



Must submit backup for all BARs,  
except transfers of funds for SEG or  
direct grants

**STATE OF NEW MEXICO**  
**PUBLIC EDUCATION DEPARTMENT**  
300 Don Gaspar Santa Fe, NM 87501-2786  
**Budget Adjustment Request**

**Doc. ID:** 001-782-1718-0014-D  
**Fund Type:** General Fund / Capital  
Outlay / Debt Service  
**Adjustment Type:** Decrease

**Fiscal Year:** 2017-2018

**Entity Name:** William W. & Josephine Dorn Charter Comm  
School

**Adjustment Changes Intent/Scope of Program Yes or No?:** No

**Contact:** Amber M Pena, Business Manager

**Total Approved Budget (Flowthrough):**

**Phone:** 505-938-7716

**Email:** amber@vigilgroup.net

<b>FLOWTHROUGH ONLY</b>	
<b>Budget Period:</b> Jul 1 2017 12:00AM	<b>To:</b> Jun 30 2018 12:00AM
<b>A. Approved Carryover:</b>	
<b>B. Total Current Year Allocation:</b>	
<b>D. Total Funding Available:</b>	

Revenue 31600.0000.11112 (\$824)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31600 Capital Improvem ents HB- 33	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$61,860	(\$824)	\$61,036	
Sub Total						(\$824)		
Indirect Cost								
<b>DOC. TOTAL</b>						(\$824)		

**Justification:**

To correct carryover amount for fund 31600 with correct amount from draft financial statements.

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

William W. & Josephine Dorn Charter Community School  
 Account Summary Report- Expenditures  
 11/30/2017

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
11000- Contributions and Donations From Private Sources	\$ -	\$ 0.79	\$ (0.79)
11000- Refund of Prior Year's Expenditures	\$ -	\$ 50.00	\$ (50.00)
11000- State Equalization Guarantee	\$ 564,342.00	\$ 234,423.84	\$ 329,918.16
14000- Instructional Materials	\$ 1,331.00	\$ 1,330.02	\$ 0.98
21000- Food Services	\$ 45,000.00	\$ 10,530.42	\$ 34,469.58
24101- Title I	\$ 23,056.00	\$ 2,779.39	\$ 20,276.61
24106- IDEA-B	\$ 11,257.00	\$ 2,856.11	\$ 8,400.89
24153- ELA	\$ 650.00	\$ -	\$ 650.00
24154- Title II	\$ 1,755.00	\$ -	\$ 1,755.00
24107- Library Fund	\$ 2,179.00	\$ -	\$ 2,179.00
27155- BAB	\$ 277.00	\$ -	\$ 277.00
27166- K-3 Plus	\$ 12,895.00	\$ 12,745.83	\$ 149.17
31200- PSCOC Awards	\$ 33,499.00	\$ 8,374.75	\$ 25,124.25
31600- HB-33	\$ 31,387.00	\$ 734.74	\$ 30,652.26
31700- SB-9 State Match	\$ 2,035.00	\$ -	\$ 2,035.00
<b>Total</b>	<b>\$ 729,663.00</b>	<b>\$ 273,825.89</b>	<b>\$ 455,837.11</b>

William W. & Josephine Dorn Charter Co,munity School  
Account Summary Report- Expenditures  
11/30/2017

Description	Budget	Actual	Encumbrance	Available
<b><u>OPERATIONAL</u></b>				
Salaries Expense	\$ 148,608.00	\$ 45,487.47	\$ 88,138.74	\$ 14,981.79
Salaries Expense	\$ 36,750.00	\$ 12,721.14	\$ 24,028.86	\$ -
Benefits	\$ 65,537.00	\$ 21,057.97	\$ 42,476.96	\$ 2,002.07
Other Professional/Technical Services	\$ 3,000.00	\$ 565.04	\$ 1,500.00	\$ 934.96
Other Charges	\$ -	\$ -	\$ 25.00	\$ (25.00)
Other Contract Services	\$ 10,000.00	\$ 1,847.24	\$ 7,052.76	\$ 1,100.00
General Supplies and Materials	\$ 10,192.00	\$ 222.54	\$ 165.65	\$ 9,803.81
<b>Function 1000 - Instruction</b>	<b>\$ 274,087.00</b>	<b>\$ 81,901.40</b>	<b>\$ 163,387.97</b>	<b>\$ 28,797.63</b>
Diagnosticians - Contracted	\$ 700.00	\$ -	\$ -	\$ 700.00
Speech Therapists - Contracted	\$ 3,000.00	\$ -	\$ 2,000.00	\$ 1,000.00
Occupational Therapists - Contracted	\$ 3,000.00	\$ 1,729.61	\$ 902.86	\$ 367.53
Specialists - Contracted	\$ 750.00	\$ 516.45	\$ 983.55	\$ (750.00)
Other Contract Services	\$ -	\$ -	\$ 200.00	\$ (200.00)
<b>Function 2100 - Support Services-Students</b>	<b>\$ 7,450.00</b>	<b>\$ 2,246.06</b>	<b>\$ 4,086.41</b>	<b>\$ 1,117.53</b>
General Supplies and Materials	\$ 1,000.00	\$ -	\$ 31.23	\$ 968.77
<b>Function 2200 - Support Services-Instruction</b>	<b>\$ 1,000.00</b>	<b>\$ -</b>	<b>\$ 31.23</b>	<b>\$ 968.77</b>
Salaries Expense	\$ 70,152.00	\$ 29,679.65	\$ 40,472.35	\$ -
Benefits	\$ 28,740.00	\$ 10,583.09	\$ 16,077.42	\$ 2,079.49
Professional Development	\$ -	\$ -	\$ 225.00	\$ (225.00)
Auditing	\$ 13,000.00	\$ 8,901.00	\$ 4,099.00	\$ -
Legal	\$ 500.00	\$ -	\$ 500.00	\$ -
Advertising	\$ 200.00	\$ 124.70	\$ -	\$ 75.30
<b>Function 2300 - Support Services-General Administration</b>	<b>\$ 112,592.00</b>	<b>\$ 49,288.44</b>	<b>\$ 61,373.77</b>	<b>\$ 1,929.79</b>
Salaries Expense	\$ 29,222.00	\$ 12,363.12	\$ 16,858.88	\$ -
Benefits	\$ 7,878.00	\$ 3,079.98	\$ 4,253.73	\$ 544.29
Professional Development	\$ 500.00	\$ -	\$ -	\$ 500.00
General Supplies and Materials	\$ 500.00	\$ 223.80	\$ 9.20	\$ 267.00
<b>Function 2400 - Support Services-School Administration</b>	<b>\$ 38,100.00</b>	<b>\$ 15,666.90</b>	<b>\$ 21,121.81</b>	<b>\$ 1,311.29</b>
Other Professional/Technical Services	\$ 59,350.00	\$ 24,438.67	\$ 33,842.83	\$ 1,068.50
Other Charges	\$ 1,000.00	\$ 120.00	\$ -	\$ 880.00
Other Charges	\$ -	\$ 35.00	\$ 540.00	\$ (575.00)
Other Contract Services	\$ 12,000.00	\$ 3,650.40	\$ 4,625.34	\$ 3,724.26
Software	\$ 15,000.00	\$ 15,313.71	\$ -	\$ (313.71)
General Supplies and Materials	\$ 100.00	\$ -	\$ 50.00	\$ 50.00
<b>Function 2500 - Central Services</b>	<b>\$ 87,450.00</b>	<b>\$ 43,557.78</b>	<b>\$ 39,058.17</b>	<b>\$ 4,834.05</b>

Electricity	\$ 8,000.00	\$ 3,260.00	\$ 4,240.00	\$ 500.00
Natural Gas (Buildings)	\$ 2,000.00	\$ 780.94	\$ 1,219.06	\$ -
Water/Sewage	\$ 4,000.00	\$ 1,269.27	\$ 2,730.73	\$ -
Communication Services	\$ 5,000.00	\$ 2,426.05	\$ 2,573.95	\$ -
Renting Land and Buildings	\$ 6,101.00	\$ 2,542.10	\$ 3,558.90	\$ -
Property/Liability Insurance	\$ 11,000.00	\$ 10,066.00	\$ -	\$ 934.00
Other Contract Services	\$ 12,000.00	\$ 4,000.00	\$ 6,532.50	\$ 1,467.50
General Supplies and Materials	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Function 2600 - Operation &amp; Maintenance of Plant</b>	<b>\$ 49,101.00</b>	<b>\$ 24,344.36</b>	<b>\$ 20,855.14</b>	<b>\$ 3,901.50</b>
Salaries Expense	\$ 12,600.00	\$ 4,361.58	\$ 8,238.42	\$ -
Benefits	\$ 1,255.00	\$ 370.48	\$ 709.13	\$ 175.39
Food	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
<b>Function 3100 - Food Services Operations</b>	<b>\$ 14,855.00</b>	<b>\$ 4,732.06</b>	<b>\$ 8,947.55</b>	<b>\$ 1,175.39</b>
<b>Total</b>	<b>\$ 584,635.00</b>	<b>\$ 221,737.00</b>	<b>\$ 318,862.05</b>	<b>\$ 44,035.95</b>

## **INSTRUCTIONAL MATERIALS**

Instructional Materials Cash - 50% Textbooks	\$ 8,836.00	\$ -	\$ -	\$ 8,836.00
<b>Fund 14000 - Total Instructional Materials Sub-Fund</b>	<b>\$ 8,836.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 8,836.00</b>

## **FOOD SERVICES**

Food	\$ 45,000.00	\$ 15,586.44	\$ 26,413.56	\$ 3,000.00
<b>Fund 21000 - Food Services</b>	<b>\$ 45,000.00</b>	<b>\$ 15,586.44</b>	<b>\$ 26,413.56</b>	<b>\$ 3,000.00</b>

## **TITLE I**

Salaries Expense	\$ 15,900.00	\$ 5,525.79	\$ 10,736.74	\$ (362.53)
Additional Compensation	\$ 2,300.00	\$ -	\$ -	\$ 2,300.00
Benefits	\$ 4,600.00	\$ 746.43	\$ 1,439.97	\$ 2,413.60
<b>Function 1000 - Instruction</b>	<b>\$ 22,800.00</b>	<b>\$ 6,272.22</b>	<b>\$ 12,176.71</b>	<b>\$ 4,351.07</b>

Other Charges	\$ 256.00	\$ 85.52	\$ 13.92	\$ 156.56
<b>Function 2100 - Support Services-Students</b>	<b>\$ 256.00</b>	<b>\$ 85.52</b>	<b>\$ 13.92</b>	<b>\$ 156.56</b>

<b>Fund 24101 - Title I - IASA</b>	<b>\$ 23,056.00</b>	<b>\$ 6,357.74</b>	<b>\$ 12,190.63</b>	<b>\$ 4,507.63</b>
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## **IDEA-B**

Salaries Expense	\$ 9,172.00	\$ 2,953.08	\$ 5,578.09	\$ 640.83
Educational Retirement	\$ 2,085.00	\$ 719.07	\$ 1,364.01	\$ 1.92
<b>Fund 24106 - Entitlement IDEA-B</b>	<b>\$ 11,257.00</b>	<b>\$ 3,672.15</b>	<b>\$ 6,942.10</b>	<b>\$ 642.75</b>

## **ELA**

General Supplies and Materials	\$ 650.00	\$ -	\$ 460.00	\$ 190.00
<b>Fund 24153 - English Language Acquisition</b>	<b>\$ 650.00</b>	<b>\$ -</b>	<b>\$ 460.00</b>	<b>\$ 190.00</b>

**TITLE II**

Additional Compensation	\$ 1,755.00	\$ -	\$ -	\$ 1,755.00
<b>Fund 24154 - Teacher/Principal Training &amp; Recruiting</b>	<b>\$ 1,755.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,755.00</b>

**LIBRARY FUND**

Library And Audio-Visual	\$ 2,179.00	\$ -	\$ -	\$ 2,179.00
<b>Fund 27107 - Literacy For Children @ Risk PED</b>	<b>\$ 2,179.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,179.00</b>

**BAB**

Food	\$ 277.00	\$ -	\$ -	\$ 277.00
<b>Fund 27155 - Breakfast After the Bell</b>	<b>\$ 277.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 277.00</b>

**K-3 PLUS**

Additional Compensation	\$ 5,674.00	\$ 4,568.15	\$ -	\$ 1,105.85
Benefits	\$ -	\$ 1,092.25	\$ -	\$ (1,092.25)
Other Contract Services	\$ 1,438.00	\$ 997.46	\$ -	\$ 440.54
General Supplies and Materials	\$ 535.00	\$ 520.77	\$ 100.00	\$ (85.77)
<b>Function 1000 - Instruction</b>	<b>\$ 7,647.00</b>	<b>\$ 7,178.63</b>	<b>\$ 100.00</b>	<b>\$ 368.37</b>

Additional Compensation	\$ 4,165.00	\$ 3,618.90	\$ -	\$ 546.10
Educational Retirement	\$ -	\$ 866.11	\$ -	\$ (866.11)
<b>Function 2400 - Support Services-School Administration</b>	<b>\$ 4,165.00</b>	<b>\$ 4,485.01</b>	<b>\$ -</b>	<b>\$ (320.01)</b>

Other Contract Services	\$ 400.00	\$ 400.00	\$ -	\$ -
<b>Function 2600 - Operation &amp; Maintenance of Plant</b>	<b>\$ 400.00</b>	<b>\$ 400.00</b>	<b>\$ -</b>	<b>\$ -</b>

Additional Compensation	\$ 683.00	\$ 682.19	\$ -	\$ 0.81
<b>Function 3100 - Food Services Operations</b>	<b>\$ 683.00</b>	<b>\$ 682.19</b>	<b>\$ -</b>	<b>\$ 0.81</b>

<b>Fund 27166 - K-3 Plus</b>	<b>\$ 12,895.00</b>	<b>\$ 12,745.83</b>	<b>\$ 100.00</b>	<b>\$ 49.17</b>
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**PSCOC**

Renting Land and Buildings	\$ 33,499.00	\$ 13,957.90	\$ 19,541.10	\$ -
<b>Fund 31200 - Public School Capital Outlay</b>	<b>\$ 33,499.00</b>	<b>\$ 13,957.90</b>	<b>\$ 19,541.10</b>	<b>\$ -</b>

**HB-33**

Supply Assets (\$5,000 or Less)	\$ 61,860.00	\$ -	\$ -	\$ 61,860.00
<b>Fund 31600 - Capital Improvements HB-33</b>	<b>\$ 61,860.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,860.00</b>

**SB-9 STATE MATCH**

Supply Assets (\$5,000 or Less)	\$ 2,035.00	\$ -	\$ -	\$ 2,035.00
<b>Fund 31700 - Capital Improvements SB-9</b>	<b>\$ 2,035.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,035.00</b>

<b>Total</b>	<b>\$ 787,934.00</b>	<b>\$ 274,125.71</b>	<b>\$ 384,509.44</b>	<b>\$ 129,298.85</b>
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William W. & Josephine Dorn Charter Community School  
Outstanding Purchase Order Report  
11/30/2017

PO Number	Vendor Name	Date Issued	PO Amount	Invoiced Amount	Remaining Encumbrance
WJD180005-2	Ellen Bellamy	7/7/2017	\$ 100.00	\$ -	\$ 100.00
WJD180007-1	Axiom LLC	7/5/2017	\$ 13,000.00	\$ 8,901.00	\$ 4,099.00
WJD180008-1	The Vigil Group, LLC	7/5/2017	\$ 50.00	\$ -	\$ 50.00
WJD180010-1	ABCWUA	7/5/2017	\$ 4,000.00	\$ 1,269.27	\$ 2,730.73
WJD180011-1	New Mexico Gas Company	7/5/2017	\$ 2,000.00	\$ 780.94	\$ 1,219.06
WJD180012-1	PNM	7/5/2017	\$ 7,500.00	\$ 3,260.00	\$ 4,240.00
WJD180013-1	Century Link	7/5/2017	\$ 5,000.00	\$ 2,426.05	\$ 2,573.95
WJD180014-1	Document Technologies	7/5/2017	\$ 4,000.00	\$ 1,738.44	\$ 2,261.56
WJD180015-2	The Vigil Group, LLC	7/26/2017	\$ 58,016.28	\$ 24,173.45	\$ 33,842.83
WJD180017-1	United South Broadway Corporation	7/5/2017	\$ 39,600.00	\$ 16,500.00	\$ 23,100.00
WJD180020-1	ACES	7/5/2017	\$ 42,000.00	\$ 15,586.44	\$ 26,413.56
WJD180021-1	Accountability and Compliance	7/5/2017	\$ 2,781.30	\$ 1,106.96	\$ 1,674.34
WJD180024-2	Vanguard Cleaning Systems	11/9/2017	\$ 7,500.00	\$ 967.50	\$ 6,532.50
WJD180025-1	Matthews Fox	7/5/2017	\$ 500.00	\$ -	\$ 500.00
WJD180026-1	Active Computer Solutions	7/5/2017	\$ 1,500.00	\$ 805.00	\$ 695.00
WJD180029	Graphic Enterprise service	8/3/2017	\$ 200.00	\$ 34.35	\$ 165.65
WJD180030	C. Dayne Williams	8/3/2017	\$ 2,000.00	\$ 1,097.14	\$ 902.86
WJD180031	Henry Douglas	8/3/2017	\$ 1,500.00	\$ 516.45	\$ 983.55
WJD180032-1	Joan Wilson	8/3/2017	\$ 2,000.00	\$ -	\$ 2,000.00
WJD180033-1	Rob Crandall	8/3/2017	\$ 200.00	\$ -	\$ 200.00
WJD180037-1	Staples	9/8/2017	\$ 184.00	\$ 174.80	\$ 9.20
WJD180039	Adelina Cruz	9/13/2017	\$ 3,000.00	\$ 643.89	\$ 2,356.11
WJD180040	NM BioPark Society	9/13/2017	\$ 25.00	\$ -	\$ 25.00
WJD180041	Juan Gonzalez	9/15/2017	\$ 5,900.00	\$ 1,203.35	\$ 4,696.65
WJD180042	Ellen Bellamy	9/27/2017	\$ 50.00	\$ 36.08	\$ 13.92
WJD180044-1	ACES	12/11/2017	\$ 1,500.00	\$ -	\$ 1,500.00
WJD180045	New Mexico Coalition for Charter Schools	11/16/2017	\$ 225.00	\$ -	\$ 225.00
WJD180046	Wisconsin Center for Education Products	11/29/2017	\$ 160.00	\$ -	\$ 160.00
WJD180047-1	New Mexico State University	12/11/2017	\$ 540.00	\$ -	\$ 540.00
WJD180048	Andrea Gallegos	11/30/2017	\$ 300.00	\$ -	\$ 300.00
WJD180049	Measured Progress, Inc.	12/1/2017	\$ 31.23	\$ -	\$ 31.23
<b>Total</b>			<b>\$ 205,362.81</b>	<b>\$ 81,221.11</b>	<b>\$ 124,141.70</b>

William W. & Josephine Dorn Charter Community School  
Bank Register Report  
11/30/2017

<b>Date</b>	<b>Number</b>	<b>Type</b>	<b>Payee/From</b>	<b>Deposit</b>	<b>Withdrawal</b>
11/8/2017	11-001	Cash Receipts	USDA	\$ 5,526.21	
11/9/2017		Payroll Liability	Bank of Albuquerque		\$ 7,771.68
11/9/2017		Payroll Liability	NM Retiree Health Care Authori		\$ 633.72
11/9/2017		Payroll Liability	NMPSIA New Mexico Public Insu		\$ 4,689.64
11/10/2017	11-002	Cash Receipts	Deposit K-3 Plus	\$ 14,771.19	
11/13/2017		Payroll Liability	IRS -Internal Revenue Service		\$ 2,583.31
11/14/2017		Payroll Liability	NM Educational Retirement Boar		\$ 5,196.46
11/14/2017	11-003	Cash Receipts	SEG	\$ 47,131.14	
11/14/2017	2275	Accounts Payable	ABCWUA		\$ 93.75
11/14/2017	2276	Accounts Payable	ABCWUA		\$ 155.40
11/14/2017	2277	Accounts Payable	Kelly Services, Inc.		\$ 70.63
11/16/2017		Payroll Liability	NMTaxation & Revenue - CRS		\$ 421.64
11/16/2017	11-004	Cash Receipts	PSCOC	\$ 8,374.75	
11/20/2017	11-005	Cash Receipts	HB-33	\$ 33.01	
11/21/2017		Payroll Liability	Bank of Albuquerque		\$ 7,777.93
11/22/2017		Payroll Liability	IRS -Internal Revenue Service		\$ 2,583.31
11/28/2017	2278	Accounts Payable	Accountability and Compliance		\$ 276.74
11/28/2017	2279	Accounts Payable	ACES		\$ 4,870.27
11/28/2017	2280	Accounts Payable	Adelina Cruz		\$ 214.63
11/28/2017	2281	Accounts Payable	Century Link		\$ 339.49
11/28/2017	2282	Accounts Payable	Document Technologies		\$ 283.61
11/28/2017	2283	Accounts Payable	Greg Cook		\$ 64.00
11/28/2017	2284	Accounts Payable	Henry Douglas		\$ 200.20
11/28/2017	2285	Accounts Payable	Kelly Services, Inc.		\$ 141.26
11/28/2017	2286	Accounts Payable	New Mexico Gas Company		\$ 146.00
11/28/2017	2287	Accounts Payable	PNM		\$ 648.00
11/28/2017	2288	Accounts Payable	The Vigil Group, LLC		\$ 4,834.69
11/28/2017	2289	Accounts Payable	Vanguard Cleaning Systems		\$ 967.50
11/30/2017	11-006	Cash Receipts	Deposit- IDEA-B and HB-33	\$ 1,230.51	
<b>Total</b>				<b>\$ 77,066.81</b>	<b>\$ 44,963.86</b>



**BANK RECONCILIATION**

**School:** William W. & Josephine Dorn  
**Bank:** Bank of Albuquerque  
**Account Description:** Main Checking  
**Statement Date:** November 30, 2017

Beginning balance per bank	\$ 70,929.98
Cleared transactions:	
Checks and withdrawals	\$ (50,926.03)
Deposits and credits	77,066.81
Other bank adjustments	-
	<hr/>
<b>Ending balance per bank</b>	<b>97,070.76</b>
Plus: Outstanding Deposits	-
Plus: Cleared items prior to entry	-
Less: Outstanding checks	(12,986.39)
	<hr/>
<b>Balance per GL</b>	<b>\$ 84,084.37</b>
	<hr/> <hr/>

Last Reconciled	Statement Date
11/1/2017	11/30/17

  

Date	Description	Withdrawal
11/28/2017	Accountability and Compliance	\$ 276.74
11/28/2017	ACES	\$ 4,870.27
11/28/2017	Adelina Cruz	\$ 214.63
11/28/2017	Century Link	\$ 339.49
11/28/2017	Document Technologies	\$ 283.61
11/28/2017	Greg Cook	\$ 64.00
11/28/2017	Henry Douglas	\$ 200.20
11/28/2017	Kelly Services, Inc.	\$ 141.26
11/28/2017	New Mexico Gas Company	\$ 146.00
11/28/2017	PNM	\$ 648.00
11/28/2017	The Vigil Group, LLC	\$ 4,834.69
11/28/2017	Vanguard Cleaning Systems	\$ 967.50
		<hr/>
<b>Subtotal</b>		<b>\$ - \$ 12,986.39</b>