

FY 2017 Town of Forest Heights
1st Quarter Report
July 1, 2016 to September 30, 2016

Account ID	Account Description	July 2016 - Sept 2016	FY 2017 BUDGET	% of BUDGET
	REVENUES			
	TAXES			
6000	Income Taxes	\$ 27,118.89	\$ 200,000.00	13.56%
6001	Real Taxes - Noncommercial	\$ 608,521.09	\$ 990,675.00	61.42%
6100	Real taxes - Commercial	\$ 24,752.16	\$ 59,625.00	41.51%
6003	Utility Taxes	\$ 46,076.99	\$ 52,000.00	88.61%
6005	Tangible Personal Property Taxes	\$ 11,000.00	\$ 10,000.00	110.00%
6007	Interest/Penalty-Town Real Estate Taxes	\$ 626.29	\$ 8,000.00	7.83%
6009	Town Services -Trash	\$ 39,831.00	\$ 159,324.00	25.00%
	Subtotals	\$ 757,926.42	\$ 1,479,624.00	51.22%
	LICENSES & PERMITS			
6017	Rental Permits	\$ 701.00	\$ 6,675.00	10.50%
6027	Building Permits	\$ 1,050.00	\$ 2,000.00	52.50%
6076	Occupancy Permits	\$ 700.00	\$ 2,450.00	28.57%
6117	Vacancy Permits	\$ -	\$ 8,000.00	0.00%
6113	Utility Permits	\$ -	\$ 2,000.00	0.00%
	Subtotals	\$ 2,451.00	\$ 21,125.00	11.60%
	FEDERAL, STATE AND COUNTY SHARED REVENUES			
6008	GOCCP Grant-State Police Grant	\$ 12,658.25	\$ 50,633.00	25.00%
6023	Highway User Revenue	\$ 51,591.69	\$ 20,072.00	257.03%
6030	Parks & Planning Grant	\$ -	\$ 17,500.00	0.00%
6031	Bond Bill-Building Renovation	\$ -	\$ 50,000.00	0.00%
6106	Chesapeake Bay Trust - Rolph Drive	\$ -	\$ 202,490.00	0.00%
6080	NFWF Rolph Drive	\$ -	\$ 200,000.00	0.00%
6084	PG County - Stormwater Maintenance	\$ -	\$ 208,409.00	0.00%
6103	M-NCPPC Project Open Space	\$ -	\$ 43,883.00	0.00%
6109	MD SHA - Safe Routes to School	\$ -	\$ 211,000.00	0.00%
6110	MD DHCD Community Legacy Grant	\$ -	\$ 190,000.00	0.00%
	Subtotals	\$ 64,249.94	\$ 1,193,987.00	5.38%

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	SPECIAL TRASH PICKUP			
6010	Disposal of Tires	\$ -	\$ 100.00	0.00%
6022	Rebates Waste Disposal	\$ -	\$ 7,996.00	0.00%
6024	Town Services - Metal Pick-Up	\$ 70.00	\$ 250.00	28.00%
	Subtotals	\$ 70.00	\$ 8,346.00	0.84%
	CABLE TV			
6073	Comcast Franchise Fee	\$ -	\$ 16,500.00	0.00%
6074	Verizon Franchise Fee	\$ -	\$ 32,000.00	0.00%
6075	Verizon Peg Grant	\$ -	\$ 20,286.00	0.00%
	Subtotals	\$ -	\$ 68,786.00	0.00%
	FINES & FORFEITURES			
6015	Parking Fines/Vehicle Release/Accident Reports	\$ 2,200.00	\$ 10,000.00	22.00%
6026	Grass Cutting	\$ -	\$ 500.00	0.00%
6037	Speed Camera Fund	\$ 238,566.52	\$ 775,000.00	30.78%
6094	Speed Camera Fund - Collections	\$ 31,181.46	\$ 200,000.00	15.59%
6077	Civil Citations	\$ 1,150.00	\$ 5,000.00	23.00%
	Subtotals	\$ 273,097.98	\$ 990,500.00	27.57%
	REVENUES FROM INTEREST INCOME			
6018	Investment Interest Income	\$ 704.19	\$ 2,000.00	35.21%
	Subtotals	\$ 704.19	\$ 2,000.00	35.21%
	RENTAL INCOME			
6019	Municipal Building Rental	\$ 5,245.00	\$ 15,000.00	34.97%
	Subtotals	\$ 5,245.00	\$ 15,000.00	34.97%

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	OTHER REVEUES			
6021	Miscellaneous	\$ 635.00	\$ 1,000.00	63.50%
6035	Notary Services	\$ -	\$ 100.00	0.00%
6038.1	Donations - Unrestricted	\$ 2,400.00	\$ 1,000.00	240.00%
6039	Yard Sale	\$ 355.00	\$ 600.00	59.17%
6040	Newsletter Advertising	\$ 350.00	\$ 500.00	70.00%
6105	Utility Line Warranty Rebate	\$ -	\$ 1,500.00	0.00%
6070	Solar Energy	\$ -	\$ 3,000.00	0.00%
6114	Bid Documents	\$ -	\$ 600.00	0.00%
6115	Utility Fees	\$ -	\$ 1,500.00	0.00%
6116	Senior Programs	\$ 346.00	\$ 700.00	49.43%
	Subtotals	\$ 4,086.00	\$ 10,500.00	38.91%
	SALE OF LAND & EQUIPMENT			
6028	Sale of Fixed Assets	\$ -	\$ 500.00	0.00%
	Subtotals	\$ -	\$ 500.00	0.00%
	OTHER FINANCING			
6111	Other Financing - Loan	\$ -	\$ 500,000.00	0.00%
	Subtotals	\$ -	\$ 500,000.00	0.00%
	TRANSFERS			
6999	Transfer from Fund Balance	\$ -	\$ 266,482.00	0.00%
6085	Unassigned Fund Balance (R)	\$ -	\$ 874,413.00	
	Subtotal	\$ -	\$ 1,140,895.00	0.00%
	Total Revenues	\$ 1,107,830.53	\$ 5,431,263.00	20.40%
Account ID				

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	Account Description		July 2016 - Sept 2016		FY 2017 BUDGET		% of BUDGET
	EXPENSES						
	ELECTED OFFICIALS						
	TOWN COUNCIL						
7000	Salary - Council	\$	3,764.94	\$	15,000.00		25.10%
7001	Service Expense - Council	\$	-	\$	3,700.00		0.00%
7002	Dues/Meetings/Convention - Council	\$	-	\$	11,000.00		0.00%
7228	FICA - Council	\$	286.92	\$	1,200.00		23.91%
7229	Workers Comp - Council	\$	119.76	\$	431.00		27.79%
	Subtotal	\$	4,171.62	\$	31,331.00		13.31%
	MAYOR						
7004	Salary - Mayor	\$	3,000.00	\$	12,000.00		25.00%
7006	Service Expense - Mayor	\$	638.76	\$	4,500.00		14.19%
7007	Dues/Meetings/Convention-Mayor	\$	3,045.23	\$	8,000.00		38.07%
7005	Employee Appreciation - Mayor	\$	-	\$	2,500.00		0.00%
7197	Event/Meeting Hospitality	\$	216.21	\$	2,500.00		8.65%
7230	FICA - Mayor	\$	306.00	\$	918.00		33.33%
7231	Workers Comp - Mayor	\$	62.26	\$	305.00		20.41%
7008	Election Expenses	\$	-	\$	2,500.00		0.00%
	Subtotal	\$	7,268.46	\$	33,223.00		21.88%
	Total Elected Officials	\$	11,440.08	\$	64,554.00		17.72%
	TOWN ADMINISTRATION						
	TOWN CLERK						
7009	Salary - Town Clerk	\$	11,261.51	\$	50,000.00		22.52%
7011	Training - Town Clerk	\$	1,220.00	\$	2,000.00		61.00%
7012	Town Clerk Service Expenses	\$	109.60	\$	500.00		21.92%
7014	Town Clerk Dues/Meeting/Convention	\$	50.00	\$	2,000.00		2.50%
7003	Codification	\$	995.00	\$	6,000.00		16.58%
	Subtotal	\$	13,636.11	\$	60,500.00		22.54%
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	TOWN ADMINISTRATOR				
7013	Salary-Town Administrator	\$	16,892.30	\$ 72,000.00	23.46%
7225	Town Administrator Service Expenses	\$	-	\$ 500.00	0.00%
7226	Town Administrator Dues/Meetings/Convention	\$	604.80	\$ 2,500.00	24.19%
	Subtotal	\$	17,497.10	\$ 75,000.00	23.33%
	FINANCE				
7016	Salary - Treasurer	\$	15,009.62	\$ 64,000.00	23.45%
7018	Treasurer Service Expense	\$	250.00	\$ 500.00	50.00%
7019	Insurance-Fidelity (Treasurer)	\$	-	\$ 200.00	0.00%
7020	Training - Treasurer	\$	40.00	\$ 1,500.00	2.67%
7021	Dues/Meetings/MML Conv	\$	-	\$ 1,500.00	0.00%
7022	Data Auto System/ Upkeep-Treasurer	\$	-	\$ 1,000.00	0.00%
7023	Auditing - Treasurer	\$	-	\$ 13,000.00	0.00%
	Subtotal	\$	15,299.62	\$ 81,700.00	18.73%
	ADMINISTRATIVE				
7015	Office Assistant	\$	8,356.69	\$ 36,553.00	22.86%
7239	Overtime - Office Assistance	\$	794.40	\$ 2,000.00	39.72%
7127	FICA	\$	4,573.22	\$ 22,400.00	20.42%
7128	Health Insurance	\$	5,170.99	\$ 21,600.00	23.94%
7129	Retirement Fund	\$	3,013.16	\$ 11,300.00	26.67%
7130	Workmen's Compensation Insurance	\$	596.92	\$ 2,811.00	21.24%
7131	Life/Disability Insurance	\$	709.59	\$ 2,900.00	24.47%
7132	Vehicle Repair	\$	-	\$ 500.00	0.00%
7024	Fuel	\$	159.32	\$ 300.00	53.11%
7224	Training - Administration	\$	250.00	\$ 2,000.00	12.50%
	Subtotal	\$	23,624.29	\$ 102,364.00	23.08%
	Total Administration	\$	70,057.12	\$ 319,564.00	21.92%
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	GENERAL - NON DEPARTMENTAL			
7025	Legal Services	\$ 30,179.55	\$ 95,000.00	31.77%
7227	Newsletter Expense	\$ 521.55	\$ 3,000.00	17.39%
7029	General Liability Insurance	\$ 8,927.58	\$ 33,600.00	26.57%
7034	Contract - Temp Employees	\$ 2,566.93	\$ 10,000.00	25.67%
7232	Salary - Comm/IT Specialist	\$ -	\$ 25,000.00	0.00%
7233	Salary - Webmaster	\$ 600.00	\$ 8,000.00	7.50%
7035	Publications & Subscriptions	\$ 325.00	\$ 600.00	54.17%
7036	Legal Notices	\$ 66.64	\$ 4,000.00	1.67%
7038	Copier - Administration	\$ 833.45	\$ 6,500.00	12.82%
7039	Postage - Administration	\$ 194.47	\$ 800.00	24.31%
7040	Internet Acc & Web Page Service	\$ 3,887.95	\$ 6,000.00	64.80%
7041	Office Supplies	\$ 762.50	\$ 6,000.00	12.71%
7042	Service Contracts	\$ 418.02	\$ 5,000.00	8.36%
7044	Utilities -Municipal Building	\$ 1,926.13	\$ 7,000.00	27.52%
7045	Telephone-Municipal Building	\$ 131.77	\$ 12,460.00	1.06%
7047	ADP - Payroll Service Charge	\$ 1,558.23	\$ 6,500.00	23.97%
7048	Association Dues	\$ 2,525.65	\$ 4,300.00	58.74%
7050	Bank Service Charges	\$ 203.91	\$ 600.00	33.99%
7193	Celluar Phones	\$ 722.49	\$ 3,500.00	20.64%
7198	Office Equipment	\$ -	\$ 4,000.00	0.00%
7350	Salary - Healthy Heights Program Manager	\$ 1,581.00	\$ 9,000.00	17.57%
7351	Salary - Sustainability Planner	\$ 11,037.95	\$ 26,000.00	42.45%
7352	Healthy Heights Expense	\$ 111.75	\$ 1,500.00	7.45%
7353	I-Net Dues	\$ -	\$ 4,400.00	0.00%
7257	Social Programs	\$ 186.11	\$ 1,500.00	12.41%
	Total Non Departmental	\$ 69,268.63	\$ 284,260.00	24.37%
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	PUBLIC SAFETY			
7054	Salary - Police Chief	\$ 13,425.37	\$ 57,223.00	23.46%
7055	Salary - Police Clerk	\$ 8,294.09	\$ 35,763.00	23.19%
7200	Salary - Deputy Chief	\$ 6,407.13	\$ 27,300.00	23.47%
7057	Salary - Private 1	\$ 8,561.18	\$ 38,313.00	22.35%
7059	Salary - Corporal 1	\$ 8,700.42	\$ 39,080.00	22.26%
7060	Salary - Private 2	\$ 9,485.57	\$ 38,313.00	24.76%
7061	Salary - Private 3	\$ 7,862.73	\$ 37,190.00	21.14%
7262	Salary - Staff Sargeant	\$ 10,336.29	\$ 42,749.00	24.18%
7065	Police Overtime	\$ 5,641.19	\$ 15,000.00	37.61%
7056	Salary - Code Enforcement Officer	\$ 7,972.17	\$ 36,000.00	22.14%
7167	Workers Compensation	\$ 26,357.86	\$ 94,164.00	27.99%
7168	Health Insurance	\$ 6,337.68	\$ 28,000.00	22.63%
7169	Life/Disability Insurance	\$ 1,118.10	\$ 5,000.00	22.36%
7170	Retirement	\$ 4,585.80	\$ 16,300.00	28.13%
7171	FICA	\$ 6,804.60	\$ 29,200.00	23.30%
7066	New Uniform Issue-Police	\$ 2,133.12	\$ 3,000.00	71.10%
7068	Gasoline Expenses-Police	\$ 4,078.88	\$ 29,000.00	14.07%
7069	Vehicle/ Equipment Repair	\$ 3,263.84	\$ 15,000.00	21.76%
7070	Office Supplies	\$ 1,096.16	\$ 5,000.00	21.92%
7073	Communication Equipment (cell phones)	\$ 454.79	\$ 2,000.00	22.74%
7074	Law Enforcement Equipment	\$ -	\$ 1,500.00	0.00%
7075	MPTC Training Courses	\$ -	\$ 400.00	0.00%
7076	Supplies & Miscellaneous Expenses	\$ 470.55	\$ 5,000.00	9.41%
7077	Mobile Data Computers	\$ 2,580.40	\$ 8,500.00	30.36%
7175	Surveillance Camera	\$ 434.59	\$ 13,000.00	3.34%
7082	Utilities - Police	\$ -	\$ 5,000.00	0.00%
7083	Training/Meetings/Conventions	\$ 50.00	\$ 4,000.00	1.25%
7084	Telephone - Police	\$ -	\$ 6,000.00	0.00%
7201	Debt Service - New Police Vehicle	\$ -	\$ 24,000.00	0.00%
7176	Police MOU /Attorney Fee	\$ 2,128.00	\$ 6,000.00	35.47%
7203	Communication Equipment	\$ -	\$ 500.00	0.00%
7204	Service Weapons (Firearms & Ammunition)	\$ 1,500.00	\$ 1,500.00	100.00%
7205	Recruitment Expenses	\$ -	\$ 1,500.00	0.00%
7206	Substance and Physical Testing	\$ -	\$ 500.00	0.00%
7207	Neighborhood Watch Program	\$ -	\$ 700.00	0.00%
	Total Public Safety	\$ 150,080.51	\$ 671,695.00	22.34%
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	PUBLIC WORKS DEPARTMENT			
	ADMINISTRATION			
7107	Part-Time Seasonal	\$ 6,081.38	\$ 10,000.00	60.81%
7085	Crewman 2	\$ 6,782.43	\$ 28,080.00	24.15%
7088	Crewman 3	\$ 7,313.62	\$ 32,240.00	22.68%
7235	PW Director	\$ 12,434.61	\$ 54,060.00	23.00%
7090	Overtime - Public Works	\$ 716.07	\$ 3,000.00	23.87%
7098	Uniform Replacement	\$ -	\$ 800.00	0.00%
7101	Telephone	\$ 536.40	\$ 3,000.00	17.88%
7102	Health Insurance	\$ 3,718.39	\$ 10,800.00	34.43%
7103	FICA	\$ 2,514.35	\$ 9,900.00	25.40%
7282	Unemployment Compensation	\$ 3,042.00	\$ 5,000.00	60.84%
7104	Retirement	\$ 1,545.99	\$ 5,969.00	25.90%
7105	Workers Comp	\$ 4,446.20	\$ 15,819.00	28.11%
7106	Life/Disability Insurance	\$ 460.61	\$ 2,494.00	18.47%
7260	Substance Testing	\$ -	\$ 500.00	0.00%
7242	PW Training	\$ 2,745.46	\$ 4,400.00	62.40%
	Subtotal	\$ 52,337.51	\$ 186,062.00	28.13%
	BUILDING MAINTENANCE			
7093	Supplies/Misc.	\$ 1,007.64	\$ 3,000.00	33.59%
7096	Janitorial Supplies	\$ 516.99	\$ 3,000.00	17.23%
7097	Sm Equipment/PW Bldg Maint-Replacement	\$ 460.55	\$ 3,500.00	13.16%
7095	Exterminating	\$ 268.17	\$ 3,800.00	7.06%
	Subtotal	\$ 2,253.35	\$ 13,300.00	16.94%
	FLEET MAINTENANCE			
7092	Vehicle Maintenance	\$ 2,291.50	\$ 10,000.00	22.92%
7094	Fuel	\$ 864.35	\$ 3,600.00	24.01%
7320	Large Equipment	\$ -	\$ 10,000.00	0.00%
	Subtotal	\$ 3,155.85	\$ 23,600.00	13.37%
	PARK MAINTENANCE			
7089	Park Maintenance/Supplies	\$ 8,280.82	\$ 10,000.00	82.81%
7263	Public Area Maintenance	\$ 14,412.42	\$ 60,000.00	24.02%
	Subtotal	\$ 22,693.24	\$ 70,000.00	32.42%
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	STREET MAINTENANCE			
7099	Street Signs and Street Painting	\$ 601.70	\$ 10,000.00	6.02%
7243	Street Maintenance	\$ 612.00	\$ 20,000.00	3.06%
8008	Snow/Tree Removal	\$ -	\$ 20,000.00	0.00%
	Subtotal	\$ 1,213.70	\$ 50,000.00	2.43%
	Total Public Works Department	\$ 81,653.65	\$ 342,962.00	23.81%
	SPEED CAMERA			
7300	Administration Fee	\$ 113,548.25	\$ 400,000.00	28.39%
7301	Salary	\$ 3,935.00	\$ 14,000.00	28.11%
7216	Attorney Fees	\$ 6,213.00	\$ 20,000.00	31.07%
7210	Computers/Software	\$ -	\$ 4,000.00	0.00%
7217	Street Signs/Crosswalk Painting	\$ -	\$ 13,000.00	0.00%
7244	Audit	\$ -	\$ 3,000.00	0.00%
7214	Other	\$ -	\$ 2,000.00	0.00%
	Total Direct Speed Camera Cost	\$ 123,696.25	\$ 456,000.00	27.13%
	ALLOWABLE EXPENSES			
7310	Travel and Meeting	\$ -	\$ 500.00	0.00%
7309	Public Safety Programs	\$ -	\$ 1,000.00	0.00%
7308	Office Supplies/Equipment	\$ -	\$ 500.00	0.00%
7208	IT/Software	\$ -	\$ 500.00	0.00%
7212	Surveillance Cameras	\$ -	\$ 2,500.00	0.00%
	Total	\$ -	\$ 5,000.00	0.00%
	STREET HWY ADMINISTRATION			
8000	Street Repair Project	\$ 10,500.00	\$ 200,000.00	5.25%
	Total	\$ 10,500.00	\$ 200,000.00	5.25%
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	TRASH SERVICES			
8001	Goode Trash Contract	\$ 39,831.00	\$ 159,324.00	25.00%
8002	Refuse Disposal Fees	\$ -	\$ 4,500.00	0.00%
8102	Goode Trash Contract Muncipal Bldg Dumpster	\$ -	\$ 2,500.00	0.00%
	Total Contracted Trash Expenses	\$ 39,831.00	\$ 166,324.00	23.95%
	CAPITAL IMPROVEMENTS			
8012	Sustainable Design Service - Consulting Engineer	\$ 11,771.18	\$ 15,000.00	78.47%
8018	North Huron Street Reconstruction	\$ -	\$ 100,000.00	0.00%
8016	Stormdrain Repair/Reconstruction	\$ -	\$ 50,000.00	0.00%
8020	Annexation Study/Survey	\$ -	\$ 10,000.00	0.00%
8034	Rolph Drive Project	\$ -	\$ 621,581.00	0.00%
8042	Debt Service - Street Improvements	\$ 6,654.23	\$ 43,537.00	15.28%
	Total	\$ 18,425.41	\$ 840,118.00	2.19%
	MUNICIPAL BLDG EXPENSE			
7194	Network System - IT System/Phones	\$ 3,928.09	\$ 15,000.00	26.19%
7046	Community Room/Upgrade & Maintence	\$ -	\$ 6,000.00	0.00%
7256	Community Room Rental Expense	\$ 470.00	\$ 4,000.00	11.75%
7196	Furniture	\$ -	\$ 2,000.00	0.00%
7223	General Building Repair & Maintenance	\$ 5,537.75	\$ 50,000.00	11.08%
8038	Modoc Building	\$ 159.88	\$ 400,000.00	0.04%
	Total	\$ 10,095.72	\$ 477,000.00	2.12%
	STREET LIGHTING			
8006	Street Lighting Expenses	\$ 5,758.81	\$ 40,000.00	14.40%
	Total	\$ 5,758.81	\$ 40,000.00	14.40%
	Special Program Expense			
8010	Parks and Planning	\$ 8,707.80	\$ 10,000.00	87.08%
8028	Plus 60 Senior Program	\$ 437.50	\$ 5,000.00	8.75%
8030	Youth Programs	\$ 506.53	\$ 3,000.00	16.88%
8031	Sustainable Forest Heights Planning	\$ 42.00	\$ 1,500.00	2.80%
8032	Economic Development Business	\$ -	\$ 2,000.00	0.00%
8033	Forest Heights Sustainable CDC	\$ -	\$ 7,500.00	0.00%
	Total	\$ 9,693.83	\$ 29,000.00	33.43%
Account ID				

**Town of Forest Heights
Summary Balance Sheet
As of September 30, 2016**

	<u>Sep 30, 16</u>
ASSETS	
Current Assets	
Checking/Savings	2,218,695.22
Accounts Receivable	65,501.65
Other Current Assets	611,431.66
Total Current Assets	<u>2,895,628.53</u>
Fixed Assets	4,083,318.47
Other Assets	703,917.37
TOTAL ASSETS	<u><u>7,682,864.37</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	77,385.82
Other Current Liabilities	281,056.78
Total Current Liabilities	<u>358,442.60</u>
Total Liabilities	358,442.60
Equity	<u>7,324,421.77</u>
TOTAL LIABILITIES & EQUITY	<u><u>7,682,864.37</u></u>