

AGENDA
of the Executive Committee
of the Capital Area Regional Planning Commission

April 8, 2024

Zoom Webinar

6:00 pm

Meeting Accommodation: This meeting will take place via Zoom. You may participate in the meeting from your computer, tablet, smartphone, at this URL:

<https://us02web.zoom.us/j/83017658267?pwd=WjJqZXZlWxuVDJGMVFYcmphWHhSdz09>

or by telephone at: 312-626-6799 (Webinar ID: 830 1765 8267, Passcode: 156398). If you need other accommodation to attend the meeting, please call Tanya Sime at 608-474-6017.

Speaking at RPC Meetings: Oral comments from members of the public may be heard for individual agenda items when called upon by the Chair. The time limit for comments by each attendee will be three (3) minutes unless additional time is granted at the discretion of the Chair. The RPC may alter the order of the agenda items at the meeting.

Written Communications: Written communications intended to be provided to the Committee as part of the packet should be sent to info@capitalarearpc.org and will be provided to Commissioners at or before the meeting.

RPC Quorum may be Present: RPC Commissioners who are not members of the Executive Committee may attend Executive Committee meetings which may constitute a quorum of the RPC.

MISSION: Strengthen the region by engaging communities through planning, collaboration, and assistance.

VISION: A region where communities create exceptional quality of life for all by working together to solve regional challenges.

1. Establish Quorum
2. Public Comment on Matters not on the agenda
3. **Minutes of the March 11, 2024, Executive Committee Meeting (*actionable item*)**
4. **February 2024 Financial Statements and March 2024 Operating Account Reconciliation (*actionable item*)**
5. Future Agenda Items (next meeting is **Monday, May 6, 2024**, via Zoom webinar at **6:00 pm**)
6. Adjournment

NOTE: If you need an interpreter, translator, materials in alternate formats or other accommodations to access this service, activity or program, please call the phone number below at least three business days prior to the meeting.

NOTA: Si necesita un intérprete, un traductor, materiales en formatos alternativos u otros arreglos para acceder a este servicio, actividad o programa, comuníquese al número de teléfono que figura a continuación tres días hábiles como mínimo antes de la reunión.

LUS CIM: Yog hais tias koj xav tau ib tug neeg txhais lus, ib tug neeg txhais ntawv, cov ntawv ua lwm hom ntawv los sis lwm cov kev pab kom siv tau cov kev pab, cov kev ua ub no (activity) los sis qhov kev pab cuam, thov hu rau tus xov tooj hauv qab yam tsawg peb hnuv ua hauj lwm ua ntej yuav tuaj sib tham.

**Draft Minutes
of the Executive Committee
of the Capital Area Regional Planning Commission**

March 11, 2024

Zoom Webinar

6:00 pm

Commissioners Present: Maureen Crombie, Kris Hampton, Peter McKeever, David Pfeiffer, Heidi Murphy

Commissioners Absent: Nick Zavos,

Staff Present: Tanya Sime, Jason Valerius

Others Present: None

1. Establish Quorum

David Pfeiffer called the meeting to order at 6:00 pm. Quorum was established.

2. Public Comment on Matters not on the agenda

No Public Comment.

3. **Minutes of the February 8, 2024, Executive Committee Meeting (*actionable item*)**

Ms. Murphy moved for approval of the minutes of the February 8, 2024, Executive Committee Meeting; Mr. McKeever seconded. The motion passed on a voice vote.

4. **January 2024 Financial Statements and February 2024 Operating Account Reconciliation (*actionable item*)**

Mr. McKeever moved for approval of the January 2024 Financial Statements and the February 2024 Operating Account Reconciliation. Ms. Murphy seconded. The motion passed on a voice vote. Mr. McKeever questioned if we could do comparisons with the same period in the prior year and if we would benefit from the comparison. Mr. Valerius responded that there is a benefit, that we will first get back to reporting budget vs actual results with the new accounting system and we can then build out reporting over time with the new accounting system to see trends. Mr. Hampton asked if payroll was higher than usual in February related to benefit payouts for retiring staff; Mr. Valerius affirmed that.

5. Future Agenda Items (next meeting is **Monday, April 8, 2024**, via Zoom webinar at **6:00 pm**)

No future agenda items.

6. Adjournment

Mr. Hampton moved for adjournment. Ms. Murphy seconded. The meeting adjourned at 6:13 PM.

Minutes taken by Tanya Sime and reviewed by CARPC staff.

Respectfully Submitted

Kris Hampton, Secretary

Re: Monthly Financial Reports (*actionable item*)

Requested Action:

Approval of the February 2024 Financial Statements and the March 2024 Operating Account

Background:

Continuous process improvement is the goal of the Agency regarding its financial systems, policies and procedures. This area continues to evolve as new technologies and standard practices are implemented, and new opportunities present themselves.

Currently most of the accounting, finance and payroll processes are handled electronically except for some bank deposits since not all customers are able to make electronic payments. Each month the Administrative Services Manager prepares a full financial packet for review by the Executive Director and Commission Treasurer. Upon review and approval of the financial packet, the Executive Director and Commission Treasurer sign off on the packet cover sheet. In the absence of a treasurer, the Executive Chairperson would sign off on them per the terms of the CAPC Bylaws.

The Executive Committee then receives copies of the balance sheet, statement of operations and operating account reconciliation report(s) for review at their monthly meeting.

Staff Comments:

The Administrative Services Manager reviews the financials produced by the third-party accountants, creates the Operating Account Reconciliation report(s) and prepares a summary narrative and the monthly financial packet for review by the Agency Director and the Commission Treasurer each month. Requests for additional financial information or reports may be directed to the AASC.

Attachments:

- 1. February 2024 Agency Balance Sheet
- 2. February 2024 Agency Budget vs. Actuals
- 3. March 2024 Operating Account Reconciliation

Staff Contact:

Tanya Sime, Administrative Services Manager
tanyas@capitalarerc.org
608 474 6017

Next Steps:

Ongoing discussions about improvements to the CARPC financial systems, policies, and procedures.

Capital Area Regional Planning Commission

Balance Sheet

As of February 29, 2024

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 OPERATING ACCOUNT	160,935.51
1001 MONEY MARKET ACCOUNT	180,098.02
1002 INVESTMENT ACCOUNT	946,328.72
1072 Bill.com Money Out Clearing	114.41
Total Bank Accounts	\$1,287,476.66
Accounts Receivable	
1105 PROJECT AND GRANTS REC	230,617.50
Total Accounts Receivable	\$230,617.50
Other Current Assets	
1110 UNBILLED ACCOUNTS REC	0.00
1150 PREPAID EXPENSES	7,867.87
1151 PREPAID INSURANCE	0.00
1152 PREPAID DENTAL INS	31.02
1153 PREPAID HEALTH INS	20,717.44
1154 PREPAID DISABILITY INS	0.00
1155 PREPAID RENT	0.00
1156 PREPAID LIFE INS	133.16
1157 PREPAID PARKING	170.64
1165 PREPAID LICENSES	2,727.21
Total Other Current Assets	\$31,647.34
Total Current Assets	\$1,549,741.50
Fixed Assets	
1200 FURNITURE AND EQUIPMENT	7,171.66
1201 ACCUM DEP-FURNITURE/EQUIP	-7,171.66
1210 RIGHT OF USE ASSET	6,076.50
1211 ACCUMULATED AMORTIZATION	-2,548.88
Total Fixed Assets	\$3,527.62
TOTAL ASSETS	\$1,553,269.12

Capital Area Regional Planning Commission

Balance Sheet

As of February 29, 2024

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
3000 ACCOUNTS PAYABLE	18,626.77
Total Accounts Payable	\$18,626.77
Credit Cards	
3002 Park Bank CC	1,490.21
Total Credit Cards	\$1,490.21
Other Current Liabilities	
3005 ACCRUED PAYROLL	44,281.95
3202 WRS PENSION PLAN	0.00
3206 WI DEF COMP PROGEAM	0.00
3300 UNUSED VACATION, WELLNESS	20,733.92
3500 SICK LEAVE ACCRUAL PAY	73,332.78
3600 DEFERRED/UNEARNED REVENUE	378,507.66
3650 INVEST IN CAPITAL ASSETS	0.00
3655 INVEST IN RIGHT OF USE	3,595.14
Total Other Current Liabilities	\$520,451.45
Total Current Liabilities	\$540,568.43
Total Liabilities	\$540,568.43
Equity	
3700 PRIOR YEAR BALANCE	0.00
3701 PRIOR YEAR FUND BALANCE	840,363.19
3702 CURRENT FUND BALANCE	0.00
Net Income	172,337.50
Total Equity	\$1,012,700.69
TOTAL LIABILITIES AND EQUITY	\$1,553,269.12

Capital Area Regional Planning Commission
Budget vs. Actuals: YTD Remaining Budget
YTD 2024

	Total		
	Actual	Budget	Remaining
Income			
5100 PROPERTY TAX REVENUE			0.00
5101 DANE COUNTY PROP TAX-OTH	170,973.86	1,135,523.00	964,549.14
Total 5100 PROPERTY TAX REVENUE	\$ 170,973.86	\$ 1,135,523.00	\$ 964,549.14
5200 STATE/FEDERAL GRANTS REV.			0.00
5202 EPA/DNR WATER PLANNING	22,600.00	95,000.00	72,400.00
5403 WisDOT PLAN INTEGRATION		7,093.00	7,093.00
Total 5200 STATE/FEDERAL GRANTS REV.	\$ 22,600.00	\$ 102,093.00	\$ 79,493.00
5300 FEES REVENUE	98,392.22		-98,392.22
5301 FEES - SEWER EXTENSIONS	9,000.00	43,000.00	34,000.00
5302 FEES-USA/LSA APP REVIEW	19,000.00	75,000.00	56,000.00
Total 5300 FEES REVENUE	\$ 126,392.22	\$ 118,000.00	-\$ 8,392.22
5303 SERVICES REVENUE			0.00
5304 LOCAL & REG PLAN ASSIST		40,000.00	40,000.00
Total 5303 SERVICES REVENUE	\$ 0.00	\$ 40,000.00	\$ 40,000.00
5500 OTHER REVENUE	800.00		-800.00
5207 WI SALT WISE	15,000.00	116,000.00	101,000.00
5208 LAND USE CODE ASSESSMENT		0.00	0.00
5501 INTEREST INCOME	8,201.64	40,000.00	31,798.36
5502 MISCELLANEOUS REVENUES	2,808.48	78.00	-2,730.48
Total 5500 OTHER REVENUE	\$ 26,810.12	\$ 156,078.00	\$ 129,267.88
Total Income	\$ 346,776.20	\$ 1,551,694.00	\$ 1,204,917.80
Gross Profit	\$ 346,776.20	\$ 1,551,694.00	\$ 1,204,917.80
Expenses			
6100 SALARIES AND LEAVE TIME			0.00
6101 DIRECT SALARIES & WAGES	158,507.03	745,285.00	586,777.97
6102 COMPENSATED LEAVE TIME	4,327.46	186,321.00	181,993.54
Total 6100 SALARIES AND LEAVE TIME	\$ 162,834.49	\$ 931,606.00	\$ 768,771.51
6104 FRINGE BENEFITS			0.00
6105 FICA BENEFITS	16,246.68	69,405.00	53,158.32
6116 LIFE INSURANCE	133.16	280.00	146.84
6117 DENTAL INSURANCE	1,237.54	14,141.00	12,903.46
6118 HEALTH INSURANCE	23,474.47	199,802.00	176,327.53
6119 DISABILITY INSURANCE	-283.93	516.00	799.93
6120 COMMUTE CARDS	16.80	100.00	83.20
6121 WRS-ER CONTRIBUTION		64,281.00	64,281.00
6122 UNEMPLOYMENT	467.78	2,000.00	1,532.22
6124 WORKER'S COMPENSATION IN		3,400.00	3,400.00
Total 6104 FRINGE BENEFITS	\$ 41,292.50	\$ 353,925.00	\$ 312,632.50
6200.1 OFFICE EXPENSES	169.63		-169.63
6200 Contributions & Donations		1,000.00	1,000.00

Capital Area Regional Planning Commission
Budget vs. Actuals: YTD Remaining Budget
YTD 2024

	Total		
	Actual	Budget	Remaining
6250 SUPPLIES	445.69	3,200.00	2,754.31
6251 PRINTING	816.11	800.00	-16.11
6252 POSTAGE	3.21	100.00	96.79
6265 EQUIPMENT	2,979.74	8,500.00	5,520.26
6330 TELEPHONE	149.09	2,000.00	1,850.91
6341 ADMINISTRATIVE FEES	144.00	410.00	266.00
Total 6200.1 OFFICE EXPENSES	\$ 4,707.47	\$ 16,010.00	\$ 11,302.53
6280 INFORMATION TECHNOLOGY			0.00
6253 WEBHOSTING		350.00	350.00
6270 SOFTWARE	1,985.60	16,400.00	14,414.40
6275 IT SERVICES	5,434.79	20,000.00	14,565.21
Total 6280 INFORMATION TECHNOLOGY	\$ 7,420.39	\$ 36,750.00	\$ 29,329.61
6300 OCCUPANCY			0.00
6310 RENT	12,455.13	49,987.00	37,531.87
Total 6300 OCCUPANCY	\$ 12,455.13	\$ 49,987.00	\$ 37,531.87
6400 CONTRACTED SERVICES			0.00
6125 CONTRACTED SERVICE	37,251.98	39,000.00	1,748.02
6425 LEGAL SERVICES	335.00	4,000.00	3,665.00
6431 CONSULTING SERVICES	7,975.00	15,000.00	7,025.00
Total 6400 CONTRACTED SERVICES	\$ 45,561.98	\$ 58,000.00	\$ 12,438.02
6410 PASS THROUGH EXPENSES			0.00
6414 COOP WATER RESOURCE MON	30,747.25	124,602.00	93,854.75
6415 WisDOT PLANNING SERVICES		5,457.00	5,457.00
Total 6410 PASS THROUGH EXPENSES	\$ 30,747.25	\$ 130,059.00	\$ 99,311.75
6426 COMMISSION			0.00
6422 COMMISSION PER DIEMS	650.00	16,000.00	15,350.00
6423 COMMISSION TRAVEL	162.85	800.00	637.15
Total 6426 COMMISSION	\$ 812.85	\$ 16,800.00	\$ 15,987.15
6435 FINANCIAL SERVICES			0.00
6420 AUDIT		10,500.00	10,500.00
6430 PAYROLL FEES	1,680.50	2,000.00	319.50
6432 FINANCIAL SERVICES	2,406.67	38,200.00	35,793.33
Total 6435 FINANCIAL SERVICES	\$ 4,087.17	\$ 50,700.00	\$ 46,612.83
6500 TRAVEL AND TRAINING			0.00
6130 MEALS	819.35	840.00	20.65
6150 EMPLOYEE TRAVEL	520.48	10,700.00	10,179.52
6170 CONFERENCES & MEETINGS	4,160.70	7,100.00	2,939.30
6171 TRAINING		2,000.00	2,000.00
Total 6500 TRAVEL AND TRAINING	\$ 5,500.53	\$ 20,640.00	\$ 15,139.47
6600 OTHER			0.00
6172 DUES/MEMBERSHIP/SUBSCRIPTION	7,995.53	6,517.00	-1,478.53

Capital Area Regional Planning Commission
Budget vs. Actuals: YTD Remaining Budget
YTD 2024

	Total		
	Actual	Budget	Remaining
6411 EDUC/INFO/OUTREACH		2,500.00	2,500.00
6440 RECRUITMENT		1,000.00	1,000.00
6501 INSURANCE	5,297.72	4,245.00	-1,052.72
6560 DEPRECIATION		2,042.00	2,042.00
6565 AMORITIZATION EXPENSE	67.52	608.00	540.48
Total 6600 OTHER	\$ 13,360.77	\$ 16,912.00	\$ 3,551.23
Total Expenses	\$ 328,780.53	\$ 1,681,389.00	\$ 1,352,608.47
Net Operating Income	\$ 17,995.67	-\$ 129,695.00	-\$ 147,690.67
Net Income	\$ 17,995.67	-\$ 129,695.00	-\$ 147,690.67

Capital Area Regional Planning Commission
Account Reconciliation for GL Account #1000 - Operating Account
For the Period Ending March 31, 2024

Operating Account							
Date	Check #	Description	X	Withdrawals	Deposits	Balance	Comments
03/01/24		Beginning Balance (Reconciled)				\$ 160,935.51	
03/01/24	EFT	City of Madison Treasurer / WIDOT MPO		(838.12)		\$ 160,097.39	
03/04/24	DP	Intuit Acctverify			0.08	\$ 160,097.47	
03/04/24	DP	Intuit Acctverify			0.23	\$ 160,097.70	
03/04/24	DP	City Of Madison #612927/Invoice #1096			400.00	\$ 160,497.70	
03/04/24	ACH	Intuit Acctverify		(0.31)		\$ 160,497.39	
03/04/24	EFT	Board of Regents of UW #099309501		(2,576.98)		\$ 157,920.41	
03/04/24	EFT	Source One Technology/IT Services/Inv 24937		(300.00)		\$ 157,620.41	
03/05/24	EFT	Allison Lebwahl/ Contracted Serv. For Strategic Planning/Inv. 3		(6,225.00)		\$ 151,395.41	
03/06/24	EFT	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 151,280.03	
03/06/24	EFT	Employee Trust Fund WRS Remittance		(24,298.00)		\$ 126,982.03	
03/06/24	EFT	Payroll A/Wages & Taxes		(51,830.00)		\$ 75,152.03	
03/07/24	EFT	Dane County Treasurer/ Inv.44747 Employee Parking Permits		(127.98)		\$ 75,024.05	
03/07/24	EFT	Securian Fiancial/Monthly Employee Premiums/Inv.032024		(41.67)		\$ 74,982.38	
03/07/24	EFT	Source One Technology/IT Services/Inv 24937		(300.00)		\$ 74,682.38	
03/07/24	EFT	Connect Search/Contract for Tanya Sime/S1087836/Last Invoice		(560.00)		\$ 74,122.38	
03/08/24	EFT	Department of Natural Resources/Inv.1093			22,600.00	\$ 96,722.38	
03/08/24	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 136,722.38	
03/11/24	EFT	Payroll B/ETF-WRS remittance		(110.00)		\$ 136,612.38	
03/11/24	EFT	Kleenmark/Office supplies		(199.57)		\$ 136,412.81	
03/12/24	EFT	Dane County Treasurer/ Inv.44592 Employee Parking Permits		(127.98)		\$ 136,284.83	
03/12/24	EFT	Memorial Union Accounting/Strategic Planning/Inv.WU40582		(555.00)		\$ 135,729.83	
03/12/24	EFT	Dempsey Law Firm/February Legal Fees/Inv.56		(395.00)		\$ 135,334.83	
03/12/24	EFT	Workforce Development Board/Inv.1971		(755.15)		\$ 134,579.68	
03/12/24	EFT	Workforce Development Board/Inv.1956		(2,378.56)		\$ 132,201.12	
3/13/2024	DP	D'Onofrio Kottke & Associates/ Inv. 1098			400.00	\$ 132,601.12	
03/13/24	DP	D'Onofrio Kottke & Associates/ Inv. 1097			400.00	\$ 133,001.12	
03/13/24	DP	D'Onofrio Kottke & Associates/ Inv. 2001			400.00	\$ 133,401.12	
03/13/24	DP	Wyser Engineering LLC./ Inv. 2010			400.00	\$ 133,801.12	
03/13/24	EFT	Dane County Land Conservation/Inv. 2011			25,000.00	\$ 158,801.12	
03/13/24	ACH	Park Bank/ February Credit Card Payment		(2,913.29)		\$ 155,887.83	
03/13/24	EFT	Staff Reimbursement/Caitlin Shanahan		(75.95)		\$ 155,811.88	
03/13/24	EFT	Staff Reimbursement/Caitlin Shanahan		(935.00)		\$ 154,876.88	
03/13/24	EFT	Commissioner per diem/March		(69.32)		\$ 154,807.56	
03/13/24	EFT	Commissioner per diem/March		(71.44)		\$ 154,736.12	
03/13/24	EFT	Staff Reimbursement/ Nick Bower		(166.16)		\$ 154,569.96	
03/13/24	EFT	Staff Reimbursement/Melissa Michaud		(398.24)		\$ 154,171.72	
03/13/24	EFT	Staff Reimbursement/ Allison Madison		\$ (364.03)		\$ 153,807.69	
03/13/24	EFT	Smithgroup/ Consulting Services/Inv.0174086		(2,187.50)		\$ 151,620.19	
03/13/24	EFT	Source One Technology/IT Services/Inv 25017		(225.00)		\$ 151,395.19	
03/13/24	EFT	Allison Lebwahl/ Contracted Serv. For Strategic Planning/Inv. 3		(6,225.00)		\$ 145,170.19	
03/13/24	EFT	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 145,124.19	
03/18/24	EFT	Source One Technology/IT Services/Inv.24450		(300.00)		\$ 144,824.19	
03/18/24	EFT	Source One Technology/ IT Services/Inv. 24566		(450.00)		\$ 144,374.19	
03/18/24	ACH	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(5,600.00)		\$ 138,774.19	
03/19/24	DP	Madison Metropolitan Sewerage Dist/Inv. 2003			400.00	\$ 139,174.19	
03/19/24	DP	Fitchburg Lands LLC/ Inv. 2020			400.00	\$ 139,574.19	
03/19/24	DP	Haley Smith/ Delta Dental Q1 Premium/Inv.2013			149.28	\$ 139,723.47	
3/19/204	DP	City of Verona/USAA Amendment #2309 Verona/Inv.2016			3,247.11	\$ 142,970.58	
03/19/24	DP	Black Earth Creek Watershed Assoc./BECW Monitoring/Inv.1080			1,000.00	\$ 143,970.58	
03/20/24	EFT	Payroll B/ETF-WRS remittance		(30.00)		\$ 143,940.58	
03/20/24	ACH	Berndt CPA/ WI SCTF Bi-Weekly Remittance Payment		(115.38)		\$ 143,825.20	
03/20/24	EFT	Delta Dental Of WI/ Monthly Employee Premiums/April		(808.44)		\$ 143,016.76	
03/20/24	EFT	Dean Health Plan/ Monthly Employee Premiums/April		(18,226.44)		\$ 124,790.32	
03/20/24	EFT	Payroll A/Wages & Taxes		(34,610.90)		\$ 90,179.42	
03/21/24	EFT	Source One Technology/ IT Services/Inv. 25169		(150.00)		\$ 90,029.42	
03/22/24	XFR	Scheduled online transfer to replenish Operating funds			40,000.00	\$ 130,029.42	
03/22/24	EFT	Staff Reimbursement/ Jason Valerius/ January & February		(1,706.54)		\$ 128,322.88	
03/25/24	EFT	Metro Transit/ Employee Transit Rides		(16.80)		\$ 128,306.08	
03/25/24	EFT	Selective Insurance/ April Company Premiums		(576.00)		\$ 127,730.08	
03/26/24	EFT	American Public Works Association/ Allison Madison Membership		(244.00)		\$ 127,486.08	
03/26/24	EFT	Zoom Video/ March Invoice 2420690		(149.09)		\$ 127,336.99	
03/26/24	EFT	Source One Technology/ IT Services/ Inv. 25071		(1,200.00)		\$ 126,136.99	
03/26/24	EFT	Commissioner per diem/March		(178.41)		\$ 125,958.58	
03/26/24	EFT	Commissioner per diem/March		(121.44)		\$ 125,837.14	
03/27/24	EFT	Commissioner per diem/March		(50.00)		\$ 125,787.14	
03/27/24	EFT	Commissioner per diem/March		(100.00)		\$ 125,687.14	
03/27/24	EFT	Park Bank/ March Credit Card Payment/Steve's		(58.14)		\$ 125,629.00	
03/27/24	EFT	ATT/ March Internet Services		(191.20)		\$ 125,437.80	
03/27/24	EFT	Payroll B/ETF-WRS remittance		(7,939.71)		\$ 117,498.09	
03/27/24	50002	Mont L Trustee/ Tanya payroll deduction		(46.00)		\$ 117,452.09	
03/28/24	EFT	Dane County Treasurer/ April Employee Parking Permits		(127.98)		\$ 117,324.11	
03/28/24	EFT	Metro Transit/ Employee Transit Rides		(2.80)		\$ 117,321.31	
03/28/24	EFT	Selective Insurance/ Contract Company Renewals		(576.00)		\$ 116,745.31	
						\$ 116,745.31	
Total (Debits) and Credits					\$ (128,025.97)	\$ 134,796.70	
Difference					\$ 6,770.73		
Accounts Payable Expenditures					\$ (178,986.90)		
Accounts Receivable Deposits						\$ 134,796.70	
Non-AR Items							
Payroll-related Expenses					\$ (119,141.37)		
Transfers between Accounts						\$ 80,000.00	
Reconciliation							
						\$ 116,745.31	Bank
						\$ 116,745.31	Adjusted