

**WATERCHASE
COMMUNITY DEVELOPMENT
DISTRICT**

FEBRUARY 13, 2018

AGENDA PACKAGE

Waterchase Community Development District

Inframark, Infrastructure Management Services

210 North University Drive Suite 702, Coral Springs, Florida 33071 Phone: 954-603-0033 Fax: 954-345-1292

February 6, 2017

Board of Supervisors
Waterchase Community Development District

Dear Board Members:

The regular meeting of the Board of Supervisors of the Waterchase Community Development District is scheduled for **Tuesday, February 13, 2018 at 6:00 p.m.** at the Waterchase Clubhouse, 14401 Waterchase Boulevard, Tampa, Florida. Following is the advance agenda for the meeting:

- 1. Roll Call**
- 2. Audience Comments**
- 3. Consent Agenda**
 - A. Approval of the Minutes of the January 9, 2018 Meeting
 - B. Financial Report
- 4. Manager's Report**
 - A. Process to Fill Vacancies on the Board
 - B. Acceptance of Resignation of Ginger Perkins
- 5. Attorney's Report**
- 6. Engineer's Report**
- 7. Supervisor Requests**
- 8. Audience Comments**
- 9. Adjournment**

Note: The next meeting date is scheduled for April 10, 2018

Any supporting material for the items listed above, not included in the agenda package, will be provided as soon as available or they will be distributed at the meeting. I look forward to seeing you at the meeting, but in the meantime if you have any questions, please contact me.

Sincerely,
Bob Nanni
Bob Nanni
District Manager

cc: Vivek Babar
Tonja Stewart
Danny Tyler

Third Order of Business

3A.

**MINUTES OF MEETING
WATERCHASE
COMMUNITY DEVELOPMENT DISTRICT**

1 The regular meeting of the Board of Supervisors of the Waterchase Community
2 Development District was held Tuesday, January 9, 2018 at 6:00 p.m. at the Waterchase
3 Clubhouse, 14401 Waterchase Boulevard, Tampa, Florida.

4
5 Present and constituting a quorum were:

6	7	Salvatore Mancini	Vice Chairperson
8	8	Arnie Daniels	Assistant Secretary
9	9	Rick Wintheiser	Assistant Secretary
10	10	Ian Watson	Assistant Secretary

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12 Also present were:

13	13	Bob Nanni	District Manager
14	14	Tonja Stewart (via phone)	District Engineer
15	15	Chris Byrne	Vertex Water Systems
16	16	Graham Johnston	Greenpoint Total Landscape

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18 *The following is a summary of the discussions and actions taken at the Board of*
19 *Supervisors meeting.*

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22 **FIRST ORDER OF BUSINESS**

Roll Call

23 Mr. Nanni called the roll and a quorum was established.

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26 **SECOND ORDER OF BUSINESS**

Audience Comments

27 None.

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30 **THIRD ORDER OF BUSINESS**

Consent Agenda

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- 32 **A. Approval of Minutes of the November 14, 2017 Meeting**
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- 34 **B. Financial Report – November 30, 2017**
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36 On MOTION by Mr. Daniels seconded by Mr. Mancini with all in favor the
37 Consent Agenda and Financials were approved as presented. 4-0

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39 **FOURTH ORDER OF BUSINESS**

Manager’s Report

- 40 **B. Update on Installation of Aeration System**

January 9, 2018

- 41 ▪ Mr. Byrne thanked the Board for choosing Vertex for the Aeration Project. The
42 equipment has been built and the Aeration System will be installed in two weeks.
43 The System will circulate water in the two Lakes. Five aerators will be installed in
44 the big Lake and two aerators in the small Lake. Aquatics Systems will provide the
45 before and after water quality data in June 2018.
- 46 ▪ The discrepancy in the volume of the Lakes has since been corrected. The first
47 maintenance will be in six months.
- 48 ▪ Mr. Byrne offered to demonstrate an air Station.

49 Discussion ensued with regard to fountain location and Mr. Nanni noted the Pond Fountain
50 was moved twice due to complaints from Residents regarding water spray and view blockage. The
51 Fountain is currently near its original location. The Fountain's efficiency is dependent upon the
52 cable length. A \$3,500 extension cable was approved last year. However, it is unclear whether or
53 not it was used. The Board requested to review the invoices related to the Pond Fountain centering
54 and repair.

55 *The record will reflect Mr. Byrne left the meeting.*

56 **C. Race Track Road Sod Replacement**

57 Mr. Nanni provided an update on the Race Track Sod Replacement. The proper traffic
58 control will be followed. Installment will begin at the end of January. There is a four-year Warranty
59 on the sod.

60 **A. Process to Fill Vacancies on the Board.**

61 This item was tabled to the February 13, 2018 meeting.

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64 **FIFTH ORDER OF BUSINESS**

Attorney's Report

65 None.

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68 **SIXTH ORDER OF BUSINESS**

Engineer's Report

69 In Ms. Stewart's absence, Mr. Nanni commented on minor damages incurred and the cost
70 of repairs.

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72 On MOTION by Mr. Daniels, seconded by Mr. Watson with all in favor the
73 Vice-Chairman was authorized to approve the expenditure for the
74 maintenance repair that the District Engineer brought to the Board's
75 attention, in an amount not to exceed \$1,000. 4-0

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January 9, 2018

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SEVENTH ORDER OF BUSINESS

Supervisor Requests

None.

EIGHTH ORDER OF BUSINESS

Audience Comments

- A Resident asked for the location of the small pond where the aerators will go. The Board advised him they will be placed in the Fountain near Savona. The Fountains are aesthetic but their functionality needs to be addressed.

The record will reflect Ms. Stewart joined the meeting.

SIXTH ORDER OF BUSINESS

Engineer's Report - Continued

Ms. Stewart updated the Board on the following:

- The Erosion Project was completed.
- Minor damages were incurred and the irrigation repair cost for those damages is approximately \$330.
- A Resident's driveway will be inspected in the next few days in order to report the repair to the contractor, if need be.
- A damaged streetlight will also be reported to the contractor for replacement.
- A contract was obtained for plants and forwarded to Mr. Babbar.

On MOTION to by Mr. Mancini, seconded by Mr. Wintheiser with all in favor the Irrigation Repair Payment in the amount of \$330 for damages was approved. 4-0
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This action cancels the previous Board Motion for the same subject.

EIGHTH ORDER OF BUSINESS

Audience Comments - Continued

- A Resident voiced concerns with certain plants attracting bugs. The Board responded Ms. Stewart will post a news release containing this information.
- Discussion ensued regarding the Aeration System.

NINTH ORDER OF BUSINESS

Adjournment

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On MOTION by Mr. Wintheiser seconded by Mr. Watson with all in favor
the meeting was adjourned. 4-0

Chairperson/Vice-Chairperson

3B.

**Waterchase
Community Development District**

Financial Report

December 31, 2017

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Waterchase
Community Development District

Financial Statements

(Unaudited)

December 31, 2017

Balance Sheet
December 31, 2017

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2017 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>			
Cash - Checking Account	\$ 851,895	\$ -	\$ 851,895
Accounts Receivable	160	-	160
Due From Other Funds	-	667,615	667,615
Investments:			
Certificates of Deposit - 12 Months	100,996	-	100,996
Certificates of Deposit - 18 Months	278,077	-	278,077
Money Market Account	505,116	-	505,116
Cost of Issuance Fund	-	4,223	4,223
Reserve Fund	-	67,829	67,829
Revenue Fund	-	104	104
Utility Deposits - TECO	200	-	200
TOTAL ASSETS	\$ 1,736,444	\$ 739,771	\$ 2,476,215
<u>LIABILITIES</u>			
Accounts Payable	\$ 18,479	\$ -	\$ 18,479
Due To Other Funds	667,615	-	667,615
TOTAL LIABILITIES	686,094	-	686,094
<u>FUND BALANCES</u>			
Nonspendable:			
Deposits	200	-	200
Restricted for:			
Debt Service	-	739,771	739,771
Assigned to:			
Operating Reserves	65,776	-	65,776
Reserves- Lake Embank/Drainage	584,175	-	584,175
Reserves - Streetlights	150,000	-	150,000
Unassigned:	250,199	-	250,199
TOTAL FUND BALANCES	\$ 1,050,350	\$ 739,771	\$ 1,790,121
TOTAL LIABILITIES & FUND BALANCES	\$ 1,736,444	\$ 739,771	\$ 2,476,215

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-17 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ 3,500	\$ 927	26.49%	\$ 339
Special Assmnts- Tax Collector	338,404	300,324	88.75%	210,225
Special Assmnts- Discounts	(13,536)	(11,878)	87.75%	(10,076)
Other Miscellaneous Revenues	-	250	0.00%	-
TOTAL REVENUES	328,368	289,623	88.20%	200,488
<u>EXPENDITURES</u>				
<u>Administration</u>				
P/R-Board of Supervisors	9,000	4,000	44.44%	600
FICA Taxes	689	306	44.41%	46
ProfServ-Arbitrage Rebate	600	-	0.00%	-
ProfServ-Dissemination Agent	1,000	1,000	100.00%	-
ProfServ-Engineering	9,000	11,380	126.44%	2,235
ProfServ-Legal Services	8,000	1,919	23.99%	-
ProfServ-Mgmt Consulting Serv	56,100	14,025	25.00%	4,675
ProfServ-Special Assessment	9,000	9,000	100.00%	9,000
ProfServ-Trustee Fees	4,337	-	0.00%	-
ProfServ-Web Site Development	1,000	-	0.00%	-
Auditing Services	4,823	500	10.37%	500
Postage and Freight	900	80	8.89%	(694)
Insurance - General Liability	8,536	7,760	90.91%	-
Printing and Binding	1,500	151	10.07%	17
Legal Advertising	1,500	1,581	105.40%	(422)
Misc-Bank Charges	200	-	0.00%	-
Misc-Assessmnt Collection Cost	6,768	5,769	85.24%	5,769
Misc-Contingency	1,000	94	9.40%	-
Office Supplies	100	-	0.00%	-
Annual District Filing Fee	175	175	100.00%	-
Total Administration	124,228	57,740	46.48%	21,726

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-17 ACTUAL
Field				
Contracts-Wetland Mitigation	5,400	1,350	25.00%	450
Contracts-Lakes	21,012	5,253	25.00%	1,751
Contracts-Canal Maint/Cleaning	6,468	1,617	25.00%	539
Contracts-Aquatic Midge Mgmt	12,870	4,290	33.33%	-
Contracts-RTR Landscaping	9,070	2,267	24.99%	756
Electricity - Streetlighting	15,000	6,645	44.30%	3,712
Electricity - Fountain	1,000	-	0.00%	-
R&M-Fountain	1,000	-	0.00%	-
R&M-Irrigation	3,000	-	0.00%	-
R&M-Lake	20,000	540	2.70%	540
R&M-Streetlights	14,400	1,536	10.67%	786
R&M-Landscape Pond Areas	1,200	-	0.00%	-
Misc-Contingency	23,110	4,600	19.90%	-
Reserve-Lake Embankm/Drainage	70,610	-	0.00%	-
Total Field	204,140	28,098	13.76%	8,534
TOTAL EXPENDITURES	328,368	85,838	26.14%	30,260
Excess (deficiency) of revenues				
Over (under) expenditures	-	203,785	0.00%	170,228
Net change in fund balance	\$ -	\$ 203,785	0.00%	\$ 170,228
FUND BALANCE, BEGINNING (OCT 1, 2017)	846,565	846,565		
FUND BALANCE, ENDING	\$ 846,565	\$ 1,050,350		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-17 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 56	0.00%	\$ -
Special Assmnts- Tax Collector	794,461	-	0.00%	(211,252)
Special Assmnts- Prepayment	-	10,088	0.00%	-
Special Assmnts- Discounts	(31,778)	-	0.00%	4,225
TOTAL REVENUES	762,683	10,144	1.33%	(207,027)
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	15,889	-	0.00%	-
Total Administration	15,889	-	0.00%	-
<u>Debt Service</u>				
Debt Retirement Series A	385,000	-	0.00%	-
Interest Expense Series A	352,738	-	0.00%	-
Total Debt Service	737,738	-	0.00%	-
TOTAL EXPENDITURES	753,627	-	0.00%	-
Excess (deficiency) of revenues Over (under) expenditures	9,056	10,144	112.01%	(207,027)
<u>OTHER FINANCING SOURCES (USES)</u>				
Operating Transfers-Out	-	(348,120)	0.00%	-
Contribution to (Use of) Fund Balance	9,056	-	0.00%	-
TOTAL FINANCING SOURCES (USES)	9,056	(348,120)	-3844.08%	-
Net change in fund balance	\$ 9,056	\$ (337,976)	-3732.07%	\$ (207,027)
FUND BALANCE, BEGINNING (OCT 1, 2017)	337,976	337,976		
FUND BALANCE, ENDING	\$ 347,032	\$ -		

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending December 31, 2017

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE ACTUAL	YTD ACTUAL AS A % OF ADOPTED BUD	DEC-17 ACTUAL
<u>REVENUES</u>				
Interest - Investments	\$ -	\$ 62	0.00%	\$ 12
Special Assmnts- Tax Collector	-	704,165	0.00%	704,165
Special Assmnts- Discounts	-	(27,850)	0.00%	(27,850)
TOTAL REVENUES	-	676,377	0.00%	676,327
<u>EXPENDITURES</u>				
<u>Administration</u>				
Misc-Assessmnt Collection Cost	-	13,526	0.00%	13,526
Total Administration	-	13,526	0.00%	13,526
<u>Non-Operating</u>				
DS Costs-Miscellaneous	-	8,156,844	0.00%	-
Total Non-Operating	-	8,156,844	0.00%	-
<u>Debt Service</u>				
Interest Expense	-	3,500	0.00%	-
Cost of Issuance	-	239,856	0.00%	-
Total Debt Service	-	243,356	0.00%	-
TOTAL EXPENDITURES	-	8,413,726	0.00%	13,526
Excess (deficiency) of revenues Over (under) expenditures	-	(7,737,349)	0.00%	662,801
<u>OTHER FINANCING SOURCES (USES)</u>				
Interfund Transfer - In	-	348,120	0.00%	-
Proceeds of Refunding Bonds	-	8,129,000	0.00%	-
TOTAL FINANCING SOURCES (USES)	-	8,477,120	0.00%	-
Net change in fund balance	\$ -	\$ 739,771	0.00%	\$ 662,801
FUND BALANCE, BEGINNING (OCT 1, 2017)	-	-		
FUND BALANCE, ENDING	\$ -	\$ 739,771		

**Waterchase
Community Development District**

Supporting Schedules

December 31, 2017

Waterchase

Community Development District

Non-Ad Valorem Special Assessments (Hillsborough County Tax Collector - Monthly Collection Distributions) For the Fiscal Year Ending September 30, 2018

Date Received	Net Amt Rcvd	Discount / (Penalties) Amount	Tax Coll Cost	Gross Amount Received	Allocation By Fund	
					General Fund	Debt Service Fund
				(1)		
Assmnts Levied For FY 2018				\$1,131,860	\$338,405	\$793,454
Allocation %				100%	30%	70%
11/07/17	\$ 13,345	\$ 686	\$ 272	\$ 14,303	\$ 4,276	\$ 10,027
11/16/17	\$ 94,990	\$ 4,039	\$ 1,939	\$ 100,967	\$ 30,187	\$ 70,780
11/24/17	\$ 186,988	\$ 7,950	\$ 3,816	\$ 198,755	\$ 59,424	\$ 139,331
12/11/17	\$ 584,578	\$ 24,842	\$ 11,930	\$ 621,350	\$ 185,772	\$ 435,578
12/15/17	\$ 65,564	\$ 2,210	\$ 1,338	\$ 69,113	\$ 20,663	\$ 48,449
TOTAL	\$ 945,466	\$ 39,727	\$ 19,295	\$ 1,004,488	\$ 300,324	\$ 704,165
% COLLECTED				88.75%	88.75%	88.75%
TOTAL O/S				\$ 127,371	\$ 38,082	\$ 89,290

(1)Variance due to 1 prepayment being received after budget was adopted.

Cash and Investment Report
December 31, 2017

General Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Checking Acct - Operating	Jefferson	Public Funds Checking	n/a	0.00%	\$851,895
Certificate of Deposit	BankUnited	12 Month CD #3041	10/05/18	0.40%	\$100,996
Certificate of Deposit	BankUnited	18 Month CD #6091	03/09/18	1.10%	\$100,337
Certificate of Deposit	BankUnited	18 Month CD #6092	03/09/18	1.10%	100,337
Certificate of Deposit	BankUnited	18 Month CD #9121	09/17/18	1.20%	77,403
			sub total		<u>\$278,077</u>
Money Market Account	Stonegate	Business MMA	n/a	0.80%	\$109,754
Money Market Account	BankUnited	Business MMA	n/a	0.77%	395,363
			sub total		<u>\$505,116</u>
			Subtotal		<u>\$1,736,083</u>

Debt Service Fund

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Maturity</u>	<u>Yield</u>	<u>Balance</u>
Series 2017 Revenue Fund	US Bank	US Bank Open End CP	05/01/32	3.10%	\$104
Series 2017 Reserve Fund	US Bank	US Bank Open End CP	05/01/32	3.10%	\$67,829
Cost of Issuance Fund	US Bank	US Bank Open End CP	05/01/32	0.00%	\$4,223
			Subtotal		<u>\$72,157</u>
			Total		<u>\$1,808,240</u>

Note: Transfer to Debt Service in the amount of \$657,851.77 will be transferred in February 2018.

Transfer to Money Market Account from Jefferson Bank in the amount of \$120,000 will be transferred in February 2018.

Waterchase CDD

Bank Reconciliation

Bank Account No. 5719 Jefferson Bank - GF/Harbor
 Statement No. 12-17
 Statement Date 12/31/2017

G/L Balance (LCY)	851,895.02	Statement Balance	853,150.85
G/L Balance	851,895.02	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	853,150.85
Subtotal	851,895.02	Outstanding Checks	1,255.83
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	851,895.02	Ending Balance	851,895.02
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
12/18/2017	Payment	001372	GRAU & COMPANY, P.A.	500.00	0.00	500.00
12/18/2017	Payment	001373	GREENPOINT PROPERTY SERVICES INC.	755.83	0.00	755.83
Total Outstanding Checks.....				1,255.83		1,255.83

WATERCHASE Community Development District

**Payment Register by Fund
For the Period from 12/1/2017 to 12/31/2017
(Sorted by Check / ACH No.)**

Fund No.	Check / ACH No.	Date	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
GENERALFUND - 001								
001	001367	12/05/17	INFRAMARK, LLC	25504	NOV 2017 MGMT FEES	ProfServ-Mgmt Consulting Serv	531027-51201	\$4,675.00
001	001367	12/05/17	INFRAMARK, LLC	25504	NOV 2017 MGMT FEES	Postage and Freight	541006-51301	\$13.34
001	001367	12/05/17	INFRAMARK, LLC	25504	NOV 2017 MGMT FEES	Printing and Binding	547001-51301	\$88.50
001	001367	12/05/17	INFRAMARK, LLC	25504	NOV 2017 MGMT FEES	ProfServ-Dissemination Agent	531012-51301	\$1,000.00
001	001368	12/05/17	STAR ELECTRIC SERVICES INC	2445	BALLASTS FOR POLE LIGHTS	R&M-Streetlights	546095-53901	\$750.00
001	001369	12/05/17	STRALEY ROBIN VERICKER	15156	GEN MATTERS THRU 11/15/17	ProfServ-Legal Services	531023-51401	\$1,497.35
001	001370	12/18/17	A & B AQUATICS INC	2017756	DEC AQUATIC SERVICE	Contracts-Wetland Mitigation	534049-53901	\$450.00
001	001370	12/18/17	A & B AQUATICS INC	2017756	DEC AQUATIC SERVICE	Contracts-Lakes	534084-53901	\$1,911.00
001	001370	12/18/17	A & B AQUATICS INC	2017756	DEC AQUATIC SERVICE	Contracts-Canal Maint/Cleaning	534115-53901	\$539.00
001	001371	12/18/17	FEDERAL EXPRESS	6-007-52526	POSTAGE 11/28/17	Postage and Freight	541006-51301	\$10.22
001	001372	12/18/17	GRAU & COMPANY, P.A.	16146	2017 AUDIT PROGRESS BILLING	Auditing Services	532002-51301	\$500.00
001	001373	12/18/17	GREENPOINT PROPERTY SERVICES INC.	5458	DEC LANDSCAPE MAINT	RACETRACK RD	534346-53901	\$755.83
001	001374	12/18/17	STAR ELECTRIC SERVICES INC	2449	PND 5 AERATOR REPR	R&M-Lake	546042-53901	\$540.00
001	001374	12/18/17	STAR ELECTRIC SERVICES INC	2458	STREET LIGHT REPRS	R&M-Streetlights	546095-53901	\$786.00
001	001375	12/19/17	STANTEC CONSULTING SERVICES INC	1290884	MITIGATION AREA ENGINEERING	P/E 12/1/17	531013-51501	\$7,600.00
001	001376	12/19/17	BIOMASS TECH	1731-FINAL	SOD/EROSION CNTRL BLANKET	Reserve-Lake Embankm/Drainage	568100-53901	\$9,085.13
001	001377	12/19/17	BIOMASS TECH	01	POND RESTORATION	Reserve-Lake Embankm/Drainage	568100-53901	\$103,968.69
001	251	12/05/17	WATERCHASE CDD	112117	TRFR FNDS TO GF 5719	Due From Other Funds	131000	\$25,000.00
001	DD118	12/20/17	TAMPA ELECTRIC	112217-ACH	BILL PRD 10/2517-11/22/17	Electricity - Streetlighting	543013-53901	\$1,615.62
001	001364	12/04/17	SALVATORE MANCINI	PAYROLL	December 04, 2017 Payroll Posting			\$184.70
001	001365	12/04/17	RICKY D. WINTHEISER	PAYROLL	December 04, 2017 Payroll Posting			\$184.70
001	001366	12/04/17	GEORGE A DANIELS, JR	PAYROLL	December 04, 2017 Payroll Posting			\$184.70
Fund Total								\$161,339.78

Total Checks Paid	\$161,339.78
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