### TRUSTEES' AND DIRECTORS' REPORT

### **AND UNAUDITED ACCOUNTS**

FOR THE YEAR ENDED

**31ST MARCH 2019** 

COMPANY NUMBER CHARITY NUMBER CHARITY REGISTERED WEB SITE 4400718 1097505 13-5-2003

WWW.hmcrecycling.co.uk

# HOMEMAKERS COMMUNITY RECYCLING YEAR TO 31ST MARCH 2019

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# HOMEMAKERS COMMUNITY RECYCLING YEAR TO 31ST MARCH 2019

#### **Statutory and Administrative Information**

Trustees/Directors

Simon Bislborough Martin .J.Hickman JP Chairman Treasurer

Graham Harris Rev Chris.R.Walters Nicholas F.H.Miller Marilyn Price Nicholas W H Tatam

Roger Harris

Lynda Adams - appointed 14th January 2019 Priscilla Llewelyn - appointed 14th January 2019 Jennifer McConnel - appointed 9th January 2019

**Company Secretary** 

Robert Davies

Assistant Manager

**Principal Address** 

The Chapel

The Old Workhouse, Hatherleigh Place Union Road West, Abergavenny Monmouthshire NP7 7RL

**Registered Office** 

The Chapel

The Old Workhouse, Hatherleigh Place Union Road West, Abergavenny Monmouthshire NP7 7RL

Accountants

**Sunset Accountancy Services** 

Sunnybank Bryngwyn Raglan Monmouthshire NP15 2DD

Bankers

**HSBC** 

2 Frogmore Street Abergavenny Monmouthshire NP7 5AF

Co-operative Bank Plc Customer Services PO Box 250 Skelmersdale WN8 6WT

Management

Shaun Needle Robert Davies

leedle Project Manager

Assistant Project Manager & Company Secretary

#### Trustee's/Directors Report for the year to 31st March 2019

The Trustees'/Directors' present their Report and Accounts for the year ended 31st March 2019
The Accounts have been prepared on the accruals basis in accordance with the accounting policies set out in note 1 to the Accounts and comply with the Charity's Memorandum and Articles of Association, applicable law and the requirements of the Statement of Recommended Practice (SORP) "Accounting and Reporting by Charities" revised 2005 and the Charities (Accounts and Reports) Regulations 2009 and the Charities Act 2011

The Trustees/Directors consider the Charity conforms to the requirements of the Companies Act 2006 and the Charity Commissions regulations and is defined as a "small" Company. An Audit is not therefore required and the Accounts have been examined by an Independent Examiner The Trustees confirm compliance with their duties to have due regard to the guidance on Public Benefit published by the Charity Commission in exercising their powers and duties

Objects of the Charity

The Charity is a Company limited by Guarantee and does not have a share capital. The Charity's objects are twofold

- 1 To advance public education in the economic, social and environmental benefits of re-use and recycling, the reduction of pollution, the protection of the environment and the promotion of research into the same, together with the publication of the useful results of that research.
- 2 The conservation and protection of the (physical and natural) environment by the promotion of sustainable waste management services in accordance with the Best Practicable Environment Option (BPEO)

(Here sustainable waste management practices include minimisation, minimisation of pollution and harm from waste, re-use of waste, recycling of waste, waste recovery activities and clearing of pollutants from contaminated waste and BPEO shall have the meaning given to it in the White Paper "Waste Strategy 2000 for England and Wales")

A Board of Trustees meets regularly to administer the Charity. One third of the Trustees must retire each year by rotation and can be reappointed. The minimum number of Trustees is 4 and the maximum is 16. It is confirmed that the trustees have had regard to the guidance issued by the Charity Commission on Public Benefit

#### Review of Activities

We have now completed eight years in our premises during which time our showrooms continue to be upgraded to provide an attractive retail area and working conditions for staff

Our Recycling site is nearing completion and virtually 100% active. Future developments will include the completion of the main sewer connection at a cost of £38000, the purchase of a digger/excavator to avoid manual filling of containers and skips cost of £19500 & the building of new solid build offices etc to replace existing container accommodation. We are waiting to hear whether the sewer can cross nearby waste land owned by the Welsh Government. The Contract with Monmouthshire County Council to collect and re-cycle bulk collections expires July 2020 with the option of a two year extension.

Our freehold interests are free from loans and mortgages

# Trustee's/Directors Report (continued) For the Year to 31st March 2019

Further substantial investment on the land purchased from The National Grid in 2013 has been made during the period under review Two purpose built steel skeletons purchased from Meyrick and Powell with additional cladding and provision of services at a cost of circa £70000 have been completed enabling all recycling activities being processed there. Our lease with Judd Brothers over the larger property adjacent to the showrooms previously used for recycling was terminated some 12 months ago but we still lease a further building at a cost of £3600pa.

Concrete ramps have been laid where required

While revenue from Monmouthshire County Council in respect of tonnage has increased slightly,. Revenue from the shop has decreased but this is more than offset by the income stream from collections. Sales via E-Bay have shown a substantial increase of over 50% to nearly £37000. However Grant revenue have dropped by £46000. Overall we have suffered a small deficit in trading activities of some £12000, mainly as a drop in Grant income.

It should be recognised that while we continue to depreciate the value of our assets, depreciation is not a part of day to day trading activities so if we were able to remove these charges from our costs, the surplus for the year would be close to £55000..Our freehold buildings at The Old Workhouse and the Recycling Unit are conservatably valued and debt free and Homemaker's Reserves remain at just below half a million pounds

Turnover achieved since the Chapel was purchased has more than doubled during the six year period we have been in residence and it is interesting to note that 10 years ago turnover was £75000, total assets £4000 and performance around break even

A replacement second hand Transit van has been purchased

The Charity received a rebate of £1595 during the period (2018 - £2210) following our green energy policy and full utilisation of the PV Panels and these are now also being installed at the recycling unit

As mentioned above, the initial contract with Monmouthshire County Council was to collect all of their bulk waste for a period of 5 years. The new contract signed in July 2015 runs until 2020 with the option of a 2 year extension

To summarise therefore, 2018-2019 trading has been satisfactory and shows our ability to trade without the reliance on revenue from Grants. Cash reserves are similar to 2017-2018. We have an excellent relationship with Monmouthshire County Council

Projected capital expenditure for 2019-2020 includes the completion of PV panel installation, the completion of the connection to the main sewer and in the medium term the replacement of the kitchen and toilet containers by a permanent block built building

# Trustee's/Directors Report (continued) For the Year to 31st March 2019

It is now just over 16 years since we Registered as a Charity with the Charity Commission on 13th May 2003 and in that 16 year period have achieved security of tenure as opposed to 8 years of short term tenancies. Revenue streams are now approaching £300000 and our presence is well respected locally. Relationships with Monmouthshire County Council have strengthened to such a degree that Homemakers is now included in the Council's booklet describing their recycling activities distributed to every household in the County and on the Council's web site

Chairman

Treasurer

Volunteers continue to be involved in the promotion of recycling activities together with the cleaning repair and refurbishment of donated goods now in our new workshops

#### **Trustees**

The Trustees who are also Directors for the purposes of Company Law, who served during the year were:

Simon Bilsborough Martin .J.Hickman JP Nicholas F H Miller Graham Harris Rev Chris R Walters

Marilyn Price Nick Tatam

Described

Roger Harris

Lynda Adams - appointed 14th January 2019

Priscilla Llewellyn - appointed 14th January 2019

Jennifer McConnel - appointed 9th January 2019

None of the Trustees has any beneficial interest in the Company. All of the Trustees are members of the Company and guarantee to contribute £10 each in the event of a winding up.

Chris Walters, Martin Hickman and Roger Harris retired by rotation and were re-elected Simon Bilsborough was re-elected Chairman

#### Review of the Financial Position

The accounting policies adopted by the Trustees are set out in the Notes accompanying these accounts

#### **Reserves Policy**

#### Introduction

Any business including a social enterprise with charitable objectives like Homemakers needs to maintain adequate cash reserves to reduce the risk of being unable to pay staff and other operating costs in the

# Trustee's/Directors Report (continued) For the Year to 31st March 2019

event of a significant short term reduction in income or other adverse business circumstances

Homemakers income streams are diversified and quite resistant to economic recession as recent experience has shown. However with its small core of highly experienced staff, Homemakers is particularly vulnerable to the loss of one or more of those staff. Another risk is legal costs associated with a claim not covered by Homemakers' Insurance.

Funds described as Restricted or Designated in the accounts must be excluded as they come from grants awarded for a particular purpose or from a decision by the Trustees to allocate reserves to meet a particular requirement(s) and thus cannot be used to fund day to day expenditure. Our free reserves arising from trading and grants not tied to specific expenditure can be counted for this purpose.

Now that Homemakers has acquired its own premises in the former workhouse chapel, the biggest threat to Homemakers has been relieved. Nevertheless these premises are small and inadequate for the long planned expansion in activity and accredited training. Additional space for storage was needed and for disassembly of goods not suitable for re-use into components for recycling. In this respect the land that has been acquired within 1/4 mile of The Old Chapel and its continued development as a Recycling unit. Which contributes to our plans in the short term. Purchase rather than leasing would be the preferred option and it is expected to fund father investment from a mixture of grants, loans and our own funds. So in addition to a security reserve Homemakers also needs to build up a development reserve

A third type of reserve required is a capital reserve for acquisition of capital goods like vehicles. Homemakers is not heavily capitalised but it is very dependent on its small fleet and from time to time will need to replace one at very short notice or incur heavy expenditure on hire costs

Estimates of the scale of these reserves as at March 2019 are as follows:-

#### 1.Security Reserve

These are required to ensure Homemakers is able to cover its debts in the case of catastrophic circumstances which necessitate wind-up of the business and closure of the charity

Sums are required to cover staff redundancy, legal and accounting costs, These are more than covered by the value of the building (conservatively £150000) and vehicles etc (£10000) and the further land with development costs. Free bank balances are in the region of £190000 so no Reserve is required but in the event of a forced wind up it would take some time to realise the value of the property which could delay redundancy payments. Hence it is recommended that a minimum reserve of £10000 be maintained

#### 2. Working Capital Reserve

This reserve is a buffer in case of a significant downturn in trading income either severe over a short period due to disruption of activity or a longer term more modest downturn eg due to competition or economic recession. A reserve equivalent to 2 months expenditure is considered reasonable for the purpose.

At current levels of activity (£20000 per month) this would amount to £40000.

# Trustee's/Directors Report (continued) For the Year to 31st March 2019

#### Reserves Policy Continued

#### 3.Capital Reserve

Cost of second hand Luton-type truck say Number of vehicles in use Expected life of these vehicles say Annual charge

£15,000 3 6 years £5.000

#### 4. Development Reserve

While we have developed the freehold of the open area dedicated to recycling materials etc, with an investment in the region of £200000 we will still be looking at buildings and yards for recycling materials and materials from non reusable and other goods from house clearances. Currently we have not identified suitable premises and therefore costs have not yet been estimated. Reserves are currently adequate to put a significant down payment, with the balance to come from loans or grants.

#### **Financial Management Responsibilities**

The integrity of these four classes of reserves will vary. The capital reserve will be used as necessary for the replacement of capital goods. The Chairman and Treasurer will be kept informed and in non-emergency cases other members of the Board will be informed and given the opportunity to comment. Use of the reserve for revenue expenditure would require Board authority and early discussion of the reason for their use.

If total free reserves were to decline to a level where the development reserve were exhausted, we would need to draw on the working capital reserve. This would certainly set off alarm bells and would necessitate an emergency meeting of the Board.

Signed on behalf of the Board of Trustees

Simon Bilsborough

Chairman of Trustees and Board of Directors

Date

Martin Hickman Treasurer

Date

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# Independent Examiner's Report to the Trustees' - Directors' on the Unaudited Accounts of Homemakers Community Recycling Ltd

I report on the Accounts of the Charity number1097505/Company number 4400718 for the year ended 31st March 2019 which are set out on pages 9 to 18

#### Respective responsibilities of Trustees and Examiner

The Trustees (who are also Directors of the Company for purposes of Company Law) are responsible for the preparation of the accounts in accordance with the requirements of the Companies Act 2006. The charity's trustees consider that an audit is not required for this year under Part 16 of the 2006 Act and that an independent examination is needed

As the Charity's gross income exceeds £250000 but does not exceed £500000, I have undertaken my examination as a volunteer examiner, being a retired Accountant.

Having satisfied myself that the Charity is not subject to audit under Company Law and is eligible for independent examination, it is my responsibility to

examine the accounts under section 145 of the Charity's 2011 Act to follow the procedures laid down in the general directions given by the Charity Commission under section 145(5)(b) of the Charity's 2011 Act and to state whether particular matters have come to my attention.

#### **Basis of Independent Examiner's Report**

My examination was carried out in accordance with the general directions given by the Charity Commission. An examination includes a review of the accounting records kept by the Charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items or disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an Audit and consequently no opinion is given as to whether the accounts present a true and fair view and the report is limited to those matters set out in the statement below.

#### **Independent Examiner's Statement**

In connection with my examination, no matter has come to my attention:

(1) which gives me reasonable cause to believe that in any material respect the requirements

to keep accounting records in accordance with section 386 of the Companies Act 2006 and to prepare accounts which accord with the accounting records comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice, Accounting and Reporting by Charities

have not been met or

# Independent Examiner's Report to the Trustees' - Directors' on the Unaudited Accounts of Homemakers Community Recycling (continued)

(2) to which in my opinion attention should be drawn in order to enable a proper understanding of the accounts to be reached.

I have no concerns and have come across no other matters in connection with the examination to which attention should be drawn in this report in order to enable a proper understanding of the accounts to be reached

Signed

Date

16/9/10

B.G.Swain Sunnybank Bryngwyn Raglan

Monmouthshire NP15 2DD

# Statement of Financial Activities including Income and Expenditure for the Year ended 31st March 2019

Notes	Incoming Resources	Unrestricted Funds	Designated Funds	Restricted Funds	2019 Total Funds	2018 Total Funds
0	A-F-36 for O	£	£	£	£	£
2	Activities for Generating Funds	18283	0	0	18283	72250
2b	Grants	235292	0	0	235292	215249
	Total Incoming Passaures	253575			050575	207400
	<u>Total Incoming Resources</u>	253575	0	0	253575	287499
	Resources Expended					
5	Charitable Activities	259904	0	0	259904	234601
5a	Governance Costs	5784	0	0	5784	1835
	Total Resources Expended	265688	0	0	265688	236436
	Net deficit after depreciation charges before Transfers	-12113	0	0	-12113	51063
	Transfers between Funds	0	0	0	0	0
14-15	Net deficit for the Year	-12113	0	0	-12113	51063
	Fund Balances 1st April 2018	446638	60000	0	506638	455572
	Fund Balances 31st March 2019	434525	60000	0	494525	506635

The Statement of Financial Activities also complies with the requirements for an Income and Expenditure Account under the Companies Act 2006

#### Balance Sheet as at 31st March 2019

Fixed Assets	Notes	2019 £	2018 £
Tangible Assets	9	297682	305287
Current Assets			
Cash in Bank and in Hand Debtors VAT Refund net	10 11	190079 12388 1284 	195659 6818 2537 
Creditors			
Amounts falling due within 1 year	12	6908	3663
Net Current Assets		196843	201351
Total Net Assets		494525	506638
' Income Funds			
Restricted Funds	15	. 0	0
Designated Funds	14	60000	60000
Unrestricted Funds		434525	446638
Charity's Funds		494525	506638

For the year ended 31st March 2019 the Charity was entitled to exemption from Audit under section 477 of the Companies Act 2006

The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006 and Part 8, sections145 and 152 of the Charities Act 2011

The Directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and for the preparation of accounts

These accounts have been prepared in accordance with the provisions applicable to companies subject to small companies' regime

The Accounts were approved by the Board or

S Bilsborough Chairman

Dated

Martin Hickman Treasurer

Dated

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16/09/19

#### Notes to the Accounts for the year ended 31st March 2019

#### 1 Accounting Policies

#### 1(a) Basis of Preparation

The Accounts have been prepared under the historical cost convention

The Accounts have been prepared in accordance with the Statement of Recommended Practice "Accounting and Reporting By Charities" 2005, The Charities (Reporting and Accounts) Regulations 2009 and Section 396 of the Companies Act 2006

#### 1(b) Incoming Resources

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable except insofar as they are incapable of financial measurement

#### 1© Resources Expended

Plant and Machinery

Resources expended are included in the Statement of Financial Activities on an accruals basis, inclusive of any VAT that cannot be recovered

#### 1(d) Tangible Fixed Assets and Depreciation

Tangible Fixed Assets are stated at cost less depreciation. Depreciation is provided at rates calculated to write off the cost less residual value of each asset over its expected useful life as follows:

15%			
Motor Vehicles	at		20%- 30% on Written Down Value
Buildings			25% on Written Down Value
Freehold Land			Over expected useful life - 50 years
			Over expected useful life - 50 years
Incoming Resources			
		2019	2018
	Donations	59146	69062
	Collections	63280	48933
	MCC Tonnage	76049	73858
	E-Bay Contribu	36817	23397

235292

215250

at

2b	Activities for Generating Funds	2019	2018
	Restricted Funds		
	Cobb Foundation	1000 Site Development	t
	Edith Maud Ell Emellis Trust	500 Site Development	
	The Morel Trust	1000 Site Development	
	Matthew Wrightson Charitable Trust	500 Site Development	
	Lloyds Bank Foundation	7500 Site Development	
	Llanfoist School	254 Hardship Fund	
	Viridor	1299 Sofa Cleaner	
	Abergavenny Methodist Church	30 General Costs	
	Woodroff Benton Foundation	750 Site Development	
	Alchemy Foundation	250 Site Development	750 Workshops
	Hilden Charitable Fund	5200 Volunteers	
	Morel Trust		1000 Workshops
	Sobell Foundation		10000 Workshops
	The Bernard Sunley		3000 Workshops
	Oakdale Trust		1500 Recycling Site
	Monmouthshire Housing Association		1000 Workshops
	Garfield Western		25000 Workshops
	Awards for All (Lottery)		10000 Recycling Site
	Abergavenny Town Council		2500 Workshops
	Welsh Church Act Fund		1500 Workshops
	Austin Baley		500 Volunteer Costs
	Tesco		2000 Workshops
	Beautrice Lang Foundation		2500 Workshops
	Roger Vere Foundation		1000 Workshops
	Welsh Water		500 Workshops
	Western Power		500 Workshops
	Cooperative Bank		1000 Workshops
		******	
		18283	64250
01			
2b	Activities for Generating Funds	2019	2042
	Unrestricted Funds	2019	2018
	Unrestricted Funds		0
		0	0
			<b>西西斯森西西</b>
	Total Revenue Stream from Grants	18283	64250
		======	400 NO 400 NO 400 NO 400 NO

40100	to the Accounts for the year ended 315t	march 2019 (continued)			
	Income and Expenditure		2019		2018
3	Incoming Resources from		£		3
2a	Charitable Activities	235292		215249	
2	Grants	18283		72250	
	Total Incoming Resources	production designation to state of	253575	100 N O 10	287499
	Resources Expended				
5	Charitable Activities				
	Miscellaneous Purchases	11520		7072	
			11520	***********	7072
	Gate Fees	0		9670	
	Glass Disposal	4384		0	
			4384		9670
	Carriage Net		7697		8848
	Staff Costs		136090		113971
	Vehicle Costs - Fuel	9994		9655	
	Repairs	6036		3994	
	Insurance & Licences	740		3432	
		***************************************	16770	*********	17081
	Rent, Water Rates & Council Tax		5567		7633
	Septic Tank Clearance		1405		0
	Repairs and Maintenance		7263		6501
	Subscriptions		1051		155
	Training		300		384
	Light and Heat		1593		1499
	Insurance		4067		3822
	Printing Postage and Stationery		580		775
	Telephone		2379		1891
	Internet costs				222
	Advertising		615		159
	Volunteers and Travel		10148		14995
	Sundry Costs		761		335
	E-Bay trading costs		416		-111
	Depreciation		47298		39700
			259904		234602
	Commence Contr				***************************************
5a	Governance Costs		0500		
	Accountancy and Legal Fees		2500		2000
	Legal Fees		2404		0
	External Administration		1925		1500
	Bank Charges		5.40		3
	Credit Card costs including sales refunds		549		542
	Refund Electricity Costs-Re PV Panels		-1595		-2210
					**********
			5784		1835
	Total Resources Expended		265688		236437
			222222		=====
	Operating Deficit		-12113		51062
			*****		

# Notes to the Accounts for the year ended 31st March 2019 (continued)

#### 6 Trustees

None of the Trustees (or any person connected with them) received any remuneration during the year

7	Employees	2019	2018
	The average monthly number of employees during the		
	year was	6	5
	Administration and Recycling work	2	2
8	Employee Costs	2019	2018
		£	£
	Wages and Salaries	128428	108477
	Social Security Costs	5124	4414
	Employer Pension Contributions	2537	1080
			************
		136090	113971
			OR OTHER DESIGNATION OF STREET

9	Tangible Fixed Assets - Chapel Unit	Freehold Property	Plant & Equipment	Motor Vehicles	Fixtures & Fittings	Totals
	Tangible Fixed Assets - Chapet Offic					
	Cost 01-04-2018	150000	24467	64571	23457	262495
	Additions		741	0		741
	Disposals					
	Cost 31-03-2019	150000	25208	64571	23457	263236
	Depreciation 01-04-2018	24000	21867	51542	18459	115868
	Charge for the year	3000	504	13029	4691	21224
	Disposals					
	Depreciation 31-03-2019	27000	22371	64571	23150	137092
	WDV Chapel 31-03-2018 WDV Chapel 31-03-2019	126000 123000 	2600 2837	13029 0	4998 307	146627 126144
	Tangible Fixed Assets - Recycling Unit	Freehold Property	Plant & Equipment	Motor Vehicles	Fixtures &	Totals
	Cost 01-04-2018	114476	115584	0	0	230060
	Additions (Workshops etc) Additions (Office Equipment etc) Disposals	10228	21751 0	13753	0	45732
	Cost 31-03-2019	124704	137335	13753	0	275792
	Depreciation 01-04-2018	18000	53700	0	0	71700
	Charge for the year	4157	27467	3438	0	35062
	Disposals					
	Disposals  Depreciation 31-03-2019	22157	81167	3438	0	106762
	Depreciation 31-03-2019	22157	81167	3438	0	
	•		100 miles and 100 miles (100 miles and 100 m	0 10315		158360 169030
	Depreciation 31-03-2019  WDV Recycling Unit 31-03-2018	96476 102547	61884 56168	0 10315	0 0	158360
	Depreciation 31-03-2019  WDV Recycling Unit 31-03-2018  WDV Recycling Unit 31-03-2019	96476 102547	61884 56168	0 10315	0 0	158360 169030

10	Bank and Cash Balances	2019 £	2018 £
	HSBC Abergavenny Co-operative Bank PayPal Control Cash in Hand	189362 446 0 271	193515 347 1797 0
		190079	195659
11	Debtors	2019	2018
	Recycling Payment re March VAT Refund due net Rebate re Solar panels Hilden Charitable Trust	£ 7188 0 0 5200	4608 2537 2210
		12388	9355
12	Creditors Falling Due within One Year	2019 £	2018 £
	Trade Creditors Pension scheme payment for March HMRC PAYE	4900 725 1283	3500 163
		6908	3663
-		400 At 100 At 10	****

### Notes to the Accounts for the year ended 31st March 2019 (continued)

# 13 Designated Funds

The following funds have been set aside by the Trustees out of the Unrestricted Funds for specific purposes

Unrestricted Funds for specific purposes				
	Balance	Incoming	Resources	Balance
	01/04/2018	Resources	Expended	31/03/2019
0	4000			10000
Security Reserve	10000		0	10000
Working Capital Reserve	40000	0	0	40000
Capital Reserve	10000	0	0	10000
	60000	0	0	60000
	********		**********	
	31/03/2019	Resources	Expended	01-04-2018
The following funds represent the balance of				
Grants received for specific purposes that have not been	0	0	0	6892
fully expended and are retained for future years				
Grants to support Van purchase				
aranto ta support Full pulottudo	0	0	0	6892