ALBANY COMMUNITY LEGAL CENTRE INC.

ABN: 12 172 591 806

SPECIAL PURPOSE FINANCIAL REPORT

FOR THE YEAR ENDED 30 JUNE 2022



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ALBANY COMMUNITY LEGAL CENTRE INC SPECIAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

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ALBANY COMMUNITY LEGAL CENTRE INC SPECIAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

COMMITTEE OF MANAGEMENT REPORT

Our committee submits the financial report of the Albany Community Legal Centre Inc for the financial year ended 30 June 2022.

Committee of Management Members

The committee members throughout the year and at the date of this report are:

Angela Bristow-Baohm (Chairperson) Christine Tozer (Secretary)

Carryn Hills (Treasurer)

Kenneth John

Dylan Parker

Helen St Jack

Principal Activities

Albany Community Legal Centre Inc (ACLC) is incorporated under the Associations Incorporations Act, 2015 and registered with the Australian Charities and Not-for-Profits Commission (ACNC). ACLC is an independent not for profit community organisation providing legal and advocacy services to the Great Southern community of Western Australia since 1995. ACLC play an important and pivotal role in the local community in breaking down barriers that prevent access to justice in the Great Southern region. ACLC services are directed to those community members who would not otherwise be able to access legal and advocacy services either because they are ineligible for legal aid or because they cannot afford the services of a private lawyer.

The objectives of Albany Community Legal Centre Inc are to:

- (1) Provide legal information and advice
- (2) Undertake negotiation, court representation and conduct community legal education sessions
- (3) Engage in advocacy to address systemic justice issues with the community.

Significant Changes

No significant changes in the nature of these activities occurred during the year.

Operating Results

30 June 2022 30 June 2021 \$ \$

The operating result was a surplus / (deficit) for the year of

(2,504)

31,160

DocuSigned by:

9c2AA721AC8A4B1... Angela Bristow-Baohm

Chairperson

DocuSigned by:

----206EB88C5E50427

Carryn Hills

Treasurer

Signed in accordance with a resolution of the committee this: 23rd day of September 2022

27th August 2022

The Committee
Albany Community Legal Centre Inc
125 Grey Street West
ALBANY WA 6330

By Email Only

Dear Committee,

AUDITOR'S INDEPENDENCE DECLARATION
Pursuant to Section 60.40 of the
Australian Charities and Not-For-Profits Commission Act 2012.

In relation to the audit for the year ended 30 June 2022, I declare that, to the best of my knowledge and belief, there have been no contraventions of the audit independence requirements of:

- 1. The Australian Charities and Not-For-Profits Commission Act 2012
- 2. The Accounting Professional and Ethical Standards Board
- 3. Any applicable code of professional conduct.

Yours sincerely,

Paul Gilbert FCPA MBA Macleod Corporation Pty Ltd



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ALBANY COMMUNITY LEGAL CENTRE INC SPECIAL PURPOSE FINANCIAL REPORT FOR THE YEAR ENDED 30 JUNE 2022

RESPONSIBLE PERSONS DECLARATION

The responsible persons declare that in their opinion:

- i) This financial report has been prepared as a special purpose financial report on the basis that Albany Community Legal Centre Inc is a non-reporting entity because there are no users of this financial report, who would otherwise be dependent on general purpose financial reports to satisfy all of their information needs.
- ii) The Special Purpose Financial Report presents fairly the financial position of Albany Community Legal Centre Inc as at 30 June 2022 and the income and expenditure for the year then ended in accordance with the accounting policies described in the notes to the Special Purpose Financial Report.
- iii) There are reasonable grounds to believe that Albany Community Legal Centre Inc will be able to pay all of its debts, as and when they become due and payable.
- iv) The financial report and notes satisfy the requirements of the Australian Charities and Not-For-Profits Commission Regulation 2013.

Signed in accordance with subsection 63 (4) (c) of the Australian Charities and Not-For-Profits Commission Regulation 2013.

DocuSigned by:

Angela Bristow-Baohm

Chairperson

Dated this: 23rd day of September 2022

DocuSigned by:

____206EB88C5E50427.

CERTIFIED PRACTICING ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

To: The Members of Albany Community Legal Centre Inc

Report on the Financial Report

We have audited the accompanying financial report of Albany Community Legal Centre Inc, which comprises the Statement of Financial Position as at 30 June 2022, the Statement of Comprehensive Income, Statement of Changes in Equity, Statement of Cash Flows for the year then ended and notes comprising a summary of significant accounting policies, other explanatory information, and the statement by committee members.

In our opinion the financial report of Albany Community Legal Centre Inc, has been prepared in accordance with Division 60 of the Australian Charities and Not-for-Profits Commission Act 2012, including:

- (a) giving a true and fair view of the association's financial position as at 30 June 2022, and of its financial performance for the year then ended; and
- (b) complying with Australian Accounting Standards to the extent described in Note 1, Division 60 the Australian Charities and Not-For-Profits Commission Regulation 2013.



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Basis of Opinion

We conducted our audit in accordance with Australian Auditing Standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Report section of our report. We are independent of the association in accordance with the ethical requirements of the Accounting Professional and Ethical Standards Board's APES 110 Code of Ethics for Professional Accountants (the Code) that are relevant to our audit of the financial report in Australia. We have also fulfilled our other ethical responsibilities in accordance with the Code.

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

Emphasis of Matter - Basis of Accounting

We draw attention to Note 1 to the financial report, which describes the basis of accounting. The financial report has been prepared for the purpose of fulfilling the association's financial reporting responsibilities under the ACNC Act. In particular reference is made to the policy of fully depreciating assets and accounting for provisions. As a result, the financial report may not be suitable for another purpose. Our opinion is not modified in respect of this matter.

Responsibility of the Management for the Financial Report

Management of the association are responsible for the preparation of the financial report that gives a true and fair view and have determined that the basis of preparation described in Note 1 to the financial report is appropriate to meet the requirements of the ACNC Act and the needs of the members. Management's responsibility also includes such internal control as management determine is necessary to enable the preparation of a financial report that gives a true and fair view and is free from material misstatement, whether due to fraud or error.

In preparing the financial report, management are responsible for assessing the association's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intend to liquidate the registered entity or to cease operations, or have no realistic alternative but to do so. Management are responsible for overseeing the association's financial reporting process.



LIABILITY LIMITED BY A SCHEME APPROVED UNDER PROFESSIONAL STANDARDS LEGISLATION

Macleod Corporation Pty Ltd is a CPA practice

ERTIFIED PRACTICING ACCOUNTANTS

Auditor's Responsibilities for the Audit of the Financial Report

Our objectives are to obtain reasonable assurance about whether the financial report as a whole is 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 the Australian Auditing Standards 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 the financial report.

As part of an audit in accordance with Australian Auditing Standards, we exercise professional judgement and maintain professional scepticism throughout the audit. We also:

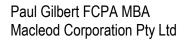
- Identify and assess the risks of material misstatement of the financial report, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit 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 association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by the association.
- Conclude on the appropriateness of the association's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial report or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial report, including the disclosures, and whether the financial report represents the underlying transactions and events in a manner that achieves fair presentation.

We communicate with Management regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Report on Other Legal and Regulatory Requirements

In accordance with the requirements of section 60-30 of the ACNC Act. We are satisfied that:

- a) we have received all information, explanation and assistance necessary for the conduct of the audit.
- b) management has kept financial records sufficient to enable a special purpose financial report to be prepared and audited.
- c) except for an asset register, management has kept other records as required by the ACNC Act.





Dated this: 23rd day of September 2022

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF COMPREHENSIVE INCOME (STATEMENT OF INCOME AND EXPENDITURE) FOR THE YEAR ENDED 30 JUNE 2022

		2022	2021
	Note	\$	\$
OPERATING INCOME			
Operational Grant Funding	2	1,117,326	860,903
Subsidies & Rebates		9,997	10,000
Donations & Contributions		9,257	8,325
Interest		868	2,074
Other Income		16,735	5,481
	- -	1,154,183	886,783
OPERATING EXPENDITURE			
Communications		9,800	15,138
COVID 19 Response – Work from home exp.		0	260
Depreciation		7,940	0
Financials/Auditing/Accounting		4,989	3,417
Insurance		12,290	7,021
Library/Resource/Subs		15,861	15,108
Office Overheads		52,837	42,475
PR & Meetings		5,107	3,306
Premises Costs		82,301	59,862
Provisions		7,200	8,720
Salaries & Related Expenses		917,398	681,578
Staff Training & Recruitment		10,157	7,185
Travel		11,532	8,400
Other Expenses (inc Client Support)		19,291	3,153
	-	1,156,687	855,623
Operating Result Surplus/(Loss)	9	(2,504)	31,160
OTHER COMPREHENSIVE INCOME			
COVID 19 Cash Boost Stimulus		0	50,446
Deferred Income: Unexpended NLAP/CLSP		22,093	(22,093)
·	-	22,093	28,353
TOTAL COMPREHENSIVE INCOME		19,589	59,513
	-		

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF FINANCIAL POSITION AS AT 30 JUNE 2022

		2022	2021
	Note	\$	\$
CURRENT ASSETS			
Cash on Hand		400	360
Cash at Bank	3	624,491	469,178
Accounts Receivable	4	14,203	572
TOTAL CURRENT ASSETS	· -	639,094	470,110
NON CURRENT ASSETS			
Plant, Property & Equipment	5	27,293	35,217
TOTAL NON CURRENT ASSETS		27,293	35,217
TOTAL ASSETS	-	666,387	505,327
CURRENT LIABILITIES			
Accounts Payable	6	25,424	10,699
Deferred Income: Communities Peer Supported		121,639	0
Deferred Income: NLAP		0	22,093
Provision for ICT	1 I)	19,498	23,212
Provision for Employee Entitlements	7	84,732	39,613
TOTAL CURRENT LIABILITIES	-	251,293	95,617
NON-CURRENT LIABILITIES			
Provision for Employee Entitlements	7	8,918	23,123
TOTAL NON-CURRENT LIABILITIES	-	8,918	23,123
TOTAL LIABILITIES	-	260,211	118,740
NET ASSETS	<u>-</u>	406,176	386,587
Represented by: EQUITY			
Accumulated Surplus		406,176	386,587
Asset Revaluation Reserve	_	0	0
TOTAL EQUITY	_	406,176	386,587

The accompanying notes form part of these financial statements.

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF CHANGES IN EQUITY FOR THE YEAR ENDED 30 JUNE 2022

	2022	2021
Note	e \$	\$
EQUITY		
240111		
Accumulated Surplus		
Balance as at the beginning of year	386,587	327,074
Net result for the year	(2,504)	31,160
Other Comprehensive Income	22,093	28,353
	19,589	59,513
Balance as at the end of year	406,176	386,587
Note: An adjustment was made to Deferred Income as at 3 Deferred income of \$22,093 was brought to account and carecognised as other comprehensive income for the year en	arried forward funds	
Asset Revaluation Reserve		
Balance as at the beginning of the year	0	0
Revaluations of Non- Current Assets	0	0
Revaluation Movement	0	0
Balance as at the end of the year	0	0
TOTAL EQUITY	406,176	408,680

ALBANY COMMUNITY LEGAL CENTRE INC STATEMENT OF CASHFLOWS FOR THE YEAR ENDED 30 JUNE 2022

		2022	2021
	Note	\$	\$
CASHFLOWS FROM OPERATING ACTIVITIES			
Receipts			
- Receipts from Government		1,248,962	921,349
- Receipts from Customers		12,361	13,384
- Interest		868	2,074
<u>Payments</u>			
- Employees inc. Superannuation		(886,484)	(702,061)
- Services and charges		(220,354)	(169,597)
Net Cash flows from / (used in) Operating Activities	9	155,353	65,149
CASHFLOWS FROM INVESTING ACTIVITIES			
Proceeds from sale of property, plant & equipment		0	650
Purchase of Property, Plant & Equipment		0	(35,217)
Net Cash flows used in Investing Activities	_	0	(34,567)
ű	_		
CASHFLOWS FROM FINANCING ACTIVITIES			
Proceeds from Loans		0	0
Grants for Development of Assets	_	0	0
Net Cash flows used in Financing Activities		0	0
NET INCREASE/(DECREASE) IN CASH HELD		155,353	30,582
TVET INONE/IOE/(BEONE/IOE) IN ONOTITIEED	_	100,000	30,302
Add: Opening Cash Balance Forward		469,538	438,956
, ,		·	,
CLOSING CASH CARRIED FORWARD		624,891	469,538
0.151			
Cash Balance made up of:		400	260
Cash on Hand Cash at Bank	3	400 624,491	360 469,178
Casii at Dalik	J _	024,431	403,170
		624,891	469,538
	=	32 1,00 1	100,000

The accompanying notes form part of these financial statements.

NOTE 1 – STATEMENT OF ACCOUNTING POLICIES

The Committee of Management have prepared the financial statements on the basis that the entity is a non-reporting entity because there are no users dependent on general purpose financial reports. This financial report is therefore a special purpose financial report that has been prepared to meet Committee of Management's financial reporting requirements under the Albany Community Legal Centre Inc constitution.

The financial report has been prepared in accordance with the significant accounting policies disclosed below, which the Committee of Management have determined are appropriate to meet the needs of the members. Such accounting policies are consistent with the previous year unless stated otherwise.

The financial report has been prepared in accordance with the requirements of the Associations Incorporation Act 2015 of Western Australia and the following Australian Accounting Standards:

AASB 101, Presentation of Financial Statements

AASB 107, Statement of Cash Flows

AASB 108, Accounting Policies, Changes in accounting Estimates and Errors

AASB 1031, Materiality

AASB 1048, Interpretation of Standards

AASB 1054, Australian Additional Disclosures.

No other applicable Accounting Standards, Australian Accounting Interpretations or other authoritative pronouncements of the Australian Accounting Standards Board have been applied.

The financial report has been prepared on a modified accrual basis of accounting including the historical cost convention and the going concern assumption.

The following material accounting policies, which are consistent with the previous years unless otherwise stated, have been adopted in the preparation of the financial report:

a) Income Tax

Charitable Institution

The Australian Charities and Not-for-Profits Commission has registered the association as a Charitable Institution. Consequently, the Australian Taxation office has endorsed the association and it is eligible for the following concessions:

- (i) GST concession;
- (ii) FBT Exemption;
- (iii) Income taxation exemption.

No change in its tax status as a result of activities undertaken during the year is likely.

b) Cash and Cash Equivalents

Cash and cash equivalents includes cash on hand, deposits held at call with banks, and other short-term highly liquid investments with original maturities of three months or less. Bank overdrafts are shown within short-term borrowings in current liabilities on the statement of financial position.

c) Inventories

Inventories held for use in operations have been valued by using the weighted average cost on a continual basis, after adjustment for loss of service potential.

Inventories held for resale have been valued at the lower of cost and net realisable value.

d) Investments

Investments comprise available-for-sale financial assets designated as available-for-sale, but which are not deemed to be held principally for trading purposes, and include equity investments. Investments are initially recognised at fair value plus transaction costs.

Subsequent gains or losses arising from changes in fair value are included as a separate component of equity in the available-for sale revaluation reserve except for interest, dividends and foreign exchange gains and losses on monetary assets, which are recognised directly in the income statement. When the investment is sold, the cumulative gain or loss relating to the investment is transferred from the available-for-sale revaluation reserve to the income statement.

e) Property, Plant and Equipment (PPE)

Property, plant and equipment is generally measured on the cost basis less depreciation and any impairment losses.

Impairment losses, in accordance with Accounting Standard AASB 136 "Impairment of Assets" is the amount by which the carrying amount of an asset or a cash-generating unit exceeds its recoverable amount. The recoverable amount of an asset is the higher of its fair value less costs to sell and its value in use. Fair value less costs to sell is the amount obtainable from the sale of an asset in an arm's length transaction between knowledgeable, willing parties, less the costs of disposal.

Right of use assets where a lessee is granted the right to use an asset over the life of the asset have not been brought to account in accordance with AASB16 "Leases"

Materiality

Assets with an economic life in excess of one year are only capitalised where the cost of acquisition exceeds materiality threshold of \$ 1,000.

Depreciation

The depreciable amount of plant and equipment is depreciated on a diminishing value and straight line basis over the asset's useful life to the entity commencing from the time the asset is held ready for use. Leasehold improvements are depreciated over the shorter of either the unexpired year of the lease or the estimated useful lives of the improvements.

The depreciation rates used for each class of depreciable assets are:

Class of Fixed Asset	Depreciation Rate
Motor Vehicles	22.5% DV
Plant & Equipment	100%

f) Employee Benefits

Provision is made for the association's liability for employee benefits arising from services rendered by employees to the end of the reporting year. Employee benefits have been measured at the amounts expected to be paid when the liability is settled.

g) Provisions

Provisions are recognised when the association has a legal or constructive obligation, as a result of past events, for which it is probable that an outflow of economic benefits will result, and that outflow can be reliably measured. Provisions are measured at the best estimate of the amounts required to settle the obligation at the end of the reporting year.

h) Revenue and Other Income

Non-reciprocal grant revenue is recognised in profit or loss when the entity obtains control of the grant, and it is probable that the economic benefits gained from the grant will flow to the entity and the amount of the grant can be measured reliably.

When grant revenue is received whereby the entity incurs an obligation to deliver economic value directly back to the contributor, this is considered a reciprocal transaction and the grant revenue is recognised in the statement of financial position as a liability until the service has been delivered to the contributor, otherwise the grant is recognised as income on receipt.

Donations and bequests are recognised as revenue when received.

Interest revenue is recognised as it accrues using the effective interest method, which for floating rate financial assets is the rate inherent in the instrument.

Dividends are recognised as revenue when received.

Revenue from the rendering of a service is recognised upon the delivery of the service to the customers.

The fair value of volunteer services contributed has not been recognised in accordance with AASB 1058 "Income of Not for Profit Entities". As a consequence, no volunteer labour expense and correspondingly no volunteer income has been brought to account.

i) Goods and Services Tax (GST)

Revenues, expenses and assets are recognised net of the amount of GST, except where the amount of GST incurred is not recoverable from the Tax Office. In these circumstances, the GST is recognised as part of the cost of acquisition of the asset or as part of an item of the expense. Receivables and payables in the assets and liabilities statement are shown inclusive of GST.

j) Going Concern & Economic Dependency

The accounts have been prepared on a going concern basis. The ability of the association to continue as a going concern is dependent upon continued support from the Commonwealth Government. At the date of this report the committee have no reason to believe that the Commonwealth Government will not continue to fund the operations of the association.

k) Comparatives

Comparative figures for the previous year have been reclassified to conform to the new format financial report.

I) Provision for IT & Communications

In accordance with adopted policy the Association makes an annual allocation from operating expenses to the Provision for IT & Communications based on budget. Expenditure on replacements is then made from the provision. Movement in the provision during the years:

	2022 \$	2021 \$
Balance at the beginning of the year	23,212	27,281
Allocations to the Provision	7,200	5,000
Expenditure from the provision	(10,914)	(9,069)
	19,498	23,212

Note \$ 2 OPERATIONAL FUNDING Community Legal Service 458,24 COVID 19 Response 116,07 Family Advocacy & Support Services 12,88	7 94,037 6 14,175 6 95,567
Community Legal Service 458,24 COVID 19 Response 116,07	7 94,037 6 14,175 6 95,567
Community Legal Service 458,24 COVID 19 Response 116,07	7 94,037 6 14,175 6 95,567
COVID 19 Response 116,07	7 94,037 6 14,175 6 95,567
·	6 14,175 6 95,567
	6 95,567
NLAP 99,79	•
NLAP - State Consortium 65,68	•
NLAP - State Waitlist Project 45,00	0 0
NLAP - DRC 30,60	
IDAS - Supplementary Funding /ATSI 42,76	
Tenant Advocacy Service 132,39	3 130,694
CLWA Project 78,00	
Communities Peer Supported Advocacy (exc. Deferred Inc) 23,37	6 0
Criminal Injuries Compensation 12,50	0 0
Criminal Property Confiscation	0 59,415
Legal Aid – ERO Funding	0 1,972
1,117,32	6 860,903
3 CASH AT BANK	
Bendigo Cheque Account 447,86	0 293,164
Term Deposit 176,63	•
624,49	1 469,178
4 RECEIVABLES	
Trade Debtors 13,75	0 0
Creditor Security Deposits 4	
Other Receivables 40	
14,20	3 572
5 PROPERTY PLANT & EQUIPMENT	
Motor Vehicles at Cost 35,21	·
Less: Accumulated Depreciation (7,924	<u> </u>
27,29	3 35,217
Total Property Plant & Equipment 27,29	3 35,217

In accordance with the accounting policy adopted at Note 1e) with the exception of motor vehicles, Albany Community Legal Centre Inc fully depreciates assets when acquired.

Note \$	\$
6 ACCOUNTS PAYABLE	
Trade Creditors 2,767	(344)
Credit Card 327	4,760
Goods & Services Tax (1,791)	(6,289)
PAYG Payable 24,121	12,572
Superannuation 0	0
25,424	10,699
7 EMPLOYEE ENTITLEMENTS	
Provision for Annual Leave 83,220	34,613
Provision for Long Service Leave 8,918	23,123
Provision for TOIL 1,512	5,000
93,650	62,736
Current 84,732	39,613
Non-Current 8,918	23,123
93,650	62,736

8 RELATED PARTY TRANSACTIONS

Members of the Committee may have entered into transactions with Albany Community Legal Centre Inc. All transactions with related parties have been conducted on an arms length basis and on terms and conditions, that are no more favourable than those available to non-related parties.

9 RECONCILIATION OF PROFIT FOR THE YEAR TO NET CASHFLOWS FROM OPERATING ACTIVITIES

Surplus/(Loss) from Operating Activities	(2,504)	31,160
Non-operating cash flows in profit:		
Depreciation & Amortisation	7,924	765
COVID 19 Cash Boost Stimulus	0	50,446
Changes in assets and liabilities, net effects of:		
- (Increase)/Decrease in receivables	(13,631)	(422)
- Increase/(Decrease) in payables	14,725	7,752
- Increase/(Decrease) in deferred income	121,639	0
- Increase/(Decrease) in ICT Provision	(3,714)	(4,069)
- Increase/(Decrease) in employee provisions	30,914	(20,483)
Net Cashflow from / (used in) Operating Activities	155,353	65,149