

# Management Report

North Riverside Public Library District  
For the period ended October 31, 2019



Prepared on

November 13, 2019

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# Profit and Loss

July - October, 2019

	Total
<b>INCOME</b>	
6903-01 Fines & Fees	5,657.69
6904-01 Donations	2,729.83
6905-01 Grants	19,266.00
6909-01 Memorial Books/Lost & Paid Mat	25.00
6920-01 Unrealized Income-Annuities	-24,520.48
Billable Expense Income	436.25
Interest	
6906-01 Interest Earned	1,104.59
6907-02 Interest Income Bond Fund	0.00
<b>Total Interest</b>	<b>1,104.59</b>
Property Taxes	
6901-01 Property Tax	416,089.18
6901-04 Tax Revenue-Audit Fund	3,266.61
6901-05 Tax Revenue-Liability Ins	2,056.55
6901-06 Tax Revenue-Unemploy Ins	846.92
6901-07 Tax Revenue-Bldg Fund	21,294.36
6901-08 Tax Revenue-SS	15,849.72
6901-12 Property Tax - IMRF Fund	5,807.34
<b>Total Property Taxes</b>	<b>465,210.68</b>
<b>Total Income</b>	<b>469,909.56</b>
<b>GROSS PROFIT</b>	
<b>469,909.56</b>	
<b>EXPENSES</b>	
8360-01 Grants	8,481.35
8365-07 Building Promo	420.00
Advertising & Marketing	
8361-01 Donations	390.24
8365-01 Library Promotion	670.63
8370-01 Postage	1,756.09
8375-01 Advertising	419.50
8385-01 Memorials & Tributes	98.90
8404-01 Staff Recognition	145.95
8410-01 Printing	2,350.00
<b>Total Advertising &amp; Marketing</b>	<b>5,831.31</b>
Bank Charges & Fees	0.00
8396-01 Bank Charges & Fees	190.00
<b>Total Bank Charges &amp; Fees</b>	<b>190.00</b>
Benefits	
7600-05 Health Insurance	8,928.09
7650-09 IMRF Pension	19,964.41
7670-01 Taxes-Fica Expense	13,126.16
<b>Total Benefits</b>	<b>42,018.66</b>

	Total
Building Expense	
8306-07 Building Supplies	1,501.67
8308-07 Service Contracts	22,837.90
8315-07 Fees & Permits	786.00
8320-07 Building & Grounds	1,999.09
8335-07 Bulding Repairs	64.80
<b>Total Building Expense</b>	<b>27,189.46</b>
Computers/Technology	
8171-01 Tech Service	5,370.40
8172-01 Computer Equipment	9,704.60
8175-01 MLS Computer Fund	10,913.81
8180-01 Software	841.00
8190-01 Website	69.98
8195-01 Email	453.50
<b>Total Computers/Technology</b>	<b>27,353.29</b>
Insurance	
7660-06 Unemployment Insurance	-1,472.18
<b>Total Insurance</b>	<b>-1,472.18</b>
Legal & Professional Services	
8400-01 Accounting	3,950.00
8401-04 Audit	7,800.00
8402-01 Legal Fees	284.40
8405-01 Appraisal	450.00
8406-01 Collection Agency	44.75
8430-01 Payroll Expenses	2,025.49
<b>Total Legal &amp; Professional Services</b>	<b>14,554.64</b>
Library Materials	
8090-01 Books on CD - Adult	543.84
8091-01 Books on CD - Children	287.27
8096-01 Music CD - Adult	106.40
8097-01 Music CD - Children	337.48
8104-01 Adult Fiction	4,822.01
8105-01 Adult Non-Fiction	3,281.49
8106-01 Children Fiction / Non-Fiction	4,473.97
8107-01 Young Adult Fiction/Non-Fiction	1,931.53
8108-01 eBooks	632.15
8115-01 Adult Large Print	597.11
8120-01 Newspapers	3,236.59
8130-01 Databases	6,916.99
8160-01 Adult DVDs - Fiction	1,835.64
8162-01 Children DVDs	551.85
8163-01 YA DVDs	619.97
8166-01 Games	673.94
8399-01 ILL Loss/Damage	94.00

	Total
<b>Total Library Materials</b>	<b>30,942.23</b>
Office Supplies & Software	
8202-01 Office Supplies	5,446.09
<b>Total Office Supplies &amp; Software</b>	<b>5,446.09</b>
Programs & Strategic Initiatives	
8150-01 Children's Programs	1,105.76
8152-01 Children's Summer Reading Program	1,335.50
8153-01 Young Adult Programs	573.93
8154-01 Makerspaces/library of things	496.72
8155-01 Adult Programs	1,786.42
8157-01 Senior Programs	405.18
8158-01 Strategic Initiatives	451.82
<b>Total Programs &amp; Strategic Initiatives</b>	<b>6,155.33</b>
Salaries	
7504-01 Library Clerks	60,822.10
7507-01 Library Pages	11,635.43
7508-01 Administrators	100,206.32
8330-01 Casual Labor	300.00
<b>Total Salaries</b>	<b>172,963.85</b>
Travel & Training	
7800-01 Staff Training	653.83
8342-01 Lodging, Meals, Mileage	637.89
8355-01 Memberships	1,844.00
<b>Total Travel &amp; Training</b>	<b>3,135.72</b>
Utilities	
8301-07 Telephone	5,193.09
8302-07 Electricity	12,974.04
8303-07 Natural Gas	1,733.70
8304-07 Water/Garbage	635.31
<b>Total Utilities</b>	<b>20,536.14</b>
<b>Total Expenses</b>	<b>363,745.89</b>
<b>NET OPERATING INCOME</b>	<b>106,163.67</b>
<b>OTHER EXPENSES</b>	
8700-03 Interfund Transfer Capital Project	-15,000.00
8700-07 Interfund Transfer Building Fund	15,000.00
<b>Total Other Expenses</b>	<b>0.00</b>
<b>NET OTHER INCOME</b>	<b>0.00</b>
<b>NET INCOME</b>	<b>\$106,163.67</b>

# Balance Sheet

As of October 31, 2019

	Total
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1500-01 First American MM (5015)	661,593.80
1500-04 Cash-Audit Fund	12,048.32
1500-05 Cash-Liability Insurance Fund	85,378.17
1500-06 Cash-Unemployment Ins Fund	2,577.41
1500-07 Cash-Building Fund	-68,153.30
1500-08 Cash-Social Security Fund	15,532.92
1500-09 Cash-Pension Fund	25,069.21
1500-10 Cash-Debt Service Fund	0.00
1500-11 Equipment Fund	0.00
1500-12 Cash - IMRF Fund	3,494.96
1500-13 Capital Projects	30,000.00
1511-01 Invest/Savings 1st American Bank	0.00
<b>Total 1500-01 First American MM (5015)</b>	<b>767,541.49</b>
1501-01 First American Checking (5001)	-4,710.26
1502-01 1st American Bank Donation A/C	0.00
<b>Total 1501-01 First American Checking (5001)</b>	<b>-4,710.26</b>
1505-07 Chase Bank	7,758.58
1509-07 Cash - IPTIP IL Funds	93,495.97
1512-02 Kadlec Annuity #71797	54,894.96
1515-01 BMO Harris	240.43
eSPIRIT Checking (7115)	0.00
<b>Total Bank Accounts</b>	<b>919,221.17</b>
<b>Accounts Receivable</b>	
2000-01 RE Taxes Receivable-Corp	449,111.31
2000-04 Taxes Receivable-Audit	3,525.85
2000-05 Taxes Receivable-Insurance	2,219.74
2000-06 Taxes Receivable-Liab Insur	914.13
2000-07 Taxes Recievable-Bldg Fund	22,984.34
2000-08 Taxes Receivable-SS Fund	17,107.60
2000-09 Taxes Receivable-Pension Fund	6,268.23
<b>Total Accounts Receivable</b>	<b>502,131.20</b>
<b>Other Current Assets</b>	
1500-01 Kadlec Annuity	228,220.33
1500-02 Kadlect Annuity #19563	108,320.36
1500-03 Kadlec Annuity #37743	410,957.87
2200-01 Due to/from Special Accounts	0.00
<b>Total Other Current Assets</b>	<b>747,498.56</b>
<b>Total Current Assets</b>	<b>2,168,850.93</b>
<b>TOTAL ASSETS</b>	<b>\$2,168,850.93</b>

	Total
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
4100-01 Accounts Payable	11,469.36
4100-05 Accounts Payable Liability Fund	0.00
4100-06 Accounts Payable Unemployment Fund	0.00
4100-07 Accounts Payable Building Fund	76.10
4100-09 Accounts Payable Pension Fund	10,096.03
<b>Total Accounts Payable</b>	<b>21,641.49</b>
<b>Other Current Liabilities</b>	
4200-01 Accrued Wages	9,167.87
4220-01 Federal Withholding	0.00
4230-01 ICMA Retirement	-2,014.17
4240-01 State Withholding	0.00
4250-01 FICA Withholding	0.00
4265-01 Cafeteria Plan	0.00
4300-01 Deferred Tax Rev - Corp FD	449,110.49
4300-04 Deferred Tax Rev - Audit Fund	3,525.85
4300-05 Deferred Tax Rev Liability Fund	2,219.74
4300-06 Deferred Tax Rev Unemployment	914.13
4300-07 Deferred Tax Rev Building Fund	22,984.34
4300-08 Deferred Tax Rev SS	17,107.60
4300-09 Deferred Tax Rev Pension	6,268.23
<b>Total Other Current Liabilities</b>	<b>509,284.08</b>
<b>Total Current Liabilities</b>	<b>530,925.57</b>
<b>Long-Term Liabilities</b>	
8701-02 Debt Certificate Principle	17.30
<b>Total Long-Term Liabilities</b>	<b>17.30</b>
<b>Total Liabilities</b>	<b>530,942.87</b>
<b>Equity</b>	
3200-00 Retained Earnings	35,909.39
5600-01 General Fund Balance	1,287,777.00
5600-02 Debt Service Fund Balance	0.00
5600-03 Capital Projects Fund Balance	15,000.00
5600-04 Audit Fund	12,757.00
5600-05 Public Liability Fund Balance	95,642.00
5600-06 Unemployment Insurance Fund Balance	3,355.00
5600-07 Building Fund Balance	55,964.00
5600-08 Social Security Fund Balance	8,602.00
5600-09 Pension Fund Balance	16,738.00
Opening Balance Equity	0.00
Net Income	106,163.67
<b>Total Equity</b>	<b>1,637,908.06</b>

	Total
TOTAL LIABILITIES AND EQUITY	\$2,168,850.93





# North Riverside Public Library District

## BALANCE SHEET

As of October 31, 2019

	TOTAL
<b>ASSETS</b>	
Current Assets	
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<b>Total Current Assets</b>	<b>\$2,168,850.93</b>
<b>TOTAL ASSETS</b>	<b>\$2,168,850.93</b>
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4100-06 Accounts Payable	0.00
Unemployment Fund	
4100-07 Accounts Payable Building	76.10
Fund	
4100-09 Accounts Payable Pension	10,096.03
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Net Income	106,163.67
<b>Total Equity</b>	<b>\$1,637,908.06</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$2,168,850.93</b>

**North Riverside Public Library District**  
**Budget vs Actual**  
October 2019

<b>REVENUE</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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6904-01	Donations	\$ 2,729.83	\$ 8,000	34%
6901-15	Estimated Loss Due to Property Assessment Appeals - Current Year		\$ -	0%
6901-14	Estimated Loss Due to Property Assessment Appeals-Future Years		\$ (15,000)	0%
6903-01	Fees and fines	\$ 5,657.69	\$ 12,000	47%
6905-01	Grants	\$ 19,266.00	\$ 150,000	13%
6906-01	Interest	\$ 1,104.59	\$ 220	502%
6901-01	Property tax	\$ 465,210.68	\$ 1,050,000	44%
6920-01	Unrealized Income Annuities	\$ (24,520.48)	\$ 20,000	-123%
6909-01	Memorial Books/Lost & Paid Materials	\$ 25.00	\$ -	0%
	Billable Expense Income	\$ 436.25	\$ -	0%
	<b>Total</b>	<b>\$ 469,910</b>	<b>\$ 1,225,220</b>	<b>38%</b>

<b>OPERATING EXPENSES</b>	<b>Actual</b>	<b>Budget</b>	<b>% of Budget</b>
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**SALARIES**

7504-01	library clerks	\$ 60,822	\$ 173,785	35%
7507-01	library pages	\$ 11,635	\$ 18,316	64%
7508-01	administrators	\$ 100,206	\$ 304,240	33%
	<b>Total</b>	<b>\$ 172,664</b>	<b>\$ 496,341</b>	<b>35%</b>

**BENEFITS**

7600-05	health insurance	\$ 8,928	\$ 29,700	30%
7614-06	workers compensation		\$ 2,300	0%
7650-09	pension fund	\$ 19,964	\$ 31,452	63%
7660-06	unemployment insurance	\$ (1,472)	\$ 700	-210%
7670-08	social security/mcare	\$ 13,126	\$ 35,145	37%
	<b>Total</b>	<b>\$ 40,546</b>	<b>\$ 99,297</b>	<b>41%</b>

**TRAINING**

7700-01	educational training trustees	\$ -	\$ 500	0%
7800-01	educational training staff	\$ 654	\$ 4,500	15%
	<b>Total</b>	<b>\$ 654</b>	<b>\$ 5,000</b>	<b>13%</b>

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**MATERIALS**

8090-01	books on CD-adult	\$ 544	\$ 1,500	36%
8091-01	books on CD-children	\$ 287	\$ 700	41%
8096-01	compact disks-music-adult	\$ 106	\$ 400	27%
8097-01	compact disks-music-children	\$ 337	\$ 1,000	34%
8103-01	foreign language books		\$ -	0%
8104-01	adult fiction	\$ 4,822	\$ 14,500	0%
8105-01	adult nonfiction	\$ 3,281	\$ 9,500	35%
8106-01	children's fiction/nonfiction	\$ 4,474	\$ 18,000	25%
8107-01	YA Fiction/nonfiction	\$ 1,932	\$ 6,000	0%
8108-01	eBooks	\$ 632	\$ 5,000	13%
8115-01	adult large print	\$ 597	\$ 2,000	30%
8120-01	newspapers	\$ 3,237	\$ 3,500	92%
8130-01	internet databases	\$ 6,917	\$ 14,000	49%
8140-01	adult periodicals		\$ 900	0%
8141-01	Children's Periodicals		\$ 600	0%
8160-01	adult DVDs-feature movies	\$ 1,836	\$ 7,000	26%
8161-01	Adult Games		\$ 1,500	0%
8162-01	children's DVDs-movies	\$ 552	\$ 1,500	37%
8163-01	ya DVDs	\$ 620	\$ 1,500	0%
8164-01	foreign language DVDs		\$ -	0%
8166-01	children's games	\$ 674	\$ 2,500	27%
	<b>Total</b>	<b>\$ 30,848</b>	<b>\$ 91,600</b>	34%

**PROGRAMS**

8150-01	children's programs	\$ 1,106	\$ 3,000	37%
8152-01	children's summer reading program	\$ 1,336	\$ 4,000	33%
8153-01	ya programs	\$ 574	\$ 1,500	38%
8154-01	Makerspaces/library of things	\$ 497	\$ 4,000	
8155-01	adult programs	\$ 1,786	\$ 4,000	45%
8156-01	Technology programs		\$ 1,000	0%
8157-01	senior programs	\$ 405	\$ 2,000	0%
	<b>Total</b>	<b>\$ 5,704</b>	<b>\$ 19,500</b>	29%

**STRATEGIC INITIATIVES**

8158-01	Strategic Initiatives	\$ 452	\$ 4,000	11%
	<b>Total</b>	<b>\$ 452</b>	<b>\$ 4,000</b>	11%

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**COMPUTERS**

8171-01	information technology	\$ 5,370	\$ 12,000	45%
8172-01	new computer equipment	\$ 9,705	\$ 11,500	84%
8175-01	mls computer fund	\$ 10,914	\$ 19,000	57%
8180-01	software	\$ 841	\$ 1,000	84%
8190-01	website	\$ 70	\$ 7,500	1%
8195-01	email	\$ 454	\$ 300	151%
	<b>Total</b>	<b>\$ 27,353</b>	<b>\$ 51,300</b>	53%

**OFFICE SUPPLIES**

8202-01	Office Supplies	\$ 5,446	\$ 13,000	42%
	<b>Total</b>	<b>\$ 5,446</b>	<b>\$ 13,000</b>	42%

**UTILITIES- OPERATING EXPENSE**

8301-07	telephone	\$ 5,193	\$ 13,000	40%
8302-07	electricity	\$ 12,974	\$ 32,000	41%
8303-07	gas	\$ 1,734	\$ 7,500	23%
8304-07	water/garbage	\$ 635	\$ 1,800	35%
	<b>Total</b>	<b>\$ 20,536</b>	<b>\$ 54,300</b>	38%

**BUILDING EXPENSE**

8306-07	building supplies and maintenance	\$ 1,502	\$ 12,000	13%
8308-07	service contracts	\$ 22,838	\$ 41,000	56%
8315-07	fees and permits	\$ 786	\$ 1,750	45%
8320-07	Building and Grounds	\$ 1,999	\$ 18,000	11%
8330-01	casual labor	\$ 300	\$ 3,500	9%
8335-07	building repairs	\$ 65	\$ 14,000	0%
	<b>Total</b>	<b>\$ 27,489</b>	<b>\$ 90,250</b>	30%

**TRAVEL**

8341-01	meals & dinners	\$ -	\$ -	0%
8342-01	lodging/meals/mileage	\$ 638	\$ 2,000	32%
	<b>Total</b>	<b>\$ 638</b>	<b>\$ 2,000</b>	32%

**OPERATING EXPENSES**

Actual

Budget

% of Budget

**OTHER EXPENSES**

8355-01	memberships	\$ 1,844	\$ 2,000	92%
8360-01	Grants	\$ 8,481	\$ 150,000	6%
8361-01	Donations	\$ 390	\$ 8,000	5%
8365-01	library promotion	\$ 671	\$ 6,000	11%
8370-01	postage	\$ 1,756	\$ 2,500	70%
8375-01	Advertising	\$ 420	\$ 3,500	12%
8385-01	memorials and tributes	\$ 99	\$ 500	20%
8432-01	mileage reimbursement		\$ -	0%
8396-01	bank charges and fees	\$ 190	\$ 150	127%
8399-01	ILL Loss/Damage	\$ 94	\$ 250	38%
<b>Total</b>		<b>\$ 13,945</b>	<b>\$ 172,900</b>	<b>8%</b>

**OUTSIDE SERVICES**

8400-01	accounting	\$ 3,950	\$ 14,500	27%
8401-01	audit	\$ 7,800	\$ 9,500	82%
8402-01	legal fees	\$ 284	\$ 6,000	5%
8404-01	Staff Recognition	\$ 146	\$ 2,000	7%
8405-01	appraisal	\$ 450	\$ 1,500	30%
8305-01	architech/building consultant		\$ -	0%
8406-01	collection agency	\$ 45	\$ 200	22%
8408-01	strategic plan		\$ 500	0%
8410-01	printing	\$ 2,350	\$ 9,000	26%
8430-01	payroll expenses	\$ 2,025	\$ 4,500	45%
8435-01	background checks		\$ 150	0%
<b>Total</b>		<b>\$ 17,051</b>	<b>\$ 47,850</b>	<b>36%</b>

**INSURANCE**

8460-05	liability insurance package	\$ -	\$ 15,000	0%
8470-05	directors/officers insurance	\$ -	\$ -	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 15,000</b>	<b>0%</b>

**OTHER EXPENSES**

8360-01	Petty Cash	\$ -	\$ -	0%
8365-07	Building Promo	\$ 420	\$ -	0%
8395-01	Miscellaneous Expense	\$ -	\$ -	0%
<b>Total</b>		<b>\$ 420</b>	<b>\$ -</b>	<b>0%</b>

**OTHER EXPENSES**

8600-01	Bond Interest	\$ -	\$ -	0%
8600-02	Bond Principal	\$ -	\$ -	0%
8601-02	Debt Certificate Interest	\$ -	\$ 2,500	0%
8701-02	Debt Certificate Principle	\$ -	\$ 30,000	0%
<b>Total</b>		<b>\$ -</b>	<b>\$ 32,500</b>	<b>0%</b>

**TOTAL OPERATING EXPENSES**

\$ 363,746

\$ 1,194,838

30%

**NET INCOME**

\$ 106,164

\$ 30,382