

**United Kingdom Woodland
Assurance Standard**

UKWAS

UNITED KINGDOM WOODLAND ASSURANCE STANDARD (UKWAS)

ANNUAL REPORT FOR THE PERIOD ENDED 31st DECEMBER 2009

7th ANNUAL GENERAL MEETING 2010

**Forestry Commission
Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT**

Tuesday 2nd November 2010

14.00

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Chairman's Report

The major focus of the Steering Group's work in 2009 was the first year of the second quinquennial review of the UKWAS standard.

The Steering Group confirmed a revision process and timetable in March under which the review will be carried out in three distinct phases with completion scheduled for 2011. The first phase of the review concentrated on evidence gathering with the Steering Group identifying the key issues to be considered through undertaking the following work elements:

- Initial Stakeholder Consultation
- Certification Schemes' Requirements Review
- International Benchmarking Review
- Interpretation Review
- Small and Low Intensity Managed Woodlands Review
- Technical Review
- Standard Users' Feedback Review
- Review of the Initial Stakeholders' Consultation.

This phase was successfully completed in 2009 as planned and an Issues Paper was developed as a working document setting out the information to be taken into consideration during the second main revision drafting phase.

In light of the findings of the International Benchmarking Review, further work was commissioned from Sandwood Enterprise on simplifying certification procedures in the UK; the report particularly focused on the scope for reducing the costs relating to auditing. The report's findings have informed the ongoing review.

Throughout 2010, a drafting group has been working carefully through the Issues Paper and preparing a Revision Draft. The Steering Group expects to issue the completed Revision Draft for consultation in December. Following this, further work will be done and a pre-approval draft will be issued for any further comments in April 2011.

The consultation and review process requires a lot of hard work from those who take the trouble to submit evidence and those involved in the drafting process - sincere thanks are due to all those concerned.

Other notable events since my last report include the advent of dual certification in the UK with much of the forest area now dual certified as meeting both FSC and PEFC requirements through application of the UKWAS standard.

Finally, thanks are due to our Members for their financial support and continued commitment to the UKWAS process. Recently, I attended a conference on multi-stakeholder partnerships and it was clear to me that the UKWAS partners have developed an enduring partnership with a noteworthy track record of overcoming the many challenges that have faced us and of delivering novel and practicable solutions. Not all partnerships it seems have been as successful!

**Peter Wilson FICFor FRICS CEnv
Executive Chairman**

Company Information

The UK Woodland Assurance Standard (UKWAS) is the standard for the independent certification of forest management in the UK. The Standard has been developed by a broad partnership of economic, environmental and social organisations in response to increasing demand for products from forests certified as sustainably managed.

A not-for-profit company, “United Kingdom Woodland Assurance Standard (UKWAS)”, was established in 2003 to own and manage the standard. The company is limited by guarantee and is managed by its members; its objectives are *“to own, interpret, develop and promote a certification standard for forest management in the United Kingdom on behalf of United Kingdom forestry and environmental communities, and bodies which represent the interests of people working in woods and forests or using them for the purpose of recreation, for the general benefit of people”*.

UKWAS members appoint a broadly based Steering Group which has responsibility for interpreting the standard and ensuring its periodic revision to take account of experience from its application and new information that arises. The Steering Group appoints an Interpretation Panel to provide users of the standard with advice on interpretation of the standard.

Steering Group

The Steering Group takes all its decisions by consensus. This means that it will not act in a way that is against the expressed wishes of any one of its members. The Steering Group is the ultimate authority for deciding how the requirements of the Standard should be interpreted in practice and is responsible for keeping the Standard under review. A Board of Directors manages the Company’s business on a day-to-day basis between Steering Group meetings.

Interpretation Panel

The Panel is chaired by Roger Cooper and has nine members with a balanced representation of environmental, economic and social interests. The Panel produces Interpretation Notes on aspects of the standard that come before it and where it is felt that further guidance would be helpful; these are published on the UKWAS website.

Representatives of FSC UK and PEFC UK are invited to attend to provide a link with the certification schemes currently using the standard.

The Secretary to the Panel is Fiona Angier.

Task Groups

The Steering Group establishes Task Groups, usually on a task-and-finish basis, to provide advice on specific topics.

Membership

Confederation of Forest Industries
Country Land & Business Association
Forest Stewardship Council UK
Forestry Commission
Institute of Chartered Foresters
National Trust
Northern Ireland Forest Service
PEFC UK

Royal Society for the Protection of Birds
UK Countryside Agencies
Unite
United Kingdom Forest Products Association
WWF-UK
Wood Panel Industries Federation
Woodland Trust

Associate Members (Non-voting)

Control Union Certifications BV
SGS Qualifor (UK & Ireland)
Soil Association / Woodmark

Membership Constituencies and Steering Group representatives (November 2010)

Constituency (allocated Steering Group seats)	Member Organisations	Member Contacts	Steering Group Representatives
Woodland owners (6)			
	Confederation of Forest Industries	Chris Inglis	1 Chris Inglis - ConFor
	Country Land & Business Association	Mark Thomasin-Foster	2 Mark Thomasin-Foster - CLA
Forestry practitioners (5)			
	Institute of Chartered Foresters	Shireen Chambers	1 Simon Hart - ICF
	Confederation of Forest Industries	Chris Inglis	2 Chris Inglis - ConFor
			3 Andy Shirley Priest - ICF
			4 Garry McInnes - ICF
State forest enterprises (4)			
	Forestry Commission	Richard Howe	1 Mariska van der Linden - FCE
	Northern Ireland Forest Service	David Small	2 Hugh Clayden - FCS
			3 Richard Siddons - FCW
			4 Stuart Morwood - NIFS
Environmental organisations (6)			
	Woodland Trust	Hilary Allison	1 Gordon Pfetscher - WT
	WWF-UK	Beatrix Richards	2 Beatrix Richards – WWF-UK
	RSPB	Mike Wood	3 Mike Wood – RSPB
	National Trust	Ray Hawes	4 Ray Hawes - NT
Forest user organisations (2)			
			Vacant
Wood processing industry (3)			
	Wood Panel Industries Federation	Alastair Kerr	1 Alastair Kerr - WPIF
	UK Forest Products Association	David Sulman	2 David Sulman – UKFPA
	Confederation of Forest Industries	Chris Inglis	3 Chris Inglis - ConFor
Wood products trade (2)			
	WWF-UK (Forest & Trade Network)	Beatrix Richards	1 Beatrix Richards – WWF-UK
Forest workforce (2)			
			Vacant
UK Countryside, Environment and Heritage Agencies (3)			
	UK Countryside agencies	Emma Goldberg	1 Emma Goldberg – Natural England
Local government and National Park Authorities (2)			
			Vacant
Forestry Standard Setting and Labelling Bodies (6)			
	Forestry Commission	Richard Howe	1 Richard Howe - FC
	Forest Stewardship Council UK	Charles Thwaites	2 Charles Thwaites – FSC UK
	Northern Ireland Forest Service	David Small	3 Willie Walker – PEFC UK
	PEFC UK	Alun Watkins	
Education, Research & Training (3 non-voting)			
			Vacant

Registered office

59 George Street
Edinburgh
EH2 2JG

Tel: 0131 240 1419
Fax: 0131 240 1411
Email: ukwas@confor.org.uk
Website: www.ukwas.org.uk

Accountants

Ogilvie & Company Limited
25 Rutland Square
Edinburgh
EH1 2BW

Bankers

Barclays Bank plc
1 St Andrew Square
Edinburgh
EH2 2BD

Company Registration

Registered in Scotland (SC199337)

Board of Directors

Peter Wilson	Chair
Richard Howe	Director
Christopher Inglis	Director
Gordon Pfetscher	Director
Fiona Angier	Secretary

Administration and Support Unit

Peter Wilson	Executive Chairman and facilitation
Fiona Angier	Company administration and support

United Kingdom Woodland Assurance Standard

UKWAS

UKWAS Support Unit
59 George Street
Edinburgh
EH2 2JG

Tel: 0131 240 1419
Fax: 0131 240 1411
E-mail:
ukwas@confor.org.uk

Fiona Angier

NOTICE IS HEREBY GIVEN that the 7th Annual General Meeting of the Company will be held at the Forestry Commission, Silvan House, 231 Corstorphine Road, Edinburgh, EH12 7AT on Tuesday 2nd November 2010 at 14.00.

By Order of the Board

Fiona Angier
Secretary

7th October 2010

All members may appoint a proxy to vote in their place at General Meetings.

Such persons having a proxy vote should have a letter signed by the Appointer giving permission of proxy, and should inform the Secretary prior to the commencement of the meeting that they have a proxy vote.

7th ANNUAL GENERAL MEETING, 2nd NOVEMBER 2010

FORESTRY COMMISSION
SILVAN HOUSE, 231 CORSTORPHINE ROAD, EDINBURGH, EH12 7AT

14.00

AGENDA

1. Notice convening the meeting
2. Apologies
3. Minute of the Annual General Meeting held on 24th November 2009
4. Chairman's Report
5. To receive the Financial Statements and Directors' and Accountants' Reports for the period ending 31st December 2009
6. Election of Chair

The Steering Group has nominated Peter Wilson for re-election to serve for the period until the next AGM.

7. Resolution to amend Member Subscription Rates

The Board of Directors recommends that subscription rates for Ordinary Members are raised by 3.6% and for Associate Members by 4.0% or 5% according to turnover (see page 13).

8. Admission of new Members

No applications for membership have been received.

9. Appointment of Accountants

The Board of Directors recommend that Ogilvie & Company Limited, Chartered Accountants, Edinburgh be re-appointed.

10. Close of meeting

**MINUTES OF THE 6th ANNUAL GENERAL MEETING OF
UK WOODLAND ASSURANCE STANDARD (UKWAS)
CLA, 16 BELGRAVE SQUARE, LONDON
ON 24th NOVEMBER 2009**

Officers:

Peter Wilson - Executive Chairman
Fiona Angier - Company Secretary

Richard Howe - Director
Chris Inglis - Director
Gordon Pfetscher - Director

Member representatives present:

ConFor – Chris Inglis
FC – Richard Howe
ICF – Simon Hart*
PEFC UK – Willie Walker
UK Countryside Agencies – Emma Goldberg
Woodland Trust – Gordon Pfetscher

CLA – Chair*
FSC UK – Charles Thwaites
National Trust – Chair*
RSPB - Michael Wood
UKFPA – Chair*

*Appointed proxy holder

In attendance:

Sandy Greig – Sandwood Enterprise
Douglas Orr – SGS Forestry
Richard Siddons – Forestry Commission

Gary MacInnes – ICF
Simon Pryor – Forestry Commission

Apologies:

Hugh Clayden (FC)
Ray Hawes (National Trust)
Stuart Morwood (NIFS)
Andy Shirley Priest (ICF)
David Sulman (UKFPA)

Jeff Dymond (Unite)
Alastair Kerr (WPIF)
Beatrix Richards (WWF-UK)
Nicol Sinclair (FC)
Mark Thomasin Foster (CLA)

The Chairman welcomed all those present to the sixth Annual General Meeting of the Company.

1. Notice convening the meeting

The Notice convening the meeting was taken as read.

2. Apologies

Apologies were noted as above and the meeting was confirmed as quorate.

3. Minute of the Annual General Meeting held on 26th November 2008

The Minute was approved as a correct record and was signed by the Chairman.

There were no matters arising.

4. Chairman's Report

The Chairman referred to his written report and highlighted a number of points, noting that it was now ten years since the publication of the first edition of the UKWAS standard and a year since the launch of the amended version of the second edition taking greater account of the needs of smaller owners. He said that the last year had again been one of progress.

He noted that as a consequence of the Small Woods Review important developments to support smaller owners were still being taken forward. Notably, at the request of the Steering Group, FSC UK is consulting on a proposal that FSC classify the UK as 'low risk' for the purposes of its Controlled Wood system which would allow non-certified wood from low risk sources to enter an FSC certified supply chain. PEFC UK has advised that all is in place for the equivalent PEFC system to allow non-certified wood from non-controversial sources to enter a PEFC certified supply chain.

In addition the Forestry Commission and Forest Service have undertaken, once the UKWAS has been revised, to discuss better alignment of their management planning process with UKWAS and certification process requirements.

He reported that the current focus for UKWAS is the ongoing five-year revision process to develop a third edition of the UKWAS standard by November 2011. He noted that the initial stakeholder consultation had been completed to schedule and an issues paper is in preparation.

Looking ahead, he noted the importance of the likely availability of dual forest management certification in the near future and that this would maintain the UK's pioneering reputation. He added that interest in the independent UKWAS model remains strong with a recent visit from a high level Chinese delegation.

He concluded with thanks to all company members for their continued financial support and particularly the additional support given by ConFor, Forestry Commission, FSC UK and PEFC UK.

5. To receive the Financial Statements and Accountants' Report for the period ending 31st December 2008

The Company Secretary reported on the financial statements for the period ending 31st December 2008 and noted that Messrs Scott-Moncrieff Chartered Accountants had prepared the report. The reports had been scrutinised and approved by the Directors and a copy of the statements and report had been lodged with Companies House.

She noted that while there was a deficit on the year of £4,266, this was in line with the Company's 3-year budget. She noted that the balance sheet remains healthy.

6. Election of Chair

The Company Secretary noted that in accordance with Article 63 the Steering Group had nominated Peter Wilson for re-election as Chairman of the company, to serve until the next AGM.

Peter Wilson was re-elected unanimously.

7. Admission of new members

There were no applications for membership to be considered.

8. Appointment of Accountants

The Company Secretary advised that in order to ensure that best value is being obtained the Directors had reviewed the current arrangements and recommended the appointment of Ogilvie & Co Chartered Accountants, Edinburgh as the Company's new accountants.

This was agreed unanimously.

9. Close of meeting

The meeting closed at 2.15pm.

Agenda Item 7

Resolution to amend Member Subscription Rates

In accordance with Article 7 the Board of Directors, having consulted with the Steering Group, has considered the matter of subscription rates within the context of the overall continuing financial needs of the Company over the coming years.

Ordinary Member subscription rates have been raised only once, in 2009, since the establishment of the Company and Associate Member rates have remained unchanged since the category was opened in 2007.

The Directors consider it necessary for the value of subscription rates to be maintained in real terms. The Directors are therefore recommending a rise in subscription rates with effect from January 1st 2011 of 3.6% for Ordinary Members and of 4.0% and 5% (to allow for rounding to the nearest £5) for Associate Members; these figures are broadly in line with current CPI and RPI inflation rates of 3.1% and 4.7% for August 2010.

The current and the proposed new rates for Ordinary Members are as follows:

Level 1 (*Organisations with an income of £200,000 or more, or who have a significant interest in forest certification*)

Current rate: £550 Proposed rate: £570 (+3.6%)

Level 2 (*Organisations with an income of less than £200,000, or who have no significant interest in forest certification*)

Current rate: £275 Proposed rate: £285 (+3.6%)

Level 3 (*Organisations with an income of less than £200,000 and who have no significant interest in forest certification*)

Current rate: £27.50 Proposed rate: £28.50 (+3.6%).

The current and the proposed new rates for Associate Members are as follows:

Level 1 (*Commercial enterprises with a turnover of £200,000 or more*)

Current rate: £250 Proposed rate: £260 (+4.0%)

Level 2 (*Commercial enterprises with a turnover of less than £200,000, societies and woodland initiatives*)

Current rate: £100 Proposed rate: £105 (+5.0%).

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REGISTERED NUMBER: SC199337

**Report of the Directors and
Unaudited Financial Statements for the
Year Ended 31 December 2009
for
United Kingdom Woodland
Assurance Standard (UKWAS)**

**Contents of the Financial Statements
for the Year Ended 31 December 2009**

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**United Kingdom Woodland
Assurance Standard (UKWAS)**

**Company Information
for the Year Ended 31 December 2009**

DIRECTORS: P H Wilson
C J Inglis
R Howe
G Pfetscher

SECRETARY: Mrs F M Angier

REGISTERED OFFICE: 59 George Street
Edinburgh
EH1 3PX

REGISTERED NUMBER: SC199337

ACCOUNTANTS: Ogilvie & Company
25 Rutland Square
Edinburgh
EH1 2BW

**United Kingdom Woodland
Assurance Standard (UKWAS) (Registered number: SC199337)**

**Report of the Directors
for the Year Ended 31 December 2009**

The directors present their report with the financial statements of the company for the year ended 31 December 2009.

PRINCIPAL ACTIVITY

The company acts as manager and trustee of the United Kingdom Woodland Assurance Standard organising meetings of the company and steering group and the interpretation & revision of the company's standard for sustainable forestry management.

DIRECTORS

The directors shown below have held office during the whole of the period from 1 January 2009 to the date of this report.

P H Wilson
C J Inglis
R Howe
G Pfetscher

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

ON BEHALF OF THE BOARD:

Mrs F M Angier - Secretary

17 September 2010

**United Kingdom Woodland
Assurance Standard (UKWAS) (Registered number: SC199337)**

**Profit and Loss Account
for the Year Ended 31 December 2009**

	Notes	2009 £	2008 £
TURNOVER		8,025	7,600
Administrative expenses		<u>36,189</u>	<u>52,876</u>
		(28,164)	(45,276)
Other operating income		<u>45,000</u>	<u>40,500</u>
OPERATING PROFIT/(LOSS)	2	16,836	(4,776)
Interest receivable and similar income		<u>18</u>	<u>644</u>
PROFIT/(LOSS) ON ORDINARY ACTIVITIES BEFORE TAXATION		16,854	(4,132)
Tax on profit/(loss) on ordinary activities	3	<u>4</u>	<u>134</u>
PROFIT/(LOSS) FOR THE FINANCIAL YEAR AFTER TAXATION		<u>16,850</u>	<u>(4,266)</u>

The notes form part of these financial statements

**United Kingdom Woodland
Assurance Standard (UKWAS) (Registered number: SC199337)**

**Balance Sheet
31 December 2009**

	Notes	2009 £	2008 £
CURRENT ASSETS			
Debtors	4	173	173
Cash at bank		<u>30,706</u>	<u>16,123</u>
		30,879	16,296
CREDITORS			
Amounts falling due within one year	5	<u>885</u>	<u>3,152</u>
NET CURRENT ASSETS		<u>29,994</u>	<u>13,144</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>29,994</u>	<u>13,144</u>
 RESERVES			
Profit and loss account	6	<u>29,994</u>	<u>13,144</u>
		<u>29,994</u>	<u>13,144</u>

The company is entitled to exemption from audit under Section 477 of the Companies Act 2006 for the year ended 31 December 2009.

The members have not required the company to obtain an audit of its financial statements for the year ended 31 December 2009 in accordance with Section 476 of the Companies Act 2006.

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which 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 company as at the end of each financial year and of its profit or loss 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 company.

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

The financial statements were approved by the Board of Directors on 17 September 2010 and were signed on its behalf by:

C J Inglis - Director

The notes form part of these financial statements

**Notes to the Financial Statements
for the Year Ended 31 December 2009**

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).

Turnover

Turnover represents net invoiced sales of services, excluding value added tax.

2. OPERATING PROFIT/(LOSS)

The operating profit (2008 - operating loss) is stated after charging:

	2009	2008
	£	£
Directors' remuneration and other benefits etc	<u>25,093</u>	<u>23,458</u>

3. TAXATION

Analysis of the tax charge

The tax charge on the profit on ordinary activities for the year was as follows:

	2009	2008
	£	£
Current tax:		
UK corporation tax	<u>4</u>	<u>134</u>
Tax on profit/(loss) on ordinary activities	<u>4</u>	<u>134</u>

4. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Other debtors	<u>173</u>	<u>173</u>

5. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	2009	2008
	£	£
Trade creditors	-	1,983
Taxation and social security	4	134
Other creditors	<u>881</u>	<u>1,035</u>
	<u>885</u>	<u>3,152</u>

**Notes to the Financial Statements - continued
for the Year Ended 31 December 2009**

6. RESERVES

	Profit and loss account £
At 1 January 2009	13,144
Profit for the year	<u>16,850</u>
At 31 December 2009	<u><u>29,994</u></u>

7. ULTIMATE CONTROLLING PARTY

The company is controlled by the members.

8. COMPANY STATUS

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.

**Chartered Accountants' Report to the Board of Directors
on the Unaudited Financial Statements of
United Kingdom Woodland
Assurance Standard (UKWAS) (Registered number: SC199337)**

In accordance with our terms of engagement and in order to assist you to fulfil your duties under the Companies Act 2006, we have compiled the financial statements of the company for the year ended 31 December 2009 which comprise the Profit and Loss Account, the Balance Sheet and the related notes from the accounting records and information and explanations you have given to us.

This report is made to the company's Board of Directors, as a body, in accordance with the terms of our engagement. Our work has been undertaken so that we might compile the financial statements that we have been engaged to compile, report to the company's Board of Directors that we have done so, and state those matters that we have agreed to state to them in this report 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 Board of Directors, as a body, for our work or for this report.

We have carried out this engagement in accordance with technical guidance issued by the Institute of Chartered Accountants in England & Wales and have complied with the ethical guidance laid down by the Institute relating to members undertaking the compilation of financial statements.

You have acknowledged on the Balance Sheet as at 31 December 2009 your duty to ensure that the company has kept proper accounting records and to prepare financial statements that give a true and fair view under the Companies Act 2006. You consider that the company is exempt from the statutory requirement for an audit for the year.

We have not been instructed to carry out an audit of the financial statements. For this reason, we have not verified the accuracy or completeness of the accounting records or information and explanations you have given to us and we do not, therefore, express any opinion on the financial statements.

Ogilvie & Company
25 Rutland Square
Edinburgh
EH1 2BW

30 September 2010

**United Kingdom Woodland
Assurance Standard (UKWAS) (Registered number: SC199337)**

**Profit and Loss Account
for the Year Ended 31 December 2009**

	2009		2008	
	£	£	£	£
Members subscriptions		8,025		7,600
Other income				
Additional annual member contributions				
ConFor	550		-	
FC	24,450		34,500	
FSC UK	550		-	
PEFC UK	9,450		-	
Additional project specific contributions				
FC	10,000		6,000	
Interest receivable	18		642	
Non-trading interest receivable	-		2	
	<u>-</u>	<u>45,018</u>	<u>2</u>	<u>41,144</u>
		53,043		48,744
Expenditure				
Directors' fees	25,093		23,458	
Design and marketing	379		2,315	
Subscriptions	-		205	
Sundry expenses	15		14	
Administrative services	9,153		10,088	
Meeting costs	584		637	
Accountancy	587		1,035	
Consultancy fees	-		15,040	
Professional fees	294		-	
	<u>294</u>	<u>36,105</u>	<u>-</u>	<u>52,792</u>
		16,938		(4,048)
Finance costs				
Bank charges		<u>84</u>		<u>84</u>
NET PROFIT/(LOSS)		<u>16,854</u>		<u>(4,132)</u>

This page does not form part of the statutory financial statements