

**Cambridge Economic Development Authority (EDA)
Regular Meeting Minutes
May 2, 2016**

Pursuant to due call and notice thereof, a regular meeting of the Cambridge Economic Development Authority (EDA) was held on Monday, May 2, 2016 at Cambridge City Center, 300 3rd Ave NE, Cambridge, Minnesota, 55008.

Members Present: President Joe Morin, Vice President Howard Lewis, and EDA members Lisa Iverson, Marlys Palmer, and Tiffany Kafer. All present, no absences.

Staff Present: Executive Director Woulfe and Housing Supervisor Fromm

Call to Order

Morin called the meeting to order at 4:30 pm.

Approval of Agenda

Iverson moved, seconded by Kafer to approve the agenda as presented. Motion carried unanimously.

Consent Agenda

Iverson moved, seconded by Kafer to approve consent agenda items A – D, as presented:

- A. Approve April 4, 2016 and April 18, 2016 EDA meeting minutes
- B. Approve EDA Draft April 2016 Financial Statements
- C. Housing Division Bills check #16723 and ACH batches with transactions totaling \$54,332.18
- D. Approve EDA Administration Division bills checks #102346 - #102556 totaling \$11,120.90

Upon call of the roll, Kafer, Iverson, Lewis, Palmer, and Morin aye, no nays. Motion carried.

New Business

Housing Supervisor Report

The Housing Supervisor Report was accepted as presented.

Resident Meeting Report

The Resident Meeting Report was accepted as presented.

Smoking Shelter at Bridge Park

Fromm stated at the April 4th EDA meeting board members briefly discussed the smoker's shelter in back of Bridge Park. Fromm informed the Board that the shelter which was built in 2005 no longer complies with the MN Clean Indoor Act requirements and the shelter has deteriorated over the years and is now an eye sore. Fromm presented different options identified in the staff report for the Board to discuss.

Lewis moved, seconded by Kafer to replace the current shelter with a modified bus shelter to comply with the MN Clean Indoor Act and to be placed 50 feet from the building. Motion carried unanimously.

Solicitation of bids for painting at Bridge Park Apartments

Fromm explained in order to prepare to re-carpet this winter, the walls and ceilings need to be painted. Fromm stated because maintenance is now a part-time position this work will need to be contracted and the project will be funded from operations. Fromm noted the contractor would have until the end of August to complete their work.

Kafer moved, seconded by Lewis to direct staff to solicit bids for the painting of ceilings, corridors and common areas in Bridge Park Apartments. Motion carried unanimously.

Unfinished Business

There was no unfinished business.

Adjournment

Iverson moved, seconded by Lewis, to adjourn the meeting at 4:56 p.m. Motion carried unanimously.



Joe Morin, President

ATTEST:



Lynda J. Woulfe, Executive Director

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2016

LOW RENT PROGRAM-BRIDGE PARK

ASSETS

901-10102	INVESTMENTS--PBC	318,332.76	
901-10200	EDA OPERATING ACCOUNT-LOW RENT	292,970.72	
901-16100	LAND AND LAND IMPROVEMENTS	134,042.37	
901-16200	BUILDINGS AND STRUCTURES	474,877.78	
901-16250	BUILDING IMPROVEMENTS	1,177,853.21	
901-16300	SITE IMPROVEMENTS	126,849.24	
901-16350	NON-DWELLING STRUCTURES	76,009.20	
901-16400	FURNITURE, EQUIPMENT, MACH-DWE	42,659.20	
901-16450	FURN, EQUIP, MACH-ADMIN	51,315.12	
901-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(1,650,753.42)	
TOTAL ASSETS			1,044,156.18

LIABILITIES AND EQUITY

LIABILITIES

901-20100	AP ALLOCATED TO OTHER FUNDS	1,335.52	
901-21650	ACCRUED VACATION & SICK PAY	33,095.27	
901-22600	TENANT SECURITY DEPOSITS	25,091.38	
TOTAL LIABILITIES			59,522.17

FUND EQUITY

901-27200	UNRESTRICTED NET ASSETS	657,269.35	
901-27300	INVESTED IN CAPITAL ASSETS	301,555.77	
901-27400	HUD OPERATING RESERVE MEMO	227,249.46	
901-27500	HUD OPERATING RESERVE CONTRA	(227,249.46)	
UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD		25,808.89	
BALANCE - CURRENT DATE		25,808.89	
TOTAL FUND EQUITY			984,634.01
TOTAL LIABILITIES AND EQUITY			1,044,156.18

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
901-33160 OPERATING GRANTS-HUD	.00	.00	20,265.00	(20,265.00)	.00	80,773.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	20,265.00	(20,265.00)	.00	80,773.00
<u>INTEREST & MISC INCOME</u>						
901-36200 MISCELLANEOUS INCOME	.00	.00	21.00	(21.00)	.00	258.00
901-36210 INTEREST EARNINGS	.00	.00	552.95	(552.95)	.00	2,203.74
TOTAL INTEREST & MISC INCOME	.00	.00	573.95	(573.95)	.00	2,461.74
<u>RENTAL INCOME</u>						
901-37220 DWELLING RENTAL	.00	.00	40,332.00	(40,332.00)	.00	155,423.25
901-37221 LAUNDRY INCOME BRIDGE PARK	.00	.00	1,532.25	(1,532.25)	.00	7,336.25
TOTAL RENTAL INCOME	.00	.00	41,864.25	(41,864.25)	.00	162,759.50
TOTAL FUND REVENUE	.00	.00	62,703.20			245,994.24

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
901-49500-101 ADMIN FULL-TIME EMPLOY-REGULAR	.00	.00	.00	.00	.00	3,024.92
901-49500-103 ADMIN PART-TIME - REGULAR	.00	.00	6,592.08	6,592.08	.00	23,353.15
901-49500-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(85.61)
901-49500-122 FICA/MEDICARE (EMPLOYER)	.00	.00	504.32	504.32	.00	2,151.55
901-49500-151 WORKERS' COMPENSATION PREMIU	.00	.00	50.76	50.76	.00	240.87
TOTAL PERSONAL SERVICES	.00	.00	7,147.16	7,147.16	.00	28,684.88
<i>SUPPLIES</i>						
901-49500-201 OFFICE SUPPLY	.00	.00	.00	.00	.00	602.30
TOTAL SUPPLIES	.00	.00	.00	.00	.00	602.30
<i>OTHER SERVICES AND CHARGES</i>						
901-49500-306 AUDITING	.00	.00	.00	.00	.00	2,000.00
901-49500-321 TELEPHONE EXPENSE	.00	.00	1,138.34	1,138.34	.00	6,867.62
901-49500-322 POSTAGE	.00	.00	.00	.00	.00	147.00
901-49500-340 ADVERTISING	.00	.00	.00	.00	.00	30.80
TOTAL OTHER SERVICES AND CHA	.00	.00	1,138.34	1,138.34	.00	9,045.42
<i>MISCELLANEOUS</i>						
901-49500-409 LICENSE & SUPPORT CONTRACT	.00	.00	1,830.00	1,830.00	.00	.00
901-49500-413 RENTALS - OFFICE EQUIPMENT	.00	.00	128.22	128.22	.00	303.87
901-49500-433 DUES AND SUBSCRIPTIONS	.00	.00	370.00	370.00	.00	2,018.00
TOTAL MISCELLANEOUS	.00	.00	2,328.22	2,328.22	.00	2,321.87
TOTAL LOW RENT ADMINISTRATION	.00	.00	10,613.72	10,613.72	.00	40,654.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>LOW RENT TENANT SERVICES</u>						
<i>SUPPLIES</i>						
901-49600-210 REC, PUB & OTHER SERVICES	.00	.00	(589.71)	(589.71)	.00	1,353.88
<i>TOTAL SUPPLIES</i>	.00	.00	(589.71)	(589.71)	.00	1,353.88
TOTAL LOW RENT TENANT SERVICE	.00	.00	(589.71)	(589.71)	.00	1,353.88

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
LOW RENT MAINTENANCE						
<i>PERSONAL SERVICES</i>						
901-49700-101 MAINT FT EMPLOYEES - REGULAR	.00	.00	.00	.00	.00	2,967.04
901-49700-103 MAINT PT EMPLOYEES - REGULAR	.00	.00	6,077.70	6,077.70	.00	23,071.57
901-49700-121 PERA (EMPLOYER)	.00	.00	.00	.00	.00	(147.10)
901-49700-122 FICA/MEDICARE (EMPLOYER)	.00	.00	464.96	464.96	.00	2,230.28
901-49700-151 WORKERS' COMPENSATION PREMIU	.00	.00	342.83	342.83	.00	1,731.64
TOTAL PERSONAL SERVICES	.00	.00	6,885.49	6,885.49	.00	29,853.43
<i>SUPPLIES</i>						
901-49700-210 MATERIALS-OPER SUPPLIES	.00	.00	954.93	954.93	.00	2,190.08
901-49700-212 FUEL PURCHASE	.00	.00	.00	.00	.00	110.35
TOTAL SUPPLIES	.00	.00	954.93	954.93	.00	2,300.43
<i>OTHER SERVICES AND CHARGES</i>						
901-49700-304 CONTRACT COSTS	.00	.00	4,088.42	4,088.42	.00	14,105.53
901-49700-360 INSURANCE AND BONDS	.00	.00	.00	.00	.00	11,622.75
901-49700-370 PAYMENT IN LIEU OF TAXES	.00	.00	.00	.00	.00	12,296.00
901-49700-381 ELECTRIC UTILITIES	.00	.00	8,221.63	8,221.63	.00	28,575.37
901-49700-382 WATER/WASTEWATER UTILITIES	.00	.00	2,021.18	2,021.18	.00	8,656.74
901-49700-383 GAS UTILITIES	.00	.00	1,330.66	1,330.66	.00	4,702.40
901-49700-384 REFUSE HAULING	.00	.00	437.99	437.99	.00	1,932.56
TOTAL OTHER SERVICES AND CHA	.00	.00	16,099.88	16,099.88	.00	81,891.35
<i>MISCELLANEOUS</i>						
901-49700-420 DEPRECIATION EXPENSE	.00	.00	.00	.00	.00	42,443.47
TOTAL MISCELLANEOUS	.00	.00	.00	.00	.00	42,443.47
<i>IMPROVEMENTS/BETTERMENTS</i>						
901-49700-502 BETTERMENTS AND ADDITIONS	.00	.00	2,930.00	2,930.00	.00	4,176.00
TOTAL IMPROVEMENTS/BETTERM	.00	.00	2,930.00	2,930.00	.00	4,176.00
TOTAL LOW RENT MAINTENANCE	.00	.00	26,870.30	26,870.30	.00	160,664.68

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 901 - LOW RENT PROGRAM-BRIDGE PARK

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	36,894.31			202,673.03
NET REVENUES OVER EXPENDITURE	.00	.00	25,808.89			43,321.21

CITY OF CAMBRIDGE
 BALANCE SHEET
 MARCH 31, 2016

SECTION 8 VOUCHERS PROGRAM

ASSETS

902-10200	EDA OPERATING ACCT-SECTION 8	74,138.65	
902-16450	FURN, EQUIP, MACH-ADMIN	4,475.39	
902-16460	ACCUM DEPREC-FURN,EQUIP- ADMIN	(4,475.39)	
	TOTAL ASSETS		<u>74,138.65</u>

LIABILITIES AND EQUITY

LIABILITIES

902-20200	ACCOUNTS PAYABLE	5,781.69	
902-22200	DEFERRED REVENUE-UNEARNED GRAN	603.77	
	TOTAL LIABILITIES		<u>6,385.46</u>

FUND EQUITY

902-27200	UNRESTRICTED NET ASSETS	62,409.54	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>5,343.65</u>	
	BALANCE - CURRENT DATE	<u>5,343.65</u>	
	TOTAL FUND EQUITY		<u>67,753.19</u>
	TOTAL LIABILITIES AND EQUITY		<u>74,138.65</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
902-33160 A.C. EARNED SECTION 8	.00	.00	11,145.00	(11,145.00)	.00	43,514.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	11,145.00	(11,145.00)	.00	43,514.00
<u>RENTAL INCOME</u>						
902-35000 PORTABLE ADMIN FEE	.00	.00	796.75	(796.75)	.00	11,999.79
TOTAL RENTAL INCOME	.00	.00	796.75	(796.75)	.00	11,999.79
<u>INTEREST</u>						
902-36210 INTEREST EARNINGS-ADMIN FUNDS	.00	.00	17.48	(17.48)	.00	54.17
TOTAL INTEREST	.00	.00	17.48	(17.48)	.00	54.17
 TOTAL FUND REVENUE	 .00	 .00	 11,959.23			 55,567.96

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SECT 8 ADMINISTRATIVE</u>							
<i>OTHER SERVICES AND CHARGES</i>							
902-49500-306	AUDIT FEES	.00	.00	.00	.00	.00	2,000.00
902-49500-307	CONTRACTED SECT 8 ADMIN	.00	.00	8,884.88	8,884.88	.00	38,638.84
<i>TOTAL OTHER SERVICES AND CHA</i>		.00	.00	8,884.88	8,884.88	.00	40,638.84
TOTAL SECT 8 ADMINISTRATIVE		.00	.00	8,884.88	8,884.88	.00	40,638.84

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP OCCUPIED UNITS</u>						
<i>HAP EXPENDITURES</i>						
902-49775-373 HAP-PORTABLE RECEIVING	.00	.00	69,056.00	69,056.00	.00	303,727.00
902-49775-374 HAP-PORTABLE RECEIV REIMB	.00	.00	(71,325.30)	(71,325.30)	.00	(303,727.00)
902-49775-376 URP PORT REC	.00	.00	.00	.00	.00	329.00
902-49775-378 PORT REC URP REIMB	.00	.00	.00	.00	.00	(552.00)
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	(2,269.30)	(2,269.30)	.00	(223.00)
TOTAL HAP OCCUPIED UNITS	.00	.00	(2,269.30)	(2,269.30)	.00	(223.00)

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 902 - SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	6,615.58			40,415.84
NET REVENUES OVER EXPENDITURE	.00	.00	5,343.65			15,152.12

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2016

HOUSING-OTHER BUS ACTIVITIES

ASSETS

903-10102	INVESTMENTS--PBC	261,588.67	
903-10200	EDA HOUSING DIV OPERATING CASH	<u>74,963.50</u>	
	TOTAL ASSETS		<u>336,552.17</u>

LIABILITIES AND EQUITY

FUND EQUITY

903-27200	UNRESTRICTED NET ASSETS	336,797.33	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>(245.16)</u>	
	BALANCE - CURRENT DATE	<u>(245.16)</u>	
	TOTAL FUND EQUITY		<u>336,552.17</u>
	TOTAL LIABILITIES AND EQUITY		<u>336,552.17</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
903-33410 HAP FEES EARNED MHFA	.00	.00	.00	.00	.00	72,109.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	.00	.00	.00	72,109.00
<u>CHARGES FOR SERVICES</u>						
903-35010 ADMIN FEES MHFA	.00	.00	.00	.00	.00	6,446.00
TOTAL CHARGES FOR SERVICES	.00	.00	.00	.00	.00	6,446.00
<u>INTEREST & MISC INCOME</u>						
903-36200 MISCELLANEOUS INCOME	.00	.00	.00	.00	.00	2,546.52
903-36210 INTEREST EARNINGS	.00	.00	410.01	(410.01)	.00	1,625.70
TOTAL INTEREST & MISC INCOME	.00	.00	410.01	(410.01)	.00	4,172.22
<u>OTHER REVENUES</u>						
903-37220 TOWER TERRACE DISTRIBUTION	.00	.00	.00	.00	.00	16,434.25
TOTAL OTHER REVENUES	.00	.00	.00	.00	.00	16,434.25
TOTAL FUND REVENUE	.00	.00	410.01			99,161.47

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>OTHER HOUSING BUS ACTIV-ADMIN</u>							
903-49500-112	BOARD PAY	.00	.00	525.00	525.00	.00	1,575.00
903-49500-122	FICA/MEDICARE (EMPLOYER)	.00	.00	40.17	40.17	.00	120.43
	<i>TOTAL FUNCTION 1</i>	.00	.00	565.17	565.17	.00	1,695.43
<i>OTHER SERVICES AND CHARGES</i>							
903-49500-331	TRAVEL/MEALS/LODGING	.00	.00	90.00	90.00	.00	376.39
	<i>TOTAL OTHER SERVICES AND CHA</i>	.00	.00	90.00	90.00	.00	376.39
<i>MISCELLANEOUS</i>							
903-49500-433	DUES AND SUBSCRIPTIONS	.00	.00	.00	.00	.00	567.00
	<i>TOTAL MISCELLANEOUS</i>	.00	.00	.00	.00	.00	567.00
	TOTAL OTHER HOUSING BUS ACTIV	.00	.00	655.17	655.17	.00	2,638.82

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HOUSING ASSISTANCE PROGRAMS</u>							
<i>HAP EXPENDITURES</i>							
903-49775-370	HAP-MHFA	.00	.00	.00	.00	.00	71,913.00
<i>TOTAL HAP EXPENDITURES</i>		.00	.00	.00	.00	.00	71,913.00
TOTAL HOUSING ASSISTANCE PRO		.00	.00	.00	.00	.00	71,913.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 903 - HOUSING-OTHER BUS ACTIVITIES

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	655.17			74,551.82
NET REVENUES OVER EXPENDITURE	.00	.00	(245.16)			24,609.65

CITY OF CAMBRIDGE
BALANCE SHEET
MARCH 31, 2016

CAPITAL FUND PROGRAM-HUD

ASSETS

904-10200	EDA OPERATING ACCOUNT-CAPITAL	32,355.00	
904-13200	DUE FROM OTHER GOVERNMENTS	22,860.00	
	TOTAL ASSETS		<u>55,215.00</u>

LIABILITIES AND EQUITY

FUND EQUITY

904-27200	UNRESTRICTED NET ASSETS	28,860.00	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	<u>26,355.00</u>	
	BALANCE - CURRENT DATE	<u>26,355.00</u>	
	TOTAL FUND EQUITY		<u>55,215.00</u>
	TOTAL LIABILITIES AND EQUITY		<u>55,215.00</u>

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 904 - CAPITAL FUND PROGRAM-HUD

		ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>							
904-33160	HUD CAPITAL GRANTS	.00	.00	26,355.00	(26,355.00)	.00	28,860.00
	TOTAL INTERGOVERNMENTAL REVE	.00	.00	26,355.00	(26,355.00)	.00	28,860.00
	TOTAL FUND REVENUE	.00	.00	26,355.00			28,860.00
	NET REVENUES OVER EXPENDITURE	.00	.00	26,355.00			28,860.00

CITY OF CAMBRIDGE
 BALANCE SHEET
 MARCH 31, 2016

HAP SECTION 8 VOUCHERS PROGRAM

ASSETS

905-10130	FSS-CASH WITH ESCROW AGENT	5,367.89	
905-10200	EDA OPERATING ACCT-SECTION 8	(8,640.72)	
	TOTAL ASSETS		(3,272.83)

LIABILITIES AND EQUITY

LIABILITIES

905-22000	FSS ESCROW	5,367.89	
	TOTAL LIABILITIES		5,367.89

FUND EQUITY

905-27200	RESTRICTED NET ASSETS-HAP	(2,814.72)	
	UNAPPROPRIATED FUND BALANCE: REVENUE OVER EXPENDITURES - YTD	(5,826.00)	
	BALANCE - CURRENT DATE	(5,826.00)	
	TOTAL FUND EQUITY		(8,640.72)
	TOTAL LIABILITIES AND EQUITY		(3,272.83)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>INTERGOVERNMENTAL REVENUES</u>						
905-33160 A.C. EARNED SECTION 8	.00	.00	75,586.00	(75,586.00)	.00	279,272.00
TOTAL INTERGOVERNMENTAL REVE	.00	.00	75,586.00	(75,586.00)	.00	279,272.00
<u>INTEREST</u>						
905-36211 HAP INTEREST INCOME	.00	.00	.00	.00	.00	3.00
TOTAL INTEREST	.00	.00	.00	.00	.00	3.00
TOTAL FUND REVENUE	.00	.00	75,586.00			279,275.00

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>HAP EXPENDITURES</u>						
<i>HAP EXPENDITURES</i>						
905-49775-370 HAP OCCUPIED UNITS	.00	.00	79,814.00	79,814.00	.00	280,378.00
905-49775-371 HAP-UTILITY ALLOWANCES	.00	.00	228.00	228.00	.00	180.00
905-49775-372 HAP-PORTABLE PAYING OUT	.00	.00	892.00	892.00	.00	2,870.00
905-49775-375 FSS	.00	.00	381.00	381.00	.00	1,860.00
905-49775-377 PORT PAY OUT ADMIN FEE	.00	.00	97.00	97.00	.00	219.50
<i>TOTAL HAP EXPENDITURES</i>	.00	.00	81,412.00	81,412.00	.00	285,507.50
TOTAL HAP EXPENDITURES	.00	.00	81,412.00	81,412.00	.00	285,507.50

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 905 - HAP SECTION 8 VOUCHERS PROGRAM

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	.00	.00	81,412.00			285,507.50
NET REVENUES OVER EXPENDITURE	.00	.00	(5,826.00)			(6,232.50)

CITY OF CAMBRIDGE
DETAIL REVENUES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
<u>SOURCE 33</u>						
205-33632 INIT FOUND DESIGN TEAM GRANT	.00	.00	.00	.00	.00	4,000.00
TOTAL SOURCE 33	.00	.00	.00	.00	.00	4,000.00
<u>INTEREST</u>						
205-36210 INTEREST EARNINGS	100.00	100.00	.00	100.00	.00	4,439.46
TOTAL INTEREST	100.00	100.00	.00	100.00	.00	4,439.46
<u>MALL OPERATING REVENUES</u>						
205-37200 MISCELLANEOUS	.00	.00	55.15	(55.15)	.00	38,590.26
205-37220 RENTAL FEES	225,000.00	225,000.00	62,653.03	162,346.97	27.85	220,461.33
TOTAL MALL OPERATING REVENUES	225,000.00	225,000.00	62,708.18	162,291.82	27.87	259,051.59
TOTAL FUND REVENUE	225,100.00	225,100.00	62,708.18			267,491.05

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
EDA ADMINISTRATION						
<i>PERSONAL SERVICES</i>						
205-41930-112 EDA MEETING PAYMENTS	2,500.00	2,500.00	.00	(2,500.00)	.00	630.00
205-41930-122 FICA/MEDICARE (EMPLOYER)	191.00	191.00	.00	(191.00)	.00	48.23
<i>TOTAL PERSONAL SERVICES</i>	<i>2,691.00</i>	<i>2,691.00</i>	<i>.00</i>	<i>(2,691.00)</i>	<i>.00</i>	<i>678.23</i>
<i>OTHER SERVICES & CHARGES</i>						
205-41930-304 MISC PROFESSIONAL SERVICES	5,000.00	5,000.00	.00	(5,000.00)	.00	650.00
205-41930-331 TRAVEL/MEALS/LODGING	750.00	750.00	28.32	(721.68)	3.78	711.73
205-41930-334 MILEAGE REIMBURSEMENT	250.00	250.00	129.60	(120.40)	51.84	.00
205-41930-351 LEGAL NOTICES/ORD PUB	200.00	200.00	.00	(200.00)	.00	15.54
205-41930-360 INSURANCE AND BONDS	2,000.00	2,000.00	.00	(2,000.00)	.00	1,195.43
205-41930-381 ELECTRIC UTILITIES	.00	.00	71.00	71.00	.00	305.70
205-41930-382 WATER/SEWER/STORM PROPERTY A	.00	.00	13.74	13.74	.00	39.06
<i>TOTAL OTHER SERVICES & CHARG</i>	<i>8,200.00</i>	<i>8,200.00</i>	<i>242.66</i>	<i>(7,957.34)</i>	<i>2.96</i>	<i>2,917.46</i>
<i>MISCELLANEOUS</i>						
205-41930-433 DUES AND SUBSCRIPTIONS	2,000.00	2,000.00	250.00	(1,750.00)	12.50	1,000.00
205-41930-440 SCHOOLS & MEETINGS	2,050.00	2,050.00	535.00	(1,515.00)	26.10	658.00
205-41930-484 NLX ACTIVITIES	.00	5,250.00	.00	(5,250.00)	.00	.00
205-41930-485 PROPERTY TAXES	3,000.00	3,000.00	.00	(3,000.00)	.00	7,160.43
205-41930-487 MN DESIGN TEAM PROJECT	6,000.00	12,500.00	3,100.67	(9,399.33)	24.81	2,500.00
205-41930-488 DOWNTOWN TASK FORCE	.00	3,779.00	.00	(3,779.00)	.00	600.00
205-41930-489 IND PARK MARKETING	4,600.00	5,669.00	2,529.40	(3,139.60)	44.62	19,175.01
205-41930-497 EDA ADM-WEB SITE MAINT	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
<i>TOTAL MISCELLANEOUS</i>	<i>20,650.00</i>	<i>37,248.00</i>	<i>6,415.07</i>	<i>(30,832.93)</i>	<i>17.22</i>	<i>31,093.44</i>
TOTAL EDA ADMINISTRATION	31,541.00	48,139.00	6,657.73	(41,481.27)	13.83	34,689.13

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
MALL OPERATING EXPENSES						
<i>PERSONAL SERVICES</i>						
205-47000-101 FULL-TIME EMPLOYEES - REGULAR	25,000.00	25,000.00	5,527.19	(19,472.81)	22.11	23,894.19
205-47000-102 FULL-TIME EMPLOYEES - OVERTIME	1,000.00	1,000.00	.00	(1,000.00)	.00	.00
205-47000-103 TEMPORARY EMPLOYEE	3,000.00	3,000.00	.00	(3,000.00)	.00	.00
205-47000-121 PERA (EMPLOYER)	1,875.00	1,875.00	414.54	(1,460.46)	22.11	1,717.86
205-47000-122 FICA/MEDICARE (EMPLOYER)	2,143.00	2,143.00	408.30	(1,734.70)	19.05	1,742.62
205-47000-131 MEDICAL/DENTAL/LIFE	7,047.00	7,047.00	2,990.02	(4,056.98)	42.43	6,826.92
205-47000-133 DEDUCTIBLE CONTRIBUTION	600.00	600.00	.00	(600.00)	.00	716.84
205-47000-151 WORKERS' COMPENSATION PREMIU	1,871.00	1,871.00	317.70	(1,553.30)	16.98	1,496.13
205-47000-154 HRA/FLEX FEES	100.00	100.00	15.60	(84.40)	15.60	36.85
TOTAL PERSONAL SERVICES	42,636.00	42,636.00	9,673.35	(32,962.65)	22.69	36,431.41
<i>SUPPLIES</i>						
205-47000-211 MISC OPERATING SERVICES	.00	.00	32.50	32.50	.00	188.49
205-47000-212 GASOLINE/FUEL	.00	.00	.00	.00	.00	95.02
205-47000-221 REPAIRS & MAINTENANCE SUPPLIES	7,000.00	7,000.00	2,164.61	(4,835.39)	30.92	6,387.33
TOTAL SUPPLIES	7,000.00	7,000.00	2,197.11	(4,802.89)	31.39	6,670.84
<i>OTHER SERVICES & CHARGES</i>						
205-47000-321 TELEPHONE/CELLULAR PHONES	1,600.00	1,600.00	51.46	(1,548.54)	3.22	179.56
205-47000-360 INSURANCE AND BONDS	7,000.00	7,000.00	.00	(7,000.00)	.00	5,205.00
205-47000-381 ELECTRIC UTILITIES	21,000.00	21,000.00	3,604.09	(17,395.91)	17.16	18,209.64
205-47000-382 WATER/WASTEWATER UTILITIES	5,700.00	5,700.00	1,213.66	(4,486.34)	21.29	5,106.91
205-47000-383 GAS UTILITIES	6,000.00	6,000.00	1,317.52	(4,682.48)	21.96	3,535.32
205-47000-384 REFUSE HAULING	4,500.00	4,500.00	943.50	(3,556.50)	20.97	4,095.96
TOTAL OTHER SERVICES & CHARG	45,800.00	45,800.00	7,130.23	(38,669.77)	15.57	36,332.39
<i>MISCELLANEOUS</i>						
205-47000-401 REP & MAINT-BLDG/STRUCTURES	10,500.00	10,500.00	1,521.49	(8,978.51)	14.49	11,704.19
205-47000-413 BNSF PARKING LOT LEASE	800.00	800.00	.00	(800.00)	.00	1,482.22
205-47000-489 OTHER CONTRACTED SERVICES	12,000.00	12,000.00	.00	(12,000.00)	.00	8,501.68
205-47000-490 MALL CAP FUND CONTRIBUTION	55,000.00	55,000.00	.00	(55,000.00)	.00	50,000.00
205-47000-491 WORK FORCE CENTER BUILDOUT	.00	.00	.00	.00	.00	38,453.00
205-47000-496 MALL CAPITAL EQUIPMENT	.00	.00	.00	.00	.00	3,051.47
TOTAL MISCELLANEOUS	78,300.00	78,300.00	1,521.49	(76,778.51)	1.94	113,192.56
TOTAL MALL OPERATING EXPENSE	173,736.00	173,736.00	20,522.18	(153,213.82)	11.81	192,627.20

CITY OF CAMBRIDGE
DETAIL EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 3 MONTHS ENDING MARCH 31, 2016

FUND 205 - EDA ADMIN FUND

	ADOPTED BUDGET	AMENDED BUDGET	YTD ACTUAL	UNUSED/ UNEARNED	% OF BUDGET	PRIOR YR YTD ACTUAL
TOTAL FUND EXPENDITURES	205,277.00	221,875.00	27,179.91			227,316.33
NET REVENUES OVER EXPENDITURE	19,823.00	3,225.00	35,528.27			40,174.72

Date: 04/25/2016

Time: 13:29:06

Cambridge EDA
Check Register Detail Report
Cambridge
From: 04/01/2016 To: 04/25/2016

Page: 1

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	297.05	466,084.20	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	866.45	466,950.65	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	314.68	467,265.33	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	603.77	467,869.10	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	866.45	468,735.55	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	3,511.00	472,246.55	
04/01/2016	DEP	Peoples Bank Of Commerce	Deposit	25,746.00	497,992.55	
04/01/2016	DEP	Peoples Bank Of Commerce	Payment	1,104.00	496,888.55	
04/04/2016	DEP	Peoples Bank Of Commerce	Deposit	40.00	496,928.55	
04/04/2016	DEP	Peoples Bank Of Commerce	Deposit	297.05	497,225.60	
04/05/2016	DEP	Peoples Bank Of Commerce	Deposit	7,625.00	504,850.60	
04/06/2016	DEP	Peoples Bank Of Commerce	Deposit	6,734.00	511,584.60	
04/07/2016	DEP	Peoples Bank Of Commerce	Deposit	2.00	511,586.60	
04/07/2016	DEP	Peoples Bank Of Commerce	Deposit	5,135.80	516,722.40	
04/07/2016	DEP	Peoples Bank Of Commerce	Deposit	7,397.00	524,119.40	
04/13/2016	DEP	Peoples Bank Of Commerce	Payment	50,235.50	473,883.90	
04/13/2016	DEP	Peoples Bank Of Commerce	Deposit	183.00	474,066.90	
04/13/2016	016723	Mora HRA	Payment	2,992.68	471,074.22	

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Date: 04/25/2016
Time: 13:29:06

Cambridge EDA
Check Register Detail Report
Cambridge
From: 04/01/2016 To: 04/25/2016

Page: 2

Date	Ref Num	Payee/Split Detail	Pmt/Dep	Amount	Balance	Memo
		March Section 8 Admin fees				
04/25/2016	DEP	Peoples Bank Of Commerce	Deposit	8,474.00	479,548.22	

Agenda Item 3D

<p>CAMBRIDGE EDA MEETING May 2, 2016 BILLS LIST</p>

Disbursement Type:	Date:	Check Numbers:	Submitted For Approval
Prepaid Checks	3/30/2016	102346 - 102373	1,674.23
Prepaid Checks	4/6/2016	102382 - 102447	6,095.86
Prepaid Checks	4/14/2016	102454 - 102525	2,953.26
Prepaid Checks	4/20/2016	102547 - 102556	397.55
	Prepaid Totals		<u>11,120.90</u>

TOTAL SUBMITTED FOR APPROVAL

\$11,120.90

Vendor	Vendor Name	Description	Net Invoice Amount
1661	East Central Sanitation	Trash Removal - Bridge Park	143.12
1661	East Central Sanitation	Trash Removal - 180 Buchanan St N	314.50
Total 1661:			457.62
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3006	Kramer Mechanical Plumbing & H	Repairs - Bridge Park Apt	419.92
Total 3006:			419.92
3521	Menards	Other Services - Bridge Park	19.19
Total 3521:			19.19
5528	Tight Miter Carpentry, LLC	Ceiling Replacement - Bridge Park	775.00
Total 5528:			775.00
Grand Totals:			1,674.23

Dated: 3/30/16

City Treasurer: *Caroline M...*

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
03/16	03/30/2016	102346	1661	East Central Sanitation	205-20100	457.62
03/16	03/30/2016	102352	2046	G & K Services, Inc.	205-20100	2.50
03/16	03/30/2016	102360	3006	Kramer Mechanical Plumbing & Heating Inc	901-20100	419.92
03/16	03/30/2016	102363	3521	Menards	901-20100	19.19
03/16	03/30/2016	102373	5528	Tight Miter Carpentry, LLC	901-20100	775.00
Grand Totals:						<u>1,674.23</u>

Vendor	Vendor Name	Description	Net Invoice Amount
268	Anoka Hennepin School District	MN Design Team Meals	15.67
Total 268:			15.67
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
3056	Lake Superior Laundry Inc.	Mall Rugs	44.31
Total 3056:			44.31
3166	LeFebvre's Catering LLC	MN Design Team Meals March 31 & April 1	1,475.00
3166	LeFebvre's Catering LLC	MN Design Team Meals March 31 & April 1	227.70
3166	LeFebvre's Catering LLC	MN Design Team Meals March 31 & April 1	3,593.00
Total 3166:			5,295.70
3521	Menards	Materials - Bridge Park	21.53
Total 3521:			21.53
5056	SelectAccount	Participant fees - April	2.35
Total 5056:			2.35
5191	SPEW Health Plan	Health Insurance Premium - May	633.50
Total 5191:			633.50
5886	Watson Co., Inc.	Misc Operating Supplies - Bridge Park Apts	80.30
Total 5886:			80.30
Grand Totals:			6,095.86

Dated: 4/7/16

City Treasurer: Caroline Moore

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/16	04/06/2016	102382	268	Anoka Hennepin School District	205-20100	15.67
04/16	04/06/2016	102400	2046	G & K Services, Inc.	205-20100	2.50
04/16	04/06/2016	102411	3056	Lake Superior Laundry Inc.	205-20100	44.31
04/16	04/06/2016	102414	3166	LeFebvre's Catering LLC	205-20100	5,295.70
04/16	04/06/2016	102416	3521	Menards	901-20100	21.53
04/16	04/06/2016	102433	5056	SelectAccount	205-20100	2.35
04/16	04/06/2016	102437	5191	SPEW Health Plan	205-20100	633.50
04/16	04/06/2016	102447	5886	Watson Co., Inc.	901-20100	80.30
Grand Totals:						<u><u>6,095.86</u></u>

Vendor	Vendor Name	Description	Net Invoice Amount
306	ARC Irrigation, LLC	Lawn Applications - Bridge Park	130.39
	Total 306:		130.39
741	Budget Blinds	aluminum blinds - Bridge Park	181.00
	Total 741:		181.00
1956	First Baptist Church	MN Design Team - Facility Request	667.00
	Total 1956:		667.00
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
	Total 2046:		2.50
2381	Herman's Bakery	MN Design Team Meals	300.60
	Total 2381:		300.60
2411	Hillyard Inc.	Maintenance Supplies - Mall	129.55
	Total 2411:		129.55
3421	Marv's True Value	Season change over - Tractor and Mower	416.69
	Total 3421:		416.69
3501	MEI Total Elevator Solutions	April Service Billing	225.20
	Total 3501:		225.20
3521	Menards	Maintenance Supplies - Mall	8.29
	Total 3521:		8.29
4211	Northland Fire Protection	Annual inspection of fire alarm system - Bridge	636.00
	Total 4211:		636.00
4518	Pizza Pub	MN Design Team Meals	141.15
	Total 4518:		141.15
5861	Walmart Community Card	Tenant Services - Bridge Park	85.25
5861	Walmart Community Card	Materials - Bridge Park	29.64
	Total 5861:		114.89
	Grand Totals:		2,953.26

Vendor	Vendor Name	Description	Net Invoice Amount
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Dated: 4/14/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/16	04/14/2016	102454	306	ARC Irrigation, LLC	901-20100	130.39
04/16	04/14/2016	102460	741	Budget Blinds	901-20100	181.00
04/16	04/14/2016	102471	1956	First Baptist Church	205-20100	667.00
04/16	04/14/2016	102473	2046	G & K Services, Inc.	205-20100	2.50
04/16	04/14/2016	102479	2381	Herman's Bakery	205-20100	300.60
04/16	04/14/2016	102480	2411	Hillyard / Minneapolis	205-20100	129.55
04/16	04/14/2016	102487	3421	Marv's True Value	901-20100	416.69
04/16	04/14/2016	102490	3501	Minnesota Elevator, Inc	901-20100	225.20
04/16	04/14/2016	102491	3521	Menards	205-20100	8.29
04/16	04/14/2016	102502	4211	Northland Fire Protection	901-20100	636.00
04/16	04/14/2016	102508	4518	Pizza Pub	205-20100	141.15
04/16	04/14/2016	102525	5861	Walmart Business/SYNCB	901-20100	114.89
Grand Totals:						<u>2,953.26</u>

Vendor	Vendor Name	Description	Net Invoice Amount
2046	G & K Services, Inc.	Uniform Rental - Maintenance	2.50
Total 2046:			2.50
2986	Konica Minolta Business	BIZHUB C650 Printer/Copier - Copy Charge	31.11
Total 2986:			31.11
3521	Menards	Other Services - Bridge Park	312.11
3521	Menards	Other Services - Bridge Park	9.99
3521	Menards	Other Services - Bridge Park	26.02
3521	Menards	Materials - Bridge Park	15.82
Total 3521:			363.94
Grand Totals:			397.55

Dated: 4/20/16

City Treasurer: Caroline Moe

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Check GL Account	Amount
04/16	04/20/2016	102547	2046	G & K Services, Inc.	205-20100	2.50
04/16	04/20/2016	102554	2986	Konica Minolta Business	901-20100	31.11
04/16	04/20/2016	102556	3521	Menards	901-20100	363.94
Grand Totals:						<u>397.55</u>