year the company received a loan of £70,000 from Sheffield City Council to support cashflow due to the agreed delay in collecting the levy income due to the Covid-19 pandemic.

The loan is repayable by instalments, the final instalment being April 2025.

The loan does not bear interest.

#### 11. RELATED PARTY DISCLOSURES

During the year the company entered into the following transactions that had related party interests:

The company received income of £445,732 and incurred expenditure of £217,498 with Sheffield City Council, an organisation that Councillor M Iqbal is associated with.

Debtors of £3,514 were due to the company and Creditors of £89,083 were owed by the company in relation to Sheffield City Council at the year end.

The balance due on a loan from Sheffield City Council was £42,000 at the year end.

The company received income of £1,000 from the South Yorkshire Passenger Transport Executive, an organisation in which Timothy Taylor is employed..

#### 12. ULTIMATE CONTROLLING PARTY

The company is controlled by the board, no ultimate controlling party exists.

#### 13. LIMITED BY GUARANTEE

The company is a private company limited by guarantee and consequently does not have share capital. Each of the members is liable to contribute an amount not exceeding £1 towards the assets of the company in the event of liquidation.

## DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 July 2022

	31.7.22		31.7.21		
	£	£	£	£	
Turnover					
Income	466,730		661,713		
Gift card breakage	2,987		1,942		
		469,717	<del></del>	663,655	
Programme expenditure					
Together	629		22,606		
Safer	(1,769)		46,650		
Busier	891		65,184		
Cleaner	13		46,590		
Collection fee	26,420		19,700		
Easier	(200)		41,579		
Connected	63,622		19,710		
Maintained	161,786		79,666		
Vibrant	232,927		400		
Sustainable	18,243		6,609		
	<del></del>	502,562	<del></del>	348,694	
GROSS (DEFICIT)/SURPLUS		(32,845)		314,961	
		, , ,		,	
Other income Grants received		_		17,637	
C14416 1001 100					
		(32,845)		332,598	
Expenditure					
Rent	7,811		11,367		
Rates	2,104		5,134		
Insurance	3,434		3,159		
Light and heat	650		638		
Wages & salaries	111,252		80,261		
Employers NI	13,285		9,456		
Staff pension	5,666		3,976		
Telephone	2,370		2,508		
Printing, postage & stationery	539		1,513		
Advertising	7,995		12,627		
Travelling	1,489		1,308		
Repairs and renewals	97		165		
Computer costs	3,332		2,141		
Sundry expenses	922		2,533		
Accountancy	3,548		4,210		
Legal & professional	48		48		
Auditors' remuneration	3,000		2,900		
Entertainment	310		20		
Bad and doubtful debts	23,476		45,196		
		191,328		189,160	
Carried forward		(224,173)		143,438	
Carried for ward		(447,173)		173,430	

This page does not form part of the statutory financial statements

## DETAILED INCOME AND EXPENDITURE ACCOUNT for the Year Ended 31 July 2022

	31.7.22	2	31.7.21	
Brought forward	£	£ (224,173)	£	£ 143,438
Finance costs				
Bank charges	467		356	
Gift card charges	769		320	
Interest payable	12		-	
-		1,248		676
		(225,421)		142,762
Depreciation				
Fixtures and fittings	779		873	
Computer equipment	941		2,047	
<del>-</del>		1,720		2,920
NET (DEFICIT)/SURPLUS		(227,141)		139,842