

# **Charlton Fire District Meeting Minutes**

## **July 3, 2018**

**PUBLIC MEETING:** The public meeting of the Charlton Fire District was called to order on July 3, 2018 at 7:21 p.m.

**PRESENT:** Jeff Voigt (Chairman), Steve Eichfeld, Kevin Loukes, Sharon Cronin (Secretary), Andy La Patra (Treasurer)

**ABSENT:** Dave Peters, Bob LeGere

### **1. Approval of Agenda**

Motion to approve the agenda was made by Jeff Voigt and seconded by Kevin Loukes. Approved 3-0.

### **2. Approval of Minutes**

Motion to approve last month's meeting minutes made by Jeff Voigt and seconded by Steve Eichfeld. Approved 3-0.

### **3. Chairman's Report**

Nothing to report

### **4. Treasurer's Report**

a. Treasurer's Report presented by Andy LaPatra.

b. Review and audit of bills.

c. Operating Account: \$258,402.66  
Payroll Account: \$23,718.15  
Apparatus Capital Reserve: \$105,072.36  
Equipment Capital Reserve: \$130,240.85  
Emergency Capital Reserve: \$25,060.97  
Capital Improvement Reserve: \$298,283.41  
**Total ending on July 1, 2018: \$840,778.40**

Motion to pay outstanding bills was made by Jeff Voigt and seconded by Kevin Loukes. Approved 3-0.

Motion to approve Treasurer's report made by Jeff Voigt and seconded by Steve Eichfeld. Approved 3-0.

### **5. Chief's Report**

a. Dean DeCapria presented Chief's Report. 20 calls for the month:  
11-EMS  
3-Fire Alarm  
1-Gas Leak  
2-Brush Fire  
2-Electrical emergency  
1-CO

- b. Car 18 mileage as of 5/1 is 37,980 and car 18-0 mileage as of 5/1 is 59,169.
- c. Pagers, hoods and gloves that were ordered are in service.
- e. Overhead Door completed PM service. Door #2 had an issue and was fixed.
- f. Schenectady County radio in Car 18 needs replacement and is on order.
- g. Chief requested approval to purchase press board for controlled house burn. Certain areas will be blocked off as a fire safety measure.
- h. Car 18 is due for service and inspection.
- i. Dean DeCapria presented purchase requests. (Motions under new business)

## **6. Committee Reports**

- a. **Facilities Management (Dave Peters)**  
Nothing to report at this time.
- b. **Apparatus and Equipment (Bob LeGere)**  
See Chief's Report
- c. **Firematic Training and Fire Prevention Committee (Jeff Voigt)**  
There is nothing to report at this time.
- d. **Radio Communication and Informational Technology Committee (Kevin Loukes)**  
There is nothing to report at this time.
- e. **Staff Relations/Code of Ethics Committee (Steve Eichfeld)**  
There is nothing to report at this time.

## **7. Unfinished Business**

- a. The CFD website is in the initial stages of being redesigned. More information to follow at the next meeting.
- b. The Building Committee will be holding Community Forum #2 on July 12th at 7:00 pm at the firehouse. All are welcome.

## **8. New Business**

- a. The first budget meeting date is August 7th @ 6:30.
- b. Board is reviewing the volunteer firefighter cancer insurance coverage for 2019.
- c. Commissioner Eichfeld wanted to thank the volunteer firemen for attending the Deer Run event. Residents were very impressed and appreciative.

Motion to approve 2018 budget meeting date made by Jeff Voigt and seconded by Steve Eichfeld. Approved 3-0.

**9. Executive Session**

Motion to adjourn to executive session made by Jeff Voigt and seconded by Kevin Loukes at 7:40. Approved 3-0.

The Board convened to an executive session to discuss a personnel issue.

Motion to return to public session made by Jeff Voigt and seconded by Steve Eichfeld at 8:10. Approved 3-0.

**10. Privilege of the Floor**

Nothing to report

**11. Adjournment**

Motion to adjourn made by Jeff Voigt and seconded by Steve Eichfeld 8:45 p.m.  
Approved 3-0.

1:22 PM

## CHARLTON FIRE DISTRICT #1

## Profit &amp; Loss

June 2018

07/16/18

Cash Basis

	Jun 18	May 18	\$ Change
<b>Income</b>			
A2401 INTEREST & EARNINGS			
INTEREST & EARNINGS CHECKING	2.65	3.02	-0.37
INTEREST & EARNINGS OTHER ACCTS	22.96	23.73	-0.77
INTEREST & EARNINGS OPERATING	28.26	29.72	-1.46
<b>Total A2401 INTEREST &amp; EARNINGS</b>	<b>53.87</b>	<b>56.47</b>	<b>-2.60</b>
<b>Total Income</b>	<b>53.87</b>	<b>56.47</b>	<b>-2.60</b>
<b>Gross Profit</b>	<b>53.87</b>	<b>56.47</b>	<b>-2.60</b>
<b>Expense</b>			
A90408 WORKER'S COMPENSATION	0.00	271.00	-271.00
A90308 SOCIAL SECURITY			
MEDICARE EMPLOYER	33.35	33.35	0.00
FICA EMPLOYER	142.60	142.60	0.00
<b>Total A90308 SOCIAL SECURITY</b>	<b>175.95</b>	<b>175.95</b>	<b>0.00</b>
A34101 FIRE PER SVC			
PERSONAL SERVICES			
MEDICARE EMPLOYEE	33.35	33.35	0.00
FICA EMPLOYEE	142.60	142.60	0.00
FEDERAL INCOME TAX	188.00	188.00	0.00
SECRETARY WAGES	588.65	588.65	0.00
TREASURER WAGES	1,308.60	1,308.60	0.00
<b>Total PERSONAL SERVICES</b>	<b>2,261.20</b>	<b>2,261.20</b>	<b>0.00</b>
<b>Total A34101 FIRE PER SVC</b>	<b>2,261.20</b>	<b>2,261.20</b>	<b>0.00</b>
A34102 FIRE, EQUIP & CAP OUTLAY			
EQUIPMENT			
APPARATUS EQUIPMENT	0.00	942.28	-942.28
MISCELLANEOUS EQUIPMENT	1,199.81	0.00	1,199.81
PERSONAL PROTECTIVE EQUIP	1,215.00	0.00	1,215.00
<b>Total EQUIPMENT</b>	<b>2,414.81</b>	<b>942.28</b>	<b>1,472.53</b>
<b>Total A34102 FIRE, EQUIP &amp; CAP OUTLAY</b>	<b>2,414.81</b>	<b>942.28</b>	<b>1,472.53</b>
A34104 FIRE PROTECTION			
FUEL - TRUCKS	0.00	248.21	-248.21
BANK FEES	3.50	3.50	0.00
PUBLIC NOTICES	11.97	0.00	11.97
MISCELLANEOUS	32.10	0.00	32.10
PRINTING & SUPPLIES	50.00	0.00	50.00
WASTE DISPOSAL	82.20	80.16	2.04
PHYSICAL FITNESS	100.00	0.00	100.00
BUILDING & GROUNDS REPAIRS	132.52	0.00	132.52
ELECTRIC & GAS	231.85	246.11	-14.26
BUILDING & GROUNDS MAINTENANCE	295.00	2,407.03	-2,112.03
WATER	308.15	0.00	308.15
TELEPHONE & CABLE	333.30	342.34	-9.04
EMS TRAINING	421.39	0.00	421.39
EMS SUPPLIES	575.71	211.81	363.90
FUEL - BUILDING	798.55	0.00	798.55
<b>Total A34104 FIRE PROTECTION</b>	<b>3,376.24</b>	<b>3,539.16</b>	<b>-162.92</b>
<b>Total Expense</b>	<b>8,228.20</b>	<b>7,189.59</b>	<b>1,038.61</b>
<b>Net Income</b>	<b>-8,174.33</b>	<b>-7,133.12</b>	<b>-1,041.21</b>



# Good afternoon Andrew

Your last sign on was June 08, 2018 at 10:38 AM

**CHARLTON FIRE  
DISTRICT #1's  
Portfolio Value**  
6 Accounts

As of 7/1/2018  
**\$840,778.40**  
Available Balance

## Deposit Accounts

**\$840,778.40**

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R8021 0712 OPERATING  
0712

**\$258,402.66**

Available Balance as of Jul 01, 2018

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R8021 0720 PAYROLL  
0720

**\$23,718.15**

Available Balance as of Jul 01, 2018

---

R8021 2286 APPARATUS  
2286

**\$105,072.36**

Available Balance as of Jul 01, 2018

---

R8021 2294 EQUIPMENT  
2294

**\$130,240.85**

Available Balance as of Jul 01, 2018

---

R8021 2302 EMERGENCY  
2302

**\$25,060.97**

Available Balance as of Jul 01, 2018

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R8021 2310 CAPITAL IMPR...  
2310

**\$298,283.41**

Available Balance as of Jul 01, 2018

Co-browse

11:39 AM

**CHARLTON FIRE DISTRICT #1**  
**BANK ACCOUNT BALANCES - 2 YEAR COMPARISON**

Cash Basis

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	<u>Jun 18</u>	<u>Jun 17</u>
R8021 0712 OPERATING	258,402.66	274,003.19
R8021 0720 PAYROLL	23,718.15	18,517.61
R8021 2286 APPARATUS	105,072.36	55,022.10
R8021 2294 EQUIPMENT	130,240.85	125,176.83
R8021 2302 EMERGENCY	25,060.97	25,048.44
R8021 2310 CAPITAL IMPROVEME...	298,283.41	207,942.38
<b>TOTAL</b>	<u><b>840,778.40</b></u>	<u><b>705,710.55</b></u>



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Business Banking Statement**  
**June 30, 2018**  
**page 1 of 3**

0712

10 X 81 00010 R EM T1  
CHARLTON FIRE DISTRICT #1  
OPERATING ACCOUNT  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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KeyBank Business Interest Checking  
CHARLTON FIRE DISTRICT #1  
OPERATING ACCOUNT

0712

Beginning balance 5-31-18	\$258,235.40
3 Additions	+5,930.07
21 Subtractions	-5,787.57
Interest paid	+28.26
Net fees and charges	-3.50
<b>Ending balance 6-30-18</b>	<b>\$258,402.66</b>

**Additions**

Deposits	Date	Serial #	Source	
	6-13		Direct Deposit, Dept Fin Svcs 2% Fire TX	\$0.01
	6-20		Direct Deposit, Dept Fin Svcs 2% Fire TX	0.01
	6-28		Direct Deposit, Dept Fin Svcs 2% Fire TX	5,930.05
<b>Total additions</b>				<b>\$5,930.07</b>

**Subtractions**

*Paper Checks* \* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
7700	6-12	\$32.10	7704	6-8	11.97	7707	6-13	37.52
7701	6-13	100.00	7705	6-11	50.00	7708	6-13	95.00
7702	6-15	31.00	7706	6-11	575.71	7709	6-12	2,414.81
7703	6-12	421.39						

**Paper Checks Paid \$3,769.50**

Withdrawals	Date	Serial #	Location	
	6-5		Bill Pay:Verizon 518399 Tbu9Isey	\$46.25
	6-5		Bill Pay:Waste Connections 6910-1 Obv9Msey	82.20

0712 - 03290

## Business Banking Statement

June 30, 2018

page 2 of 3

10712

**Subtractions**

(con't)

Withdrawals Date	Serial #	Location	
6-5		Bill Pay:Time Warner Cable 106007 Yba9lsey	87.05
6-5		Bill Pay:Kevin G Riehl N/A Abc9Ysey	100.00
6-5		Bill Pay:Dean DE Capria N/A Fbz9Ksey	100.00
6-5		Bill Pay:National Grid 51564- 7BI9Hsey	231.85
6-5		Bill Pay:Da Kenyon Enterpri Cfd #1 Yb896Sey	264.00
6-5		Bill Pay:Town of Charlton N/A 4B79Zsey	308.15
6-5		Bill Pay:Ferrellgas - 511576 Zbd9Jsey	798.55
6-13		Dept Fin Svcs 2% Fire TX04204	0.01
6-20		Dept Fin Svcs 2% Fire TX04204	0.01
<b>Total subtractions</b>			<b>\$5,787.57</b>

**Interest****earned**

Annual percentage yield (APY) earned	0.14%
Number of days this statement period	30
Interest paid 6-29-18	\$28.26
Interest earned this statement period	\$28.26
Interest paid year-to-date	\$166.85

**Fees and charges**

Date		Quantity	Unit Charge	
6-29-18	Imaged Items With Statement Charge	1	3.50	-\$3.50
6-29-18	Duplicate Statement Service Charge	1	5.00	-5.00
6-29-18	Service Charge Waive To Relationship Pricing	1	5.00	+5.00
6-29-18	Paper Statement Fee	1	3.00	-3.00
6-29-18	Service Charge Waive To Relationship Pricing	1	3.00	+3.00
<b>Fees and charges assessed this period</b>				<b>-\$3.50</b>





11:32 AM

07/16/18

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 0712 OPERATING, Period Ending 06/30/2018**

---

	Jun 30, 18
Beginning Balance	258,235.40
Cleared Transactions	
Checks and Payments - 24 items	-5,799.07
Deposits and Credits - 6 items	5,966.33
Total Cleared Transactions	167.26
Cleared Balance	<u>258,402.66</u>
Register Balance as of 06/30/2018	258,402.66
New Transactions	
Checks and Payments - 10 items	-28,092.04
Total New Transactions	-28,092.04
Ending Balance	<u><u>230,310.62</u></u>



11:32 AM

07/16/18

## CHARLTON FIRE DISTRICT #1

## Reconciliation Detail

R8021 0712 OPERATING, Period Ending 06/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						258,235.40
<b>Cleared Transactions</b>						
<b>Checks and Payments - 24 items</b>						
Check	06/04/2018	7700	FASNY FCU CARD...	X	-32.10	-32.10
Check	06/05/2018	7709	MES	X	-2,414.81	-2,446.91
Check	06/05/2018		FERRELLGAS	X	-798.55	-3,245.46
Check	06/05/2018	7706	MOORE MEDICAL	X	-575.71	-3,821.17
Check	06/05/2018	7703	CHRISTIAN DE CA...	X	-421.39	-4,242.56
Check	06/05/2018		TOWN OF CHARLT...	X	-308.15	-4,550.71
Check	06/05/2018		D.A. KENYON ENT...	X	-264.00	-4,814.71
Check	06/05/2018		NATIONAL GRID	X	-231.85	-5,046.56
Check	06/05/2018	7701	DAVE BUTHFER	X	-100.00	-5,146.56
Check	06/05/2018		KEVIN RIEHL	X	-100.00	-5,246.56
Check	06/05/2018		DEAN DECAPRIA	X	-100.00	-5,346.56
Check	06/05/2018	7708	LOWE'S	X	-95.00	-5,441.56
Check	06/05/2018		TIME WARNER	X	-87.05	-5,528.61
Check	06/05/2018		COUNTY WASTE	X	-82.20	-5,610.81
Check	06/05/2018	7705	MAIL 'N' MORE	X	-50.00	-5,660.81
Check	06/05/2018		VERIZON	X	-46.25	-5,707.06
Check	06/05/2018	7707	BURNT HILLS HAR...	X	-37.52	-5,744.58
Check	06/05/2018	7702	SCOTIA LINEN	X	-31.00	-5,775.58
Check	06/05/2018	7704	THE GAZETTE	X	-11.97	-5,787.55
Check	06/13/2018		DEPT FIN SVCS 2...	X	-0.01	-5,787.56
Check	06/20/2018		DEPT FIN SVCS 2...	X	-0.01	-5,787.57
Check	06/29/2018		DUPLICATE STMT ...	X	-5.00	-5,792.57
Check	06/29/2018		IMAGED ITEMS WI...	X	-3.50	-5,796.07
Check	06/29/2018		PAPER STATEMEN...	X	-3.00	-5,799.07
<b>Total Checks and Payments</b>					-5,799.07	-5,799.07
<b>Deposits and Credits - 6 items</b>						
Deposit	06/13/2018		DEPT FIN SVCS 2...	X	0.01	0.01
Deposit	06/20/2018		DEPT FIN SVCS 2...	X	0.01	0.02
Deposit	06/28/2018		DEPT FIN SVCS 2...	X	5,930.05	5,930.07
Deposit	06/29/2018		KEYBANK	X	3.00	5,933.07
Deposit	06/29/2018		KEYBANK	X	5.00	5,938.07
Deposit	06/29/2018		INTEREST PAYME...	X	28.26	5,966.33
<b>Total Deposits and Credits</b>					5,966.33	5,966.33
<b>Total Cleared Transactions</b>					167.26	167.26
<b>Cleared Balance</b>					167.26	258,402.66
<b>Register Balance as of 06/30/2018</b>					167.26	258,402.66
<b>New Transactions</b>						
<b>Checks and Payments - 10 items</b>						
Check	07/03/2018	7714	MES		-9,286.00	-9,286.00
Check	07/03/2018	7712	HUEBER-BREUER ...		-8,750.00	-18,036.00
Check	07/03/2018	7715	VANDER MOLEN FI...		-3,965.07	-22,001.07
Check	07/03/2018	7713	MOTOROLA SOLU...		-3,117.20	-25,118.27
Check	07/03/2018	7718	JAMES REPICE		-1,335.00	-26,453.27
Check	07/03/2018	7710	HALLIGAN, INC		-700.00	-27,153.27
Check	07/03/2018	7711	DAVE BUTHFER		-675.00	-27,828.27
Check	07/03/2018	7717	Ed Winslow		-105.73	-27,934.00
Check	07/03/2018	7716	FASNY FCU CARD...		-62.08	-27,996.08
Check	07/06/2018	7719	TOWN OF CHARLT...		-95.96	-28,092.04
<b>Total Checks and Payments</b>					-28,092.04	-28,092.04
<b>Total New Transactions</b>					-28,092.04	-28,092.04
<b>Ending Balance</b>					-27,924.78	230,310.62



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Business Banking Statement**  
**June 30, 2018**  
**page 1 of 3**

00720

X 81 00000 R EM T1  
CHARLTON FIRE DISTRICT #1  
PAYROLL ACCOUNT  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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KeyBank Business Interest Checking  
CHARLTON FIRE DISTRICT #1  
PAYROLL ACCOUNT

00720

Beginning balance 5-31-18	\$26,152.65
3 Subtractions	-2,437.15
Interest paid	+2.65
<b>Ending balance 6-30-18</b>	<b>\$23,718.15</b>

### Subtractions

Withdrawals	Date	Serial #	Location	
	6-4		Bill Pay:First New York Fcu 108600 4Bk97Sla	\$588.65
	6-4		Bill Pay:Sunmark Federal Cr 124890 Rbo9Gsja	1,308.60
	6-11		Direct Withdrawal, Irs Usatxpymt	539.90
<b>Total subtractions</b>				<b>\$2,437.15</b>

### Interest earned

Annual percentage yield (APY) earned	0.14%
Number of days this statement period	30
Interest paid 6-29-18	\$2.65
Interest earned this statement period	\$2.65
Interest paid year-to-date	\$16.87

### Fees and charges

Date		Quantity	Unit Charge	
6-29-18	Duplicate Statement Service Charge	1	5.00	-\$5.00
6-29-18	Service Charge Waive To Relationship Pricing	1	5.00	+\$5.00
6-29-18	Paper Statement Fee	1	3.00	-\$3.00

10720 - 03290



**Business Banking Statement**  
**June 30, 2018**  
**page 2 of 3**

0720

**Fees and  
charges  
(con't)**

<i>Date</i>		<i>Quantity</i>	<i>Unit Charge</i>	
6-29-18	Service Charge Waive To Relationship Pricing	1	3.00	+3.00
<b>Fees and charges this period</b>				<b>\$0.00</b>

## CUSTOMER ACCOUNT DISCLOSURES

The following disclosures apply only to accounts covered by the Federal Truth-in-Lending Act or the Federal Electronic Funds Transfer Act, as amended, or similar state laws.

**IN CASE OF ERROR OR QUESTIONS ABOUT YOUR ELECTRONIC TRANSFERS:**

Call us at the phone number indicated on the first page of this statement, OR write us at the address listed below\*, as soon as you can, if you think your statement or receipt is wrong or if you need more information about a transfer listed on the statement or receipt. We must hear from you no later than sixty (60) days after we sent you the FIRST statement on which the problem or error appeared.

**\* KeyBank  
Customer Disputes  
NY-31-17-0128  
17 Corporate Woods Blvd  
Albany, NY 12211**

- Tell us your name and Account number;
- Describe the error or transfer that you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information;
- Tell us the dollar amount of the suspected error.

**If you tell us orally, we may require that you send us your complaint or question in writing within ten (10) business days.**

We will investigate your complaint and will correct any error promptly. If we take more than ten (10) business days to do this, we will recredit your account for the amount you think is in error, so that you will have use of the money during the time it takes us to complete our investigation.

**COMMON ELECTRONIC TRANSACTION DESCRIPTIONS:**

XFER TO SAV	- Transfer to Savings Account
XFER FROM SAV	- Transfer from Savings Account
XFER TO CKG	- Transfer to Checking Account
XFER FROM CKG	- Transfer from Checking Account
PMT TO CR CARD	- Payment to Credit Card
ADV CR CARD	- Advance from Credit Card

**Preauthorized Credits:** If you have arranged to have direct deposits made to your Account at least once every sixty (60) days from the same person or company, you can call us at the number indicated on the reverse side to find out whether or not the deposit has been made.

### IMPORTANT LINE OF CREDIT INFORMATION

**What To Do If You Think You Find A Mistake on Your Statement:** If you think there is an error on your statement, write us at: KeyBank N.A., P.O. Box 93885, Cleveland, OH 44101-5885.

**In your letter, give us the following information:**

- **Account Information :** Your name and account number.
- **Dollar Amount :** The dollar amount of the suspected error.
- **Description of the Problem :** If you think there is an error on your bill, describe what you believe is wrong and why you believe it was a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We investigate whether or not the amount in question is a delinquent amount.
- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

**Explanation of Finance Charge:** Your Finance Charge attributable to interest (hereinafter referred to as interest) is computed using the Average Daily Balance method.

**Average Daily Balance method (Balance Subject to Interest Rate):** Your interest is computed on all purchases and cash advances (collectively "advances") from the date each advance is posted until we receive payment in full (there is no grace period). We figure the interest on your line of credit by multiplying the daily periodic rate by the "Average Daily Balance" of your line of credit (including current transactions) and multiplying by the number of days in the billing cycle. To get the Average Daily Balance we take the beginning balance of your line of credit each day, add any new advances or debits, and subtract any payments and credits, any non-financed fees and unpaid interest. This gives us the daily balance. Then we add up all of your daily balances in the billing cycle and divide this total by the number of days in the billing cycle to get your Average Daily Balance.

**CREDIT INFORMATION:** If you believe we have reported inaccurate information about your account to a credit reporting agency, you may contact the credit reporting agency or write to us at:

Key Credit Research Department  
P.O. Box 94518  
Cleveland, Ohio 44101-4518

Please include your account number, a copy of your credit report reflecting the inaccurate information, name, address, city, state, and zip code, and an explanation of why you believe the information is inaccurate.

## BALANCING YOUR ACCOUNT

Please examine your statement and paid check information upon receipt. Erasures, alterations or irregularities should be reported promptly in accordance with your account agreement. The suggested steps below will help you balance your account.

## INSTRUCTIONS

- 1 Verify and check off in your check register each deposit, check or other transaction shown on this statement.**

**Enter into your check register and SUBTRACT:**

- Checks or other deductions shown on our statement that you have *not* already entered.
- The "Service charges", if any, shown on your statement.

**Enter into your check register and ADD:**

- Deposits or other credits shown on your statement that you have *not* already entered.
- The "Interest earned" shown on your statement, if any.

4	List from your check register any checks or other deductions that are <i>not</i> shown on your statement.		
	Check # or Date	Amount	
	TOTAL →		\$
5	List any deposits from your check register that are <i>not</i> shown on your statement.		
	Date	Amount	
	TOTAL →		\$
6	Enter ending balance shown on your statement.		
	\$		
	TOTAL →		\$
7	Add 5 and 6 and enter total here.		
	\$		
	TOTAL →		\$
8	Enter total from 4.		
	\$		
	TOTAL →		\$
9	Subtract 8 from 7 and enter difference here.		
	\$		
	TOTAL →		\$
This amount should agree with your check register balance.			



11:34 AM

07/16/18

## CHARLTON FIRE DISTRICT #1

## Reconciliation Detail

R8021 0720 PAYROLL, Period Ending 06/30/2018

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						26,152.65
<b>Cleared Transactions</b>						
<b>Checks and Payments - 5 items</b>						
Check	06/04/2018		ANDREW G. LA PA...	X	-1,308.60	-1,308.60
Check	06/04/2018		Sharon B Cronin	X	-588.65	-1,897.25
Check	06/11/2018		DIRECT WITHDRA...	X	-539.90	-2,437.15
Check	06/29/2018		DUPLICATE STMT ...	X	-5.00	-2,442.15
Check	06/29/2018		PAPER STATEMEN...	X	-3.00	-2,445.15
<b>Total Checks and Payments</b>					-2,445.15	-2,445.15
<b>Deposits and Credits - 3 items</b>						
Deposit	06/29/2018		INTEREST PAYME...	X	2.65	2.65
Deposit	06/29/2018		KEYBANK	X	3.00	5.65
Deposit	06/29/2018		KEYBANK	X	5.00	10.65
<b>Total Deposits and Credits</b>					10.65	10.65
<b>Total Cleared Transactions</b>					-2,434.50	-2,434.50
<b>Cleared Balance</b>					-2,434.50	23,718.15
<b>Register Balance as of 06/30/2018</b>					-2,434.50	23,718.15
<b>Ending Balance</b>					<b>-2,434.50</b>	<b>23,718.15</b>

11:34 AM

07/16/18

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 0720 PAYROLL, Period Ending 06/30/2018**

---

	<u>Jun 30, 18</u>
Beginning Balance	26,152.65
Cleared Transactions	
Checks and Payments - 5 items	-2,445.15
Deposits and Credits - 3 items	10.65
Total Cleared Transactions	<u>-2,434.50</u>
Cleared Balance	<u><u>23,718.15</u></u>
Register Balance as of 06/30/2018	23,718.15
Ending Balance	23,718.15





KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Business Banking Statement**  
**June 30, 2018**  
**page 1 of 2**

12286

T 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1  
APPARATUS CAPITAL RESERVE  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

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*Enroll in Online Banking today at Key.com.*  
*Access your available accounts, transfer funds and view your transactions right from your PC.*

---

Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
APPARATUS CAPITAL RESERVE

12286

Beginning balance 5-31-18	\$105,068.04
Interest paid	+4.32
<b>Ending balance 6-30-18</b>	<b>\$105,072.36</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	30
Interest paid 6-29-18	\$4.32
Interest earned this statement period	\$4.31
Interest paid year-to-date	\$26.05

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**\* KeyBank**  
Customer Disputes  
NY-31-17-0128  
17 Corporate Woods Blvd  
Albany, NY 12211

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**Key Credit Research Department**  
P.O. Box 94518  
Cleveland, Ohio 44101-4518

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	<b>TOTAL →</b>	

<b>5</b> List any deposits from your check register that are <i>not</i> shown on your statement.	Date	Amount
<b>TOTAL →</b>		\$

<b>6</b> Enter ending balance shown on your statement.	\$	

<b>7</b> Add 5 and 6 and enter total here.	\$	

<b>8</b> Enter total from 4.	\$	

<b>9</b> Subtract 8 from 7 and enter difference here.	\$	
This amount should agree with your check register balance.		



11:35 AM

07/16/18

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2286 APPARATUS, Period Ending 06/30/2018**

---

	<u>Jun 30, 18</u>
Beginning Balance	105,068.04
Cleared Transactions	
Deposits and Credits - 1 Item	<u>4.32</u>
Total Cleared Transactions	<u>4.32</u>
Cleared Balance	<u><u>105,072.36</u></u>
Register Balance as of 06/30/2018	105,072.36
Ending Balance	105,072.36



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Business Banking Statement**  
**June 30, 2018**  
page 1 of 2

2310

T 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1  
CAPITAL IMPROVEMENTS RESERVES  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

*Questions or comments?*  
Call our Key Business Resource Center  
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Access your available accounts, transfer funds and view your transactions right from your PC.*

---

Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
CAPITAL IMPROVEMENTS RESERVES

2310

Beginning balance 5-31-18	\$298,271.15
Interest paid	+12.26
<b>Ending balance 6-30-18</b>	<b>\$298,283.41</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	30
Interest paid 6-29-18	\$12.26
Interest earned this statement period	\$12.25
Interest paid year-to-date	\$73.95



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**\* KeyBank  
Customer Disputes  
NY-31-17-0128  
17 Corporate Woods Blvd  
Albany, NY 12211**

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Cleveland, Ohio 44101-4518

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<b>4</b> List from your check register any checks or other deductions that are <i>not</i> shown on your statement.	Check # or Date	Amount										
	<b>TOTAL →</b>		\$									
<b>5</b> List any deposits from your check register that are <i>not</i> shown on your statement.		<table border="1"> <tr> <td>Date</td> <td>Amount</td> </tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr> <td><b>TOTAL →</b></td> <td>\$</td> </tr> </table>	Date	Amount							<b>TOTAL →</b>	\$
Date	Amount											
<b>TOTAL →</b>	\$											
<b>6</b> Enter ending balance shown on your statement.		<table border="1"> <tr> <td>\$</td> <td> </td> </tr> </table>	\$									
\$												
<b>7</b> Add 5 and 6 and enter total here.		<table border="1"> <tr> <td>\$</td> <td> </td> </tr> </table>	\$									
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<b>8</b> Enter total from 4.		<table border="1"> <tr> <td>\$</td> <td> </td> </tr> </table>	\$									
\$												
<b>9</b> Subtract 8 from 7 and enter difference here.		<table border="1"> <tr> <td>\$</td> <td> </td> </tr> </table>	\$									
\$												
<b>TOTAL →</b>		\$ This amount should agree with your check register balance.										

11:36 AM

07/16/18

# CHARLTON FIRE DISTRICT #1

## Reconciliation Summary

R8021 2310 CAPITAL IMPROVEMENTS, Period Ending 06/30/2018

---

	Jun 30, 18
Beginning Balance	298,271.15
Cleared Transactions	
Deposits and Credits - 1 item	12.26
Total Cleared Transactions	12.26
Cleared Balance	298,283.41
Register Balance as of 06/30/2018	298,283.41
Ending Balance	298,283.41





KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Business Banking Statement**  
**June 30, 2018**  
**page 1 of 2**

2302

T 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1  
EMERGENCY REPAIR RESERVES  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

*Questions or comments?*  
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Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
EMERGENCY REPAIR RESERVES

2302

Beginning balance 5-31-18	\$25,059.94
Interest paid	+1.03
<b>Ending balance 6-30-18</b>	<b>\$25,060.97</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	30
Interest paid 6-29-18	\$1.03
Interest earned this statement period	\$1.02
Interest paid year-to-date	\$6.22



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Customer Disputes  
NY-31-17-0128  
17 Corporate Woods Blvd  
Albany, NY 12211**

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- The "Interest earned" shown on your statement, if any.

[illegible]

11:37 AM

07/16/18

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2302 EMERGENCY, Period Ending 06/30/2018**

---

	<u>Jun 30, 18</u>
Beginning Balance	25,059.94
Cleared Transactions	
Deposits and Credits - 1 item	<u>1.03</u>
Total Cleared Transactions	<u>1.03</u>
Cleared Balance	<u><u>25,060.97</u></u>
Register Balance as of 06/30/2018	25,060.97
Ending Balance	25,060.97





KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

**Business Banking Statement**  
**June 30, 2018**  
**page 1 of 2**

2294

T 81 00000 R EM T1

CHARLTON FIRE DISTRICT #1  
EQUIPMENT CAPITAL RESERVES  
PO BOX 1369  
BALLSTON LAKE NY 12019-0369

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Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

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*Access your available accounts, transfer funds and view your transactions right from your PC.*

---

Key Business Silver Money Market Svgs  
CHARLTON FIRE DISTRICT #1  
EQUIPMENT CAPITAL RESERVES

2294

Beginning balance 5-31-18	\$130,235.50
Interest paid	+5.35
<b>Ending balance 6-30-18</b>	<b>\$130,240.85</b>

**Interest  
earned**

Annual percentage yield (APY) earned	0.05%
Number of days this statement period	30
Interest paid 6-29-18	\$5.35
Interest earned this statement period	\$5.35
Interest paid year-to-date	\$32.29



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NY-31-17-0128  
17 Corporate Woods Blvd  
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PMT TO CR CARD	- Payment to Credit Card
ADV CR CARD	- Advance from Credit Card

**Preauthorized Credits:** If you have arranged to have direct deposits made to your Account at least once every sixty (60) days from the same person or company, you can call us at the number indicated on the reverse side to find out whether or not the deposit has been made.

### IMPORTANT LINE OF CREDIT INFORMATION

**What To Do If You Think You Find A Mistake on Your Statement:** If you think there is an error on your statement, write us at: KeyBank N.A., P.O. Box 93885, Cleveland, OH 44101-5885.

**In your letter, give us the following information:**

- **Account Information :** Your name and account number.
- **Dollar Amount :** The dollar amount of the suspected error.
- **Description of the Problem :** If you think there is an error on your bill, describe what you believe is wrong and why you believe it was a mistake.

You must contact us within 60 days after the error appeared on your statement. You must notify us of any potential errors in writing. You may call us, but if you do we are not required to investigate any potential errors and you may have to pay the amount in question.

While we investigate whether or not there has been an error, the following are true:

- We cannot try to collect the amount in question, or report you as delinquent on that amount.
- The charge in question may remain on your statement, and we may continue to charge you interest on that amount. But, if we determine that we made a mistake, you will not have to pay the amount in question or any interest or other fees related to that amount.
- While you do not have to pay the amount in question, you are responsible for the remainder of your balance.
- We can apply any unpaid amount against your credit limit.

**Explanation of Finance Charge:** Your Finance Charge attributable to interest (hereinafter referred to as interest) is computed using the Average Daily Balance method.

**Average Daily Balance method (Balance Subject to Interest Rate):** Your interest is computed on all purchases and cash advances (collectively "advances") from the date each advance is posted until we receive payment in full (there is no grace period). We figure the interest on your line of credit by multiplying the daily periodic rate by the "Average Daily Balance" of your line of credit (including current transactions) and multiplying by the number of days in the billing cycle. To get the Average Daily Balance we take the beginning balance of your line of credit each day, add any new advances or debits, and subtract any payments and credits, any non-financed fees and unpaid interest. This gives us the daily balance. Then we add up all of your daily balances in the billing cycle and divide this total by the number of days in the billing cycle to get your Average Daily Balance.

**CREDIT INFORMATION:** If you believe we have reported inaccurate information about your account to a credit reporting agency, you may contact the credit reporting agency or write to us at:

**Key Credit Research Department**  
P.O. Box 94518  
Cleveland, Ohio 44101-4518

Please include your account number, a copy of your credit report reflecting the inaccurate information, name, address, city, state, and zip code, and an explanation of why you believe the information is inaccurate.

## BALANCING YOUR ACCOUNT

Please examine your statement and paid check information upon receipt. Erasures, alterations or irregularities should be reported promptly in accordance with your account agreement. The suggested steps below will help you balance your account.

## INSTRUCTIONS

- 1 Verify and check off in your check register each deposit, check or other transaction shown on this statement.**

**Enter into your check register and SUBTRACT:**

- Checks or other deductions shown on our statement that you have *not* already entered.
- The “Service charges”, if any, shown on your statement.

**Enter into your check register and ADD:**

- Deposits or other credits shown on your statement that you have *not* already entered.
- The "Interest earned" shown on your statement, if any.

[illegible]

11:38 AM

07/16/18

**CHARLTON FIRE DISTRICT #1**  
**Reconciliation Summary**  
**R8021 2294 EQUIPMENT, Period Ending 07/01/2018**

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	<u>Jul 1, 18</u>
Beginning Balance	130,235.50
Cleared Transactions	
Deposits and Credits - 1 item	<u>5.35</u>
Total Cleared Transactions	<u>5.35</u>
Cleared Balance	<u><u>130,240.85</u></u>
Register Balance as of 07/01/2018	130,240.85
Ending Balance	130,240.85



# CHARLTON FIRE DISTRICT #1

## YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through June 2018

	Jan - Jun 18	Budget	\$ Over Budget	% of Budget
<b>Income</b>				
A1001 REAL PROPERTY TAXES				
REAL PROPERTY TAXES	300,016.01	300,016.00	0.01	100.0%
Total A1001 REAL PROPERTY TAXES	300,016.01	300,016.00	0.01	100.0%
A2401 INTEREST & EARNINGS				
INTEREST & EARNINGS CHECKING	16.87	20.00	-3.13	84.4%
INTEREST & EARNINGS OPERATING	166.85	230.00	-63.15	72.5%
INTEREST & EARNINGS OTHER ACCTS	138.51	250.00	-111.49	55.4%
Total A2401 INTEREST & EARNINGS	322.23	500.00	-177.77	64.4%
A2665 SALES OF PROPERTY				
SALE OF EQUIPMENT	0.00	0.00	0.00	0.0%
Total A2665 SALES OF PROPERTY	0.00	0.00	0.00	0.0%
A2680 INSURANCE RECOVERIES				
INSURANCE RECOVERIES	1,075.37			
Total A2680 INSURANCE RECOVERIES	1,075.37			
A2701 REFUNDS OF PRIOR YEAR EXP				
REFUND PRIOR YEAR	15.58	0.00	15.58	100.0%
Total A2701 REFUNDS OF PRIOR YEAR EXP	15.58	0.00	15.58	100.0%
A5031 INTERFUND TRANSFERS				
INTERFUND TRANSFERS	0.00	0.00	0.00	0.0%
Total A5031 INTERFUND TRANSFERS	0.00	0.00	0.00	0.0%
Total Income	301,429.19	300,516.00	913.19	100.3%
Gross Profit	301,429.19	300,516.00	913.19	100.3%
<b>Expense</b>				
A34101 FIRE PER SVC				
PERSONAL SERVICES				
FEDERAL INCOME TAX	1,128.00	0.00	1,128.00	100.0%
FICA EMPLOYEE	855.60	0.00	855.60	100.0%
MEDICARE EMPLOYEE	200.10	0.00	200.10	100.0%
NYS INCOME TAX	232.80	0.00	232.80	100.0%
SECRETARY WAGES	3,531.90	8,400.00	-4,868.10	42.0%
TREASURER WAGES	7,851.60	19,200.00	-11,348.40	40.9%
Total PERSONAL SERVICES	13,800.00	27,600.00	-13,800.00	50.0%
Total A34101 FIRE PER SVC	13,800.00	27,600.00	-13,800.00	50.0%
A34102 FIRE, EQUIP & CAP OUTLAY				
EQUIPMENT				
APPARATUS EQUIPMENT	942.28	1,000.00	-57.72	94.2%
BUILDING EQUIPMENT	383.36	1,000.00	-616.64	38.3%
EMS EQUIPMENT	0.00	1,000.00	-1,000.00	0.0%
FIREFIGHTER EQUIPMENT	0.00	3,000.00	-3,000.00	0.0%
HOSE REPLACEMENT	0.00	800.00	-800.00	0.0%
MISCELLANEOUS EQUIPMENT	1,199.81			
PERSONAL PROTECTIVE EQUIP	6,997.10	8,000.00	-1,002.90	87.5%
SCBA BOTTLE & PACK REPLACEMENT	0.00	0.00	0.00	0.0%
Total EQUIPMENT	9,522.55	14,800.00	-5,277.45	64.3%
Total A34102 FIRE, EQUIP & CAP OUTLAY	9,522.55	14,800.00	-5,277.45	64.3%



# CHARLTON FIRE DISTRICT #1

## YTD P & L BUDGET vs. ACTUAL

Cash Basis

January through June 2018

	Jan - Jun 18	Budget	\$ Over Budget	% of Budget
<b>A34104 FIRE PROTECTION</b>				
ANNUAL AUDIT	0.00	4,000.00	-4,000.00	0.0%
APPARATUS MAINT/REPAIR	26,177.72	15,000.00	11,177.72	174.5%
ASSOCIATION DUES	150.00	300.00	-150.00	50.0%
BANK FEES	120.00	300.00	-180.00	40.0%
BUILDING & GROUNDS MAINTENANCE	4,124.48	4,800.00	-675.52	85.9%
BUILDING & GROUNDS REPAIRS	433.37	4,300.00	-3,866.63	10.1%
COMMISSIONER TRAINING	0.00	300.00	-300.00	0.0%
DATA ENTRY-INCIDENT REPORTING	0.00	1,800.00	-1,800.00	0.0%
ELECTRIC & GAS	2,548.69	5,000.00	-2,451.31	51.0%
EMS SUPPLIES	1,197.36	2,000.00	-802.64	59.9%
EMS TRAINING	421.39	500.00	-78.61	84.3%
EQUIPMENT MAINT/REPAIR	0.00	1,000.00	-1,000.00	0.0%
FIRE PREVENTION	0.00	3,000.00	-3,000.00	0.0%
FIREFIGHTER PHYSICAL EXAMS	0.00	7,000.00	-7,000.00	0.0%
FIREFIGHTER TRAINING	687.00	1,000.00	-313.00	68.7%
FIREMATIC & REHAB SUPPLIES	0.00	600.00	-600.00	0.0%
FOAM	0.00	50.00	-50.00	0.0%
FOOD REIMBURSEMENTS	134.43	300.00	-165.57	44.8%
FUEL - BUILDING	3,345.95	4,000.00	-654.05	83.6%
FUEL - TRUCKS	477.38	4,000.00	-3,522.62	11.9%
HOSE/LADDER TESTING	183.20	1,200.00	-1,016.80	15.3%
INSPECTION OF DEPARTMENT	0.00	7,000.00	-7,000.00	0.0%
INSURANCE	19,169.05	20,000.00	-830.95	95.8%
INTERIOR FIREFIGHTING FIT TRAIN	588.00	800.00	-212.00	73.5%
LEGAL SERVICES	0.00	3,000.00	-3,000.00	0.0%
MISCELLANEOUS	601.09	500.00	101.09	120.2%
PAGER REPAIR BATTERIES	1,644.24	1,200.00	444.24	137.0%
PHYSICAL FITNESS	400.00	800.00	-400.00	50.0%
POSTAGE	49.00	400.00	-351.00	12.3%
PRINTING & SUPPLIES	334.05	800.00	-465.95	41.8%
PUBLIC NOTICES	17.10	200.00	-182.90	8.6%
SCBA PACK TESTING	0.00	1,000.00	-1,000.00	0.0%
TELEPHONE & CABLE	1,950.74	2,500.00	-549.26	78.0%
WASTE DISPOSAL	483.00	800.00	-317.00	60.4%
WATER	942.97	500.00	442.97	188.6%
WEBSITE ADMINISTRATION	40.00	200.00	-160.00	20.0%
<b>Total A34104 FIRE PROTECTION</b>	<b>66,220.21</b>	<b>100,150.00</b>	<b>-33,929.79</b>	<b>66.1%</b>
<b>A90308 SOCIAL SECURITY</b>				
FICA EMPLOYER	855.60	1,800.00	-944.40	47.5%
MEDICARE EMPLOYER	200.10	400.00	-199.90	50.0%
<b>Total A90308 SOCIAL SECURITY</b>	<b>1,055.70</b>	<b>2,200.00</b>	<b>-1,144.30</b>	<b>48.0%</b>
<b>A90408 WORKER'S COMPENSATION</b>	<b>271.00</b>			
<b>A99019 INTERFUND TRANSFERS</b>				
TO APPARATUS CAPITAL RESERVES	0.00	50,000.00	-50,000.00	0.0%
TO CAPITAL IMPROVEMENT RESERVES	0.00	105,766.00	-105,766.00	0.0%
TO EQUIPMENT CAPITAL RESERVES	0.00	0.00	0.00	0.0%
TO OPERATING ACCOUNT	0.00	0.00	0.00	0.0%
TO PAYROLL ACCOUNT	0.00	0.00	0.00	0.0%
<b>Total A99019 INTERFUND TRANSFERS</b>	<b>0.00</b>	<b>155,766.00</b>	<b>-155,766.00</b>	<b>0.0%</b>
<b>Total Expense</b>	<b>90,869.46</b>	<b>300,516.00</b>	<b>-209,646.54</b>	<b>30.2%</b>
<b>Net Income</b>	<b>210,559.73</b>	<b>0.00</b>	<b>210,559.73</b>	<b>100.0%</b>