



# Contra Costa School of Performing Arts

## Board Meeting

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### Date and Time

Tuesday September 26, 2023 at 5:30 PM PDT

### Location

CCSPA Conference Room

<https://us06web.zoom.us/j/5773326010>

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The public may address the Board regarding any item within the jurisdiction of the Board of Directors of ChartHouse Public Schools. To ensure an orderly meeting and an equal opportunity for each speaker, persons wishing to address the Board must fill out a speaker's card. Cards should be turned into the Board Chair/Vice Chairperson prior to the Call to Order. Speakers will be given three minutes for items on the agenda, and two minutes for items not on the agenda. When translation services are utilized to support the participation of a primary Speaker, the translator will be afforded the same duration of time as the primary Speaker. Time may not be yielded to other speakers. In compliance with the Brown Act, the Board may listen to comments from speakers and provide direction to staff, but may not engage in discussion or take action on items that are not already on the agenda.

All Board agendas and minutes will be published at [cocospa.org](http://cocospa.org). Any disclosable public records related to an open session Board meeting agenda item and distributed by staff to a majority of the Board of Directors shall be available for public inspection.

The Board of Directors will provide reasonable accommodations for persons with disabilities planning to attend Board meetings so long as notice is provided at least one hour prior to the start of the meeting by contacting the Executive Director's Office at (925) 235-1130.

## Agenda

	Purpose	Presenter	Time
<b>I. Opening Items</b>			<b>5:30 PM</b>
<b>A.</b> Record Attendance		Callie Tirlia	1 m
<b>B.</b> Call the Meeting to Order		Heather Vega	1 m
<b>C.</b> Approve Minutes	Approve Minutes	Heather Vega	1 m
Approve minutes for Board Meeting on August 22, 2023			
<b>D.</b> Establishment of Quorum		Heather Vega	1 m
<b>E.</b> Agenda Review and Adoption	Vote	Heather Vega	2 m
The Board will review the agenda and adopt as presented or take action to change the order of items.			
<b>II. Public Comments</b>			<b>5:36 PM</b>
<b>A.</b> Items on the Agenda		Heather Vega	5 m
<b>B.</b> Items not on the Agenda		Heather Vega	5 m
<b>III. Informational Items</b>			<b>5:46 PM</b>
<b>A.</b> Unaudited Actuals	Vote	Candice Phillips	10 m
<b>B.</b> Budget and Financial Report	Discuss	Candice Phillips, DMS	20 m
<b>IV. Standing Committees</b>			<b>6:16 PM</b>
<b>A.</b> Finance Committee		Charles Hill	5 m
<b>V. Action Items</b>			<b>6:21 PM</b>
<b>A.</b> Sub Hourly Pay	Vote	Catherine Foster	5 m
<b>VI. Staff Reports</b>			<b>6:26 PM</b>
<b>A.</b> Executive Director Report	Discuss	Catherine Foster	10 m

	Purpose	Presenter	Time	
Catherine Foster will answer questions regarding the Executive Summary.				
<b>B.</b>	Arts trips	Vote	Catherine Foster	5 m
<b>VII.</b>	<b>Closing Items</b>			<b>6:41 PM</b>
<b>A.</b>	Adjourn Meeting	Vote	Heather Vega	1 m

# Coversheet

## Approve Minutes

**Section:** I. Opening Items  
**Item:** C. Approve Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board Meeting on August 22, 2023



# Contra Costa School of Performing Arts

## Minutes

### Board Meeting

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#### Date and Time

Tuesday August 22, 2023 at 5:30 PM

#### Location

CCSPA Conference Room

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#### Directors Present

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A. Mbonisi, C. Hill, G. Ponikvar, H. Vega, L. McPhatter-Harris

**Directors Absent**

D. Wendt, M. Hennessy

**Ex Officio Members Present**

C. Foster

**Non Voting Members Present**

C. Foster

**Guests Present**

C. Tiria

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**I. Opening Items**

**A. Call the Meeting to Order**

H. Vega called a meeting of the board of directors of Contra Costa School of Performing Arts to order on Tuesday Aug 22, 2023 at 5:38 PM.

**B. Record Attendance**

**C. Establishment of Quorum**

-Established

**D. Agenda Review and Adoption**

L. McPhatter-Harris made a motion to Approve the Agenda.

G. Ponikvar seconded the motion.

The board **VOTED** to approve the motion.

**II. CONSENT AGENDA**

**A. Approve Meeting Minutes**

Motion to Approve Meeting Minutes.

The board **VOTED** to approve the motion.

**Roll Call**

L. McPhatter-Harris Aye

A. Mbonisi Aye

G. Ponikvar Aye

M. Hennessy Absent

D. Wendt Absent

**Roll Call**

H. Vega	Abstain
C. Hill	Aye

**III. Executive Director Updates**

**A. Executive Summary**

Enrollment is 368 with a possible addition

Full Staff

~

Various maintenance issues need addressing around the building

~

Summit is no longer in use. PBL is the shift teachers are going towards.

~

Extended Learning Opportunity has exactly enough funds (\$50,000) to support 10 families.

~

**B. Approval of Organization Chart**

We need to switch Dean of Students/Climate and culture specialist as well as Supervisor of Family Enrollment to the right side (The family/Student Side).

While the project manager and office manager (with receptionist below it) should be moved to the left (The Office Staff Side).

Add CBO to the top of the Office Staff(left side) so establish Candice Phillips as a person of directive for people to get approval from.

Keep Human Resources on the left and TOSA/director of community engagement on the right.

**This way the organization chart has a student and family side(right) as well as an Office Staff side (left).**

L. McPhatter-Harris made a motion to Approve the Organization Chart.

A. Mbonisi seconded the motion.

The board **VOTED** unanimously to approve the motion.

**IV. Committee Reports**

**A. Financial Committee Report**

Need approval for line of credit. Candice is working on a sense of what our spending amount is.

**V. Financial Update and Considerations**

**A. Financial Update**

Candice and DMS should have a monthly financial report within a month so that Debbie (or Candice) can present the financial report to the board.

## **B. Salary Schedules**

Salary Schedules needed adjustment based on hourly and salary employee updates.

We need to eliminate the outdated teacher stipends on page 2.

There was no vote on whether or not the pay growth will be 2% or 3%

Motion to approve MINUS Second Page

L. McPhatter-Harris made a motion to Approve the Salary Schedules (MINUS page 2).

C. Hill seconded the motion.

MINUS Second Page

The board **VOTED** unanimously to approve the motion.

## **VI. Administrative Items**

### **A. Food Service Agreement**

Estimate for an outside food service assistant hire

\$18,000 over 180 days estimate for Food Service Assistant from current student food provider

C. Hill made a motion to Approve the Food Service Agreement.

L. McPhatter-Harris seconded the motion.

The board **VOTED** unanimously to approve the motion.

### **B. Ultimate FieldHouse Agreement**

\$50 per court per day

\$50 per additional court per day

(\$50 an hour or day?)

Fine print needs to be further analyzed.

Contract needs further analyzation.

Needs to be \$25K or lower AND needs Candice Phillips approval

**No vote was taken the board gave direction to C. Hill and C. Phillips to revisit the agreement.**

## **VII. Board Retreat**

### **A. Board Retreat**



5 hours including lunch

Note: Caprice not available 9/30

Going forward: Board should tell Caprice that the board needs time for board focus, vision setting, going forward as a school

## VIII. CLOSED SESSION

### A. Public Employee Employment/Discipline/Dismissal Release (§ 54957)

LaPlante will be in Touch with M. Soza to help engage parents for a parent faculty community.

### B. Evaluation Executive Director

### C. Prop 39

## IX. RECONVENE TO OPEN SESSION

### A. Report Out

Board approved the Employment Discipline/Dismissal Release

No other action was taken

## X. Closing Items

### A. Adjourn Meeting

L. McPhatter-Harris made a motion to Adjourn Meeting.

A. Mbonisi seconded the motion.

The board **VOTED** to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 8:21 PM.

Respectfully Submitted,

H. Vega

# Coversheet

## Budget and Financial Report

**Section:** III. Informational Items  
**Item:** B. Budget and Financial Report  
**Purpose:** Discuss  
**Submitted by:**  
**Related Material:** CoCoSpa FY2023-24 DMU July-August FINAL.pdf



# Contra Costa School of Performing Arts

## DMS Monthly Update Actuals through: August 31, 2023





## SUMMARY NARRATIVE

This report is intended to provide a financial update comparing the Original Budget with actuals through August 31st. Along with an update on the financial health of the organization, these updates are a means to review and detect coding and budgeting issues and to make corrections throughout the year. Reviewing and collaborating together on a monthly basis to thoughtfully address these issues, especially early in the year, are the key to successful financial reporting.

At this point with 17% of the year (2 months) completed, compensation and benefits are on track with where we would expect them to be.

It is important to keep in mind that State and Federal revenues do not flow evenly throughout the year and for this reason, YTD results are not a valuable measure of the financial performance.

Cash Flow - Contra Costa School of Performing Arts is projected to end the year with 89 days cash on hand. This cash flow reflects actual revenues and expenditures through August 2023 and projected revenues and expenditures September 2023 through June 2024. Included in these projections are additional revenue receipts of the Arts, Music, and Instructional Materials Grant in September. This grant was cut significantly less (3.3%) than what the governor had proposed (nearly 50%) and the school had received only 50% of the cash last year. Conversely, the Learning Recovery Emergency Block Grant was funded 100% in FY22-23 despite the governor proposing a nearly 32% cut to the program. In the end, the program was cut only by slightly more than 14% but schools will now have to pay back to the State the overpayment. This is expected to occur via deductions to monthly LCFF payments; these are also reflected in the cash flow.

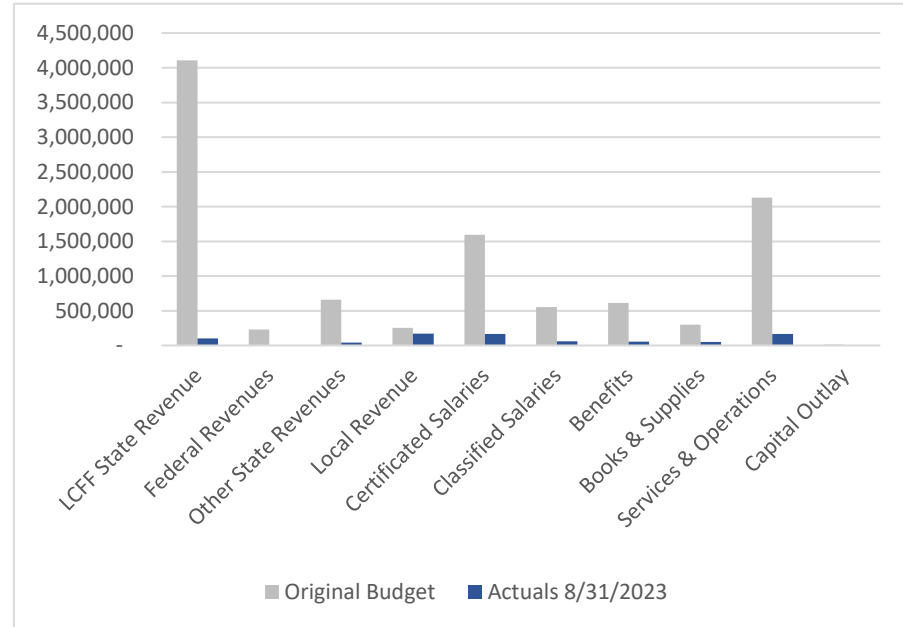
DMS and Contra Costa School of Performing Arts (CoCoSPA) management continue to solidify processes and work together to bring members of both teams together and up-to-speed. CoCoSPA's cash flow currently demonstrates fiscal stability and is projected to meet all obligations as scheduled. DMS and school management continue to monitor the political and economic landscape in an effort to anticipate potential impacts on the school.

## Contra Costa School of Performing Arts

**FY2023-24**

### Monthly Financial Update

Budget vs Actuals	Original Budget	Actuals 8/31/2023	% of Budget
<b>Revenues</b>			
LCFF State Revenue	4,108,231	103,313	2.51%
Federal Revenues	228,843	-	0.00%
Other State Revenues	659,381	40,844	6.19%
Local Revenue	254,576	170,015	66.78%
<b>TTL Revenues</b>	<b>5,251,031</b>	<b>314,172</b>	<b>5.98%</b>
<b>Expenditures</b>			
Certificated Salaries	1,595,846	167,868	10.52%
Classified Salaries	551,703	59,940	10.86%
Benefits	612,541	57,438	9.38%
Books & Supplies	298,833	52,118	17.44%
Services & Operations	2,127,772	166,766	7.84%
Capital Outlay	14,539	-	0.00%
Other Outgo	-	150,825	0.00%
<b>Total Expenditures</b>	<b>5,201,234</b>	<b>654,956</b>	<b>12.59%</b>
<b>Operating Income/(Loss)</b>	<b>49,797</b>	<b>(340,784)</b>	<b>17%</b>



**Contra Costa School of Performing Arts**

**FY2023-24**

**Monthly Financial Update**

Budget vs Actuals	Code	Description	Original Budget	Actuals 8/31/2023	% of Budget	Comments
<b>Revenue</b>						
LCFF Revenue						
	8011	LCFF Current Year	2,205,521	103,313	4.68%	
	8012	Education Protection Account State Aid Current Year	68,600	-	0.00%	
	8096	In-Lieu-Of Property Taxes	1,834,110	-	0.00%	
<b>Total LCFF Revenue</b>			<b>4,108,231</b>	<b>103,313</b>	<b>2.51%</b>	
Federal Revenue						
	8181	Special Education Entitlement	42,625	-	0.00%	
	8220	Child Nutrition Programs	127,020	-	0.00%	
	8290	All Other Federal Revenue	59,198	-	0.00%	
<b>Total Federal Revenue</b>			<b>228,843</b>	<b>-</b>	<b>0.00%</b>	
Other State Revenue						
	8381	State Special Education	447,690	38,344	8.56%	
	8520	Child Nutrition	15,695	-	0.00%	
	8550	Mandated Cost Reimbursements	11,091	-	0.00%	
	8560	State Lottery Revenue	84,905	-	0.00%	
	8590	All Other State Revenue	100,000	2,500	2.50%	
<b>Total Other State Revenue</b>			<b>659,381</b>	<b>40,844</b>	<b>6.19%</b>	
Local Revenue						
	8693	Field Trips	68,416	-	0.00%	
	8694	Student Production/Event Revenue	30,000	-	0.00%	
	8695	CTEIG - Local Revenue	115,000	-	0.00%	
	8696	Donations - Private (Foundation Grants)	-	50	0.00%	
	8697	Fundraising (School Site)	41,160	-	0.00%	
	8698	Other Revenue (Suspense)	-	164,484	0.00%	Revenue to be re-coded once back-up recvd
	8699	All Other Local Revenue	-	5,481	0.00%	
<b>Total Local Revenue</b>			<b>254,576</b>	<b>170,015</b>	<b>66.78%</b>	
<b>Total Revenue</b>			<b>5,251,031</b>	<b>314,172</b>	<b>5.98%</b>	
<b>Expenditures</b>						
Certificated Compensation						
	1100	Certificated Teachers' Salaries	1,109,053	124,334	11.21%	
	1130	Substitute Teacher Salaries	35,000	-	0.00%	
	1150	Certificated Extra Duty	-	113	0.00%	

**Contra Costa School of Performing Arts**

**FY2023-24**

**Monthly Financial Update**

	1200	Certificated Pupil Support Salaries	257,752	9,788	3.80%	
	1300	Certificated Supervisors' and Administrators' Salaries	194,041	26,972	13.90%	
	1900	Other Certificated Salaries	-	6,661	0.00%	Cert. position other than teacher or admin.
<b>Total Certificated Compensation</b>			<b>1,595,846</b>	<b>167,868</b>	<b>10.52%</b>	
<b>Classified Compensation</b>						
	2100	Classified Instructional Salaries	416,936	4,772	1.14%	
	2130	Classified Substitute Salaries	7,350	-	0.00%	
	2200	Classified Support Salaries	34,410	-	0.00%	Will realign budget w/coding at First Interim
	2300	Classified Supervisors' and Administrators' Salaries	-	24,499	0.00%	Will realign budget w/coding at First Interim
	2400	Clerical, Technical, and Office Staff Salaries	84,607	18,968	22.42%	Will realign budget w/coding at First Interim
	2450	Classified Extra Time	-	3,562	0.00%	Will realign budget w/coding at First Interim
	2900	Other Classified Salaries	8,400	8,139	96.89%	
<b>Total Classified Compensation</b>			<b>551,703</b>	<b>59,940</b>	<b>10.86%</b>	
<b>Employee Benefits</b>						
	3101	State Teachers' Retirement System, certificated positions	333,604	36,734	11.01%	
	3301	OASDI Medicare Alternative, certificated positions	55,997	5,391	9.63%	
	3401	Medical Cert	170,236	6,826	4.01%	Will realign budget w/coding at First Interim
	3402	Medical Classified	-	3,749	0.00%	Will realign budget w/coding at First Interim
	3501	State Unemployment Insurance, certificated positions	17,866	1,685	9.43%	
	3601	Workers' Compensation Insurance, certificated positions	32,213	2,552	7.92%	Will realign budget w/coding at First Interim
	3602	Workers' Compensation Insurance, classified positions	-	501	0.00%	Will realign budget w/coding at First Interim
	3901	Other Benefits, certificated positions	2,625	-	0.00%	
<b>Total Employee Benefits</b>			<b>612,541</b>	<b>57,438</b>	<b>9.38%</b>	
<b>Books, Materials, &amp; Supplies</b>						
	4200	Books and Other Reference Materials	5,985	-	0.00%	
	4300	Materials and Supplies	30,000	6,073	20.24%	
	4315	Instructional Materials & Supplies	23,178	595	2.57%	
	4320	Educational Software	37,095	23,338	62.91%	Category outpacing budget - monitor closely
	4390	Materials - Suspense	-	5,765	0.00%	
	4400	Noncapitalized Equipment	27,375	14,403	52.61%	Category outpacing budget - monitor closely
	4410	Classroom Furniture, Equip, & Supplies	18,250	-	0.00%	
	4420	Non-Classroom Furn, Equip, & Supplies	10,950	1,929	17.62%	
	4700	Student Food	146,000	15	0.01%	
<b>Total Books, Materials, &amp; Supplies</b>			<b>298,833</b>	<b>52,118</b>	<b>17.44%</b>	
<b>Outside Services &amp; Other Operating Costs</b>						
	5100	SpEd Contractors	140,000	14,300	10.21%	
	5200	Travel and Conferences	11,119	866	7.79%	
	5300	Dues and Memberships	26,250	10,335	39.37%	
	5400	Insurance	86,466	-	0.00%	Gen Liability/Property invoice not yet rcvd

**Contra Costa School of Performing Arts**

**FY2023-24**

**Monthly Financial Update**

5510 Utilities	149,350	35,919	24.05%	Contract re-negotiations in progress
5535 Custodial, Janitorial, Gardening Services	120,000	18,587	15.49%	Contract re-negotiations in progress
5610 Facilities Rents and Leases	1,046,711	-	0.00%	See note below in 7438 - Interest
5615 Other Space Rental	1,000	-	0.00%	
5620 Equipment Leases	21,102	590	2.80%	
5630 Maintenance & Repairs	50,000	17,722	35.44%	Category outpacing budget - monitor closely
5800 Professional Services - Non-instructional	25,661	17,041	66.41%	Category outpacing budget - monitor closely
5810 Legal	63,000	3,649	5.79%	
5825 Business Services	128,721	38,726	30.09%	
5835 Field Trips	39,445	-	0.00%	
5836 Fundraising Expenses	8,345	176	2.11%	
5840 Advertising & Recruitment	20,000	6,080	30.40%	
5850 Oversight Fees	45,236	-	0.00%	
5855 Short Term Interest Expense	2,167	-	0.00%	
5860 Other Service Fees	502	535	106.47%	
5872 SpEd Encroachment	12,689	-	0.00%	
5880 Professional Services - Instructional	10,070	-	0.00%	
5881 Software	31,938	95	0.30%	
5887 Technology Services	73,000	-	0.00%	
5900 Communications	15,000	2,147	14.31%	
<b>Total Outside Services &amp; Other Operating Costs</b>	<b>2,127,772</b>	<b>166,766</b>	<b>7.84%</b>	
Capital Expenditures				
6900 Depreciation Expense	14,539	-	0.00%	
<b>Total Capital Expenditures</b>	<b>14,539</b>	<b>-</b>	<b>0.00%</b>	
Other Outgo				
7438 Long Term Interest Expense	-	150,825		Will realign coding at First Interim. Bond schedule reflects interest-only payments through May 2024
<b>Total Other Outgo</b>	<b>-</b>	<b>150,825</b>	<b>0.00%</b>	
<b>Total Expenditures</b>	<b>5,201,234</b>	<b>654,956</b>	<b>12.59%</b>	
			% of Year	
<b>Operating Income/Loss</b>	<b>49,797</b>	<b>(340,784)</b>	<b>17%</b>	



**Contra Costa School of Performing Arts**

**FY2023-24**

**Monthly Financial Update**

	Budget	July	August	Sept Budget	Oct Budget	Nov Budget	Dec Budget	Jan Budget	Feb Budget	Mar Budget	Apr Budget	May Budget	June Budget	Accruals	Total
<b>Starting Cash</b>		<b>1,337,192</b>	<b>1,120,732</b>	<b>937,255</b>	<b>1,058,356</b>	<b>959,876</b>	<b>861,396</b>	<b>1,040,501</b>	<b>959,186</b>	<b>1,034,392</b>	<b>1,220,416</b>	<b>1,167,235</b>	<b>1,114,054</b>		
<b>Revenues</b>															
LCFF State Revenue	2,205,521	0	103,313	160,118	160,118	160,118	198,497	198,497	244,972	244,972	244,972	244,972	244,972	0	2,205,521
EPA	68,600	0	0	17,150	17,150	17,150	17,150	17,150	17,150	17,150	17,150	17,150	17,150	0	68,600
In-Lieu Property Taxes	1,834,110	0	0	220,093	146,729	146,729	146,729	146,729	256,775	128,388	128,388	128,388	128,388	256,775	1,834,110
Prior Year Corrections	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Federal Revenues	228,843	0	0	0	0	0	57,211	57,211	57,211	57,211	57,211	57,211	17,150	97,272	228,843
Other State Revenues	659,381	18,531	22,313	21,215	21,215	21,215	164,845	164,845	164,845	164,845	164,845	164,845	17,150	271,697	659,381
Other Local Revenue	254,576	5,531	164,484	21,215	21,215	21,215	21,215	21,215	21,215	21,215	21,215	21,215	21,215	(298)	254,576
<b>Total Revenues</b>	<b>5,251,031</b>	<b>24,062</b>	<b>290,110</b>	<b>418,576</b>	<b>328,061</b>	<b>328,061</b>	<b>605,646</b>	<b>345,226</b>	<b>501,748</b>	<b>612,566</b>	<b>373,360</b>	<b>373,360</b>	<b>424,810</b>	<b>625,446</b>	<b>5,251,031</b>
<b>Expenditures</b>															
Certificated Salaries	1,595,846	5,976	161,893	129,744	129,744	129,744	129,744	129,744	129,744	129,744	129,744	129,744	129,744	130,542	1,595,846
Classified Salaries	551,703	22,957	36,983	44,854	44,854	44,854	44,854	44,854	44,854	44,854	44,854	44,854	44,854	43,224	551,703
Benefits	612,541	7,041	50,397	49,800	49,800	49,800	49,800	49,800	49,800	49,800	49,800	49,800	49,800	57,102	612,541
Books & Supplies	298,833	17,912	34,206	24,903	24,903	24,903	24,903	24,903	24,903	24,903	24,903	24,903	24,903	22,590	298,833
Services & Operations	2,127,772	77,160	89,606	97,577	97,577	97,577	97,577	97,577	97,577	97,577	97,577	97,577	111,327	971,489	2,127,772
Capital Outlay	14,539	0	0	0	0	0	0	0	0	0	0	0	0	14,539	14,539
Other Outgo	0	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	75,413	(904,950)	0
<b>Total Expenditures</b>	<b>5,201,234</b>	<b>206,457</b>	<b>448,498</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>422,289</b>	<b>433,727</b>	<b>311,947</b>	<b>5,201,234</b>
<b>Other Cash Inflows/Outflows</b>															
Accounts Receivable/Other Current Assets		161,712	24,154	129,067											314,933
Fixed Assets															0
Accounts Payable (net change)		(195,777)	26,170	(4,252)	(4,252)	(4,252)	(4,252)	(4,252)	(4,252)	(4,252)	(4,252)	(4,252)	(4,252)		(212,126)
Other Liabilities		0	(75,413)												(75,413)
<b>Net Inflows/Outflows</b>		<b>(34,065)</b>	<b>(25,088)</b>	<b>124,815</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>(4,252)</b>	<b>0</b>	<b>27,395</b>
<b>ENDING CASH BALANCE</b>		<b>1,120,732</b>	<b>937,255</b>	<b>1,058,356</b>	<b>959,876</b>	<b>861,396</b>	<b>1,040,501</b>	<b>959,186</b>	<b>1,034,392</b>	<b>1,220,416</b>	<b>1,167,235</b>	<b>1,114,054</b>	<b>1,100,885</b>		
<b>Days Cash on Hand</b>		<b>78.87</b>	<b>65.96</b>	<b>74.48</b>	<b>67.55</b>	<b>60.62</b>	<b>73.22</b>	<b>67.50</b>	<b>72.79</b>	<b>85.88</b>	<b>82.14</b>	<b>78.40</b>	<b>77.47</b>		

