



Arlington Public Schools

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*Michael Mason, Jr.
Chief Financial Officer*

To: Arlington School Committee
From: Michael Mason
Re: Monthly Financial Reporting Packet
Date: February 25, 2021

Attached you will find a copy of the monthly financial reporting packet for the period ending 1/31/2021. There are three different reports for your review. Included are separate monthly budget tracking reports for each of the three different funding source categories: general fund (town appropriation), grants funds (state and federal), and revolving accounts.

General Fund Report

The general fund expenditure report includes spending through 1/31/2020, and is summarized by object code. This report is a year to date budget report, created directly from MUNIS. Combined with columns for our projections for the remainder of the year, we arrived at the 'available budget' total that you'll find in this report.

In the projected expenditures we are including current known expenditures and encumbrances that have occurred after January 31, 2021. Also included is anticipated expense transfers that may incur between accounts due to incorrect postings. In some instances, expense transfers may incur between funds, such as moving COVID-19 expenses to the correct funding source. Also, the projected expenditures reflect additional projected expenditures from department level budgets in which the district anticipates that departments will expend their budgets prior to the end of the fiscal year.

The bottom-line unencumbered balance is currently projected at \$839,912. It is important to note that this does not mean that we expect there to be a surplus, but instead represents the total remaining after all known expenses at the time of this report have been encumbered. Also, note that last year the school committee voted to prepay FY21 special education tuition using FY20 funds allowable by Massachusetts General Laws which is one of the reasons the budget currently has this level of surplus. This projection does not include the following:

- Any unanticipated expenses related to additional staffing needs for Arlington High School reopening.
- Any additional staffing or resources that will be added or have yet to be identified.
- Facility related needs to address ventilation and other maintenance issues throughout the district.
- Unanticipated expenditures related to weather or unknown future event. Current expenditures do not reflect current expenses related to current storm.
- Due to reduced revenue from revolving funds, some revolving related activities will be balanced by the general fund appropriation.

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS/ AMENDMENTS	REVISED BUDGET	ACTUAL	ENCUMBRANCES	PROJECTED EXPENDITURES & CREDITS	AVAILABLE BUDGET
81111 - Administration Sal & Wages	5,494,429	175,000	5,669,429	2,958,623	2,770,166	125,230	-184,589
81112 - TEACHER SALARY & WAGES	41,380,905	615,000	41,995,905	17,612,239	22,571,025	600,012	1,212,629
81113 - CUSTODIAL SALARIES	1,632,138	104,350	1,736,488	1,059,339	610,589	119,479	-52,920
81114 - FOOD SERVICE SALARY WAGES	0	0	0	44,915	0	0	-44,915
81115 - CLERICAL SALARIES	2,132,208	0	2,132,208	1,260,124	908,638	8,437	-44,991
81116 - FULL TIME TEACHER AIDES SAL	3,570,011	0	3,570,011	1,460,778	1,570,271	234,319	304,644
81117 - OTHER FULL TIME SALARIES	3,238,000	10,700	3,248,700	1,758,907	1,539,793	82,354	-132,354
81118 - PART TIME SALARY WAGES	191,695	0	191,695	88,777	95,471	3,399	4,048
81119 - SPED SUMMER SCHOOL(HARDY)	0	0	0	206,048	0	0	-206,048
81201 - TEMP SALARIES PROFESSIONAL	248,939	1,786	250,725	39,485	0	58,377	152,863
81202 - TEMPORARY SALARY WAGES OTHER	113,431	0	113,431	52,326	0	5,772	55,333
81203 - SUBSTITUTE TEACHERS DAY TO DAY	266,661	0	266,661	42,720	0	168,508	55,433
81204 - EXTENDED TERM SUB TEACHER	477,471	0	477,471	210,470	204,644	160,481	-98,124
81205 - STUDENT ACTIVITY SUPPORT STIP	122,373	0	122,373	71,972	72,783	14,267	-36,649
81206 - TEMPORARY CLERICAL HELP	29,982	0	29,982	794	0	0	29,188
81210 - ACADEMIC TEACHER LEADERSHIP	77,947	0	77,947	49,479	59,022	14,056	-44,610
81215 - ADMINISTRATIVE STIPEND	71,559	5,125	76,684	39,509	33,511	33,455	-29,791
81301 - OVERTIME PEAKLOAD REQUIREMENT	45,971	1,000	46,971	21,678	0	0	25,293
81302 - CUST/SNOW/ICE REMOVAL	14,991	0	14,991	15,127	0	2,347	-2,484
81304 - MAINTENANCE SALARIES	690,839	0	690,839	274,098	170,404	108,176	138,162

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS/ AMENDMENTS	REVISED BUDGET	ACTUAL	ENCUMBRANCES	PROJECTED EXPENDITURES & CREDITS	AVAILABLE BUDGET
81305 - MAINT/WK OUT OF CLASSIFICATION	7,163	0	7,163	450	0	1,122	5,592
81308 - OUT OF CLASSIFICATION SALARY	600	0	600	11,008	0	94	-10,502
81310 - CALL BACK	8,994	0	8,994	12,415	0	1,408	-4,829
81313 - AUTO ALLOWANCE	13,992	0	13,992	277	0	2,113	11,602
81314 - CUSTODIAL CLOTHING ALLOW	0	0	0	14,175	0	0	-14,175
81316 - CUSTODIAL ABSENCE/VACATION	50,469	0	50,469	8,093	0	3,695	38,681
81318 - TEACHER ROOM MOVING	8,795	0	8,795	14,565	0	2,743	-8,514
81320 - SKILLS STIPEND	2,499	0	2,499	2,019	0	496	-16
81322 - OTHER STIPENDS	27,734	0	27,734	52,395	2,198	5,415	-32,273
81323 - CUSTODIAL ATHLETIC EVENTS	15,518	0	15,518	3,595	0	1,136	10,787
81413 - LONGEVITY/TEACHERS	399,824	0	399,824	435,627	0	2,118	-37,921
81414 - LONGEVITY ADMIN	14,189	0	14,189	27,270	0	0	-13,081
81415 - LONGEVITY CLERICAL	24,636	0	24,636	32,507	0	0	-7,871
81416 - LONGEVITY CUST	16,490	0	16,490	13,639	0	11,847	-8,995
81505 - OTHER PAYMENTS	0	0	0	32,500	45,980	-240	-78,240
81730 - PENSIONS	2,399	343	2,742	2,402	2,059	0	-1,719
81760 - CLOTHING ALLOWANCE	22,811	0	22,811	15,285	0	133	7,393
82103 - POWER ELECTRICITY	862,823	2,141	864,964	470,995	346,145	135,441	-87,618
82104 - NATURAL GAS	578,000	22,060	600,060	290,485	171,556	93,961	44,058
82403 - PLUMBING SERVICES	53,658	0	53,658	10,345	2,852	8,402	32,058
82404 - ROOF REPAIRS	9,288	3,200	12,488	4,509	0	1,955	6,023
82405 - FLOORING SUPPLIES/SERVICES	20,640	16,905	37,545	19,781	0	5,879	11,885
82407 - MASONRY SUPPLY SERVICES	4,691	0	4,691	0	0	735	3,956
82408 - ELECTRICAL SERVICES	25,895	106,165	132,060	131,804	35,199	20,679	-55,622
82409 - GROUNDS SUPPLIES	52,604	19,377	71,981	21,856	0	11,271	38,854
82410 - PAINTING SERVICES	2,158	14,510	16,668	12,844	4,666	2,610	-3,452
82411 - WINDOW GLASS SERVICE SUPPLIES	2,533	0	2,533	384	616	397	1,136

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS/ AMENDMENTS	REVISED BUDGET	ACTUAL	ENCUMBRANCES	PROJECTED EXPENDITURES & CREDITS	AVAILABLE BUDGET
82412 - HVAC CONTRACTED SERVICES	44,097	11,600	55,697	42,993	26,155	8,721	-22,173
82414 - BOILER CONTRACTED SERVICES	38,561	0	38,561	27,596	200	6,038	4,727
82415 - SNOW REMOVAL CONTRACTED	64,647	0	64,647	27,083	6,917	10,123	20,524
82420 - ELEVATOR MAINTENANCE REPAIRS	61,923	2,974	64,897	30,003	17,317	10,162	7,415
82703 - EQUIPMENT RENTAL	77,396	0	77,396	12,417	53,869	0	11,110
82904 - CUSTODIAL SUPPLIES CLEANING	423,147	200,416	623,563	303,874	140,861	31,161	147,667
82905 - EXTERMINATION SERVICES	7,037	0	7,037	1,220	2,330	515	2,972
82999 - MISC MAINTENANCE SERVICES	10,932	0	10,932	0	0	10,141	791
83101 - PROFESSIONAL TECH SERVICES	883,026	66,327	949,353	531,035	467,226	177,912	-226,820
83102 - LEGAL SERVICES	176,779	24,694	201,473	166,223	92,221	78,925	-135,896
83201 - TUITION OTHER SCHOOLS	5,769,764	-1,354,687	4,415,077	2,313,810	3,484,877	-2,215,158	831,548
83301 - CONTRACTED TRANSPORTATION	997,183	0	997,183	106,617	540,194	345,379	4,993
83302 - FIELD TRIPS	18,197	0	18,197	1,530	2,540	542	13,585
83303 - OTTO BUSING REIMBURSE	2,821	0	2,821	1,592	0	2,821	-1,592
83402 - TELEPHONE/PAGERS	27,693	4,038	31,731	10,465	11,653	1,750	7,863
83403 - ADVERTISING	1,957	0	1,957	168	633	0	1,157
83404 - REPRODUCTION/PRINTING	9,991	0	9,991	3,168	13,202	264	-6,643
83405 - POSTAGE	712	0	712	0	0	7	705
83802 - ENVIRONMENTAL SERVICES	1,595	0	1,595	0	1,501	250	-155
83803 - SECURITY SERVICES	16,231	31,240	47,471	67,493	13,998	7,433	-41,453
83804 - ATHLETIC SERVICES	165,705	0	165,705	41,722	30,727	106,026	-12,771
83807 - INSURANCE	49,884	0	49,884	42,760	0	1,010	6,114
83808 - SAFETY EQUIP AND TESTING	690	0	690	0	0	139	551
84201 - OFFICE SUPPLIES	65,789	4,668	70,457	24,958	14,460	19,899	11,140
84303 - PLUMBING SUPPLIES	49,257	25,918	75,175	60,049	16,390	11,771	-13,036
84306 - CARPENTRY SUPPLIES DOORS	65,863	30,584	96,447	39,921	11,710	14,582	30,235
84308 - ELECTRICAL SUPPLIES	18,107	919	19,026	18,922	8,705	2,979	-11,580

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS/ AMENDMENTS	REVISED BUDGET	ACTUAL	ENCUMBRANCES	PROJECTED EXPENDITURES & CREDITS	AVAILABLE BUDGET
84312 - HVAC SUPPLIES	25,051	9,531	34,582	145,415	20,976	5,415	-137,225
84321 - EQUIPMENT MAINTENANCE	32,545	0	32,545	22,173	2,865	3,169	4,338
84399 - MISC MAINTENANCE SUPPLIES	27,160	100,180	127,340	203,139	593	2,447	-78,838
84802 - MOTOR VEHICLE REPAIR	102,145	997	103,142	24,559	20,223	1,346	57,014
84803 - GAS & OIL	58,771	1,905	60,676	31,228	28,785	4,915	-4,253
84902 - FOOD SUPPLIES	45,836	0	45,836	1,280	5,920	6,470	32,166
85100 - EDUCATIONAL SUPPLIES	4,041	0	4,041	5,391	108	25	-1,482
85101 - REPRO PAPER TONER SUPPLIES	99,380	210	99,590	13,565	5,623	33,021	47,381
85102 - TESTING MATERIALS	25,253	29,362	54,615	30,469	0	22,002	2,144
85103 - INSTRUCTIONAL MATERIALS	501,359	216,445	717,804	648,840	151,589	213,373	-295,998
85104 - ATHLETIC SUPPLIES	74,185	4,551	78,736	15,666	6,115	46,975	9,980
85106 - TEXTBOOKS BOOKS PERIODICALS	122,116	34,154	156,270	112,967	15,503	26,559	1,241
85110 - INSTRUCTION EQUIPMENT	11,722	0	11,722	20,583	9,922	1,264	-20,047
85201 - MEDICAL SURGICAL SUPPLIES	30,849	75,095	105,944	66,022	31,510	0	8,412
85802 - COMPUTER SUPPLIES	54,685	11,065	65,750	66,782	4,516	1,065	-6,613
85803 - GRADUATION SERVICE CEREMONIES	11,869	0	11,869	3,249	1,405	55	7,160
85804 - COMPUTER SOFTWARE	259,031	43,864	302,895	258,576	3,450	8,292	32,577
85806 - MISC SUPPLIES	2,221	0	2,221	1,667	479	20	54
87101 - BUSINESS TRAVEL	6,248	0	6,248	50	3,551	1,215	1,433
87105 - WORKSHOPS STIPENDS/GREEN SLIP	8,823	0	8,823	4,444	0	7,413	-3,034
87106 - Graduate Course Reimbursement	13,129	13,244	26,373	30,461	28,593	72	-32,753
87202 - TRAINING EDUC CONF & ATTENDANC	248,630	4,354	252,984	149,428	31,103	69,878	2,575
87301 - PROFESSIONAL AFFILIATIONS	60,808	0	60,808	36,660	995	7,083	16,071
87601 - COURT JUDGEMENTS SETTLEMENT	497	0	497	0	0	261	236
88501 - CAPITAL EQUIPMENT/FURNITURE	4,024	82,558	86,582	6,207	0	459	79,915
88502 - COMPUTER NETWORK TELECOM	2,731	0	2,731	0	0	386	2,345
88550 - COMPUTER EQUIPMENT HARDWARE	30,002	222,950	252,952	678,543	35,953	1,638	-463,182

OBJECT DESCRIPTION	ORIGINAL APPROPRIATION	TRANSFERS/ AMENDMENTS	REVISED BUDGET	ACTUAL	ENCUMBRANCES	PROJECTED EXPENDITURES & CREDITS	AVAILABLE BUDGET
83251 - PRE-PAID TUITION	0	48,728	48,728	48,728	0	0	0
Grand Total	72,940,048	1,045,544	73,985,592	35,410,343	36,585,047	1,150,290	839,912

Grant Accounts Report

The grant account report includes a year to date tracking of revenue and expenditure totals for each of our FY21 grant accounts. This report includes both federal and state grants. Currently all of these grants we included in our budget plan have been approved, and are active. Our current spending is in line with our budget plan, and we don't expect there to be any issues.

GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Consolidated Health Services Affiliated Grant	7330 - STATE REVENUE	(5,000)	(5,000)	-	-	-
	81117 - OTHER FULL TIME SALARIES	2,000	500	-	1,500	-
	87202 - TRAINING EDUC CONF & ATTENDANC	3,000	2,193	-	807	-
CHSA Total Revenue		(5,000)	(5,000)	-	-	-
CHSA Total Expense		5,000	2,693	-	2,307	-
Metco Grant	7330 - STATE REVENUE	(511,949)	(133,094)	-	(378,855)	-
	81111 - Administration Sal & Wages	107,898	45,649	70,549	(8,300)	-
	81112 - TEACHER SALARY & WAGES	89,867	37,419	58,252	(5,804)	-
	81116 - FULL TIME TEACHER AIDES SAL	56,464	24,429	28,643	3,392	-
	81201 - TEMP SALARIES PROFESSIONAL	15,600	1,108	-	14,493	-
	83101 - PROFESSIONAL TECH SERVICES	28,000	-	-	28,000	-
	83301 - CONTRACTED TRANSPORTATION	204,800	58,240	88,640	57,920	-
	84201 - OFFICE SUPPLIES	1,170	-	-	1,170	-
	87202 - TRAINING EDUC CONF & ATTENDANC	5,300	-	-	5,300	-
	87301 - PROFESSIONAL AFFILIATIONS	1,350	350	-	1,000	-
	88550 - COMPUTER EQUIPMENT HARDWARE	1,500	894	606	-	-
Metco Grant Total Revenue		(511,949)	(133,094)	-	(378,855)	-

GRANT NAME	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Metco Grant Total Expense		511,949	168,088	246,691	97,170	-
Safe & Supportive Schools	7330 - STATE REVENUE	(7,500)	-	-	(7,500)	-
	81201 - TEMP SALARIES PROFESSIONAL	7,000	-	-	7,000	-
	87105 - WORKSHOPS STIPENDS/GREEN SLIP	500	-	-	500	-
Safe Schools Total Revenue		(7,500)	-	-	(7,500)	-
Safe Schools Total Expense		7,500	-	-	7,500	-
Special Ed Early Ed	7310 - FEDERAL REVENUE THRU STATE	(42,684)	(10,946)	-	(31,738)	-
	81112 - TEACHER SALARY & WAGES	31,622	13,379	-	18,243	-
	81201 - TEMP SALARIES PROFESSIONAL	900	-	-	900	-
	81731 - MTRB PENSION	2,846	-	-	2,846	-
	83101 - PROFESSIONAL TECH SERVICES	4,350	-	-	4,350	-
	85100 - EDUCATIONAL SUPPLIES	2,966	-	1,480	1,486	-
Special Ed Early Ed Total Revenue		(42,684)	(10,946)	-	(31,738)	-
Special Ed Early Ed Total Expense		42,684	13,379	1,480	27,825	-
Sped 94-142 Allocation	7310 - FEDERAL REVENUE THRU STATE	(1,573,111)	(477,618)	-	(1,095,493)	-
	81111 - Administration Sal & Wages	30,469	12,891	19,922	(2,344)	-
	81112 - TEACHER SALARY & WAGES	1,359,796	570,834	778,669	10,293	-
	81201 - TEMP SALARIES PROFESSIONAL	9,920	-	-	9,920	-
	81731 - MTRB PENSION	125,124	-	-	125,124	-
	83101 - PROFESSIONAL TECH SERVICES	47,802	-	-	47,802	-
Sped 94-142 Allocation Total Revenue		(1,573,111)	(477,618)	-	(1,095,493)	-
Sped 94-142 Allocation Total Expense		1,573,111	583,724	798,592	190,795	-
Title I Distribution	7310 - FEDERAL REVENUE THRU STATE	(159,390)	(30,622)	-	(128,768)	-
	81112 - TEACHER SALARY & WAGES	10,822	4,578	7,076	(832)	-
	81116 - FULL TIME TEACHER AIDES SAL	107,829	34,090	46,894	26,845	-
	81201 - TEMP SALARIES PROFESSIONAL	39,500	-	-	39,500	-
	81731 - MTRB PENSION	974	-	-	974	-
	85106 - TEXTBOOKS BOOKS PERIODICALS	265	-	-	265	-
Title I Distribution Total Revenue		(159,390)	(30,622)	-	(128,768)	-
Title I Distribution Total Expense		159,390	38,669	53,969	66,752	-

Revolving Accounts Report

The revolving account report includes year to date tracking of revenue and expenditure totals for each revolving account. The revolving funds included in the FY21 School Committee approved budget has a projected reduction in revenue. In result, the district is projecting to reduce spending in the respective revolving funds by \$776,755.

Normally the district would use revolving funds to supplement some instructional and operational related expenditures. Due to the reduction in revenue this year, the district may need to cover some of the expenditures placed on revolving on to the general fund to keep some revolving accounts balanced and in good health for future fiscal year spending.

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Athletic Fees	7289 - Miscellaneous Revenue	(280,000)	(132,141)	-	(147,859)	-
	81202 - Temporary Salary Wages Other	300,000	121,918	-	178,082	-
	85104 - Athletic Supplies	-	4,710	-	(4,710)	-
Athletic Fees Total Revenue		(280,000)	(132,141)	-	(147,859)	-
Athletic Fees Total Expense		300,000	126,628	-	173,372	-
Bishop Bus Fees	7289 - Miscellaneous Revenue	7,200	7,200	-	-	-
	8300 - Contracted Services	-	-	-	-	-
Bishop Bus Total Revenue		7,200	7,200	-	-	-
Bishop Bus Total Expense		-	-	-	-	-
Building Rental Fees	7289 - Miscellaneous Revenue	(163,188)	(22,993)	-	(140,195)	-
	8092 - Custodial/Overtime	93,879	15,477	-	78,403	-
	82103 - Power Electricity	-	-	-	-	-
	8300 - Contracted Services	31,021	22,082	8,939	-	-
	8350 - Curriculum Supplies	-	-	-	-	-
	8659 - Instructional Equipment	100	-	100	-	-
Building Rental Total Revenue		(163,188)	(22,993)	-	(140,195)	-
Building Rental Total Expense		125,000	37,559	9,039	78,403	-
Circuit Breaker	7310 - Federal Revenue Thru State	(2,040,818)	(476,351)	-	(1,564,467)	-
	83201 - Tuition Other Schools	2,317,327	900	128	2,316,299	-

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
Circuit Breaker Total Revenue		(2,040,818)	(476,351)	-	(1,564,467)	-
Circuit Breaker Total Expense		2,317,327	900	128	2,316,299	-
Foreign Exchange	7289 - Miscellaneous Revenue	8,314	172	-	8,142	-
	85103 - Instructional Materials	285,000	79,713	-	205,287	-
	87202 - Training Educ Conf & Attendanc	-	172,299	-	(172,299)	-
Foreign Visa Total Revenue		8,314	172	-	8,142	-
Foreign Visa Total Expense		285,000	252,012	-	32,988	-
Instrumental Music Fees	7289 - Miscellaneous Revenue	(73,677)	(47,677)	-	(26,000)	-
	81112 - Teacher Salary & Wages	169,536	100,289	-	69,247	-
	8300 - Contracted Services	135,360	53,910	81,450	-	-
Instrumental Music Total Revenue		(73,677)	(47,677)	-	(26,000)	-
Instrumental Music Total Expense		304,896	154,199	81,450	69,247	-
Menotomy Preschool	7289 - Miscellaneous Revenue	(141,673)	(82,447)	-	(59,225)	-
	81112 - Teacher Salary & Wages	142,000	66,267	45,824	29,909	-
	81116 - Full Time Teacher Aides Sal	-	4,887	-	(4,887)	-
	81413 - Teachers Longevity	-	2,648	-	(2,648)	-
Menotomy Preschool Total Revenue		(141,673)	(82,447)	-	(59,225)	-
Menotomy Preschool Total Expense		142,000	73,803	45,824	22,374	-
Peirce Field Rental	7289 - Miscellaneous Revenue	(22,000)	-	-	(22,000)	-
	8350 - Curriculum Supplies	-	-	-	-	-
	83804 - Athletic Services	22,000	-	-	22,000	-
Peirce Field Rental Total Revenue		(22,000)	-	-	(22,000)	-
Peirce Field Rental Total Expense		22,000	-	-	22,000	-
Tuition In Revolving	7289 - Miscellaneous Revenue	76,373	-	-	76,373	-
	83201 - Tuition Other Schools	(90,000)	-	-	(90,000)	-
Tuition In Total Revenue		76,373	-	-	76,373	-
Tuition In Total Expense		(90,000)	-	-	(90,000)	-
AEA President Salary Offset	7289 - Miscellaneous Revenue	(15,671)	-	-	(15,671)	-

REVOLVING DESCRIPTION	OBJECT DESCRIPTION	REVISED BUDGET	YTD ACTUAL	ENCUMBRANCES	PROJECTED TO COMPLETION	AVAILABLE BUDGET
	81112 - Teacher Salary & Wages	15,671	-	-	15,671	-
AEA President Offset Total Revenue		(15,671)	-	-	(15,671)	-
AEA President Offset Total Expense		15,671	-	-	15,671	-
Total Revolving Revenue		(2,645,139)	(754,238)	-	(1,890,901)	-
Total Revolving Expense		3,421,894	645,100	136,441	2,640,354	-