

**The Parish Church of St Michael
Yorktown, Camberley
In the Diocese of Guildford**

**Annual Report and Financial Statements
Of the Parochial Church Council
For the Year Ended 31st December 2023**

**THE PARISH CHURCH OF ST MICHAEL
YORKTOWN, CAMBERLEY**

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THE PARISH CHURCH OF ST MICHAEL YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2023

The Parochial Church Council present their report along with the financial statements of the Parish for the year ending 31st December 2023.

St Michael's Church is situated on London Road, Camberley and is part of the Diocese of Guildford.

Reference and Administrative Details

Correspondence Address: The Vicarage & Parish Office
 286 London Road
 Camberley
 Surrey
 GU15 3JP

Independent Examiner: Mr Nicolas Gooderham FCA
 14 Shalbourne Rise
 Camberley
 Surrey
 GU15 2EJ

Bankers: *Barclays Bank plc*
 Camberley Branch
 P O Box 191
 Camberley
 Surrey
 GU15 3GS

Parochial Church Council

Background

St Michael's PCC has the responsibility of co-operating with the incumbent, the Revd Pippa Ford, in promoting in the ecclesiastical parish the whole mission of the church, pastoral, evangelistic, social and ecumenical. It also has maintenance responsibilities for the church buildings and churchyard of St Michael Yorktown.

This annual report puts all the PCC's financial statements into perspective and relates them to the wider life of the Church. It reviews the past year, and seeks to link financial plans, expectations and hopes for the future.

THE PARISH CHURCH OF ST MICHAEL YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2023

Membership

Members of the PCC are either ex officio or elected by the Annual Parochial Church Meeting (APCM) in accordance with the Church Representation Rules. During the year the following members served as members of the PCC:

<i>Incumbent:</i>	The Revd Pippa Ford	Chair
<i>Licensed staff:</i>	The Revd Anne Mitchell	(until April 2023)
<i>Permission to Officiate:</i>	The Revd Canon Robert Crossley	
<i>Churchwarden:</i>	Mrs Carole Simons Mrs Hilary Turner	(from May 2023) (until May 2023)
<i>Deanery Synod:</i>	Mr David Parker Mr Andrew Mitchell	(until May 2023)
Hon. Treasurer	Mr Andrew Mitchell Mrs Hilary Turner	(until May 2023) (from May 2023)
<i>Elected members:</i>	Mr Glenn Turner Mr David Pearson Mrs Alisa Whiteland Mr Christopher Nobbs Mrs Clare Nobbs Mrs Alison Parker Mrs Patricia Ellis Mrs Eloise Green	PCC Secretary (until May 2023) (from May 2023)
Co-opted member	Mr Tony Carter	
Guest member	Mrs Emily Sainsbury	

Structure, Governance and Management

Governing Document

The Parochial Church Council is a charitable trust, and each PCC member is a trustee. The Registered Charity Number is 1132852.

Appointment of PCC Members

The appointment of PCC members is governed by and set out in the Church Representation Rules.

THE PARISH CHURCH OF ST MICHAEL YORKTOWN, CAMBERLEY

Report of the Parochial Church Council for the Year Ended 31st December 2023

Sunday worship continued during 2023 with 9am and 10.30am services. These services are linked once a month with a breakfast, now open to the community. We have been blessed by the music provided by our music group and organist and excellent preaching, with some new additions from lay persons. 3 Bible study groups have been running and there has been good attendance at Pray for Camberley events within the town. A new Encounter God group meets on Sunday evenings and there have been several Alpha courses over the course of the year.

St Michael's PCC met nine times during 2023. The PCC completed their aim to review the Church Pastoral Aid Society materials on PCCs, called PCC Tonight. These structured sessions led us through discussions including the purpose and functioning of the PCC, meeting conduct, the role of the PCC in creating the conditions for growth in God, communication with the congregations, church fellowship, mission, and community. Some PCC members attended the Church Growth Conference in November.

We also began to consider the Prayers of Love and Faith material and much prayer and study has occurred. The House of Bishops' released suggested material just before Christmas and there has been no time to continue the discussion, which is postponed until later in 2024. Some PCC members attended the Church Growth Conference in November.

A major concern about our finances continues and there were 2 appeals for funds and a request for pledges to aid financial planning. There was need to reduce our parish share to £4,200 per month so that we could try to balance our books and this has brought about a better position, but we are still in need to pay outstanding parish share in the future. A meeting with a finance representative from Guildford diocese and a survey highlighted that we need to do better with our stewardship. Grants from Surrey Heath Borough Council have enabled us to run a Warm hub and to maintain our churchyard. We have not pledged outward giving this year as we have been able to do in the past.

The PCC is highly appreciative of the financial support for the AV system from St Michael's Friends which has greatly improved the sound and visual displays. A new hearing loop driver has been installed this year. Some reparative brick pointing was completed on the gable wall of the church, again with support from St Michael's Friends. We are delighted with the new retaining wall to the car park completed when the A30 wall was re-pointed.

Our engagement with the community has been active throughout 2023, with a Pet show, Coronation lunch party on the vicarage lawn, A wild worship service in August took us outside and Christmas festivities included a Craft evening, Christmas Tree festival and 2 Christingle services as well as a traditional carol service with 2 local choirs. Some of these activities were supported by Surrey Heath Borough Council. We have held a community drop in coffee and chat each Wednesday morning which is well-attended. Fireflies toddler group is growing from strength to strength as is the Friday group for older children. Pippa and Tori have had much success in bringing worship into 2 local schools on a regular basis. A team of people deliver Songs of Praise to a local nursing home once a month and we are grateful for the work done to prepare this by 2 faithful people over many years. A team (

DASEL) aided by training from Eastgate Church in Gravesend, have been doing some mission and outreach work in Camberley Town Centre once a month.

Work continued on the Churchyard, with our contractor providing maintenance work strimming grass and cutting hedges and clearing leaves. A team of volunteers has met monthly to cut back and clear overgrown shrubs. Surrey Heath supported the churchyard maintenance with a grant and other funding has come through funerals and monument payments.

We were sad to bid goodbye to Anne and Andy Mitchell as they moved to Cornwall. Andy served as our treasurer for many years and Anne as our Associate Minister at St Michaels. We miss them and are grateful for their service. Sowerbutts accountants have kindly offered to organise our payroll and Hilary Turner is now treasurer. Carole Simons officiates as churchwarden. A new member on the PCC is Mrs Eloise Green and Mr Tony Carter served as a co-opted member and Emily-Grace Sainsbury, our ordinand, was a guest in 2023.

Independent Examiner

We are pleased to report that Mr Nicolas Gooderham carried out the role of Independent Examiner and we are very grateful to him for his care and eye for detail.

Financial Review for the Year Ended 31st December 2023

The "Main or General Fund" covers the core of the church's activities – the services, the work in the parish, the maintenance of the church and the contribution to the Diocese by way of the parish share.

The Parish Share increased again this year to around £75,000, although it could not be paid in full, the reduced payments of £56,751 still represent 48% of the total expenditure. The year to 31st December 2023 was a year in which for the first time in many years, our income into the main account slightly exceeded our expenditure. This was entirely due to reducing our parish share from £6,200 a month to £4,200 which avoided an overspend of £18,000 on the contribution to the Diocese. Guildford Diocese keep an account of these shortfalls and will expect that we will make good the loss either by legacy or by increasing our income through stewardship. This is not a state of affairs that we welcome or have taken lightly, but one that has allowed us to keep our ministry going at St Michael's. Our insurance premium was also high at £5,718 which represents a 21% increase since 2022.

Andy Mitchell reported in 2022 that our financial situation in the main fund was critical and it remained a fragile situation throughout 2023. A decision was taken to draw down on some of our restricted funds, which were allocated to educational needs, to cover part of the salary of our children and youth worker. We did have a number of significant and generous one-off donations for £16,000 which helped us to avoid a shortfall, but there is no reason to see these would be repeated in the year ahead. There was some help offered by Guildford Diocese towards fuel costs. We also had community funds from Surrey Heath Borough Council to cover our outreach to the community.

St Michael's does, however, have a significant sum available in the renewal fund and this has grown by over £4,000 during 2023 thanks to generous donors. We can only use this fund for the removal of pews and the re-modelling of the interior of the church as it is restricted for this purpose.

There are sums this year in the column entitled "Designated Funds". This relates to a donation made by the Friends of St Michael to cover brick pointing of the gable end of the church. Other donations into this fund from the Friends and individuals were to meet some expenses for the AV project

We received no legacies at all during the year. Fees from weddings were significantly down from 2022 and hall lettings were 20% below that in 2022. Funeral fees are also down, but we managed to cover the costs of churchyard maintenance alongside the grant from Surrey Heath Borough Council for £3,261. Sums for plate collections had more than doubled from 2022.

Expenditure is tightly controlled and we also benefit from the generosity of time which reduces the need to pay for external services, but this is not always possible when we need to have safety inspections or regular maintenance of our gas and safety equipment. Fuel bills have been high despite fixing prices in 2021. The cost of heating the church is very high. We have tried to reduce temperatures as much as possible.

As remarked upon above, our general reserves at the end of the year were down to just below £13,000 and have deteriorated further since the start of this year. This is a level

which is too low for any sort of comfort – a general rule of thumb is having 3 months' costs covered, but we now have less than we will spend going forward... Please consider this matter prayerfully.

PCC responsibilities in relation to the financial statement

The members of the PCC are responsible for preparing the financial statements in accordance with applicable law and United Kingdom Generally Accepted Accounting Practice relating to Charities.

The Law applicable to charities in England and Wales requires the PCC to prepare financial statements for each financial year which give a true and fair view of the Charity's financial activities during the year and of its financial position at the end of the year. In preparing those financial statements, the PCC should follow best practice and:

- Select suitable accounting policies and then apply them consistently;
- Make judgements and estimates that are reasonable and prudent;
- State whether applicable accounting standards and statements of recommended practice have been followed subject to any departure disclosed and explained in the financial statements; and
- Prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The PCC is responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ascertain the financial position of the Parish and which enable it to ensure that the financial statements comply with the Charities Act 1993, the Charity (Accounts and Reports) Regulations and the Church Accounting Regulations 2006. The PCC is responsible for safeguarding the assets of the Parish and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Date *12th* May 2024

Reverend P Ford

Chair

.....
Philip Ford

**INDEPENDENT EXAMINER'S REPORT TO THE PCC OF THE PARISH CHURCH
OF ST MICHAEL, CAMBERLEY
FOR THE YEAR ENDED 31st DECEMBER 2023**

This report on the accounts of the PCC of St Michael's Church, Camberley for the year ended 31st December 2023 set out on pages 9 to 13 is in respect of an examination carried out in accordance with Church Accounting Regulations 2006 and s145 of the Charities Act 2011.

Respective responsibilities of trustees and examiner

The charity's trustees (The PCC) are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 144 of the Charities Act 2011 (the Charities Act) and that an independent examination is needed.

It is my responsibility to:

- Examine the accounts under section 145 of the Charities Act;
- Follow the procedures laid down in the General Directions given by the Charity Commission (under section 145(5) (b) of the Charities Act); and
- State whether particular matters have come to my attention.

Basis of independent examiner's statement

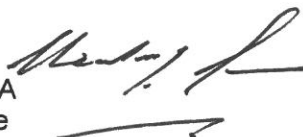
My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts and seeking explanations from the trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit, and consequently no opinion is given as to whether the accounts present a "true and fair" view and the report is limited to those matters set out in the statement below.

Independent examiner's statement

In connection with my examination, no matter has come to my attention:

1. which gives me reasonable cause to believe that in any material respect the requirement:
 - to keep accounting records in accordance with section 130 of the Charities Act;
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the Charities Act have not been met or;
2. to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

NJ Gooderham FCA
14 Shalbourne Rise
Camberley
Surrey
GU15 2EJ



Date

12/1/24 2024

STATEMENT OF FINANCIAL ACTIVITIES
For the year ended 31st December 2023

	Note	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
		Main Fund	Designated Funds		2023	2022
		£	£	£	£	£
INCOMING RESOURCES						
Voluntary income	2(a)	96,399.81	19,323.51	6,159.00	121,882.32	141,790.00
Other voluntary income	2(b)	11,096.64	0.00	3,261.00	14,357.64	8,223.00
Receipts from activities for generating funds	2(c)	1,214.05	0.00	0.00	1,214.05	361.00
Receipts from church activities	2(d)	5,899.68	0.00	3,805.54	9,705.22	13,108.00
Income from investments		399.06	0.00	2,856.42	3,255.48	1,246.00
TOTAL INCOMING RESOURCES		<u>115,009.24</u>	<u>19,323.51</u>	<u>16,081.96</u>	<u>150,414.71</u>	<u>164,728.00</u>
RESOURCES EXPENDED						
Costs of generating voluntary income	3(a)	1,522.52	0.00	0.00	1,522.52	1,039.00
Charitable activities	3(b)	105,890.06	3,336.00	6,670.00	115,896.06	199,911.00
Governance costs	3(c)	0.00	0.00	0.00	0.00	0.00
Other resources expended	3(d)	3,221.02	0.00	205.50	3,426.52	3,544.00
TOTAL RESOURCES EXPENDED		<u>110,633.60</u>	<u>3,336.00</u>	<u>6,875.50</u>	<u>120,845.10</u>	<u>204,494.00</u>
NET INCOMING/(OUTGOING) RESOURCES		4,375.64	15,987.51	9,206.46	29,569.61	-39,766.00
Transfer between funds						
Transfer between unrestricted funds						
NET MOVEMENT IN FUNDS		<u>4,375.64</u>	<u>15,987.51</u>	<u>9,206.46</u>	<u>29,569.61</u>	<u>-39,766.00</u>
Reconciliation of Funds						
Balances Brought Forward at 1st January 2023		17,198.00	-15,449.00	120,823.00	122,572.00	162,338.00
BALANCES CARRIED FORWARD At 31st December 2023		<u>21,573.64</u>	<u>538.51</u>	<u>130,029.46</u>	<u>152,141.61</u>	<u>122,572.00</u>

BALANCE SHEET AT 31ST DECEMBER 2023

	Note	2023 £	2022 £
CURRENT ASSETS			
Short term deposits	7	123,865.16	107,642.00
Cash at bank and in hand		28,276.78	23,625.00
Debtors		0.00	0.00
		<u>152,141.94</u>	<u>131,267.00</u>
LIABILITIES: amounts falling due within one year			
	5	0.00	-8,695.00
NET CURRENT ASSETS		152,141.94	122,572.00
NET ASSETS		<u>152,141.94</u>	<u>122,572.00</u>
FUNDS			
Unrestricted -main		21,573.64	17,198.00
- designated		538.51	-15,449.00
Restricted		<u>130,029.46</u>	<u>120,823.00</u>
		<u>152,141.61</u>	<u>122,572.00</u>

Approved by the Parochial Church Council on 12th May 2024
and signed on its behalf by:


Vicar


Churchwarden

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2023

1 ACCOUNTING POLICIES

a. Basis of Accounting

The accounts have been prepared in accordance with the Parochial Church Council'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)" (effective 1 January 2019). The Parochial Church Council is a Public Benefit Entity as defined by FRS 102.

The financial statements have departed from the Charities (Accounts and Reports) Regulations 2008 only to the extent required to provide a true and fair view. This departure has involved following the Statement of Recommended Practice for charities applying FRS 102 rather than the version of the Statement of Recommended Practice which is referred to in the Regulations but which has since been withdrawn.

Investment income, covenants and donations are accounted for on a receivable basis to which is added income tax receive

Legacy income is recognised when the criteria for entitlement has been met.

Expenditure is accounted for when payable and includes value added tax.

b. Tangible Fixed Assets

Tangible fixed assets do not include items of movable church furnishings as these are regarded as inalienable property and cannot be disposed without a faculty.

Tangible fixed assets are those held by the PCC for the continuing use in its work. Individual items over £1,000 of a capital nature are treated as fixed assets.

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2023

2 INCOME

		Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
		Main Fund	Designated Funds		2023	2022
		£	£	£	£	£
2 (a)	Voluntary income					
	Planned giving	69,634.89	0.00	4,686.00	74,320.89	83,219.00
	Income tax	5,400.97	0.00	1,149.00	6,549.97	4,739.00
	VAT recoverable	0.00	3,543.51	0.00	3,543.51	0.00
		<u>75,035.86</u>	<u>3,543.51</u>	<u>5,835.00</u>	<u>80,870.86</u>	<u>87,958.00</u>
	Collections (open plate) at all services	3,766.83	0.00	0.00	3,766.83	1,659.00
	Donations via SumUp	1,367.88	0.00	0.00	1,367.88	1,342.00
	Sundry One-off donations	16,229.24	15,780.00	324.00	32,333.24	50,831.00
		<u>96,399.81</u>	<u>19,323.51</u>	<u>6,159.00</u>	<u>121,882.32</u>	<u>141,790.00</u>
2 (b)	Other voluntary income					
	Grants	5,320.00	0.00	3,261.00	8,581.00	8,223.00
	Legacy	0.00	0.00	0.00	0.00	0.00
	Sundry	780.67	0.00	0.00	780.67	0.00
	Reid & Education fund	4,995.97	0.00	0.00	4,995.97	0.00
		<u>11,096.64</u>	<u>0.00</u>	<u>3,261.00</u>	<u>14,357.64</u>	<u>8,223.00</u>
2 (c)	Receipts from activities generating funds					
	Events	799.22	0.00	0.00	799.22	0.00
	Coffee	414.83	0.00	0.00	414.83	361.00
		<u>1,214.05</u>	<u>0.00</u>	<u>0.00</u>	<u>1,214.05</u>	<u>361.00</u>
2 (d)	Receipts from church activities					
	Church hall letting etc.	2,172.00	0.00	0.00	1,922.00	2,418.00
	Wedding fees	153.00	0.00	0.00	153.00	1,464.00
	Burial fees	3,574.68	0.00	3,805.54	7,380.22	9,226.00
		<u>5,899.68</u>	<u>0.00</u>	<u>3,805.54</u>	<u>9,705.22</u>	<u>13,108.00</u>
2 (e)	Income from investments					
	Bank deposit interest	2.19	0.00	0.30	2.49	0.00
	Deposits with Central Board of Finance	396.87	0.00	2,856.12	3,252.99	1,246.00
		<u>399.06</u>	<u>0.00</u>	<u>2,856.42</u>	<u>3,255.48</u>	<u>1,246.00</u>
TOTAL Incoming Resources		<u>115,009.24</u>	<u>19,323.51</u>	<u>16,081.96</u>	<u>150,414.71</u>	<u>164,728.00</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2023

3 EXPENDITURE

	Unrestricted Funds		Restricted Funds	TOTAL FUNDS	
	Main Fund	Designated Funds		2023	2022
	£	£	£	£	£
3 (a) Costs of generating voluntary income					
Stewardship envelopes	0.00	0.00	0.00	0.00	0.00
Publicity	572.39	0.00	0.00	572.39	240.00
Electronic giving	0.00	0.00	0.00	0.00	22.00
Licences, and subscription	296.95	0.00	0.00	296.95	777.00
Events	653.18	0.00	0.00	653.18	0.00
	<u>1,522.52</u>	<u>0.00</u>	<u>0.00</u>	<u>1,522.52</u>	<u>1,039.00</u>
3 (b) Charitable Activities					
Support for world mission	0.00	0.00	0.00	0.00	5230.00
Parish Share (see below)	56,751.75	0.00	0.00	56,751.75	75,207.00
Clergy expenses	34.90	0.00	0.00	34.90	838.00
Church running expenses (2023, reclassified)	0.00	0.00	0.00	0.00	4,581.00
Light & Heat & water	9,264.68	0.00	0.00	9,264.68	7,474.00
Insurance	5,718.62	0.00	0.00	5,718.62	4,694.00
Telephone	601.43	0.00	0.00	601.43	816.00
IT costs	680.11	0.00	0.00	680.11	0.00
Photocopier expenses	1,669.65	0.00	0.00	1,669.65	0.00
Church maintenance	3,006.61	0.00	0.00	3,006.61	12,545.00
Church structural improvement	1,084.31	3,336.00	0.00	4,420.31	52,608.00
Equipment replaced	0.00	0.00	0.00	0.00	6,911.00
Salaries	24,459.65	0.00	0.00	24,459.65	20,012.00
Churchyard upkeep	0.00	0.00	6,670.00	6,670.00	8,602.00
Schools and services	2,123.55	0.00	0.00	2,123.55	
Education and courses	399.00	0.00	0.00	399.00	393.00
APCS for safeguarding	95.80	0.00	0.00	95.80	
	<u>105,890.06</u>	<u>3,336.00</u>	<u>6,670.00</u>	<u>115,896.06</u>	<u>199,911.00</u>
Totals for 3(a) and 3(b)	<u>107,412.58</u>	<u>3,336.00</u>	<u>6,670.00</u>	<u>117,418.58</u>	<u>200,950.00</u>

During the year the church carried out reparative pointing to meet Quinquennial findings. VAT of some £3,543 is reclaimable in 2024. The PCC reduced the parish share payments in April 2023 to maintain sufficient current operating funds. Outstanding parish share should be paid when circumstances allow.

				2023	2022
				£	£
3 (c) Governance costs					
Quinquennial	0.00	0	0	0	0
Independent examiner's fee	0.00	0.00	0.00	0.00	0.00
	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
3 (d) Other resources expended					
Stationery	199.33	0.00	0.00	199.33	1,704.00
Sundry expenses	1,221.70	0.00	0.00	1,221.70	1,840.00
Bank charges	111.45	0.00	205.50	316.95	0.00
Total	<u>1,532.48</u>	<u>0.00</u>	<u>205.50</u>	<u>1,737.98</u>	<u>3,544.00</u>
Total expended	<u>108,945.06</u>	<u>3,336.00</u>	<u>6,875.50</u>	<u>119,156.56</u>	<u>204,494.00</u>

NOTES TO THE FINANCIAL STATEMENTS
For the year ended 31st December 2023

4 STAFF COSTS

	2023	2022
	£	£
Wages and salaries	24,459.65	20,012.00
Social security costs	0.00	0.00
	<u>24,459.65</u>	<u>20,012.00</u>

During the year the PCC employed an administrator, and a youth worker /cleaner

5 LIABILITIES (see also footnote to Note 3 (b))

**Amounts falling due within
1 year**

Accruals and deferred income	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>-8,695.00</u>
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**6 RESTRICTED FUND
CCLA FUND DETAILS**

	Balance at start of 2023	Balance at end of 2023	Movement of resources	
			Transfers between funds	Out of fund
	£	£	£	£
Miss Reid's Legacy	757.35	0.00	-772.03	772.03
Education Foundation	4,086.31	0.00	-4,165.52	4,165.52
St Michael's churchyard	4,226.92	4,226.92		
Organ	2,860.64	2,952.32		
Chapel Fund	877.95	906.08		
Renewal Fund	82,449.32	103,091.58	18,000.00	
Reserve	11,710.66	11,994.07		
Sundry Funds	672.63	694.19		
	<u>107,641.78</u>	<u>123,865.16</u>	<u>13,062.45</u>	<u>4,887.55</u>