



# Leicestershire and Rutland LPC Annual Report 2015-16



## Welcome Message from the Chief Officer

Dear Contractors,

Since my appointment in this role Leicestershire and Rutland LPC have undergone significant changes in terms of membership, structures and ways of working and ensured a systematic and robust implementation of our business plan and have made significant progress over the last year with respect to service development, stakeholder engagement, finance/governance and contracts.

We have some new committee members who I would like to welcome to the LPC and also take the opportunity to thank to all my LPC members for their contribution and support to all the workstreams that we have implemented and delivered this year.

Since the announcement of funding cuts on December 17<sup>th</sup> by the Department of Health, this time has proved challenging and uncertain with many questions being raised about the viability and rationale of the proposed future of Community Pharmacy. The PSNC guided LPC's to engage locally with the unified approach to the funding cuts campaign and also to engage with MP's to ensure we support CP to the best of our ability. We have worked hard to raise awareness with local bodies, representatives of key organisations and MP's. I am pleased to say we have secured support from both Jonathan Ashworth and Keith Vaz thanks to the efforts of local contractors in writing letters and the LPC working in tandem to raise the profile of CP. We have had coverage in local media such as BBC radio and the local newspapers which has involved both local contractors and the LPC. The response from local contractors and teams has been recognized nationally and the LPC has worked hard to raise awareness of the campaign and the teams have done some excellent work raising awareness and engaging patients which has resulted in 1million signatures being collected nationally. The LPC have commented on proposals and written to the Health minister to raise concerns based on the feedback received from contractors in collaboration with 5 LPC's across central midlands to which we have received a response.

This is no doubt a challenging time but we hope that the work undertaken by LPC's , Contractors and national bodies with a unified approach will result in re-consideration of the proposed cuts and supporting proposals to ensure Community Pharmacy can develop to support the NHS five year forward view. It is vital we remain sustainable but be supported to develop our role to support clinical outcomes for patients. Most importantly we must be recognized and rewarded for the vital role we perform in the heart of our local communities, the value we add to the NHS and patients and finally the pressure we reduce on urgent care and GP's.

In terms of key achievements; We have continued commissioning of ERMS and Minor ailments in West CCG and also had the opportunity to deliver Emergency Repeat Supply Scheme in both Leicester City and East CCG. The Leicestershire Partnership collaborative project with Fluenz Mop up pilot has also been very successful and there is the possibility of further extension and addition of other services. We have recently commissioned domiciliary MUR's and

Pharmoutcomes through NHSE and the LPN chair Avril Mcdermott to whom we extend our thanks. In addition, we have also acquired funding for HLP accreditation in the City through Health Education England which demonstrates that stakeholder engagement has resulted in a recognition of the value of Community Pharmacy with strategic bodies. I would like to thank the services committee members for their support in delivering this.

I would also like to thank the contractors and their teams for their engagement and responsiveness to LPC requests and information as the successful delivery of any initiative is ultimately dependent on uptake and you who we represent. I hope you will continue to engage with these opportunities at this critical time as our delivery will determine our ability to gain further support and funding for commissioned services. The direction of the NHS is likely to be driven by local decision making and therefore our continued engagement with these structures and services is a vital lifeline for our future sustainability.

The communications team have been working on improving contractor engagement through the newsletter, regular and timely communications and keeping track of real time issues so we can support you to resolve problems and feedback to relevant local bodies when issues arise. The website and twitter feeds are now up-to-date and have helped our LPC to promote awareness of events and share our great work as LPC and contractors with the wider Community Pharmacy community. Our engagement with the funding cuts survey led to 250+ responses nationally that gained interest from the PJ and other publications and was published earlier this year. The GpHC event had over 100 attendees and the recent dermatology event was also very well attended. The LPC satisfaction survey helped us to understand your perceptions and needs which was useful in developing work-streams that were both important to you and the wider agenda. We also have plans to work with Leicester Diabetes Centre to set up evening accredited training to support upskilling in preparation for the future pharmacist roles.

The finance and Governance committee have supported the organization to become more aligned to ways of working and the constitution and development of robust policies and particularly ensured greater transparency and adherence to these regulations whilst ensuring responsiveness and flexibility. The team have worked hard to ensure that our financial investment deliver the best value for contractors and also reviewed costs/expenses to reduce expenditure where possible. We now have bimonthly meetings and also changed our venue to gain better value for money.

The contracts committee have also responded to all requests in a timely manner and all matters relating to contract regulations are up to date. The processes and timelines and terms of reference have also been reviewed this year.

Stakeholder engagement has been vital to the successful outcomes we have achieved. This has been implemented through building better relations with local CCG's NHSE, medicines management, LMC, PH and contracts teams such as stop smoking and substance misuse ensuring that we are kept informed about key changes and have the opportunity to consult and share information and training opportunities that are useful and valuable to development of your skills and expertise. The engagement has also brought many opportunities for training and

accreditation programmes such as PH training, Inhaler technique training for west CCG, initiatives to promote pharmacy and other opportunities.

With the NHS five year forward view plan and the NHS facing a 22 billion deficit, Pharmacy has an opportunity to extend it's role and leverage existing skills and competencies further to support GP workload and also to work across Multidisciplinary teams.

**In order for LLR to capitalize on this opportunity, it is vital that all members of our profession act with a unified and collaborative purpose to ensure we support each other and also gain credibility and recognition for delivery of services within the region. The improvement and quality of NMS and MUR delivery is a key factor to enable you to gain more services income in an economically challenging environment and also to allow us to commission more services. The average MUR numbers across LLR is 200 and therefore we have potential income of 1.27 million of untapped income and this excludes NMS. I urge you all to capitalize on existing services to allow us to represent you with a stronger voice. Building strong working relationships locally with your GP's will also support the likelihood of future services being commissioned and also developing NMS/MUR referrals from primary and secondary care.**

Thanks for reading and thank you for your support and engagement this year. I hope we will be able to continue delivering more value to our local teams, develop the role of CP in the local NHS and ensure we are recognized and integrated into the local healthcare economy as a key and valued healthcare professional.

*Luvjit Kandula*

Chief Officer Leicestershire and Rutland LPC

## Chair's Report

Dear Contractors,

It has been an incredible 12 months since the last AGM. We have had some great successes as a profession both nationally and locally and at the same time we have faced some of our toughest challenges.

At last year's AGM I mentioned the membership and leadership had undergone a lot of changes from the previous years. I feel very proud and privileged to have served as your Chair over the last 12 months. Behind the scenes we have worked tirelessly to form new relationships and build on established relationships with Commissioners and key stakeholders. This has resulted in commissioning of more services and pilots than we have ever seen before.

Minor Ailments and Emergency Repeat Medicine Service was extended in West Leicestershire. We also saw the Emergency Repeat Medicine Service being launched in East Leicester and Leicester City for weekends and Bank Holidays. Commissioning of the Flu Vaccination service nationally was great news for community pharmacy and our patients. However, the delayed launch of it brought with it its own set of challenges. I am very pleased to say that our engagement with provision of this service was fantastic despite the challenges. Last autumn we were presented with a unique opportunity to work with Leicestershire Partnership Trust and pilot a service that hasn't really been trialled elsewhere – Fluenz pilot. We had a very tight turnaround time to work with LPT to agree a protocol and Service Level Agreement but we could not let this unique opportunity pass by. It was a chance to showcase the unique skill set and access that community pharmacy possesses to Commissioners and patients. I would like to thank each and every one of you that was involved in delivering this service as it proved that community pharmacy is an untapped resource and has a lot more to offer. The pilot is being evaluated at the moment and we will share the evaluation with you as soon as it is available.

Just before Christmas we heard about the funding cuts threat to community pharmacy. We did not allow ourselves to get disheartened and just accept it. As your LPC we got behind a co-ordinated campaign to raise the profile of community pharmacy. We asked you to share with us your everyday stories of going above and beyond the call of duty for your patients. We asked you to support our campaign by signing the petition and getting your patients, colleagues, family members, anyone and everyone who uses community pharmacy to sign the petitions. Nationally, for the first time ever all the representative bodies of community pharmacy came together to present a united voice about the funding cuts and the future threat to community pharmacy. Hence in March it was announced that the consultation process will be extended by another 2 months.

We have been using your stories to lobby MPs and it was raised at question time at the House of Parliament. Please keep sending your stories in as we continue in our campaign.

We did not let this threat dishearten us. Instead for the committee it was business as usual, more than ever before. This has led to the rollout of the domiciliary MUR pilot across LLR,

securing a joint bid with LMC for HLP accreditation training for community pharmacy in the County.

As your Chair I want to reassure you that whilst we still face uncertainties about what the future looks like, I and the rest of the Committee are working tirelessly to raise the unique profile of community pharmacy and your concerns.

Over the last year we have organised several training events and introduced a regular newsletter. Please keep the two way communication channel open between yourselves and us. Contact details for me and all your Committee members are on our website. Please make sure you engage with us whether it is via the telephone, email, twitter, or facebook.

Thanks for reading,

*Sejal Gohil*

Chair, Leicestershire and Rutland LPC

## 1.1 Introduction

1.2 Leicestershire and Rutland Local Pharmaceutical Committee represent 227 Community Pharmacies across Leicestershire and Rutland. **A copy of our current LPC constitution can be found here: [LPC Constitution Leicestershire and Rutland LPC](#)**

Leicestershire and Rutland LPC will innovate, inspire and support Community Pharmacy teams. As the representative body of Community Pharmacy, we reinforce the importance and value provided by our profession. We represent contractors in local and national consultations to NHS England, Health and Wellbeing Boards and PSNC; We support, provide resources and guidance to our pharmacy contractors; support local enhanced and commissioned services promoting our local pharmacies enabling us to deliver quality healthcare and improved outcomes to our patients.

The committee is made up of 13 members; 8 independent contractors and 5 nominated by the Company Chemists Association.

The committee also employs 2 members of staff, the Chief Officer and the administrator who are based at Leicestershire and Rutland LPC Office, 54 Brandon Street, Leicester LE4 6AW

## 1.2 Mission Values and Goals



### 1.2.1. Vision

Advancing Community Pharmacy through Innovation, representation and Leadership.

### 1.2.2. Mission

Engage, empower and inspire patients, contracts and commissioners and integrate Community Pharmacy into the wider healthcare team.

### 1.2.3. Values

The LPC values are based on the Nolan Principles of conduct Underpinning Public Life.

#### **Selflessness**

Holders of public office should take decisions solely in terms of the public interest. They should not do so in order to gain financial or other materials benefits for themselves, their family, or other friends.

#### **Integrity**

Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might influence them in the performance of their official duties.

#### **Objectivity**

In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

#### **Accountability**

Holders of public office are accountable for their decisions and actions to the public and must submit to whatever scrutiny is appropriate to their office.

#### **Openness**

Holders of public office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands.

#### **Honesty**

Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

#### **Leadership**

Holders of public office should promote and support these principles by leadership and example.

## Goals

### **Operational Efficiency – to improve responsiveness and effectiveness of the Committee**

- Governance
- Organisational Development and Efficiency
- Ways of Working
- Contracts, Regulatory and administrative

### **Service Development and Implementation – to improve uptake, quality and identify new services for commissioning**

- Improved Quality and Delivery of Advanced Services
- Improved Quality and Delivery of existing Enhanced Services
- Scoping and Development and Implementation of new commissioned services
- Training & Education plan – L & D Strategy

### **Stakeholder Engagement – to ensure integration of community pharmacy into the local NHS – building effective cross collaborative working partnerships with Key stakeholders**

- CCG engagement across LLR
- PH Engagement City and County
- NHSE engagement
- Health and Social Care (HWB and Better Care Fund)
- Other Health Care providers ( Substance Misuse, Sexual Health)
- Patients and Public
- Health and Social Care integration ( Better Care Together)
- HCP's ( such as GP locality leads, Federations and the LMC, dentists and optometry)

### **Empower and Inspire Contractors – to share information , updates and best practice to provide opportunities to raise the profile of the community pharmacy in LLR and ensure contractors views are taken into consideration**

- Communication Engagement and Liaison Strategy
- Represent and support contractors – newsletter, emails and website
- Raise profile of Community Pharmacy in local and national context
- Events – informal curry night for contractors and use of data collection tools
- Development of Education Events
  - ~ Share Best Practice
  - ~ Local Meetings
  - ~ Stakeholder engagement

## **Business Plan 2015-16 and LPC Accountabilities**

Work Strand	Activity	Objective/ Target / Desired Outcome including initial target end date	Activity Lead(s)
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Refer to the next page for Committee Members names and contact details.

Achieve Operational Efficiency	Organisational Development and Efficiency	Develop Strategy, Goals and Operating Plan to ensure effective organisation and ensure clear alignment to drive LPC agenda	CO and LPC
	Ways of Working	Ensure clear procedures , protocols and accountabilities to ensure effectiveness of the committee to develop maximum value to contractors	CO and LPC
	Corporate governance, Policy and regulations	Ensure compliance to the LPC constitution corporate governance in policy, procedures, ways of working agreement and Contract responses	CO and Governance Subcommittee (RV, LK,AT,SK) CO and Contracts Subcommittee (JL,PM,SH)
	Review appraisal process 1 - employees (review ) 2 - LPC - SG & LK) 3. Chair and Treasurer	1 - Ensure employees are effective in the work and get feedback on their performance 2 - Ensure members are effective in their representation of contractors interests	1. Employees : Review Subcommittee (JL, CS, SH) 2. LPC Members - Chair and CO 3. LPC Member feedback

Building Collaborative Working Relationships	NHSE	Maintain relationships with key stakeholders	CO and LPC
	CCGs	Ensure LPC is represented to influence the local NHS Agenda and integrate community pharmacy and commission new services for : West Leicestershire CCG, East Leicestershire CCG and Leicester City CCG	CO/Chair/Vice Chair
	LMC GP, Locality Leads and GP Federation LDC LOC	Ensure the LPC is informed and represented with local medical, dental and optical stakeholders to build cross collaborative working relationships.	CO/Chair /Vice Chair/SK
	<b>Local Authorities</b> 1 - County HWB 2 - City HWB	Ensure the LPC is informed and represented with local authorities and HWBs	CO/Chair
	Local Professional Network (LPN)	Ensure LPC is a stakeholder in the LPN and influences direction and agenda of the group	CO/SK/NL (LPN Representative)
	Other Healthcare providers	Ensure the LPC is informed and represented with other healthcare providers such as sexual health and Substance Misuse	CO/Chair/SK/
	Pharma Industry	To gain funding and support for new services and education funding for contractors	CO/Chair
	MPs and Councillors	Ensure the LPC is politically aware and influencing local politicians	CO/Chair

	Media	Demonstrate the value of the profession to the public to organise one annual event to promote pharmacy	Comms and PR committee (AV, AD,MI)
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Service Development and Implementation	Improved Quality and Delivery of Advanced Services	Improve clinical competency and quality of NMS and MUR delivery	CO/Chair and Services Development Committee (SK,NL,MI,SG,LK)
	Improved Quality and Delivery of Existing Enhanced Services	Ensure contractors are protected from adverse actions by CCGs, GPs and other Support contractors in defending new contract applications	CO/Chair and Services Development Committee
	Scoping , Development and Implementation of new commissioned Services	develop and pursue new opportunities as they arise for lpc agreement and develop existing agreed LPC services	CO/Chair and Services Development Committee
	Training and Education to support upskilling of Contractors to deliver quality clinical services and Improve uptake	Enable delivery of services by contractors Protect existing services for contractors and therefore protect contractors bottom line	CO/Chair and Services Development Committee

Empower and Inspire Contractors	Events to add value to contractors and improve engagement	Events to be held informal/ formal every quarter	Comms and PR Committee (AV,LK, AD.MI)
	Communications and Media to raise profile and ensure two way communication	Ongoing email website and newsletters to keep contractors informed and share success and best practice across LLR	Comms and PR Committee
	Service development	Identify new opportunities for service income for contractors Support developments that increase contractors bottom line both commissioned and private	CO/LPC members

## Committee Members

**Leicestershire and Rutland LPC members possess extensive experience as a collective in different fields bringing a unique contribution of skillset and expertise to progress LPC workstreams and achieve positive outcomes for our contractors.**

Member Name	Position	Contact Details
Luvjit Kandula	Chief Officer	Chief.officer@leics-lpc.co.uk
Sejal Gohil	Chair - CCA	sejal.gohil@cppe.ac.uk
Adam Thomas	Treasurer – AimP	a.thomas@morningside.co.uk
Satyan Kotecha	Vice Chair	satyan@pharmacymail.co.uk
Sue Hind	Independent	sue@suehind.com
Altaf Vaiya	Independent	altafvaiya@Hotmail.com
Ami damani	CCA	amidamani@Hotmail.co.uk
Neena Lakhani	Independent	neena@leics-lpc.co.uk
Jane Lumb	Independent	janelumb@masonschemechemists.co.uk
Raj Vaitha	Independent	medicinechemist@hotmail.co.uk
Mohammed Ibrahim	Independent	mibrahim@rxadvisor.co.uk
Chris Stredder	CCA	c.stredder@boots.co.uk
Liane Hannah	CCA	Liane.Hannah@boots.co.uk
Rafica Ahmed	CCA	Rafica.x.ahmed@boots.co.uk

## Subcommittee Membership

The Vision and Strategy day has led to the collective LPC setting up subcommittee structures to undertake key workstreams, actions and provide strategic input to the goals we have agreed.

The committee has been structured into subcommittees to support, direct, and implement the LPC strategy and provide a mechanism in which the committee can ensure full participation and engagement into key workstreams.

The subcommittee functions and members are listed below. There are Terms of Reference each subcommittee group.

The subcommittees will work closely with the Chief Officer to ensure oversight to provide input and take agreed actions to support agreed workstreams.

The subcommittee is responsible and accountable for providing a monthly update and report to the LPC committee to report progress and actions taken.

Subcommittee Group	Members
Executive Committee	CO (Luvjit Kandula), Chair (Sejal Gohil ), Vice Chair (Satyan Lotecha) , Treasurer (Adam Thomas)
Contracts Committee	CO (LK), Jane Lumb, Rafica Ahmed , Sue Hind
Governance and Finance Committee	CO (LK ) Vice Chair (Satyan Kotecha ) Raj Vaitha, Treasurer (Adam Thomas)
Services Development and Implementation	CO (LK), Chair (SG) Neena Lakhani, Mohammed Ibrahim, Satyan Kotecha,
PR and Communications Committee	CO(LK), Altaf Vaiya (AV),Ami Damani (AD) , Mohammed Ibrahim (MI)
Review Committee	Chris Stredder (CS) , Jane Lumb (JL) Sue Hind (SH)

## Website and Communications

The website for the LPC can be found at

<http://psnc.org.uk/leicestershire-and-rutland-lpc/>

The newsletter, service updates and supporting information including PH, CCG services information, useful resources and google calendar of events and newsletters are now available for your use.

Our primary communications will be to provide email notification and your responses and feedback to any requests would be greatly appreciated to allow us to gather information and organize events on your behalf. The responsiveness of our contractors will subsequently define how well we can negotiate on your behalf for new services and opportunities.

Please send us any feedback and information about the great work you are doing so we can share best practice and feature you (if you wish) in our newsletter.

During the last 3 months ; The website will be updated with key information about services, FAQ's, national and local news.

Key Features include

1. Updated Google calendar of events including CPPE events :  
<http://psnc.org.uk/leicestershire-and-rutland-lpc/calendar-of-events-2/>
2. Newsletter :  
<http://psnc.org.uk/leicestershire-and-rutland-lpc/newsletters-2015/>
3. Follow us on twitter ! for national news and local updates  
<https://twitter.com/?lang=en-gb>
4. Public Health Campaigns 2015-16  
<http://psnc.org.uk/leicestershire-and-rutland-lpc/public-health-campaigns-2015-2016/>

**Please do look out for communications and emails**

5. Other Pharmacy Resources

<http://psnc.org.uk/leicestershire-and-rutland-lpc/community-pharmacy-practice-resources/>

6. Future of Community Pharmacy Resources

<http://psnc.org.uk/leicestershire-and-rutland-lpc/future-role-of-community-pharmacy/>

7. Services LLR ( see services tab on home page)

<http://psnc.org.uk/leicestershire-and-rutland-lpc/>

## Treasurers Report

### Treasurer's report Leicestershire and Rutland LPC 2015/2016. Treasurer - Adam Thomas

#### Accompanying Notes to the audited accounts 2015/2016

***Members of the committee are required to attend the LPC meetings regularly as well as attend meetings on behalf of the LPC and contractors. Operating under Nolan Principles, the LPC consider that members carrying out duties on behalf of pharmacy contractors should not be out of pocket. The LPC operates within a robust Accountability and Governance Framework that is regularly monitored. All members abide by our expenses policy which is routinely reviewed and updated by the LPCs finance and governance committee.***

The total LPC administrative and contractor support costs for the year under review totalled £151,395 – a decrease of £27,454 over the previous financial year.

The decrease was largely due to expensive recruitment costs the previous year and a drive by the committee to better rationalise the spending and allocation of funds.

£2,475.35 was allocated to Travel expenses allowing key members of the LPC to attend vital meetings in the aim of both supporting contractors and building a stronger network with other allied health professionals and commissioning bodies. With a full time Chief officer in post this has led to an increased representation of the LPC at high level meetings throughout the year and also reduced locum backfill where in the past other committee members may have been asked to attend.

Levies paid by the LPC to the PSNC totalled £59,864 - this is an anticipated and budgeted expenditure beyond the control of the LPC.

Income derived from levies paid by contractors to the LPC was £180,000. With an additional £9,525 donated by Pfizer withheld in a separate bank account for the specific training of contractors to be allocated over the next financial year.

The cost of running the Leicestershire and Rutland LPC was £91,531. It excludes the cost of the levy paid to PSNC (£59,864). The balance in the bank as at 31 March 2015 was £124,111 and the opening balance for the year going forward on 01 April 2016 is £138,823.

The LPC has adopted new ways of working over the last 12 months and is in a healthy financial position as a result. The PSNC recommendation of keeping 50% of their levies as a buffer is always adhered to.

The accounts have been reconciled by myself as Treasurer and as per our governance are also audited by an independent accountant.

My thanks go to the newly appointed Chief Officer, Officers and committee members for their ongoing support and governance of the finances of the LPC. I am always happy to answer any financial queries from contractors at any time and a full set of accounts can be viewed on request.

**Adam Thomas**

**LPC Treasurer**

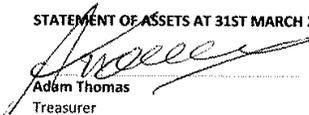
Accounts 2016

## LEICESTERSHIRE &amp; RUTLAND LOCAL PHARMACEUTICAL COMMITTEE

## RECEIPTS AND PAYMENTS ACCOUNT

## FOR THE YEAR ENDED 31ST MARCH 2016

	Notes	2016		2015	
		£	£	£	£
<b>RECEIPTS</b>					
Statutory Levy		180,000		180,000	
Bank interest (net)		5		57	
Other income		2,100		2,404	
			182,105		182,461
<b>PAYMENTS</b>					
Pharmaceutical & Secretarial Expenses		9,285		37,978	
Locum Expenses		34,996		22,390	
Rent – 54 Brandon Street		3,900		-	
LPC Expenses		-		3,619	
PSNC Levy		30,237		88,600	
Venue Expenses		4,147		8,973	
Training Expenses		-		815	
Travel Expenses		2,475		1,518	
Chief Executive & Other Staff Wages & NIC		62,407		8,634	
Advertising & Stationary Expenses		461		2,687	
IT & Computer Costs		494		828	
Mobile Phone Costs		964		218	
Accountancy Services		-		480	
Bookkeeping & Payroll fees		964		120	
Legal & Professional Fees		-		729	
Miscellaneous Costs		588		1,210	
Bank Charges		-		50	
			150,916		178,849
<b>NET RECEIPTS FOR THE YEAR</b>			31,189		3,613
<b>OPENING BANK BALANCES at 1st April 2015</b>			85,904		82,291
			117,092		85,904
Adjustment for cancelled old cheque payments written back	1		44,156		-
<b>CLOSING BANK BALANCES at 31st March 2016</b>			161,248		85,904
<b>RECONCILED TO:</b>					
		£	£	£	£
Barclays Bank Current Account			151,720		76,859
Lloyds TSB Current Account (M.U.R Training)			9,528		9,525
Cash at Bank			161,248		86,384
Less: Creditors			-		-
Sharman Fielding Accountants fee			-	480	-
			-		480
<b>STATEMENT OF ASSETS AT 31ST MARCH 2016</b>			161,248		85,904



Adam Thomas

Treasurer  
28th April 2016

## NOTES TO THE ACCOUNTS

## 1 Canceled cheques adjustment write back

This relates to old cancelled cheque payments that were shown as unrepresented from previous years in 2013 and 2014. As a consequence the actual available cash at bank has also increased by the same amount as shown above.

