

Company Number: 4533442
Charity Number: 1104094

**Report of the Trustees and
Financial Statements for the Year Ended 31 March 2010
For
FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
and a registered charity)**

WEDNESDAY



LD9 "LI1D9NT6"
29/09/2010 301
COMPANIES HOUSE

LEWIS & CO CHARTERED
ACCOUNTANTS

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LONDON W1T 2PH

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FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
and a registered charity)

Trustees' Report and Financial Statements
for the Year Ended 31 March 2010

CONTENTS

	Page
General Information	1
Report of the Trustees	2
Report of the Auditors	6
Statement of Financial Activities	7
Balance Sheet	8
Notes to the Financial Statements	9

FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
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General Information
for the Year Ended 31 March 2010

COMPANY NUMBER: 04533442

REGISTERED CHARITY NUMBER: 1104094

COMPANY DIRECTORS/ TRUSTEES:

Carlene Firmin	
Sophia Gandhi	
Juliet Heller	(Chair)
Olivia Lichenstein	
Jacqueline Malton	
Geraldine McLeod	
Yvonne Roberts	
Jennifer Palmer Stephenson	(Treasurer)
Prudence Stevenson	(Vice Chair)
Anne-Marrie Whittaker	

COMPANY SECRETARY: Anne-Marrie Whittaker

DIRECTOR: Olga Heaven

ADDRESS: 12 Angel Gate
City Road
London
EC1V 2PT

BANKERS: Lloyds TSB Plc
15 Cheapside
London
EC2V 6AJ

SOLICITORS: Cumberland Ellis Solicitors,
Atrium Court
15 Jockey's Field
London WC1R 4QR

AUDITORS: Lewis & Co
Chartered Accountants
& Registered Auditors
19A Goodge Street
London
W1T 2PH

FPWP Hibiscus Limited
(A company limited by guarantee not having a share capital
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Report of the Trustees
for the Year Ended 31 March 2010

The Trustees present their Report and Financial Statements for the year ended 31 March 2010

Legal status

FPWP Hibiscus Limited is a company limited by guarantee without share capital incorporated on 12 September 2002 and was registered with the Charity Commission on 2 June 2004 as a charity. Its governing rules are its Memorandum and Articles of Association. Prior to its incorporation the charity had operated as an unincorporated charity since 1986 under the name Female Prisoners Welfare Project, charity number 800608.

Trustees selection method

It is vital to the organisation that all trustees should have a clear understanding of the Criminal Justice System and its functions. They must also be familiar with the welfare and rights of women in prison and that they support the objectives of our organisation.

Objects of the charity and principal activities of our work

The principal objectives of the charity are to relieve the poverty and the physical and mental illness and distress of women, particularly those who have suffered any legal restriction to their liberty in a penal or correctional establishment or who have been charged or convicted of a criminal offence.

FPWP Hibiscus provides practical and emotional support, information, and advice to women either in prison or in the community which empowers them to access and exercise their legal and human rights. We support women of all ethnic origins, focusing on Black and Minority Ethnic & Refugee (BMER) women, migrant women, new arrivals, women from the EU, who all have complex and diverse needs. Most of these women are released into the community, but for those who resettle abroad, we provide a reconnection service to ensure that they are better prepared for the transition. Throughout our work we emphasise the importance of maintaining family ties which improve all of their resettlement outcomes.

Our Community Programmes for our diverse client groups, whether it is providing support for resettlement into the community, or assistance in the form of early interventions, focus on compliance with often complex legal requirements. The aim of our programmes is to provide specialist support, information and advice which prevents offending or re-offending, so that the women can move towards independent living in the community.

FPWP Hibiscus continues to believe education is the most effective means to prevent offending behaviour. Our award winning animation 'Eva Goes to Foreign' continues to be an important tool in raising awareness of the dangers and consequences of importing drugs into the UK and continues to have a significant impact post re-launch. However, our work brings us into contact with increasing numbers of women who have been trafficked into the UK from West Africa. This trend has become so worrying that we are now working on a Campaign to raise awareness among the women from this region of the dangers of being trafficked. The women are helping us to create a Campaign animation, based on their lives, which will warn of the dangers that they faced and the consequences of being trafficked. We hope that this animation will be completed in the forthcoming year.

FPWP Hibiscus Limited
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Report of the Trustees
for the Year Ended 31 March 2010

Achievements & Developments

During the past year FPWP Hibiscus, such a small charity with limited personnel and resources, has continued to achieve so much and impact so effectively on the lives of women and their families. Demand for our services continues to grow year on year. This is a testament to the effectiveness of our work and the trust placed in us by our clients and partnerships with both statutory and non-statutory agencies, whether in the prisons or the community.

Changes in Government and EU legislation and policies are, for us, not merely theoretical. The impact of these policies has resulted in a dramatic change in our client group, whether in prison or in the community. In 2009-10, for the first time in our history, UK, dual national, EU nationals made up our largest client group in the prisons. It must be emphasised that this group of women are released into the community with differing legal and often complex restrictions and requirements to fulfil. Working with these groups and the diversity of needs, languages, and cultural differences has been a challenge that we have met successfully. We owe thanks to our Volunteering Programme, with our ethnically diverse Volunteers who have a range of language skills which has enabled us to provide culturally sensitive support for our multi-national clients.

Our work in the community continues to grow. Through early interventions, we support many new arrivals, migrant women and asylum seekers who need information, practical support and advice to find their way through the complex range of legal requirements that face them. These women are often isolated by language and culture and are unaware of how to make their way in the UK. Through our strong networks and links with statutory and non-statutory agencies we are able to access specialised advice which empowers the women and enables them to integrate into the community.

Again, due to changes in government and sentencing policy over recent years, many of our clients resettle in their home countries across the globe, generally in countries where there is limited or no welfare systems, and where poverty and desperation dominate daily life. Through our Reconnection Service, we work with these women to ensure that they are able to access the programmes that provide financial and welfare support on return, and re-establish family links and ties so that they are able to make a positive start in their home countries.

We are only in a position to deliver our services, meet aims and objectives, through the generosity of our funders and grantmakers. In this harsh economic climate we are even more aware that we have to deliver 'value for money' for them and we thank them for their on-going commitment to our work.

We are proud to be a small charity that is demand led and flexible, so that we are able to respond to the changing circumstances around us. We remain confident in our service delivery which meets the needs of our clients, and our partners in both the statutory and non-statutory sectors. It is their tremendous faith in us and our work that enables us to face the challenges of the coming years.

FPWP Hibiscus Limited
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Report of the Trustees
for the Year Ended 31 March 2010

Risk Management

The Trustees consider that the main risk the charity faces is not being able to raise sufficient funds to continue providing its core services. Its fundraising programme is continually reviewed and the Trustees are very aware of the necessity to ensure that the charity has sufficient reserves.

The Trustees have also examined other operational and business risks faced by the charity and can confirm that suitable measures have been taken, wherever possible, to mitigate any significant risks.

Transactions and financial position

The Statement of Financial Activities shows net outgoing resources for the year of £991, which resulted in a surplus of total reserves of £89,093 (2009 £90,084). The unrestricted reserves have a surplus of £26,191 (2009 £28,301) and restricted reserves have increased by £1,119 to £62,902 (2009 £61,783).

The Trustees have reviewed the income it is to receive in the year to 31 March 2011 and believe there will be sufficient income to pay all debts as they fall due and to retain the current level of reserves.

Reserves Policy

The Trustees have sought to increase the level of reserves to a minimum of three months total operating costs so as to avoid a breakdown in provision of core services in adverse conditions.

The Board of Trustees and the Management Committee

Appointment of Trustees is governed by the charities Articles of Association.

The Trustees during the year were as follows:

Dorit Braun		- resigned December 2009
Nicholina Ezechie		- resigned October 2009
Carlene Firmin		- appointed October 2009
Sophia Gandhi		- appointed October 2009
Juliet Heller	Chair	
Jacqueline Malton		- appointed October 2009
Julia McKenzie		- resigned October 2009
Geraldine McLeod		
Jennifer Palmer Stephenson	Treasurer	
Yvonne Roberts		
Prudence Stevenson	Vice chair	
Anne-Marrie Whittaker	Secretary	

After the year end Olivia Lichenstein was appointed a trustee.

FPWP Hibiscus Limited
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Report of the Trustees
for the Year Ended 31 March 2010

Statement of Trustees' responsibilities

The Trustees are required under the Charities Act 1993 to prepare financial statements for each year which give a true and fair view of the charity's financial activities during the year and of its financial position at the end of the year. In preparing financial statements giving a true and fair view, the Trustees should follow best practice and

- (a) select suitable accounting policies and apply them consistently
- (b) make judgements and estimates that are reasonable and prudent state whether applicable accounting standards and statements of recommended practice have been followed, subject to any departures disclosed and explained in the financial statements
- (d) prepare the financial statements on a going concern basis unless it is inappropriate to presume that the charity will continue in operation

The Trustees are responsible for keeping accounting records which disclose with reasonable accuracy the financial position of the charity and which enable them to ensure that the financial statements comply with applicable law and regulations. They are also responsible for safeguarding the assets of the charity and hence for taking responsible steps for the prevention and detection of fraud and other irregularities.

So far as each director is aware, there is no relevant information, defined as "information needed by the company's auditors in connection with preparing their report", of which the company's auditors are unaware and each Trustee has taken all steps that she ought to have taken to make herself aware of any relevant matters and to ensure that the company's auditors are aware of such information. Such steps include making inquiries of other Trustees and auditors and other steps required by the Trustees duty to exercise due care and skill.

Auditors

The auditors, Lewis & Co have expressed their willingness to continue in office and a resolution proposing their re-appointment will be put to the forthcoming Annual General Meeting.

Approval

This report was approved by the Trustees on 20 September 2010 by order of the Trustees, signed on their behalf, by



Trustee

FPWP Hibiscus Limited
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Report of the Auditors
for the Year Ended 31 March 2010

We have audited the financial statements of FPWP Hibiscus Limited for the year to 31 March 2010 on pages seven to fourteen which have been prepared under the historical cost convention and the accounting policies set out on page nine

This report is made solely to the company's members, as a body, in accordance with chapter 3 of part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the company's members those matters we are required to state them in an auditor's report and for no other purposes. 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 trustees and auditors

As described on page five, the charity's Trustees who are also the directors of FPWP Hibiscus Limited, a company for the purpose of company law, are responsible for the preparation of financial statements in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice)

Our responsibility is to audit the financial statements in accordance with relevant legal and regulatory requirements and International Standards of 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 2006. We also report to you if in our opinion, the Report of the Trustees is not consistent with the financial statements, if the charitable company has not kept proper accounting records, if we have not received all information and explanations we require for our audit, or if information specified by law regarding trustees' remuneration and transactions with the company is not disclosed

We read the Report of the Trustees and consider whether they are consistent with the audited financial statements. We consider the implications for our report if we become aware of any apparent misstatements or material inconsistency within the financial statements. Our responsibilities do not extend to other information

Basis of opinion

We have conducted our audit in accordance with International Standards of 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 Trustees in the preparation of the financial statements, and of whether the accounting policies are appropriate to the charity'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

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 charitable company's affairs as at 31 March 2010 and of its incoming resources and application of resources in the year then ended, including its income and expenditure,
- the financial statements have been properly prepared in accordance with the Companies Act, and
- the information given in the Trustees report is consistent with the financial statements

R W Lewis
R W Lewis (Senior Statutory Auditor)
For and on behalf of Lewis & Co
Chartered Accountants & Registered Auditors
19 Goodge Street
London W1T 2PH

Date 20 September 2010

FPWP Hibiscus Limited
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Statement of Financial Activities
for the Year Ended 31 March 2010

		General Fund	Restricted Fund	Total Funds	Total Funds
	Notes	2010 £	2010 £	2010 £	2009 £
INCOMING RESOURCES					
Incoming resources from generated funds					
- Voluntary income	2	70,917	246,022	316,939	297,767
- Investment income		10	-	10	685
Incoming resources from charitable activities	3	218,921	-	218,921	192,901
Other incoming resources					
TOTAL INCOMING RESOURCES		289,848	246,022	535,870	491,353
RESOURCES EXPENDED					
Cost of generating funds					
- Cost of generating voluntary income	5	11,132	-	11,132	10,809
Charitable activities	5	277,770	244,903	522,673	470,222
Governance costs	5	3,056	-	3,056	2,949
TOTAL RESOURCES EXPENDED		291,958	244,903	536,861	483,980
Net (outgoing) incoming resources for the year		(2,110)	1,119	(991)	7,373
Funds balance brought forward at 1 April 2009		28,301	61,783	90,084	82,711
Funds balance carried forward at 31 March 2010		26,191	62,902	89,093	90,084

There were no recognised gains or losses for 2010 and 2009 other than those included in the Statement of Financial Activities

The notes on pages nine to fourteen form part of these financial statements

FPWP Hibiscus Limited
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Balance Sheet
31 March 2010

		2010		2009	
	Notes	£	£	£	£
FIXED ASSETS					
Tangible assets	9		1,279		2,034
CURRENT ASSETS:					
Debtors and prepayments	10	53,334		22,267	
Cash at bank and in hand	11	<u>67,824</u>		<u>77,163</u>	
		121,158		99,430	
CURRENT LIABILITIES					
CREDITORS	12	33,344		11,380	
Amounts falling due within one year		<u>33,344</u>		<u>11,380</u>	
NET CURRENT ASSETS:			<u>87,814</u>		<u>88,050</u>
TOTAL ASSETS LESS					
CURRENT LIABILITIES			<u>89,093</u>		<u>90,084</u>
FUNDS:					
General Fund		26,191		28,301	
Restricted Fund	14	62,902		61,783	
TOTAL FUNDS	15		<u>89,093</u>		<u>90,084</u>

The financial statements on pages seven to fourteen were approved by the board of Trustees on 20 September 2010 and signed on its behalf by



Trustee

Trustee *Prudence Stevenson*

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2010

1 ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention and in accordance with the Financial Reporting Standard for Smaller Entities (effective January 2007) In preparing the financial statements the charity followed best practice as laid down in the statement of Recommended Practice (Accounting and Reporting for Charities) SORP 2005

Income and Expenditure

Income is accounted for when receivable and expenditure is accounted for in the period in which it is incurred The value of services provided by volunteers has not been included

Value added tax

Value added tax is not recoverable by the charity, and as such is included in the relevant costs in the Statement of Financial Activities

Depreciation

Depreciation is charged on fixed assets at a rate calculated to write them off over their useful life The rate currently in use is

Office Equipment	25% reducing balance
Computer equipment	over four years

Restricted funds

Restricted funds are for the purpose specified by the donor Only expenditure meeting its criteria is set against these funds

Unrestricted funds

Unrestricted funds are grants, donations and other income received to carry out the charity's objectives, but for which no specific project has been specified by the donor

Allocation of expenditure

Expenditure is allocated as follows

Cost of generating voluntary income – 15% of the director's salary

Charitable activities – All direct expenditure incurred on performance of the charitable activities including total salaries less 15% of the director's salary and all office and premises cost

Governance – the audit fee, committee meeting costs and statutory fees are allocated to governance costs

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2010

2 GRANTS RECEIVABLE

In the opinion of the Trustees, none of the income of the charity is attributable to geographical markets outside the UK (2009 – nil)

Grant and donation income was received from the following sources

	2010 £	2009 £
Restricted Grants		
A B Charitable Trust	10,000	-
Big Lottery Community Fund	24,426	-
Esmée Fairbairn	16,400	16,400
Foreign and Commonwealth Office	-	31,494
Guildford Academic Association	5,000	
HM Prison Service	-	10,000
Home Office	12,560	-
The Hilden Charitable Trust	5,000	-
International Organisation for Migration	45,000	-
Lankelly Chase	-	20,000
Lloyds TSB Foundation	12,000	12,000
London Probation	-	7,500
National Offender Management Service	48,386	48,386
Oakdale Trust	5,750	1,000
Alan & Babette Sainsbury	15,000	10,000
Rayne Foundation	14,000	-
Tudor Trust	27,500	27,500
William A Cadbury Trust	-	16,000
Women's Trust Fund	5,000	-
Total restricted grants	<u>246,022</u>	<u>200,280</u>
Unrestricted Grants		
The Cruach Trust	-	1,000
National Probation Service, London	1,000	
The Northmoor Trust	-	15,000
Pilgrim Trust	5,680	17,039
Rayne Foundation	-	14,000
The Sigrid Rausing Trust	50,000	50,000
Volant Charitable Trust	10,000	
Donations	4,237	448
Total unrestricted grants	<u>70,917</u>	<u>97,487</u>
Total grants	<u>316,939</u>	<u>297,767</u>

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2010

3 INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	2010 £	2009 £
Contract income receivable		
HMP Bronzefield	37,305	36,180
HMP Downview	23,250	24,000
HMP & YOI Drake Hall	12,000	11,998
HMP Eastwood Park	16,500	16,500
HMP Holloway	85,392	80,060
HMP Morton Hall	26,544	20,368
HMP Peterborough	14,880	3,720
Other	<u>3,050</u>	<u>25</u>
	<u>218,921</u>	<u>192,851</u>
Other earned income	<u>-</u>	<u>50</u>
Total earned income	<u>218,921</u>	<u>192,901</u>

4 OPERATING SURPLUS (DEFICIT)

Operating deficit is stated after charging

	2010 £	2009 £
Auditors' fee	<u>2,820</u>	<u>2,949</u>
Depreciation of tangible fixed assets (note 9) Owned	<u>2,255</u>	<u>5,300</u>

5 ANALYSIS OF TOTAL RESOURCES EXPENDED

	2010 £	2010 £	2010 £	2010 £	2009 £
	Cost of generating voluntary income	Charitable activities	Governance	Total	Total
	£	£	£	£	£
Staff costs	11,132	313,505	-	324,637	311,863
Other direct costs	-	157,379	-	157,379	114,592
Fundraising	-	-	-	-	-
Office expenses	-	18,460	-	18,460	20,707
Premises costs	-	33,329	-	33,329	33,869
Governance costs	<u>-</u>	<u>-</u>	<u>3,056</u>	<u>3,056</u>	<u>2,949</u>
	<u>11,132</u>	<u>522,673</u>	<u>3,056</u>	<u>536,861</u>	<u>483,980</u>

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2010

6 GRANTS PAYABLE

During the year the charity made grants to Hibiscus Jamaica of £37,953 in the year (2009 £39,820), these are included in 'Other direct costs' in note 5

7 TRUSTEE & MANAGEMENT COMMITTEE EXPENSES

During the year there were no payments made to Trustees in respect of expense or fees (2009 £nil)

8 STAFF COSTS

Total staff costs for the year including national insurance was £324,637 (2009 £303,016) The number of employees during the year based on full time equivalents was ten (2009 nine)

There was one employee with emoluments between £60,000 - £70,000 (2009 one)

The charity does not operate its own pension fund and did not contribute to the personal pension plans of any employees (2009 nil)

None of the Trustees or members of the Management Committee received any emoluments during the year

9 TANGIBLE ASSETS

	Office Equipment £
COST:	
At 1 April 2009	22,334
Additions	1,500
	<u>23,834</u>
At 31 March 2010	<u> </u>
DEPRECIATION	
At 1 April 2009	20,300
Charge for year	2,255
	<u>22,555</u>
At 31 March 2010	<u> </u>
NET BOOK VALUE:	
At 31 March 2010	<u>1,279</u>
At 31 March 2009	<u>2,034</u>

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2010

10 DEBTORS

	2010 £	2009 £
Rent deposit	2,275	2,275
Other debtors – voluntary income	36,060	-
Other debtors – contract income	7,270	12,007
Prepayments	<u>7,729</u>	<u>7,985</u>
	<u>53,334</u>	<u>22,267</u>

11 CASH AT BANK

	2010 £	2009 £
Bank current account	29,269	46,627
Bank deposit account	35,852	25,880
Client money	2,423	3,272
Cash in hand	<u>283</u>	<u>1,384</u>
	<u>67,827</u>	<u>77,163</u>

**12 CREDITORS: AMOUNTS FALLING
DUE WITHIN ONE YEAR**

	2010 £	2009 £
Trade creditors	15,895	446
Staff expenses	312	116
Sundry creditors and accruals	14,714	7,546
Monies held on behalf of clients	<u>2,423</u>	<u>3,272</u>
	<u>33,344</u>	<u>11,380</u>

FPWP Hibiscus Limited
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Notes to the Financial Statements
for the Year Ended 31 March 2010

13 OPERATING LEASE COMMITMENTS

At 31 March 2010 the company had annual commitments of £2,834 (2009 £946) under non-cancellable operating lease which expires within two to five years

14 RESTRICTED FUNDS

The funds of the charity include restricted funds comprising the following unexpended balances of grants held on trust to be applied to specific purposes

	Balance at 1 Apr 09	Income	Expenditure	Balance at 31 Mar 10
	£	£	£	£
A B Charitable Trust	-	10,000	10,000	-
Big Lottery	-	24,426	23,680	746
Esmée Fairbairn	8,200	16,400	16,400	8,200
Guilford Academic Association	-	5,000	5,000	-
Home Office	-	12,560	-	12,560
The Hilden Charitable Fund	-	5,000	5,000	-
International Organisation for Migration	-	45,000	45,000	-
Lankelly Chase	15,000	-	15,000	-
Lloyds TSB Foundation	9,000	12,000	12,000	9,000
Noms	-	48,386	48,386	-
Oakdale Trust	-	5,750	2,396	3,354
Alan & Babette Sainsbury	-	15,000	7,500	7,500
Rayne Foundation	-	14,000	14,000	-
Tudor Trust	18,333	27,500	27,500	18,333
William A Cadbury Trust	11,250	-	11,250	-
Women's Trust Fund	-	5,000	1,791	3,209
	<u>61,783</u>	<u>246,022</u>	<u>244,903</u>	<u>62,902</u>

15 ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible Fixed Assets	Net Current Assets	Total
	£	£	£
General Fund	170	26,024	26,194
Restricted	<u>1,109</u>	<u>61,793</u>	<u>62,902</u>
	<u>1,279</u>	<u>87,817</u>	<u>89,096</u>