

COUNCIL ITEM 8A
DATE 3/10/14

COUNCIL ITEM 10A
DATE 2/24/14

ORDINANCE 14-06

AN ORDINANCE AMENDING THE 2013-14 BUDGET OF THE CITY OF PORT ST. LUCIE, FLORIDA, BY INSERTING THEREIN A SCHEDULE CONSISTING OF 9 PAGES, ATTACHED HERETO AND DESIGNATED AS 2013-14 BUDGET AMENDMENT NO. 1. THE SAID SCHEDULE PROVIDES FOR AN INCREASE AND/OR DECREASE IN APPROPRIATIONS IN THE VARIOUS LINE ITEMS; PROVIDING AN EFFECTIVE DATE.

THE CITY OF PORT ST. LUCIE HEREBY ORDAINS:

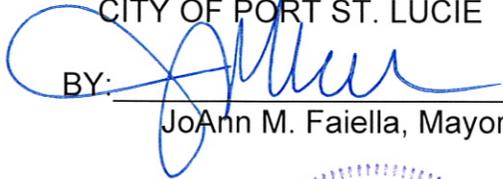
Section 1. The budget of the City of Port St. Lucie, Florida, for the year 2013-14 be amended by increasing and/or decreasing various line items as set out in the schedule attached hereto consisting of 9 pages and made a part hereto and designated as 2013-14 Budget Amendment #1 and that the City Manager and Director of Office of Management and Budget are hereby instructed and directed to transfer said funds to said accounts and to increase and/or decrease said accounts in conformity with said schedule.

Section 2. This Ordinance shall become effective ten (10) days after its final adoption.

PASSED AND APPROVED BY THE City Council of the City of Port St. Lucie, Florida, this 10th day of March, 2014.

CITY COUNCIL
CITY OF PORT ST. LUCIE

BY:


JoAnn M. Faiella, Mayor


Karen A. Phillips, City Clerk

APPROVED AS TO FORM:


Roger G. Orr, City Attorney



PORT ST. LUCIE CITY COUNCIL
AGENDA ITEM REQUEST

Meeting Date: February 24, 2014

Public Hearing Ordinance Resolution Motion

Item: Budget Amendment #1 – FY 2013-14

Recommended Action:

Adopt ordinance approving Budget Amendment #1 for FY 2013-14.

Exhibits: Department memo, Schedule of Changes, Ordinance

Summary Explanation/Background Information:

The first budget amendment for the current fiscal year contains nine pages of increases and decreases for various requested changes to the City's Budget. The individual revisions are listed on the attached schedule with their funding source. All major items are further explained in the attached memo.

OMB Director agrees with requested action. DKP City Manager agrees with requested action. 

Department requests 0 minutes to make a presentation.

Submitted by: David Pollard Date Submitted

Title: OMB Director 2-7-14

RECEIVED

FEB 07 2014

City Manager's Office

MEMORANDUM

To: Jeff Bremer, City Manager

From: David K. Pollard, CGFO, Director of OMB 

Date: February 7, 2014

Re: Budget Amendment #1 - FY 2013-14

The attached schedule represents the items being adjusted with Budget Amendment #1 for the current FY 2013-2014 budget. It is a net increase of \$1,900,884 for a revised adopted budget total of \$550,116,730. There are two staffing changes being requested. The first is to add 2.88 FTE's in the Parks and Recreation Department for the purpose of running the fitness facility in the Airoso Community Center. Previously this facility was operated by a vendor but is now staffed with city employees which will generate city revenue. The second change is to drop one FTE in the Community Service Department due to the reduction in activity in the NSP program. There are numerous small dollar value items being requested such as appropriating the cost of repairs for the vehicle lifts in the garage for \$5,729 (General Fund, item C.) Additionally, several larger items are separately discussed as follows.

Major Items

#1 – The General Fund will transfer its budgeted amount for the MIS Data Center (\$206,000) to the General CIP Fund to consolidate the funding in one place. This project was originally budgeted in two separate funds for a total of \$356,000. **#2** – The General Fund budgeted \$2.1 million as a transfer toward the debt service on the Torrey Pines facility. Due to the stronger impact fee collections, this transfer can be reduced by \$200,000. **#3** – The General Fund will need to appropriate \$500,000 toward the funding of the recently approved Canal Park project. **#4** – Due to the timing of the transaction, the reduction of debt (\$2.1 million) for the Rosser Sub-Station needs to be budgeted. **#5** – In the Road & Bridge CIP Fund, additional funding of \$383,147 is being appropriated for the Southbend Blvd Traffic Circle that was recently approved. **#6** – To complete the funding of Canal Park, a total of \$325,000 is being budgeted as transfer from the Parks Impact Fee Fund to the Parks MSTU Fund. **#7** – The payment to I.R.S.C. for the land transaction related to the Ravenswood Project (\$1,425,000) is being budgeted in the Parks MSTU fund using fund balance designated for that item. **#8** – The total additional funding of \$1,425,000 (transfers and shifted project funding) for the Canal Park Project is being budgeted. **#9** – In the Crosstown Parkway CIP Fund, the temporary interfund loans (\$6.7 million) are being deleted. It is expected that the bond financing will be in place for the future costs. **#10** – Four additional projects are being budgeted in the Stormwater Fund using its future year contingency (\$816,500). **#11** – The reconditioning of the greens at the Saints Golf Course is being budgeted (\$300,500) using their contingency. **#12** – In the Utility Operating Fund, a transfer from SAD #1 fund was not budgeted although the transfer out of the SAD fund was included in the budget.

The missing half of this transfer is being requested. #13 – Remaining bond funds in the Utility 2006 CIP Fund are being requested for the Midway Road line relocation project and work on the McCarty Ranch property.

Additional Items in Future Budget Amendment

The debt service payments and operating costs of the Digital Domain facility will likely need to have a higher budget due to the sale not closing earlier this year. Once the final decision on the facility is made including any potential re-financing, the final costs for this fiscal year will be known and the adopted budget can be amended.

Prior Year (FY 2012-13) Cash Carryforward

One of the most critical calculations each summer is to estimate the ending balances in each fund that can be used as Cash Carryforward into the next year. The unaudited results for 9-30-13 indicate all funds achieved their goal with the exception of the Saints Fund. Their revenues fell slightly short of projections and left the fund with \$24,251 less than budgeted. This is being adjusted in the budget amendment and will not have a material impact to their budget.

Financial Impact

All of the items being funded in this budget amendment are using designated funds such as Bond Financing (Utility CIP Fund) and Future Year Contingencies (Stormwater fund), or in the case of the General Fund, the prior year finished with a stronger balance than expected. Appropriating additional fund balance for a one-time project such as the \$500,000 for Canal Park is a preferred use. The Greens renovation project is being funded by the contingency in the Saints fund with no contribution from other funds. This contingency was generated by the past years of operating surpluses. None of the requested items are causing a noticeable financial impact to the long-range models of the City.

If there are any questions or requests, please let me know.

/DKP

/attachments

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
FY 2013-14**

**** GENERAL OPERATING FUND - #001 ****

	Expenses	Revenues
(A) MIS Department		
-Decrease Office Furniture and Equipment (Data Center) (consolidate funding, all charges will be posted to Fund #301)	\$ (206,000)	
-Increase Interfund Transfer to Fund the General Operating CIP Fund #301	206,000	
(B) Interfund Transfer		
-Decrease Interfund Transfer to the Municipal Complex Project Collection Fund #159 (decrease transfer based on Impact Fee Collections in the #159 Fund)	(200,000)	
-Increase Contingency	200,000	
(C) Municipal Garage		
-Increase Repair and Maintenance of Equipment (repairs to six lifts at garage)	5,729	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		5,729
(D) General Government		
-Increase Professional Services (Strategic Plan/Executive Summary booklet)	11,500	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		11,500
(E) Interfund Transfer		
-Increase Interfund Transfer to the MSTU Fund #307 (transfer needed to cover cost of additional funding needed for Canal Park)	500,000	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		500,000
(F) Communications		
-Increase Other Contractual Services (closed captioning costs)	21,350	
-Increase Fund Balance/Cash Carryforward (additional cash carryforward from prior year)		21,350
(G) Finance Department		
-Increase Computers and Computer Hardware (Color Departmental Scanner)	2,638	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year - received revenues in prior year)		2,638
(H) Finance Department		
-Increase Office Supplies (label printers and labels for TCM Batch Scanning)	2,116	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year - received revenues in prior year)		2,116

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
FY 2013-14**

(I) Parks and Recreation			
-Increase FTE's by 2.88, plus salaries and benefits (adding one full-time and 3 part-time employees to run GYM at Community Center)		72,721	
-Increase Misc. Operating Expenses (start-up and prorated annual costs of operations)		31,204	
-Increase Other Machinery and Equipment (purchase of equipment currently at the Community Center)		10,000	
-Increase Fitness Center Memberships			100,833
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)			13,092
(J) Interfund Transfer			
-Decrease Interfund Transfer to the CRA Operating Fund #175 (actual TIF revenue is less than budget)		(7,394)	
-Increase Contingency		7,394	
(K) Parks and Recreation - Administration #7205			
-Increase Operating Supplies - Project #Y1325 (sponsorships generated for Volunteer Program)		4,152	
-Increase Fund Balance/Cash Carryforward (remaining \$\$ from prior year)			3,652
-Increase Volunteer Program Contributions - Project #1325			500
(L) Communications - #1311			
-Increase Office Furniture and Equipment (video server and misc. equipment for Tightrope)		32,430	
-Increase Fund Balance/Cash Carryforward (additional fund balance in prior year)			32,430
(M) Rental Income - Utilities			
-Increase Rental Income (actual rent income is greater than budget)			18,255
-Increase Contingency		18,255	
(N) Police Department - Administration #2105			
-Increase Other Machinery & Equipment (trade-in and purchase of Glock firearms and duty gear)		42,300	
-Increase Fund Balance/Cash Carryforward (budgeted in FY 12-13) (additional funds from prior year)			42,300
(O) Police Department - Special Investigation Unit - #2112			
-Increase Overtime (DEA - OCDETF OT Reimbursement)		5,267	
-Increase Fund Balance/Cash Carryforward (additional funds from prior year)			5,267
(P) Police Department - Detective #2115			
-Increase Overtime (US Marshals OT Reimbursement)		2,189	
-Increase Fund Balance/Cash Carryforward (additional funds from prior year)			2,189

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
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(Q) Police Department - Neighborhood Patrol #2130		
-Increase Operating Supplies (various K9 Vest(s) &/or equip from donations)	2,501	
-Increase Fund Balance/Cash Carryforward (unspent money in prior year)		2,501
(R) Police Department - Operational Support Services #2105		
-Increase Travel & Per Diem (admin costs for Budget Analyst)	278	
-Increase JAG Grant		278
(R) Police Department - Operational Support Services #2105		
-Increase Software (deployment of Sharepoint Solution software cost)	39,988	
-Increase Justice Assistance Grant (JAG) - FDLE (State)		39,988
(S) Police Department (Various Cost Centers)		
-Increase Misc. Line Items (Crisis response communication system, portion of Sharepoint Solution Software and Admin.)	26,685	
-Increase Justice Assistance Grant (JAG) - Federal		26,685
(T) IPA Grant Revenue & Voca Grant		
-Decrease IPA Grant Revenue (actual projected collections is less than budget)		(19,607)
-Increase (VOCA) Grant (expenses already budgeted)		55,645
-Increase COPS Secure Our Schools (SOS Grant) (expense already budgeted)		13,572
-Increase Travel for smart police training	4,815	
-Increase misc. line items for DARE/Explorers (Youth Education Proceeds)	736	
-Increase Contingency	44,059	
(U) Legal Department		
-Increase Professional Services (legal fees for case #1 - D'Agostino v Faiella)	12,257	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		12,257
(V) City Clerk		
-Increase Office Furniture and Equipment (increased cost due to migration of Laser Fiche - Citywide Electronic Document Mgmt.)	9,000	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		9,000
BUDGET AMENDMENT TOTAL - FUND #001:	\$ 902,170	\$ 902,170

****ROAD & BRIDGE OPERATING FUND #104****

	Expenses	Revenues
(A) Interfund Transfer		
-Decrease Interfund Transfer to the CRA Fund #175 (actual TIF revenue is less than budget)	\$ (797)	
-Increase Contingency	797	
BUDGET AMENDMENT TOTAL - FUND #104	\$ -	\$ -

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
FY 2013-14**

****GOVERNMENTAL FINANCE FUND #108****

	Expenses	Revenues
(A) General Government #1900		
-Increase Principal (redeem portion of 2004 COP - Sale of Rosser Sub-station)	\$ 2,100,000	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		\$ 2,100,000
BUDGET AMENDMENT TOTAL - FUND #108	\$ 2,100,000	\$ 2,100,000

****BUILDING FUND #110****

	Expenses	Revenues
(A) Building Department - Protective Inspections #2420		
-Increase Vehicles (Replace (4) vehicles)	\$ 80,000	
-Decrease Contingency	(80,000)	
(B) Building Department - Revenues		
-Decrease Rental Income (actual rental income from various departments is less than budgeted)		(59,944)
-Decrease Contingency	(59,944)	
BUDGET AMENDMENT TOTAL - FUND #110	\$ (59,944)	\$ (59,944)

****NEIGHBORHOOD STABILIZATION #3 FUND #114****

	Expenses	Revenues
(A) Economic Environment - NSP#3		
-Decrease FTE's, salaries and benefits by .40, plus salaries and benefits (re-allocate positions based on demand of department)	\$ (9,898)	
-Increase Other Current Charges and Obligations	9,898	
BUDGET AMENDMENT TOTAL - FUND #114	\$ -	\$ -

****NEIGHBORHOOD STABILIZATION FUND #116****

	Expenses	Revenues
(A) Economic Environment - NSP		
-Decrease FTE's, salaries and benefits by .60, plus salaries and benefits (re-allocate positions based on demand of department)	\$ (14,847)	
-Increase Other Current Charges and Obligations	14,847	
BUDGET AMENDMENT TOTAL - FUND #116	\$ -	\$ -

****CITY CENTER SAD #156****

	Expenses	Revenues
(A) Special Assessment Revenue		
-Decrease Special Assessment Revenue (actual projection is less than budgeted)		\$ (630)
-Decrease Other Contractual Services	(90)	
-Decrease Contingency	(540)	
BUDGET AMENDMENT TOTAL - FUND #156	\$ (630)	\$ (630)

**CITY OF PORT ST. LUCIE
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****MUNICIPAL COMPLEX PROJECT COLLECTION FUND #159****

	Expenses	Revenues
(A) Interfund Transfer		
-Decrease Interfund Transfer from the General Operating Fund #001 (decrease transfer based on projected collections of Impact Fees)		\$ (200,000)
-Increase Public Building Impact Fee Revenue (actual collections are stronger than budgeted)		200,000
BUDGET AMENDMENT TOTAL - FUND #159	\$ -	\$ -

****COMMUNITY REDEVELOPMENT AGENCY FUND - #175****

	Expenses	Revenues
(A) Interfund Transfer		
-Increase Interfund Transfer from General Fund #001		\$ 7,850
-Increase Interfund Transfer from the Road and Bridge Fund #104		780
-Increase Interfund Transfer from the Road and Bridge CIP Fund #304		989
-Increase Contingency	\$ 9,619	
(B) Rental Income		
-Increase Rental Income (actual rental income is greater than budget)		1,672
-Increase Contingency	1,672	
BUDGET AMENDMENT TOTAL - FUND #175:	\$ 11,291	\$ 11,291

**** GENERAL FUND CIP FUND - #301 ****

	Expenses	Revenues
(A) MIS Department		
-Increase Office Furniture and Equipment (Data Center Expansion - City Center renovation for data equipment)	\$ 206,000	
-Increase Interfund Transfer from the General Operating Fund #001 (consolidation of project)		\$ 206,000
BUDGET AMENDMENT TOTAL - FUND #301:	\$ 206,000	\$ 206,000

**** ROAD AND BRIDGE CAPITAL IMPROVEMENT FUND - #304 ****

	Expenses	Revenues
(A) Public Works - Operations - #4105		
-Increase Improvements other than Buildings (Intermodal Transit Facility - Project #Y1121)	\$ 13,125	
-Increase Fund Balance/Cash Carryforward (re-budget project from prior year)		13,125
(B) Public Works - Traffic Control - #4121		
-Increase Traffic Control Devices - Project #Y1012) (Developer contribution in fiscal year 09-10)	26,659	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		26,659
(C) Public Works - Traffic Control - #4121		
-Increase Roadways - Professional Services (additional funding needed for the Southbend Traffic Circle)	383,147	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		300,000
-Increase Interfund Transfer from Utilities Operating Fund #431		83,147
(D) Interfund Transfer		
-Increase Interfund Transfer to the CRA Operating Fund #175	989	

**CITY OF PORT ST. LUCIE
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(actual TIF revenue is greater than budget)		
-Increase Fund Balance/Cash Carryforward		989
(additional fund balance from prior year)		
BUDGET AMENDMENT TOTAL - FUND #304:	\$ 423,920	\$ 423,920

**** PARKS IMPACT FEE CIP FUND - #305 ****

	Expenses	Revenues
(A) Interfund Transfer		
-Increase Interfund Transfer to the MSTU Fund #307 (funds are needed to cover costs of Canal Park)	\$ 325,000	
-Increase Fund Balance/Cash Carryforward (consolidation of project)		\$ 100,000
-Decrease Skate Park Project Design (shift design of Skate Park to a future year)	(175,000)	
-Increase Parks Impact Fee Revenue (actual collections are greater than budget)		50,000
BUDGET AMENDMENT TOTAL - FUND #305:	\$ 150,000	\$ 150,000

**** PARKS MSTU FUND - #307 ****

	Expenses	Revenues
(A) Ravenswood - Recreation - #7203		
-Increase Land Purchase (re-budget purchase of Ravenswood land from I.R.S.C.)	1,425,000	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		1,425,000
(B) Parks and Recreation - Canal Park #7210		
-Increase Improvements other than Buildings (construction bids are greater than budget)	1,562,072	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		100,000
-Increase FIND Grant (department received approval for the Florida Inland Navigation Grant)		302,246
-Decrease Improvements other than Buildings (shift the Winter Lakes Project to a future year)	(190,400)	
-Increase Interfund Transfer from the Parks Impact Fee Fund #305		325,000
-Increase MSTU Revenue (actual collections is projected to be greater than budget)		100,000
-Increase Interfund Transfer from the Conservation Fund #608 (Tree Fund Contribution)		44,426
-Increase Interfund Transfer from the General Fund #001 (transfer needed from the General Fund to complete funding)		500,000
BUDGET AMENDMENT TOTAL - FUND #307:	\$ 2,796,672	\$ 2,796,672

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
FY 2013-14**

**** NEIGHBORHOOD PLANNING FUND - #309 ****

	Expenses	Revenues
(A) Planning - Neighborhood Planning Project		
-Increase Other Contractual Services (1.5% recycling rebate is being used to fund Neighborhood Planning Projects)	\$ 245,725	
-Increase Recycling Revenue		\$ 245,725
BUDGET AMENDMENT TOTAL - FUND #309:	\$ 245,725	\$ 245,725

**** CROSSTOWN PARKWAY CIP FUND - #314 ****

	Expenses	Revenues
(A) INTERFUND TRANSFER		
-Decrease Interfund Transfer to the #440 Utility Contingency Fund (decrease transfer until actual contribution is determined)	\$ (2,700,000)	
-Decrease Interfund Transfer from Utility Operating Fund Connection Fee Fund #439		\$ (4,700,000)
-Decrease Interfund Transfer from the General Fund #001 (decrease transfer until actual contribution needed from General Fund is determined)	(4,000,000)	
-Decrease Temporary Financing		\$ (2,000,000)
BUDGET AMENDMENT TOTAL - FUND #314:	\$ (6,700,000)	\$ (6,700,000)

**** STORMWATER UTILITY FUND #401****

	Expenses	Revenues
(A) Public Works - Greenbelt Waterway Maintenance		
-Increase Improvements other than Buildings (upgrade two (2) existing stormwater control structures to curb localized flooding)	\$ 331,500	
-Decrease Contingency	(331,500)	
(B) Public Works - Drainage Division		
-Increase Other Contractual Services - Project Y1315 (installation of baffle boxes in up to three D-Canals located on Crowberry Drive and Coral Reef St.)	200,000	
-Increase Grant Revenue from the St. Lucie River Issues Team (SLRIT) (50/50 matching grant, funds are already budgeted for City's match)		100,000
-Decrease Contingency	(100,000)	
(C) Public Works - Drainage Division		
-Increase Infrastructure (additional funds need for E-8 Canal Bank Stabilization Improvements)	135,000	
-Decrease Contingency	(135,000)	
(D) Public Works - Drainage Division		
-Increase Other Contractual Services (Monterrey Drainage Study)	150,000	
-Decrease Contingency	(150,000)	
BUDGET AMENDMENT TOTAL - FUND #401:	\$ 100,000	\$ 100,000

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
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******GOLF COURSE FUND #421******

	Expenses	Revenues
(A) Golf Course Maintenance		
-Increase Rentals and Leases of Equipment (increase lease of equipment for carts with GPS system)	\$ 26,064	
-Increase Green Fees		\$ 26,064
(B) Golf Course Maintenance		
-Increase Improvements other than Buildings (recondition "18" greens plus putting greens at Golf Course)	118,000	
-Decrease Green Fees (revenue loss due to closure for reconditioning greens)		(182,500)
-Decrease Contingency	(300,500)	
(C) -Decrease Fund Balance/Cash Carryforward (cash carryforward is less than budgeted)		(24,251)
-Decrease Contingency	(24,251)	
BUDGET AMENDMENT TOTAL - FUND #421:	\$ (180,687)	\$ (180,687)

******UTILITIES OPERATING FUND #431******

	Expenses	Revenues
(A) Interfund Transfer		
-Increase Interfund Transfer to the Road & Bridge CIP Fund #304 (transfer needed to cover Utility cost)	\$ 83,147	
-Decrease Contingency	(83,147)	
(B) Rental Income		
-Increase Rental Income (rental from the Stormwater Fund #401 was not budgeted)		19,972
-Increase Contingency	19,972	
(C) Interfund Transfer		
-Increase Interfund Transfer from the SAD I #120 Fund (the transfer out of the SAD was budgeted; the transfer in to 431 was not budgeted)		385,000
-Increase Contingency	385,000	
BUDGET AMENDMENT TOTAL - FUND #431:	\$ 404,972	\$ 404,972

******UTILITIES SERIES 2006 CIP BOND AND 2007 REFINANCE FUND #445******

	Expenses	Revenues
(A) Water Distribution - Preventive Maintenance #3316		
-Increase Misc. Line Items (Midway Road Line Relocation)	\$ 1,126,395	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		\$ 1,126,395
(A) Water Services - Plant #3310		
-Increase Misc. Line Items (McCarty Ranch)	375,000	
-Increase Fund Balance/Cash Carryforward (additional fund balance from prior year)		375,000
BUDGET AMENDMENT TOTAL - FUND #445:	\$ 1,501,395	\$ 1,501,395

**CITY OF PORT ST. LUCIE
BUDGET AMENDMENT - #1
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******CONSERVATION TRUST FUND #608******

(A) ***Interfund Transfer***

- Increase Interfund Transfer to the MSTU Fund #307
(transfer needed to cover costs to complete Canal Park)
- Reduce Contingency
(tree fund)

BUDGET AMENDMENT TOTAL - FUND #608:

Budget Amendment #1 Grand Total

Expenses	Revenues
\$ 44,426	
(44,426)	
\$ -	\$ -
\$ 1,900,884	