

***Adopted Budget
Fiscal Year 2024***



***Bartram Springs Community
Development District***

July 10, 2023



**Bartram Springs
Community Development District**

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Bartram Springs

Community Development District

General Fund

	Adopted Budget FY 2023	Actual Thru 5/31/2023	Projected Next 4 Months	Total Projected 9/30/23	Adopted Budget FY 2024
Revenues					
Maintenance Assessments	\$1,499,158	\$1,493,807	\$5,351	\$1,499,158	\$1,560,531
Facility Income	\$8,000	\$6,367	\$3,787	\$10,154	\$8,000
Program Sharing - ASG	\$7,000	\$17,811	\$4,200	\$22,011	\$20,000
Comcast Revenue Share	\$20,000	\$16,928	\$5,800	\$22,728	\$20,000
Interest / Miscellaneous	\$200	\$12,190	\$4,500	\$16,690	\$6,000
Carryforward	\$0	\$0	\$0	\$0	\$15,927
Total Revenues	\$1,534,358	\$1,547,104	\$23,638	\$1,570,742	\$1,630,458
Expenditures					
Administrative					
Supervisor Fees	\$12,000	\$8,800	\$4,000	\$12,800	\$12,000
FICA Expense	\$918	\$673	\$306	\$979	\$918
Engineering	\$6,000	\$3,790	\$2,210	\$6,000	\$6,300
Assessment Roll	\$5,000	\$5,000	\$0	\$5,000	\$6,500
Arbitrage	\$600	\$0	\$600	\$600	\$600
Attorney	\$38,000	\$18,808	\$12,500	\$31,308	\$33,000
Trustee	\$12,300	\$0	\$4,041	\$4,041	\$4,500
Annual Audit	\$3,250	\$0	\$3,250	\$3,250	\$3,250
Management Fees	\$56,327	\$37,551	\$18,775	\$56,327	\$59,707
Information Technology	\$1,450	\$967	\$483	\$1,450	\$1,625
Website Maintenance	\$2,340	\$1,775	\$400	\$2,175	\$1,272
Telephone	\$800	\$463	\$300	\$763	\$800
Postage	\$1,000	\$552	\$1,300	\$1,852	\$2,500
Insurance	\$62,480	\$57,089	\$0	\$57,089	\$82,566
Printing & Binding	\$1,500	\$1,013	\$1,750	\$2,763	\$2,500
Records Storage	\$350	\$0	\$0	\$0	\$0
Legal Advertising	\$2,900	\$637	\$2,191	\$2,828	\$2,900
Other Current Charges	\$1,000	\$895	\$520	\$1,415	\$1,560
Office Supplies	\$350	\$280	\$60	\$340	\$350
Dues, Licenses & Subscriptions	\$175	\$175	\$0	\$175	\$175
Administrative Expenditures	\$208,740	\$138,467	\$52,687	\$191,155	\$223,023
Amenity Center					
Utilities					
Electric	\$69,300	\$43,619	\$24,784	\$68,403	\$75,000
Water/Irrigation	\$26,000	\$10,470	\$9,828	\$20,298	\$28,000
Phone/Cable/Internet	\$13,306	\$8,687	\$2,720	\$11,407	\$11,000
Gas	\$1,800	\$1,027	\$560	\$1,587	\$1,800
Trash Removal	\$10,262	\$6,744	\$3,388	\$10,132	\$10,775
Security					
Security Monitoring	\$1,000	\$280	\$260	\$540	\$1,000
Access Cards	\$2,200	\$2,327	\$0	\$2,327	\$1,500
Management Contracts					
Facility Management	\$185,861	\$123,907	\$61,954	\$185,861	\$195,154
Pool Attendants	\$86,125	\$20,940	\$65,185	\$86,125	\$91,293
Field Operations Management	\$71,419	\$47,613	\$23,806	\$71,419	\$87,817
Pool Maintenance	\$46,209	\$29,266	\$15,403	\$44,668	\$30,955
Janitorial	\$42,834	\$28,556	\$14,278	\$42,834	\$19,950
Gym Monitor	\$32,621	\$21,747	\$10,874	\$32,621	\$34,252

Bartram Springs

Community Development District

General Fund

General Fund

	Adopted Budget FY 2023	Actual Thru 45077	Projected Next 4 Months	Total Projected 45199	Adopted Budget FY 2024
Amenity Center Continued					
Facility Maintenance	\$56,274	\$41,888	\$19,286	\$61,174	\$75,950
Pool Chemicals	\$30,999	\$20,228	\$15,142	\$35,370	\$47,200
Mobile Application and Amenities Website	\$2,500	\$1,667	\$833	\$2,500	\$2,500
Facility Maintenance - COVID	\$7,200	\$0	\$0	\$0	\$0
Repairs & Maintenance	\$78,000	\$58,717	\$19,283	\$78,000	\$78,000
Special Events	\$21,000	\$22,319	\$6,089	\$28,407	\$21,000
Holiday Decorations	\$7,500	\$4,919	\$4,500	\$9,419	\$7,500
Fitness Center Repairs/Supplies	\$9,500	\$3,566	\$3,615	\$7,181	\$5,000
Office Supplies	\$4,500	\$4,416	\$3,584	\$8,000	\$7,000
ASCAP/BMI Licenses	\$3,000	\$0	\$0	\$0	\$1,000
Amenity Center Expenditures	\$809,410	\$502,904	\$305,370	\$808,275	\$833,646
Grounds Maintenance					
Landscape Maintenance	\$183,767	\$128,021	\$65,544	\$193,565	\$200,322
Landscape Contingency	\$40,000	\$29,797	\$10,203	\$40,000	\$40,000
Athletic Field	\$0	\$0	\$0	\$0	\$25,250
Lake Maintenance	\$21,141	\$18,396	\$7,048	\$25,444	\$31,667
Fountain Maintenance	\$1,600	\$897	\$598	\$1,495	\$1,600
Grounds Maintenance	\$15,000	\$1,591	\$4,609	\$6,200	\$10,000
Pump Repairs	\$7,500	\$5,272	\$2,600	\$7,872	\$5,000
Streetlight Repairs	\$5,700	\$2,545	\$0	\$2,545	\$3,000
Irrigation Repairs	\$10,000	\$10,271	\$4,000	\$14,271	\$15,000
Miscellaneous	\$2,500	\$240	\$400	\$640	\$1,500
Capital Reserves Contribution	\$229,000	\$229,000	\$0	\$229,000	\$240,450
Grounds Maintenance Expenditures	\$516,208	\$426,030	\$95,002	\$521,032	\$573,789
TOTAL EXPENDITURES	\$1,534,358	\$1,067,402	\$453,060	\$1,520,462	\$1,630,458
EXCESS REVENUES	\$0	\$479,702	(\$429,422)	\$50,280	\$0

⁽¹⁾Carry forward surplus is net of maintenance reserves

Product Type	FY2023		FY2024		Increase / (Decrease)
	Units	Per Unit	Units	Per Unit	
50'	456	\$ 1,033	470	\$ 1,033	\$ 37
60'	412	\$ 1,110	417	\$ 1,110	\$ 44
70'	290	\$ 1,188	295	\$ 1,188	\$ 50
80'	242	\$ 1,263	247	\$ 1,263	\$ 57
Multi-Family	294	\$ 328	299	\$ 328	\$ 8
Commercial	21818	\$ 0.55	21818	\$ 0.5549	\$ 0.0470
Gross Assessment			\$ 1,687,061		
FY2024					
Gross Assessments					\$1,687,061
Less 7.5% Disc. & Collections					\$126,530
Net Assessments					\$1,560,531

Bartram Springs Community Development District

GENERAL FUND BUDGET

Fiscal Year 2024

REVENUES:

Maintenance Assessments

The District will levy a non ad-valorem special assessment on all assessed property within the District to fund all of the General Operating and Maintenance Expenditures for the fiscal year.

Facility Income

Represents miscellaneous income received for activities related to the Amenity Center.

Program Sharing Income – Vesta Property Services

Represents miscellaneous income received based on the Sharing of Revenues agreement between the District and Vesta.

Comcast Revenue Share

Funding Received from Comcast for marketing support.

Interest / Miscellaneous

The District will receive interest on all excess funds invested with U.S. Bank and State Board Administration. The amount is based upon the estimated average balance of funds available during the fiscal year. Miscellaneous Revenue includes Swim Season Revenue, Northeast Florida Vending Revenue, and other miscellaneous deposits.

EXPENDITURES:

Administrative:

Supervisor Fees

The Florida Statutes allows each board member to receive \$200 per meeting not to exceed \$4,800 in one year. The amount for the fiscal year is based upon five supervisors attending the estimated 12 annual meetings.

FICA Expense

These expenses represent the Employer's share of Social Security and Medicare taxes withheld from the Board of Supervisors checks.

Engineering

The District's engineering firm, England, Thims & Miller, Inc., will be providing general engineering services to the District, including attendance and preparation for monthly board meetings, review invoices, etc.

Assessment Roll

GMS, LLC serves as the District's collection agent and certifies the District's non-ad valorem assessments with the county tax collector.

Arbitrage

The District is required to have an annual arbitrage rebate calculation prepared for the District's Series 2021 Special Assessment Refunding and Revenue Bonds.

Bartram Springs Community Development District

GENERAL FUND BUDGET

Fiscal Year 2024

Attorney

The District's legal counsel, Kutak Rock LLP will be providing general legal services to the District, including attendance and preparation for monthly meetings, preparation and review of operating and maintenance contracts, etc.

Trustee

The District issued \$15,175,000 Series 2021 Special Assessment Refunding Bonds which are held by a Trustee with US Bank, N.A. The amount of the trustee fee is based on the agreement between US Bank and the District for the Series 2021 bonds.

Annual Audit

The District is required annually to conduct an audit of its financial records by an Independent Certified Public Accounting Firm. Berger, Toomb, Elam, Gaines, & Frank currently serves as the District's Independent Auditor.

Management Fees

The District receives Management, Accounting and Administrative services as part of a Management Agreement with Governmental Management Services, LLC.

Information Technology

Represents various cost of information technology for the District such as video conferencing, cloud storage and servers, positive pay implementation and programming for fraud protection, accounting software, tablets for meetings, Adobe, Microsoft Office, etc.

Website Maintenance

Represents the costs associated with monitoring and maintaining the District's website created in accordance with Chapter 189, Florida Statutes. These services include site performance assessments, security and firewall maintenance, updates, document uploads, hosting and domain renewals, website backups, etc.

	Contract	Monthly	Annual
GMS		\$ 106	\$ 1,272

Telephone

Telephone and fax machine.

Postage

Mailing of agenda packages, overnight deliveries, correspondence, etc.

Insurance

The District's General Liability & Public Officials Liability Insurance policy is with Florida Insurance Alliance. Florida Insurance Alliance specializes in providing insurance coverage to governmental agencies.

Printing & Binding

Printing and Binding agenda packages for board meetings, printing of computerized checks, stationary, envelopes etc.

Bartram Springs Community Development District

GENERAL FUND BUDGET

Fiscal Year 2024

Legal Advertising

The District is required to advertise various notices for monthly Board meetings, public hearings etc. in the Daily Record.

Other Current Charges

Bank charges and any other miscellaneous expenses incurred during the year.

Office Supplies

This includes miscellaneous office supplies.

Dues, Licenses & Subscriptions

The District is required to pay an annual fee to the Department of Economic Opportunity for \$175. This is the only expense under this category for the District.

Amenity Center:

Electric & Water

The District has utility accounts with JEA to provide electricity and water for the District.

Electric Acct #	Meter #	Location	Monthly	Annual
2568379466	22489908	14532 Cherry Lake Dr E Apt TRCT	4,212	50,544
2568379466	22493394	14543 Cherry Lake Dr W Apt LS01	12	147
2568379466	22508751	17 Everest La Apt SG01	1,466	17,592
1540008426	24063319	14751 Bartram Springs Pkwy	100	1,200
1540008426	22493397	14857 Bartram Springs Pkwy	21	252
Contingency			439	5,265
Total Electric			6,250	75,000
Water & Sewer Account #	Meter #	Location	Monthly	Annual
2568379466	83003017	14530 Cherry Lake Dr E	135	1,620
2568379466	86860454	14530 Cherry Lake Dr E	268	3,216
2568379466	83003017	14530 Cherry Lake Dr E	72	864
2568379466		14530 Cherry Lake Dr E	43	516
2568379466	86860454	14531 Cherry Lake Dr E	130	1,560
1540008426	68272587	14751 Bartram Springs Pkwy	33	396
1540008426	68272587	14751 Bartram Springs Pkwy	25	300
Contingency			336	4,028
Total Water & Sewer				12,500
Irrigation Account #	Meter #	Location	Monthly	Annual
2568379466	61905337	14530 Cherry Lake Dr E	465	5,580
2568379466	894241659	61 Everest Lane Apt IR01	265	3,180
1540008426	75759444	14752 Bartram Springs Pkwy	78	936
Contingency			484	5,804
Total Irrigation			1,292	15,500
Total Water/Sewer & Irrigation				28,000
TOTAL UTILITIES				103,000

Bartram Springs Community Development District

GENERAL FUND BUDGET

Fiscal Year 2024

Phone/Cable/Internet

The District has accounts with Comcast to provide telephone, cable television services, and internet for the Amenity Center.

Account #	Location	Monthly	Annual
8495-74-121-1618453	14530 Cherry Lake Dr E OFC	422	5,061
8495-74-121-2680338	Fitness Center	140	1,679
8495-74-120-3774991	14751 Bartram Springs Pkwy	235	2,820
	Contingency	120	1,439
TOTAL CABLE		917	11,000

Gas

The District has accounts with TECO-Peoples Gas and Florida Natural Gas to provide gas to the Amenity Center.

Vendor	Account #	Location	Monthly	Annual
TECO	211003320143	14530 Cherry Lake Dr E	35	420
TECO	221003032432	14531 Cherry Lake Dr E Fire Pit	45	540
Florida Natural Gas	38487	Inside FERC FGTZ3	10	120
Florida Natural Gas	38488	Inside FERC FGTZ3	30	360
Vesta		Gas for Cart	15	180
		Contingency	15	180
	TOTAL GAS		150	1,800

Trash Removal

The District uses Logistic Rubicon Global for refuse picking up at the Amenity Center.

Security Monitoring

The District has contracted with Atlantic Companies, Inc. to monitor the Amenity Center.

Access Cards

Cost of access cards for issuance to new residents and to replace lost or damaged cards.

Facility Management

The District contracted with Vesta Property Services to provide management services for the Amenity Center. This included staffing of amenity center with full-time and part-time personnel, to include a general manager and assistant general manager.

Pool Attendants

The District has contracted with Vesta Property Services to provide pool attendants during the operating season for the pool. This line includes night swim for extended evening hours staffing of front office pool monitors, and lifeguards.

Field Operations Management

The District is contracted with Vesta Property Services for a full-time employee to manage maintenance contracts for the District and manage community appearance of all common areas and District facilities.

Pool Maintenance

The District utilizes the services of Vesta Property Services to maintain the pool.

Bartram Springs Community Development District

GENERAL FUND BUDGET

Fiscal Year 2024

Janitorial Services

The District utilizes the services of Vesta Property Services to provide janitorial services.

Gym Monitor

The District contracts with Vesta Property Services for monitor of fitness room during evening hours of fitness room operations when front office is not staffed. Monitor duties are to prevent unauthorized use of fitness room and prevent vandalism or misuse of equipment.

Facility Maintenance

The District has contract with Vesta Property Services to provide a full-time maintenance employee at the amenity center.

Pool Chemicals

The estimated cost for delivery of pool chemicals. The District is contracted with Poolsure for services.

Contract	Monthly	Annual
October - March	\$ 2,984	\$ 17,904
April - September	\$ 3,786	\$ 22,713
Contingency	\$ 549	\$ 6,583
		\$ 47,200

Mobile Application and Amenities Website

Alternative mobile communication of information related to Amenity Facilities for residents and patrons included but not limited to hours of operations, resident programs, special events, and other services for the District. Contracted with Vesta to manage website and maintain services for \$2500 per year.

Repair & Maintenance

Represent estimated cost of regular maintenance and replacement throughout the district and amenity center.

Special Events

Represents estimated costs for the District to host special events for the community throughout the Fiscal Year.

Holiday Decorations

Represents estimated costs for the District to decorate the amenity center throughout the Fiscal Year.

Fitness Center Repairs/Supplies

Represents estimated costs for the Fitness Center repairs of equipment, purchase of supplies, and preventative maintenance contract.

Office Supplies

Represents miscellaneous office supplies needed throughout the Fiscal Year for the amenity center.

ASCAP/BMI Licenses

License fee required to broadcast music to the amenity center.

Bartram Springs Community Development District

GENERAL FUND BUDGET

Fiscal Year 2024

Grounds Maintenance:

Landscape Maintenance

The District has a contract with VerdeGo LLC for the maintenance of the landscape.

Contract	Monthly	Annual
VerdeGo	\$ 16,694	\$ 200,322

Landscape Contingency

Estimated cost of landscape services in addition to the monthly contract.

Athletic Field – Additional Maintenance Services

The CDD will contract with vendor to perform addition maintenance treatments of athletic field to ensure adequate conditions for recreational use. Treatments include aerifications, fertilizations, application of growth regulators, and top dressing with sand after aeration. These treatments are in addition to current fertilization program executed by VerdeGo.

Lake Maintenance

The District has contracted with The Lake Doctors to maintain the lakes.

Contract	Monthly	Annual
The Lake Doctors	\$ 2,639	\$ 31,667

Fountain Maintenance

The District has contracted with The Lake Doctors to maintain the fountain quarterly.

Contract	Quarterly	Annual
The Lake Doctors	\$ 400	\$ 1,600

Grounds Maintenance

The day-to-day maintenance of district common areas. Services to include the following:

1. All common areas, lakes, easements and park trash clean up
2. Decorative and ground light bulb replacements
3. Pressure wash, paint, and repairs to district walls
4. Pressure wash, paint & repairs to pillars and entry monuments
5. Storm sewer grate and Lake outfall structure inspections/cleaning
6. Trash can and dog waste receptacle change out including bags
7. Bogus signage removal, maintenance of community signage
8. Tree removal & storm clean up

Pump Repairs & Replacements

Regular maintenance and replacement of various pumps throughout the district.

Street Light Repairs

Regular maintenance and repairs of streetlights throughout the district.

Irrigation Repairs

Represents miscellaneous irrigation repairs and maintenance cost for the District.

**Bartram Springs
Community Development District**

GENERAL FUND BUDGET

Fiscal Year 2024

Miscellaneous

Other miscellaneous landscape costs not included in other budget categories.

Capital Reserve Contribution

Represents any Capital expenditures the District may need outside of the regular maintenance.

Bartram Springs
Community Development District

Capital Reserve Fund

	Adopted Budget FY 2023	Actual Thru 5/31/2023	Projected Next 4 Months	Total Projected 9/30/2023	Adopted Budget FY 2024
Revenues					
Capital Reserve Contribution	\$229,000	\$229,000	\$0	\$229,000	\$240,450
Interest Income	\$0	\$2,615	\$1,550	\$4,165	\$2,000
Unassigned Fund Balance	\$189,018	\$137,246	\$0	\$137,246	\$256,291
Total Revenues	\$418,018	\$368,862	\$1,550	\$370,411	\$498,741
Expenditures					
Capital Projects	\$75,000	\$13,401	\$6,500	\$19,901	\$135,960
Repair and Maintenance	\$145,500	\$91,377	\$2,842	\$94,219	\$196,870
Other Services Charges	\$800	\$0	\$0	\$0	\$800
Total Expenditures	\$221,300	\$104,778	\$9,342	\$114,120	\$333,630
Assigned Fund Balance	\$196,718	\$264,083	(\$7,792)	\$256,291	\$165,111

Bartram Springs
Community Development District

Debt Service Fund
2016 -2021

	Adopted Budget FY 2023	Actual Thru 5/31/2023	Projected Next 4 Months	Total Projected 9/30/2023	Adopted Budget FY 2024
Revenues					
Assessments - 2021-1	\$1,192,771	\$1,188,643	\$4,237	\$1,192,880	\$1,192,880
Assessments - 2021-2	\$39,277	\$39,136	\$141	\$39,277	\$39,277
Interest Earned	\$700	\$22,105	\$4,840	\$26,945	\$9,000
Carryforward Surplus	\$150,613	\$161,665	\$0	\$161,665	\$186,059
Total Revenues	\$1,383,362	\$1,411,549	\$9,218	\$1,420,768	\$1,427,217
Expenditures					
Series 2021					
Interest 11/1	\$134,854	\$134,854	\$0	\$134,854	\$130,632
Interest 5/1	\$134,854	\$134,854	\$0	\$134,854	\$130,632
Principal 5/1	\$965,000	\$965,000	\$0	\$965,000	\$975,000
Total Expenditures	\$1,234,708	\$1,234,708	\$0	\$1,234,708	\$1,236,264
EXCESS REVENUES / (EXPENDITURES)	\$148,654	\$176,841	\$9,218	\$186,059	\$190,953

*Carry forward surplus is net of Reserve requirement

11/1/2024 Debt Service

\$125,148

Product Type	Units	2021-1 Debt Asmnt		Total
		Per Unit	7.5% 2022-2034	
50'	456	\$	754	\$ 343,596
60'	412	\$	850	\$ 350,085
70'	288	\$	945	\$ 272,163
80'	242	\$	1,039	\$ 251,336
Multi-Family	293	\$	196	\$ 57,443
Commercial Square Feet	21,818	\$	0.69	\$ 13,854
				\$ 1,288,477
				Less: Discounts and Collections (7.5%) 95,597
				Net Assessments 1,192,880

Product Type	Units	2021-2 Debt Asmnt		Total
		Per Unit	7.5% 2022-2034	
50'	456	\$	28	\$ 12,759
60'	412	\$	28	\$ 11,528
70'	290	\$	28	\$ 8,114
80'	242	\$	28	\$ 6,771
Multi-Family	294	\$	11	\$ 3,290
Commercial Square Feet	-	\$	-	\$ -
				\$ 42,462
				Less: Discounts and Collections (7.5%) 3,185
				Net Assessments 39,277

Bartram Springs Community Development District

SERIES 2021 AMORTIZATION SCHEDULE (Combined)

DATE	BALANCE	PRINCIPAL	INTEREST	TOTAL
11/1/23	\$ 13,255,000.00		\$ 130,632.13	\$ 130,632.13
5/1/24	\$ 13,255,000.00	\$ 975,000.00	\$ 130,632.13	
11/1/24	\$ 12,280,000.00		\$ 125,147.75	\$ 1,230,779.88
5/1/25	\$ 12,280,000.00	\$ 985,000.00	\$ 125,147.75	
11/1/25	\$ 11,295,000.00		\$ 118,991.50	\$ 1,229,139.25
5/1/26	\$ 11,295,000.00	\$ 1,000,000.00	\$ 118,991.50	
11/1/26	\$ 10,295,000.00		\$ 111,491.50	\$ 1,230,483.00
5/1/27	\$ 10,295,000.00	\$ 1,015,000.00	\$ 111,491.50	
11/1/27	\$ 9,280,000.00		\$ 102,610.25	\$ 1,229,101.75
5/1/28	\$ 9,280,000.00	\$ 1,035,000.00	\$ 102,610.25	
11/1/28	\$ 8,245,000.00		\$ 92,907.13	\$ 1,230,517.38
5/1/29	\$ 8,245,000.00	\$ 1,055,000.00	\$ 92,907.13	
11/1/29	\$ 7,190,000.00		\$ 83,016.50	\$ 1,230,923.63
5/1/30	\$ 7,190,000.00	\$ 1,075,000.00	\$ 83,016.50	
11/1/30	\$ 7,190,000.00		\$ 83,016.50	\$ 1,241,033.00
5/1/31	\$ 7,190,000.00	\$ 1,100,000.00	\$ 83,016.50	
11/1/31	\$ 5,015,000.00		\$ 59,907.13	\$ 1,242,923.63
5/1/32	\$ 5,015,000.00	\$ 1,125,000.00	\$ 59,907.13	
11/1/32	\$ 3,890,000.00		\$ 47,250.88	\$ 1,232,158.00
5/1/33	\$ 3,890,000.00	\$ 1,150,000.00	\$ 47,250.88	
11/1/33	\$ 2,740,000.00		\$ 33,594.63	\$ 1,230,845.50
5/1/34	\$ 2,740,000.00	\$ 1,175,000.00	\$ 33,594.63	
11/1/34	\$ 1,565,000.00		\$ 19,641.50	\$ 1,228,236.13
5/1/35	\$ 1,565,000.00	\$ 775,000.00	\$ 19,641.50	
11/1/35	\$ 790,000.00		\$ 9,954.00	\$ 804,595.50
5/1/36	\$ 790,000.00	\$ 790,000.00	\$ 281,204.00	
		\$ 13,255,000.00	\$ 2,307,572.75	\$ 14,491,368.75