



**TREASURER'S REPORT  
THE COLLECTION - TOWER  
NOVEMBER 2020**

**INCOME**

We have received

- \$3,364.56 more than budgeted for **MAINTENANCE FEE - TOWER**
- \$4,718.51 more than budgeted for **ELECTRICITY REIMB - TOWER**
- \$600.00 less than budgeted for **ELECTRICITY REIMB-CHARGEPOINT**
- \$195.34 less than budgeted for **INVESTMENTS**
- \$17.77 more than budgeted for **CHECKING**
- \$903.28 less than budgeted for **OTH NON-TAX RCPTS-HSKPG - MIDRISE**
- \$919.81 less than budgeted for **OTH NON-TAX RCPTS-MAINTENANCE - MIDRISE**
- \$435.59 more than budgeted for **OTH NON-TAX RCPTS-SECURITY - MIDRISE**
- \$1,340.00 less than budgeted for **HSKPG SVC FEE- COMMERCIAL**
- \$2,277.00 less than budgeted for **SECURITY SVC FEE-COMMERCIAL**

**TOTAL RECEIPTS** for the month: **\$346,699.23 (\$3,179.45 more than budgeted)**

**EXPENSES**

- **Utilities:** we spent \$26,738.41, which is \$101,996.11 more than budgeted
- **Contracts:** we spent \$17,914.96, which is \$5,263.96 more than budgeted
- **Building Maintenance:** we spent \$5,100.73, which is \$884.27 less than budgeted
- **Professional Services:** we spent \$6.95, which is \$493.05 less than budgeted
- **Payroll and Benefits:** we spent \$120,626.70, which is \$19,264.76 more than budgeted
- **Other Expenses:** we spent \$3,120.03, which is \$1,129.97 less than budgeted

Overall, we were \$124,017.54 over budget on regularly budgeted items with no capital expense items.

The significant variances are listed on the attached report

**TOTAL EXPENDITURES** for the month: \$410,507.78

Compared to the budgeted expenses: \$286,490.24

There is a net operating **deficit** of \$63,808.55

At month end, the **OPERATIONS ACCOUNTS** balance is \$506,629.52 and the **RESERVES** balance is \$2,877,504.46, with a **TOTAL CASH AND RESERVES** at \$3,384,133.98.

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**2020 Year-to- Date Summary**

**INCOME**

We have received

- \$3,123,141.24, which is 100.1% of budgeted **MAINTENANCE FEES**
- \$3,821,791.51 in total revenues = 101.1% of budget

**EXPENSES**

Year-To-Date, we are \$397,292.37 under budget on regularly budgeted items.  
Capital expenditures Year-To-Date: \$4,694.14

**TOTAL EXPENDITURES** to date: \$2,956,795.64 including Capital Expenses  
Year-To-Date we have a **NET OPERATING surplus** of \$869,690.01



MEMORANDUM

TO: Board of Directors - COLLECTION-TOWER
FROM: DEBI BALMILERO - Management Executive
DATE: December 21, 2020
RE: Financial Report for November, 2020

CREATE DATE: 12/21/2020 5:00:07PM

Significant variances \$100 over the budgeted amounts are as follows:

Table with 7 columns: ACCT. DESCRIPTION, ACTUAL, BUDGET, VARIANCE, YTD ACTUAL, YTD BUDGET, YTD VAR. Rows include EXPENSE categories like TELEVISION, WATER, SEWER, CONTRACT-AIR CONDITIONING, CONTRACT-ELEVATOR, CONTRACT-SECURITY EQPMT, FIRE SYSTEM-GENERAL, BUILDING MAINTENANCE, PAINT, PAYROLL-MANAGER, PAYROLL-HOUSEKEEPING, WORKERS COMPENSATION, PAYROLL TAXES, and PAYROLL-FUNDING IN ADVANCE.



MEMORANDUM

TO: Board of Directors - COLLECTION-TOWER
FROM: DEBI BALMILERO - Management Executive
DATE: December 21, 2020
RE: Financial Report for November, 2020

CREATE DATE: 12/21/2020 5:00:07PM

Significant variances \$100 over the budgeted amounts are as follows:

Table with 7 columns: ACCT. DESCRIPTION, ACTUAL, BUDGET, VARIANCE, YTD ACTUAL, YTD BUDGET, YTD VAR. Includes a large diagonal watermark: REAL ESTATE/RESALE PURCHASES

Total Cash And Reserve: \$3,384,133.98

Should you have any questions, please contact the Association Treasurer or me:

Management Executive: DEBI BALMILERO
Phone: (808) 593-6378

----- PREPARED FOR -----  
 600 ALA MOANA BLVD  
 HONOLULU HI 96813

ACCT. NO: 2389  
 PAGE: 1

**COLLECTION-TOWER**  
**STATEMENT OF RECEIPTS AND DISBURSEMENTS**  
**FOR PERIOD ENDED 11/30/2020**

----- PREPARED BY -----  
 HAWAIIANA MANAGEMENT COMPANY, LTD.

ACCOUNTANT: JUDY SAKATA

DATE PRINTED: 12/21/2020

BLD ACCT: 2389 DESCRIPTION	CURRENT MONTH				YEAR TO DATE				FISCAL BEG: 1
	---ACTUAL---	---BUDGET---	---VAR.---	-BUD%-	---ACTUAL---	---BUDGET---	---VAR.---	--BUD%--	
<b>CASH RECEIPTS:</b>									
5102 MAINTENANCE FEE-TOWER	287071.34	283706.78	3364.56	101.2	3123141.24	3120774.58	2366.66	100.1	
5181 ELECTRICITY REIMB-TOWER	55226.51	50508.00	4718.51		577323.65	555588.00	21735.65		
5184 ELECTRICITY REIMB-CHRGPOINT	0.00	600.00	-600.00		8660.24	6600.00	2060.24		
5210 OTHER NON-TAX RCPTS-H06 REIMB	0.00	0.00	0.00		8568.21	0.00	8568.21		
5211 OTH NON-TAX RCPT	0.00	0.00	0.00		5867.82	0.00	5867.82		
5215 ASSOCIATION DUES	0.00	0.00	0.00		29.52	0.00	29.52		
5270 INTEREST FROM INVESTMENTS	604.66	800.00	-195.34		26264.28	8800.00	17464.28		
5290 INTEREST FROM CHECKING	18.77	1.00	17.77		179.21	11.00	168.21		
5360 LATE CHARGES	163.68	0.00	163.68		1139.33	0.00	1139.33		
5361 INTEREST CHARGES	0.00	0.00	0.00		158.15	0.00	158.15		
5370 OTHER TAXABLE RECEIPTS-MISC	0.00	0.00	0.00		310.00	0.00	310.00		
5375 OTH TAX RCPTS-KEYS	290.00	0.00	290.00		5415.00	0.00	5415.00		
5378 FINES	0.00	0.00	0.00		75.00	0.00	75.00		
5384 BIKE & SURF FEES	124.77	0.00	124.77		5927.51	0.00	5927.51		
5385 LOCKOUT FEES	150.00	0.00	150.00		3075.00	0.00	3075.00		
5452 INCOME-PET	150.00	0.00	150.00		2850.00	0.00	2850.00		
5750 OTH NON-TAX RCPTS-HSEKPNG FEE	1105.72	2009.00	-903.28		11611.83	22099.00	-10487.17		
5751 OTH NON-TAX RCPTS-MAINTENANCE	219.19	1139.00	-919.81		1907.83	12529.00	-10621.17		
5752 OTH NON-TAX RCPTS-SECURITY SV	1574.59	1139.00	435.59		10352.59	12529.00	-2176.41		
5754 HSEKPNG SVC FEE-COMMRCL	0.00	1340.00	-1340.00		10718.56	14740.00	-4021.44		
5755 SECURITY SVC FEE-COMMRCL	0.00	2277.00	-2277.00		18216.54	25047.00	-6830.46		
<b>TOTAL CASH RECEIPTS</b>	<b>346699.23</b>	<b>343519.78</b>	<b>3179.45</b>	<b>100.9</b>	<b>3821791.51</b>	<b>3778717.58</b>	<b>43073.93</b>	<b>101.1</b>	
<b>UTILITIES:</b>									
6010 ELECTRICITY-TOWER	86401.08	97131.00	-10729.92		945434.90	1068441.00	-123006.10		
6020 TELEVISION	21567.78	20808.00	759.78		252697.82	228888.00	23809.82		
6030 WATER	25784.02	10841.60	14942.42		61319.45	113368.00	-52048.55		
6040 SEWER	129138.36	30697.70	98440.66		192926.74	320930.50	-128003.76		
6050 GAS	847.17	2264.00	-1416.83		22485.10	24904.00	-2418.90		
<b>TOTAL UTILITIES</b>	<b>263738.41</b>	<b>161742.30</b>	<b>101996.11</b>	<b>163.1</b>	<b>1474864.01</b>	<b>1756531.50</b>	<b>-281667.49</b>	<b>84.0</b>	
<b>CONTRACTS:</b>									
6210 CONTRACT-AIR CONDITIONING	4996.16	1200.00	3796.16		31108.96	13200.00	17908.96		

----- PREPARED FOR -----  
 600 ALA MOANA BLVD  
 HONOLULU HI 96813

ACCT. NO: 2389  
 PAGE: 2

**COLLECTION-TOWER**  
**STATEMENT OF RECEIPTS AND DISBURSEMENTS**  
**FOR PERIOD ENDED 11/30/2020**

----- PREPARED BY -----  
 HAWAIIANA MANAGEMENT COMPANY, LTD.

ACCOUNTANT: JUDY SAKATA

DATE PRINTED: 12/21/2020

BLD ACCT: 2389		CURRENT MONTH				YEAR TO DATE				FISCAL BEG: 1
DESCRIPTION	---ACTUAL---	---BUDGET---	---VAR.---	-BUD%--	---ACTUAL---	---BUDGET---	---VAR.---	---BUD%---		
6223 CONTRACT-CLNG SVCS-WINDOWS	0.00	0.00	0.00		18376.96	54849.00	-36472.04			
6230 CONTRACT-ELEVATOR	4211.28	3275.00	936.28		36461.25	36025.00	436.25			
6242 CONTRACT-TREES	0.00	0.00	0.00		2408.38	0.00	2408.38			
6252 CONTRACT-GENERATORS	0.00	0.00	0.00		1491.08	1500.00	-8.92			
6280 CONTRACT-PEST CONTROL	701.56	800.00	-98.44		7717.16	8800.00	-1082.84			
6300 CONTRACT-REFUSE	3767.64	4500.00	-732.36		50274.43	49500.00	774.43			
6301 CONTRACT-COMPACTOR SVC	0.00	0.00	0.00		380.00	1000.00	-620.00			
6310 CONTRACT-SECURITY EQPMT	705.48	0.00	705.48		4331.05	2200.00	2131.05			
6321 FIRE SYSTEM-GENERAL	701.43	0.00	701.43		28860.93	28000.00	860.93			
6330 CONTRACT-ROOF	0.00	0.00	0.00		0.00	1000.00	-1000.00			
6340 SUBMETERING	2831.41	2876.00	-44.59		34787.39	31636.00	3151.39			
6373 CONTRACT-BACKFLOW TEST SEWER	0.00	0.00	0.00		0.00	1800.00	-1800.00			
6374 BOOSTER PUMP SVC	0.00	0.00	0.00		837.69	1200.00	-362.31			
6377 FITNESS EQUIP MTCE	0.00	0.00	0.00		3763.86	2400.00	1363.86			
6379 CONTRACT-GATE	0.00	0.00	0.00		89.01	1200.00	-1110.99			
<b>TOTAL CONTRACTS</b>	<b>17914.96</b>	<b>12651.00</b>	<b>5263.96</b>	<b>141.6</b>	<b>220888.15</b>	<b>234310.00</b>	<b>-13421.85</b>		<b>94.3</b>	
<b>BUILDING MAINTENANCE:</b>										
6500 BUILDING MAINTENANCE	1469.05	750.00	719.05		10074.28	8250.00	1824.28			
6530 CLEANING SUPPLIES	817.76	1800.00	-982.24		16948.02	19800.00	-2851.98			
6540 ELEVATOR	0.00	0.00	0.00		2000.00	4000.00	-2000.00			
6560 ELECTRICAL	0.00	135.00	-135.00		5498.57	1485.00	4013.57			
6570 PLUMBING	0.00	400.00	-400.00		766.81	4400.00	-3633.19			
6580 POOL & SPA	837.13	1300.00	-462.87		11704.28	14300.00	-2595.72			
6590 PAINT	1281.04	200.00	1081.04		2383.11	2200.00	183.11			
6690 MISCL REPAIRS & PURCHASES	695.75	1400.00	-704.25		8274.58	15400.00	-7125.42			
<b>TOTAL BUILDING MAINTENANCE</b>	<b>5100.73</b>	<b>5985.00</b>	<b>-884.27</b>	<b>85.2</b>	<b>57649.65</b>	<b>69835.00</b>	<b>-12185.35</b>		<b>82.6</b>	
<b>PROFESSIONAL SERVICES:</b>										
6810 HMC ADMIN EXPENSE	0.00	0.00	0.00		75.00	0.00	75.00			
6812 ASSOCIATION ADMIN EXPENSE	6.95	0.00	6.95		723.21	0.00	723.21			
6840 EDUCATION EXPENSE	0.00	0.00	0.00		381.15	0.00	381.15			
6880 LEGAL FEES	0.00	500.00	-500.00		1946.08	5500.00	-3553.92			
<b>TOTAL PROFESSIONAL SERVICES</b>	<b>6.95</b>	<b>500.00</b>	<b>-493.05</b>	<b>1.4</b>	<b>3125.44</b>	<b>5500.00</b>	<b>-2374.56</b>		<b>56.8</b>	

----- PREPARED FOR -----  
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 HONOLULU HI 96813

ACCT. NO: 2389  
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**COLLECTION-TOWER**  
**STATEMENT OF RECEIPTS AND DISBURSEMENTS**  
**FOR PERIOD ENDED 11/30/2020**

----- PREPARED BY -----  
 HAWAIIANA MANAGEMENT COMPANY, LTD.

ACCOUNTANT: JUDY SAKATA

DATE PRINTED: 12/21/2020

BLD ACCT: 2389	CURRENT MONTH				YEAR TO DATE				FISCAL BEG: 1
	DESCRIPTION	---ACTUAL---	---BUDGET---	---VAR.---	-BUD%-	---ACTUAL---	---BUDGET---	---VAR.---	--BUD%--
<b>PAYROLL AND BENEFITS:</b>									
7010	PAYROLL-MANAGER	21909.43	18283.93	3625.50		244905.25	219407.22	25498.03	
7011	PAYROLL-OPERATIONS SUPERVISOR	0.00	3961.54	-3961.54		0.00	47538.48	-47538.48	
7020	PAYROLL-MAINTENANCE	9645.20	11921.63	-2276.43		97728.46	143059.57	-45331.11	
7030	PAYROLL-HOUSEKEEPING	15487.68	14321.12	1166.56		182016.18	171853.44	10162.74	
7050	PAYROLL-SECURITY	28238.84	32466.42	-4227.58		330730.78	389597.06	-58866.28	
7070	WORKERS COMPENSATION	4966.00	0.00	4966.00		35927.00	30132.00	5795.00	
7080	TDI	0.00	0.00	0.00		3597.95	4000.00	-402.05	
7090	HEALTH CARE	11185.00	13500.00	-2315.00		121368.50	148500.00	-27131.50	
7100	PAYROLL TAXES	6864.03	6399.30	464.73		96056.65	76791.60	19265.05	
7140	PAYROLL PREPARATION	302.68	325.00	-22.32		3705.11	3575.00	130.11	
7170	UNIFORMS	0.00	183.00	-183.00		5999.03	2013.00	3986.03	
7290	PAYROLL-FUNDING IN ADVANCE	22027.84	0.00	22027.84		22027.84	0.00	22027.84	
	<b>TOTAL PAYROLL AND BENEFITS</b>	<b>120626.70</b>	<b>101361.94</b>	<b>19264.76</b>	<b>119.0</b>	<b>1144062.75</b>	<b>1236467.37</b>	<b>-92404.62</b>	<b>92.5</b>
<b>OTHER EXPENSES:</b>									
7356	INSURANCE-HO-6	-296.99	0.00	-296.99		7845.81	0.00	7845.81	
7520	MASTER ASSOC DUES-TOWER	3417.02	4250.00	-832.98		43665.69	46750.00	-3084.31	
	<b>TOTAL OTHER EXPENSES</b>	<b>3120.03</b>	<b>4250.00</b>	<b>-1129.97</b>	<b>73.4</b>	<b>51511.50</b>	<b>46750.00</b>	<b>4761.50</b>	<b>110.2</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>410507.78</b>	<b>286490.24</b>	<b>124017.54</b>	<b>143.3</b>	<b>2952101.50</b>	<b>3349393.87</b>	<b>-397292.37</b>	<b>88.1</b>
	<b>OPERATING SURPLUS/DEFICIT</b>	<b>-63808.55</b>	<b>57029.54</b>	<b>-120838.09</b>	<b>-111.9</b>	<b>869690.01</b>	<b>429323.71</b>	<b>440366.30</b>	<b>202.6</b>
<b>CAPITAL IMPR AND MAJOR REP &amp; REPL:</b>									
8584	ELECTRICAL PANEL-INSPECT/RPR	0.00	0.00	0.00		0.00	10250.00	-10250.00	
8624	POWER CONDITIONER	0.00	0.00	0.00		0.00	54849.00	-54849.00	
8630	VEHICLE CHARGING STATION MAIN	0.00	0.00	0.00		4694.14	0.00	4694.14	
	<b>TOTAL CAPITAL IMPR AND MAJOR</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0</b>	<b>4694.14</b>	<b>65099.00</b>	<b>-60404.86</b>	<b>7.2</b>
	<b>TOTAL CASH DISBURSEMENTS</b>	<b>410507.78</b>	<b>286490.24</b>	<b>124017.54</b>	<b>143.3</b>	<b>2956795.64</b>	<b>3414492.87</b>	<b>-457697.23</b>	<b>86.6</b>

----- PREPARED FOR -----  
 600 ALA MOANA BLVD  
 HONOLULU HI 96813

ACCT. NO: 2389  
 PAGE: 4

**COLLECTION-TOWER**  
**STATEMENT OF RECEIPTS AND DISBURSEMENTS**  
**FOR PERIOD ENDED 11/30/2020**

----- PREPARED BY -----  
 HAWAIIANA MANAGEMENT COMPANY, LTD.  
 ACCOUNTANT: JUDY SAKATA  
 DATE PRINTED: 12/21/2020

BLD ACCT: 2389 DESCRIPTION	CURRENT MONTH				YEAR TO DATE				FISCAL BEG: 1
	---ACTUAL---	---BUDGET---	---VAR.---	-BUD%--	---ACTUAL---	---BUDGET---	---VAR.---	--BUD%--	
CHANGE IN SECURITY DEPOSITS	0.00	0.00	0.00	0.0	0.00	0.00	0.00	0.0	0.0
CHANGE TO TOTAL CASH & RESERVE	<u>-63808.55</u>	<u>57029.54</u>	<u>-120838.09</u>		<u>864995.87</u>	<u>364224.71</u>	<u>500771.16</u>		

NOT FOR REAL ESTATE/RESALE PURCHASES

----- PREPARED FOR -----  
 600 ALA MOANA BLVD  
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 PAGE: 1

**COLLECTION-TOWER  
 CASH REPORT  
 AS OF 11/30/2020**

----- PREPARED BY -----  
 HAWAIIANA MANAGEMENT COMPANY, LTD.  
 ACCOUNTANT: JUDY SAKATA  
 DATE PRINTED: 12/21/2020

BLD NUM: 2389

FISCAL BEG: 01 PAGE: 1

	TERM	MATURES	RATE	BEGINNING BALANCE	TRANSFERS TO/(FROM)	ENDING BALANCE
<b>OPERATIONS</b>						
1000 CHECKING ACCOUNT *				571,042.73	-64,413.21	506,629.52
<b>TOTAL OPERATIONS</b>				<u>571,042.73</u>	<u>-64,413.21</u>	<u>506,629.52</u>
<b>RESERVES</b>						
1672 BOH #*****1364	12	MONTHS 08/24/2021	0.2000	200,000.00	0.00	200,000.00
1735 CIT ICS LQ #*****4946			0.1000	47,612.67	3.91	47,616.58
1736 CIT #*****9475	12	MONTHS 06/12/2021	0.7500	200,501.99	127.76	200,629.75
1766 FFAC LQ #*****1608			0.3000	249,376.14	0.00	249,376.14
1775 FHB LQ #*****0213			0.0500	2,541.77	0.10	2,541.87
1800 HCFED LQ #*****9-02			0.1000	100.22	0.00	100.22
1802 HCFED #*****9352	12	MONTHS 01/14/2021	2.4000	207,850.37	0.00	207,850.37
1830 HFFCU LQ #*****6910			0.0900	666.64	0.00	666.64
1831 HFFCU #*****0099	12	MONTHS 06/10/2021	0.7500	244,000.00	0.00	244,000.00
1841 HSB LQ #*****3732			0.7500	124,680.39	79.11	124,759.50
1842 HSB #*****6549	11	MONTHS 02/02/2021	1.4900	125,798.91	154.06	125,952.97
1880 OPB LQ #*****0691			0.9000	250,454.49	185.34	250,639.83
1902 FFB #*****9768	06	MONTHS 04/16/2021	0.2000	204,453.72	33.61	204,487.33
1903 FFB ICS LQ #*****6093			0.1000	57,520.18	4.71	57,524.89
1965 TERR LQ #*****6667			0.7100	252,293.05	0.00	252,293.05
2005 WELL #*****5280				508,745.33	16.06	508,761.39
2125 HSFCU LQ #*****9750			0.4330	200,203.90	0.00	200,203.90
2126 HSFCU LQ #*****9730			0.0850	100.03	0.00	100.03
<b>TOTAL RESERVES</b>				<u>2,876,899.80</u>	<u>604.66</u>	<u>2,877,504.46</u>
<b>UNCONTROLLED DEPOSITS (HELD BY OTHERS)</b>						
<b>TOTAL UNCONTROLLED DEPOSITS</b>				<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
<b>NET ASSOCIATION AVAILABLE CASH AND DEPOSITS</b>				<u>3,447,942.53</u>	<u>-63,808.55</u>	<u>3,384,133.98</u>

----- PREPARED FOR -----

600 ALA MOANA BLVD  
HONOLULU HI 96813

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COLLECTION-TOWER  
CASH REPORT  
AS OF 11/30/2020

----- PREPARED BY -----  
HAWAIIANA MANAGEMENT COMPANY, LTD.

ACCOUNTANT: JUDY SAKATA

DATE PRINTED: 12/21/2020

BLD NUM: 2389

FISCAL BEG: 01 PAGE: 2

\* CHECKING ACCOUNT MAY INCLUDE PENDING CAPITAL EXPENSES

BEGINNING CASH BAL.-B.O.Y. 2,519,138.11

----- PREPARED FOR -----  
600 ALA MOANA BLVD  
HONOLULU HI 96813  
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PAGE: 1

COLLECTION-TOWER  
CASH BY INSTITUTION  
AS OF 11/30/2020

----- PREPARED BY -----  
HAWAIIANA MANAGEMENT COMPANY, LTD.  
ACCOUNTANT: JUDY SAKATA  
DATE PRINTED: 12/21/2020

BLD NUM: 2389

FISCAL BEG: 01 PAGE: 1

CASH BY INSTITUTION:

	BEGINNING BALANCE	TRANSFERS TO/(FROM)	ENDING BALANCE
BANK OF HAWAII	200,000.00	0.00	200,000.00
CENTRAL PACIFIC BANK	571,042.73	-64,413.21	506,629.52
CIT BANK, N.A.	248,114.66	131.67	248,246.33
FINANCE FACTORS	249,376.14	0.00	249,376.14
FIRST FOUNDATION BANK	261,973.90	38.32	262,012.22
FIRST HAWAIIAN BANK	2,541.77	0.10	2,541.87
HAWAII CENTRAL FEDERAL CU	207,950.59	0.00	207,950.59
HAWAII STATE FEDERAL CU	200,303.93	0.00	200,303.93
HAWAIIAN FINANCIAL FCU	244,666.64	0.00	244,666.64
HOMESTREET BANK	250,479.30	233.17	250,712.47
OHANA PACIFIC BANK	250,454.49	185.34	250,639.83
TERRITORIAL SAVINGS BANK	252,293.05	0.00	252,293.05
WELLS FARGO	508,745.33	16.06	508,761.39
<b>TOTAL CASH</b>	<u>3,447,942.53</u>	<u>-63,808.55</u>	<u>3,384,133.98</u>