

Annual Return (AR30) form

Section 1 - About this form

An Annual Return must be completed by all societies registered under the Cooperative and Community Benefit Societies Act 2014 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1965) or the Co-operative and Community Benefit Societies Act (Northern Ireland) 1969 ('the Act') (including any societies previously registered under the Industrial and Provident Societies Act 1969). The Annual Return must include:

- · this form;
- · a set of the society's accounts; and
- where required, an audit report or report on the accounts.

A society must submit the Annual Return within 7 months of the end of the society's financial year. Failure to submit on time is a prosecutable offence.

Please note that this form, including any details provided on the form, will be made available to the public through the Mutuals Public Register https://mutuals.fca.org.uk.

For guidance on our registration function for societies under the Co-operative and Community Benefit Societies Act 2014, which includes guidance on the requirement to submit an Annual Return, please see here:

https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf

Section 2 - About this application

Society name	Effingham Housing Association
Register number	17008R
Registered address	6 Crossways
Postcode	KT24 5LW

2.1 What date did the financial year covered by these accounts end?

3	1	0	1	2	0	1	9
		1					

Section 3 - People

3.1 Please provide the names of the people who were directors of the society during the financial year this return covers. Some societies use the term 'committee member' or 'trustee' instead of 'director'. For ease of reference, we use 'director' throughout this form.

Name of director	Month and year of birth		
Mr P N Jubert	June	1951	
Mr K C Cornwell	August	1936	
Mr K F Walker	April	1946	
Mr G J Dougherty	June	1964	
Mrs A L Wynne-Griffith	July	1960	
Mr B S Kelly	February	1962	
Mr C Thorne	October	1956	

Continue on to a separate sheet if necessary.

3.2 All directors must be 16 or older. Please confirm this is this case:

3.3 Societies are within the scope of the Company Directors Disqualification Act 1986 (CDDA). Please confirm that no director is disqualified under that Act:

No	director	is	disqualified	\boxtimes
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3.4 Please state any close links which any of the directors has with any society, company or authority. 'Close links' includes any directorships or senior positions held by directors of the society in other organisations.

Mr P N Jubert is Director of the following companies:

Dennys Ltd, Dennys Brands Ltd, Dennys Uniforms Ltd, 25-27 Banks Road ltd

Mr C Thorne is a member of Greenoak Housing Ass and also a member of Effingham Parish Council

Mr B Kelly is Trustee of the Effingham branch of the Henry Smith Charity, and also Director of the following companies:

Overseas Marketing Services Ltd and Overseas Exhibition Services Ltd.

Mr K Cornwell is a member of Effingham Parish Council, and is Director of the following companies:

Cornwell Business Consultants and Cornwell Homebarn Properties

3.5 Please provide the name of the person who was secretary at the end of the financial year this return covers. Societies must have a secretary.

Name of secretary	Month and year of birth		
Mrs Kay Palmer	April	1962	

Section 4 - Financial information

4.1	PI	ease	confirm	that:

accounts are being submitted with this form	\boxtimes
the accounts comply with relevant statutory and accounting requirements	\boxtimes
the accounts are signed by two members and the secretary (3 signatures in total)	\boxtimes

4.2 Based on the accounts, please provide the information requested below for the financial year covered by this return.

Number of members	17
Turnover	86,712
Assets	394,741
Number of employees (if any)	0
Share capital	17
Highest rate of interest paid on shares (if any)	0

4.3 What Standard Industrial Classification code best describes the
society's main business? Where more than one code applies, please select the
code that you feel best describes the society's main business activity. You will find a
full list of codes here: http://resources.companieshouse.gov.uk/sic/

68201	

Section 5 - Audit

Societies are required to appoint an auditor to audited unless they are small or have disapplied this requirement. For further guidance see chapter 7 of our guidance: https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf

5.1 Please select the audit option the society has complied with:

Full professional audit	\boxtimes
Auditor's report on the accounts	
Lay audit	
No audit	

5.2 Please confirm the audit option used by the society is compliant with the society's own rules and the Act

5.3 Please confirm any audit report (where required) is being submitted with this Annual Return

Yes 🛛

Not applicable

The information below impacts the level of audit required of the society's accounts. Please provide answers to the following questions.

5.4 Is this society accepted by HM Revenue and Customs (HMRC) as a charity for tax purposes?

Yes

 \boxtimes

No

5.5 If the society is registered with the Office of the Scottish Charity Regulator (OSCR) please provide your OSCR registration number.

Not applicable

 \boxtimes

OSCR number:

5.6 Is the society a housing association?

No

Go to section 6

Yes

☐ Go to question **5.7**

5.7 Please confirm which housing regulator you are registered with, and provide the registration number they have given you:

				Registration number
Homes	and Comm	unities Agency	\boxtimes	17008R
S	cottish Hou	sing Regulator		
	The V	Velsh Ministers		
Dep		r Communities rthern Ireland)		
Section 6	– Subsi	diaries		
6.1 Is the s	society a s	subsidiary of ar	nothe	r society?
Yes				
No	\boxtimes			
5.2 Does th sections 100	and 101 o			ubsidiaries? (As defined in
No		ontinue to quest		,
elow (or a		s subsidiaries, dditional sheet)	pleas	e provide the names of the
	nber			Name

6.4 Please provide below (or on a separate sheet) the names of subsidiaries not dealt with in group accounts (if any) and reasons for exclusions: (the society must have written authority from us to exclude a subsidiary from group accounts)

Registration Number	Name	Reason for exclusion

Section 7- Condition for registration

All societies are registered meeting one of two conditions for registration. These are that the society is either:

- a bona fide co-operative society ('co-operative society'); or
- are conducting business for the benefit of the community ('community benefit society').

A society must answer the questions set out in either Section 7A or Section 7B of this form, depending on which condition of registration it meets.

If you are not sure which condition for registration applies to the society please see chapters 4 and 5 of our guidance:

https://www.fca.org.uk/publication/finalised-guidance/fg15-12.pdf

Section 7A - Co-operative societies

Co-operative societies must answer the following questions in relation to the financial year covered by this return.

hat is the business of the so manufacture goods, develop	ociety? For example, did you provide IT systems etc.

7A.2 Please describe the members' common economic, social and cultural needs and aspirations. In answering this question, please make sure it is clear what needs and aspirations members had in common.

7A.3 How did the so You have described the question 7A.2 you have members. Please now common needs and as	e society's bus e described th describe how	siness answer ne common ne	to question eeds and asp	7A.1, and in irations of
7A.4 How did memb		-		
collectively run the soc		3	,	
7A.5 What did the so you pay a dividend to reinvested in the busin	members (and	d if so, on wha	at basis); did	money get

Section 7B - Community benefit societies

Community benefit societies must answer the following questions in relation to the financial year covered by this return.

7B.1 What is the business of the society? For example, did you provide social housing, run an amateur sports club etc.

Providing social housing	

7B.2 Please describe the benefits to the community the society delivered? Here we are looking to see *what* the benefits to the community were. Community can be said to be the community at large. For example, did you relieve poverty or homelessness through the provision of social housing.

To enable elderly or	retired residents to remain in the	
village, or return to	the village to be near family.	

7B.3 Please describe how the society's business delivered these benefits? The business of the society must be conducted for the benefit of the community. Please describe *how* the society's business (as described in answer to question 7B.1) provided benefit to the community.

By giving affordable accommodation to 17 elderly people with a local connection.

7B.4 Did the society work with a specific community, and if so, please describe it here? For instance, were the society's activities confined to a specific location; or to a specific group of people? Please note that in serving the needs of any defined community, the society should not inhibit the benefit to the community at large.

People of ret	irement age wit	:h a connection	1 to the village.	
ou donate the m	-	et reinvested in t	r profit? For instand the business; put int	
It was used t	to ensure a prog	gramme of ren	ovation was	
	For example ins			
	ea for the sole			
contributing	tinancially towa	iras tne resiae	ents' energy bills	•
			rangements that the	
		_	that could create, se tell us how you e	
			society from acting f	
enefit of the con	nmunity.			
N/a				
N/a				

Section 8- Declaration

The secretary of the society must complete this section.

Name	Kay Palmer			
My signature below confirms that the information in this form is accurate to the best of my knowledge				
Signature	Palmer			
Position	Secretary			
Date	30 th July 2019			

Section 9 - Submitting this form

Please submit a signed, scanned version of this form along with your accounts and any auditor's report by email to: mutualsannrtns@fca.org.uk.

Or you can post the form to:

Mutual Societies Financial Conduct Authority 12 Endeavour Square London E20 1JN

This form is available on the Mutuals Society Portal:

https://societyportal.fca.org.uk

Registered as a Limited Company in England and Wales No. 1920623. Registered office as above.

Mutuals Public Register Number: 17008R

EFFINGHAM HOUSING ASSOCIATION LIMITED

FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2019

BULLIMORES Chartered Accountants Old Printers Yard 156 South Street Dorking Surrey RH4 2HF

INFORMATION FOR THE YEAR ENDED 31 JANUARY 2019

COMMITTEE OF MANAGEMENT:

P.N. Jubert (Chairman)

K.C. Cornwell K.F. Walker

S. Peach - resigned

G.J. Dougherty (Treasurer) Mrs C.J. Warren - resigned Mrs A.L.Wynne-Griffith

B.S. Kelly

K Palmer (Secretary)

C. Thorne

REGISTERED OFFICE:

6 Crossways

Effingham Surrey KT24 5LW

MUTUALS PUBLIC REGISTER NUMBER:

17008R

AUDITORS:

Bullimores

Chartered Accountants Old Printers Yard 156 South Street

Dorking

Surrey RH4 2HF

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6 Crossways Effingham Surrey KT24 5LW

<u>Chairman's Statement</u> <u>Year Ended 31st January 2019</u>

The Association continues to rent accommodation to people of retirement age who are connected with the village and is run by a volunteer committee.

Our flats are located in 5 buildings on 2 sites in the village some of which are historically important and part of our remit is to maintain these buildings in a sensitive way that adds to the appearance of the village. Over the last few years we have been able to bring back the exterior appearance of our buildings to their original look which we feel was important.

Our greatest workload is to maintain and modernise the accommodation to keep it up to date, heat efficient and comfortable. All our properties now have modern double glazing and new heating. Many of the bathrooms have been redesigned for elderly use and one property now has a stair lift.

The Association continues to be run by an unpaid volunteer committee which carries out all management of the Association. It is through this gesture that the association is able to keep its rents competitive in comparison with other residential accommodation.

7 May 2019

Signed

N Jubert Chairman

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STATEMENT OF COMMITTEE'S RESPONSIBILITIES

FOR THE YEAR ENDED 31 JANUARY 2019

The committee of management are responsible for preparing the Annual Report and the financial statements in accordance with applicable law and regulations.

The committee of management is required to prepare financial statements for each financial year in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law) including Financial Reporting Standard 102 "The Financial Reporting Standard applicable in the UK and Republic of Ireland". The financial statements are required by law to give a true and fair view of the state of affairs of the Association and of its excess of income over expenditure for that period. In preparing these financial statements, the committee of management are required to:

- select suitable accounting policies and then apply them consistently;
- make judgements and estimates that are reasonable and prudent;

• prepare the financial statements on the going concern basis, unless it is inappropriate to presume that the Association will continue in business.

The committee of management is responsible for maintaining satisfactory systems of internal control and keeping proper accounting records that disclose with reasonable accuracy at any time the financial position of the Association and enable them to ensure that the financial statements comply with the Co-operative and Community Benefit Societies Act 2014. They are also responsible for safeguarding the assets of the association and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

REVENUE ACCOUNT

FOR THE YEAR ENDED 31 JANUARY 2019

		<u>2019</u>	<u>2018</u>
	Notes	£	£
Turnover Operating costs	7 8	86,712 (57,125)	84,575 (34,991)
OPERATING SURPLUS/(DEFICIT)		29,587	49,584
Interest receivable		1,511	834
SURPLUS/(DEFICIT) ON ORDINARY ACTIVITIES FOR YEAR	9	31,098	50,418
SURPLUS BROUGHT FORWARD	6	545,728	495,310
SURPLUS CARRIED FORWARD		£ <u>576,826</u>	£ <u>545,728</u>

CONTINUING OPERATIONS

None of the Association's activities were acquired or discontinued during the above two financial years.

TOTAL RECOGNISED GAINS AND LOSSES

There were no recognised gains or losses other than the surplus for the above two financial years.

BALANCE SHEET

AS AT 31 JANUARY 2019

	NT 4 m	<u>20</u>	<u>2019</u>		118
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	2		251,425		252,848
CURRENT ASSETS					
Debtors Cash at bank and in hand	3	4,443 <u>394,735</u> 399,178		7,437 359,921 367,358	
CURRENT LIABILITIES					
Creditors falling due in less than one year	4	4,437		_5,140	
NET CURRENT ASSETS			394,741		362,218
TOTAL ASSETS LESS LIA	ABILITIES		646,166		615,066
CAPITAL AND RESERVE	S				
Share capital	5		17		15
Capital reserve Revenue account	6 6	69,323 <u>576,826</u>	646,149 646,166	69,323 <u>545,728</u>	615,051 615,066
The financial statements on pa	ages 3 to 7 were a	pproved by the C	ommittee of M	anagement on .	7. Mary 2019.
and were signed on its behalf P.N. Jubert – Chairman	by:	X	ry Pa	lmor	
G.J. Dougherty Treasurer		K Palmer	- Secretary		

NOTES TO THE FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 JANUARY 2019

1. ACCOUNTING POLICIES

The Association is registered under the Co-Operative and Community Benefit Societies Act 2014 (replacing Industrial and Provident Societies Act 1965) and is regulated by the Financial Conduct Authority and is a public benefit entity, limited by shares and registered in England. The registered number and Registered Office address can be found on the association information page.

The principal accounting policies of the Association are set out below:

These financial statements are prepared under the historical cost convention in accordance with the provisions of Section 1A "Small Entities" of Financial Reporting Standard 102 "The financial reporting standard applicable in the UK and Republic of Ireland".

Fixed Assets – Housing Properties (Note 2)

These are stated at cost which includes the cost of freehold land, payments to building contractors and payment of professional fees relating to the freehold property development.

Depreciation of Housing Land and Buildings

The association's policy is to maintain its property to a high standard through a continual programme of refurbishment and maintenance. In accordance with this practice depreciation is not provided on freehold properties where, in the opinion of the committee of management, the residual values (in terms of original cost) are such that any depreciation charge would be immaterial to the period and on a cumulative basis. The estimated useful economic life of the tangible fixed asset exceeds 50 years.

The asset has been tested for impairment.

Depreciation is applied to Fixtures and Fittings over five years on cost.

Capital Reserve

In previous years transfers were made to capital reserve of all investment income, as this represents a small sum this year a transfer was not considered appropriate.

Social Housing Grants

Social Housing Grants are recognised as liabilities and the accruals model applied.

In previous years when developments were financed wholly or partly by Social Housing Grants (SHG), the cost of these developments was reduced by the amount of grant received. On transition to FRS 102, in the 2016 accounts, grants that related to flat conversions undertaken over 30 years ago, were treated as written down completely in prior years, and the 2015 balance sheet was restated with the grants written back to reserves.

Turnover

Turnover represents rents receivable net of rent losses from voids.

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 JANUARY 2019

2. FIXED ASSETS - FREEHOLD HOUSING PROPERTIES

		Rose		Crossways		
		Cottage £	<u>Crossways</u> £	<u>Fixtures</u> £	Total £	
	COST	~	2	~	2	
	At 1 February 2018					
	And at 31 January 2019	56,838	193,163	7,116	257,117	
	DEPRECIATION					
	At 1st February 2018	-		(4,269)	(4,269)	
	Charge for year	-	_	<u>(1,423)</u>	(1,423)	
	At 31st January 2019	_		(<u>5,692</u>)	(5 <u>,692</u>)	
	*					
	NET BOOK VALUE At 31 January 2019	56,838	193,163	1,424	251,425	
	71t 31 Junidary 2015		=====			
	2010	56.020	102.162	2045	252.040	
	At 31 January 2018	56,838	193,163	2,847	252,848	
				2		
3.	DEBTORS			20	10	2019
				20 £		$\frac{2018}{£}$
					· ·	
	Other Debtors				54	418
	Prepayments and accrued income			3,7	89	7,019
				-		
				4,4	43	7,437
4	CREDITORS			· 		
•	Amounts falling due within one year:					
	Trade Creditors				-	1,110
	Accruals			4,4	37	4,030
				4,4	37	5,140
_	CIVA DE CADITA			Management (A)	The second secon	-
5.	SHARE CAPITAL Shares of £1 each, fully paid				17	15
	orace of 21 caon, rany paid			· · · · · · · · · · · · · · · · · · ·		

The shares held by members of the association hold no rights to interest, dividends or bonus. The association is a mutual association. Shareholders have no rights to the property, which would be transferred to an appropriate charitable institution or Housing Societies Charitable Trust in the event of the association winding up or being dissolved.

NOTES TO THE FINANCIAL STATEMENTS (continued)

FOR THE YEAR ENDED 31 JANUARY 2019

6.	RESERVES			
		<u>Capital</u> <u>Reserve</u>	Revenue Reserve	<u>Total</u>
	At 1st February 2018	69,323	545,728	615,051
	Surplus for the year	-	31,098	31,098
) -	4 	-
	At 31st January 2019	69,323	<u>576,826</u>	<u>646,149</u>
	TUDNOVED		2019	2018
7.	TURNOVER Rents receivable		86,712	84,575
8.	OPERATING COSTS			
.	Direct property management Administrative expenses		54,142 2,983	33,131 3,860
			57,125	34,991
			-	
9.	SURPLUS ON ORDINARY ACT is after charging:	IVITIES		
	Auditors' remuneration	a a a a a a a a a a	2,220 Nil	1,960 Nil
	Remuneration of Committee of Man Depreciation	lagement	1,423	1,423
10.	NUMBER OF UNITS MANAGE	D	17	17
			-	-

INDEPENDENT AUDITOR'S REPORT TO THE MEMBERS OF

EFFINGHAM HOUSING ASSOCIATION LIMITED

Opinion

We have audited the financial statements of Effingham Housing Association (the "Association") for the year ended 31st January 2019 which comprise the Revenue Account, the Balance Sheet and notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the Association's affairs as at 31st January 2019 and of its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- have been prepared in accordance with the requirements of the Co-operative and Community Benefit Societies Act 2014.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and the provisions available for small entities, in the circumstances set out in note 1 to the financial statements, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Conclusions relating to going concern

We have nothing to report in respect of the following matters in relation to which the ISAs (UK) require us to report to you where:

- the committee of management's use of the going concern basis of accounting in the preparation of the financial statements is not appropriate; or
- the committee of management have not disclosed in the financial statements any identified material
 uncertainties that may cast significant doubt about the Association's ability to continue to adopt the going
 concern basis of accounting for a period of at least twelve months from the date when the financial
 statements are authorised for issue.

Other information

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The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. The committee of management are responsible for the other information. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon. In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters in relation to which the Co-operative and Community Benefit Societies Act 2014 requires us to report to you if, in our opinion:

- the Association has not kept proper books of account, and not maintained a satisfactory system of control over its transactions, in accordance with the requirements of the legislation;
- the revenue account, any other accounts to which our report relates, and the balance sheet are not in agreement with the Association's books of account; or
- we have not obtained all the information and explanations necessary for the purposes of our audit.

Responsibilities of the committee of management

As explained more fully in the committee of management's responsibilities statement [set out on page 2], the committee of management are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the committee of management are responsible for assessing the Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the committee of management either intend to liquidate the Association or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: [www.frc.org.uk/auditorsresponsibilities]. This description forms part of our auditor's report.

Use of our report

This report is made solely to the Association's members, as a body, in accordance with section 87 of the Cooperative and Community Benefit Societies Act 2014. Our audit work has been undertaken so that we might state to the Association's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Association and the Association's members as a body, for our audit work, for this report, or for the opinions we have formed.

Margaret Brett FCA (Senior Statutory Auditor)

for and on behalf of Bullimores LLP

Statutory Auditor & Chartered Accountants

Old Printers' Yard

156 South Street

Dorking

Surrey

RH4 2HF

Date: 318 Aug 2019

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DETAILED REVENUE ACCOUNT

FOR THE YEAR ENDED 31 JANUARY 2019

	£	<u>2019</u> £	£ 201	<u>8</u>
INCOME				
Net income from rents Deposit interest Other Income	86,712 1,511		84,575 834	
		88,223		85,409
EXPENDITURE				
Estate costs:				
Repairs and maintenance	32,271		15,872	
Garden maintenance	4,112		3,830	
Electricity and Gas	1,250		1,289	
Insurance	5,284		3,915	
Replacement of heaters	-		-	
Stair lift depreciation	1,423		1,423	
Contribution to tenants' heating	9,802		4,802	
Overheads:				
Auditors remuneration	2,220		1,960	
Subscriptions and fees	´ -		1,166	
Sundry expenses	483		268	
Bank charges	82		105	
Advertising	198		361	
		57,125		34,991
Surplus		31,098		50,418