

South Bay Community Development District

Board of Supervisors

Kelly Evans, Chairperson
Scott Campbell, Vice Chairperson
Ian Brown, Assistant Secretary
Mary Madden, Assistant Secretary
Stephen Herrera, Assistant Secretary

Mark Vega, District Manager
David Smith, District Counsel
Rick Brylanski, District Engineer

Regular Meeting Agenda

Wednesday, January 10, 2024 – 1:00 p.m. Call
in (Audio Only) +1 646-838-1601, 90777154#
Phone Conference ID: 907 771 54#

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1. **Call to Order and Roll Call**
 2. **Audience Comments (Limit of 3 Minutes)**
 3. **Consent Agenda**
 - A. Approval of the Minutes of December 13, 2023
 - B. Acceptance of the November 2023 Financial Report
 4. **Attorney's Report**
 5. **Engineer's Report**
 6. **District Manager's Report**
 7. **Supervisor Requests and Comments**
 8. **Adjournment**

**The Next Meeting is scheduled to be held on Wednesday,
February 14, 2024 at 1:00 p.m.**

District Office:

Inframark
210 North University Drive, Suite 702
Coral Springs, Florida, 33071
954-603-0033

Meeting Location:

Little Harbor POA Clubhouse
611 Destiny Drive
Ruskin, Florida 33570
<https://www.sbaycdd.org/>

**MINUTES OF MEETING
SOUTH BAY
COMMUNITY DEVELOPMENT DISTRICT**

The regular meeting of the Board of Supervisors of the South Bay Community Development District was held Wednesday, December 13, 2023 at 1:00 p.m. at the POA Meeting Room, 611 Destiny Dr, Ruskin, Florida 33570.

Present and constituting a quorum were:

Kelly Evans	Chairperson
Scott Campbell	Vice Chairperson
Ian Brown	Assistant Secretary
Mary Madden	Assistant Secretary
Stephen Herrera	Assistant Secretary

Also present were:

Mark Vega	Inframark District Manager
David Smith	District Counsel
Rick Brylanski	District Engineer
Several Residents	

The following is a summary of the discussions and actions taken.

FIRST ORDER OF BUSINESS

Call to Order and Roll Call

- The meeting was called to order. A quorum was established.

SECOND ORDER OF BUSINESS

Audience Comments (Limit of 3 Minutes)

- Audience comments were received.

THIRD ORDER OF BUSINESS

Consent Agenda

- A. Approval of the Minutes of November 8, 2023**
- B. Acceptance of the October 2023 Financial Report**

On MOTION by Mr. Brown seconded by Ms. Evans with all in favor the Consent Agenda was approved. (5-0)

FOURTH ORDER OF BUSINESS

Attorney's Report

- A. Discussion of Christopher's Watch Property Owners Fee and Cost Sharing Agreement.**

FIFTH ORDER OF BUSINESS

Engineer’s Report

- A. Discussion of Seawall**
- B. Discussion of Seawall Site Map**

- Discussion ensued regarding the seawall and maps on the website.

SIXTH ORDER OF BUSINESS

District Manager’s Report

- A. Audit Committee Selection Process**
 - i. Appointment of Committee Members**

On MOTION by Ms. Evans seconded by Mr. Brown with all in favor all Board members were appointed Audit Committee members. (5-0)

- ii. Establishment of RFP Evaluation Criteria**

On MOTION by Ms. Evans seconded by Mr. Campbell with all in favor the Establishment of RFP Evaluation Criteria was approved. (5-0)

- iii. Authorization of Proceed with RFP**

On MOTION by Ms. Evans seconded by Mr. Campbell with all in favor the Board granted authorization to proceed with the RFP. (5-0)

- B. Approval of Quit Claim of Boardwalk to Little Harbor POA**

- Mr. Vega noted the contract has been pushed back to January 31st.

- C. Discussion of Gatehouse Attendants Contracts**

- i. Allied Universal Security**
- ii. J Mac Property Service**

- Mr. Vega reviewed that gatehouse contract proposals.

On MOTION by Mr. Brown seconded by Ms. Madden with all in favor J-Mac Property Service Proposal was approved. (5-0)

- Mr. Vega noted J-Mac will take over on February 1st, 2024.
- He suggested the CDD acquires a District credit card.

On MOTION by Ms. Evans seconded by Mr. Brown with all in favor a District credit card with a NTE of \$15,000 was approved. (5-0)

SEVENTH ORDER OF BUSINESS

Supervisor Requests and Comments

- Ms. Madden noted they are still having issues with the parking. The Board authorized the POA to put up parking signs.
- Mr. Herrera commented on Sun Dial Landscape.
- Ms. Evans provided an up on the sod arrival.

EIGHTH ORDER OF BUSINESS

Adjournment

On MOTION by Ms. Madden seconded by Mr. Brown with all in favor the meeting was adjourned. (5-0)

Mark Vega, Secretary

SOUTH BAY
Community Development District

Financial Report
November 30, 2023
(unaudited)

Prepared by



Table of Contents

<u>FINANCIAL STATEMENTS</u>	Page #
Balance Sheet - All Funds	1
Statement of Revenues, Expenditures and Changes in Fund Balance	
General Fund	2 - 3
Debt Service Fund	4 - 5
 <u>SUPPORTING SCHEDULES</u>	
Non-Ad Valorem Special Assessments Schedules	6
Cash and Investment Report	7
Bank Reconciliation	8
Check Register	9

SOUTH BAY
Community Development District

Financial Statements

(Unaudited)

November 30, 2023

Balance Sheet
November 30, 2023

ACCOUNT DESCRIPTION	GENERAL FUND	SERIES 2005 DEBT SERVICE FUND	SERIES 2015 DEBT SERVICE FUND	TOTAL
<u>ASSETS</u>				
Cash - Checking Account	\$ 647,776	\$ -	\$ -	\$ 647,776
Cash with Fiscal Agent	8,606	-	-	8,606
Accounts Receivable	587	-	-	587
Due From Other Funds	-	-	98,779	98,779
Investments:				
Money Market Account	303,496	-	-	303,496
Interest Fund (A-1)	-	-	1	1
Reserve Fund (A-1)	-	-	411,126	411,126
Reserve Fund (A-2)	-	-	360,693	360,693
Reserve Fund (B-2)	-	-	253,995	253,995
Revenue Fund	-	8,876	-	8,876
Revenue Fund (A-1)	-	-	159,410	159,410
Revenue Fund (A-2)	-	-	127,628	127,628
TOTAL ASSETS	\$ 960,465	\$ 8,876	\$ 1,411,632	\$ 2,380,973
<u>LIABILITIES</u>				
Accounts Payable	\$ 34,895	\$ -	\$ -	\$ 34,895
Accrued Expenses	7,317	-	-	7,317
Mature Bonds Payable	-	1,271,776	3,900,013	5,171,789
Due To Other Funds	98,779	-	-	98,779
TOTAL LIABILITIES	140,991	1,271,776	3,900,013	5,312,780
<u>FUND BALANCES</u>				
Assigned to:				
Operating Reserves	294,922	-	-	294,922
Reserves - Bulkheads	18,740	-	-	18,740
Unassigned:	505,812	(1,262,900)	(2,488,381)	(3,245,469)
TOTAL FUND BALANCES	\$ 819,474	\$ (1,262,900)	\$ (2,488,381)	\$ (2,931,807)
TOTAL LIABILITIES & FUND BALANCES	\$ 960,465	\$ 8,876	\$ 1,411,632	\$ 2,380,973

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF AMENDED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
REVENUES							
Interest - Investments	\$ 3,000	\$ 500	\$ 6,154	\$ 5,654	205.13%	\$ 250	\$ 3,081
Parking Fees	127,000	21,167	17,710	(3,457)	13.94%	10,583	8,606
Special Assmnts- Tax Collector	480,964	96,193	65,406	(30,787)	13.60%	96,193	65,406
Special Assmnts- CDD Collected	876,937	876,937	74,300	(802,637)	8.47%	-	74,300
Special Assmnts- Discounts	(19,239)	(3,848)	(2,671)	1,177	13.88%	(3,848)	(2,671)
Other Miscellaneous Revenues	-	-	300	300	0.00%	-	-
TOTAL REVENUES	1,468,662	990,949	161,199	(829,750)	10.98%	103,178	148,722
EXPENDITURES							
Administration							
P/R-Board of Supervisors	12,000	2,000	2,000	-	16.67%	1,000	2,000
FICA Taxes	918	153	153	-	16.67%	77	153
ProfServ-Arbitrage Rebate	1,950	1,950	-	1,950	0.00%	-	-
ProfServ-Dissemination Agent	5,000	5,000	5,000	-	100.00%	5,000	5,000
ProfServ-Engineering	15,000	2,500	3,356	(856)	22.37%	1,250	-
ProfServ-Legal Services	70,000	11,667	5,111	6,556	7.30%	5,833	5,111
ProfServ-Legal Litigation	45,000	7,500	-	7,500	0.00%	3,750	-
ProfServ-Mgmt Consulting	44,996	7,499	7,499	-	16.67%	3,750	3,750
ProfServ-Survey	30,000	5,000	-	5,000	0.00%	2,500	-
ProfServ-Trustee Fees	9,000	9,000	-	9,000	0.00%	-	-
Assessment Roll	10,000	1,667	-	1,667	0.00%	833	-
Auditing Services	7,250	7,250	-	7,250	0.00%	-	-
Postage and Freight	750	125	9	116	1.20%	63	9
Insurance - Risk Management	12,070	12,070	15,194	(3,124)	125.88%	-	-
Legal Advertising	5,200	5,200	-	5,200	0.00%	-	-
Misc-Property Taxes	389	389	-	389	0.00%	-	-
Misc-Records Storage	1,200	200	-	200	0.00%	100	-
Misc-Assessment Collection Cost	9,619	1,924	1,255	669	13.05%	1,924	1,255
Website Administration	1,538	1,538	375	1,163	24.38%	-	-
Miscellaneous Expenses	4,500	750	3	747	0.07%	375	3
Office Supplies	1,500	250	-	250	0.00%	125	-
Annual District Filing Fee	175	175	175	-	100.00%	-	-
Total Administration	288,055	83,807	40,130	43,677	13.93%	26,580	17,281
Maintenance							
Contracts-Landscape	43,904	7,317	7,317	-	16.67%	3,659	7,317
R&M-Common Area	443,314	73,886	-	73,886	0.00%	36,943	-
R&M-Irrigation	15,000	2,500	-	2,500	0.00%	1,250	-
Miscellaneous Maintenance	10,000	1,667	10,079	(8,412)	100.79%	833	10,079
Reserve - Other	299,999	299,999	-	299,999	0.00%	-	-
Seawall Reserve Contribution	351,000	58,500	-	58,500	0.00%	29,250	-
Total Maintenance	1,163,217	443,869	17,396	426,473	1.50%	71,935	17,396

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	AMENDED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF AMENDED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
Parking Facilities							
Security Patrol Services	5,129	855	-	855	0.00%	427	-
Contracts-Parking	948	948	-	948	0.00%	-	-
Contracts-Other Services	8,331	1,389	-	1,389	0.00%	694	-
Park Restroom Maintenance	2,981	497	-	497	0.00%	248	-
Total Parking Facilities	17,389	3,689	-	3,689	0.00%	1,369	-
TOTAL EXPENDITURES	1,468,661	531,365	57,526	473,839	3.92%	99,884	34,677
Excess (deficiency) of revenues							
Over (under) expenditures	-	459,584	103,673	(355,911)	0.00%	3,294	114,045
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	-	-	-	-	0.00%	-	-
Net change in fund balance	\$ -	\$ 459,584	\$ 103,673	\$ (355,911)	0.00%	\$ 3,294	\$ 114,045
FUND BALANCE, BEGINNING (OCT 1, 2023)	715,801	715,801	715,801				
FUND BALANCE, ENDING	\$ 715,801	\$ 1,175,385	\$ 819,474				

Statement of Revenues, Expenditures and Changes in Fund Balances
For the Period Ending November 30, 2023

ACCOUNT DESCRIPTION	ANNUAL ADOPTED BUDGET	YEAR TO DATE BUDGET	YEAR TO DATE ACTUAL	VARIANCE (\$) FAV(UNFAV)	YTD ACTUAL AS A % OF ADOPTED BUD	NOV-23 BUDGET	NOV-23 ACTUAL
REVENUES							
Interest - Investments	\$ -	\$ -	\$ 12,393	\$ 12,393	0.00%	\$ -	\$ 6,354
Special Assmnts- CDD Collected	113,701	113,701	-	(113,701)	0.00%	-	-
Special Assmnts- Debt Service (A-1)	729,255	145,851	99,171	(46,680)	13.60%	145,851	99,171
Special Assmnts- Debt Service (A-2)	458,475	91,695	-	(91,695)	0.00%	91,695	-
Special Assmnts- Debt Service (B-2)	275,530	55,106	-	(55,106)	0.00%	55,106	-
Special Assmnts- Discounts	(29,170)	(5,834)	(4,051)	1,783	13.89%	(5,834)	(4,051)
TOTAL REVENUES	1,547,791	400,519	107,513	(293,006)	6.95%	286,818	101,474
EXPENDITURES							
Administration							
ProfServ-Legal Services	-	-	27,403	(27,403)	0.00%	-	27,403
Misc-Assessment Collection Cost	14,585	2,917	1,902	1,015	13.04%	2,917	1,902
Total Administration	14,585	2,917	29,305	(26,388)	200.93%	2,917	29,305
Debt Service							
Principal Debt Retirement A-1	375,000	-	-	-	0.00%	-	-
Principal Debt Retirement A-2	372,024	-	-	-	0.00%	-	-
Prepayments Series A-1	-	-	5,000	(5,000)	0.00%	-	5,000
Interest Expense Series A-1	428,400	214,200	214,200	-	50.00%	214,200	214,200
Interest Expense Series A-2	616,770	308,385	-	308,385	0.00%	308,385	-
Interest Expense Series B-2	275,550	137,775	-	137,775	0.00%	137,775	-
Total Debt Service	2,067,744	660,360	219,200	441,160	10.60%	660,360	219,200
TOTAL EXPENDITURES	2,082,329	663,277	248,505	414,772	11.93%	663,277	248,505
Excess (deficiency) of revenues Over (under) expenditures	(534,538)	(262,758)	(140,992)	121,766	26.38%	(376,459)	(147,031)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	(534,538)	-	-	-	0.00%	-	-
TOTAL FINANCING SOURCES (USES)	(534,538)	-	-	-	0.00%	-	-
Net change in fund balance	\$ (534,538)	\$ (262,758)	\$ (140,992)	\$ 121,766	26.38%	\$ (376,459)	\$ (147,031)
FUND BALANCE, BEGINNING (OCT 1, 2023)	(2,347,389)	(2,347,389)	(2,347,389)				
FUND BALANCE, ENDING	\$ (2,881,927)	\$ (2,610,147)	\$ (2,488,381)				

SOUTH BAY
Community Development District

Supporting Schedules

November 30, 2023

Non-Ad Valorem Special Assessments - Palm Beach County Tax Collector
(Monthly Collection Distributions)
For the Fiscal Year Ending September 30, 2024

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	General Fund	Debt Service Fund
Assessments Levied FY24				1,210,219 100.00%	480,965 39.74%	729,255 60.26%
11/07/23	\$ 16,176	\$ 833	\$ 330	\$ 17,338	\$ 6,891	\$ 10,448
11/16/23	\$ 71,860	\$ 3,055	\$ 1,467	\$ 76,382	\$ 30,356	\$ 46,026
11/21/23	\$ 66,662	\$ 2,834	\$ 1,360	\$ 70,857	\$ 28,160	\$ 42,697
TOTAL	\$ 154,698	\$ 6,722	\$ 3,157	\$ 164,577	\$ 65,406	\$ 99,171
% COLLECTED				14%	14%	14%
TOTAL OUTSTANDING				\$ 1,045,642	\$ 415,558	\$ 630,084

Cash and Investment Report
November 30, 2023

<u>Account Name</u>	<u>Bank Name</u>	<u>Investment Type</u>	<u>Yield</u>	<u>Balance</u>
GENERAL FUND				
Checking Account - Operating	SeaCoast Bank	Checking Account	2.50%	\$ 647,776
Cash with Fiscal Agent	SeaCoast Bank	Checking Account		\$ 8,606
Money Market Account	SeaCoast Bank	MMA	5.23%	\$ 303,496
			Subtotal	\$ 959,878
DEBT SERVICE AND CAPITAL PROJECTS FUNDS				
Series 2005 Revenue	US Bank	US Bank Money Market Account	4.98%	\$ 8,876
Series 2015-1 Interest A-1	US Bank	US Bank Money Market Account	4.98%	\$ 1
Series 2015-1 Reserve A-1	US Bank	US Bank Money Market Account	4.98%	\$ 411,126
Series 2015-2 Reserve A-2	US Bank	US Bank Money Market Account	4.98%	\$ 360,693
Series 2015-2 Reserve B-2	US Bank	US Bank Money Market Account	4.98%	\$ 253,995
Series 2015-1 Revenue A-1	US Bank	US Bank Money Market Account	4.98%	\$ 159,410
Series 2015-2 Revenue A-2	US Bank	US Bank Money Market Account	4.98%	\$ 127,628
			Subtotal	\$ 1,321,730
			Total	\$ 2,281,607

SOUTH BAY CDD

Bank Reconciliation

Bank Account No. 3871 SEACOAST BANK
 Statement No. 11-23
 Statement Date 11/30/2023

G/L Balance (LCY)	647,776.36	Statement Balance	656,354.26
G/L Balance	647,776.36	Outstanding Deposits	0.00
Positive Adjustments	0.00		
	<hr/>	Subtotal	656,354.26
Subtotal	647,776.36	Outstanding Checks	8,577.90
Negative Adjustments	0.00	Differences	0.00
	<hr/>		
Ending G/L Balance	647,776.36	Ending Balance	647,776.36
Difference	0.00		

Posting Date	Document Type	Document No.	Description	Amount	Cleared Amount	Difference
Outstanding Checks						
8/22/2023	Payment	2551	STEPHEN E. HERRERA	184.70	0.00	184.70
8/22/2023	Payment	2552	MARY E. MADDEN	184.70	0.00	184.70
11/2/2023	Payment	2580	STEPHEN E. HERRERA	184.70	0.00	184.70
11/16/2023	Payment	2588	IAN W. BROWN	184.70	0.00	184.70
11/16/2023	Payment	2591	STEPHEN E. HERRERA	184.70	0.00	184.70
11/28/2023	Payment	2593	FESTIVE LIGHTING PROS	2,654.40	0.00	2,654.40
11/28/2023	Payment	2594	LERNER REPORTING SERVICES, INC	5,000.00	0.00	5,000.00
Total Outstanding Checks.....				8,577.90		8,577.90

SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 11/1/23 to 11/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
SEACOAST BANK - (ACCT#XXXXX3871)							
CHECK # 2577							
11/02/23	Employee	IAN W. BROWN		PAYROLL	November 02, 2023 Payroll Posting		\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 2578							
11/02/23	Employee	KELLY A. EVANS		PAYROLL	November 02, 2023 Payroll Posting		\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 2579							
11/02/23	Employee	SCOTT H. CAMPBELL		PAYROLL	November 02, 2023 Payroll Posting		\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 2580							
11/02/23	Employee	STEPHEN E. HERRERA		PAYROLL	November 02, 2023 Payroll Posting		\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 2581							
11/02/23	Employee	MARY E. MADDEN		PAYROLL	November 02, 2023 Payroll Posting		\$184.70
							Check Total
							<u>\$184.70</u>
CHECK # 2582							
11/03/23	Vendor	BOWMAN CONSULTING GROUP LTD	92206	PROF ENGINEERING	ProfServ-Engineering	001-531013-51501	\$3,356.25
							Check Total
							<u>\$3,356.25</u>
CHECK # 2583							
11/03/23	Vendor	DEPARTMENT OF ECONOMIC OPPORTUNITY	88710	DISTRICT FILING FEES	Annual District Filing Fee	001-554007-51301	\$175.00
							Check Total
							<u>\$175.00</u>
CHECK # 2584							
11/03/23	Vendor	FLORIDA MUNICIPAL INSURANCE TR	INV-39004-Y4Y1	PREMIUM INSURANCE 23/24	Insurance - Risk Management	001-545003-51301	\$15,194.00
							Check Total
							<u>\$15,194.00</u>
CHECK # 2585							
11/06/23	Vendor	INFRAMARK, LLC	103660	OCT 2023 MANAGEMENT FEE	ProfServ-Mgmt Consulting	001-531027-51201	\$3,749.67
							Check Total
							<u>\$3,749.67</u>
CHECK # 2586							
11/13/23	Vendor	GRAY ROBINSON P.A.	11178574	LEGAL COUNSEL FOR 10/4-24/23	ProfServ-Legal Services	001-531023-51401	\$1,380.00
11/13/23	Vendor	GRAY ROBINSON P.A.	11178536	LEGAL COUNSEL FOR 10/2-30/23	ProfServ-Legal Services	001-531023-51401	\$3,461.16
11/13/23	Vendor	GRAY ROBINSON P.A.	11178553	LEGAL COUNSEL FOR 10/21-31/23	ProfServ-Legal Services	001-531023-51401	\$270.00
							Check Total
							<u>\$5,111.16</u>

SOUTH BAY COMMUNITY DEVELOPMENT DISTRICT

Payment Register by Bank Account

For the Period from 11/1/23 to 11/30/23

(Sorted by Check / ACH No.)

Date	Payee Type	Payee	Invoice No.	Payment Description	Invoice / GL Description	G/L Account #	Amount Paid
CHECK # 2587							
11/13/23	Vendor	LITTLE HARBOR POA	2023-9-01	COMMON AREA MAINTENANCE	R&M-Common Area	001-546016-51902	\$23,333.33
							Check Total <u>\$23,333.33</u>
CHECK # 2588							
11/16/23	Employee	IAN W. BROWN	PAYROLL	November 16, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 2589							
11/16/23	Employee	KELLY A. EVANS	PAYROLL	November 16, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 2590							
11/16/23	Employee	SCOTT H. CAMPBELL	PAYROLL	November 16, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 2591							
11/16/23	Employee	STEPHEN E. HERRERA	PAYROLL	November 16, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 2592							
11/16/23	Employee	MARY E. MADDEN	PAYROLL	November 16, 2023 Payroll Posting			\$184.70
							Check Total <u>\$184.70</u>
CHECK # 2593							
11/28/23	Vendor	FESTIVE LIGHTING PROS	1060	FESTIVE LIGHTS 2023 FINAL PAYMENT	Holiday Lighting	001-546922-51902	\$2,654.40
							Check Total <u>\$2,654.40</u>
CHECK # 2594							
11/28/23	Vendor	LERNER REPORTING SERVICES, INC	350	CDD ANNUAL DISCLOSURE FEE	ProfServ-Dissemination Agent	001-531012-51301	\$5,000.00
							Check Total <u>\$5,000.00</u>
							Account Total <u><u>\$60,420.81</u></u>