NASSGAP

National Association of State Student Grant & Aid Programs

Executive Committee Spring Meeting
May 14 -16, 2019
Durham Marriott City Center
Agenda—Subject to additions

Tuesday. May 14 – Optional Dinner

6:45 p.m. at the Pit

Wednesday, May 15 9:00 a.m. to 5:30 p.m.

I. **Call to Order 9:09 am**

II. **Review and Approval of 4-9-19 minutes**

a. Jennifer L. read the April 9, 2019 minutes since they were not in print and amended as discussed.

b. Leroy moved to accept as amended; Erin seconded.

c. Unanimous approval.

III. **Officer Reports**

a. President – *Elizabeth McDuffie*
   i. *Agenda and by-laws passed around*
   ii. Discussed goals for the meeting
   iii. Housekeeping items

b. Past-President – *Rachelle Sharpe-(unable to attend)*
   i. *Will be available at 2 or 2:30 via phone*
   ii. *Nominations discussed* – President elect and a First Year Member-at-Large

c. President Elect – *Jennifer Rogers*
   i. Proposed location: Cincinnati Ohio
   ii. Hotel: Hampton Inn & Suites by Hilton, Cincinnati Downtown
      1. Located in the historic Cincinnati Inquirer Building
      2. Proposed dates are October 13-16 with EC on October 12
      3. Room rates of $142 per night
         a. In NM, 40 were in the contract but we used 45 rooms; 22 first night
         b. Proposed 15 for first night; 45 for subsequent
            - We are allowed 20% attrition
         c. Discount 3 days before and 3 nights after
         d. Erin Klarer is an hour away so she will conduct a site visit
      4. Hilton Property – hot breakfast included
      5. Food and Beverage minimum is $7000 for the entire stay
      6. AV is outsourced; received price list

iii. Jennifer would like to try to engage Ohio because they have a very large program and perhaps they will attend the conference since it's in their backyard.

iv. Will consider Ohio for EC meeting location

1. Perhaps we can negotiate some concessions
2. Tuesday – Thursday for EC meeting

d. Secretary – *Jennifer Lanphear*

IV. Budget

a. Report from Treasurer -Irala Magee

i. 75 Hats with new logo have been ordered and paid for

b. Review budget for 2018-19

i. Passed out 18-19 statement of accounts

ii. Investments changed to accounts earning more; anticipating will be over budget by $400 for year already have $825. One account with $100,000 has a 6 month maturity; Irala plans to renew for 6 months in US Treasury (180 day T-bills). Another account with $50,000 was invested for 6 months in US Treasury; when matured Irala renewed for 3 months (90 day T-bills) in case we need it. We like to have a year's worth of expenses in reserve.

iii. Jennifer R. asked how much we usually hold on reserve for conference. Per IRS at what point does a non-profit have too much in reserve? *By Laws Article II Section 8. "The financial goal of NASSGAP is to have sufficient funds in an available, otherwise unencumbered account to cover all contractual agreements. Any funds in excess of that amount shall be placed in low-risk investment vehicles in order to receive the maximum return possible on said funds. The value of the reserve will be calculated annually by the Treasurer and recommended to the Executive Committee."*

iv. Treasurer time commitment has increased due to investments, follow-up for payment, and many states (roughly 10-20) have other vendor processes beyond W-9. Elizabeth asked if we need an Assistant Treasurer to take on some tasks immediately. Irala recommended a longer term and/or a small stipend (conference fee or membership fee covered perhaps). Another recommendation is a Finance committee that could take on some of these tasks. SASFAA Budget and Finance Committee Chair manages funds. Treasurer does accounts receivable and payable.

1. Incorporated in Montana
2. Fund handoff between Stripe and Wells Fargo
    a. Irala has been accounting funds from Stripe as net cash
    b. Should account for 3% processing fee plus a transaction fee as expense and funds received before fee as income
    c. No Wells Fargo in Missouri nor Oklahoma
    d. When checks are received they are mailed in for deposit and take about a week to reflect in our account
    e. We could investigate a lockbox process; however this is expensive

3. Online processing
4. IRS tax filing; we have a decent tax preparer now who helps us file and file timely.
5. State vendor processes have become more complicated
6. Learning how to use the website
7. Tracking issues – when Wells Fargo receives funds they place them in the account but the funds are not associated with who paid them so the Treasurer
8. Prior treasurer had recommended transfer of position in the spring; however Irala feels fall still makes sense. Fall is quieter and allows the treasurer to ease into the position.

Break: 10:42 am – 11:10 am

c. Draft budget for 2019-20 – blank
   i. Irala will email pdfs of the 18-19 and newly completed 19-20 to attach to the minutes; a blank 19-20 budget sheet was handed out as a working document. We added a line titled "transaction fee expense"
   ii. We have received 12 membership registrations; 6 paid including New York (New York shows as a receipt and an expense). For 18-19 we had 42 state and 6 associate memberships. We had 51 DC conference attendees in 2017.
      1. Conference Expenses - $19,000 in NM.
      2. We will leave the fee at $450 with the understanding reserves will cover any conference expense over budget. Increase conferees to 50. Budget for guests will be $300. Last DC conference we charged $70 but it cost is $80 per person. President's welcome in DC was $75. NASSGAP covers the difference.
      3. Executive Committee budget $14000
      4. Conference Scholarships (last year's application attached) – guidelines outline procedure and criteria for award; market to Ohio people; budget 4 scholarships at $1500. See Section J Conference Policies of the NASSGAP User Guide Spring 2018 for complete process and procedures.
      5. Conference speaker expenses $2800
      6. Federal relations $3000
      7. Website and technology maintenance
      8. CEF: $1000
      9. Annual Survey: $8750
      10. AS hosting: $60 per month so $800 to cover everything
      11. Awards and recognitions – save for Merit awards & FON - $350
      12. Tax Preparation - $600
      13. Technical Forms – budget line removed; in the past for travel to DC
      14. Research – $500 line is left to remind us to budget for it in case we'd like to propose a research project; last year we discussed more visual data representation; let's discuss this with Mike S. We could seek a graduate student intern and pay a stipend for the research. Deep analysis of our survey data could yield some emerging data trends. We will leave the line item with an amount as a place holder and will bring up the topic at

conference business meeting. Deena shared they pay graduate student $5000 to conduct research

15. Misc - $2000 is a catch all
16. Transaction fees budgeted for 50% of conference and 50% of membership = $1000
17. Running total is roughly $78,800

d. Transition plan – this item will be moved to committee reports to discuss potential for new committee

LUNCH BREAK Table south (hotel restaurant)

V. Committee Reports

a. Website – *Todd Brown*
   i. Timeline is on the NASSGAP website we should post something at least once per year. There is a Federal category and a NASSGAP category.
   ii. FAFSA Mobile App and IRS did away with 1040A and EZ (for 2019)
   iii. There are a number of sections under advocacy news and history
      1. Position Paper is something we proposed; Sign on letter is for something else proposed
         a. One time FAFSA Act letter
         b. FAFSA School List Order Issue
      2. Press Releases – Official announcement
         a. Press release of most recent survey
         b. Mike/Frank can get past press releases
      3. News – when NASSGAP is referenced somewhere
         a. Inside Higher Ed mentions us when we release the survey
         b. Members could send articles when their org is in the news
   iv. We have multiple listservs and sub-listservs. We thought the new website would resolve some of these list issues. We have listservs, mailchimp lists and a Membership directory.
      1. When a member purchases a membership online an automated email is generated that says please forward this message to update their contact information in the directory. When a member updates their profile there is a list that says "yes I want to be on listserv" or "no I don't". This generates an email to nassgap@nassgap.org and is sent to Irala. Listserv is administered by Oklahoma as a service to NASSGAP.
      2. Todd will write up a request for members to review lists when renewing membership each year. He will present for Freshysites for a cost estimate.
      3. There are questions that would be better as a Poll. Instead of replaying to a listserv discussion just forward and reply to sender. Although we get updated about other state happenings from the responses.

b. Past President - Rachelle
   i. Nominations meeting has been scheduled to fill President elect and Member at Large. Somebody seasoned and somebody less seasoned.

ii. Send changes to guide to Rachelle.
iii. How can we make survey more useful to people.

c. Membership – *Katie Harrison*
   i. 12 states have already renewed and 1 associate member for 2019-2020 and 1 pre-paid for 2020-2021.
   ii. Florida and Georgia did not renew last year; Katie will reach out to re-engage. Katie and Jennifer R will come up with a plan to engage Ohio.
   iii. Last year we had 42 memberships paid and 6 associate memberships paid. Attain is a potential new associate member.
      1. When Irala receives funds for membership she marks them complete on the Website. If she receives funds and they haven't registered she reaches out to Katie.
      2. Katie will send email to associate members with a reminder to register as associate not state.
   iv. Proposed restructure of ED Tech and Membership Committees
      1. Handout of current ED Tech committee and Membership Committee
      2. Handout of proposed duties of restructure converting to Outreach and Communications Committee
      3. The 2 committee chair roles have become less busy over the years, so Katie proposes combining the positions.
      4. Should these duties transfer to members at large? Then we would need a separate conference committee.

BREAK 3:40-4

d. Ed Technical – *Donna Thomas*
   i. FAFSA 2020-2021 not much comment
   ii. Deadline date for comment is June 3
   iii. Residency question on the FAFSA – have you been a resident of the state for 5 years and then ask what is the state of residency. Our recommendation will be to ask them in reverse.
   iv. States can submit their own comments at the comment link. NASSGAP can submit comments on behalf of the membership.

e. Federal Relations – *Frank*
   i. Frank handed out a copy of our Higher Education priorities letter to Senator Alexander and Senator Murray dated February 20, 2018. Discussed updates to the letter. Frank will circulate a red lined letter before submitting to Senators Alexander and Murray.
      1. Simplify Financial Aid Application Process
         a. Many states will not accept first year income as many year income.
         b. Frank will discuss with Hill Staffers the specific plans of one time FAFSA before updating the letter
      2. Strengthen Federal-State Partnerships to Improve Postsecondary Completion for Contemporary Students
      3. Provide More Transparent Data To Improve Program Evaluation
      4. Enhance Financial Literacy Training for Federal Financial Aid Recipients

5. Draft language about AMF
6. Will wait to issue letter until Bill is issued

ii. President's budget restored Special Olympics funding by cutting $2 billion from Pell but doubtful this will pass. The existing budget caps would require 15% cut in funding to Department of Education. Concern for a possible government shutdown on October 1.

ADJOURN MEETING FOR THE DAY at 5:34

Optional Dinner: 6:30 p.m. at Tobacco Road Sports Cafe

Thursday. May 16 8:30 – 11:30

Meeting called to order at 8:39 am

f. Conference – *Deena Lager & Erin Klarer*

i. 13 volunteer committee members; new folks

1. Erin Klarer (MAL 2)
2. Deena Lager (MAL 1)
3. Diane Lindeman
4. Jennifer L (Secretary)
5. Irala (Treasurer)
6. Elizabeth McCloud
7. Joy Miller
8. Frank Ballmann
9. Mia Candelaria
10. Elizabeth McDuffie
11. Jennifer Rogers
12. Rachelle Sharpe
13. Leroy Wade

ii. May 3rd call; 2nd call in June

iii. Program

1. State roll call – Jennifer R.
    a. Open ended questions like what is your biggest issue. Newest thing in your state?
    b. Income share agreements
    c. Centralized; schools are going away from SSN so matching to FAFSA is getting challenging
2. Have more sessions than needed in case some drop off
3. Federal – Hill Staffers
4. NASFAA
5. Will invite Secretary DeVos
6. ED Office of Inspector General – Katie and Frank will help with a contact
7. New scholarship or grant models (member panel) Loan Repayment or Conversion Scholarships
8. Pell – dig into data again

9. 529 – College Savings Network
10. Promise Programs – Jen with Century Foundation – 3 originals WA, Oklahoma, Indiana. First dollar versus last dollar. (2018 IHEP presented on the state of free college what does it really mean – discussed TN & NY) Jennifer Rogers will reach out to Rachelle
11. Evaluating State Aid Programs – Diane L. has secured the Professor
12. NCAN
13. DC trade groups panel of EFC, NCHER, SLSA,
14. Jobs Programs like IBM
15. National Governors Association
16. Tuesday morning – advocacy 101 (Terry from NCHER, perhaps)
17. MOE ideas
18. National Council of State Legislators
19. Student Financial Aid Research Network
20. 15 to finish
21. SHRM – employers offering tuition and student loan repayment – Erin will ask her HR; Jennifer L will ask her HR person
22. Send Erin any other ideas

iv. Site
1. Lia's
a. $2000 guaranteed spend – 49 max people
b. $5000 guaranteed spend – for larger room
- Range cost just over $5000
2. President's reception – get pricing for snacks, lunch, & reception
3. Will get recommendations for dinner on your own
4. Room reservations by September 21

v. Registration
1. Will need login to register for conference
2. Added options: conference presenter; conference attendance member;

vi. Ambassador – newbies with veterans (typically EC)
vii. Program Printed – looking for graphics person
viii. Registration Table
ix. Welcome Bags – looking for organization swag

g. Survey –Mike Solomon – postpone to June call

VI. Old Business

a. User Guide updates – postpone to phone call
i. Will save until we finish discussion of committee structure

VII. New Business

a. Friends of NASSGAP – See ARTICLE III, Section 1, Part c
b. Constitution and Bylaws of the National Association of State Student Grant and Aid Programs
i. Jennifer R will check in with Rachelle and Ritchie to see if anything was done and to create list and will accept additional nominations by phone in July.
ii. Potential Friends of NASSGAP : Julie Leeper, Chris Zuzack

1. Jennifer R. going to send them a letter after research is complete.
2. Todd will send existing letter pathway to Jennifer R and Elizabeth M.
3. Once we update the Friends of NASSGAP list, Elizabeth M. will invite membership to nominate potential Friends of NASSGAP.

iii. Website – listed in membership directory? On Listserv?
iv. We have a Friend of NASSGAP category in the membership directory

c. Distinguished Service Awards – Awards intended to recognize significant contributions to NASSGAP for a member, whether active and/or retired. President accepts nominations and selects, Executive Committee affirms.
   i. Shiela Joyner (twice), Dennis Obergfell, Chas Treadwell
   ii. Marilyn Cargill – Jennifer L. nomination; Leroy Wade seconded – 20 years of service; lead 50th anniversary committee. Unanimous to award at October meeting at lunch. Jennifer L. will pull together history
   iii. Ritchie Morrow – Katie H nomination; Jennifer L seconded - Unanimous to award at October meeting at lunch Katie will pull together history
   iv. Will defer to next president for next group
   v. Shutterfly book (copy of 50th anniversary or a personal book)
d. By Law review
   i. Past minutes are in g suites: President, Frank, keeper of NASSGAP@NASSGAP.org (web chair; survey chair); Secretary
   ii. Adjust pages 5 & 6 to remove specific dates for nominations
   iii. We will discuss structure of EC; make job responsibilities equitable
   iv. Discussion of Treasurers role; do we want Budget and Finance Committee with an audit responsibility when transitioning to new Treasurer? Or do we need an Assistant Treasurer? What could be handed over to Treasurer Elect? Or should the position be modelled similar to President with Treasurer, Past Treasurer, and Treasurer elect? Katie will pull together policy and procedures from SASFAA for the treasurer and finance committee functions. Lockbox may resolve address issues.
      1. Budget & Finance Committee Functions
         a. Investment strategy & policy
         b. Audit function
         c. Past Treasurer would serve in advisory and would recuse from audit function
         d. Elizabeth will involve Irala and Leroy in the description
      2. Treasurer, and Treasurer elect
         a. Consider "stipend" – waived conference fee or waived membership fee
         b. Consider extending commitment
         c. Treasurer elect could be on accounts as "view only"
         d. Push people to pay electronically
      3. Elizabeth proposes we create an ad hoc which can be transitioned at a later date. Irala makes a motion to create a "Budget & Finance Committee". Leroy seconds. Unanimous passing.

VIII. Elizabeth will reach out to Mike S that we will hear his update on the June call.

IX. Budget – move forward with budget as discussed. Will adjust budget after Todd researches costs for changing registration. Jennifer R. Deena L. Jennifer L will review Irala's budget.

X. Adjourn at 10:58 a.m.

NASSGAP Mission

The National Association of State Student Grant and Aid Programs (NASSGAP) is dedicated to the promotion, strengthening, encouragement and enhancement of high standards in the administration and operation of student grant and aid programs so that these programs shall be available to students in all states to expand and further postsecondary educational opportunities. NASSGAP's membership is drawn from single agencies in each state or territory which are responsible for state-funded student aid programs.

Organization Objectives

Section 1

To promote, strengthen, encourage and enhance high standards of performance in administration and operation of government-sponsored postsecondary student financial aid programs to the end that the benefits of these programs shall be available to students in all the states for the purpose of expanding and furthering postsecondary educational opportunities.

Section 2

To provide a forum for the development and exchange of information, ideas, policy positions, procedures and needs for student financial assistance for the benefit of member agencies and other organizations.

Section 3

To facilitate the development and exchange of information about state student employment programs.

Section 4

To establish and act as a collective voice of reasoned opinion before state, regional and national councils with respect to student financial aid programs whose objective is the furtherance of postsecondary education in the United States, including grants, scholarships, loans, college work study, and other forms of government-sponsored assistance to students. To consider, debate, decide positions, make recommendations and otherwise act as an advising body on such matters as, in the judgement of the Association, shall serve the objectives set forth in this article.

Section 5

To collaborate with other associations, councils and agencies in the interest of effective implementation of various federal, state and institutional student financial assistance programs.

Section 6

To work with other associations, councils and agencies to design, implement and operate simplified student application procedures for student financial assistance and design a uniform method of determining the ability of the family to pay costs of postsecondary education.

Section 7
To conduct research, publish reports, hold conferences and otherwise engage in activities which:

- Help existing programs to become more responsive to federal, regional and state public policy goals and objectives;
- Encourage the development of new programs as the need arises;
- Work toward the prevention and elimination of fraud and abuse in student financial aid programs; and
- Enable the organization to accomplish the objectives set forth in the Article.

Cincinnati | Downtown
617 Vine St. Suite A
Cincinnati, OH 45202
T | 513.381.3000 F | 513.651.0256

Client Name: Jennifer Rogers
Event Date: 10/12-16/2020
Event Name: NASSGA

Dear Jennifer,

Thank you for thinking of the Hampton Inn & Suites Cincinnati Downtown for your Meeting. The beautiful Hampton Inn & Suites Cincinnati Downtown is conveniently located in the heart of downtown Cincinnati in the former Cincinnati Enquirer building and National Historic Landmark. We're only a 17-minute drive from Cincinnati/Northern Kentucky International Airport (CVG) via highway 75. Our tastefully appointed hotel features modern conveniences for the savvy business traveler and is situated near many activities for leisure guests. We're within walking distance of many popular eateries, lively nightlife and extensive shopping. Several beautiful golf courses are within 8 miles of our friendly downtown Cincinnati hotel. Our hotel is also only a short walk from U.S. Bank Arena, Great American Ballpark, Paul Brown Stadium, the Aronoff Theatre, Taft Theatre and Duke Energy Convention Center.

On-site Amenities Include:

- The Press Room Lounge
- 24 Hour Business Center
- Market
- Fitness Room
- Billiards Room
- Complimentary Hot Breakfast Daily
- Free High-Speed Wireless Internet
- Hampton/Hilton Honors Points & Airline Miles Can Be Earned By Guests.

Based on your needs, I have outlined your group requirements below:

Guest Room Block

Date	Guest Room Type	Number of Rooms	Rate
Monday, 10.12.20	Run of House	15	$142
Tuesday, 10.13.20	Run of House	45	$142
Wednesday, 10.14.20	Run of House	45	$142
Thursday, 10.15.20	Run of House	45	$142

Plus applicable taxes, currently 17.5%

Date	Meeting Room	Rate
Tuesday, 10.13.20	The Press Room	Comp with $7,000 F&B minimum
Tuesday, 10.13.20	Vine Street South	Comp with $7,000 F&B minimum
Wednesday, 10.14.20	Grand Ballroom	Comp with $7,000 F&B minimum
Thursday, 10.15.20	Grand Ballroom	Comp with $7,000 F&B minimum
Friday, 10.16.20	Grand Ballroom	Comp with $7,000 F&B minimum

Additional Terms:

- 80% Attrition Commitment
- Triple Hilton Event Planner Points

Meeting Space

Whether you're planning a reunion or special occasion, or searching for space for that all-day business meeting, we have the resources you need to make your next event a success.

Meeting Space	Sq. Ft.	Room Size	Ht.	Classroom	Theatre	Banquet	Reception	Conference	U-Shape	H-Square
Grand Ballroom	2,000	26' x 100'	9	108	289	216	300	62	74	78
Grand Ballroom A	780	26' x 30'	9	32	87	65	65	19	22	24
Grand Ballroom B	936	26 x 36'	9	39	104	78	78	22	27	29
Grand Ballroom C	884	26' x 34'	9	37	98	74	74	21	25	27
Salons A & B	1,716	26' x 66'	9	70	190	140	150	n/a	35	40
Salons B & C	1,820	26' x 70'	9	75	198	150	200	30	32	36
The Enquirer Boardroom	504	18' x 28'	9	n/a	n/a	n/a	n/a	12	n/a	n/a
The Press Room	540	18' x 30'	9	22	22	45	45	13	15	17
Vine St. North	1,050	21' x 50'	9	46	46	92	100	27	32	34
Vine St. South	1,107	27' x 41'	9	44	44	87	90	25	30	32

Gallery

Exterior

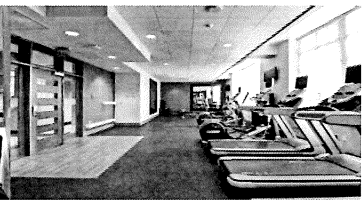
Front Desk

Breakfast Area

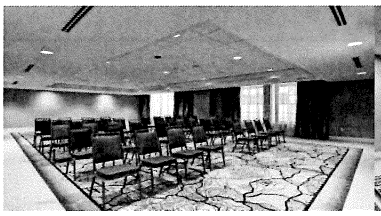
Market

Bar (Press Room Lounge)

Fitness Room



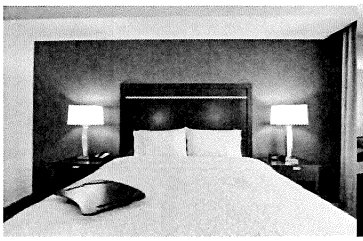
Grand Ballroom A

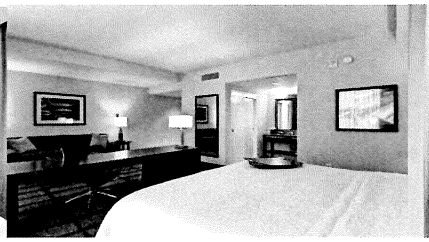


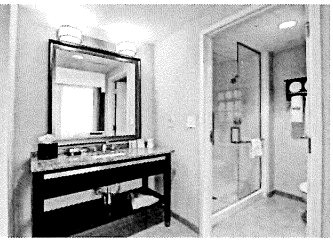
The Enquirer Boardroom

Grand Ballroom B

Guest Rooms







NASSGAP

National Association of State Student Grant & Aid Programs

Fiscal Year July 1, 2019 to June 30, 2020

REVENUES		**2019-20 Annual Budget**		
Revenue Accounts	**Annual Budget**	**Year to Date Actual**	**Anticipated**	**Year to Date Over/ (Under) Budget**
2019-20 Membership Dues - ($1,000 * 48)	$48,000.00	$12,000.00	$36,000.00	-$36,000.00
2019 Fall Conference - DC (50 * $450)	$22,500.00	$0.00	$22,500.00	-$22,500.00
2019 Fall Conference Guests Dinners - New Mexico	$300.00	$0.00	$300.00	-$300.00
Interest and Other Revenue	$3,000.00	$0.00	$3,000.00	-$3,000.00
Total Regular Revenue	$73,800.00	$12,000.00	$61,800.00	-$61,800.00
Special Use Reserves	$5,000.00		$5,000.00	-$5,000.00
Total Revenues	$78,800.00	$12,000.00	$66,800.00	-$66,800.00
Operating Reserves (current conf. obligation)	$0.00	$0.00	$0.00	$0.00
Total Revenues & Operating Reserve	$78,800.00	$12,000.00	$66,800.00	-$66,800.00
EXPENDITURES				
Expenditure Accounts	**Annual Budget**	**Year to Date Actual**	**Anticipated**	**Year to Date Over/ (Under) Budget**
General Expenditures				
2019 Fall Conference	$30,000.00	$0.00	$30,000.00	-$30,000.00
2020 Fall Conference/Deposit	$1,500.00	$0.00	$1,500.00	-$1,500.00
Executive Committee	$14,000.00	$0.00	$14,000.00	-$14,000.00
Conference Scholarship 4 @ 1,500	$6,000.00	$0.00	$6,000.00	-$6,000.00
Conference Speaker Expenses	$2,800.00	$0.00	$2,800.00	-$2,800.00
Federal Relations Committee	$3,000.00	$1,000.00	$2,000.00	-$2,000.00
Website & Technology Maintenance	$6,500.00	$0.00	$6,500.00	-$6,500.00
Transaction Fee Expense	$1,000.00	$58.60	$941.40	-$941.40
CEF Membership Dues	$1,000.00	$0.00	$1,000.00	-$1,000.00
Annual Survey	$8,750.00	$0.00	$8,750.00	-$8,750.00
Annual Survey Hosting	$800.00	$0.00	$800.00	-$800.00
Awards and Recognitions/Promotions	$350.00	$0.00	$350.00	-$350.00
Tax Preparation	$600.00	$0.00	$600.00	-$600.00
Research	$500.00	$0.00	$500.00	-$500.00
Miscellaneous	$2,000.00	$0.00	$2,000.00	-$2,000.00
Total General Expenditures	$78,800.00	$1,058.60	$77,741.40	-$77,741.40
To Reserves	$0.00	$0.00	$0.00	$0.00
Total Expenditures	$78,800.00	$1,058.60	$77,741.40	-$77,741.40
Operating Reserves (current conf. obligation)	$0.00	$0.00	$0.00	$0.00
Total Expenditures & Operating Reserves	$78,800.00	$1,058.60	$77,741.40	-$77,741.40
Revenues Over / (Under) Expenses		$10,941.40		