## REPORT OF THE DIRECTORS AND

FINANCIAL STATEMENTS

FOR THE YEAR ENDED 31 MARCH 2008

**FOR** 

ALAN BOSWELL INSURANCE BROKERS LIMITED

THURSDAY



"AEC7S38A\*

18/09/2008

COMPANIES HOUSE

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# COMPANY INFORMATION FOR THE YEAR ENDED 31 MARCH 2008

**DIRECTORS:** 

A C Boswell E N Drew R J Graver C J Gibbs

D J Tuttle

SECRETARY:

E N Drew

**REGISTERED OFFICE:** 

Harbour House 126 Thorpe Road

Norwich Norfolk NR1 1UL

**REGISTERED NUMBER:** 

2591252 (England and Wales)

**AUDITORS** 

Quinneys

Registered Auditor Chartered Accountants Bank Chambers Market Place Reepham Norfolk NR10 4JJ

**BANKERS:** 

Barclays Bank Plc PO Box 614

1st Floor St Cuthberts House

7 Upper King Street

Norwich Norfolk NR3 1WX

#### REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2008

The directors present their report with the financial statements of the company for the year ended 31 March 2008

#### PRINCIPAL ACTIVITY

The principal activity of the company in the year under review was that of general insurance brokers

#### **REVIEW OF BUSINESS**

The results for the year and financial position of the company are as shown in the annexed financial statements

The company increased its income from all sources by nearly 15%, which was extremely satisfactory in the context of the prevailing economic climate and of the continuing soft market, which has affected most areas of general insurance for a number of years

The increase in income resulted from organic growth throughout virtually all of the company's operations

Acquisitions in the year were negligible and thus continued the policy of the last few years of concentrating on growth through developing existing operations rather than through the acquisition of other businesses

Costs increased by around 11% in the year and profit for the financial year before taxation increased by over 24% to £1,969,395 Numbers of employees rose by 9% to 97, so once again profit per employee and income per employee both increased. The very satisfactory financial outcome for the year thus results from organic growth of the business, greater productivity, tight control of costs and our dedicated and highly professional employees who are a credit to the business.

The company constantly seeks to improve efficiency and customer service as well as laying the foundations for future growth

Individual managers and the board set and regularly review a series of key performance indicators with the aim of achieving budgeted levels of income, efficiency and cost control

The company is budgeted to increase both income and profits in the year to 31 March 2009

#### DIVIDENDS

Interim dividends per share were paid as follows

£200,000 £660,000 £515,000 - 16 July 2007

- 31 December 2007 - 31 March 2008

£1,375,000

The directors recommend that no final dividend be paid

The total distribution of dividends for the year ended 31 March 2008 will be £1,375,000

#### DIRECTORS

The directors shown below have held office during the whole of the period from 1 April 2007 to the date of this report

A C Boswell

E N Drew

R J Graver

C J Gibbs

D J Tuttle

Other changes in directors holding office are as follows

I L Payter - resigned 31 March 2008

The interests of the directors in the parent undertaking, Alan Boswell Group Limited are shown in the financial statements of that company

## REPORT OF THE DIRECTORS FOR THE YEAR ENDED 31 MARCH 2008

#### **DIRECTORS** - continued

#### STATEMENT OF DIRECTORS' RESPONSIBILITIES

The directors are responsible for preparing the financial statements in accordance with applicable law and regulations

Company law requires the directors to prepare financial statements for each financial year. Under that law the directors have elected to prepare the financial statements in accordance with United Kingdom Generally Accepted Accounting Practice (United Kingdom Accounting Standards and applicable law). The financial statements are required by law to give a true and fair view of the state of affairs of the company and of the profit or loss of the company for that period. In preparing these financial statements, the directors are required to

- select suitable accounting policies and then apply them consistently,
- make judgements and estimates that are reasonable and prudent,
- state whether applicable accounting standards have been followed, subject to any material departures disclosed and explained in the financial statements,
- prepare the financial statements on the going concern basis unless it is inappropriate to presume that the company will continue in business

The directors are responsible for keeping proper accounting records which disclose with reasonable accuracy at any time the financial position of the company and to enable them to ensure that the financial statements comply with the Companies Act 1985. They are also responsible for safeguarding the assets of the company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

## STATEMENT AS TO DISCLOSURE OF INFORMATION TO AUDITORS

So far as the directors are aware, there is no relevant audit information (as defined by Section 234ZA of the Companies Act 1985) of which the company's auditors are unaware, and each director has taken all the steps that he ought to have taken as a director in order to make himself aware of any relevant audit information and to establish that the company's auditors are aware of that information

#### **AUDITORS**

The auditors, Quinneys, will be proposed for re-appointment in accordance with Section 385 of the Companies Act 1985

ON BEHALF OF THE BOARD:

E N Drew - Secretary

14 August 2008

## REPORT OF THE INDEPENDENT AUDITORS TO THE SHAREHOLDERS OF ALAN BOSWELL INSURANCE BROKERS LIMITED

We have audited the financial statements of Alan Boswell Insurance Brokers Limited for the year ended 31 March 2008 on pages six to eighteen. These financial statements have been prepared under the accounting policies set out therein

This report is made solely to the company's members, as a body, in accordance with Section 235 of the Companies Act 1985. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state to them in an auditors' 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 company and the company's members as a body, for our audit work, for this report, or for the opinions we have formed

Respective responsibilities of directors and auditors

The directors' responsibilities for preparing the financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice) are set out on page three

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards on Auditing (UK and Ireland)

We report to you our opinion as to whether the financial statements give a true and fair view and are properly prepared in accordance with the Companies Act 1985. We also report to you whether in our opinion the information given in the Report of the Directors is consistent with the financial statements.

In addition, we report to you if, in our opinion, the company has not kept proper accounting records, if we have not received all the information and explanations we require for our audit, or if information specified by law regarding directors' remuneration and other transactions is not disclosed

We read the Report of the Directors and consider the implications for our report if we become aware of any apparent misstatements within it

Basis of audit opinion

We conducted our audit in accordance with International Standards on Auditing (UK and Ireland) issued by the Auditing Practices Board. An audit includes examination, on a test basis, of evidence relevant to the amounts and disclosures in the financial statements. It also includes an assessment of the significant estimates and judgements made by the directors in the preparation of the financial statements, and of whether the accounting policies are appropriate to the company's circumstances, consistently applied and adequately disclosed

We planned and performed our audit so as to obtain all the information and explanations which we considered necessary in order to provide us with sufficient evidence to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or other irregularity or error. In forming our opinion we also evaluated the overall adequacy of the presentation of information in the financial statements.

# REPORT OF THE INDEPENDENT AUDITORS TO THE SHAREHOLDERS OF ALAN BOSWELL INSURANCE BROKERS LIMITED

#### Opinion

In our opinion

- the financial statements give a true and fair view, in accordance with United Kingdom Generally Accepted Accounting Practice, of the state of the company's affairs as at 31 March 2008 and of its profit for the year then ended,
- the financial statements have been properly prepared in accordance with the Companies Act 1985, and
- the information given in the Report of the Directors is consistent with the financial statements

Quinneys
Registered Auditor
Chartered Accountants
Bank Chambers
Market Place
Reepham
Norfolk
NR10 4JJ

14 August 2008

## PROFIT AND LOSS ACCOUNT FOR THE YEAR ENDED 31 MARCH 2008

		2008		2007	
	Notes	£	£	£	£
TURNOVER			6,187,166		5,446,817
Other operating income			20,000		21,000
			6,207,166		5,467,817
Staff costs Depreciation	2	3,444,137 93,550 1,027,215		3,170,737 80,151 864,237	
Other operating charges		1,027,213	4,564,902	001,237	4,115,125
OPERATING PROFIT	3		1,642,264		1,352,692
Interest receivable and similar income			327,133		229,650
			1,969,397		1,582,342
Interest payable and similar charges	4		2		1,295
PROFIT ON ORDINARY ACTIVITIES BEFORE TAXATION	S		1,969,395		1,581,047
Tax on profit on ordinary activities	5		599,956		488,851
PROFIT FOR THE FINANCIAL YEAR AFTER TAXATION	R		1,369,439		1,092,196

### **CONTINUING OPERATIONS**

None of the company's activities were acquired or discontinued during the current year or previous year

## TOTAL RECOGNISED GAINS AND LOSSES

The company has no recognised gains or losses other than the profits for the current year or previous year

### BALANCE SHEET 31 MARCH 2008

		2008		2007	
	Notes	£	£	£	£
FIXED ASSETS					
Intangible assets	7		28,924		26,763
Tangible assets	8		781,671		196,263
Investments	9		100		100
			810,695		223,126
CURRENT ASSETS					
Debtors	10	2,977,309		2,372,926	
Cash at bank and in hand		3,776,800		3,891,119	
Cash at bank and in hand		3,770,000			
		6,754,109		6,264,045	
CREDITORS					
Amounts falling due within one year	11	6,407,729		5,593,335	
NET CURRENT ASSETS			346,380		670,710
NET CORRENT ASSETS			3,0,300		
TOTAL ASSETS LESS CURRENT					
LIABILITIES			1,157,075		893,836
CORDITORS					
CREDITORS	one				
Amounts falling due after more than	12		268,800		-
year	1.4		200,000		
NET ASSETS			888,275		893,836
CADITAL AND DECEDIVES					
CAPITAL AND RESERVES	16		1,000		1,000
Called up share capital	17		887,275		892,836
Profit and loss account	1 /				
SHAREHOLDERS' FUNDS	21		888,275		893,836
~					

The financial statements were approved by the Board of Directors on 14 August 2008 and were signed on its behalf by

A C Boswell - Director

E N Drew - Director

# CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2008

		2008		2007	
Nick cook on Groot	Notes	£	£	£	£
Net cash inflow from operating activities	1		1,932,818		1,219,068
Returns on investments and servicing of finance	2		327,131		228,355
Taxation			(598,149)		(521,564)
Capital expenditure	2		(681,119)		(86,818)
Equity dividends paid			(1,375,000)		(1,080,000)
			(394,319)		(240,959)
Financing	2		280,000		(20,188)
Decrease in cash in the period			<u>(114,319</u> )		<u>(261,147)</u>
Reconciliation of net cash flow to movement in net funds	3			-	
Decrease in cash in the period		(114,319)		(261,147)	
Cash (inflow)/outflow from (increase)/decrease in debt		(280,000)		20,188	
Change in net funds resulting from cash flows			(394,319)		(240,959)
Movement in net funds in the period Net funds at 1 April	I		(394,319) 3,891,119		(240,959) 4,132,078
Net funds at 31 March			3,496,800		3,891,119

# NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2008

# 1 RECONCILIATION OF OPERATING PROFIT TO NET CASH INFLOW FROM OPERATING ACTIVITIES

	2008	2007
	£	£
Operating profit	1,642,264	1,352,692
Depreciation charges	93,550	84,087
Profit on disposal of fixed assets	•	(3,936)
Increase in debtors	(604,383)	(413,119)
Increase in creditors	801,387	<u>199,344</u>
Net cash inflow from operating activities	1,932,818	1,219,068

## 2 ANALYSIS OF CASH FLOWS FOR HEADINGS NETTED IN THE CASH FLOW STATEMENT

	2008 £	2007 £
Returns on investments and servicing of finance Interest received Interest paid	327,133 (2)	229,650 (1,295)
Net cash inflow for returns on investments and servicing of finance	327,131	228,355
Capital expenditure Purchase of intangible fixed assets Purchase of tangible fixed assets Sale of tangible fixed assets Net cash outflow for capital expenditure	(15,630) (665,489) ————————————————————————————————————	(107,018) 20,200 (86,818)
Financing New mortgage in year Loan repayments in year	280,000	(20,188)
Net cash inflow/(outflow) from financing	280,000	<u>(20,188</u> )

## NOTES TO THE CASH FLOW STATEMENT FOR THE YEAR ENDED 31 MARCH 2008

#### 3 ANALYSIS OF CHANGES IN NET FUNDS

		At 1 4 07	Cash flow £	At 31 3 08 £
	Net cash Cash at bank and in hand	3,891,119	(114,319)	3,776,800
		3,891,119	(114,319)	3,776,800
	Debt			
	Debts falling due within one year	-	(11,200)	(11,200)
	Debts falling due after one year	<del>-</del>	(268,800)	(268,800)
		<u></u>	(280,000)	(280,000)
	Total	3,891,119	(394,319)	3,496,800
4	ACQUISITION OF BUSINESS			
	During the accounting year the company made the following acquisitions	2008 £		2007 £
	Net assets acquired			
	Goodwill and intellectual property	<u>15,630</u>		
	Satisfied by			
	Cash	15,630		

Due to the nature in which the acquired trades have been incorporated into the company's financial recording system, it is not possible to ascertain the trades' contribution to net operating cash flows. However, the contribution is considered to be immaterial

#### NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2008

#### 1 ACCOUNTING POLICIES

#### Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with applicable accounting standards

#### Turnover

Turnover represents commission / fee income This is accounted for in accordance with Financial Reporting Standard 5 "Reporting the substance of transactions" application note G, and guidance issued by the ICEAW in respect of revenue recognition by insurance intermediaries

#### Goodwill

Goodwill, being the amount paid in connection with the acquisition of unincorporated general insurance businesses in 1994, 1999, 2000 and 2001, is being written off evenly over its estimated useful life of ten years Goodwill acquired in 2006 and subsequent years is being written off evenly over its estimated useful life of three years

#### Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Improvements to property	- 5% on cost
Plant and machinery	- 20% on cost
Fixtures and fittings	- 20% on cost
Motor vehicles	- 25% on cost

#### Deferred tax

Deferred tax is recognised in respect of all timing differences that have originated but not reversed at the balance sheet date

### Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the profit and loss account on a straight line basis over the period of the lease

#### Pension costs and other post-retirement benefits

The company operates various defined contribution pension schemes for directors and staff, the assets of which are held separately from the assets of the company Contributions payable for the year are charged in the profit and loss account

### Financial Reporting Standard Number 8

Exemption has been taken from related party disclosures on the grounds that the company is a wholly owned subsidiary of Alan Boswell Group Limited and such disclosure is contained within the consolidated financial statements of the group

#### 2 STAFF COSTS

	2008 £	2007 £
Wages and salaries Social security costs Other pension costs	2,914,657 304,500 224,980	2,648,328 282,314 240,095
	3,444,137	3,170,737

Page 11 continued

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

## 2 STAFF COSTS - continued

	The average monthly number of employees during the year was as follows		
	The average monanty number of employees during me year was as tenevis	2008	2007
	Directors	6	6
	Employees	91	83
		97	<u>89</u>
3	OPERATING PROFIT		
	The operating profit is stated after charging/(crediting)		
		2008	2007
		£	£
	Hire of plant and machinery	2,108	2,041
	Depreciation - owned assets	80,081	73,224
	Profit on disposal of fixed assets	-	(3,936)
	Goodwill amortisation	13,469	10,864
	Auditors' remuneration	8,000	3,300
	Auditors' remuneration for non audit work	1,988	813
	Operating lease rentals - property	67,658	67,958
	Directors' emoluments	744,473	830,262
	Directors' pension contributions to money purchase schemes	129,799	128,484
	The number of directors to whom retirement benefits were accruing was as follows		
	Money purchase schemes	5	5
	Information regarding the highest paid director is as follows		
		2008	2007
		£	£
	Emoluments etc	181,442	198,064 6,077
	Pension contributions to money purchase schemes	6,817	
4	INTEREST PAYABLE AND SIMILAR CHARGES		2007
		2008	2007 £
		£	t 31
	Bank interest	2	464
	Interest on late payment of corporation tax	<u>-</u>	800
	Loan interest		
		2	1,295

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

## 5 TAXATION

6

Analysis of the tax charge The tax charge on the profit on ordinary activities for the year was as follows	2008 £	2007 £
Current tax UK corporation tax Adjustment in respect of prior years	599,956 	486,234 
Tax on profit on ordinary activities	599,956	488,851
UK corporation tax has been charged at 30% (2007 - 30%)		
Factors affecting the tax charge  The tax assessed for the year is higher than the standard rate of corporation ta explained below	x in the UK T	The difference is
	2008 £	2007 £
Profit on ordinary activities before tax	1,969,395	1,581,047
Profit on ordinary activities multiplied by the standard rate of corporation tax in the UK of 30% (2007 - 30%)	590,819	474,314
Effects of Expenses not deductible for tax purposes Income not chargeable for tax purposes Depreciation in excess of capital allowances Adjustment in respect of prior year taxation	8,549 (45) 633	8,176 (75) 3,819 2,617
Current tax charge	599,956	488,851
DIVIDENDS	2008 £	2007 £
Ordinary shares of £1 each Interim dividends on ordinary shares	1,375,000	1,080,000

1,080,000

1,375,000

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

7	INTANGIBLE FIXED ASSETS			Goodwill £
	COST			
	At 1 April 2007			101,593
	Additions			15,630
	At 31 March 2008			117,223
	AMORTISATION			
	At 1 April 2007			74,830
	Amortisation for year			13,469
	At 31 March 2008			88,299
	NET BOOK VALUE			
	At 31 March 2008			28,924
	At 31 March 2007			26,763
8	TANGIBLE FIXED ASSETS			
			Improvements	51 1
		Freehold	to	Plant and
		property £	property £	machinery £
	COST	~		
	At 1 April 2007	-	60,668	116,939
	Additions	534,855	<del></del>	62,552
	At 31 March 2008	534,855	60,668	179,491
	DEPRECIATION			
	At 1 April 2007	-	27,569	114,458
	Charge for year		3,033	3,153
	At 31 March 2008		30,602	117,611
	NET BOOK VALUE			
	At 31 March 2008	534,855	30,066	<u>61,880</u>
	At 31 March 2007		33,099	2,481

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

## 8 TANGIBLE FIXED ASSETS - continued

	Fixtures and fittings £	Motor vehicles £	Totals £
COST At 1 April 2007	595,205	70,855	843,667
Additions	33,584	34,498	665,489
At 31 March 2008	628,789	105,353	1,509,156
DEPRECIATION			645 404
At 1 April 2007	485,899	19,478	647,404
Charge for year	50,744	23,151	80,081
At 31 March 2008	536,643	42,629	727,485
NET BOOK VALUE	00.146	60 F04	701 (71
At 31 March 2008	92,146	62,724	<u></u>
At 31 March 2007	109,306	51,377	196,263
FIXED ASSET INVESTMENTS			Unlisted investments
COST			*
At 1 April 2007			
and 31 March 2008			100
NET BOOK VALUE			100
At 31 March 2008			100
At 31 March 2007			100

The company's investments at the balance sheet date in the share capital of companies include the following

## Alan Boswell Leisure Insurance Brokers Limited

Nature of business Do	ormant company
-----------------------	----------------

9

Nature of business Dormain company			
	%		
Class of shares	holding		
Ordinary £1	100 00		
Ordinary 21	•••	2008	2007
		£	£
A		100	100
Aggregate capital and reserves			

# NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

10	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR		
10	DEBTORS: AMOUNTS FALLING DUE WITHIN ONE TEAK	2008	2007
	Trade debtors	£ 2,816,391	£ 2,118,988
	Other debtors	838	183,000
	Amounts owed by group undertakings	74,610	-
	Prepayments	<u>85,470</u>	70,938
		2,977,309	2,372,926
11	CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR	2008	2007
		£	£
	Bank loans and overdrafts (see note 13)	11,200	-
	Trade creditors	18,448	48,953
	Insurance company creditors	5,138,130	4,300,204
	Taxation	113,041	111,234
	Social security and other taxes	88,031	72,760 65,707
	Other creditors	45,715 253,153	142,979
	Amounts owed to group undertakings Accrued expenses	740,011	851,498
	Accided expenses	6,407,729	5,593,335
12	CREDITORS: AMOUNTS FALLING DUE AFTER MORE THAN ONE YEAR  Bank loans (see note 13)	2008 £ 268,800	2007 £
13	LOANS		
	An analysis of the maturity of loans is given below		
		2008	2007
		£	£
	Amounts falling due within one year or on demand Bank loans	11,200	-
	Amounts falling due between one and two years Bank loans - 1-2 years	11,200	
	Amounts falling due between two and five years Bank loans - 2-5 years	33,600	-
	Amounts falling due in more than five years		
	Repayable by instalments Bank loans more 5 yr by instal	224,000	

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

### 14 OPERATING LEASE COMMITMENTS

The following operating lease payments are committed to be paid within one year

	The following o	operating lease payments are committed to be	paid within one yea	<b>u</b>	
				Land and buildings	
	_			2008 £	2007 £
	Expiring Between one as	nd five years		85,000	85,000
15	SECURED DI	EBTS			
	The following	secured debts are included within creditors			
				2008 £ 280,000	2007 £
	Bank loans			280,000	
	Svenska Hand fixed assets as	elsbanken AB (publ) hold a mortgage deben a security for the mortgage loan detailed above	ture over the freehove	old property inclu-	ded in tangible
16	CALLED UP	SHARE CAPITAL			
	Authorised, all Number	lotted, issued and fully paid Class	Nominal	2008 £	2007 £
	1,000	Ordinary	value £1	1,000	1,000
17	RESERVES				Profit and loss account £
	At 1 April 200 Profit for the y Dividends				892,836 1,369,439 (1,375,000)

### 18 ULTIMATE PARENT COMPANY

At 31 March 2008

The ultimate parent company is Alan Boswell Group Limited, a company incorporated in England

887,275

## NOTES TO THE FINANCIAL STATEMENTS - continued FOR THE YEAR ENDED 31 MARCH 2008

#### 19 RELATED PARTY DISCLOSURES

The property from which the company trades is owned by Alan Boswell Group Directors Pension Fund The pension fund is a small self administered pension scheme, whose members are A C Boswell, E N Drew and I L Payter These persons are also trustees of the scheme. The lease agreement with the company is for a ten year period at an annual rental of £85,000, expiring in April 2009.

Anglian Business Services Limited a company in which E N Drew is a director was contracted to provide accountancy services during the year. The fee for these services was £27,289 (2007 £22,858)

### 20 ULTIMATE CONTROLLING PARTY

The company is under the immediate control of Alan Boswell Group Limited which owns 100% of the company's issued share capital. The company is ultimately controlled by A C Boswell who holds 73 6% of the issued share capital of Alan Boswell Group Limited.

#### 21 RECONCILIATION OF MOVEMENTS IN SHAREHOLDERS' FUNDS

	2008 £	2007 £
Profit for the financial year Dividends	1,369,439 (1,375,000)	1,092,196 (1,080,000)
Net (reduction)/addition to shareholders' funds Opening shareholders' funds	(5,561) 893,836	12,196 881,640
Closing shareholders' funds	888,275	<u>893,836</u>