

Charity Registration Number: 1199538

BERKSHIRE FEDERATION OF WOMEN'S INSTITUTES (CIO)

ANNUAL REPORT

FOR YEAR ENDED 31 DECEMBER 2023

ANNUAL REPORT

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TRUSTEES REPORT

The Board of Trustees presents its report with the financial statements of the charity for the year ended 31 December 2023.

Reference and Administrative Details of the Charity, its Trustees and Advisers

Members of the Board of Trustees

Lady J M Abbott-Hauxwell (Vice Chairman)
Mrs B J Browne
Mrs V N Derrick
Mrs A J Dolphin (Chairman)
Mrs H J Fraser
Mrs M E Harrison (Hon. Treasurer)
Mrs A V Knee-Robinson
Mrs J E M Pack (Vice Chairman)
Dr A K A Sherman
Mrs F E Strange
Mrs A M L West
Mrs M Scott-Baker (co-opted July 2023)

Mrs J C M Castle (resigned Jun 2023)
Ms T Cope (resigned Jan 2023)
Mrs S McCay (resigned Mar 2023)

Federation Secretary

Ms D Reeves

Federation Office

WI House
The Street
Mortimer Common
Reading
RG7 3RD

Charity Registered Number

1199538

Bankers

National Westminster Bank plc
13 Market Place
Reading
RG1 2EP

Independent Examiner

Woodwhite Accountants Limited
Unit 4, City Limits,
Danehill, Reading
RG6 4UP

Solicitors

Field Seymour Parkes
1 London Street
Reading
RG1 4QW

Land & Property

Vested in the Official Custodian for Charities

Structure, Governance and Management

Berkshire Federation of Women's Institutes (BFWI) is governed by the Constitution and Rules for Charitable Incorporated Organisations as defined by the National Federation of Women's Institutes.

The Board of Trustees may exercise all the powers of the Berkshire Federation of Women's Institutes and therefore individual members of the Board of Trustees constitute trustees of the Federation in charity law.

Sub-committee recommendations are subject to Board of Trustees approval.

Links are maintained with the National Federation of Women's Institutes (NFWI) and the Associated Country Women of the World (ACWW).

The Board of Trustees is elected triennially by Berkshire Women's Institutes (WIs) and the Chairman is elected annually by the Board of Trustees.

The Board of Trustees provide their services gratuitously. The value of these services is not reflected in the accounts. The Board of Trustees gratefully acknowledge the services of members of sub-committees and other volunteers.

Trustee training is provided to all new board members shortly after they take office. Members undertaking specific duties attend appropriate training courses locally, at NFWI Headquarters, at other locations which may be occasionally arranged or online via the WI Training website.

In 2023 BFWI provided support to 64 WIs, with a total of 2513 members, and 4 associate members.

Objectives and Activities

The objects of the charity are to further the ideals of fellowship, truth, tolerance and justice embodied in the Women's Institute movement in Berkshire and elsewhere.

The Women's Institute is non-sectarian, non-party political and aims to inspire and enrich the lives of all women who wish to play an active role in their communities; providing opportunities to enjoy friendship, life-long learning, to widen their horizons and, together, influence local, national and international affairs.

The main purposes of the Women's Institute are:

- to advance the education of women and girls for the public benefit in all areas of society and culture
- to promote sustainable development for the public benefit by educating people in environmental issues
- to advance health for the public benefit
- to advance citizenship for the public benefit by the promotion of civic responsibility and volunteering

Achievements and Performance

In January 2023 the Federation's status changed to a Charitable Incorporated Organisation and the transfer of all assets and liabilities were completed during the spring.

The Federation's small, dedicated group of WI Advisers and WI Adviser Assistants continued to support WIs throughout 2023 with visits and by telephone. Support was also provided through well attended events including "New Officers Get-together" and "Secretary and Presidents" workshops.

Sadly, three institutes suspended in March, but 167 new members joined Berkshire WIs.

Group meetings were attended by WI Advisers. The Federation Chairman was also present at some Group meetings and visited many WIs during the year.

The Federation's Annual Council Meeting was held in The Michael Malnick Centre, Leighton Park School on 21st April 2023.

A resolution was presented to dissolve the Unincorporated Federation, which was unanimously agreed. The Mayor of Reading, Rachel Eden, was welcomed and spoke of her pleasure at being invited. The Mayor had recently visited two WIs and had been very impressed with what she had seen. Following the business part of the meeting members took part in a Hand Jive session led by John of Berkshire Swing Dance. Kofi Adu-Gyamfi, from West Berkshire Council's Waste Management team, spoke enthusiastically about his job. Mandy Savage, Director of Engineering, AWE, who stepped in for AWE CEO Alison Atkinson with just four days notice, spoke about her career. Both guest speakers were very well received. Winners of the three Margaret Latham £100 bursaries were drawn. All three winners have since successfully completed their chosen courses.

The NFWI Annual Meeting was held in Cardiff in June as a hybrid meeting. A number of Trustees, WI Advisers and WI Delegates attended in person and some members and delegates attended virtually.

The NFWI Annual Council Meeting was held virtually in October and was attended by the Federation Chairman and Treasurer.

Individual Trustees represented the Federation at Hampshire, Surrey, Oxfordshire, Middlesex, Buckinghamshire and Wiltshire Federation Annual Meetings.

During 2023 Berkshire News, the Federation's newsletter, changed from ten issues per year to six. This continues to reach the membership in both printed and electronic forms. In addition, a "Fortnightly Update" from the Chairman with reminders of forthcoming events is e-mailed to all WIs.

Many events were organised throughout the year by the Federation's sub-committees. Members enjoyed quilling and willow weaving workshops, a stunning autumn walk in the Whitchurch-on-Thames area and the ever popular Federation Quiz. A Bee Extravaganza, held around World Bee Day, was very well supported, as was a Murder Mystery evening, complete with actors.

A resolution on the early detection and education of Osteoporosis was submitted to NFWI for consideration but unfortunately did not progress further.

Federation members continue to support the Royal Berkshire and West Berkshire Community hospitals in many ways; providing emergency admission toiletries packs, bereavement bags, modesty blankets/shawls, gardening and Christmas gifts. The hospitals really appreciate their generosity and the help received.

Plans for 2024

The Federation's Annual Council Meeting will be held at The Michael Malnick Centre, Leighton Park School again on Friday 12 April.

The NFWI Annual Meeting will be held in the Royal Albert Hall, London on Wednesday 5 June. This will again be a hybrid meeting. Berkshire Federation Trustees, WI Advisers and Delegates will attend in person.

Events planned include Next Steps in Quilling, Three Crafts in a Day, Willow Weaving for Christmas, a Craft Stash Sale, Walking in Bluebell Woods, World Bee Day celebration in the east of the county, Dinosaurs, Bingo and Birds. By popular demand, the Federation Quiz and the Murder Mystery evening will return. Two Speaker Selection meetings will also be held.

Financial Review

BFWI remains financially sound despite increasing costs due to inflation. Despite the resignation of one staff member due to ill health, salary costs for the two remaining employees will necessarily rise in response to inflationary pressures. It is not anticipated that there will be a need to recruit additional personnel. The Board continues to be very mindful of controlling costs.

Three bursaries were awarded from the Margaret Latham Bursary Fund in 2023. It is planned to award bursaries to members for educational courses each year as long as there are funds available. We still await legal guidance from NFWI as to the future use of the Margaret Smith Bursary due to the terms of the legacy with which it was funded.

Reserves Policy

The Board's reserves policy is that sufficient funds should be maintained in unrestricted realisable reserves to cover twelve months' operating expenses, including salaries, rates, insurance, utility and office costs. The Board aims to use unrestricted cash reserves in excess of this requirement to support opportunities provided to the members.

Total reserves at the 31/12/2023 stand at £234,518 consisting of unrestricted funds of £208,791 and restricted funds of £25,727.

The unrestricted funds are held in fixed assets valued at £56,331, investments valued at £68,601 and cash to the value of £86,669.

The restricted funds are held in investments valued at £8,108 and cash to the value of £16,491.

This policy is reviewed by the Board of Trustees annually.

Investment Policy

Unrestricted funds not required in the short to medium term are invested in equities in order to provide an additional income stream.

The Trustees are willing to accept only low to medium risk, so they have chosen to invest in M&G Charifund, which includes a mix of equity investments. Some or all of these funds would be realised only if they were required to keep the Federation operational.

The Margaret Latham Bursary fund is also invested in M&G Charifund. All dividends are set aside for the provision of educational bursaries.

This policy is reviewed by the Board of Trustees annually.

Expenses Policy

Trustees may receive reasonable travel and out-of-pocket expenses, excluding meals and other refreshments, incurred while carrying out their duties for the Federation.

Travel by car is paid at the mileage rate as set by the Federation from time to time.

Claims for out-of pocket expenses should always be supported by receipts or, in the case of mileage, by details of the journey made and submitted on the appropriate form or similar document.

An Officer will review and authorise the claim and the Treasurer will review and approve each claim for payment.

This policy and procedure will be reviewed by the Board of Trustees periodically, for example at the first meeting of the board's term in office when other documents, such as Standing Orders and Terms of Reference are reviewed.

Risk Management

The major risks to which BFWI is exposed, have been identified by the Board of Trustees, and a policy covering Premises Security, Health and Safety and Business Risk has been updated. Systems have been established to mitigate the risks identified.

A Lone Worker and a Covid secure policy were added in 2020. Both are due to be reviewed in 2024.

INDEPENDENT EXAMINER'S REPORT

To the Managing Trustees

I report to the trustees on my examination of the accounts of the the Berkshire Federation of Womens Institutes ("The Trust") for the year ended 31 December 2023, which are set out on pages 8 to 15.

Responsibilities and basis of report

As the charity's trustees, 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 which gives me cause to believe that in, any material respect:

- the accounting records were not kept in accordance with section 130 of the Charities Act; or
- the accounts did not accord with the accounting records; or
- the accounts did 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.

2024

Keith Westran FCCA ACA
Woodwhite Accountants Ltd
Unit 4, City Limits
Danehill
Reading
RG6 4UP

Berkshire Federation of Women's Institutes
Year ending 31 December 2023

STATEMENT OF FINANCIAL ACTIVITIES

	Notes	General funds £	Restricted funds £	Total 2023 £	Total 2022 £
INCOMING RESOURCES					
Donations					
Membership fees		27,929	-	27,929	27,602
General Funds	13	2,767	-	2,767	7,718
Restricted Funds	14	-	6,187	6,187	24,009
Funds Generation	15	2,620	-	2,620	3,049
Investment Interest and Dividends					
Federation Reserves		6,094	-	6,094	4,427
House Maintenance Fund		-	17	17	4
Margaret Latham Bursary		-	599	599	489
Margaret Smith Bursary			41	41	9
Suspended Institutes		444	-	444	49
Charitable Activities	9	17,209	-	17,209	13,924
Total incoming resources		57,064	6,843	63,907	81,279
RESOURCES EXPENDED					
Funds Generation	15	1,403	-	1,403	1,750
Charitable Activities	9	12,273	-	12,273	13,515
Governance	10	4,878	-	4,878	4,455
Administration	11	31,500	-	31,500	19,806
Other Expenditure					
General Funds	13	2,923		2,923	19,825
Restricted Funds	14	-	1,856	1,856	22,732
Total resources expended		52,978	1,856	54,834	82,082
NET INCOMING (OUTGOING) RESOURCES FOR THE YEAR					
General fund		4,086	-	4,086	(2,582)
Restricted Funds		-	4,988	4,988	1,779
Total		4,086	4,988	9,074	(802)
Unrealised gain(loss) on investments					
General Fund		(1,650)	-	(1,650)	(4,144)
Margaret Latham Fund		-	(195)	(195)	(490)
NET MOVEMENT IN FUNDS		2,436	4,792	7,228	(5,436)
Balances brought forward at 1 January 2023					
General fund		206,338	-	206,338	
Restricted Funds					
House Maintenance Fund		0	389	389	
Margaret Latham Bursary		0	10,828	10,828	
Margaret Smith Bursary		0	932	932	
Suspended Institutes		0	8,802	8,802	
Total		206,338	20,952	227,290	
BALANCES CARRIED FORWARD AT 31 December 2023					
General fund		208,791	-	208,791	
Restricted Funds					
House Maintenance Fund		-	1,581	1,581	
Margaret Latham Bursary		-	10,932	10,932	
Margaret Smith Bursary		-	973	973	
Suspended Institutes		-	12,241	12,241	
Total		208,791	25,727	234,518	

Berkshire Federation of Women's Institutes
Year ending 31 December 2023

BALANCE SHEET			2023		2022
	Notes	£	£	£	£
ASSETS					
Fixed assets					
Balance at 1 January	16		58,034		59,807
Capital expenditure			-		-
Depreciation for the year			<u>(1,703)</u>		<u>(1,773)</u>
Balance at 31 December			56,331		58,034
Investments	17		76,708		78,554
Current assets					
Stock		666		813	
Outstanding invoices		-		97	
Prepayments and sundry debtors		666		670	
Cash & bank		<u>103,160</u>		<u>91,739</u>	
Total		<u>104,491</u>		<u>93,318</u>	
Current liabilities					
Accruals		2,494		2,244	
Other creditors		81		-	
Managed Funds	18	<u>437</u>		<u>372</u>	
Total		<u>3,012</u>		<u>2,616</u>	
Net current assets			101,479		90,702
Total net assets			<u>234,518</u>		<u>227,290</u>
CAPITAL FUNDS					
General funds			208,791		206,338
Restricted Funds - Internal					
House maintenance fund			1,581		389
Margaret Latham bursary			10,932		10,828
Margaret Smith Bursary			973		932
Suspended Institutes			12,241		8,802
Total funds			<u>234,518</u>		<u>227,290</u>

These accounts were approved by the Board of Trustees on *16th March* 2024

Mrs A Dolphin - Chairman

[Signature]

Mrs M Harrison - Hon Treasurer

[Signature]

NOTES ON THE ACCOUNTS

1 CONSTITUTION AND OBJECTS

The Berkshire Federation of Womens Institutes is an association of Womens Institutes, which is formed with a constitution as laid down from time to time by the National Federation.

The objects of the Federation are to further the purposes of the Womens Institute movement in Berkshire and elsewhere.

2 ACTIVITIES

The activities of the Federation are described in the Trustees' Report on page 3.

The Year Book, which is published in July each year, contains a list of the officers of the Federation and the member institutes.

3 ACCOUNTING POLICIES

Summary of significant accounting policies and key accounting estimates

The principal accounting policies applied in the preparation of these financial statements are set out below. These policies have been consistently applied to all the years presented, unless otherwise stated.

Statement of compliance

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 (FRS 102) (Charities SORP (FRS 102)).

Basis of preparation

The Berkshire Federation of Womens Institutes meets the definition of a public benefit entity under FRS 102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy notes.

Going concern

The trustees consider that there are no material uncertainties about the charity's ability to continue as a going concern nor any significant areas of uncertainty that affect the carrying value of assets held by the charity.

Tangible fixed assets

Individual fixed assets are initially recorded at cost, less any subsequent accumulated depreciation and subsequent accumulated impairment losses.

Depreciation and amortisation

Depreciation is provided on tangible fixed assets so as to write off the cost or valuation, less any estimated residual value, over their expected useful economic life as follows:

- Land - not depreciated
- Buildings - 2% on cost
- Furniture and fittings - 15% on book value
- Office equipment - 25% on book value

NOTES ON THE ACCOUNTS

Debtors

Debtors are recognised at the transaction price less provision for impairment. A provision for the impairment of debtors is established when there is objective evidence that the charity will not be able to collect all amounts due according to the original terms of the receivables.

Cash and cash equivalents

Cash and cash equivalents comprise cash on hand and other short-term highly liquid investments that are readily convertible to a known amount of cash and are subject to an insignificant risk of change in value.

Financial instruments

Classification

Financial assets and financial liabilities are recognised when the charity becomes a party to the contractual provisions of the instrument.

Recognition and measurement

All financial assets and liabilities are initially measured at transaction price (including transaction costs).

Fair value measurement

The best evidence of fair value is a quoted price for an identical asset in an active market. When quoted prices are unavailable, the price of a recent transaction for an identical asset provides evidence of fair value as long as there has not been a significant change in economic circumstances or a significant lapse of time since the transaction took place.

Defined contribution plan

The charity operates a defined contribution pension scheme which is a pension plan under which fixed contributions are paid into a pension fund and the charity has no legal or constructive obligation to pay further contributions even if the fund does not hold sufficient assets to pay all employees the benefits relating to employee service in the current and prior periods.

Contributions to defined contribution plans are recognised in the Statement of Financial Activities when they are due.

4 STAFF NUMBERS

The average number of persons employed by the charity during the year is 3 (2022 - 3).

5 STAFF BANDING

No employees received employee benefits of more than £60,000.

6 TRUSTEE REMUNERATION AND BENEFITS

None of the trustees have been paid any remuneration or received any other benefits from an employment with the charity.

7 TRUSTEE EXPENSES

8 trustees have had their expenses reimbursed in the year for travel, accommodation and other miscellaneous items. The reimbursed expenses total £699 (2022 - Six trustees had their expenses reimbursed at a total cost of £465).

8 RELATED PARTY TRANSACTIONS

There were no related party transactions in the reporting period.

NOTES ON THE ACCOUNTS (CONTINUED)

	2023			2022		
	Income	Expense	Net	Income	Expense	Net
	£	£	£	£	£	£
9 CHARITABLE ACTIVITIES						
Federation Newsletter	5,530	4,002	1,528	6,113	4,777	1,336
Publications	1,871	617	1,254	2,008	821	1,187
Educational Activities 12	4,610	2,030	2,581	1,610	390	1,220
BFWI Council Meeting	1,823	1,229	594	1,580	2,736	(1,157)
National Meetings	2,595	2,627	(32)	2,145	1,828	318
Member Services	478	920	(442)	460	1,037	(577)
Training	-	-	-	-	310	(310)
Archives & Other Activities	303	849	(546)	9	1,617	(1,608)
	<u>17,209</u>	<u>12,273</u>	<u>4,936</u>	<u>13,924</u>	<u>13,515</u>	<u>409</u>

10 GOVERNANCE

Trustee Expenses	699	465
Independent Examination	2,040	1,920
CIO	2,139	2,070
	<u>4,878</u>	<u>4,455</u>

11 ADMINISTRATION COSTS

Salaries & NI	17,214	10,257
Pensions	46	89
Staff Costs & Expenses	378	387
Rates, Electricity & Water	4,442	3,540
Insurance	1,106	979
Telephone & Internet	705	591
Printing & Stationery	200	563
Postage	136	126
Waste & Cleaning Services	792	462
Repairs and renewals	3,909	359
Machinery & Computer Systems	264	202
Equipment contracts and servicing	758	439
Bank Charges	(153)	38
Depreciation	1,703	1,773
General fund costs	<u>31,500</u>	<u>19,806</u>
Capital Expenditure	-	-
WI House repairs	-	-
Total administration costs	<u>31,500</u>	<u>19,806</u>

NOTES ON THE ACCOUNTS (CONTINUED)

	2023			2022		
	Income £	Expense £	Net £	Income £	Expense £	Net £
12 EDUCATIONAL ACTIVITIES						
Arts & Crafts	1,433	457	976	504	32	472
Speaker Selection	980	429	551	878	262	616
Leisure	1,643	974	669	228	96	132
Our Future World	554	169	385	-	-	-
	<u>4,610</u>	<u>2,030</u>	<u>2,581</u>	<u>504</u>	<u>32</u>	<u>472</u>
				1610	390	1220
13 DONATIONS / GENERAL FUNDS						
Donations	603	-	603	50	-	50
Closed WIs	914	-	914	4,192	-	4,192
Transfer To House Roof Repair	-	-	-	-	13,775	(13,775)
NFWI AM Accomodation Fund	1,250	1,920	(670)	3,476	6,050	(2,574)
Other Designated Funds	-	1,003	(1,003)	-	-	-
	<u>2,767</u>	<u>2,923</u>	<u>(156)</u>	<u>7,718</u>	<u>19,825</u>	<u>(12,107)</u>
14 DONATIONS / RESTRICTED FUNDS						
House Maintenance Fund	1,192	-	1,192	18,540	18,540	-
Margaret Latham Bursary	-	300	(300)	-	-	-
Suspended Institutes	4,995	1,556	3,439	5,469	4,192	1,277
	<u>6,187</u>	<u>1,856</u>	<u>4,330</u>	<u>24,009</u>	<u>22,732</u>	<u>1,277</u>
15 FUNDS GENERATION						
Federation Events	1,441	794	647	1,444	791	653
Bulbs	701	560	140	1,148	920	228
NFWI Raffle	478	-	478	458	-	458
Other Activities	-	-	-	-	40	(40)
Event Committee Expenses	-	48	(48)	-	-	-
	<u>2,620</u>	<u>1,403</u>	<u>1,217</u>	<u>3,049</u>	<u>1,750</u>	<u>1,298</u>

HEH.
Ans.

Berkshire Federation of Women's Institutes
Year ending 31 December 2023

NOTES ON THE ACCOUNTS (CONTINUED)

16 FIXED ASSETS	Freehold property £	Furniture & fittings £	Office equipment £	Total £
Cost at 1 January 2023	101,877	8,193	21,164	131,233
Additions in the year	-	-	-	-
Cost at 31 December 2023	<u>101,877</u>	<u>8,193</u>	<u>21,164</u>	<u>131,233</u>
Depreciation at 1 January 2023	45,211	7,427	20,562	73,200
Charge for the year	1,438	115	150	1,703
Depreciation at 31 December 2023	<u>46,648</u>	<u>7,542</u>	<u>20,712</u>	<u>74,902</u>
Net book value at 31 December 2023	<u>55,229</u>	<u>651</u>	<u>451</u>	<u>56,331</u>
<i>Net book value at 31 December 2022</i>	<u>56,666</u>	<u>765</u>	<u>602</u>	<u>58,034</u>

17 INVESTMENTS	2023 £	2022 £
The Equities Investment Fund for Charities		
General Fund		
4,780.556 income units at cost	25,750	25,750
Net gains on revaluation to market value at 1 January 2023	44,501	48,645
Market value at 1 January 2023 (4780.556 units @ 1469.52p)	<u>70,251</u>	<u>74,395</u>
Change in market value during the year	(1,650)	(4,144)
Market value at 31 December 2023 (4780.556 units @ 1434.99p)	<u>68,601</u>	<u>70,251</u>
Margaret Latham Capital Fund		
Invested on 2 October 2017 (565.016 units @ 1415.89p)	8,000	8,000
Net gains on revaluation to market value at 1 January 2023	303	793
Market value at 1 January 2023 (565.016 units @ 1469.52p)	<u>8,303</u>	<u>8,793</u>
Change in market value during the year	(195)	(490)
Market value at 31 December 2023 (565.016 units @ 1434.99p)	<u>8,108</u>	<u>8,303</u>

NOTES ON THE ACCOUNTS (CONTINUED)

	2023				2022			
	Income £	Expense £	Movement £	Closing £	Income £	Expense £	Movement £	Closing £
18 MANAGED FUNDS								
Institutes' insurance	1,023	1,072	(49)	309	938	1,054	(116)	358
NEW WIs Funds	-	-	-	-	-	-	-	0
ACWW - Project	31	-	31	-	20	20	-	(31)
NFWI Affiliation fees	31,820	31,738	83	112	32,343	32,331	11	29
NFWI pooling of fares	1,024	1,024	-	16	1,088	1,072	16	16
	<u>33,898</u>	<u>33,834</u>	<u>64</u>	<u>437</u>	<u>34,389</u>	<u>34,477</u>	<u>(89)</u>	<u>372</u>

19 DESIGNATED FUNDS

	2023 £	2022 £
Centenary Fund	(0)	704
Berkshire Bedroom Fund	(0)	803
Promotions Fund (ex Show Fund)	69	269
NFWI AM Accommodation Fund	3,741	4,411
Total	<u>3,809</u>	<u>6,187</u>