To: David Creery, Chief Administrative Officer

From: Diane Campbell, Director of Administrative Services

Re: Reserve, Reserve Funds, Trust Funds & Reserve for Capital Projects

AIM

To provide Council with the status of the reserve, reserve funds, trust funds and reserve for capital projects at December 31, 2023 with projections to the end of 2024 and request that certain funds currently identified as trust funds be transferred to reserve funds.

BACKGROUND

During the budget process, Council was provided with forecasts of a number of the City's reserve and reserve funds as well as the capital reserve. Once the year end audit is complete, a second, more fulsome report, is provided with respect to these accounts. The attached statement includes the year end balances and commitments as well as the 2024 budgeted and some actual current year activity for Council's review.

COMMENTS

During capital budget deliberations, staff discussed the ability of the City to fund the capital program moving forward. This statement provides an opportunity to review the reserve and reserve fund balances and to identify areas of concern as well as consider options for future contributions. During the 2024 revenue budget deliberations, new contributions of \$850,000 were approved to either decrease financing by debt or to assist with reducing the infrastructure funding gap.

The current year of the reserve and reserve fund forecast included with the preliminary capital budget projected positive balances in all funds as of December 31, 2024. Beginning in 2025, several of the funds were projected to be overspent. The Capital Reserve has since benefitted from the 2023 surplus allocation which will eliminate the negative balance in this account while providing the most flexibility with respect to capital funds available. The remainder of the overspent funds, within the 2025 forecast, included the Municipal Building Reserve, the Recoverable from Developers Reserve and the Development Charges Reserve Fund for Roads. In these cases, upcoming projects will need to be revisited to ensure that funds are available to finance the projects.

During the 2023 year-end audit discussions, our auditor requested that a number of our accounts currently reported as Trust Funds be reclassified to Reserve Funds as they do not meet the legal definition of a trust and there are legislative changes currently being considered which will require Trust filings in future years. We will prepare the necessary entries during 2024 to transfer the following to reserve funds: Art Gallery, Community Complex, Good Beginnings/Gym Club, Lily Telfer and Shanna Larsen.

RECOMMENDATION

That Council receive the Statement of Reserve, Reserve Funds, Trust Funds and Reserve for Capital Projects at December 31, 2023 as information and,

Further, that Council approve the reclassification of the following funds to Reserve Funds: Art Gallery, Community Complex, Good Beginnings/Gym Club, Lily Telfer and Shanna Larsen.

Authored by: Diane Campbell, CPA, CA, Director of Administrative Services

Approved by: David Creery, P. Eng, MBA, Chief Administrative Officer

	KESERVE & KESERVE FUNDS - DEC	JEWIDER 31, 2023								
		Fund Balance	Funds Committed for Various Projects as at December 31, 2023	Available Balance at January 1, 2024	2024 Approved Contributions (increases) to Reserves & Reserve Funds	2024 Capital Budget Approved Expenditures (decreases)	2024 Revenue Budget Approved Expenditures (decreases)	2024 Additional Council Approvals & Expenditures to date in 2024	Estimated Balance at December 31, 2024 Cor	mments:
	Reserves in the Capital Fund - Ci	ity								
14009/1402	3 Reserve for Capital Projects	\$10,856,623.13	(\$4,276,710.09)	\$6,579,913.04		(3,632,000.00)		\$3,573,979.96	unspent capital contribut from subdividers for capi	rojects - Revenue sources are tions from revenue, payments tal projects originally built by plus over the years and old
14012	Reserve - Recoverable from Develope	\$1,487,143.72	(\$25,000.00)	\$1,462,143.72		(\$580,000.00)			Approved during 2013-20 finance new infrastructur developers in the future. \$882,143.72 transferred from the Hyd	\$ 1,500,000 originally
	Total Capital Reserves	\$12,343,766.85	(\$4,301,710.09)	\$8,042,056.76	\$0.00	(\$4,212,000.00)	\$0.00	\$3,573,979.96	\$7,404,036.72	

		Fund Balance	Funds Committed for Various Projects as at December 31, 2023	Available Balance at January 1, 2024	2024 Approved Contributions (increases) to Reserves & Reserve Funds	2024 Capital Budget Approved Expenditures (decreases)	2024 Revenue Budget Approved Expenditures (decreases)	2024 Additional Council Approvals & Expenditures to date in 2024	Estimated Balance at December 31, 2024	Comments:
	General Reserves - City									
51003	Equipment Replacement - Various	\$2,611,251.97	(\$1,329,484.69)	\$1,281,767.28	\$1,573,720.00	(\$1,738,000.00)			\$1,117,487.28	Equipment charged out based on use. Net revenue from equipment after expenses (fuel, repairs, insurance and mechanics labour) is transferred to reserve to finance future purchases. Includes Works, Engineering and Parks and Recreation.
51009	Equipment Replacement - Fire	\$5,187.50	\$0.00	\$5,187.50	\$775,000.00			(\$330,000.00)	\$450,187.50	Annual contribution to replace equipment as necessary. \$330,000 represents funds owed to Hydro Reserve Fund.
51004	Insurance Loss Reserve	\$266,506.41		\$266,506.41	\$150,000.00			(\$62,303.19)	\$354,203.22	Used to fund the deductible portion of insurance claims. 2024 expenditures have not been estimated although expenditures to date have been included.
51006	Uncollectible Taxes	\$1,208,354.95		\$1,208,354.95					\$1,208,354.95	Used to fund tax adjustments that exceed the budget in any year.
51007	Sick Leave Severance - City	\$2,126,753.57		\$2,126,753.57				(\$190,743.00)	\$1,936,010.57	Used to finance sick leave liability (fire).
51112	Salaries & Benefits - City	\$711,544.80		\$711,544.80	\$850,000.00				\$1,561,544.80	Used to finance contract settlements.
51013	Repairs to Municipal Bldgs	\$1,889,454.03	(\$1,403,437.05)	\$486,016.98	\$458,500.00	(\$610,000.00)	(\$80,000.00)		\$254,516.98	Annual contribution made to finance building repairs & upgrades.
51015	Contingency	\$60,905.84		\$60,905.84	\$20,000.00				\$80,905.84	Used to finance unforeseen expenditures.
51020	Parks and Open Spaces	\$431,460.88	(\$282,628.64)	\$148,832.24	\$200,000.00	(\$346,000.00)			\$2,832.24	Used to finance parks related expenditures.
51017	Election Expenses	\$40,000.00		\$40,000.00	\$40,000.00				\$80,000.00	Used in an election year to finance election expenditures.
51110 51187	Heritage Wdsk-Consulting Appraisal Permanent Collection	\$10,000.00 \$1,336.89		\$10,000.00 \$1,336.89					\$10,000.00 \$1,336.89	
51203 51208	WAG Exhibition Public Art Installation	\$28,045.93 \$7,761.51		\$28,045.93 \$7,761.51			(\$28,045.93)		\$0.00 \$7,761.51	To be used in 2024 to complete project, budget expenditure was included at \$34,000.

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		Tuna Balance	2023	ac sandary 1, 202 i	ranas	(acci cases)	(accreases)	4410 111 202 1	2021	Comments.
51083 51116 51189	Admin Services Consulting Admin Services Furniture Admin Services Cash Receipts	\$4,000.00 \$2,841.91 \$5,500.00		\$4,000.00 \$2,841.91 \$5,500.00			(\$4,000.00)		\$0.00 2 \$2,841.91 To To	/ill be used to complete several software projects in 024. o be used to finance workstation improvements. o be used to provide cash receipting software to arious departments.
51023	Education & Training	\$31,593.48		\$31,593.48	\$70,000.00			(\$45,917.78)	tr \$55,675.70 al	rovides funding for various seminars, courses and raining. 2024 expenditures have not been estimated lthough expenditures to date are included.
51144	Long Service Banquet	\$18,670.26		\$18,670.26	\$5,000.00				\$23,670.26 tv	o be used to finance banquet normally held every wo years.
	Modernization Software	\$15,436.28		\$15,436.28		4			\$15,436.28 st Te	o be used to complete modernization projects carted in 2021 and 2022. o finance computer acquisitions, software &
51045	Computer Automation	\$49,919.00		\$49,919.00	\$120,000.00	(\$103,000.00)			\$66,919.00 u	pgrades.
51038	Artifact Acquisition-Museum	\$28,266.32		\$28,266.32					\$28,266.32	
51136	Consulting-HR	\$14,123.63		\$14,123.63						o be used for Job Equity Consultant.
51207	HR/H & S-New Furniture/Equipment	\$25,000.00		\$25,000.00	\$10,000.00		(\$25,000.00)			o be used to furnish new office & purchase new quipment for respirator fit testing.
51054	Sylvania Band	\$24,000.00		\$24,000.00	\$3,000.00					o be used to offset expenditures for the Sylvania and parade appearances.
51060	Asphalt Resurfacing	\$637,158.99	(\$637,000.00)	\$158.99	\$600,000.00	(\$600,000.00)			0	pproved in \$200,000 increments during various perating budget deliberations to increase annual sphalt spending.
51117	Policy Review - Planning	\$5,694.37		\$5,694.37					\$5,694.37	
51123	WSIB - Neer	\$205,995.93		\$205,995.93					0	istorically used to pay any surcharge assessed based n a comparison of City's experience rating compared o the industry average.

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51062 51182 51188 51125 51059	Consulting-Engineering Cedar Creek-Monitoring Cedar Creek - EA Aerial Mapping Asset Management Studies	\$23,457.56 \$24,000.00 \$54,492.70 \$53,694.18 \$40,000.00		\$23,457.56 \$24,000.00 \$54,492.70 \$53,694.18 \$40,000.00	\$7,000.00				\$23,457.56 \$24,000.00 \$54,492.70 \$60,694.18	Was to be used in 2023 to update development guidelines however project was not completed. To be used for updates of aerial mapping of the City. To be used to support Provincially mandated Asset Management Plans
51143	Building Department	\$2,604,966.79	(\$55,599.63)	\$2,549,367.16			(\$197,530.00)			Provincial requirement for Building department to self- finance. Balance is available to finance future shortfalls.
51113 51206	Mayor's Reception Community Social & Well Being	\$2,872.58 \$0.00		\$2,872.58 \$0.00	\$3,000.00 150,000.00				\$5,872.58 \$150,000.00	To be used for reception at end of Council Term.
51194	Radio System Fire & Police	\$311,677.30	(\$88,265.78)	\$223,411.52	\$200,000.00				\$423,411.52	
51196	Legal Fees - C.A.O.	\$15,362.08		\$15,362.08			(\$15,360.00)		\$2.08	Will be used, as needed, in 2024 to offset legal costs.
51126	Industrial Land Servicing	\$9,056.78		\$9,056.78					\$9,056.78	
51197	Southside Pond Cleanout	\$2,500,000.00	(\$2,500,000.00)	\$0.00					\$0.00	To finance capital project to begin in 2024.
51198	Cannabis Legalization	\$68,409.00		\$68,409.00			(\$68,409.00)			Provincial Funding to be used to offset cost of policing in 2024.
51200	Physician Recruitment	\$40,000.00		\$40,000.00	\$10,000.00		(\$10,000.00)			To be used to assist with costs of moving for physicians relocating to Woodstock.
51204	Physician Recruitment Marketing	\$4,000.00		\$4,000.00					\$4,000.00	T. I
51205	Physicians-Forgivable Loans	\$90,000.00		\$90,000.00	\$30,000.00		(\$90,000.00)			To be used for forgivable loans in 2024 pending approval of CIP updates.
	Total General Reserves	\$16,308,753.42	(\$6,296,415.79)	\$10,012,337.63	\$5,275,220.00	(\$3,397,000.00)	(\$518,344.93)	(\$628,963.97)	\$10,743,248.73	

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	Reserve Funds: City									
52001	Land for Public Purposes	\$692,189.59	(\$270,000.00)	\$422,189.59		(\$413,000.00)			\$9,189.59	Obligatory Reserve - Planning Act. 2024 contributions have not been estimated.
52002	Street Lighting	\$554,805.62	(\$270,079.39)	\$284,726.23	\$50,000.00	(\$140,000.00)			\$194,726.23	Established in 1975. Contributions are from Revenue Fund.
52003	Downtown Redevelopment	\$1,947,679.26	(\$1,673,995.29)	\$273,683.97	\$200,000.00		(\$125,000.00)	(\$297,000.00)		Established in 1978. Annual contributions from Revenue Fund.
52004	Art Acquisition	\$119,742.41	(\$96,394.26)	\$23,348.15	\$5,000.00	(\$10,000.00)			\$18,348.15	
52007	Complex Ball Diamond	\$3,715.08		\$3,715.08					\$3,715.08	Established in 2013.
52008	Tax Stabilization	\$262,833.88	(\$72,437.72)	\$190,396.16					\$190,396.16	Established in 1997.
52009	Industrial Land	\$8,355,227.26	(\$8,064,221.72)	\$291,005.54	\$24,275,000.00	(\$1,815,000.00)	(\$85,080.00)			runus conecteu in 2024 will be used to service industrial land. Currently the reserve fund owes the Hydro Legacy Reserve Fund \$ 5,000,000 for the Corlett Farm purchase and \$ 6,008,000 for the Elliott Farm purchase to be recovered from future land sales at the respective locations.
52010	Hydro	\$1,558,799.32	(\$419,192.60)	\$1,139,606.72	\$82,100.00	(\$170,000.00)		\$330,000.00	\$1,381,706.72	\$330,000 represents funds owed to Hydro Reserve Fund from Fire Equipment Reserve
52013	Park Improvements	\$95,218.70	(\$22,460.18)	\$72,758.52		(\$66,000.00)				Contribution from subdividers for street trees in new subdivisions. 2024 contributions have not been estimated.
52041	Park Trees	\$577,752.41	(\$6,716.71)	\$571,035.70		(\$40,000.00)				Contributions from developers for park trees to replenish tree canopy. 2024 contributions have not been estimated.
52012	Mary Evans Endowment	\$302,717.48		\$302,717.48						Heritage Endowment Fund - Provincial Grant plus contributions from City and Library. Principal is to remain intact.

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52015	Woodstock Art Gallery Friends	\$5,725.57		\$5,725.57					\$5,725.57	Established in 2018.
52017	Development Charges-Discounted									Per Development Charges By-law. 2024 contributions from Developers have not been estimated for any of the Development Charge funds.
	Administration	\$169,360.88	(\$14,816.65)	\$154,544.23					\$154,544.23	
	Library	\$2,468,001.86		\$2,468,001.86		(\$20,000.00)	(\$80,000.00)		\$2,368,001.86	
	Solid Waste Parks & Recreation	\$100,444.45 \$8,192,819.08	(\$3,924,109.18)	\$100,444.45 \$4,268,709.90		(\$1,057,000.00)	(\$15,850.00) (\$89,380.00)		\$84,594.45 \$3,122,329.90	
52018	Development Charges-Non Discounted	1								Per Development Charges By-law. 2024 contributions from Developers have not been estimated for any of the Development Charges funds.
	Public Works Roads & Related Transit	\$371,698.17 \$4,651,358.56 \$307,166.71	(\$250,000.00) (\$559,136.26)			(\$2,432,000.00)	(\$93,530.00)		\$28,168.17 \$1,660,222.30 \$307,166.71	
	Police Service Fire Service	(\$279,202.83) \$617,883.16		(\$279,202.83) \$617,883.16		(\$50,000.00)	(\$326,960.00) (\$85,740.00)		(\$606,162.83) \$482,143.16	To be applied to long term debt repayments. Fund is overspent and amount is borrowed from other Development Charges categories.
52020	Slot Machines	\$2,257,096.14	(\$222,020.37)	\$2,035,075.77	\$1,575,000.00		(\$1,576,630.00)		\$2,033,445.77	Revenues received in one year are allocated the following year. 2024 allocation policy has been updated to include Community & Social Well Being Reserve contribution and Transit FAIR.
52021	Investment in the Arts	\$25,599.92		\$25,599.92					\$25,599.92	Reserve Fund established in 1990 with fundraising proceeds and matching provincial grant. Can be used for any purpose related to Art Gallery.
52022	Dedicated Provincial Gas Tax	\$1,688,937.52	(\$482,930.68)	\$1,206,006.84	\$450,000.00	(\$335,000.00)	(\$150,000.00)		\$1,171,006.84	Grant from province for transit and paratransit. 2024 actual allocation has not been officially announced.
52026	Ball Diamond	\$393.14		\$393.14					\$393.14	

			Funds Committed for Various Projects as at December 31,	Available Balance	2024 Approved Contributions (increases) to Reserves & Reserve	2024 Capital Budget Approved Expenditures	2024 Revenue Budget Approved Expenditures	2024 Additional Council Approvals & Expenditures to	Estimated Balance at December 31,	
		Fund Balance	2023	at January 1, 2024	Funds	(decreases)	(decreases)	date in 2024	2024	Comments:
52029	Millennium	\$10,851.16		\$10,851.16					\$10,851.16	Donation from Len Reeves for playground equipment.
52034	Federal Gas Tax	\$1,822,148.77	(\$764,778.48)	\$1,057,370.29	\$1,468,411.00	(\$2,340,000.00)			\$185,781.29	Contribution represents 2024 allocation.
52035 52028	Museum Exhibition Museum Fundraising	\$36,414.79 \$160.17		\$36,414.79 \$160.17			(\$1,000.00)		\$35,414.79 \$160.17	
52036	Art Gallery Exhibition	\$787.09		\$787.09					\$787.09	
52037	Hydro Legacy	\$22,870,634.55		\$22,870,634.55						Proceeds from sale of Woodstock Hydro - Generally restricted to spending investment income only. Currently owed \$ 11,008,000 from Industrial Land reserve fund related to two farm purchases.
52038	Parks & Rec Sponsorship	\$918,943.46		\$918,943.46						Received a large donation in 2023 to be used for parks and recreation.
52039	Bruce Flowers Legacy	\$430,535.53		\$430,535.53						Donation from Estate of Bruce Flowers - Generally restricted to spending investment income only.
	Total Reserve Funds	\$61,138,438.86	(\$17,113,289.49)	\$44,025,149.37	\$28,105,511.00	(\$8,888,000.00)	(\$2,629,170.00)	\$33,000.00	\$60,646,490.37	

		Fund Balance	•	Available Balance at January 1, 2024	2024 Approved Contributions (increases) to Reserves & Reserve Funds	2024 Capital Budget Approved Expenditures (decreases)	2024 Revenue Budget Approved Expenditures (decreases)	2024 Additional Council Approvals & Expenditures to date in 2024	Estimated Balance at December 31, 2024	Comments:
	Trust Funds:									
53001	K.N. Light	\$7,004.60		\$7,004.60						Bequest received many years ago. Any investment income is transferred to the Revenue Fund budget. Principal is to remain intact.
53002	W.J. Bickerton	\$10,002.38		\$10,002.38						Bequest received many years ago. Any investment income is transferred to the Revenue Fund budget. Principal is to remain intact.
53003	Lillian J. McKay	\$5,002.02		\$5,002.02						Bequest received many years ago. Any investment income is transferred to the Revenue Fund budget. Principal is to remain intact.
53006	Complex Occupants	\$249,913.58	(\$15,000.00)	\$234,913.58	\$6,804.00	(\$185,000.00)				Established in 1991 to provide funds for future capital repairs. Contributions received from Gym Club and Good Beginnings Day Care. Gym Club has a new agreement and will no longer be contributing to this fund.
53011	Community Complex (Woodstock Inc.)	\$139,357.66		\$139,357.66						Majority of fund represents donation received from the Estate of John Young.
53015	Art Gallery Memorial	\$24,048.11		\$24,048.11			(\$24,000.00)			Bequest and specific donations. No restrictions on fund, it will be closed in 2024.
53008	Lily Telfer	\$24,402.48		\$24,402.48					\$24,402.48	Bequest to be used for art classes and children's programmimg.
53016	Art Gallery	\$476.80		\$476.80						Originally established by Library Board using proceeds of art rentals and sales.
53018	Shanna Larsen	\$4,969.49		\$4,969.49					\$4,969.49	Memorial Donations - subsidize swimming for underprivileged children
	Total Trust Funds	\$465,177.12	(\$15,000.00)	\$450,177.12 #	\$6,804.00	(\$185,000.00)	(\$24,000.00)	\$0.00	\$247,981.12	

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	Downtown Woodstock - B.I.A.									
51034	Marketing & Beautification-B.I.A.	\$28,336.80		\$28,336.80			(\$23,789.64)		\$4,547.16	
51035	Bad Debts - B.I.A.	\$47,666.00		\$47,666.00			(\$36,233.06)		\$11,432.94	Primarily for property tax reductions.
51036	Automation - B.I.A.	\$5,292.92		\$5,292.92					\$5,292.92	
	Total Downtown Woodstock B.I.A.	\$81,295.72	\$0.00	\$81,295.72	\$0.00	\$0.00	(\$60,022.70)	\$0.00	\$21,273.02	
	Woodstock Public Library:									
51127	Library Automation	\$328,726.31	(\$50,000.00)	\$278,726.31			(\$50,000.00)		\$228,726.31	
51137	Library Salaries & Benefits	\$906,920.48	***	\$906,920.48			,		\$906,920.48	Used to finance contract settlements.
51145	Consultants Services	\$405,388.09		\$405,388.09		(20,000.00)	(\$80,000.00)		\$305,388.09	
52030	Marg Toon-Library	\$2,422.20		\$2,422.20					\$2,422.20	
										Investment income must be used for children's
53014	Jessie McDougall	\$13,610.82		\$13,610.82					\$13,610.82	programming. Principal is to remain intact.
	Total Woodstock Public Library	\$1,657,067.90	(\$50,000.00)	\$1,607,067.90	\$0.00	(\$20,000.00)	(\$130,000.00)	\$0.00	\$1,457,067.90	
	Woodstock Police Services:									
51152	Insurance Loss	\$287,861.71		\$287,861.71	\$5,000.00				\$292,861.71	
51153	Legal Fees	\$204,313.34		\$204,313.34					\$204,313.34	
51156	Building & Operations	\$130,343.35		\$130,343.35					\$130,343.35	
51157	Honour Guard	\$2,100.80		\$2,100.80					\$2,100.80	
51158	Labour Relations	\$640,989.65		\$640,989.65					\$640,989.65	
51159	Information Technology	\$440,805.40		\$440,805.40			(\$150,000.00)		\$290,805.40	
51161	Canine Unit	\$13,645.95		\$13,645.95					\$13,645.95	
51166	Capital Projects	\$326,819.44		\$326,819.44					\$326,819.44	
51171	Specialized Services & Wellness	\$18,855.28		\$18,855.28					\$18,855.28	
51172	Civilian Clothing	\$2,273.33		\$2,273.33					\$2,273.33	
52032	Radio Replacement	\$19,354.23		\$19,354.23					\$19,354.23	
52031	Sick Leave Severance	\$689,037.41		\$689,037.41	\$10,000.00		(\$200,000.00)		\$499,037.41	
	Total Woodstock Police Services	\$2,776,399.89	\$0.00	\$2,776,399.89	\$15,000.00	\$0.00	(\$350,000.00)	\$0.00	\$2,441,399.89	