



ADMINISTRATION & FINANCE COMMITTEE MEETING
Teleconference
Tuesday, March 9, 2021, 3:00 p.m.
MEETING AGENDA

Due to COVID-19, Public access is limited to teleconference. Please find the details below.

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|---|-------------|
| 1. Call to Order and Roll Call:
Committee members: Bob Culbertson (Chair), Amy Newell, Stephen Rider | |
| 2. Director Comments | |
| 3. Public Comments | |
| 4. Consider Approval of February 9, 2021 Administration & Finance Committee Meeting Minutes | 2 |
| 5. Receive Update on Proposed Increases to Agency Service Charges | |
| 6. Review and Consider Accepting Financial Reports | |
| a. Activity Report | 4 |
| b. Investment Report | 5 |
| 7. Review and Consider Accepting Cash Flow Reports | |
| a. A/R Aging Update | 6 |
| b. A/P Checks by Date | 7 |
| 8. Discuss future agenda items and next meeting date – Tuesday, April 13, 2021, 3:00 p.m. | |
| 9. Adjourn | |

**PUBLIC ACCESS TO
ADMINISTRATION & FINANCE COMMITTEE MEETING**

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ADMINISTRATION & FINANCE COMMITTEE
DRAFT MEETING MINUTES of
Tuesday, February 9, 2021, 3:00 p.m.
Teleconference Meeting due to COVID-19

The teleconference meeting was called to order at 3:00 p.m.

1. **Roll Call of Committee Members:**

Committee Members Present: Amy Newell, Bob Culbertson, Stephen Rider

Committee Members Absent: None

Staff Present: Brian Lockwood, General Manager (GM), Helen Rodriguez, Finance & Administrative Services Manager (FASM), Nancy Trevino, Financial Analyst (FA),

Others Present: Jennifer Ivey, Maddie Atkins, Lou Carella from Carollo Engineers

2. **Director Comments:** None

3. **Public Comments:** None

4. **Consider Approving Minutes of January 12, 2021 Committee Meeting:**

Action: Director Newell moved to approve the January 12, 2021 minutes; seconded by Director Rider. The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

5. **Review and Consider 2021 Cost of Service Rate Study and Resolution No. 2021-05 Adopting Procedures for Public Hearing, Notice, and Protest Concerning Proposed Revisions to Augmentation Charge and Delivered Water Charge:**

Action: Director Newell made a motion to move both the 2021 Cost of Service Rate Study and Resolution No. 2021-05 Adopting Procedures for Public Hearing, Notice and Protest Concerning Proposed Revisions to Augmentation Charge and Delivered Water Charge to the Board Agenda; seconded by Director Rider.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**

Noes: **None**

Abstain: **None**

Absent: **None**

6. **Review and Consider Accepting Financial Reports:**
Action: Director Newell moved to accept the Financial Reports and place on the consent agenda for Board approval; seconded by Director Culbertson.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **None**

7. **Review and Consider Accepting Cash Flow Reports:**
Action: Director Rider moved to accept the Cash Flow Reports and place on the consent agenda for Board approval; seconded by Director Newell.

The motion carried following roll call vote:

Ayes: **Culbertson, Newell, Rider**
Noes: **None**
Abstain: **None**
Absent: **None**

8. **Discuss Future Agenda Items and Next Meeting Date:** Schedule NHA Financial Advisors to present an over view of the bond process. Next meeting date set for Tuesday, March 9, 2021, 3:00 p.m.

Adjournment: 4:13 p.m.

PAJARO VALLEY WATER MANAGEMENT AGENCY
Account Activity Report per Bank Statement

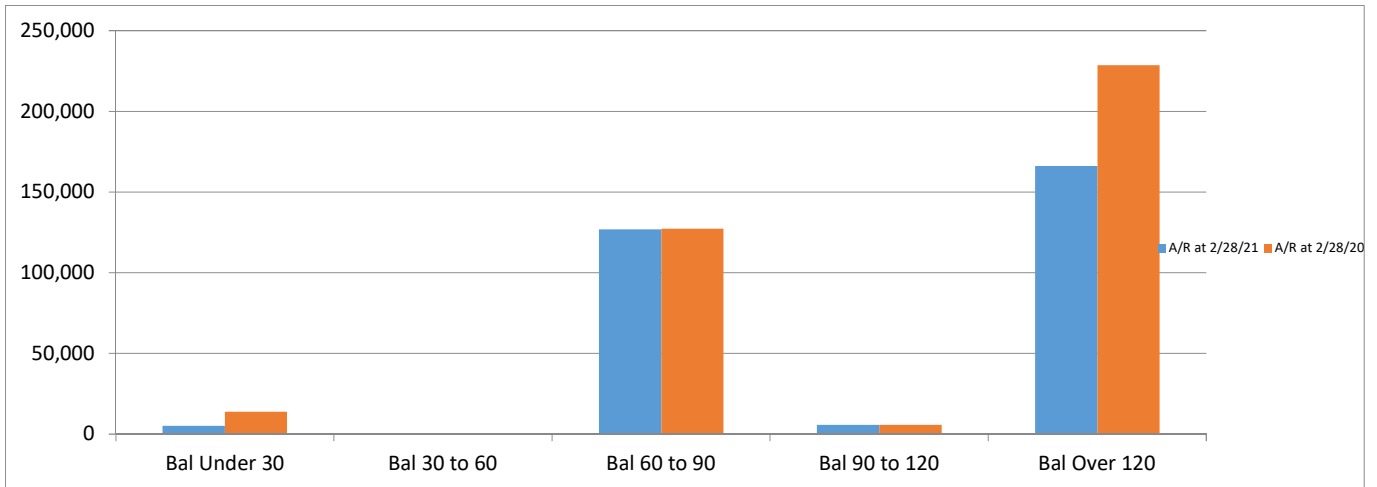
	Date	Deposits	Withdrawals	Balance	
<u>CLEARING ACCOUNT - Rabobank</u>					
Beginning Balance	1/1/2021			\$332,541	
Cash Receipts					
Disbursements			910,436		
Transfers		760,750			
Bank Fees					
Ending Balance	1/31/2021			\$182,855	
<u>GENERAL FUND10-MMA RABOBANK</u>					
Beginning Balance	1/1/2021			\$907,186	
Cash Receipts		160,873			
Transfers			23,891		
Interest Earned		29			
Bank Fees					
Ending Balance	1/31/2021			\$1,044,197	
<u>GENERAL FUND 10 - LAIF</u>					
Beginning Balance	1/1/2021			\$2,179,355	
Transfers					
Interest Earned		3,465			
Ending Balance	1/31/2021			\$2,182,820	
<u>GENERAL FUND 20 - LAIF</u>					
Beginning Balance	1/1/2021			\$8,002,647	
Transfers					
Interest Earned		12,723			
Ending Balance	1/31/2021			\$8,015,370	
<u>SPECIAL REVENUE FUND 20-Operating RABOBANK</u>					
Beginning Balance	1/1/2021			\$31,684	
Cash Receipts		2,927,893			
Transfers			2,611,859		
Bank Fees			3,624		
Interest Earned					
Ending Balance	1/31/2021			\$344,094	
<u>SPECIAL REVENUE Fund 20 Cash Mgmt-FUND20MMN RABOBANK</u>					
Beginning Balance	1/1/2021			\$2,916,865	
Transfers		1,875,000			
Bank Fees					
Interest Earned		109			
Ending Balance	1/31/2021			\$4,791,973	
<u>Certificate of Deposit - DWR Loan Reserve Rabobank Fund 40</u>					
Beginning Balance	1/1/2021			\$253,981	
Interest Earned					
Ending Balance	1/31/2021			\$253,981	
Prior Month Ending Cash Balance: Total Deposits: Total Withdrawals: Month End Cash Balance:					
		\$14,624,258	\$5,740,842	\$3,549,810	\$16,815,290
		Cash Transfers	2,635,750	2,635,750	-
		Actual Cash Receipts/Disbursements	3,105,092	914,059	

PAJARO VALLEY WATER MANAGEMENT AGENCY
INVESTMENT REPORT
ALL FUNDS
January 31, 2021

Description	Current Yield	Investment	% of Total Portfolio	Weighted Yield
Rabobank Clearing Account	0.00%	<u>\$182,855</u>	1.09%	0.00%
<u>General Fund 10</u>				
Rabobank General Fund 10 Money Market Account	0.04%	1,044,197	6.21%	0.00%
Local Agency Investment Fund	0.63%	2,182,820	12.98%	0.08%
		<u>\$3,227,017</u>		
<u>Special Revenue Fund 20</u>				
Rabobank Special Revenue Fund 20 Operating Account	0.00%	344,094	2.05%	0.00%
Rabobank Special Revenue Fund 20 Money Market Account	0.04%	4,791,973	28.50%	0.01%
Local Agency Investment Fund	0.63%	8,015,370	47.67%	0.30%
		<u>\$13,151,438</u>		
<u>Long Term Debt Fund 40</u>				
Rabobank Certificate of Deposit DWR Loan Reserve	0.50%	<u>\$253,981</u>	1.51%	0.01%
		Total: <u>\$16,815,290</u>	100.0%	
Total Funds Reserved (DWR Fund 40)		253,981		
Total Funds Invested		16,034,360		
Total Funds Non-interest Bearing		526,949		
Total Funds		<u>\$16,815,290</u>		
Total Available Funds		16,561,309		
Cash Reserve Policy Requirements (PV Water)		5,500,000		
Surplus (Deficit) of Funds		<u>\$11,061,309</u>		

PV Water
Accounts Receivable Aging 3 Month Trend
As of 2/28/2021

	Balance Forward	Bal Under 30	Bal 30 to 60	Bal 60 to 90	Bal 90 to 120	Bal Over 120
Accounts Receivable before credits	304,345	5,260	127	126,924	5,887	166,148
Credits	<u>(11,611)</u>					
Total Accounts Receivable at 2/28/21	292,734					
Accounts Receivable before credits	375,634	13,909	0	127,314	5,803	228,609
Credits	<u>(7,804)</u>					
Total Accounts Receivable at 2/28/20	367,830					
Accounts Receivable before credits	620,011	127	422,090	6,960	217	190,616
Credits	<u>(27,351)</u>					
Total Accounts Receivable at 1/31/21	592,660					
Accounts Receivable before credits	3,608,397	3,344,741	15,510	220	71,542	176,384
Credits	<u>(2,251)</u>					
Total Accounts Receivable at 12/31/20	3,606,147					
Accounts Receivable before credits	309,676	16,845	695	85,065	3,071	204,000
Credits	<u>(4,530)</u>					
Total Accounts Receivable at 11/30/20	305,146					



Accounts Payable

Checks by Date - Detail by Check Date

User: nancy
 Printed: 3/1/2021 8:39 AM



Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
ACH T333	PAJAROVWMA15	THE BANK OF NEW YORK MELLON TRUST CO. Semi-Annual 2015 Water Bond P&I pmt	02/11/2021	2,660,031.25
			Total for this ACH Check for Vendor T333:	2,660,031.25
36758	A190 56041/782514	ACE HARDWARE OF WATSONVILLE INC CD's Field Supplies for 1/21	02/11/2021	120.60
			Total for Check Number 36758:	120.60
36759	UB*00550	AGLAND, INC Refund Check 000096-005, 600 RIVERSIDE RD	02/11/2021	3,468.60
			Total for Check Number 36759:	3,468.60
36760	UB*00552	AGLAND, INC. Refund Check 024785-000, 150 WAGNER AV	02/11/2021	2.95
			Total for Check Number 36760:	2.95
36761	UB*00549	APTOS BERRY FARMS Refund Check 002197-000,	02/11/2021	4,623.32
			Total for Check Number 36761:	4,623.32
36762	A910 33643 33644	ATCHINSON, BARISONE, CONDOTTI Professional Services General Matters for 1/1-1/31/21 Professional Services General Matters for 1/1-1/31/21	02/11/2021	7,486.90 8,653.40
			Total for Check Number 36762:	16,140.30
36763	A850 37144187	AVAYA FINANCIAL SERVICES. Phone/VM Lease Agreement for	02/11/2021	388.24
			Total for Check Number 36763:	388.24
36764	B195 221177-0121 22220177-0121	BALANCE HYDROLOGICS, INC Process data Network Maint. Thru 1/16/21 Data post processing & Archiving WY20 Thru 1/16/21	02/11/2021	2,549.25 426.25
			Total for Check Number 36764:	2,975.50
36765	B102 8812.0001	BARTKIEWICZ, KRONICK & SHANAHAN INC Legal Professional Services for 1/21	02/11/2021	3,382.50
			Total for Check Number 36765:	3,382.50
36766	UB*00551	JEFFREY R BRADY Refund Check 024909-000, 213 GILLETTE RD	02/11/2021	115.00
			Total for Check Number 36766:	115.00
36767	L563 11/23 thru 12/22/20	BRIAN LOCKWOOD GM. Cell reimb. For 11/23-12/22/20	02/11/2021	80.00
			Total for Check Number 36767:	80.00
36768	C960 0115629	CARDIFF PEST CONTROL INC Pest control Office Monthly fumigation for 2/4/21	02/11/2021	110.00
			Total for Check Number 36768:	110.00
36769	C1099 0194610	CAROLLO ENGINEERS INC CL Project Design and Bid Services for 12/1-12/31/20	02/11/2021	6,168.75

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	0194613	BMP Program Mngmnt WSR Planning Services for 12/20		81,082.74
			Total for Check Number 36769:	87,251.49
36770	W400 12614	CITY OF WATSONVILLE UTILITIES PVWMA Operational Water Treatment Plant for 10/1 to 12/31/20	02/11/2021	414,989.44
			Total for Check Number 36770:	414,989.44
36771	F199 210108	FEDAK & BROWN LLP Billing on Audit & Financial Statements for 1/21	02/11/2021	1,250.00
			Total for Check Number 36771:	1,250.00
36772	J301 W8Y03700-011 W8Y08700-005	JACOBS ENGINEERING GROUP INC. PVWater F-Line Final Design Prof. Serv. for 1/2-1/29/21 PVWater F-Line Final Design Prof. Serv. for 1/2-1/29/21	02/11/2021	3,684.77 32,997.41
			Total for Check Number 36772:	36,682.18
36773	UB*00547	LAKESIDE ORGANIC FARDENS, LLC Refund Check 024970-000, W BEACH RD	02/11/2021	8,914.06
			Total for Check Number 36773:	8,914.06
36774	L50 392413	LAKESIDE ORGANIC GARDENS Field Supplies for Kitayama Pipeline for 8/20	02/11/2021	4,522.35
			Total for Check Number 36774:	4,522.35
36775	M900 1/9 thru 1/30/21	MERRY MAIDS Monthly Office housekeeping for 1/9 to 1/30/21	02/11/2021	632.00
			Total for Check Number 36775:	632.00
36776	P1160	MIKE PODLECH CL Fisheries Support Prof. Services for 1/1 to 1/31/21	02/11/2021	2,295.00
			Total for Check Number 36776:	2,295.00
36777	M1175 210120-44 210121-33	MONTEREY BAY ANALYTICAL SERVICE INC HSP Water Samples for 1/20/21 HSP Water Samples for 1/21/21	02/11/2021	438.00 207.00
			Total for Check Number 36777:	645.00
36778	UB*00545	DAVID & LYNDA MONTGOMERY Refund Check 023942-000, 144 COY DR	02/11/2021	73.60
			Total for Check Number 36778:	73.60
36779	N255 00445	NHA ADVISORS PVWMA 2020 Continuing Disclosure Compliance for 2/20	02/11/2021	4,000.00
			Total for Check Number 36779:	4,000.00
36780	P180 192656	PENINSULA MESSENGER LLC Monthly RaboBank Courier for 1/21	02/11/2021	54.00
			Total for Check Number 36780:	54.00
36781	P800 5916054391-0	PG & E Service at 187C San Andreas Rd for 12/21 to 1/20/21	02/11/2021	1,671.39
			Total for Check Number 36781:	1,671.39
36782	P950 8000-9000-0396-	PITNEY BOWES PURCHASE POWER, INC. Postage Machine stamp purchase for 1/4/21	02/11/2021	5,050.00
			Total for Check Number 36782:	5,050.00
36783	UB*00546	REITER BERRY FARMS Refund Check 024867-000, 1905 BEACH ROAD	02/11/2021	557.42
			Total for Check Number 36783:	557.42
36784	S830	RESOURCE CONSERVATION SANTA CRUZ COUNTY RCA02/11/2021		

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
	19IE08F	2019-Irrigation Efficiency Project Services for 10/1-12/31/21		40,804.80
			Total for Check Number 36784:	40,804.80
36785	S200 21-873	SAN BENITO COUNTY ELECTIONS Nov.3, 2020 Elections Nomination Services for 1/21	02/11/2021	400.00
			Total for Check Number 36785:	400.00
36786	S1405 345958	SC FUELS INC Agency Vehicles Fuel for 1/20 to 1/25/21	02/11/2021	244.40
			Total for Check Number 36786:	244.40
36787	S2150 6178	SOUTHWEST VALVE, LLC Turnout Butterfly Valves & parts for 2/20	02/11/2021	3,840.64
			Total for Check Number 36787:	3,840.64
36788	S2201 3297	SPRINGBROOK HOLDING CO. LLC Membership renewal thru 2/28/22	02/11/2021	100.00
			Total for Check Number 36788:	100.00
36789	UB*00548	TOMATERO ORGANIC FARMS, INC. Refund Check 024549-000, 125 HECKER PASS RD	02/11/2021	350.24
			Total for Check Number 36789:	350.24
36790	Z100 113091 113174 113190	ZAG TECHNICAL SERVICES, INC. IT-Agreement Support 8x5 for 12/20 IT-Agreement Patching & AV Managed for 2/21 IT-Agreement Support 8x5 for 2/21	02/11/2021	585.00 1,412.50 390.00
			Total for Check Number 36790:	2,387.50
			Total for 2/11/2021:	3,308,153.77
ACH	A1250 EE Deferrals	AFLAC- FLEX ONE EE PR Deferrals	02/12/2021	579.16
			Total for this ACH Check for Vendor A1250:	579.16
ACH	A300 0662084	ACWA/JPIA March Health Prens	02/12/2021 March Health Prens	29,693.79
			Total for this ACH Check for Vendor A300:	29,693.79
ACH	N125 EE Deferrals	NATIONWIDE RETIREMENT SOLUTION EE PR Deferrals	02/12/2021	4,515.00
			Total for this ACH Check for Vendor N125:	4,515.00
ACH	P1300 EE Deferrals EE Deferrals	PERS-Fiscal Services Division Cashier Unit ER/EE Retirement Contributions EE PR Deferrals	02/12/2021	8,696.16 1,489.74
			Total for this ACH Check for Vendor P1300:	10,185.90
ACH	P555 EE Deferrals	PVWMA-Cafeteria Account EE PR Deferrals	02/12/2021	1,109.53
			Total for this ACH Check for Vendor P555:	1,109.53
			Total for 2/12/2021:	46,083.38
ACH	A1250 EEDeferrals	AFLAC- FLEX ONE EE PR Deferrals	02/26/2021	579.16
			Total for this ACH Check for Vendor A1250:	579.16
ACH	N125 EEDeferrals	NATIONWIDE RETIREMENT SOLUTION EE PR Deferrals	02/26/2021	4,515.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
			Total for this ACH Check for Vendor N125:	4,515.00
ACH P1300		PERS-Fiscal Services Division Cashier Unit	02/26/2021	
	EEDeferrals	EE PR Deferrals		1,489.76
	EEDeferrals	ER/EE Retirement Contributions		8,696.13
			Total for this ACH Check for Vendor P1300:	10,185.89
ACH P555		PVWMA-Cafeteria Account	02/26/2021	
	EEDeferrals	EE PR Deferrals		1,109.53
			Total for this ACH Check for Vendor P555:	1,109.53
ACH T359		THE STANDARD INSURANCE COMPANY	02/26/2021	
	00-649299-0087	Long Term Disability Benefits	Feb21Prams	528.79
			Total for this ACH Check for Vendor T359:	528.79
36791 A1230		ADP-AUTOMATIC DATA PROCESSING INC.	02/26/2021	
	574362102	Agency Payroll Processing Charges PE for 1/23-2/6/21		337.90
			Total for Check Number 36791:	337.90
36792 L563		BRIAN LOCKWOOD	02/26/2021	
		Cell Phone Reimbursement 12/23/2020-01/22/2021		80.00
		Operations Team Quarterly Meeting		35.51
			Total for Check Number 36792:	115.51
36793 T700		Thomas Broz	02/26/2021	
	Ck#12351982	Reissue ADP Ck#12351982-Stale Dated-07312021	Replacement of ADP Ck#312351982 Issued	92.35
			Total for Check Number 36793:	92.35
36794 R40		CARDMEMBER SERVICE	02/26/2021	
	JAN2021	NOA-DEIR Certified Mail Cost		90.35
	JAN2021	Hosting Website Rnwal for 1/21		1,027.44
	JAN2021	Ferguson Inv 1604574 Field Supplies		252.10
	JAN2021	Telephone Conferencing on for 1/21		24.28
			Total for Check Number 36794:	1,394.17
36795 C1099		CAROLLO ENGINEERS INC	02/26/2021	
	0194610	CL Project Design and Prof. Services for 12/1-12/31/20		89,897.23
	0195092	Disk Filter Design Mod. Prof.Svcs & ESDC for 1/1-1/31/21		13,020.63
			Total for Check Number 36795:	102,917.86
36796 C103		CBEC ECO ENGINEERING INC	02/26/2021	
	17-1003-4-11	CL Improvement & monitoring Professional serv. 1/1-1/31/21		4,096.50
	17-1003-5-2	CL Professional services Environ for 1/1-1/31/21		14,270.22
			Total for Check Number 36796:	18,366.72
36797 W400		CITY OF WATSONVILLE UTILITIES	02/26/2021	
	AC#02389-OFFICE	Office Monthly Utilities for 1/11 to 2/8/21		148.30
			Total for Check Number 36797:	148.30
36798 E500		ESA Water	02/26/2021	
	161652	CL Project Prof. Services for 1/1-1/31/21		3,852.50
			Total for Check Number 36798:	3,852.50
36799 G330		GUTIERREZ CONSULTANTS, INC.	02/26/2021	
	1557	SWRCB Prop 1 Phase II Sup. Services for 1/1-1/31/21		2,488.50
	1558	IRWM Drought Grant Support Services for 1/1 to 1/31/21		5,612.00
			Total for Check Number 36799:	8,100.50
36800 M1872		MICROSOFT	02/26/2021	
	E0400DJ9X4	IT-Online Hydrology 365 Support for 1/17-2/16/21		12.50
			Total for Check Number 36800:	12.50

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
36801	M1875 E0600DKXM5	MICROSOFT AZURE IT-Support Pay as You go for 12/12-1/11/21	02/26/2021	14.90
Total for Check Number 36801:				14.90
36802	M1175 210119-60 210120-43 210121-35 210203-64	MONTEREY BAY ANALYTICAL SERVICE INC SurfaceWater Samples for 1/19/21 SurfaceWater Samples for 1/20/21 SurfaceWater Samples for 1/21/21 Water Samples Groundwater RENEM for 2/3/21	02/26/2021	570.00 285.00 1,735.00 370.00
Total for Check Number 36802:				2,960.00
36803	M1425 35811	MONTEREY BAY PROFESSIONAL LANDSCAPE INC Building Mo. Landscape Maint. For 2/9 & 2/23/21	02/26/2021	196.00
Total for Check Number 36803:				196.00
36804	P651	PARRA, DAVID Iphone 11 Shell Holster	02/26/2021	32.75
Total for Check Number 36804:				32.75
36805	P800 1787734656-3 3771390038-1 5290624576-7 9214983032-2 9218085363-9 9968544374-1 9968544374-1	PG & E Service at 1859 Beach rd for 1/9 to 2/8/21 Service at Jensen Rd # 3 for Service at 2240 Beach Rd Service at 1931 Beach rd for 1/9 to 2/8/21 Service at 162 San Andreas Rd for 1/9 to 2/8/21 Service at Office -36 Brennan Service at Office -36 Brennan	02/26/2021	1,632.05 27.01 17.95 583.44 1,855.33 539.18 179.72
Total for Check Number 36805:				4,834.68
36806	P400 INV200051127	PVI PAJARO VALLEY IRRIGATION, INC. Field CD's Supplies for for 2/21	02/26/2021	374.46
Total for Check Number 36806:				374.46
36807	S1405 352691	SC FUELS INC Agency Vehicles Fuel for 2/3 to 2/11/21	02/26/2021	215.23
Total for Check Number 36807:				215.23
36808	S1681 513288	SHAMROCK OFFICE SOLUTIONS Monthly Office Printer for 1/1-1/31/21	02/26/2021	164.31
Total for Check Number 36808:				164.31
36809	s2400	STAPLES CREDIT PLAN Office Supplies	02/26/2021	270.61
Total for Check Number 36809:				270.61
36810	T345 9901277/7901366	THE HOME DEPOT CREDIT SERVICES Field Supplies CD's for 1/21	02/26/2021	285.58
Total for Check Number 36810:				285.58
36811	V369 9872356177	VERIZON WIRELESS Agency Personnel Cell Phones & equipt. for 2/2 - 1/1/21	02/26/2021	818.53
Total for Check Number 36811:				818.53
36812	W80 INV2585253	WAGeworks INC. Mo. Admin & Compliance fee for 1/20	02/26/2021	110.00
Total for Check Number 36812:				110.00
36813	Z100 113313 113330	ZAG TECHNICAL SERVICES, INC. IT-Monthly Subscription MS-CSP for 2/21 IT-Monthly Subscription Agreement-Datto for 2/21	02/26/2021	176.00 815.00
Total for Check Number 36813:				991.00

Check No	Vendor No Invoice No	Vendor Name Description	Check Date Reference	Check Amount
Total for 2/26/2021:				163,524.73
Report Total (67 checks):				3,517,761.88