

ENFIELD MENCAP
(A Company Limited by Guarantee)
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

Company number: 3400850
Charity number: 1068861

ENFIELD MENCAP
REPORT AND FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31ST MARCH 2023

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FOR THE YEAR ENDED 31ST MARCH 2023

REFERENCE AND ADMINISTRATIVE DETAILS

Board of Trustees/Directors

John Watson (Chair)
Anna Pakouta
Stuart Livermore
Adrian Byrne

Company Secretary

Sarah Butterfield

Chief Executive Officer

Dean Dennis

Registered Office

Bounces Road Community Hall
1 Foxglove Close
Edmonton
N9 8LW

Independent Examiner

S. Francis-Joseph FCCA
Anthony Joseph & Co. Limited
Chartered Certified Accountants
Stevenage, Herts. SG1 2DX

Bankers

HSBC

PO Box 131, 1 The Town Enfield EN2 6LD

ENFIELD MENCAP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

STRUCTURE, GOVERNANCE AND MANAGEMENT

Incorporation

The charity is a charitable company limited by guarantee and was incorporated on 9th July 1997. It is governed by a Memorandum and Articles of Association which were last amended in February 2005.

Its objects are to carry out activities to improve the lives of people with a learning disability, their families and carers in the London Borough of Enfield and adjacent boroughs and counties.

Board of Trustees

The charity is governed by a Board of Trustees elected from the membership. The Board has the power to co-opt non-executive members during the year whose appointment is then subject to the approval of the membership at the next annual general meeting.

In recruiting new trustees and members of the Board, existing trustees and management consider appropriate skillsets needed to enhance the effective governance and operation of Enfield Mencap. Trustees are provided with an induction following their appointment.

The Board of Trustees employs a Chief Executive Officer to manage the organisation on a day to day basis. The Chief Executive Officer reports directly to the Board of Trustees which meets every six to eight weeks. An Operations Manager supervises front line operations reporting to the Chief Executive Officer. Individual programmes and projects have an appointed lead with non-executive authority.

Affiliations

The charity is affiliated to the Royal Mencap Society.

RISK ASSESSMENT

The trustees have reviewed the charity's exposure to risk and in the view of its aims and mode of operation consider risks to be minimal and that no action needs to be taken at present. The exposure is reviewed periodically.

OBJECTIVES AND ACTIVITIES

The charity's objectives as stated in the governing document are:

- The relief of people with a learning disability in particular by the provision of help and support for them and their families, dependents and carers and to prevent learning disabilities for the public benefit;
- To provide or assist in the provision of facilities for the recreation or other leisure time occupation for people who have need thereof by reason of learning disability with the object of improving their conditions of life.

The charity seeks to improve the lives of people with a learning disability, their parents and carers in whatever way it can. To this end, it provides a range of day opportunities for young people and adults with a learning disability. These activities are described in more detail later in this report

The trustees continue to carry out the aims of Enfield Mencap for the public benefit within the definition of the charity's objectives and the Charity Commission guidance on Charity Trustees' public benefit activities. This is fully illustrated in the objectives clause.

ENFIELD MENCAP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

ACHIEVEMENTS AND PERFORMANCE

We continue to work on efficiencies without compromise, efficiencies whilst making improvements and to this aim we have been making progress.

Enfield Mencap are now focused on rebuilding our services post covid-19 and we are striving to return to full capacity

Enfield Mencap continues to benefit greatly from working in partnership with the Royal Mencap Society and Enfield Council.

SATURDAY RESPITE

We aim to reintroduce this service once funding has been secured.

ENFIELD MENCAP

TRUSTEES' REPORT

FOR THE YEAR ENDED 31ST MARCH 2023

STAFF TEAM

The staff team has continued to show passion, quality and commitment in its work during this year of refocus and economic challenge. The team members have been challenged to develop themselves further as well as the service itself and encouraging results are starting to show.

The Board of Trustees recognises the great effort the team members have all put in and would like to take this opportunity to express its thanks and gratitude to all of them.

SENIOR MANAGEMENT TEAM

Dean Dennis
Christine Donaldson
Sarah Butterfield
Sonay Onbinon

Chief Executive Officer
Operations and Service Manager
Finance and Administration Officer
Transitional & Family Liaison Officer and Service Manager

FINANCIAL REVIEW

The Incoming Resources for the year of £696,226 was higher than that of the previous year which was £651,197. The contributory factor was the increase in income from the Day & Evening Services and the Covid grants received from the London Borough of Enfield. This increase in the fees from the Day & Evening Services is attributable to the change to the pre pandemic operation levels. The Resources Expended for the year was £676,292 and that for the previous year was £642,116. The increase in the level of expenditure reflects the level of activity carried out in the year under review.

The net effect of this is an excess of income over expenditure for the year of £19,934. The previous year's results was a surplus of £9,081. The results for the year indicates the organisation's determination to deliver its services in the given circumstances and within the resources available. The organisation continues in its effort in monitoring its operational costs, operating within its resources and at the same time reviewing its income streams. This to ensure that the organisation meets its objectives in delivering its services.

Our reserves at the year end stands at £678,672, which is approximately a year's worth of the organisation's operational costs.

Enfield Mencap looks forward to the challenges ahead with the strong management team in place and the plans to further manage the efficiency of its resources and increase its income.

RESERVES POLICY

Restricted funds are maintained specifically for the maintenance of the provision of the service identified in the relevant funding or service level agreement. Any surplus funds will be carried forward for the continuation of that service only.

Taking into account the present economic climate which has significantly impacted on the charity's level of funding the trustees remain committed to the provision of adequate designated and unrestricted funds to ensure the continuation of provision of services

Levels of unrestricted and designated funds are regularly monitored in terms of the continuation of services and the funding received.

The trustees will take swift action to redress the situation should such need arise.

PLANS FOR THE FUTURE

Enfield Mencap is aware of the continuing challenging economic climate ahead. The organisation is still determined to deliver on its objectives and increase the number of service users who receive the service, with the available resources.

We will be looking towards supporting our members and running projects on evening and weekends

STATEMENT OF TRUSTEES' RESPONSIBILITIES

The trustees (who are also the directors for the purpose of company law) are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

Company law requires the trustees to prepare financial statements for each financial year. Under that law the trustees must prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). Under company law the trustees 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 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 these financial statements, the trustees are required to:

- a) select suitable accounting policies and then apply them consistently;
- b) observe the methods and principles in the Charities SORP;
- c) make judgments and accounting estimates that are reasonable and prudent;
- d) state whether applicable UK Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- e) prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue to operate.

The trustees are responsible for keeping adequate accounting records that are sufficient to show and explain the charitable company's transactions and disclose with reasonable accuracy at any time the financial position of the charitable 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.

The trustees confirm that they have properly discharged their responsibilities in accordance with the above.

APPROVAL

This report has been prepared in accordance with the provisions applicable to companies entitled to the small companies exemption.

This report was approved by the Board of Directors and Trustees on 22 November 2023 and signed on its behalf, by:


J. Watson (Trustee)

INDEPENDENT EXAMINER'S REPORT TO THE MEMBERS ON THE UNAUDITED ACCOUNTS OF ENFIELD MENCAP

I report to the trustees (who are also Directors for the purpose of company law) on my examination of the financial statements of Enfield Mencap ('the charitable company') for the year ended 31 March 2023 which comprise the Statement of Financial Activities, the Balance Sheet, the Statement of Cash Flows and related notes.

This report is made solely to the charity's trustees, as a body, in accordance with section 145 of the Charities Act 2011. My work has been undertaken so that I might state to the charity's trustees those matters I am required to state to them in this report and for no other purpose. To the fullest extent permitted by law, I do not accept or assume responsibility to anyone other than the charity and the charity's trustees as a body, for my work, for this report, or for the opinions I have formed.

Responsibilities and basis of report

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

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

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

Independent examiner's statement

Since the charitable company's gross income exceeded £250,000 your examiner must be a member of a body listed in section 145 of the 2011 Act. I confirm that I am qualified to undertake the examination because I am a member of ACCA, which is one of the listed bodies.

I have completed my examination. I confirm that no material matters have come to my attention in connection with the examination giving me cause to believe that in any material respect:

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

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



S. Francis - Joseph FCCA
Anthony Joseph & Co. Limited
Chartered Certified Accountants
Stevenage, Herts. SG1 2DX

Date: 22 November 2023

ENFIELD MENCAP

STATEMENT OF FINANCIAL ACTIVITIES (incorporating Income and Expenditure Account)

FOR THE YEAR ENDED 31ST MARCH 2023

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2023 £	Total Funds 2022 £
Incoming Resources					
Voluntary income - donations		250	-	250	5,220
- membership fees		50	-	50	100
- legacies			-		-
Investment income – bank interest		1,020	-	1,020	151
- income from securities		754		754	634
<i>Incoming resources from charitable activities:</i>					
Grants receivable	3	-	-	-	18,254
Fees for providing charitable activities	4	694,030	-	694,030	624,904
<i>Other incoming resources:</i>					
Rental income			-		-
Other income		122	-	122	1,934
Total incoming resources		<u>696,226</u>	<u>-</u>	<u>696,226</u>	<u>651,197</u>
Resources expended					
<i>Charitable activities</i>		676,292		676,292	642,116
Total resources expended	5	<u>676,292</u>	<u>-</u>	<u>676,292</u>	<u>642,116</u>
Net incoming/(outgoing) resources for the year before transfers/Net income for the year	6	19,934	-	19,934	9,081
Unrealised gain/(loss) on investments	9	(1,139)	-	(1,139)	(10,989)
Net incoming/(outgoing) resources for the year before transfers		<u>18,795</u>	<u>-</u>	<u>18,795</u>	<u>(1,908)</u>
Transfers between funds		-	-	-	-
Net movement in funds		<u>18,795</u>	<u>-</u>	<u>18,795</u>	<u>(1,908)</u>
Balances brought forward at 1st April 2022		<u>659,877</u>	<u>-</u>	<u>659,877</u>	<u>661,785</u>
Balances carried forward at 31 March 2023		<u>678,672</u>	<u>-</u>	<u>678,672</u>	<u>659,877</u>

The notes on pages 10 to 16 form part of these accounts.

ENFIELD MENCAP

BALANCE SHEET

AS AT 31ST MARCH 2023

	Notes	2023 £	2022 £
FIXED ASSETS			
Tangible fixed assets	8	4,019	4,479
Investments	9	21,078	22,217
		<u>25,097</u>	<u>26,696</u>
CURRENT ASSETS			
Debtors	10	90,913	88,486
Cash at bank		595,992	555,871
		<u>686,905</u>	<u>644,357</u>
CREDITORS: amounts falling due within one year	11	(33,330)	(11,176)
NET CURRENT ASSETS		<u>653,575</u>	<u>633,181</u>
TOTAL NET ASSETS		<u>£678,672</u>	<u>£659,877</u>
FUNDS AND RESERVES			
Unrestricted funds	13	678,672	659,877
		<u>£678,672</u>	<u>£659,877</u>

For the financial year in question the company was entitled to exemption under section 477 of the Companies Act 2006 relating to small companies.

No members have required the company to obtain an audit of its accounts for the year in question in accordance with section 476 of the Companies Act 2006.

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

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

The accounts were approved by the board on 22 November 2023 and signed on its behalf by:


J M Watson (Trustee)

The notes on pages 10 to 16 form part of these accounts.

ENFIELD MENCAP

CASHFLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2023

	Note	2023 £	2022 £
Net cash inflow/(outflow) from operating activities	16	38,347	15,809
Returns on investments and servicing of finance	17	1,774	785
Increase/(decrease) in cash in the period		<u>40,121</u>	<u>16,594</u>
Reconciliation of net cash flow to movement in net debt			
Increase/(decrease) in cash in the period	18	<u>40,121</u>	<u>16,594</u>
Movement in net debt in the period		40,121	16,594
Cash and Cash Equivalents at the start of the Year		<u>555,871</u>	<u>539,277</u>
Cash and Cash Equivalents at the end of the Year		<u>595,992</u>	<u>555,871</u>

The notes on pages 10-16 form part of the accounts

1. ACCOUNTING POLICIES

Basis of preparation

The financial statements have been prepared under the historical cost convention. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) (effective 1 January 2019)-(Charities SORP (FRS102)), the Financial Reporting Standard applicable to the UK and Republic of Ireland (FRS102) and Companies Act 2006.

The Charity meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transition value unless otherwise stated in the relevant accounting policy note (s).

In preparing the financial statements the trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102, the restatement of comparative items was required. After due consideration, it was concluded that no restatement of the comparatives was required.

The financial statements have been prepared on a going concern basis. In arriving at this conclusion, the trustees have taken into account any material uncertainties that may affect the charity's ability to continue as a going concern. The period covered by this assessment is at a minimum level of 12 months from the date of the approval of the accounts.

Investments

Investments are held at market value.

Tangible fixed assets

Tangible fixed assets are stated at cost and represent amounts expended on capital items exceeding £2,000.

Depreciation is calculated so as to the write off cost of tangible fixed assets over the estimated useful lives of the assets concerned as follows:

Office equipment	33% reducing balance basis
Motor vehicles	25% reducing balance basis

Income and expenditure

All income and expenditure are stated on the basis of amounts receivable and payable respectively.

Expenditure

Charitable activities comprise expenses incurred on the defined charitable purposes of the company and include direct staff costs attributable to the activity and an allocation of the general management and overhead costs.

Governance costs include costs incurred in meeting constitutional and statutory requirements.

Fund accounting

The general fund comprises those monies that may be used towards meeting the charitable objectives at the discretion of the trustees.

The designated funds are monies set aside out of general funds and designated for specific purposes by the trustees.

The restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

Taxation

The company is a registered charity and therefore is not liable for income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

Pension costs

Contributions in respect of the charitable company's defined contributions scheme are recognised in the statement of financial activities on an accruals basis.

Operating leases

Rentals applicable to operating leases where substantially all the benefits and risks of ownership remain with the lessor are reflected in the Statement of Financial Activities as incurred.

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2023

Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amounts prepaid net of any trade discounts due.

Cash at bank and in hand

Cash at bank and in hand includes cash and short term highly liquid investments in deposits or similar accounts.

Creditors and provisions

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

2. INCOME

Income represents amounts receivable from local authorities, health authorities, housing associations and other agencies. The charity also receives income from membership subscriptions, donations and other charitable activities.

3. GRANTS RECEIVABLE

	Total 2023 £	Total 2022 £
Unrestricted funds		
L.B. Enfield Covid Support Grants	-	18,254
	<u>£-</u>	<u>£18,254</u>

4. CHARITABLE ACTIVITIES FEES

Day & Evening Services – Designated Funds	£694,030	£624,904
Restricted Funds	-	-
	<u>£694,030</u>	<u>£624,904</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2023

5.							
TOTAL RESOURCES EXPENDED	Unrestricted Funds	Restricted Funds			Designated Funds		
	Support & Integration £	Gateway Clubs £	Weekend Respite £	Getting Out Project £	Day & Evening services £	2023 Total £	2022 Total £
Direct service provision	-	-	-	-	67,722	67,722	57,407
Direct staff costs	45,239	-	-	-	464,573	509,812	483,493
Central premises costs	-	-	-	-	65,320	65,320	80,070
Depreciation charges	1,488	-	-	-	-	1,488	1,551
Education, recruitment & training	-	-	-	-	3,185	3,185	3,142
Materials & equipment	-	-	-	-	715	715	986
Support costs	2,652	-	-	-	10,835	13,487	10,524
	49,379				612,350	661,729	637,173
Governance costs(Note 6)	2,460				12,103	14,563	4,943
	51,839				624,453	676,292	642,116
6. GOVERNANCE COSTS							
					2023 £	2022 £	
Consultancy, Legal & Professional Fees					12,103	2,723	
Independent Examiners Fee					2,460	2,220	
					14,563	4,943	
7. STAFF COSTS AND DIRECTORS REMUNERATION							
					2023 £	2022 £	
Staff costs during the year were as follows:							
Gross salaries					467,673	446,965	
Social security costs					35,341	28,816	
Pension costs					6,798	7,713	
					509,812	483,494	

The average number of employees during the year was 29 (2022: 30). No employees earned £60,000 per annum or more during the year (2021: Nil).

No trustee received any remuneration in respect of their services or expenses reimbursed during the year, (2022: Nil). The key management personnel of the charity comprise the Trustees and the CEO. The total employee benefits of the key management personnel of the charity was £48,500 (2022: £43,500).

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2023

8. TANGIBLE FIXED ASSETS

	Fixtures, Fitting & Equipment £	Motor Vehicles £	Total £
Cost			
At 1st April 2022	17,711	9,725	27,436
Additions	1,028	-	1,028
Eliminating fully depreciated assets	-	-	-
At 31st March 2023	18,739	9,725	28,464
Depreciation			
At 1st April 2022	17,336	5,621	22,957
Charge for year	463	1,025	1,488
Eliminating fully depreciated assets	-	-	-
At 31st March 2023	17,799	6,646	24,445
Net Book Value			
At 31st March 2023	940	3,079	4,019
At 31st March 2022	375	4,104	4,479

9. FIXED ASSET INVESTMENTS

	2023 £	2022 £
At 1st April 2021	22,217	33,206
Additions in the year	-	-
Change in market value during the year	(1,139)	(10,989)
At 31st March 2022	£21,078	£22,217

The investments are in listed UK securities.

10. DEBTORS

	2023 £	2022 £
Trade Debtors	75,374	82,543
Other Debtors	15,539	5,943
	£90,913	£88,486

11. CREDITORS: Amounts falling due within one year

	2023 £	2022 £
Sundry creditors and accruals	24,493	3,493
Other taxes and social security	8,837	7,683
	£33,330	£11,176

12. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Unrestricted Funds £	Restricted Funds £	Total 2023 £
Fixed assets	25,097	-	25,097
Net current assets	674,515	-	674,515
	<u>699,612</u>	<u>-</u>	<u>699,612</u>

13. UNRESTRICTED FUNDS

	Balance as at 1st April 2022 £	Incoming Resources £	Expenditure £	Unrealised Gain/ (Loss) £	Transfers £	Balance as at 31 st March 2023 £
Day & Evening Services	472,185	694,030	(603,513)	-	-	562,702
Designated funds	472,185	694,030	(603,513)	-	-	562,702
Unrestricted funds	187,692	2,196	(51,839)	(1,139)	-	136,910
	<u>£659,877</u>	<u>696,226</u>	<u>(655,352)</u>	<u>(1,139)</u>	<u>-</u>	<u>699,612</u>

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31ST MARCH 2023

14. LIABILITY OF MEMBERS

The charity is constituted as a company limited by guarantee. In the event of the company being wound up members are required to contribute an amount not exceeding £1.

15. OPERATING LEASE COMMITMENTS

At 31 March 2023 the company had annual commitments under non-cancellable operating leases as follows:

	Land & buildings		Other assets	
	2023	2022	2023	2023
	£	£	£	£
Operating leases expiring:				
After more than five years	37,000	37,000	-	-

ENFIELD MENCAP
NOTES TO THE FINANCIAL STATEMENTS

Note

16 RECONCILIATION OF THE NET (OUTGOING)/INCOMING RESOURCES TO NET CASH INFLOW/(OUTFLOW) FROM OPERATING ACTIVITIES

	2023	2022
	£	£
Net (outgoing)\incoming resources	18,795	(1,908)
Depreciation charges	1,488	1,551
Investment Income	(1,774)	(785)
(Increase)/Decrease in debtors	(2,427)	4,816
(Decrease)/Increase in creditors	22,154	1,146
Fixed Assets Additions	(1,028)	-
Unrealised/Realised/ (gains)/loss on investments	1,139	10,989
Proceeds on disposal of investment	-	-
Net cash inflow/(outflow) from operating activities	<u>38,347</u>	<u>15,809</u>

17 ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT

	2023	2022
	£	£
Returns on investments and servicing of finance		
Investment Income	<u>1,774</u>	<u>785</u>
Net cash inflow for returns on investments and servicing of finance	<u>1,774</u>	<u>785</u>

18 ANALYSIS OF CHANGES IN CASH AND CASH EQUIVALENTS

	At 1.4.22	Cash flow	At 31.3.23
	£	£	£
Net Cash:			
Cash at bank	<u>555,871</u>	<u>40,121</u>	<u>595,992</u>
Total	<u>555,871</u>	<u>40,121</u>	<u>595,992</u>