Fynbos Park Body Corporate (Registration number SS 65/1994) Financial statements for the year ended 31 March 2014



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The reports and statements set out below comprise the financial statements presented to the board of trustees:

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#### Level of assurance

These financial statements have been audited in compliance with the applicable requirements of the Sectional Titles Act, 1986 (Act No. 95 of 1986).

### Preparer

Johan Nel

#### **Published**

16 May 2014

Financial Statements for the year ended 31 March 2014

# Trustees' Responsibilities and Approval

The trustees are required to maintain adequate accounting records and are responsible for the content and integrity of the financial statements and related financial information included in this report. It is their responsibility to ensure that the financial statements fairly present the state of affairs of the body corporate as at the end of the financial year and the results of its operations and cash flows for the period then ended, in conformity with the International Financial Reporting Standard for Small and Medium-sized Entities. The external auditors are engaged to express an independent opinion on the financial statements.

The financial statements are prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities and are based upon appropriate accounting policies consistently applied and supported by reasonable and prudent judgments and estimates.

The trustees acknowledge that they are ultimately responsible for the system of internal financial control established by the body corporate and place considerable importance on maintaining a strong control environment. To enable the trustees to meet these responsibilities, the board of trustees sets standards for internal control aimed at reducing the risk of error or loss in a cost effective manner. The standards include the proper delegation of responsibilities within a clearly defined framework, effective accounting procedures and adequate segregation of duties to ensure an acceptable level of risk. These controls are monitored throughout the body corporate and all employees are required to maintain the highest ethical standards in ensuring the body corporate's business is conducted in a manner that in all reasonable circumstances is above reproach. The focus of risk management in the body corporate is on identifying, assessing, managing and monitoring all known forms of risk across the body corporate. While operating risk cannot be fully eliminated, the body corporate endeavours to minimise it by ensuring that appropriate infrastructure, controls, systems and ethical behaviour are applied and managed within predetermined procedures and constraints.

The trustees are of the opinion, based on the information and explanations given by management, that the system of internal control provides reasonable assurance that the financial records may be relied on for the preparation of the financial statements. However, any system of internal financial control can provide only reasonable, and not absolute, assurance against material misstatement or loss.

The trustees have reviewed the body corporate's cash flow forecast for the year to 31 March 2015 and, in the light of this review and the current financial position, they are satisfied that the body corporate has or has access to adequate resources to continue in operational existence for the foreseeable future.

16 May 2014



#### CHARTERED ACCOUNTANTS (SA) REGISTERED AUDITORS

### **Independent Auditors' Report**

#### To the board of trustees of Fynbos Park Body Corporate

We have audited the financial statements of Fynbos Park Body Corporate, as set out on pages 5 to 14, which comprise the statement of financial position as at 31 March 2014, and the statement of comprehensive income, statement of changes in equity and statement of cash flows for the year then ended, and the notes, comprising a summary of significant accounting policies and other explanatory information.

#### Trustees' Responsibility for the Financial Statements

The body corporate's trustees are responsible for the preparation and fair presentation of these financial statements in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities, and requirements of the Sectional Titles Act, 1986 (Act No. 95 of 1986), and for such internal control as the trustees determine is necessary to enable the preparation of financial statements that are free from material misstatements, whether due to fraud or error.

#### **Auditors' Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with International Standards on Auditing. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgement, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of Fynbos Park Body Corporate as at 31 March 2014, and its financial performance and its cash flows for the year then ended in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities, and the requirements of the Sectional Titles Act, 1986 (Act No. 95 of 1986).

#### **Management Rules**

The Management Rules changes were approved by unanimous resolution of the Annual General Meeting of 14 August 2013 and filed at the deeds office on 13 September 2013.

Registered Auditors 921211-0000 16 May 2014

9 on College Hermanus 7200

Per: J Nel

ØPN Line

Financial Statements for the year ended 31 March 2014

# **Trustees' Report**

The trustees submit their report for the year ended 31 March 2014.

#### 1. Going concern

The financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

#### 2. Events after the reporting period

The trustees are not aware of any matter or circumstance arising since the end of the financial year that has a material impact on the financial statements.

#### 3. Contributions

Contributions paid by sections owners and interest earned during the year were sufficient to meet expenditure, resulting in a levy surplus of R 513 233 (2013: R 559 776).

#### 4. Trustees

The trustees of the body corporate during the year and to the date of this report are as follows:

Name	Nationality	Changes
Mr GPJ Labuschagne	RSA	
Mrs P Grifa	RSA	
Mrs A van den Berg	RSA	
Mr JJ Hamman	RSA	
Miss JJ Jacobs	RSA	
Mr JW Downing (Up to 28/09/2013)	RSA	
Mr WGW Mumford (Up to 03/03/2014)	RSA	

#### 5. Auditors

It is recommended that OPN Inc will continue in office for the next financial period.

# Statement of Financial Position as at 31 March 2014

Figures in Rand	Note(s)	2014	2013
Assets			
Non-Current Assets			
Property, plant and equipment	2	63 926	18 715
Deferred tax	3	456 308	456 308
		520 234	475 023
Current Assets			
Current tax receivable		-	30 663
Trade and other receivables	4	83 984	94 355
Cash and cash equivalents	5	1 238 906	780 431
		1 322 890	905 449
Total Assets		1 843 124	1 380 472
Equity and Liabilities			
Owners' funds and reserves			
Accumulated surplus	-	1 711 380	1 198 147
Liabilities			
Current Liabilities			
Current tax payable		7 835	-
Trade and other payables	6	98 529	170 325
Provisions	7	25 380	12 000
		131 744	182 325
Total Equity and Liabilities		1 843 124	1 380 472

# **Statement of Comprehensive Income**

Figures in Rand	Note(s)	2014	2013
Revenue	8	2 553 324	2 393 540
Other income and interest	•	78 684	49 091
Operating expenses		(2 328 644)	(2 434 913)
Operating surplus	9	303 364	7 718
Special Revenue	10	217 750	95 750
Surplus before taxation		521 114	103 468
Taxation	11	(7 881)	456 308
Surplus for the year		513 233	559 776
Other comprehensive income		-	-
Total comprehensive income for the year		513 233	559 776

# **Statement of Changes in Equity**

Figures in Rand	Accumulated surplus	Total equity
Balance at 01 April 2012	638 371	638 371
Surplus for the year Other comprehensive income	559 776 -	559 776 -
Total comprehensive income for the year	559 776	559 776
Balance at 01 April 2013	1 198 147	1 198 147
Surplus for the year Other comprehensive income	513 233 -	513 233 -
Total comprehensive income for the year	513 233	513 233
Balance at 31 March 2014	1 711 380	1 711 380

Note(s)

7

# **Statement of Cash Flows**

Figures in Rand	Note(s)	2014	2013
Cash flows from operating activities			
Cash generated from (used in) operations	13	268 742	(8 315)
Special Levy 5%		217 750	95 750
Tax received (paid)	14	30 617	(50 532
Net cash from operating activities		517 109	36 903
Cash flows from investing activities  Purchase of software and equipment	2	(58 634)	(7 745)
Sale of old equipment	2	-	126
Repayment of loans by employees		-	7 003
Net cash from investing activities		(58 634)	(616)
Total cash movement for the year		458 475	36 287
Cash at the beginning of the year		780 431	744 144
Total cash at end of the year	5	1 238 906	780 431

Financial Statements for the year ended 31 March 2014

# **Accounting Policies**

#### 1. Presentation of Financial Statements

The financial statements have been prepared in accordance with the International Financial Reporting Standard for Small and Medium-sized Entities. The financial statements have been prepared on the historical cost basis, and incorporate the principal accounting policies set out below. They are presented in South African Rands.

These accounting policies are consistent with the previous period.

#### 1.1 Property, plant and equipment

Property, plant and equipment are tangible items that:

- are held for use in the production or supply of goods or services, for rental to others or for administrative purposes;
- are expected to be used during more than one period.

Property, plant and equipment is carried at cost less accumulated depreciation and accumulated impairment losses.

Cost includes all costs incurred to bring the asset to the location and condition necessary for it to be capable of operating in the manner intended by management.

Costs include costs incurred initially to acquire or construct an item of property, plant and equipment and costs incurred subsequently to add to, replace part of, or service it. If a replacement cost is recognised in the carrying amount of an item of property, plant and equipment, the carrying amount of the replaced part is derecognised.

Depreciation is provided using the straight-line method to write down the cost, less estimated residual value over the useful life of the property, plant and equipment, which is as follows:

ItemAverage useful lifeFurniture and fixtures10 yearsSecurity equipment10 yearsIT equipment5 years

The residual value, depreciation method and useful life of each asset are reviewed at each annual reporting period if there are indicators present that there has been a significant change from the previous estimate.

Gains and losses on disposals are determined by comparing the proceeds with the carrying amount and are recognised in profit or loss in the period.

#### 1.2 Financial instruments

#### Initial measurement

Financial instruments are initially measured at the transaction price. This includes transaction costs, except for financial instruments which are measured at fair value through surplus or deficit.

#### Financial instruments at cost

Commitments to receive a loan are measured at cost less impairment.

Equity instruments that are not publicly traded and whose fair value cannot otherwise be measured reliably are measured at cost less impairment. This includes equity instruments held in unlisted investments.

#### 1.3 Tax

#### Current tax assets and liabilities

Current tax for current and prior periods is, to the extent unpaid, recognised as a liability. If the amount already paid in respect of current and prior periods exceeds the amount due for those periods, the excess is recognised as an asset.

Financial Statements for the year ended 31 March 2014

# **Accounting Policies**

#### 1.3 Tax (continued)

#### Tax expenses

Tax expense is recognised in the same component of total comprehensive income (i.e. continuing operations, discontinued operations, or other comprehensive income) or equity as the transaction or other event that resulted in the tax expense.

The Body Corporate is taxed in terms of Section 10(1)(e) of the Income Tax Act.

#### 1.4 Provisions and contingencies

Provisions are recognised when:

- the body corporate has an obligation at the reporting date as a result of a past event;
- · it is probable that the body corporate will be required to transfer economic benefits in settlement; and
- the amount of the obligation can be estimated reliably.

#### 1.5 Revenue

Revenue from levies is recognised when all the following conditions have been satisfied:

- the body corporate has transferred to the owner the significant risks and rewards of ownership of the goods;
- the body corporate retains neither continuing managerial involvement to the degree usually associated with ownership nor effective control over the goods sold:
- the amount of revenue can be measured reliably;
- it is probable that the economic benefits associated with the levies will flow to the body corporate; and
- the costs incurred or to be incurred in respect of thelevies can be measured reliably.

When the outcome of a levy involving the rendering of services can be estimated reliably, revenue associated with the transaction is recognised by reference to the stage of completion of the transaction at the end of the reporting period. The outcome of a transaction can be estimated reliably when all the following conditions are satisfied:

- the amount of revenue can be measured reliably;
- it is probable that the economic benefits associated with the transaction will flow to the body corporate;
- the stage of completion of the transaction at the end of the reporting period can be measured reliably; and
- the costs incurred for the transaction and the costs to complete the transaction can be measured reliably.

When the outcome of the transaction involving the rendering of services cannot be estimated reliably, revenue shall be recognised only to the extent of the expenses recognised that are recoverable.

Revenue is measured at the fair value of the consideration received or receivable and represents the amounts receivable for goods and services provided in the normal course of business, net of trade discounts and volume rebates, and value added tax.

Interest is recognised, in surplus or deficit, using the effective interest rate method.

### **Notes to the Financial Statements**

Figures in Rand	2014	2013
rigules ili Naliu	2014	2013

### Property, plant and equipment

		2014			2013	
	Cost / Valuation	Accumulated depreciation and impairments	Carrying value	Cost / Valuation	Accumulated depreciation and impairments	Carrying value
Security equipment	53 867	(11 237)	42 630	12 880	(6 354)	6 526
Furniture and fixtures	5 836	(3 961)	1 875	5 836	(3 254)	2 582
IT equipment	30 531	(18 180)	12 351	14 525	(13 489)	1 036
Office equipment	28 543	(21 473)	7 070	26 903	(18 332)	8 571
Total	118 777	(54 851)	63 926	60 144	(41 429)	18 715

### Reconciliation of property, plant and equipment - 2014

	Opening balance	Additions	Depreciation	Total
Security equipment	6 526	40 987	(4 883)	42 630
Furniture and fixtures	2 582	_	(707)	1 875
IT equipment	1 036	16 007	(4 692)	12 351
Office equipment	8 571	1 640	(3 141)	7 070
	18 715	58 634	(13 423)	63 926

### Reconciliation of property, plant and equipment - 2013

	Opening balance	Additions	Disposals	Depreciation	Total
Security equipment	6 158	1 620	(126)	(1 126)	6 526
Furniture and fixtures	3 165	-		` (583)	2 582
IT equipment	5 877	-	-	(4 841)	1 036
Computer software	-	6 125	-	(6 125)	-
Office equipment	14 168	-	-	(5 597)	8 571
	29 368	7 745	(126)	(18 272)	18 715

#### 3. Deferred tax

**Deferred tax liability** 

Reconciliation of deferred tax asset \ (liability)

456 308 At beginning of year 456 308

## **Notes to the Financial Statements**

ures in Rand	2014	2013
Trade and other receivables		
Trade receivables	71 484	75 355
Benade special Levy receivable	12 500	19 000
	83 984	94 355
Accounts receivable age analyses are	as follows:	
Current	35 749	42 848
30 days	9 645	11 230
60 days (Estate)	5 061	4 549
90 days (Estate)	1 506	2 029
120 days (Estate)	19 523	14 699
	71 484	75 355

Levies received in advance amounted to R52,247 (2013: 35,011) and shown under Trade and other payables (refer to note 6.)

#### 5. Cash and cash equivalents

6.

Cash and cash equivalents consist of:

Cash on hand Nedbank Current account Nedbank term deposit	1 061 429 443 808 402	1 061 180 851 598 519
	1 238 906	780 431
Trade and other payables		
Trade payables	45 153	124 309
Levies received in advance	52 247	35 011
Uif & Paye payable	1 129	11 005
	98 529	170 325

Accounts navable age analyses are as follows:	

	45 153	124 309
30 days	(434)	27 405
Current	45 587	96 904
Accounte payable age unaryous are as rememe.		

# **Notes to the Financial Statements**

igι	ires in Rand			2014	2013
	Provisions				
	Reconciliation of provisions - 2014				
		Opening	Additions	Utilised during	Total
	Audit fees provision	balance 12 000	12 000	the year (12 000)	12 000
	Security camera software	-	13 380	(12 000)	13 380
		12 000	25 380	(12 000)	25 380
	Reconciliation of provisions - 2013				
		Opening	Additions	Utilised during	Total
	Audit fees provision	balance 12 500	12 500	the year (13 000)	12 000
	Workman's compensation fund	1 278	(1 278)		-
	·	13 778	11 222	(13 000)	12 000
3.	Revenue				
	Single & double unit Levy			2 174 544	2 082 802
	Garage levy (From 1 Sep 2012 calculated on participation q	uota)		370 740	210 764
	Carport levy Open parking Levy			4 320 3 720	3 888 2 936
	Security Levy (From 1 Sep 2012 calculated on participation	quota)		3 720	93 150
				2 553 324	2 393 540
	Operating surplus				
	Operating surplus for the year is stated after accounting for	the following:			
	Operating lease charges Equipment				
	Contractual amounts			8 666	10 404
	Depreciation on property, plant and equipment			13 422	18 272
	Employee costs			382 428	388 996
	Property tax credit received from Overstrand Municipality inc expenses	cluded in Water		-	(41 902
0.	Special revenue				
	Special revenue Exit Levy 5%			217 750	95 750
				717 750	95 / 50

### **Notes to the Financial Statements**

Figu	res in Rand	2014	2013
11.	Taxation		
	Major components of the tax expense (income)		
	Current		
	Local income tax - current period	7 835	-
	Local income tax - recognised in current tax for prior periods	46	-
		7 881	-
	Deferred		
	Arising from previously unrecognised tax loss / tax credit / temporary difference	-	(456 308
		7 881	(456 308)
12.	Auditors' remuneration		
	Fees	14 901	13 680
	Adjustment for previous year	3 368	258
	Tax and secretarial services	5 725	6 670
		23 994	20 608
13.	Cash generated from (used in) operations		
	Surplus before taxation	521 114	103 468
	Adjustments for:		
	Depreciation and amortisation	13 422	18 272
	Exit levies received  Movements in provisions	(217 750) 13 380	(95 750 (1 778
	Changes in working capital:	13 360	(1770
	Trade and other receivables	10 371	(38 062
	Trade and other payables	(71 795)	5 535
		268 742	(8 315
14.	Tax refunded (paid)		
	Balance at beginning of the year	30 663	(19 869
	Current tax for the year recognised in surplus or deficit	(7 881)	-
	Balance at end of the year	7 835	(30 663

#### 15. Going concern

The financial statements have been prepared on the basis of accounting policies applicable to a going concern. This basis presumes that funds will be available to finance future operations and that the realisation of assets and settlement of liabilities, contingent obligations and commitments will occur in the ordinary course of business.

#### 16. Insurance policies

The annual renewal date of insurance policy of the body corporate is 1 February of each year. The policy at 31 March 2014 is due for renewal on 1 February 2015.

#### 17. Commitments

There is an outstanding commitment to Cape Asphalt to the amount of R207,000. This amount is in respect of a capital project and will be paid in full upon the completion of the project in May 2014.

# **Detailed Income Statement**

Figures in Rand	2014	2013
Levy income	2 553 324	2 393 540
- Single Unit	1 539 756	1 475 579
- Double Unit	634 788	607 223
- Garage	370 740	210 764
- Car Port	4 320	3 888
- Open Parking	3 720	2 936
- Security	-	93 150
Exit Levy	217 750	95 750
Special Levy 5%	217 750	95 750
	2 771 074	2 489 290
Services and rental	36 065	31 235
Discount Received	882	785
Recycled Waste	558	648
Rent Open Park	6 680	6 720
Rent Store Rooms	2 646	3 378
Washing Machines	17 510	13 422
Office Services	2 789	2 660
Clearance Cerificates	5 000	3 622
Interest	42 619	17 856
Capital Reserve	34 883	13 642
Received from Debtors	7 736	4 214
Other Income	78 684	49 091
Total Income	2 849 758	2 538 381
	_ 0.0.00	
Expenses (refer pages 16 & 17)	2 328 644	2 434 913
Surplus before taxation	521 114	103 468
Taxation	-7 881	456 308
Surplus for the year	513 233	559 776

# Detailed Income Statement

Detailed income diatement		0010
Figures in Rand	2014	2013
Operating expenses		
ADMINISTRATION and OFFICE:	198 949	226 137
Audit - Under/Over Provision	6 269	1 938
Audit Fee (Provision)	12 000	12 000
Bank Charges Current Account	13 676	18 269
Bookkeeping Fee	37 677	34 143
Computer Consumables	_	1 750
Computer Repairs	2 091	2 778
Computer Support Annual	_	2 627
Computer Support (ad hoc)	702	283
Delivery and Collection	8 648	9 460
Finance Costs/Rental	8 666	10 404
Fines and Penalties	0 000	-
Legal Fees	8 620	34 519
•	5 725	6 670
Payroll Processing		
Postage and Courier	3 308	2 846
Printing	770	5 772
Refreshments	6 203	6 102
Secretarial and Statutory	7 950	5 305
Stationary	8 586	5 914
Stationary Equipment (Small)	689	1 873
Subscriptions	4 292	2 144
SOFCA: Availability	12 000	10 800
SOFCA: Call Outs	31 200	28 200
SOFCA: Bus Tickets	-120	-180
Telkom	17 862	20 775
Training	510	946
Various	1 625	612
Contingency Provision	-	187
BUILDINGS	322 352	275 082
Insurance	96 855	85 812
Insurance Claims (Repair Cost & Repayment)	16 309	3 406
Building Repairs & Maint	6 101	16 391
Building Repairs & Maint Outsourced	85 987	69 025
Garage Repairs & Maint Outsourced	3 950	_
Car port Repairs & Maint Outsourced	1 925	_
Parking & Walkway Repairs & Maint	701	5 486
Parking/Walkway Repairs&Maint Outsourced	1 420	715
Lift Repairs and Maint Outsourced	37 990	37 791
Tools & Equipment	1 671	14 127
Fire Equipment & Services - Outsourced	15 664	4 019
Electrical Repairs & Maintenance	23 599	4 878
	20 457	
Electrical Repairs & Maint. Outsourced		30 093
Plumbing Repairs & Maint	93	
Plumbing Repairs & Maint Outsourced	9 630	3 339
BUILDING PROJECTS from RESERVES	104 477	242 777
	124 477	312 777
Project 1: Stoep Ceiling Cleaned		-
Project 2: Atrium	5 758	104 304
Project 3: Gate & Motor		-
Project 4: Atrium flat roof sealing	6 191	30 796
Project 5 :Waterproofing of windows	14 986	59 749
Project 6: Structural Repairs - Floors	942	27 614
Project 7: Structural Repairs - Walls	38 882	32 143
Project 8: Upgrade Panic Buttons	-	58 000
Project 9: Garden flats roof sealing	13 663	-
Project 10: Garden Paving	4 840	171
Project 11: Garage Door Maintenance	39 215	-

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# **Detailed Income Statement**

Figures in Rand	2014	2013
CLEANING	82 165	46 738
Equipment	1 974	5 579
Material (Chemicals)	4 834	8 335
ools (Brooms/Brushes/Cloths)	807	1 234
General Cleaning Outsourced	33 150	-
Vindow Cleaning Outsourced	41 400	31 590
CONSULTING	-	9 000
Personnel agency	-	9 000
DEPRECIATION	13 422	18 272
Office Equipment	3 141	5 597
Office Computer & Software	4 691	10 966
urniture & Fittings	707	583
ecurity Equipment	4 883	1 126
MPLOYEE COSTS:	382 428	388 996
asic	333 707	352 697
onus Year End	29 177	27 279
Other: Standin Etc	-	2 442
vertime	1 864	-
-Fund FP 50%	8 322	5 965
IF FP Contribution	3 601	2 757
/CF FP Contribution Provision	1 934	2 856
DL	-	
PAYE	_	_
eave Pay on Severance	196	_
eave Pay adjustment	-	-6 245
Protective Clothing	3 627	1 245
Total and the state of the stat	0 02.	. = . •
SARDENS	31 033	32 616
ertilizer Compost Pesticides Etc.	6 083	6 220
awn Service Outsourced	19 365	19 740
Prnamental (Edging Poles Fencing Etc)	-	_
lants	1 129	5 900
ools and Equipment	4 456	756
Other Carlotter		-
ECURITY	250 873	238 618
sate and Patrole	240 967	235 545
office Alarm	3 109	2 603
faintenance	6 797	470
TILITIES - WATER SEW REF TAXES	374 022	341 770
Water Account (after R41 000 refund)	428 707	408 045
OFCA Recovery	-54 685	-66 275
S. S. M. Moovery		30 21 0
ITILITIES: ELECTRICITY	548 923	544 907
Electricity Account	548 923	544 907
UB Account Verification		0 17 301
75 Addant Volindation		
	2 328 644	2 434 913
	2 020 077	2 707 310