

# **CITY OF BALCH SPRINGS, TEXAS**



## **City Council's Monthly Financial Report Fiscal Year 2018 For month ended 05/31/2018 as of 07/12/2018 05:11 PM**

City of Balch Springs, Texas  
City Council's Monthly Financial Report

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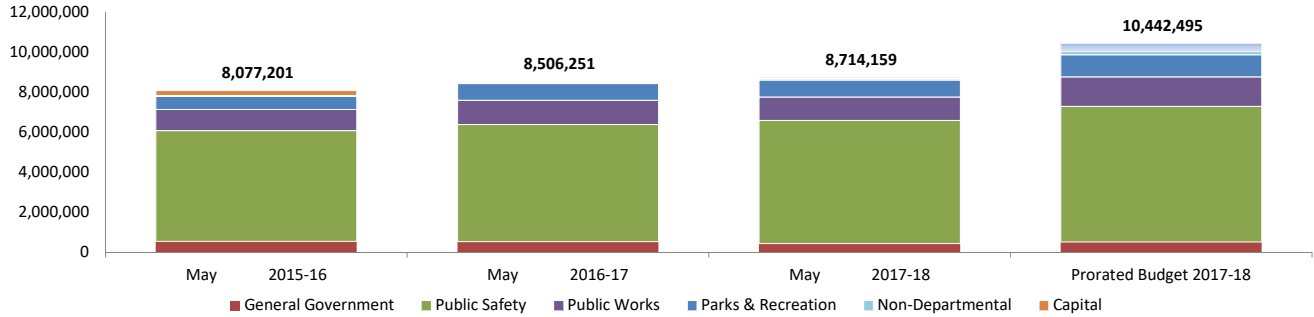
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City of Balch Springs, Texas  
Fund Balance Report  
All Funds  
For month ended 05/31/2018

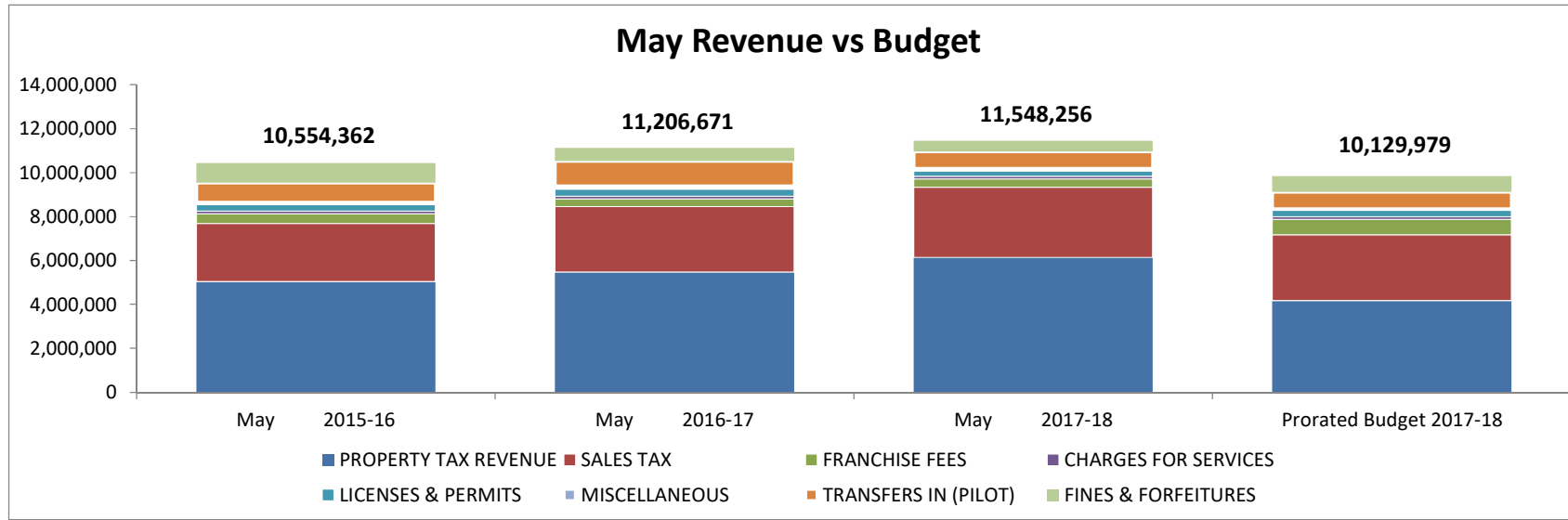
Fund #	Fund Name	2018 Beginning Fund Bal	YTD REV	YTD EXP	Net	Curr Fund Bal
10	<b>GENERAL FUND</b>	<b>1,779,482</b>	<b>11,548,256</b>	<b>8,754,992</b>	<b>2,793,264</b>	<b>4,572,746</b>
76	WATER FUND	10,808,868	3,604,695	3,016,364	588,331	11,397,199
77	WASTE WATER FUND	8,556,810	2,616,235	1,916,585	699,651	9,256,461
78	SOLID WASTE FUND	231,740	2,041,135	1,725,616	315,519	547,260
	<b>Total Utility Funds</b>	<b>19,597,418</b>	<b>8,262,065</b>	<b>6,658,564</b>	<b>1,603,501</b>	<b>21,200,919</b>
50	DEBT SERVICE FUND	224,798	626,618	83,663	542,955	767,753
52	EDC TYPE A DEBT SERVICE	84,377	186,770	63,756	123,014	207,391
53	EDC TYPE B DEBT SERVICE	277,299	118,191	87,627	30,565	307,864
	<b>Total Debt Service Funds</b>	<b>586,474</b>	<b>931,579</b>	<b>235,045</b>	<b>696,534</b>	<b>1,283,008</b>
20	<b>SECTION 8</b>	<b>6,608</b>	<b>384,354</b>	<b>397,264</b>	<b>(12,909)</b>	<b>(6,301)</b>
12	EDC TYPE A	1,326,697	656,887	493,795	163,092	1,489,789
12	LESS: Reserved for Hickory Rd					(615,265)
12	NET AVAILABLE : EDC TYPE A					874,524
13	EDC TYPE B	870,699	656,961	441,105	215,856	1,086,555
	<b>Total Economic Development</b>	<b>2,197,396</b>	<b>1,313,848</b>	<b>934,900</b>	<b>378,948</b>	<b>1,961,079</b>
21	MUNI COURT BUILDING SECURITY	34,455	8,301	260	8,041	42,497
22	MUNI COURT TECHNOLOGY	64,150	11,069	19,235	(8,167)	55,983
23	MUNI COURT JUVENILE CASE MGT	17,337	53,328	7,698	45,630	62,967
24	HOTEL OCCUPANCY TAX	217,292	52,036	21,980	30,056	247,348
40	STATE CH 59 LAW ENFORCEMENT	34,150	2,102	500	1,602	35,752
41	DEPARTMENT OF JUSTICE GRANTS	155	59	1,947	(1,888)	(1,733)
42	CHAP 683 ABANDONED VEHICLES	69,142	48,455	2,680	45,775	114,917
44	US TREASURY FORFEITURES	34,782	54,526	4,347	50,178	84,960
46	DEPT OF JUSTICE FORFEITURES	32,569	2,544	3,741	(1,197)	31,372
48	RED LIGHT CAMERA FUND ^	40,128	335,107	136,252	198,854	238,982
61	CAPITAL PROJECTS FUND	-	-	-	-	-
62	EDC TYPE A CAPITAL PROJECTS	1,139,305	15,150	217,835	(202,685)	936,620
72	STREET MAINTENANCE FUND	944,937	637,474	37,072	600,403	1,545,339
						-
	<b>Total Special Revenue Funds</b>	<b>2,628,401</b>	<b>1,220,150</b>	<b>453,547</b>	<b>766,603</b>	<b>3,395,004</b>
	<b>Grand Total All Funds</b>	<b>26,795,780</b>	<b>23,660,252</b>	<b>17,434,311</b>	<b>6,225,941</b>	<b>32,406,455</b>

### May Expenditures vs Budget



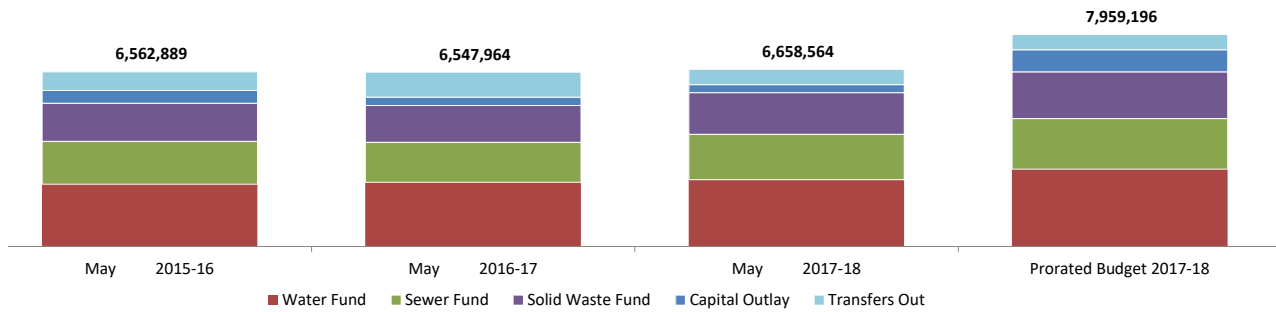
Dept No.	Department Desc	May 2015-16	May 2016-17	May 2017-18	Prorated Budget 2017-18	Variance 2017-18	% Variance 2017-18	Notes
<b>General Government</b>								
12	CITY SECRETARY	104,067	129,063	117,327	145,017	(27,691)	-19.09%	
13	CITY ATTORNEY	77,205	63,367	59,500	58,667	833	1.42%	
14	CITY COUNCIL	62,020	45,540	56,168	74,367	(18,199)	-24.47%	
16	HUMAN RESOURCES	252,838	204,262	149,904	183,013	(33,109)	-18.09%	
18	INFORMATION TECH	46,416	70,329	35,881	39,233	(3,353)	-8.55%	1E
	General Government Total	542,546	512,561	418,779	500,297			
<b>Public Safety</b>								
21	POLICE	2,982,649	3,042,045	3,266,289	3,658,561	(392,272)	-10.72%	
22	FIRE	1,960,076	2,248,777	2,332,250	2,468,759	(136,509)	-5.53%	
23	CITY MARSHAL	199,136	195,640	208,880	233,664	(24,784)	-10.61%	
24	MUNICIPAL COURT	250,797	210,631	193,121	256,693	(63,571)	-24.77%	
25	ANIMAL CONTROL	88,760	108,756	116,286	122,033	(5,746)	-4.71%	
26	CIVIL SERVICE	-	1,574	992	2,333	(1,341)	-57.48%	
27	EMERGENCY MANAGEMENT	50,377	55,001	45,426	47,343	(1,916)	-4.05%	1L
	Public Safety Total	5,531,795	5,862,424	6,163,245	6,789,385			
<b>Public Works</b>								
90	PUBLIC WORKS	-	-	-	-	-	0.00%	
31	STREETS & DRAINAGE	264,146	321,179	241,042	341,025	(99,984)	-29.32%	
32	PLANNING	169,935	193,116	171,019	245,114	(74,096)	-30.23%	
33	NEIGHBORHOOD SERVICES	35,887	39,896	23,218	51,411	(28,194)	-54.84%	
34	CONSTRUCTION MGMT	250	5,060	-	10,000	(10,000)	-100.00%	
35	GIS (GEOGRAPHIC INFO SYS)	41,553	45,015	51,136	65,308	(14,172)	-21.70%	
36	BUILDING INSPECTIONS	143,339	160,867	183,497	198,995	(15,498)	-7.79%	
37	BUILDING MAINTENANCE	320,393	297,756	307,024	350,673	(43,649)	-12.45%	
38	CODE ENFORCEMENT	75,320	77,688	71,179	102,733	(31,554)	-30.71%	
39	FLEET SERVICES	-	85,704	116,360	107,516	8,844	8.23%	1V
	Public Works Total	1,050,823	1,226,280	1,164,473	1,472,775			
<b>Parks &amp; Recreation</b>								
40	PARKS MAINTENANCE	-	90,846	84,661	117,965	(33,304)	-28.23%	
41	MOWING	249,074	272,516	245,202	313,221	(68,019)	-21.72%	
42	CIVIC CENTER	5,772	5,387	3,729	6,667	(2,938)	-44.07%	
43	LIBRARY & LEARNING CENTER	196,411	241,212	269,509	305,675	(36,165)	-11.83%	
44	RECREATION CENTER	139,073	127,974	152,755	230,691	(77,937)	-33.78%	
45	SENIOR CENTER	72,480	72,089	71,982	82,801	(10,819)	-13.07%	
46	COMMUNITY EVENTS	-	18,966	35,616	48,117	(12,500)	-25.98%	
	Parks & Recreation Total	662,809	828,990	863,453	1,105,136			
<b>Non-Departmental</b>								
15	GENERAL ITEMS	40,183	57,656	62,399	166,243	(103,844)	-62.47%	
	Non-Departmental Total	40,183	57,656	62,399	166,243			
<b>Capital</b>								
81	CAPITAL OUTLAY	249,046	18,340	41,810	408,659	(366,849)	-89.77%	1AE
	Capital Outlay Total	249,046	18,340	41,810	408,659			
	<b>Grand Total</b>	<b>8,077,201</b>	<b>8,506,251</b>	<b>8,714,159</b>	<b>10,442,495</b>			

City of Balch Springs, Texas  
 City Council Monthly Financial Report  
 General Fund Revenues



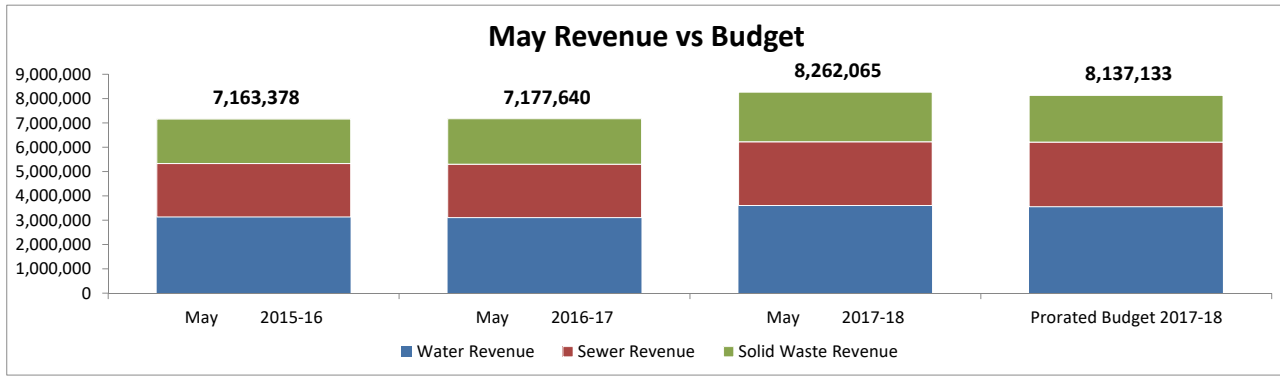
Revenue Type	May 2015-16	May 2016-17	May 2017-18	Prorated Budget 2017-18	Variance 2017-18	% Variance 2017-18	Notes
PROPERTY TAX REVENUE	5,037,002	5,466,311	6,146,095	4,175,333	1,970,761	47.20%	2A
SALES TAX	2,644,909	2,983,953	3,187,371	3,000,000	187,371	6.25%	
FRANCHISE FEES	449,163	354,358	370,640	690,667	(320,027)	-46.34%	2C
OTHER TAXES	37,217	39,816	5,199	50,000	(44,801)	-89.60%	2D
LICENSES & PERMITS	346,805	371,728	281,295	336,000	(54,705)	-16.28%	2E
INTERGOVERNMENTAL REVENUE	94,623	44,681	103,068	242,312	(139,244)	-57.46%	2F
CHARGES FOR SERVICES	112,839	115,090	125,485	124,800	685	0.55%	
FINES & FORFEITURES	885,269	596,667	485,256	726,667	(241,411)	-33.22%	2H
<b>Total Major Revenue</b>	<b>9,607,827</b>	<b>9,972,604</b>	<b>10,704,408</b>	<b>9,345,779</b>			
<b>Miscellaneous</b>							
INTEREST EARNED	2,590	3,243	31,052	3,333	27,719	831.57%	2I
MISCELLANEOUS REVENUES	14,777	31,304	18,749	12,867	5,882	45.72%	2J
OTHER FINANCING SOURCES/(USES)	29,164	64,188	15,900	1,333	14,567	1092.53%	2K
<b>Total Miscellaneous Revenue</b>	<b>46,531</b>	<b>98,734</b>	<b>65,701</b>	<b>17,533</b>			
<b>Transfers</b>							
TRANSFERS IN (PILOT)	900,004	1,135,332	778,146	766,667	11,479	1.50%	2L
<b>Grand Total</b>	<b>10,554,362</b>	<b>11,206,671</b>	<b>11,548,256</b>	<b>10,129,979</b>			

### May Expenses vs Budget



Dept No.	Department Desc	May 2015-16	May 2016-17	May 2017-18	Prorated Budget 2017-18	Variance 2017-18	% Variance 2017-18	Notes
<b>Water Fund</b>								
11	CITY MANAGER	233,849	197,239	181,149	204,252	(23,103)	-11.31%	
15	UTILITY FINANCE	292,874	215,097	233,105	293,419	(60,314)	-20.56%	
17	UTILITY BILLING	244,377	290,682	278,303	390,834	(112,531)	-28.79%	
18	UTILITY METER SERVICES	130,412	124,262	132,917	155,546	(22,629)	-14.55%	
19	UTILITY COMPUTERS	88,932	95,835	86,910	110,658	(23,748)	-21.46%	
71	WATER ADMINISTRATION	86,618	175,711	216,551	214,959	1,592	0.74%	
72	WATER DISTRIBUTION	433,760	371,829	384,229	490,066	(105,837)	-21.60%	
79	WATER WHOLESALE PURCHASES	670,927	847,828	887,684	920,000	(32,316)	-3.51%	
61	WATER DEBT SERVICE	166,830	94,134	114,566	125,230	(10,664)	-8.52%	
	<b>Water Fund Total</b>	<b>2,348,580</b>	<b>2,412,618</b>	<b>2,515,414</b>	<b>2,904,963</b>			
<b>Sewer Fund</b>								
75	SEWER COLLECTION	367,045	300,887	355,497	449,329	(93,831)	-20.88%	
76	SITE RESTORATION	181,649	242,168	226,526	310,095	(83,569)	-26.95%	
79	SEWER WHOLESALE COSTS	1,062,838	966,699	1,118,445	1,146,667	(28,222)	-2.46%	
	<b>Sewer Fund Total</b>	<b>1,611,531</b>	<b>1,509,754</b>	<b>1,700,468</b>	<b>1,906,090</b>			
<b>Solid Waste Fund</b>								
78	SOLID WASTE MAINTENANCE	58,402	57,045	57,331	71,401	(14,070)	-19.71%	
79	SOLID WASTE WHOLESALE COSTS	1,366,869	1,317,792	1,502,789	1,678,667	(175,878)	-10.48%	
	<b>Solid Waste Total</b>	<b>1,425,270</b>	<b>1,374,837</b>	<b>1,560,120</b>	<b>1,750,068</b>			
<b>Capital Outlay</b>								
81	CAPITAL OUTLAY	477,504	315,423	304,416	831,408	(526,992)	-63.39%	30
	<b>Capital Outlay Total</b>	<b>477,504</b>	<b>315,423</b>	<b>304,416</b>	<b>831,408</b>			
<b>Transfers Out</b>								
91	TRANSFER OUT (PILOT)	700,004	935,332	578,146	566,667	11,479	2.03%	3P
	<b>Transfers Out Total</b>	<b>700,004</b>	<b>935,332</b>	<b>578,146</b>	<b>566,667</b>			
	<b>Grand Total</b>	<b>6,562,889</b>	<b>6,547,964</b>	<b>6,658,564</b>	<b>7,959,196</b>			

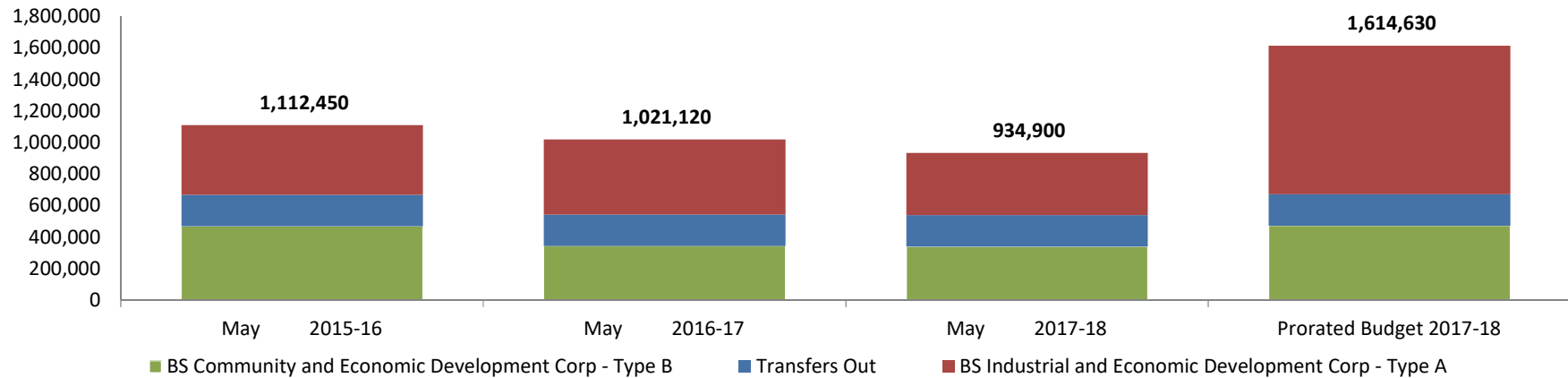
City of Balch Springs, Texas  
 City Council Monthly Financial Report  
 Enterprise Fund Revenues



Revenue Type	May 2015-16	May 2016-17	May 2017-18	Prorated Budget 2017-18	Variance 2017-18	% Variance 2017-18	Notes
<b>Water Revenue</b>							
WATER SERVICE	2,528,743	2,530,261	2,899,957	3,000,000	(100,043)	-3.33%	
WATER ACTIVATION FEE	91,975	83,250	77,215	86,667	(9,452)	-10.91%	
WATER BACKFLOW REGIST/INSPECT	88,158	74,345	111,599	86,667	24,932	28.77%	4C
WATER CUST SERV INSPECTION FEE	7,525	6,200	1,950	6,000	(4,050)	-67.50%	4D
WATER FIELD COLLECTION FEES	190	84	126	133	(7)	-5.50%	
WATER METER AND SET FEES	10,481	7,473	2,031	6,667	(4,636)	-69.54%	4F
WATER METER TAMPER FEES	5,650	5,500	5,975	5,333	642	12.03%	
WATER TRANSFER SERVICE FEE	375	150	150	400	(250)	-62.50%	4H
WATER PENALTIES	146,957	146,042	152,879	143,333	9,546	6.66%	4I
WATER RECONNECT FEES	42,632	39,170	53,443	40,000	13,443	33.61%	
CODE ENFORCEMENT FEES	-	-	-	-	-	0.00%	4K
TAP FEES	18,550	18,700	52,074	16,667	35,407	212.44%	4L
TEMPORARY SERVICE FEES	1,775	5,700	4,855	1,333	3,522	264.13%	4M
PRO RATA FEES	42,750	35,250	-	30,000	(30,000)	-100.00%	4N
NSF CHECK FEES	3,659	3,185	3,325	3,333	(8)	-0.25%	
INTEREST EARNED	6,216	12,860	37,847	5,333	32,513	609.63%	4P
MISCELLANEOUS REVENUES	16,065	1,865	2,009	1,333	676	50.69%	
BAD DEBT COLLECTIONS	1,761	1,156	276	1,333	(1,057)	-79.28%	
CASH OVER/SHORT	(116)	(1,291)	(1,952)	-	(1,952)	0.00%	4S
CREDIT CARD FEES	64,530	72,804	84,554	64,000	20,554	32.12%	4T
DISCOUNTS TAKEN	-	-	-	-	-	0.00%	
CELL TOWER LEASE REV	57,232	63,812	108,090	56,667	51,423	90.75%	4V
SALE OF ASSETS	-	-	-	-	-	0.00%	
SALES OF EQUIP/VEHICLES	-	-	-	-	-	0.00%	
GENERAL REFUND	-	-	8,292	-	8,292	0.00%	4X
CONTRIBUTED CAPITAL	-	-	-	-	-	0.00%	
<b>Total Water Revenue</b>	<b>3,135,107</b>	<b>3,106,516</b>	<b>3,604,695</b>	<b>3,555,200</b>			
<b>Sewer Revenue</b>							
GREASE HAULER REGIST/INSPEC	-	-	3,000	-	3,000	100.00%	
SEWER SERVICE	2,119,761	2,133,394	2,551,158	2,600,000	(48,842)	-1.88%	
SEWER SURCHARGE	75,586	55,350	58,116	50,000	8,116	16.23%	
MISCELLANEOUS REVENUES	2,750	3,300	-	667	(667)	-100.00%	
GENERAL REFUND	-	-	3,962	-	3,962	-	4AC
<b>Total Sewer Revenue</b>	<b>2,198,098</b>	<b>2,192,044</b>	<b>2,616,235</b>	<b>2,650,667</b>			
<b>Solid Waste Revenue</b>							
TRASH SERVICE RESIDENTIAL	874,876	895,414	959,485	906,667	52,818	5.83%	4AD
TRASH SERVICE COMMERCIAL	689,313	711,206	780,677	733,333	47,343	0	4AE
TRASH SERVICE ROLLOFF	256,733	263,465	295,575	283,333	12,242	4.32%	4AF
TRASH SERVICE BULK PICKUP	7,845	8,362	4,707	6,667	(1,960)	-29.40%	
MISCELLANEOUS REVENUES	800	-	-	667	(667)	-100.00%	
DISCOUNTS TAKEN	606	633	692	600	92	15.35%	
<b>Total Solid Waste Revenue</b>	<b>1,830,173</b>	<b>1,879,081</b>	<b>2,041,135</b>	<b>1,931,267</b>			
<b>Grand Total</b>	<b>7,163,378</b>	<b>7,177,640</b>	<b>8,262,065</b>	<b>8,137,133</b>			

City of Balch Springs, Texas  
 City Council Monthly Financial Report  
 Component Units Expenses

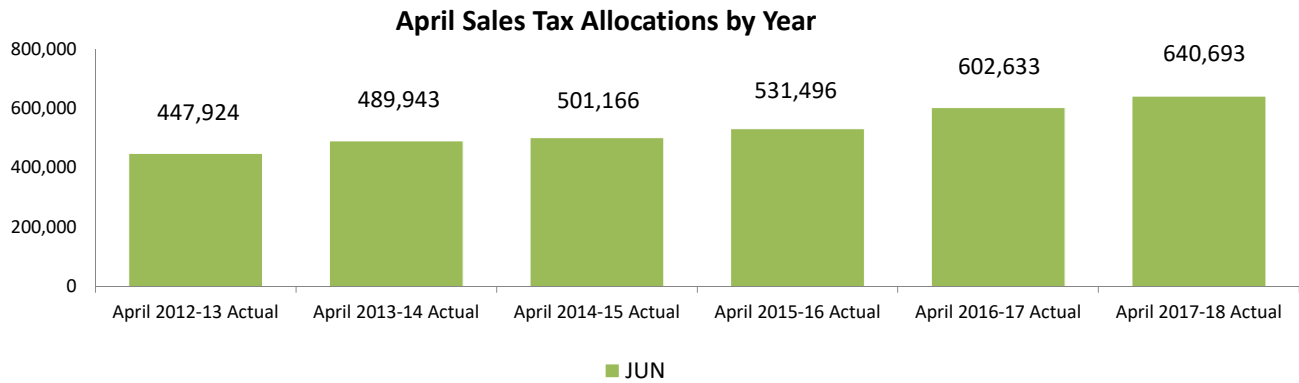
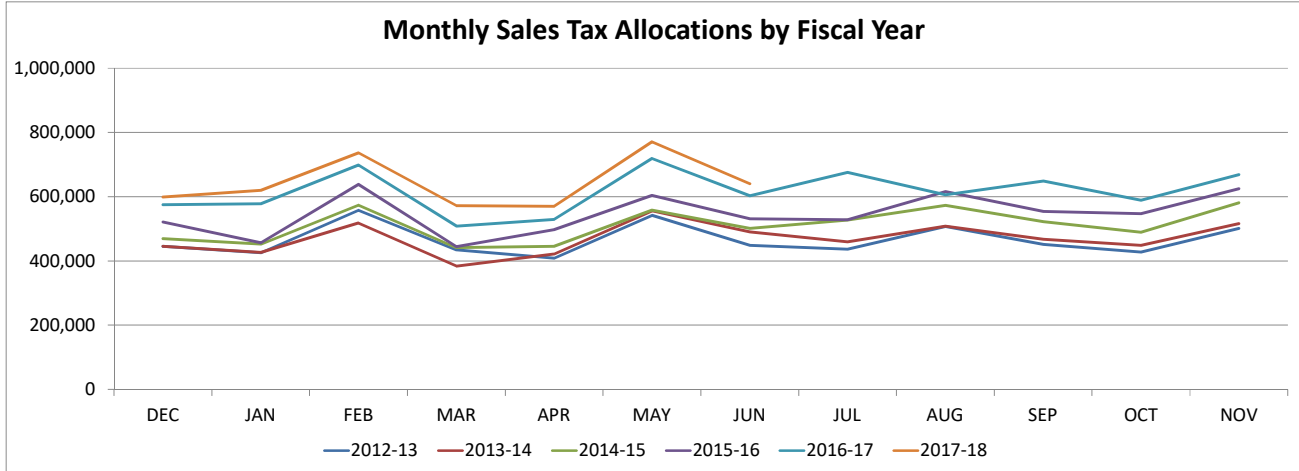
### May Expenses vs Budget



Dept No.	Department Desc	May 2015-16	May 2016-17	May 2017-18	Prorated Budget 2017-18	Variance 2017-18	% Variance 2017-18	Notes
<b>BS Industrial and Economic Development Corp - Type A</b>								
11	EDC TYPE A ADMINISTRATION	227,517	135,542	133,170	174,267	(41,097)	-23.58%	
51	EDC TYPE A ECON DEVELOPMENT	107,316	171,347	29,806	173,333	(143,527)	-82.80%	
91	TRANSFER TO EDC/A DEBT SERV	108,268	169,323	230,819	593,750	(362,931)	-61.13%	
	<b>Type A Total</b>	<b>443,101</b>	<b>476,211</b>	<b>393,795</b>	<b>941,351</b>			
<b>BS Community and Economic Development Corp - Type B</b>								
11	EDC TYPE B ADMINISTRATION	223,179	105,020	106,622	157,916	(51,294)	-32.48%	
51	EDC TYPE B ECON DEVELOPMENT	126,744	115,361	118,523	199,403	(80,880)	-40.56%	
91	TRANSFER TO EDC/B DEBT SERV	119,426	124,527	115,960	115,960	-	0.00%	
	<b>Type B Total</b>	<b>469,349</b>	<b>344,908</b>	<b>341,105</b>	<b>473,280</b>			
<b>Transfers Out</b>								
	TRANSFERS TO GENERAL FUND	200,000	200,000	200,000	200,000	-	0.00%	
	<b>Grand Total</b>	<b>1,112,450</b>	<b>1,021,120</b>	<b>934,900</b>	<b>1,614,630</b>			



City of Balch Springs, Texas  
 City Council Monthly Financial Report  
 Sales Tax Allocation From State



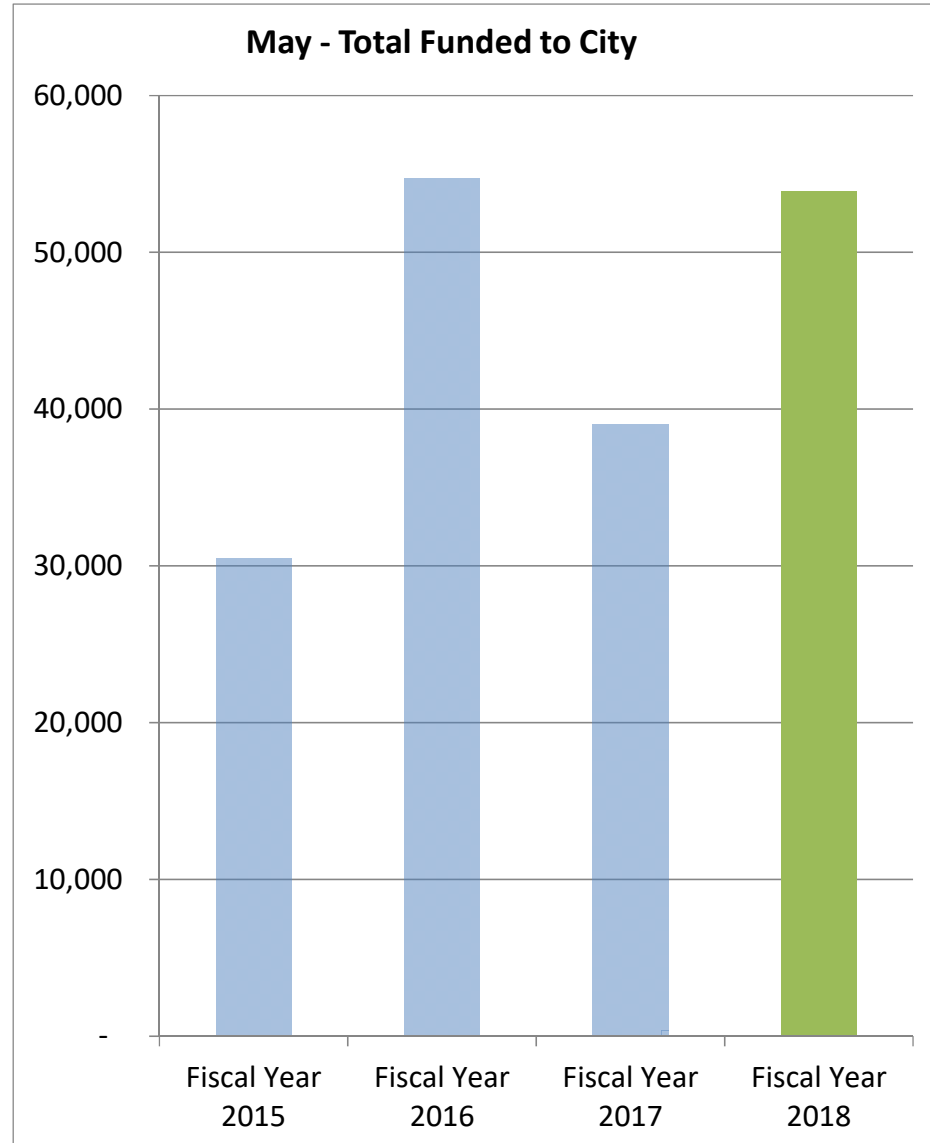
	April 2012-13 Actual	April 2013-14 Actual	April 2014-15 Actual	April 2015-16 Actual	April 2016-17 Actual	April 2017-18 Actual	Change vs Prior Year	YTD % Change
DEC	445,000	445,162	468,858	521,604	574,790	598,465	4.12%	4.12%
JAN	425,532	426,091	452,316	456,665	578,350	619,868	7.18%	5.65%
FEB	557,654	518,014	573,489	638,381	698,190	736,495	5.49%	5.59%
MAR	434,441	384,023	441,418	444,366	508,646	572,069	12.47%	7.07%
APR	408,278	421,990	445,057	497,021	529,068	569,979	7.73%	7.19%
MAY	542,081	555,457	557,729	603,391	719,104	770,884	7.20%	7.20%
JUN	447,924	489,943	501,166	531,496	602,633	640,693	6.32%	7.07%
JUL	436,900	459,556	526,917	528,375	675,493			
AUG	507,290	508,277	572,869	615,719	605,896			
SEP	450,961	467,047	522,169	554,241	648,683			
OCT	427,657	448,177	489,241	546,719	589,125			
NOV	500,782	516,483	581,184	624,905	668,349			
	5,584,500	5,640,220	6,132,413	6,562,883	7,398,326	4,508,453		

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 Redflex Revenue

Funding to City by Month					
	Fiscal Year 2015	Fiscal Year 2016	Fiscal Year 2017	Fiscal Year 2018	Prior Yr % change
OCT	54,071	38,209	54,492	53,029	-3%
NOV	44,883	50,529	41,095	37,656	-8%
DEC	25,856	54,283	41,914	36,168	-14%
JAN	32,713	55,996	40,007	38,741	-3%
FEB	35,452	63,654	58,220	55,103	-5%
MAR	53,940	87,469	75,540	68,625	-9%
APR	58,617	86,953	94,973	45,785	-52%
MAY	30,435	54,719	39,008	53,896	38%
JUN	26,890	41,478	58,248	-	
JUL	30,199	54,026	42,063	-	
AUG	39,257	55,153	46,314	-	
SEP	50,943	69,024	31,594	-	
<b>Total</b>	<b>483,256</b>	<b>711,493</b>	<b>623,469</b>	<b>389,003</b>	

Funding Allocations	May 2017	May 2018	% Change
Revenue from violations	78,573	80,186	2%
Less: Processing Fees	(3,509)	(2,930)	-17%
Less: Invoices	(36,055)	(32,685)	-9%
<b>Total Funded to City</b>	<b>39,008</b>	<b>44,571</b>	<b>14%</b>
funded as a % of revenue	49.65%	55.58%	
processing fees as a % of revenue	4.47%	3.65%	
invoices as a % of revenue	45.89%	40.76%	

Texas Traffic Code 707.008 (a)(2) "...may be used only to fund traffic safety programs, including pedestrian safety programs, public safety programs, intersection improvements, and traffic enforcement."



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 Appendix

Note	Comments
1A	
1B	
1C	
1D	
1E	
1F	
1G	
1H	
1I	
1J	
1K	
1L	
1M	
1N	
1O	
1P	
1Q	
1R	
1S	
1T	
1U	
1V	Normal wear & tear and regular maintenance on city vehicles
1W	
1X	
1Y	
1Z	
1AA	
1AB	
1AC	
1AD	
1AE	NCTCOG grant not awarded, therefore will not spend funds for Safe Routes to School project. Also, three water heaters needed to be replaced.

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Note	Comments
2A	Property Taxes are due by January 31st of a given fiscal year
2B	
2C	Annual Oncor franchise revenue is received at the end of November of next fiscal year
2D	Received quarterly and annually / HB 2578 introduced a pro rate reduction for the administration of bingo and revenue will be significantly less and also moved from q
2E	Primarily due to reduction in building permits - previous years we had new construction for KB Homes and that project has been completed
2F	Grant contingent revenue included here
2G	
2H	Court revenue trending down
2I	Interest higher with new bank contract, reinvesting cash into higher interest bearing accounts
2J	Primarily due to culvert sales
2K	TML insurance refund received in Dec
2L	PILOT based on 7% of water, wastewater, and solid waste revenue
3A	
3B	
3C	
3D	
3E	
3F	
3G	
3H	
3I	
3J	
3K	
3L	
3M	
3N	
3O	Pipebursting project on arborcrest/green valley complete. Pmt will appear in next month's report. Holt Cat 430F2 Backhoe is currently being assembled by manufactur
3P	PILOT based on 7% of water, wastewater, and solid waste revenue

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Note	Comments
4A	
4B	
4C	Backflow registrations done first part of year
4D	KB homes spurred revenue growth. Neighborhood complete and revenue slowed.
4E	
4F	KB homes spurred revenue growth. Neighborhood complete and revenue slowed.
4G	
4H	KB homes spurred revenue growth. Neighborhood complete and revenue slowed.
4I	Late payment fees
4J	
4K	In general fund - under fines and fees
4L	A sporadic fee - a service fee that is charged for connecting the public water or wastewater main to the private plumbing. New construction
4M	Due to Rental Registration Program
4N	Building of KB Homes has completed and pro rata fees have ceased
4O	
4P	Interest higher with new bank contract, reinvesting cash into higher interest bearing accounts
4Q	
4R	
4S	Cash handling guidelines implementation (clean up)
4T	Increased credit card usage. Now taking american express payments
4U	
4V	Recovered one-time delinquent lease payments from AT&T
4W	
4X	
4Y	
4Z	
4AA	
4AB	
4AC	
4AD	
4AE	
4AF	
4AG	
4AH	

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Note	Comments
5A	
5B	
5C	
5D	
5E	
5F	
5G	