

# **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

## **ACCOUNTS**

**Year ended 31<sup>st</sup> March 2025**

**Charity Number 1129694**

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**  
**FINANCIAL STATEMENTS**  
**YEAR ENDED 31 MARCH 2025**

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## **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

### **Legal and administrative information**

#### **YEAR ENDED 31 MARCH 2025**

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##### **Status**

Lawrence Weston Out Of School Activities is a registered charity governed by its Constitution. Charity number: 1129694.

##### **Trustees**

Karlie Phillips	Joint Chair
Christopher Grahame	Joint Chair
Moraid Warren	Treasurer
Christine Walkett	Trustee
Annemarie Hoskins	Trustee
Hannah Lenik	Trustee
Lucy Greening	Trustee

##### **Registered Office**

The Rock Community Centre  
Ridingleaze  
Lawrence Weston  
Bristol  
BS11 0QF

##### **Independent Examiners**

Joanne Trowbridge MAAT  
Bristol Community Accountants CIC  
The Park,  
Daventry Road,  
Knowle  
Bristol BS4 1DQ

##### **Bankers**

National Westminster Bank  
PO Box 227  
3 Parade  
High Street  
Shirehampton  
Bristol  
BS99 5AS

## **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

### **TRUSTEES REPORT**

#### **YEAR ENDED 31 MARCH 2025**

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The Trustees present their report and the unaudited financial statements of the charity for the year ended 31 March 2025.

The charity trustees are responsible for preparing a trustees' annual report and financial statements in accordance with the accounting policies set out in notes to the accounts and comply with the charity's governing document, the Charities Act 2011 and 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 (FRS 102).

#### **Structure, Governance and Management**

##### **Organisation**

The Trustees are appointed or re-appointed annually at the AGM.

##### **Public Benefit**

The Trustees have complied with their duty under Section 17 of the Charities Act 2011 to have due regard to public benefit guidance published by the Charity Commission and this is reflected in the objectives below.

The Charity is also registered with Ofsted and all staff and volunteers undertake full DBS checks and Paediatric First Aid training.

#### **Summary of the objectives and main activities undertaken for the public benefit**

- To provide afterschool facilities for the children of the area. The Charity runs two after school clubs, one based at The Rock Community Centre in Lawrence Weston and one based at Shirehampton Primary School.
- To provide holiday play scheme facilities for the children of the area, currently based at Shirehampton Primary School.
- To advance the education and training of the staff in the provision of such care, education and recreational facilities.

#### **Summary of main achievements of the Charity during the year**

##### **Chair's Report**

##### **A Look Back at the Year**

It's been a genuinely busy and positive year for the clubs, with lots of progress, some challenges, and plenty to be proud of.

The addition of new trustees was positive, to increase the range of knowledge and expertise to support the direction going forward.

## **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

### **TRUSTEES REPORT**

#### **YEAR ENDED 31 MARCH 2025**

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Events like the Summer Fayre were a real highlight, raising funds and building relationships. With staff enthusiasm and trustee support, there's appetite for more community-based fundraising and parent engagement sessions in the coming year.

#### **Playschemes & Holiday Clubs**

Our after school club and holiday clubs have continued to thrive. We delivered positive and popular programmes throughout the year, with children enjoying a wide range of activities and trips.

Holiday club saw the introduction of hot meals being provided, which has proved extremely popular with the children and families, with hundreds of meals being served. We also introduced dedicated playscheme packs to help planning run more smoothly, and trialled new ideas such as sensory areas, continuous provision and better equipment rotation. These changes came directly out of the summer review where we learned that younger children loved the activities, but older ones wanted more variety — so involving them more in future planning will be key.

This gave the children the opportunities to play with the new toys and equipment which had been purchased through the external funding secured from grant applications.

#### **Staffing & Training**

Staffing has had its ups and downs — we saw several bank and permanent staff leave, but we recruited new members successfully and continued to invest in qualifications. This included first-aid courses, mandatory training charts, and opportunities for Level 2 and Level 3 apprenticeships, with trustees agreeing to funding top-ups where needed.

There has been some changes in staff, however they have all worked together to support each other and ensure the children receive the best care and opportunities.

Molly the Operations Manager, went on maternity leave and this gave opportunities for a couple of existing staff to step up their responsibilities and take on new roles and they both did this in a very positive and enthusiastic way.

The online training programme has been a positive addition for both staff to participate in required training courses but also give them the opportunity to continue to develop themselves with the range of training available.

The system has also made the monitoring of staff training easier, with it all being online. Staff feedback was positive and showed growing confidence with the new systems and working together.

#### **Finances & Funding**

Financially, we've remained stable. Reserves increased through the year thanks to careful financial management and successful grant applications, including BYCA funding, Foyle Foundation contributions, and Holiday Hub (HAF) payments.

## **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

### **TRUSTEES REPORT**

#### **YEAR ENDED 31 MARCH 2025**

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The main sources of funding this year has been Nisbets Catering Company, which directly supports the Operations Manager role, this key position is vital to the day to day management of the club and staffing. Successful funding applications from Quartet Foundation, BAND and HAF has enabled holiday club to offer free spaces to those children most in need. This is a vital part of the services offered from the trust and something everyone is most proud of.

We also moved £30k into reserves mid-year to grow interest and strengthen our long-term position. Fees and ongoing costs were discussed throughout the year, with the emerging increase in National Insurance costs causing concerns going forward. However the trustees were positive in their approach to increase fees by a minimal level to help cover costs, whilst also remaining affordable.

We would like to thank those local organisations who continue to support us financially, their support plays a key role in enabling the ongoing delivery of high quality childcare opportunities to those local families who need it most.

#### **Branding, Engagement & Communication**

A big step forward this year was updating our branding, selecting a new logo, and modernising how we present ourselves. We refreshed the Facebook page with a clearer name. Moving forward, more regular updates are needed to share the exciting and interesting activities that take place.

We also began discussions about an improved website, with plans for clearer communication, improved booking pathways, and better digital security.

This work needs to continue into next year to ensure all files are kept in a secure place with access to those who require it and reduce reliance on individuals.

#### **Venues & Wraparound Care**

Venue discussions were a recurring theme. We explored alternatives to The Rock, the new Lawrence Weston Centre, and considered storage, safety and outdoor play needs. It was agreed that for now, staying put is the practical choice, although trustees remain open to future opportunities should they arise.

On wraparound care, we engaged with several local schools in light of government expectations, with some promising conversations — though progress has been slow and depends heavily on responses from schools and funding routes.

This is an area for opportunity going forward, however communication from schools can be challenging.

#### **Looking to the Future**

##### **Strengthening Staff Development**

We've already begun setting clearer expectations around training — mandatory vs desirable, repayment terms, appraisal follow-up, and better monitoring through Breathe HR. A full training framework is planned for the year ahead.

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

**TRUSTEES REPORT**

**YEAR ENDED 31 MARCH 2025**

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**Holiday Club Improvements**

Holiday clubs will continue to evolve, with:

- better trip timing and transport planning,
- clearer continuous provision,
- stronger inclusion for older children in activity design,
- more consistent outdoor play and equipment use.

We’ve also agreed to rebrand “playscheme” as “holiday club”, which should help attract older children.

**Finances & Sustainability**

Our focus next year includes:

- securing ongoing funding for the Operations Manager role
- exploring support for snacks via Fairshare or Ambition LW,
- reviewing fee structures annually but keeping afterschool club rates affordable.
- Increasing external funding to support the future changes with NI increases.

**Digital & Communication Improvements**

We will:

- continue the website development project
- utilise social media and post regular updates
- aim to relaunch the newsletter once digital systems are aligned,
- expand the use of Breathe HR for staff management,
- improve IT resilience and storage systems.

**Venues & Capacity**

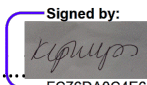
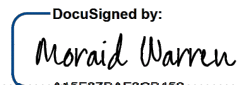
Venue decisions will stay on the watchlist, especially as numbers at both Shirehampton and The Rock numbers grow We’ll also continue nurturing relationships with schools to ensure we’re part of wraparound-care planning.

**Final Thoughts**

It’s been a year of growth, consolidation and learning. Staff have stepped up, trustees have stayed committed through ever-changing demands, and most importantly children across Lawrence Weston and Shirehampton have had safe, fun, enriching childcare.

Thank you to everyone who has given their time, energy and enthusiasm. Here’s to another year of providing brilliant opportunities for local children.

Approved by the trustees and signed on their behalf by:

<div>Signed by:  FC76DA0C4E684CF...</div>	Chairperson	Date 21/1/2026
<div>DocuSigned by:  A15F67BAF0CB460...</div>	Trustee	Date 21/1/2026

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**  
**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES**  
**YEAR ENDED 31 MARCH 2025**

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I report on the accounts of the Charity for the Year ended 31st March 2025 which are set out on pages 8-15.

**Responsibilities and basis of report**

As the charity trustees of the Trust you are responsible for the preparation of the accounts in accordance with the requirements of the Charities Act 2011 ('the Act').

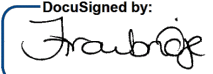
I report in respect of my examination of the Trust's accounts carried out under section 145 of the 2011 Act and in carrying out my examination I have followed all the applicable Directions given by the Charity Commission under section 145(5)(b) of the Act.

**Independent examiner's statement**

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:

1. accounting records were not kept in respect of the Trust as required by section 130 of the Act;  
or
2. the accounts do not accord with those records; or
3. the accounts do not comply with the applicable requirements concerning the form and content of accounts set out in the Charities (Accounts and Reports) Regulations 2008 other than any requirement that the accounts give a 'true and fair view which is not a matter considered as part of an independent examination.

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 accounts to be reached.

DocuSigned by:  
  
.....C2F8388E1B974EA.....

Joanne Trowbridge MAAT

Date 22/1/2026 .....

Bristol Community Accountants CIC  
The Park  
Daventry Road,  
Knowle  
Bristol  
BS4 1DQ



**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****STATEMENT OF FINANCIAL ACTIVITIES (including Income and Expenditure Account)****YEAR ENDED 31 MARCH 2025**

		<b>Unrestricted Funds</b>	<b>Restricted Funds</b>	<b>Total Funds 2025</b>	<b>Total Funds 2024</b>
		<b>£</b>	<b>£</b>	<b>£</b>	<b>£</b>
<b>Income and Endowments from:</b>					
Donations and legacies	<b>3</b>	8,031	48,491	56,522	33,910
Charitable activities	<b>4</b>	92,642	-	92,642	89,175
Investment income	<b>5</b>	772	-	772	600
<b>Total Income</b>		<u>101,445</u>	<u>48,491</u>	<u>149,936</u>	<u>123,685</u>
<b>Expenditure On:</b>					
Charitable activities	<b>7</b>	75,712	54,481	130,193	117,204
Other	<b>8</b>	5,197	-	5,197	4,295
<b>Total expenditure</b>		<u>80,909</u>	<u>54,481</u>	<u>135,390</u>	<u>121,499</u>
<b>Net income/(expenditure)</b>		20,536	(5,990)	14,546	2,186
Total funds brought forward		53,572	21,945	75,517	73,331
Gross transfers between funds		(4,416)	4,416	-	-
<b>Total funds Carried Forward</b>	<b>14</b>	<u>69,692</u>	<u>20,371</u>	<u>90,063</u>	<u>75,517</u>

The charity has no recognised gains or losses other than the results for the year as set out above.

All of the activities of the charity are classed as continuing

**The notes on pages 10 to 15 form part of these financial statements**

As required by paragraph 4.67 of the SORP, the brought forward and carried forward funds above have been agreed to the Balance Sheet.

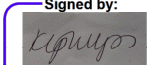
# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

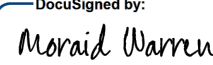
## BALANCE SHEET

YEAR ENDED 31 MARCH 2025

	Note	2025 £	£	2024 £
<b>Current assets</b>				
Debtors	12	3,314		-
Cash at bank		88,675		77,366
Cash in hand		25		25
		<u>92,014</u>		<u>77,391</u>
<b>Creditors : Amounts falling due within one year</b>	13	(1,951)		(1,874)
Net current assets or liabilities			90,063	75,517
<b>Total net assets or liabilities</b>			<u>90,063</u>	<u>75,517</u>
<b>The Funds of the Charity</b>				
Restricted funds	14	20,371		21,945
Unrestricted funds	14	39,692		23,572
Designated funds	14	30,000		30,000
			<u>90,063</u>	<u>75,517</u>

These financial statements were approved by the trustees on 21/1/2026 and are signed on their behalf by:

Signed by:  
  
 FC76DA0C4E684CF...  
 Karlie Phillips

DocuSigned by:  
  
 A15F87BAF3CE450...  
 Moraid Warren

The notes on pages 10 to 15 form part of these financial statements

# **LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES**

## **NOTES TO THE FINANCIAL STATEMENTS**

**YEAR ENDED 31 MARCH 2025**

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### **1 Basis of Preparation**

- a) These accounts have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant note(s) to these accounts.

The financial statements have been prepared in accordance with the Statement of Recommended Practice: Accounting and Reporting by Charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (effective from 1 January 2019) - (Charities SORP(FRS 102)) and with the Charities Act 2011.

- b) The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern.

- c) The charity constitutes a public benefit entity as defined by FRS 102.

### **2 Accounting Policies**

- a) Income from donations is included in income and endowments when these are receivable, except as follows:

i) When donors specify that donations given to the charity must be used in future accounting periods, the income is deferred until those periods.

ii) When donors impose conditions which have to be fulfilled before the charity becomes entitled to use such income, the income is deferred until the pre-conditions have been met.

- b) Expenditure is recognised in the period in which it is incurred. Expenditure includes attributable VAT which cannot be recovered.

- c) Most expenditure is directly attributable to specific activities, and have been included in those cost categories. Support cost have been allocated 100% towards the charitable activities of the charity.

- d) Depreciation is calculated so as to write off the cost of an asset in equal instalments over their estimated useful economic lives as follows:

Office Equipment - 4 Years

Fixtures & Fittings - 4 Years

- e) Unrestricted funds can be used in accordance with the charitable objects at the discretion of the trustees.

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

- g) The charity is exempt from tax on income and gains falling within section 505 of the Taxes Act 1988 or section 252 of the Taxation of Chargeable Gains Act 1992 to the extent that these are applied to its charitable objects.

- h) The charity only has financial assets and financial liabilities of a kind that qualify as basic financial instruments. Basic financial instruments are initially recognised at transaction value and subsequently measured at their settlement value.

- i) The charity operates a defined contribution pension scheme and the pension charge represents the amounts payable by the charity to the fund in respect of the period.

# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

### Income and Endowments From:

#### 3 Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Donations & Grants	8,031	48,491	56,522	33,910
	<u>8,031</u>	<u>48,491</u>	<u>56,522</u>	<u>33,910</u>

#### Donations and Legacies

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Donations & Grants	500	33,410	33,910
	<u>500</u>	<u>33,410</u>	<u>33,910</u>

#### 4 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Fees	92,642	-	92,642	89,175
	<u>92,642</u>	<u>-</u>	<u>92,642</u>	<u>89,175</u>

Charitable Activities prior year - all unrestricted

#### 5 Investment Income

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Bank Interest	772	-	772	600
	<u>772</u>	<u>-</u>	<u>772</u>	<u>600</u>

Investment Income prior year - all unrestricted

#### 6 Government Grants

The charity receives government grants, defined as funding from Bristol City Council to fund charitable activities. The total value of such grants in the period ending 31 March 2025 was £28,891 (2024: £22,410). There are no unfulfilled conditions or contingencies attaching to these grants in the year ended 31 March 2025.

# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

### Expenditure on:

#### 7 Charitable Activities

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Salaries	70,966	37,484	108,450	93,886
Transport and activities	587	6,021	6,608	4,505
Refreshments	291	4,811	5,102	3,413
Equipment & Materials	12	1,360	1,372	2,888
Postage/Stationery/Printing	286	92	378	320
Ofsted	440	-	440	440
Telephone & Internet	1,688	80	1,768	1,688
Miscellaneous	548	133	681	348
Bank Charges	104	-	104	103
Rent	-	4,500	4,500	5,000
Training	563	-	563	2,555
Recruitment	15	-	15	1,372
Payroll	212	-	212	686
	<u>75,712</u>	<u>54,481</u>	<u>130,193</u>	<u>117,204</u>

#### Charitable Activities prior year

	Unrestricted Funds £	Restricted Funds £	Total Funds 2024 £
Salaries	71,807	22,079	93,886
Transport and activities	10	4,495	4,505
Refreshments	1,841	1,572	3,413
Equipment & Materials	423	2,465	2,888
Postage/Stationery/Printing	314	6	320
Ofsted	440	-	440
Telephone & Internet	1,688	-	1,688
Miscellaneous	346	2	348
Bank Charges	103	-	103
Training	2,555	-	2,555
Recruitment	1,372	-	1,372
Payroll	686	-	686
	<u>81,585</u>	<u>35,619</u>	<u>117,204</u>

# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

### 8 Other

	Unrestricted Funds £	Restricted Funds £	Total Funds 2025 £	Total Funds 2024 £
Independent Examination	989	-	989	899
Insurance	1,025	-	1,025	1,701
Professional Fees	448	-	448	996
Membership fees	2,735	-	2,735	699
	<u>5,197</u>	<u>-</u>	<u>5,197</u>	<u>4,295</u>

*Other prior year - all unrestricted*

### 9 Net incoming resources for the year

**This is stated after charging:**

	2025 £	2024 £
Independent Examiners Fee	<u>989</u>	<u>899</u>

### 10 Staff costs and numbers

The aggregate payroll costs were:

	2025 £	2024 £
Wages and salaries	111,293	93,193
Social security costs	3,539	2,351
Less:		
Employment allowance	(3,539)	(2,351)
SMP reclaim	(3,932)	-
Pension	1,089	693
	<u>108,450</u>	<u>93,886</u>

No employee received emoluments of more than £60,000.

The average monthly head count was 21 staff (2024: 17 staff)

### 11 Trustee reimbursement

The charity trustees were not paid or received any other benefits from employment with the charity in the year (2024: £nil)  
One trustees was reimbursed expenses during the year £411 (2024: £2,710). No charity trustee received payment for professional or other services supplied to the charity (2024: £nil).

The key management personnel of the charity are the board of trustees. The total benefits of key management personnel, during the year, total £Nil (2024: £Nil).

# LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES

## NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED 31 MARCH 2025

### 12 Debtors

	2025 £	2024 £
SMP Reclaim held with HMRC	3,314	-
	<u>3,314</u>	<u>-</u>

### 13 Creditors: amounts falling due within one year

	2025 £	2024 £
<u>Accruals:</u>		
Holiday pay	962	975
Independent Examination	989	899
	<u>1,951</u>	<u>1,874</u>

### 14 Analysis of charitable funds

	At 01-Apr 2024 £	Incoming resources £	Outgoing resources £	Transfers £	At 31-Mar 2025 £
<b>Restricted funds</b>					
Nisbets Trust	7,553	11,000	(14,000)	-	4,553
John James Foundation	1,520	-	(226)	-	1,294
Co-op Local Community Fund	249	-	(249)	-	-
Quartet	5,366	8,600	(12,894)	4,529	5,601
Bristol City Council	7,097	28,891	(26,952)	(113)	8,923
Ambition Lawrence Weston	160	-	(160)	-	-
	<u>21,945</u>	<u>48,491</u>	<u>(54,481)</u>	<u>4,416</u>	<u>20,371</u>
<b>Unrestricted funds</b>					
General funds	23,572	101,445	(80,909)	(4,416)	39,692
Designated funds	30,000	-	-	-	30,000
	<u>75,517</u>	<u>149,936</u>	<u>(135,390)</u>	<u>-</u>	<u>90,063</u>

#### Transfer between funds

Contribution from unrestricted funds towards project costs

#### Purpose of restricted funds

Nisbets Trust	Operations Manager Role
John James Foundation	Play equipment renewal
Co-op Local Community Fund	Playscheme trips and activities
Quartet	Rent and resilience Fund for digital admin
Bristol City Council	Holiday Hub provision and kitchen equipment
Ambition Lawrence Weston	Big Local Fund for food/snacks

#### Purpose of designated funds

Funds ring fenced to cover potential statutory liabilities such as redundancy costs and 3 months salary costs in the event of closure

**LAWRENCE WESTON OUT OF SCHOOL ACTIVITIES****NOTES TO THE FINANCIAL STATEMENTS****YEAR ENDED 31 MARCH 2025****15 Analysis of net assets between funds**

	<b>General Funds £</b>	<b>Designated Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds £</b>
Cash at Bank and In Hand	41,643	30,000	20,371	92,014
Other Net Current Assets/Liabilities	1,363	-	-	1,363
<b>Total</b>	<b>43,006</b>	<b>30,000</b>	<b>20,371</b>	<b>93,377</b>

**16 Analysis of charitable funds - previous year, as required by paragraph 4.2. of the SORP**

	<b>Unrestricted Funds £</b>	<b>Restricted Funds £</b>	<b>Total Funds 2024 £</b>
<b>Income and Endowments from:</b>			
Donations and legacies	500	33,410	33,910
Charitable activities	89,175		89,175
Investment income	600		600
<b>Total</b>	<b>90,275</b>	<b>33,410</b>	<b>123,685</b>
<b>Expenditure On:</b>			
Charitable activities	81,585	35,619	117,204
Other	3,936	359	4,295
<b>Total</b>	<b>85,521</b>	<b>35,978</b>	<b>121,499</b>
<b>Net incoming resources</b>	<b>4,754</b>	<b>(2,568)</b>	<b>2,186</b>
<b>Net movement in funds</b>	<b>4,754</b>	<b>(2,568)</b>	<b>2,186</b>
<b>Total funds brought forward</b>	<b>49,257</b>	<b>24,074</b>	<b>73,331</b>
<b>Total funds carried forward</b>	<b>54,011</b>	<b>21,506</b>	<b>75,517</b>