



AMBAG EXECUTIVE/FINANCE COMMITTEE AGENDA

DATE: January 10, 2024

Time: 5:00 PM

LOCATION: AMBAG, Conference Room, 24580 Silver Cloud Court, Monterey, 93940

Members of the public may use the following link to join the meeting online:

<https://us06web.zoom.us/j/83364894691?pwd=hPduj-Vv90aOhHC1wioHgGJ9cEUAng.IncitEPjndSZq3r4>

Or Telephone: US: +1 669 900 6833

Webinar ID: 833 6489 4691

Passcode: 666920

Persons who wish to address the AMBAG Executive/Finance Committee on an item to be considered at this meeting are encouraged to submit comments in writing at info@ambag by Tuesday, January 9, 2024 at 5 pm. The subject line should read "Public Comment for the January 10, 2024 Executive/Finance Committee Meeting". The agency clerk will read up to 3 minutes of any public comment submitted.

If you have any questions, please contact Ana Flores, Clerk of the Board at aflores@ambag.org or at 831-883-3750.

- 1. Call to Order**
- 2. Roll Call**
- 3. Public Comment (A maximum of three minutes on any subject not on the agenda)**

4. Consent Agenda

Recommended Action: APPROVE

Note: Action listed for each item represents staff recommendation. The Executive/Finance Committee may, at its discretion, take any action on the items listed in the agenda.

A. Minutes of the November 8, 2023 Executive/Finance Committee

Approve the November 8, 2023 Executive/Finance Committee meeting. (Page 3)

B. List of Warrants as of November 30, 2023

Accept the list of warrants. (Page 5)

D. Accounts Receivable as of November 30, 2023

Accept the accounts receivable. (Page 7)

5. Financial Update Report

Recommended Action: INFORMATION

- Errol Osteraa, Director of Finance and Administration

Receive the financial update report which provides an update on AMBAG's current financial position and accompanying financial statements. (Page 9)

6. Other Items

7. Adjournment

If requested, the agenda shall be made available in appropriate alternative formats to persons with a disability, as required by Section 202 of the Americans with Disabilities Act of 1990 (42 USC Sec. 12132), and the federal rules and regulations adopted in implementation thereof. If you have a request for disability-related modification or accommodation, including auxiliary aids or services, contact Ana Flores, AMBAG, 831-883-3750, or email aflores@ambag.org at least 48 hours prior to the meeting date.

DRAFT EXECUTIVE/FINANCE COMMITTEE MEETING MINUTES

**AMBAG Office
Conference room
24580 Silver Cloud Court
Monterey, CA 93940**

November 8, 2023

1. Call to Order

The meeting was called to order by President Freeman at 5:02 p.m.

2. Roll Call

Present: Directors McShane, Brown, Carbone, Freeman, and Timm
Absent: None
Others Present: Maura Twomey, Executive Director; Will Condon, Associate Planner

3. Public Comments

There were no written or oral comments from the public.

4. Consent Agenda

The following items were enclosed: 1) Minutes of the October 11, 2023 meeting; 2) Minutes of the October 24, 2023 special meeting; 3) warrants as of August 31, 2023; and 4) accounts receivable as of August 31, 2023.

Motion made by Director McShane seconded by Director Carbone to approve the consent agenda. The motion passed unanimously.

5. Financial Update Report

Maura Twomey, Executive Director gave a report on AMBAG's current financial position. The accompanying financial statements were also discussed. Discussion followed.

6. Other Items

None.

7. Adjournment

The meeting adjourned at 5:21 p.m.

DRAFT
AMBAG EXECUTIVE/FINANCE COMMITTEE MEETING
ATTENDANCE & VOTING RECORD

MEETING DATE: November 8, 2023

Attendance (Y= Present; AB= Absent) Voting (Y= Yes; N=No; A=Abstain)			
MEMBER	AMBAG REP	Attendance	Item# 4 A-C Consent
Capitola	Kristen Brown	Y	Y
Salinas	Steve McShane	Y	Y
San Juan Bautista	John Freeman	Y	Y
Sand City	Mary Ann Carbone	Y	Y
Scotts Valley	Derek Timm	Y	Y

AMBAG

Check Register

November 2023

Date	Check Number	Name	Description	Amount
11/09/2023	5006	REAP 2.0 - AMBAG Project (WE 345)	REAP 2.0 AMBAG - Q1 FY2023-24	41,275.66
11/09/2023	5007	REAP 2.0 - AMBAG Project (WE 346)	REAP 2.0 AMBAG - Q1 FY2023-24	91,863.20
11/09/2023	1255	REAP - AMBAG ADMIN (WE 343)	REAP ADMIN - Q1 FY2023-24	7,835.33
11/09/2023	1256	REAP - AMBAG PROJECT (WE 344)	REAP PROJECT - Q1 FY2023-24	2,357.52
11/21/2023	1257	REAP - City of Atascadero (WE 344)	Atascadero - REAP PROJECT - Q1 FY2023-24	16,138.75
11/21/2023	1258	REAP - City of Del Rey Oaks (WE 344)	Del Rey Oaks - REAP PROJECT - Q1 FY2023-24	12,847.75
11/21/2023	1259	REAP - City of Goleta (WE 344)	Goleta - REAP PROJECT - Q1 FY2023-24	45,542.75
11/21/2023	1260	REAP - City of Greenfield (WE 344)	Greenfield - REAP PROJECT - Q1 FY2023-24	4,152.50
11/21/2023	1261	REAP - City of Guadalupe (WE 344)	City of Guadalupe - REAP PROJECT - Q1 FY2023-24	5,140.00
11/21/2023	1262	REAP - City of King City (WE 344)	City of King City - REAP PROJECT - Q1 FY2023-24	17,849.26
11/21/2023	1263	REAP - City of Morro Bay (WE 344)	Morro Bay - REAP PROJECT - Q1 FY2023-24	8,617.00
11/21/2023	1264	REAP - City of Paso Robles (WE 344)	City of Paso Robles - REAP PROJECT - Q1 FY2023-24	10,328.75
11/21/2023	1265	REAP - City of San Luis Obispo (WE 344)	San Luis Obispo - REAP PROJECT - Q1 FY2023-24	37,500.00
11/21/2023	1266	REAP - City of Santa Barbara (WE 344)	Santa Barbara - REAP PROJECT - Q1 FY2023-24	47,678.47
11/21/2023	1267	REAP - City of Santa Cruz (WE 344)	City of Santa Cruz - REAP PROJECT - Q1 FY2023-24	921.81
11/21/2023	1268	REAP - City of Seaside (WE 344)	City of Seaside - REAP PROJECT - Q1 FY2023-24	3,218.50
11/21/2023	1269	REAP - City of Watsonville (WE 344)	Watsonville - REAP PROJECT - Q1 FY2023-24	56,681.60
11/21/2023	1270	REAP - County of San Benito (WE 344)	County of San Benito - REAP PROJECT - Q1 FY2023-24	30,882.05
11/21/2023	1271	REAP - County of Santa Cruz (WE 344)	County of Santa Cruz - REAP PROJECT - Q1 FY2023-24	124,189.93
11/09/2023	30884	Bay Mobile Services	Wash AMBAG Leaf Onsite - October 2023	40.00
11/09/2023	30885	BOD - Alan Haffa	BOD Meeting 11/8/23	50.00
11/09/2023	30886	BOD - Alex Miller	BOD Meeting 11/8/23	50.00
11/09/2023	30887	BOD - Brian McCarthy	BOD Meeting 11/8/23	50.00
11/09/2023	30888	BOD - Carlos Victoria	BOD Meeting 8/9/23, 9/13/23, 10/11/23 & 11/8/23	200.00
11/09/2023	30889	BOD - Derek Timm	BOD Meeting 11/8/23	50.00
11/09/2023	30890	BOD - Dom Zanger	BOD Meeting 11/8/23	50.00
11/09/2023	30891	BOD - Eduardo Montesino	BOD Meeting 11/8/23	50.00
11/09/2023	30892	BOD - Felipe Hernandez	BOD Meeting 11/8/23	50.00
11/09/2023	30893	BOD - John Freeman	BOD Meeting 11/8/23	50.00
11/09/2023	30894	BOD - John Uy	BOD Meeting 11/8/23	50.00
11/09/2023	30895	BOD - Karen Ferlito	BOD Meeting 11/8/23	50.00
11/09/2023	30896	BOD - Kollin Kosmicki	BOD Meeting 11/8/23	50.00
11/09/2023	30897	BOD - Mary Adams	BOD Meeting 11/8/23	50.00
11/09/2023	30898	BOD - Mary Ann Carbone	BOD Meeting 11/8/23	50.00
11/09/2023	30899	BOD - Robert White	BOD Meeting 11/8/23	50.00
11/09/2023	30900	BOD - Scott Funk	BOD Meeting 11/8/23	50.00
11/09/2023	30901	BOD - Scott Newsome	BOD Meeting 11/8/23	50.00
11/09/2023	30902	BOD - Steve McShane	BOD Meeting 11/8/23	50.00
11/09/2023	30903	Caltronics Business Systems, Inc	Copier Usage Bill for 9/22/23 - 10/21/23	242.24
11/09/2023	30904	CliftonLarsonAllen LLP (formerly H&W)	3rd Billing for FY 2022-23 Audit	8,400.00
11/09/2023	30905	Comcast - Voice Edge	Monthly Charges for VoIP Lines for 11/1/2023 - 11/30/2023	570.80

Date	Check Number	Name	Description	Amount
11/09/2023	30906	David Bruder	RuralREN LT Performance Review Services Aug-Sep 2023 - Cost Sharing	875.00
11/09/2023	30907	Elizabeth Hurtado-Espinosa	Expense Reimbursement for November 2023	500.00
11/09/2023	30908	Errol Osteraa	Expense Reimbursement for November 2023	500.00
11/09/2023	30909	Heather Adamson	Travel Reimbursement for FOTF Conference & TAMC Meeting	1,013.34
11/09/2023	30910	Iron Mountain, Inc.	Offsite Document Storage for October 2023	249.41
11/09/2023	30911	Monterey Computer Corporation, Inc.	IT Support Services for November 2023	2,292.00
11/09/2023	30911	Monterey Computer Corporation, Inc.	MS Office 365 Software & License Subscription - November 2023	326.05
11/09/2023	30912	National Automobile Club (NAC)	Toyota Prius - Jump Start 10/23/23	121.00
11/09/2023	30913	Pitney Bowes Supplies Account	Red Ink Cartridge and (1) Ink Pad Replacement Kit	217.29
11/09/2023	30914	Planeteria Media	Website Development and Maintenance - October 2023	400.00
11/09/2023	30915	Rayne Water, Inc.	Water for the Period of 11/01/2023 through 11/30/2023	64.09
11/09/2023	30916	Regina Valentine	Reimbursement for Expenses for October 2023	64.95
11/09/2023	30917	VISA Mechanics Bank - 3667	Travel expense	330.67
11/09/2023	30918	Visa Mechanics Bank - 4089	Office Supplies, Cellular, Event Registrations, Subscriptions, Travel, Recruiting	5,948.46
11/09/2023	EFT	Verizon Wireless, Inc	Broadband Account for Broadband Devices and iPads New Plan	234.73
11/15/2023	EFT	Pachex, Inc.	Net Payroll and Related Expenses for Period Ending 11/15/23	116,199.61
11/21/2023	30920	Ascent Environmental, Inc.	Climate Mitigation and Resiliency Study	8,130.90
11/21/2023	30921	Bay Mobile Services	Wash AMBAG Leaf Onsite - November 2023	70.00
11/21/2023	30922	Calliper Corporation - RTDM	RTDM Technical Support Services for October 2023	1,180.00
11/21/2023	30923	Cambridge Systematics, Inc.	CCC Sustainable Freight Study - July 1 - September 30, 2023	55,069.59
11/21/2023	30924	Comcast - Monterey	High Speed Internet for 11/22/2023 - 12/31/2023	953.00
11/21/2023	30926	Donald G. Freeman	Legal Services for December 2023	1,125.00
11/21/2023	30927	Manhan Group, LLC	Integrated Land Use Model & Development Monitoring Framework Tool 7/1/23 - 9	72,129.00
11/21/2023	30928	Maura Twomey.	Expenses for ATP & CTC Meetings in Madera, CA - Oct 18-19, 2023	83.00
11/21/2023	30930	Monterey Bay Air Resources District	December 2023 Rent	5,968.00
11/21/2023	30931	Population Reference Bureau (PRB)	Forecast Related Services Completed in October 2023	8,999.69
11/21/2023	30932	The Sohagi Law Group	Legal Services 2050 MTP/SCS through 10/31/23	465.00
11/30/2023	EFT	Pachex, Inc.	Net Payroll and Related Expenses for Period Ending 11/30/23	111,434.52
			Total	\$ 970,268.17

AMBAG
A/R Aging Detail
As of November 30, 2023

Date	Num	Name	Memo	Due Date	Aging	Open Balance	Paid
10/31/2023	4386	Caltrans, DS	Caliper \$1,180.00, Ascent \$8,130.90, Sohagi Law \$465.00, PRB \$8,999.69	11/30/2023		227,259.78	PAID
11/30/2023	4389	CA Department of Housing (HCD) REAP 2.0	ALL AMBAG (ACCRUAL ONLY)	11/30/2023		17,711.91	
11/30/2023	4390	CA Department of Housing (HCD) REAP 2.0	ALL AMBAG (ACCRUAL ONLY)	11/30/2023		69,832.73	
11/30/2023	4392	CA Department of Housing (HCD) REAP 2.0	ALL AMBAG (ACCRUAL ONLY)	11/30/2023		18,981.24	
11/30/2023	4393	RAPS A/R	ALL AMBAG -RAPS WE 530	11/30/2023		3,836.68	
11/30/2023	4394	RAPS A/R	ALL AMBAG -RAPS WE 538	11/30/2023		4,031.77	
11/30/2023	4396	Rural REN Administrator	ALL AMBAG (ACCRUAL ONLY)	11/30/2023		10,274.40	
11/30/2023	4391	Caltrans, DS	Caliper \$3,092.50, Ascent \$23,289.35, Sohagi Law \$1,455.00, PRB \$1,795.47, BI Consulting \$6,047.00	12/30/2023		210,123.91	
10/31/2023	4385	Department of Conservation-SGC - SALC Grant WE 333	ALL AMBAG	01/29/2024		8,492.64	PAID
11/30/2023	4395	Department of Conservation-SGC - SALC Grant WE 333	ALL AMBAG	02/28/2024		22,267.59	PAID
10/31/2023	4387	RAPS A/R	ALL AMBAG -RAPS WE 530	10/31/2023	30	3,964.08	PAID
10/31/2023	4388	RAPS A/R	ALL AMBAG -RAPS WE 538	10/31/2023	30	7,001.35	PAID
09/30/2023	4383	RAPS A/R	ALL AMBAG -RAPS WE 530	09/30/2023	61	2,351.88	PAID
09/30/2023	4384	RAPS A/R	ALL AMBAG -RAPS WE 538	09/30/2023	61	3,527.68	PAID
			Net AMBAG Receivables			\$ 609,657.64	

PAID Reflects payments received subsequent to November 30, 2023.

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MEMORANDUM

TO: AMBAG Executive/Finance Committee

FROM: Maura F. Twomey, Executive Director

RECOMMENDED BY: Errol Osteraa, Director of Finance and Administration

SUBJECT: Financial Update Report

MEETING DATE: January 10, 2024

RECOMMENDATION:

Staff recommends that the Executive/Finance Committee receive the Financial Update Report.

BACKGROUND/ DISCUSSION:

The enclosed financial reports are for the 2023-2024 Fiscal Year (FY) and are presented as a consent item. The attached reports contain the cumulative effect of operations through November 30, 2023, as well as a budget-to-actual comparison. Amounts in the Financial Update Report are unaudited.

FINANCIAL IMPACT:

The Balance Sheet for November 30, 2023, reflects a cash balance of \$2,349,153.26. The accounts receivable balance is \$609,657.64, while the current liabilities balance is \$349,621.91. AMBAG has sufficient current assets on hand to pay all known current obligations.

AMBAG's Balance Sheet as of November 30, 2023, reflects a positive Net Position in the amount of \$418,928.99. This is due to the Profit and Loss Statement reflecting an excess of revenue over expense of \$235,670.36. Changes in Net Position are to be expected throughout the fiscal year (FY), particularly at the beginning due to the collection of member dues which are received in July and the timing of various year-end adjustments required after our financial audit.

Planning Excellence!

The following table highlights key Budget to Actual financial data:

Budget to Actual Financial Highlights
For Period July 1, 2023 through November 30, 2023

Expenditures	Budget Through November 2023	Actual Through November 2023	Difference
Salaries & Fringe Benefits	\$ 1,212,125.00	\$ 1,081,896.50	\$ 130,228.50
Professional Services	\$ 5,424,543.00	\$ 899,811.31	\$ 4,524,731.69
Lease/Rentals	\$ 34,375.00	\$ 31,825.01	\$ 2,549.99
Communications	\$ 11,583.00	\$ 8,930.78	\$ 2,652.22
Supplies	\$ 60,902.00	\$ 14,589.01	\$ 46,312.99
Printing	\$ 5,000.00	\$ 839.05	\$ 4,160.95
Travel	\$ 30,458.00	\$ 6,089.16	\$ 24,368.84
Other Charges	\$ 151,772.00	\$ 186,304.22	\$ (34,532.22)
Total	\$ 6,930,758.00	\$ 2,230,285.04	\$ 4,700,472.96
Revenue			
Federal/State/Local Revenue	\$ 6,972,849.00	\$ 2,465,955.40	\$ 4,506,893.60

Revenues/Expenses (Budget to Actual Comparison):

The budget reflects a linear programming of funds while actual work is contingent on various factors. Therefore, during the fiscal year there will be fluctuations from budget-to-actual.

Professional Services are under budget primarily due to the timing of work on projects performed by contractors. Projects early in their implementation are Integrated Land Use Model and Development Monitoring Framework Tool, Monterey Bay Natural and Working Lands Climate Mitigation and Resiliency Study, California Central Coast Sustainable Freight Study, and Complete Streets. This work is not performed in a linear fashion while the budget reflects linear programming. In addition, the Regional Early Action Planning Housing Program (REAP) provides \$7,931,311 in funding of which a large portion will pass through to partner agencies. This program is approximately 83% completed. The current budget includes a proportionate share of \$10,133,742 in funding for the REAP 2.0 program. It is in its early stages.

Since AMBAG funding is primarily on a reimbursement basis, any deviation in expenditure also results in a corresponding deviation in revenue. Budget-to-actual revenue and expenditures are monitored regularly to analyze fiscal operations and propose amendments to the budget if needed.

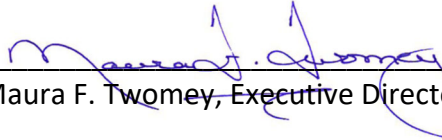
COORDINATION:

N/A

ATTACHMENTS:

1. Balance Sheet as of November 30, 2023
2. Profit and Loss: July 1, 2023 – November 30, 2023
3. Cash Activity for December 2023

APPROVED BY:



Maura F. Twomey, Executive Director

Balance Sheet - Attachment 1

As of November 30, 2023

	November 30, 2023	November 30, 2023
Assets		
Current Assets		
Cash and Cash Equivalents		
Mechanics Bank - Special Reserve	816,486.72	166,895.83
Mechanics Bank - Checking	396,564.29	182,726.08
Mechanics Bank - REAP Checking	676,592.72	0.00
Mechanics Bank - REAP 2.0 Checking	455,191.94	349,621.91
Petty Cash	500.00	
LAIF Account	3,817.59	
Total Cash and Cash Equivalents	2,349,153.26	
Accounts Receivable		
Accounts Receivable	609,657.64	258,986.95
Total Accounts Receivable	609,657.64	1,888,153.69
Other Current Assets		
Due from PRWFPA/RAPS	252.59	9,499.80
Prepaid Items	29,237.47	1,036,323.99
Total Other Current Asset	29,490.06	3,192,964.43
Total Current Assets	2,988,300.96	3,542,586.34
Long-Term Assets		
Net OPEB Asset	96,473.00	
Deferred Outflows - Actuarial	533,833.49	
Deferred Outflows - PERS Contribution	272,963.59	
Total Long-Term Assets	903,270.08	
Capital Assets		
Capital Assets	319,089.93	183,258.63
Accumulated Depreciation	(249,145.64)	235,670.36
Total Capital Assets	69,944.29	418,928.99
Total Assets	3,961,515.33	3,961,515.33
Liabilities & Net Position		
Liabilities		
Current Liabilities		
Accounts Payable		166,895.83
Employee Benefits		182,726.08
Mechanics Bank - Line of Credit		0.00
Total Current Liabilities		349,621.91
Long-Term Liabilities		
Deferred Inflows - Actuarial		258,986.95
Net Pension Liability (GASB 68)		1,888,153.69
OPEB Liability		9,499.80
Deferred Revenue		1,036,323.99
Total Long-Term Liabilities		3,192,964.43
Total Liability		3,542,586.34
Net Position		
Beginning Net Position		183,258.63
Net Income/(Loss)		235,670.36
Total Ending Net Position		418,928.99
Total Liabilities & Net Position		3,961,515.33

Profit & Loss - Attachment 2

July - November 2023

	<u>July - November 2023</u>	<u>July - November 2023</u>
Income		
AMBAG Revenue		183,710.86
Cash Contributions		51,085.66
Grant Revenue		2,113,772.77
Non-Federal Local Match		117,386.11
Total Income		<u>2,465,955.40</u>
Expense		
Salaries		681,703.10
Fringe Benefits		400,193.40
Professional Services		899,811.31
Lease/Rentals		31,825.01
Communications		8,930.78
Supplies		14,589.01
Printing		839.05
Travel		6,089.16
Other Charges:		
BOD Allowances	3,700.00	
BOD Refreshments/Travel/Nameplates/Dinner/Other	820.90	
Workshops/Training	3,020.20	
GIS Licensing/CCJDC Support	8,470.00	
Energy Watch Travel/Classes/Events/Recruitment/Otl	875.00	
SB1/MTIP/MTP/SCS/OWP/Public Participation Expense	7,319.12	
Recruiting	1,655.32	
Model Expenses	1,500.00	
Dues & Subscriptions	11,888.35	
Depreciation Expense	12,854.30	
Maintenance/Utilities	879.37	
Insurance	15,925.55	
Interest/Fees/Tax Expense	10.00	
Total Other Charges		<u>68,918.11</u>
Non-Federal Local Match		117,386.11
Total Expense		<u>2,230,285.04</u>
Net Income/(Loss)		<u><u>235,670.36</u></u>

**AMBAG
Cash Activity - Attachment 3
For December 2023**

Monthly Cash Activity	July-23	August-23	September-23	October-23	November-23	December-23	January-23	February-23	March-23	April-23	May-23	June-23	TOTAL
1. CASH ON HAND													
[Beginning of month]	3,485,673.92	3,623,604.37	2,981,151.06	2,876,887.37	2,820,945.79	2,349,153.26	0.00	0.00	0.00	0.00	0.00	0.00	
2. CASH RECEIPTS													
(a) AMBAG Revenue	122,393.92	39,335.97	36,362.67	11,572.10	7,994.10	17,922.02	0.00	0.00	0.00	0.00	0.00	0.00	235,510.78
(b) Grant Revenue	321,324.61	500,755.13	226,665.54	251,418.16	490,551.54	235,752.42	0.00	0.00	0.00	0.00	0.00	0.00	2,026,467.40
(c) REAP Advance Payme	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(d) Borrowing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
3. TOTAL CASH RECEIPTS	443,718.53	540,091.10	263,028.21	262,990.26	498,475.64	253,674.44	0.00	0.00	0.00	0.00	0.00	0.00	2,261,978.18
AVAILABLE													
	3,929,392.45	4,163,695.47	3,244,179.27	3,139,877.63	3,319,421.43	2,602,827.70	0.00	0.00	0.00	0.00	0.00	0.00	
5. CASH PAID OUT													
(a) Payroll & Related	226,595.24	206,279.10	215,964.87	221,730.16	227,634.13	132,012.46	0.00	0.00	0.00	0.00	0.00	0.00	1,230,215.96
(b) Professional Service	46,858.21	947,109.20	136,956.62	76,138.24	724,329.25	9,389.67	0.00	0.00	0.00	0.00	0.00	0.00	1,940,781.19
(c) Capital Outlay	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
(d) Lease/Rental	12,157.40	6,603.40	6,579.38	6,217.41	6,217.41	600.08	0.00	0.00	0.00	0.00	0.00	0.00	38,375.08
(e) Communications	2,057.70	1,795.48	1,326.43	1,895.75	2,405.60	852.76	0.00	0.00	0.00	0.00	0.00	0.00	10,333.72
(f) Supplies	828.27	1,754.13	1,685.39	6,243.48	2,665.15	1,206.16	0.00	0.00	0.00	0.00	0.00	0.00	14,382.58
(g) Printing	0.00	0.00	245.30	0.00	0.00	593.75	0.00	0.00	0.00	0.00	0.00	0.00	839.05
(h) Travel	584.62	1,479.85	1,749.05	2,093.37	1,827.96	795.23	0.00	0.00	0.00	0.00	0.00	0.00	8,530.08
(i) Other Charge:	16,706.64	17,523.25	2,784.86	4,613.43	5,188.67	2,157.75	0.00	0.00	0.00	0.00	0.00	0.00	48,974.60
(j) Loan Repayment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
6. TOTAL CASH PAID OUT	305,788.08	1,182,544.41	367,291.90	318,931.84	970,268.17	147,607.86	0.00	0.00	0.00	0.00	0.00	0.00	3,292,432.26
7. CASH POSITION													
	3,623,604.37	2,981,151.06	2,876,887.37	2,820,945.79	2,349,153.26	2,455,219.84	0.00	0.00	0.00	0.00	0.00	0.00	