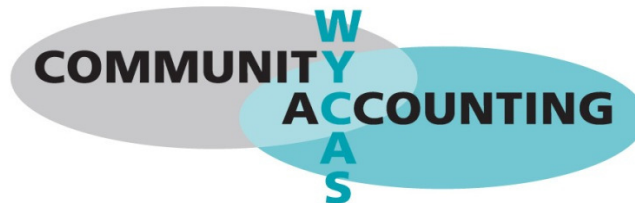


# **Special Needs and Parent Support Yorkshire**

Charity number 1133405

## **Annual Report and Financial Statements for the year ended 31 March 2017**



West Yorkshire Community Accounting Service

# **Special Needs and Parent Support Yorkshire**

## **Annual Report and Financial Statements for the year ended 31 March 2017**

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**Prepared by West Yorkshire Community Accounting Service**

# **Special Needs and Parent Support Yorkshire**

## **Trustees' report for the year ended 31 March 2017**

### **Reference and administrative details of the charity, its trustees and advisors**

The trustees during the financial year and up to and including the date the report was approved were:

<b>Name</b>	<b>Position</b>	<b>Dates</b>
Christopher Eatwell	Chair	
Anne Gait	Vice chair	
Scott Courts	Treasurer	Resigned 11 October 2016
Howard Pickles	Treasurer	Appointed 23 May 2017
Jean Maston		
Ross McWilliams		
Rebecca Wilson		Appointed 6 July 2016
Janneke Elferink		Resigned 18 July 2016
Rebecca Pearey		
Marjorie Frank		Resigned 13 April 2016
Malcolm Hall		Appointed 18 March 2017

**Charity number** 1133405 Registered in England and Wales

### **Registered and principal address**

17a Earlswood Avenue  
Leeds  
LS8 2AF

### **Bankers**

Barclays Bank PLC  
Leeds 2  
Leicestershire  
LE87 2BB

### **Independent examiner**

Susan Szamakowicz

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

### **Structure, governance and management**

The charity is governed by a constitution adopted on 20 March 2004, and amended on 25 November 2009 and 3 November 2014.

### **Method of recruitment and appointment of trustees**

The trustees of the charity are appointed by the members at the AGM.

# **Special Needs and Parent Support Yorkshire**

## **Trustees' report (continued) for the year ended 31 March 2017**

### **Objectives and activities**

#### **The charity's objects**

To help meet the needs of parents and carers of children with special needs by the provision of support and advocacy, advice and information.

To promote health and education for children with special needs and their parents and carers.

To provide educational and recreational facilities in the interests of social welfare for children with special needs and their parents and carers so that conditions of life may be improved.

#### **The charity's main activities**

Special Needs and Parent Support Yorkshire (SNAPS) runs a Saturday support group with a range of therapeutic and other activities, specifically for children with additional needs, and provides the opportunity for the whole family to participate, including siblings, and for the parents to socialise and learn from each other. Activities include hydrotherapy, rebound therapy, music therapy, arts and crafts, boccia, music activities and soft play, with other activities as needs are identified, and funding allows.

#### **Public benefit statement**

In setting our objectives and planning our activities our trustees have given serious consideration to the Charity Commission's general guidance on public benefit and in particular the advancement of education through promoting the inclusion of families with children with special needs.

SNAPS aims to support any family with a disabled child who requires support. SNAPS supports the whole family and meets at a weekend to positively promote inclusion.

#### **Achievements and performance**

The last year has continued to be a period of significant change for SNAPS in terms of the consolidation and development of the organisation and its work. SNAPS has always managed to meet its core objectives – what has happened over the last 2 years is that the Board and staff have stabilised the organisation, and building on firm foundations, developed and expanded SNAPS to provide more support to more families. I'd like to mention 4 specific areas – our operations, our finances, our Trustees, and the future of SNAPS.

Firstly, our operations – we have continued to grow and implement radical changes in how SNAPS operates over the last year. We have increased the number of days on which we operate each term from 5 at our low point in 2014, to the maximum available in the recent Autumn term of 12 out of the 14 Saturdays from September to December 2016, and 10 out of the 12 Saturdays in the Spring term 2017, with the exception of the half term holidays.

Overall this means an increase from around 100 slots (being a 20 minute therapy session for a child with additional needs) to nearly 400 in a term, quadruple the provision from 2 years ago, which is great news for families. We are now operating at the maximum level possible at our site in North West Leeds (Penny Field School) and cannot expand any further on this site. Our operational model is working well and continues to evolve to meet changing circumstances.

Our new website is continuing to work well, and we've added a new social media presence, using Facebook and Twitter to communicate more regularly with our increasing number of families and other interested parties.

Key to these changes has been the operations and management team we have working with us, and the appointment of a Project Manager - the team of staff, physiotherapists, instructors and volunteers work tirelessly to deliver our services – we can't thank you enough for all your hard work.

## **Special Needs and Parent Support Yorkshire**

### **Trustees' report (continued) for the year ended 31 March 2017**

#### **Objectives and activities (continued)**

#### **Achievements and performance (continued)**

Secondly, our finances – I am pleased to be able to report that our finances have continued to improve. In summary, our reserves are well covered and we have additional funds to support our continued expansion and development. SNAPS is an independent charity, not an agency of social services or Leeds City Council, and we take no financing from local or national government in any form. In the current economic climate, and with cuts to government grants so prevalent, our independence has been seen by our funders as a strength. The Board's intention has been to make SNAPS financially sustainable and we believe that we are making good progress towards that objective. Working with highly competent Fundraising and Finance Managers helps us towards these ends. SNAPS has a good story to tell and we've shown that we can competently manage the steady growth required to build a successful organisation and expand the provision of service to the families of Leeds.

Thirdly, the Board of Trustees - We are lucky in having a group of talented people with widely differing backgrounds and skills to be the current Board of Trustees, to help set strategy and provide oversight of our work, and I would like to acknowledge their hard work and contribution in the last year in helping to deal with the issues facing the charity, and continue our successful journey. I am particularly pleased that over the year we have continued to recruit hard pressed Parent Trustees on the Board as they bring an invaluable view from the 'front line' of caring for a child with additional needs. Many thanks to all of them for their contributions.

The Board has also recently agreed to incorporate, a process which reflects the recent growth of SNAPS, and is a sign of our maturing as an organisation. Special Needs & Parent Support (Yorkshire) CIO was registered as a Charitable Incorporated Organisation with the Charity Commission on 23 January 2017 (number 1171244). As of the date of these accounts the transfer of assets has yet to take place.

And lastly, the future of SNAPS – The Board has agreed a new ambitious one-year Business Plan for April 2017 to March 2018. I want to share five exciting elements from the Plan:

Firstly, we have negotiated with a second site in South Leeds to start operations there. Broomfield is the Southern Special Inclusive Learning Centre, or SILC for Leeds, as Penny Field is the North Western SILC. We have recruited a new team and will be starting Saturday sessions after Easter 2017. Having achieved the maximum number of sessions at Penny Field, we intend to expand our operations to other areas and other families, and Broomfield is our first new venture.

Secondly, we will be running 2 Information and Discussion groups in June for parents to meet up, hear experts talk about some relevant topics, and to network with other families, which is a new venture.

Thirdly, we are founder members of a new organisation called Leeds Children's Additional Needs Network or Leeds CANN, which is a new venture bringing together 22 children's charities across the Greater Leeds area with the aim of creating a more effective information and resource sharing market place supporting families.

Fourthly, SNAPS will be running 2 day-time family activity sessions during the Summer Holidays, where previously we have shut down operations because the School has been closed.

And lastly, SNAPS is pleased to announce that it will be providing financial support for a campaign to help families fight back against the recent communication from Leeds City Council to inform parents of 16 – 18 year olds with disabilities that they would only be funding 3 days of school rather than 5 from September.

The good news in this review is down to the hard work and determination of the team and the family that is SNAPS. Thank you for your continued support during the year.

# **Special Needs and Parent Support Yorkshire**

## **Trustees' report (continued) for the year ended 31 March 2017**

### **Objectives and activities (continued)**

#### **Financial review**

The net income for the year was £36,662, including net income of £17,551 on unrestricted funds and net income of £19,111 on restricted funds.

#### **Reserves policy**

The charity's free reserves at the year end were £68,339.

SNAPS has a detailed reserves policy which is reviewed on a regular basis.

In line with the Charity Commission guidelines we aim to maintain a level of reserves to be able to cover 6 months operating costs which equates to £34,200 based on the annual operating costs for the year ending 31 March 2017. Additional funds are held in anticipation of further development and expansion of the core services, both to current and future operating sites.

Signed on behalf of the board of trustees:

Signed..... (Trustee)

Name.....

Date.....

# **Special Needs and Parent Support Yorkshire**

## **Independent examiner's report to the trustees of Special Needs and Parent Support Yorkshire**

I report on the accounts of the charity for the year ended 31 March 2017, which are set out on pages 7 to 14.

### **Respective responsibilities of the trustees and the examiner**

The charity's trustees 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 (2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to examine the accounts under section 145 of the 2011 Act, follow the procedures laid down in the general Directions given by the Charity Commission (under section 145(5)(b) of the 2011 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 requirements:

to keep accounting records in accordance with section 130 of the 2011 Act; and

to prepare accounts which accord with the accounting records, comply with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities (Charities SORP (FRS 102))

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.

Signed: ..... Name: Susan Szamakowicz

Relevant professional qualification or body: MAAT

Date: .....

### **West Yorkshire Community Accounting Service**

Stringer House  
34 Lupton Street  
Leeds  
LS10 2QW

**Special Needs and Parent Support Yorkshire**  
**Statement of Financial Activities**  
**(including summary income and expenditure account)**  
**for the year ended 31 March 2017**

	Notes	2017 Unrestricted funds £	2017 Restricted funds £	2017 Total funds £	2016 Total funds £
<b>Income from:</b>					
Grants and donations	(2)	42,002	57,500	99,502	69,569
Fundraising		113	-	113	2,711
Fee income		5,425	-	5,425	2,761
Gift Aid claimed		33	-	33	246
<b>Total income</b>		<b>47,573</b>	<b>57,500</b>	<b>105,073</b>	<b>75,287</b>
<b>Expenditure on:</b>					
Salaries and NICs	(3)	12,023	10,646	22,669	10,955
Recruitment		106	-	106	-
Travel and subsistence		292	-	292	213
Physiotherapists		-	13,618	13,618	7,464
Swimming instructors		-	1,440	1,440	756
Management and accounts		769	-	769	570
Other freelance workers		544	-	544	375
Equipment and resources		-	119	119	46
DBS checks		99	-	99	170
Rent and room hire		-	11,076	11,076	7,502
Activities, meals and entertainment		344	1,490	1,834	165
Telephone		236	-	236	85
Computer and internet expenses		1,327	-	1,327	1,919
Office consumables		-	-	-	90
Postage and delivery		230	-	230	498
Printing and reproduction		551	-	551	-
Insurance		462	-	462	518
Memberships and subscriptions		80	-	80	80
Independent examination		540	-	540	540
Bank charges		7	-	7	83
Training		1,026	-	1,026	65
Fundraising expense		9,140	-	9,140	6,487
Professional fees		1,200	-	1,200	-
Volunteer expenses		100	-	100	-
Other expenditure		946	-	946	283
<b>Total expenditure</b>		<b>30,022</b>	<b>38,389</b>	<b>68,411</b>	<b>38,864</b>
<b>Net movement in funds</b>		<b>17,551</b>	<b>19,111</b>	<b>36,662</b>	<b>36,423</b>
<b>Fund balances brought forward</b>		<b>50,788</b>	<b>8,969</b>	<b>59,757</b>	<b>23,334</b>
<b>Fund balances carried forward</b>	(4)	<b>68,339</b>	<b>28,080</b>	<b>96,419</b>	<b>59,757</b>

All incoming resources and resources expended derive from continuing activities.



## Special Needs and Parent Support Yorkshire

### Balance sheet

as at 31 March 2017

	2017	2017	2017	2016
	Unrestricted	Restricted	Total	Total
	£	£	£	£
<b>Current assets</b>				
Prepayments (5)	76	-	76	78
Cash at bank and in hand (6)	73,344	28,080	101,424	62,765
<b>Total current assets</b>	<u>73,420</u>	<u>28,080</u>	<u>101,500</u>	<u>62,843</u>
<b>Current liabilities:</b>				
<b>amounts falling due within one year</b>				
Creditors and accruals (7)	5,081	-	5,081	3,086
<b>Total current liabilities</b>	<u>5,081</u>	<u>-</u>	<u>5,081</u>	<u>3,086</u>
<b>Net current assets</b>	<u>68,339</u>	<u>28,080</u>	<u>96,419</u>	<u>59,757</u>
<b>Total assets less current liabilities</b>	<u>68,339</u>	<u>28,080</u>	<u>96,419</u>	<u>59,757</u>
<b>Net assets</b>	<u>68,339</u>	<u>28,080</u>	<u>96,419</u>	<u>59,757</u>
<b>Funds</b>				
Unrestricted funds	68,339	-	68,339	50,788
Restricted funds	-	28,080	28,080	8,969
<b>Total funds</b>	<u>68,339</u>	<u>28,080</u>	<u>96,419</u>	<u>59,757</u>

The financial statements were approved by the board of trustees on

Date: .....

Signed: ..... (Trustee)

Name .....

# **Special Needs and Parent Support Yorkshire**

## **Notes to the accounts**

### **for the year ended 31 March 2017**

#### **1 Accounting policies**

##### **Basis of accounting**

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 1 January 2015) and with the Charities Act 2011.

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

##### **Reconciliation with previous Generally Accepted Accounting Practice In preparing the accounts**

The trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 the restatement of comparative items was required. They have determined that no such restatement is required.

As a consequence, there has been no change to the accounting policies since last year.

No changes have been made to the accounts for previous years.

##### **Going concern**

The trustees are satisfied that there are no material uncertainties about the charity's ability to continue.

##### **Incoming resources**

All incoming resources are included in the Statement of Financial Activities (SOFA) when the charity becomes entitled to the resources, it is more likely than not that the trustees will receive the resources and the monetary value can be measured with sufficient reliability.

##### **Grants and donations**

Grants and donations are only included in the SOFA when the charity has unconditional entitlement to the resources.

Where grants are related to performance and specific deliverables, they are accounted for as the charity earns the right to consideration by its performance.

##### **Expenditure and liabilities**

Expenditure is recognised on an accrual basis as a liability is incurred. Liabilities are recognised where it is more likely than not that there is a legal or constructive obligation committing the charity to pay out the resources and the amount of the obligation can be measured with reasonable certainty.

##### **Taxation**

As a charity the organisation benefits from rates relief and is generally exempt from income tax and capital gains tax but not from VAT. Irrecoverable VAT is included in the cost of those items to which it relates.

# **Special Needs and Parent Support Yorkshire**

## **Notes to the accounts**

### **for the year ended 31 March 2017**

#### **1 Accounting policies (continued)**

##### **Tangible fixed assets**

Tangible fixed assets costing more than £1,000 are capitalised and included at cost including any incidental expenses of acquisition. Gifted assets are shown at the value to the charity on receipt. Depreciation is provided on all tangible fixed assets at rates calculated to write off the cost on a straight line basis over their expected useful economic lives as follows:

Fixtures and fittings: over 5 years

Computer equipment: over 3 years

##### **Fund accounting**

Unrestricted funds are available for use at the discretion of the trustees in furtherance of the general objectives of the charity.

Restricted funds are subjected to restrictions on their expenditure imposed by the donor or through the terms of an appeal.

Further explanation of the nature and purpose of each fund is included in the notes to the accounts.

**Special Needs and Parent Support Yorkshire**  
**Notes to the accounts continued**  
**for the year ended 31 March 2017**

2 Grants and donations	2017	2017	2017	2016
	Unrestricted funds £	Restricted funds £	Total funds £	Total funds £
BBC Children in Need	-	-	-	6,975
Sovereign Health Care Charitable Trust	1,000	-	1,000	-
Liz & Terry Bramall Foundation	-	5,000	5,000	-
Leeds RAG	-	-	-	250
Leeds Community Foundation	-	-	-	675
The Sobell Foundation	-	6,000	6,000	6,000
Awards For All	-	-	-	9,800
Zurich Insurance Community Trust	-	-	-	500
Wade's Charity	-	-	-	2,000
The 29 May 1961 Charitable Trust	2,000	-	2,000	2,000
Pierrepoint Trust	-	-	-	2,000
Cleves and Whitehead Trust	-	-	-	2,000
Jack Ackroyd Charitable Trust	-	-	-	2,000
The Pat Newman Memorial Trust	-	-	-	2,000
The Radcliffe Trust	-	3,000	3,000	-
Brelms Trust CIO	-	5,000	5,000	-
Wakefield & District Health and Community Support Ltd (WDHCS)	-	9,900	9,900	-
Alerce Trust	-	23,900	23,900	-
Foundation for Children	-	2,500	2,500	-
Greggs Foundation	-	1,200	1,200	-
The Scarborough Group Foundation	-	1,000	1,000	-
David Solomons Charitable Trust	1,000	-	1,000	-
The Bruce Wake Charitable Trust	1,000	-	1,000	-
Ad Meliora Academy Trust	5,000	-	5,000	-
Brackenridge Hanson Trust	3,495	-	3,495	-
John Horseman Trust	1,000	-	1,000	-
Sir Ken Morrison	5,000	-	5,000	-
Donald Forrester Trust	2,500	-	2,500	-
Gledwood Trust	1,000	-	1,000	-
Barbara Ward Children's Foundation	5,000	-	5,000	-
The Street Foundation	1,000	-	1,000	-
Grey Court Trust	1,000	-	1,000	-
Other grants and donations	12,007	-	12,007	33,369
	<u>42,002</u>	<u>57,500</u>	<u>99,502</u>	<u>69,569</u>

## Special Needs and Parent Support Yorkshire

### Notes to the accounts continued

#### for the year ended 31 March 2017

3 Staff costs and numbers	2017	2016
	£	£
Gross salaries	22,669	10,955
Social security costs	880	78
Employment allowance	(880)	(78)
	<u>22,669</u>	<u>10,955</u>

The average number employees during the year was 6, all part-time or sessional workers (2016:1.8, all part-time or sessional workers).

4 Restricted funds	Balance b/f	Incoming	Outgoing	Balance c/f
	£	£	£	£
Saturday Support Group	5,511	1,000	6,511	-
Leeds Community Foundation	675	-	675	-
The Sobell Foundation	2,783	6,000	8,783	-
Liz & Terry Bramall Foundation	-	5,000	-	5,000
The Radcliffe Trust	-	3,000	1,120	1,880
Brelms Trust CIO	-	5,000	-	5,000
WDHCS	-	9,900	-	9,900
Alerce Trust	-	23,900	17,600	6,300
Foundation for Children	-	2,500	2,500	-
Greggs Foundation	-	1,200	1,200	-
	<u>8,969</u>	<u>57,500</u>	<u>38,389</u>	<u>28,080</u>

Fund name	Purpose of restriction
Saturday Support Group	Project funded by Awards for All and the Scarborough Group Foundation. Towards the costs of activities.
Leeds Community Foundation	Towards the costs of activities.
The Sobell Foundation	Towards the costs of rent, salaries and core costs for Saturday activities.
Liz & Terry Bramall Foundation	To fund expansion and operation of second site.
The Radcliffe Trust	To fund Music Therapy.
Brelms Trust CIO	All costs associated with Broomfield site except the manager's salary.
WDHCS	All costs associated with Broomfield site except the manager's salary.
Alerce Trust	To fund expansion of Pennyfields site (£17,900) and to fund a second site trial expansion (£6,000).
Foundation for Children	Towards rent costs at Pennyfields site.
Greggs Foundation	Towards the costs of the Christmas party.

**Special Needs and Parent Support Yorkshire**  
**Notes to the accounts continued**  
**for the year ended 31 March 2017**

<b>5 Prepayments</b>	2017	2016
	£	£
Insurance	76	78
	<u>76</u>	<u>78</u>

<b>6 Cash at bank and in hand</b>	2017	2016
	£	£
Barclays Bank Community Account	101,124	62,392
Paypal account	-	21
Petty cash	300	352
	<u>101,424</u>	<u>62,765</u>

<b>7 Creditors and accruals</b>	2017	2016
	£	£
HM Revenue and Customs	704	1,048
Physiotherapists	720	1,310
Management and accounts	373	72
Other freelance fees	78	-
Activities, meals and entertainment	150	-
Postage and delivery	90	116
Printing and reproduction	161	-
Memberships and subscriptions	36	-
Independent examination	540	540
Fundraising expense	900	-
Professional fees	1,200	-
Other expenditure	20	-
Fees received in advance	109	-
	<u>5,081</u>	<u>3,086</u>

**8 Trustee expenses**

No trustee received any expenses during this or the previous financial year.

**9 Related party transactions**

There were no related party transactions during this or the previous financial year.

## Special Needs and Parent Support Yorkshire

### Statement of Financial Activities including comparatives for all funds

(including summary income and expenditure account)

for the year ended 31 March 2017

	2017 Unrestricted funds £	2016 Unrestricted funds £	2017 Restricted funds £	2016 Restricted funds £	2017 Total funds £	2016 Total funds £
<b>Income</b>						
Grants and donations	42,002	45,619	57,500	23,950	99,502	69,569
Fundraising	113	2,711	-	-	113	2,711
Fee income	5,425	2,761	-	-	5,425	2,761
Gift Aid claimed	33	246	-	-	33	246
<b>Total income</b>	<b>47,573</b>	<b>51,337</b>	<b>57,500</b>	<b>23,950</b>	<b>105,073</b>	<b>75,287</b>
<b>Expenditure</b>						
Salaries and NICs	12,023	7,255	10,646	3,700	22,669	10,955
Recruitment	106	-	-	-	106	-
Travel and subsistence	292	102	-	111	292	213
Physiotherapists	-	1,624	13,618	5,840	13,618	7,464
Swimming instructors	-	540	1,440	216	1,440	756
Management and accounts	769	138	-	432	769	570
Other freelance workers	544	300	-	75	544	375
Equipment and resources	-	46	119	-	119	46
DBS checks	99	1	-	169	99	170
Rent and room hire	-	3,341	11,076	4,161	11,076	7,502
Activities, meals and entertainment	344	165	1,490	-	1,834	165
Telephone	236	85	-	-	236	85
Computer and internet expenses	1,327	1,885	-	34	1,327	1,919
Office consumables	-	-	-	90	-	90
Postage and delivery	230	336	-	162	230	498
Printing and reproduction	551	-	-	-	551	-
Insurance	462	52	-	466	462	518
Memberships and subscriptions	80	80	-	-	80	80
Independent examination	540	540	-	-	540	540
Bank charges	7	83	-	-	7	83
Training	1,026	-	-	65	1,026	65
Fundraising expense	9,140	3,262	-	3,225	9,140	6,487
Professional fees	1,200	-	-	-	1,200	-
Volunteer expenses	100	-	-	-	100	-
Other expenditure	946	283	-	-	946	283
<b>Total expenditure</b>	<b>30,022</b>	<b>20,118</b>	<b>38,389</b>	<b>18,746</b>	<b>68,411</b>	<b>38,864</b>
<b>Net movement in funds</b>	<b>17,551</b>	<b>31,219</b>	<b>19,111</b>	<b>5,204</b>	<b>36,662</b>	<b>36,423</b>
<b>Fund balances brought forward</b>	<b>50,788</b>	<b>19,569</b>	<b>8,969</b>	<b>3,765</b>	<b>59,757</b>	<b>23,334</b>
<b>Fund balances carried forward</b>	<b>68,339</b>	<b>50,788</b>	<b>28,080</b>	<b>8,969</b>	<b>96,419</b>	<b>59,757</b>