



# Financial Services 4th Quarter Report

### Of Special Interest:

- See page 4 for Technology Update including GIS & Phone system
- For Property Tax Collection & Utility Billing statistics please see Page 3
- See pages 6-11 for Financial Statements

### Financial Services Statistics and Stories by Section:

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## Accounts Payable

	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
# Invoices Processed	6,146	1,743	1,550	1,319	1,534	5,843
# Cheques Issued	3,255	903	760	894	698	3,077
Dollar Value	15,436,621.26	2,879,114.54	7,601,282.41	2,392,162.43	2,564,061.88	15,108,640.68

The dollar value of invoices increased by 2.17% over 2003  
 The number of cheques issued increased by 5.78% over 2003  
 The number of invoices processed increased by 5.19% over 2003

## Accounts Receivable

	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
Invoices issued	890	221	240	243	186	865
Dollar value	896,391	593,577.59	145,648.30	18,841.72	138,323.74	1,236,304
Increase (decrease) in o/s Accounts Receivable	258,506	533,704	(10,218)	(146,497)	(118,483)	(291,778)

The number of invoices issued increased by 2.9% over 2003, but the dollar value decreased by 27%.  
 The year end carrying value of Accounts Receivable includes an invoice for Agricultural Water that was paid in February 2005.

## Cash Receipting

	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
Transactions processed	16,555	2,407	3,480	6,836	3,832	16,997
Dollar Value	23,372,741	1,630,312	11,811,069	7,771,704	2,159,656	24,042,551

## Dog & Business Licensing



	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
<b>Dog licenses issued</b>	889	173	52	53	611	877
<b>Business Licenses Issued</b>	755	138	24	90	503	631

The number of dog licenses billed increased by 1.37% over 2003  
 Then number of business licenses issued increased by 19.65% over 2003

## Payroll



“The Districts’ most successful United Way Campaign ever raised \$3,521, an increase of 386% over 2003.”

	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
<b>Transactions Processed</b>	2,743	670	760	707	606	2,769
<b>Gross Dollar Value (excluding council)</b>	5,605,204	1,330,977	1,540,260	1,548,957	1,185,011 *	5,202,108
<b>Full time</b>	86.1	86.1	95.7	85.2	77.5	79.0
<b>Seasonal &amp; Casual</b>	22.3	22.3	29.0	18.0	20.0	30.2

\*Corrected 1<sup>st</sup> Quarter

Financial Services Staff worked with Police Services Staff to convert the Police Services payroll over to the Vadim payroll system. Employee accrual banks were reconciled and the pay slips were revised to comply with the Employment Standards Act. The Police Services payroll conversion was accomplished January 2005.

Liaised with the Police Chief regarding several benefits issues.

Administered a successful Canada Savings Bond program.

Monthly Employee Accrual Reports were reformatted to be more easily read by the users.

The District’s most successful United Way Campaign ever wrapped up, raising a total of \$3,521. This was more than double the goal of \$1,500 and almost four times more last years fund raising record setting effort of \$912.

## Property Taxes

	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
Collections (net)	19,939,851.17	256,313.28	11,253,252	8,016,235	414,051	19,012,865
% of current collected to tax due date				94.82%		95.14%
% of current collected to Sep 30			98.59%			96.93%
% of current collected to Dec 31	100.87%					98.35%



Total property tax collections as a percentage of the tax levy improved over 2003.

The total property tax dollars collected increased by 4.88% over 2004.

## Utility Billing

	YTD	4th Q	3rd Q	2nd Q	1st Q	Prev. YTD
Regular bills issued	13,174	n/a	4,407	4,376	4,391	13,107
Interim bills issued	302	79	90	73	50	318
Dollar Value (gross)	3,169,716	7,006	1,326,370	892,802	943,170	2,902,582

“The number of interim bills issued compared to 2003 decreased by 5%, indicating that fewer properties in the District changed hands in 2004 compared to 2003.”

A brochure explaining the pre-authorized payment plans for both Utilities and Property Taxes was posted to the District’s web site.

The number of utility bills issued increased marginally over 2003.

The number of interim bills issued compared to 2003 decreased by 5%, indicating that fewer properties in the District changed hands in 2004 compared to 2003.

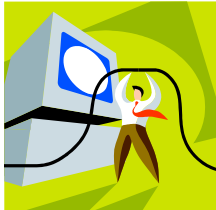
The gross dollar value of utility bills issued in 2004 increased by 9.2% compared to 2003.

## Information Technology

### Support Call Responses from July 1 – December 31, 2004

	4 <sup>th</sup> Q	3 <sup>rd</sup> Q
Building and Planning	4	2
Community Services	2	2
Council	0	0
Finance	6	2
IT (Compugen)	4	5
Police	8	16
Public Works	4	4
Administration	2	2
Fire	2	4
<b>Total</b>	<b>32</b>	<b>37</b>

“The District’s telephone system was replaced resulting in improved functionality.”



IT resources were mainly focused on replacement of the Districts’ telephone system. The voice mail system failed forcing the District to move up the time-line for the phone system replacement from 2005 into 2004.

Telus was contracted to do the work, which was completed the first week in January resulting in improved functionality to the District’s callers, and improved system support for the 911 emergency system.

The official launch date of the District’s new website on October 15<sup>th</sup> went smoothly. An ongoing effort is being made by staff to ensure site consistency. Positive feedback on the new website continues to be received.

An IT security audit was completed and steps were taken to improve procedures and security.

The District’s needs assessment report was finalized at the Staff level. Staff began exploring opportunities for a shared services arrangement with the Capital Regional District to host the District’s GIS which may dramatically reduce the cost of GIS and provide greater functionality.

## General Accounting & Budgeting

Preparatory work for the year end began. The 2004 Audit field work was scheduled to commence March 29, 2005.

The Director participated on selection committees for the Compensation/Job Evaluation, Facilities Project, and Performance Management/Strategic Plan projects.

Accounting Clerk, Donna Gilbert was seconded to the Job Evaluation Committee as part of the Compensation/Job Evaluation project.

Core budget worksheets were circulated to Department Managers.

## 4th Quarter Financial Report by Fund

### GENERAL OPERATING FUND

At the present time the General Operating Fund is showing a surplus of \$869,172, excluding a number of year end account adjustments for accruals and funding for supplementary projects.

After the year end reconciliations, adjustments, and accruals are completed, it is expected that the General Operating Fund will report

a surplus of approximately \$ 378,000.

One to the main contributors to the surplus was that the District received an unexpected \$152,000 Traffic Fine Sharing Revenue grant in October.

### WATER and SEWER FUNDS

Similar to recent years, the Water and Sewer Funds are expected to report small surpluses of approximately \$74,000 and \$55,000 respectively,

but it should be noted that the funding entries regarding Reserves, transfers to Capital and year end accruals are still outstanding

### CAPITAL FUNDS

All planned vehicle and equipment purchases were completed in 2004.

Some infrastructure work including road and storm drain projects are still outstanding and will be carried over as indicated in the Supplementary Projects section below.



*"It is expected that the General Operating Fund will report a surplus of approximately \$378,000."*

## Supplementary Projects

In 2004 the total number of planned supplementary budget items increased by 32.7% over 2003 to 73 (55 in 2003). Approximately 74% (80% in 2003) or 54 of them had been completed by year end, which is one less than the total planned in 2003. The supplemental approvals are broken down as follows: General (65), Water (4), and Sewer Funds (4).

The following list of 17 supplementary and one core projects were carried over into 2005:

### **Administration/Finance**

#### Facilities Planning

- Workshop held in January 2005

#### Compensation/Job Evaluation

- Project underway – expected to be completed in 1<sup>st</sup> quarter of 2005

#### Vadim System Improvements

- iCity upgrade scheduled for Feb 2005

#### Purchasing Policy/E-Purchase Orders

- Waiting for Vadim to develop E-PO system
- Staff have been working on Purchasing Policy as time permits

### **Engineering/Public Works**

#### Brentwood Revitalization Design

- Further Council Direction to be provided in Feb 2005

#### Saanichton Bay Erosion Control

- Design costs upgraded – referred to 2005 early approval process

#### Road Restoration

- Poor late season weather

#### Tsartlip Drainage (core)

- O/S issues with Tsartlip

#### West Nile Virus – re VIHA Grant

- Conditional grant not spent – program carried into 2005

#### Bicycle Routes and Pedestrian Facilities policies

- Council to identify projects

#### Pedestrian Safety Measures

- Council to identify projects

#### Saanichton PRV

- Work to be carried out during February 2005 after water main flushing

#### SCADA System

- Awaiting CRD

### **Planning**

#### Secondary Suite Review

- Project delayed to 2005

#### Assistant Planner

- Start date Feb 1, 2005

### **Community Services**

#### Saanichton Green Development

- Design plans finalized

#### Alexander Field Development

- Ongoing discussions with Peninsula Soccer

#### New Play Equipment

- Donation didn't materialize

#### Fire Dept Sign

- Delayed at request of Fire Department

#### Cultural Centre Flooring

- Resource constraints

**District of Central Saanich**  
**GOF Income Statement**



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For Period Ending 31-Dec-2004

General Operating Fund	Year to Date Act 2004	Committed	Total Year to Date Actual + Committed	Annual Budget 2004	\$ Variance Budget-Actual	% Remaining (Overspent)	Previous Year To Date Actual	Annual Budget 2003
<b>REVENUES</b>								
PROPERTY TAXES	(7,694,916.23)	0.00	(7,694,916.23)	(7,702,600.00)	(7,683.77)	0.10	(7,207,328.51)	(7,218,500.00)
GRANTS IN LIEU OF TAXES	(248,164.15)	0.00	(248,164.15)	(251,700.00)	(3,535.85)	1.40	(259,462.05)	(221,700.00)
SERVICES PROVIDED TO OTHER GOVERNMENTS	(127,825.25)	0.00	(127,825.25)	(99,500.00)	28,325.25	(28.47)	(125,088.47)	(93,500.00)
SALES OF SERVICES	(439,935.73)	0.00	(439,935.73)	(270,400.00)	169,535.73	(62.70)	(820,512.15)	(249,100.00)
OTHER REVENUE FROM OWN SOURCES	(857,387.93)	0.00	(857,387.93)	(1,095,600.00)	(238,212.07)	21.74	(870,426.27)	(767,200.00)
UNCONDITIONAL TRANSFERS FROM OTHER GOV	(199,999.00)	0.00	(199,999.00)	(47,800.00)	152,199.00	(318.41)	(48,445.00)	(48,100.00)
CONDITIONAL TRANSFERS FROM OTHER GOVTS	(164,251.21)	0.00	(164,251.21)	(282,000.00)	(117,748.79)	41.75	(175,977.57)	(153,300.00)
CONDITIONAL TRFS FR REG. & LOCAL GOVTS	(163,000.00)	0.00	(163,000.00)	(163,000.00)	0.00	0.00	0.00	0.00
OTHER TRANSFERS	(472,863.24)	0.00	(472,863.24)	(1,132,000.00)	(659,136.76)	58.23	(790,472.43)	(1,162,500.00)
COLLECTIONS FOR OTHER GOVERNMENTS	(12,590,383.75)	0.00	(12,590,383.75)	(12,603,600.00)	(13,216.25)	0.10	(12,077,932.21)	(12,092,600.00)
<b>Total REVENUES</b>	<b>(22,958,726.49)</b>	<b>0.00</b>	<b>(22,958,726.49)</b>	<b>(23,648,200.00)</b>	<b>(689,473.51)</b>	<b>2.92</b>	<b>(22,375,644.66)</b>	<b>(22,006,500.00)</b>
<b>EXPENSES</b>								
GENERAL GOVERNMENT	1,263,668.06	0.00	1,263,668.06	1,433,100.00	169,431.94	11.82	1,182,098.80	1,283,000.00
POLICE PROTECTION	3,076,761.23	(165.75)	3,076,595.48	3,070,000.00	(6,595.48)	(0.21)	2,919,090.19	2,954,100.00
FIRE PROTECTION	579,856.73	0.00	579,856.73	590,900.00	11,043.27	1.87	562,588.76	492,500.00
OTHER PROTECTION-BUILDING & BYLAW	418,123.76	0.00	418,123.76	440,300.00	22,176.24	5.04	409,011.46	395,500.00
TRANSPORTATION, PUB WORKS & ENG SERVIC	1,716,390.44	(5,701.55)	1,710,688.89	1,757,000.00	46,311.11	2.64	1,660,255.49	1,699,900.00
ENVIRONMENTAL DEVELOPMENT & PLANNING	219,381.08	0.00	219,381.08	273,300.00	53,918.92	19.73	218,010.97	236,900.00
PARKS MAINTENANCE	631,514.14	(3,912.56)	627,601.58	596,000.00	(31,601.58)	(5.30)	573,995.57	546,900.00
COMMUNITY SERVICES	375,803.75	0.00	375,803.75	403,000.00	27,196.25	6.75	345,953.18	379,900.00
FISCAL SERVICES	13,817,829.55	0.00	13,817,829.55	15,084,600.00	1,266,770.45	8.40	14,256,445.91	14,017,800.00
<b>Total EXPENSES</b>	<b>22,099,328.74</b>	<b>(9,779.86)</b>	<b>22,089,548.88</b>	<b>23,648,200.00</b>	<b>1,558,651.12</b>	<b>6.59</b>	<b>22,127,450.33</b>	<b>22,006,500.00</b>
<b>Total General Operating Fund</b>	<b>(859,397.75)</b>	<b>(9,779.86)</b>	<b>(869,177.61)</b>	<b>0.00</b>	<b>869,177.61</b>	<b>0.00</b>	<b>(248,194.33)</b>	<b>0.00</b>

## Water Operating Fund Income Statement

For Period Ending 31-Dec-2004



## Water Utility Operating Fund

	Year to Date Acti	Committed	Total Year to Date	Annual Budget	\$ Variance	% Remaining	Previous Year To
	2004		Actual + Committed	2004	Budget-Actual	(Overspent)	Date
					Actual	Actual	Actual
<b>REVENUES</b>							
SALE OF SERVICES	(2,596,066.99)	0.00	(2,596,066.99)	(2,400,200.00)	195,866.99	(8.16)	(2,455,791.91)
OTHER REVENUE FROM OWN SOURCES	0.00	0.00	0.00	(7,000.00)	(7,000.00)	100.00	(6,124.50)
UNCONDITIONAL TRANSFERS FR OTHER GOVT	(51,919.93)	0.00	(51,919.93)	(56,600.00)	(4,680.07)	8.27	(71,086.16)
CONDITIONAL TRANSFERS FROM OTHER GOVT	(182,790.76)	0.00	(182,790.76)	(200,000.00)	(17,209.24)	8.60	(208,783.76)
TRANSFERS FROM OWN ACCOUNTS AND FUNDS	(655,363.00)	0.00	(655,363.00)	(943,000.00)	(287,637.00)	30.50	(755,636.68)
<b>Total REVENUES</b>	<b>(3,486,140.68)</b>	<b>0.00</b>	<b>(3,486,140.68)</b>	<b>(3,606,800.00)</b>	<b>(120,659.32)</b>	<b>3.35</b>	<b>(3,497,423.01)</b>
<b>EXPENSES</b>							
WATER SUPPLY ADMINISTRATION	123,908.96	0.00	123,908.96	115,800.00	(8,108.96)	(7.00)	154,395.11
COST OF WATER SUPPLY	1,735,067.07	0.00	1,735,067.07	1,734,000.00	(1,067.07)	(0.06)	1,733,202.52
TRANSMISSION AND DISTRIBUTION	390,048.06	(1,038.03)	389,010.03	389,200.00	189.97	0.05	264,441.27
BILLING AND COLLECTION	25,294.96	0.00	25,294.96	33,900.00	8,605.04	25.38	27,037.80
PUMPING STATIONS	30,397.33	(110.50)	30,286.83	40,100.00	9,813.17	24.47	37,283.76
TRANSFERS TO OTHER GOVERNMENTS	877,139.37	0.00	877,139.37	877,000.00	(139.37)	(0.02)	958,997.34
TRANSFERS TO OWN ACCOUNTS AND FUNDS	230,800.00	0.00	230,800.00	416,800.00	186,000.00	44.63	257,862.19
<b>Total EXPENSES</b>	<b>3,412,655.75</b>	<b>(1,148.53)</b>	<b>3,411,507.22</b>	<b>3,606,800.00</b>	<b>195,292.78</b>	<b>5.41</b>	<b>3,433,219.99</b>
<b>Total Water Utility Operating Fund</b>	<b>(73,484.93)</b>	<b>(1,148.53)</b>	<b>(74,633.46)</b>	<b>0.00</b>	<b>74,633.46</b>	<b>0.00</b>	<b>(64,203.02)</b>

## Sewer Operating Fund Income Statement

For Period Ending 31-Dec-2004



## Sewer Operating Fund

	Year to Date Act	Committed	Total Year to Date	Annual Budget	\$ Variance Budget-Actual	% Remaining (Overspent)	Previous Year To Date
	2004		Actual + Committed	2004	Actual	Actual	Actual
<b>REVENUES</b>							
SALE OF SERVICE	(717,988.10)	0.00	(717,988.10)	(681,500.00)	36,488.10	(5.35)	(694,527.43)
OTHER REVENUE FROM OWN SOURCES	0.00	0.00	0.00	(22,400.00)	(22,400.00)	100.00	(26,292.38)
UNCONDITIONAL TRANSFERS FR OTHER GOVT	(28,531.16)	0.00	(28,531.16)	(28,500.00)	31.16	(0.11)	(27,944.12)
CONDITIONAL TRANSFERS FROM OTHER GOVT	0.00	0.00	0.00	0.00	0.00	0.00	(10,139.57)
TRANSFERS FROM OWN ACCOUNTS AND FUNDS	(1,688,186.00)	0.00	(1,688,186.00)	(1,899,000.00)	(210,814.00)	11.10	(1,775,750.14)
<b>Total REVENUES</b>	<b>(2,434,705.26)</b>	<b>0.00</b>	<b>(2,434,705.26)</b>	<b>(2,631,400.00)</b>	<b>(196,694.74)</b>	<b>7.47</b>	<b>(2,534,653.64)</b>
<b>EXPENSES</b>							
SEWAGE COLLECTION SYSTEM	277,107.91	(728.09)	276,379.82	290,900.00	14,520.18	4.99	300,705.40
PUMP STATIONS	158,010.51	(5,432.82)	152,577.69	149,000.00	(3,577.69)	(2.40)	162,192.99
DEBT CHARGES	67,388.05	0.00	67,388.05	68,900.00	1,511.95	2.19	65,844.22
TRANSFERS TO OWN ACCOUNTS AND FUNDS	191,600.00	0.00	191,600.00	434,400.00	242,800.00	55.89	281,125.21
TRANSFERS TO OTHER GOVERNMENTS	1,689,058.74	0.00	1,689,058.74	1,688,200.00	(858.74)	(0.05)	1,673,942.37
<b>Total EXPENSES</b>	<b>2,383,165.21</b>	<b>(6,160.91)</b>	<b>2,377,004.30</b>	<b>2,631,400.00</b>	<b>254,395.70</b>	<b>9.67</b>	<b>2,483,810.19</b>
<b>Total Sewer Operating Fund</b>	<b>(51,540.05)</b>	<b>(6,160.91)</b>	<b>(57,700.96)</b>	<b>0.00</b>	<b>57,700.96</b>	<b>0.00</b>	<b>(50,843.45)</b>

## General Capital Fund Income Statement



For Period Ending 31-Dec-2004

General Capital Fund	Year to Date Act 2004	Committed	Total Year to Date Actual + Committed	Annual Budget 2004	\$ Variance Budget-Actual Actual	% Remaining (Overspent) Actual	Previous Year To Date Actual
<b>REVENUES</b>							
TRANSFERS FROM OTHER FUNDS	(671,086.94)	16,549.59	(654,537.35)	(2,227,400.00)	(1,572,862.65)	70.61	(662,357.07)
<b>Total REVENUES</b>	<b>(671,086.94)</b>	<b>16,549.59</b>	<b>(654,537.35)</b>	<b>(2,227,400.00)</b>	<b>(1,572,862.65)</b>	<b>70.61</b>	<b>(662,357.07)</b>
<b>EXPENSES</b>							
FINANCE AND ADMINISTRATION	52,832.50	(2,894.00)	49,938.50	43,800.00	(6,138.50)	(14.01)	16,258.34
POLICE	99,198.25	0.00	99,198.25	131,000.00	31,801.75	24.28	105,578.86
FIRE	539,310.52	0.00	539,310.52	871,000.00	331,689.48	38.08	22,274.26
ENGINEERING & PUBLIC WORKS	658,452.74	(518.40)	657,934.34	692,600.00	34,665.66	5.01	387,592.03
PARKS	180,098.26	(21,224.35)	158,873.91	458,000.00	299,126.09	65.31	77,103.19
COMMUNITY SERVICES	28,917.58	(11.05)	28,906.53	31,000.00	2,093.47	6.75	49,682.52
<b>Total EXPENSES</b>	<b>1,558,809.85</b>	<b>(24,647.80)</b>	<b>1,534,162.05</b>	<b>2,227,400.00</b>	<b>693,237.95</b>	<b>31.12</b>	<b>658,489.20</b>
<b>Total General Capital Fund</b>	<b>887,722.91</b>	<b>(8,098.21)</b>	<b>879,624.70</b>	<b>0.00</b>	<b>(879,624.70)</b>	<b>0.00</b>	<b>(3,867.87)</b>

**Water Capital Fund Income Statement**



For Period Ending 31-Dec-2004

Water Utility Capital Fund	Year to Date Act 2004	Committed	Total Year to Date Actual + Committed	Annual Budget 2004	\$ Variance Budget-Actual Actual	% Remaining (Overspent) Actual	Previous Year To Date Actual
<b>REVENUES</b>							
TRANSFERS FROM OTHER FUNDS	(21,757.84)	0.00	(21,757.84)	(216,700.00)	(194,942.16)	89.96	(23,210.41)
<b>Total REVENUES</b>	<b>(21,757.84)</b>	<b>0.00</b>	<b>(21,757.84)</b>	<b>(216,700.00)</b>	<b>(194,942.16)</b>	<b>89.96</b>	<b>(23,210.41)</b>
<b>EXPENSES</b>							
INFRASTRUCTURE PROJECTS	89,937.20	(10,091.95)	79,845.25	141,700.00	61,854.75	43.65	23,210.41
VEHICLES	47,869.64	0.00	47,869.64	50,000.00	2,130.36	4.26	0.00
EQUIPMENT	24,435.69	0.00	24,435.69	25,000.00	564.31	2.26	0.00
<b>Total EXPENSES</b>	<b>162,242.53</b>	<b>(10,091.95)</b>	<b>152,150.58</b>	<b>216,700.00</b>	<b>64,549.42</b>	<b>29.79</b>	<b>23,210.41</b>
<b>Total Water Utility Capital Fund</b>	<b>140,484.69</b>	<b>(10,091.95)</b>	<b>130,392.74</b>	<b>0.00</b>	<b>(130,392.74)</b>	<b>0.00</b>	<b>0.00</b>

Sewer Capital Fund Income Statement

For Period Ending 31-Dec-2004



Sewer Capital Fund	Year to Date Act 2004	Committed	Total Year to Date Actual + Committed	Annual Budget 2004	\$ Variance Budget-Actual Actual	% Remaining (Overspent) Actual	Previous Year To Date Actual
<b>REVENUES</b>							
TRANSFERS FROM OTHER FUNDS	0.00	0.00	0.00	(223,800.00)	(223,800.00)	100.00	(92,325.21)
<b>Total REVENUES</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>(223,800.00)</b>	<b>(223,800.00)</b>	<b>100.00</b>	<b>(92,325.21)</b>
<b>EXPENSES</b>							
CAPITAL INFRASTRUCTURE	94,644.39	(907.09)	93,737.30	108,000.00	14,262.70	13.21	63,175.28
CAPITAL EQUIPMENT	51,198.45	(1,302.00)	49,896.45	115,800.00	65,903.55	56.91	29,149.93
<b>Total EXPENSES</b>	<b>145,842.84</b>	<b>(2,209.09)</b>	<b>143,633.75</b>	<b>223,800.00</b>	<b>80,166.25</b>	<b>35.82</b>	<b>92,325.21</b>
<b>Total Sewer Capital Fund</b>	<b>145,842.84</b>	<b>(2,209.09)</b>	<b>143,633.75</b>	<b>0.00</b>	<b>(143,633.75)</b>	<b>0.00</b>	<b>0.00</b>