

**South Natomas TMA™  
Board of Directors Meeting  
Wednesday, March 4, 2015  
Meeting Minutes**

**I. Call to Order**

SNTMA Vice-President Matt McNamara called the meeting to order at approximately 7:35AM on Wednesday, March 4, 2015 in the First Floor Conference Room at 2150 River Plaza Drive in Sacramento, CA. Attending were Mary Christian, Jennifer Elwood, Suman Jha, Matt McNamara, Kendra Murray, special guest Khai Tran of ReachLocal and SNTMA staff Stephanie Merten and Jason Vitaich.

**II. Approval of Previous Meeting's Minutes**

A motion was made to approve the January 7, 2015 Board Meeting Minutes. The motion was moved by Jennifer Elwood, seconded by Kendra Murray. The motion passed unanimously, 2:0:3, with Mary Christian, Matt McNamara and Suman Jha abstaining.

**III. New Business**

A motion was made by Suman Jha to approve the end of year financials (see attachment "A"). The motion was seconded by Mary Christian. The motion passed unanimously, 5:0.

Executive Director Jason Vitaich delivered the Executive Director's report. Dues collection is going well, with roughly 78% of dues collected as of the end of February.

A. Stephanie Merten delivered the following Membership Report:

- **Commuter Club**
  - Commuter Club is performing well
- **Campaigns and events promoted through the Commuter Club**
  - 2/5 Email to all Commute Coordinators regarding SNTMA Annual Meeting, OfficeShare bicycles.
  - 2/12 Email to all Commute Coordinators regarding monthly programs and benefits email
- **Programs**
  - Delivered two of three cash grand prizes for 2014 Facebook Contest
  - Twelve February Monthly Facebook Contest entries
  - Contacted all first place winners of 2014 SNTMA Monthly Facebook Contest for grand prize selection
  - Two hundred eighty "LIKES" on Facebook as of February
  - Thirty-one Carpool subsidies awarded for February
  - Fifteen Low Emissions subsidies awarded for February
  - Five AMTRAK subsidies awarded for February
  - Six Bike Maintenance subsidies awarded for February
  - Three Transit subsidies awarded for February

- Seven Walk subsidies awarded for February
- One OfficeShare Bicycle awarded
- 2/19 Commuter Club Luncheon at SHF – 18 attendees
  
- **Meetings**
  - 2/10 TDM Task Force/May Is Bike Month meetings
  
- **Other**
  - Two new Board members recruited
  
- **March Activities**
  - Deliver sixty-eight subsidy checks, four weekly gas card drawing gift cards, five Facebook Contest prizes
  - Planning May Is Bike Month events
  - Plan June Commuter Club Luncheon
  - Package and deliver 180 Q1 promotional items for trip diary keepers

#### **IV. Adjourn**

The meeting adjourned at approximately 8:20 AM. The next SNTMA Board meeting is scheduled for Wednesday, April 1, 2015 at 7:30 AM at 2150 River Plaza Drive, Sacramento, CA.

Respectfully submitted,

Matt McNamara  
SNTMA Vice-President

11:25 AM  
 01/28/15  
 Accrual Basis

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**Statement of Financial Position**  
 As of December 31, 2014

	<u>Dec 31, 14</u>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Checking/Savings</b>	
10100 - Checking - River City Bank	11,835.63
10200 - Liquid CD - River City Bank	115,265.38
10900 - Money Market - Merrill Lynch	<u>64,636.50</u>
<b>Total Checking/Savings</b>	<b>191,737.51</b>
<b>Accounts Receivable</b>	
11000 - Accounts Receivable	12,026.90
11507 - Tenant Dues 2010	<u>350.00</u>
<b>Total Accounts Receivable</b>	<b>12,376.90</b>
<b>Other Current Assets</b>	
12501 - Prepaid Rent	1,324.00
<b>Total Other Current Assets</b>	<u>1,324.00</u>
<b>Total Current Assets</b>	<b>205,438.41</b>
<b>Fixed Assets</b>	
13000 - Furniture and Equipment	3,860.44
13500 - Accumulated Depreciation	<u>-1,364.39</u>
<b>Total Fixed Assets</b>	<b>2,496.05</b>
<b>Other Assets</b>	
18000 - Merrill Lynch Reserve Account	1,373.88
18007 - CD Goldman Sachs Bk mat.9/15/15	10,000.00
18008 - Discover CD 3/28/16 .8%	18,000.00
18009 - CD 1stbk PrioFlow 3/29/15 0.75%	13,000.00
18011 - CD Bank of China 2/26/15 0.3%	20,000.00
18012 - CD Discover Bank 2/26/16 0.48%	35,000.00
18013 - CD Goldman Sachs 2/27/17 1.0%	25,000.00
18099 - ML Unrealized Net Gains/Loss	<u>-276.18</u>
<b>Total Other Assets</b>	<u>122,097.70</u>
<b>TOTAL ASSETS</b>	<b><u>329,832.16</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Accounts Payable</b>	
20000 - Accounts Payable	1,686.07
<b>Total Accounts Payable</b>	<u>1,686.07</u>
<b>Credit Cards</b>	
20210 - Visa Credit Card	596.56
<b>Total Credit Cards</b>	<u>596.56</u>
<b>Other Current Liabilities</b>	
20300 - Accrued Vacation	6,236.78
<b>Total Other Current Liabilities</b>	<u>6,236.78</u>
<b>Total Current Liabilities</b>	<b><u>8,509.41</u></b>
<b>Total Liabilities</b>	<b>8,509.41</b>
<b>Equity</b>	
39000 - Net Assets	394,041.88
Net Income	<u>-72,719.13</u>
<b>Total Equity</b>	<b><u>321,322.75</u></b>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>329,832.16</u></b>

4:33 PM  
 07/24/14  
 Accrual Basis

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**Profit & Loss Budget Performance**  
 October through December 2014

	Oct - Dec 14	Budget	Jan - Dec 14	YTD Budget	Annual Budget
<b>Ordinary Income/Expense</b>					
<b>Income</b>					
40102 - Tenant Dues	-4,877.20	48,750.00	204,650.28	195,000.00	195,000.00
40103 - Developer Dues	0.00	9,498.00	20,708.63	37,992.00	37,992.00
40105 - SACOG Grant	7,437.00	15,288.00	31,188.00	30,572.00	30,572.00
40107 - SACOG Bike Month Reimbursements	0.00	0.00	0.00	700.00	700.00
<b>Total Income</b>	<b>2,559.80</b>	<b>73,534.00</b>	<b>256,544.91</b>	<b>264,264.00</b>	<b>264,264.00</b>
<b>Gross Profit</b>	<b>2,559.80</b>	<b>73,534.00</b>	<b>256,544.91</b>	<b>264,264.00</b>	<b>264,264.00</b>
<b>Expense</b>					
<b>Administrative Expenses</b>					
<b>Salaries and Wages</b>					
50100 - Salary - Executive Director	28,873.72	18,428.00	80,733.21	73,704.00	73,704.00
50110 - Bonus - Executive Director	0.00	2,000.00	0.00	2,000.00	2,000.00
50120 - Salary - Member Services Mgr	17,193.94	12,294.00	53,128.45	49,178.00	49,178.00
50130 - Bonus - Member Services Mgr	0.00	1,000.00	0.00	1,000.00	1,000.00
50150 - Wages - Trip Planner	0.00	90.00	0.00	360.00	360.00
<b>Total Salaries and Wages</b>	<b>44,067.66</b>	<b>33,810.00</b>	<b>133,861.66</b>	<b>126,240.00</b>	<b>126,240.00</b>
<b>Payroll Expenses</b>					
50300 - Employee Benefits	-3,258.79	2,403.00	8,500.01	9,600.00	9,600.00
50325 - Payroll Fees - Staff Resources	777.50	1,761.00	2,839.61	4,480.00	4,480.00
50350 - Payroll Taxes	3,368.47	2,580.00	11,782.52	17,408.00	17,408.00
50400 - Worker's Compensation Insurance	1,254.00	458.00	3,660.20	1,703.00	1,703.00
<b>Total Payroll Expenses</b>	<b>2,141.18</b>	<b>7,200.00</b>	<b>26,782.34</b>	<b>33,190.00</b>	<b>33,190.00</b>
<b>Total Administrative Expenses</b>	<b>46,208.84</b>	<b>41,010.00</b>	<b>160,644.00</b>	<b>159,420.00</b>	<b>159,420.00</b>
<b>Operating Expenses</b>					
51000 - Automobile Expense	41.00	240.00	122.41	960.00	960.00
51005 - Board Member Gifts	0.00	0.00	0.00	500.00	500.00
51010 - Business Tax	0.00	0.00	10.00	110.00	110.00
51015 - Depreciation	363.50	90.00	995.00	360.00	360.00
51025 - Dues and Subscriptions	0.00	0.00	848.00	1,057.00	1,057.00
51050 - Insurance	135.00	0.00	3,208.00	2,100.00	2,100.00
51700 - Meals and Entertainment	232.91	150.00	593.27	600.00	600.00
51725 - Office Expense	627.63	600.00	2,618.29	2,400.00	2,400.00
51730 - Professional Fees					
53401 - Accounting	1,195.00	1,050.00	4,240.00	4,200.00	4,200.00
53403 - Audit	5,200.00	0.00	5,200.00	600.00	600.00
53404 - Computer Administration (IT)	275.00	300.00	275.00	1,200.00	1,200.00

For Management Purposes Only

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 07/24/14  
 Accrual Basis

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**Profit & Loss Budget Performance**  
 October through December 2014

	<u>Oct - Dec 14</u>	<u>Budget</u>	<u>Jan - Dec 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
53405 - Legal	1,077.08	150.00	1,077.08	800.00	800.00
43406 - Bank Service and Finance Fees	4.90	0.00	210.64	0.00	0.00
<b>Total 51730 - Professional Fees</b>	<b>7,751.98</b>	<b>1,500.00</b>	<b>11,002.72</b>	<b>6,800.00</b>	<b>6,800.00</b>
51735 - Rent	1,988.00	1,020.00	7,877.80	7,838.00	7,838.00
51750 - Staff Seminars and Travel	18.00	150.00	30.25	800.00	800.00
52300 - Telephone and Utilities	1,440.60	720.00	4,586.85	3,510.00	3,510.00
<b>Total Operating Expenses</b>	<b>12,598.62</b>	<b>5,370.00</b>	<b>31,888.59</b>	<b>26,433.00</b>	<b>26,433.00</b>
<b>Membership Programs &amp; Outreach</b>					
<b>Subsidies</b>					
51200 - Guaranteed Ride Home	0.00	150.00	334.28	800.00	800.00
51400 - Vanpool Subsidy	0.00	330.00	0.00	1,320.00	1,320.00
51450 - Carpool Subsidy	4,200.00	3,000.00	13,800.00	14,000.00	14,000.00
51475 - RT Pass Subsidy	700.00	2,250.00	2,550.00	10,500.00	10,500.00
<b>51500 - Transit</b>					
51501 - Amtrak	550.00	750.00	2,778.00	3,000.00	3,000.00
<b>Total 51500 - Transit</b>	<b>550.00</b>	<b>750.00</b>	<b>2,778.00</b>	<b>3,000.00</b>	<b>3,000.00</b>
59010 - Bike Subsidy - Purchase	195.35	0.00	3,373.25	3,500.00	3,500.00
59015 - Bike Subsidy - Maintenance	1,400.00	900.00	6,200.00	3,800.00	3,800.00
59055 - Capital Improvements Program	0.00	3,750.00	2,451.00	15,000.00	15,000.00
59066 - Residential Car Charging Subsidy	5,000.00	0.00	7,331.80	10,000.00	10,000.00
59067 - Walking Subsidy	0.00	0.00	1,100.00	500.00	500.00
59068 - High Efficiency Auto Subsidy	1,400.00	3,000.00	3,900.00	12,000.00	12,000.00
59069 - Commuter Bike Subsidy-Purchase	0.00	0.00	8,000.03	8,000.00	8,000.00
<b>Total Subsidies</b>	<b>13,445.35</b>	<b>14,130.00</b>	<b>51,618.38</b>	<b>82,020.00</b>	<b>82,020.00</b>
<b>Programs</b>					
59005 - Bike Safety Clinics	0.00	0.00	700.00	900.00	900.00
59008 - Bike Share Program	0.00	0.00	3,787.50	3,750.00	3,750.00
<b>Total Programs</b>	<b>0.00</b>	<b>0.00</b>	<b>4,487.50</b>	<b>4,650.00</b>	<b>4,650.00</b>
<b>Outreach</b>					
51505 - Property Manager Appreciation	754.25	700.00	754.25	700.00	700.00
51505 - Marketing and Promotion Mat.	5,825.94	2,505.00	13,572.02	11,075.00	11,075.00
<b>51600 - Commuter Club</b>					
51500 - Commuter Club Incentives	505.00	375.00	1,959.90	1,500.00	1,500.00
52541 - CC Website Development	0.00	508.00	851.25	2,000.00	2,000.00
<b>Total 51600 - Commuter Club</b>	<b>505.00</b>	<b>881.00</b>	<b>2,811.15</b>	<b>3,500.00</b>	<b>3,500.00</b>
51804 - Annual Meeting					

For Management Purposes Only

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**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**Profit & Loss Budget Performance**  
 October through December 2014

	<u>Oct - Dec 14</u>	<u>Budget</u>	<u>Jan - Dec 14</u>	<u>YTD Budget</u>	<u>Annual Budget</u>
51808 - Annual Member Recognition	0.00	0.00	0.00	0.00	0.00
51804 - Annual Meeting - Other	0.00	2,000.00	3,922.54	7,000.00	7,000.00
<b>Total 51804 - Annual Meeting</b>	<b>0.00</b>	<b>2,000.00</b>	<b>3,922.54</b>	<b>7,000.00</b>	<b>7,000.00</b>
52400 - Sponsorship	0.00	0.00	1,080.00	935.00	935.00
59002 - Bike Commute Month	0.00	0.00	618.77	1,000.00	1,000.00
59003 - Quarterly Educational Lunches	243.07	400.00	1,740.45	1,600.00	1,600.00
59070 - Facebook Contests and Incentive	352.00	480.00	1,403.00	1,920.00	1,920.00
<b>Total Outreach</b>	<b>7,880.28</b>	<b>7,058.00</b>	<b>25,900.18</b>	<b>27,730.00</b>	<b>27,730.00</b>
<b>Total Membership Programs &amp; Outreach</b>	<b>21,125.81</b>	<b>21,188.00</b>	<b>82,018.04</b>	<b>114,400.00</b>	<b>114,400.00</b>
<b>Total Expense</b>	<b>79,931.07</b>	<b>87,568.00</b>	<b>274,548.83</b>	<b>300,253.00</b>	<b>300,253.00</b>
<b>Net Ordinary Income</b>	<b>-77,371.27</b>	<b>5,968.00</b>	<b>-18,001.72</b>	<b>-35,989.00</b>	<b>-35,989.00</b>
<b>Other Income/Expense</b>					
<b>Other Income</b>					
40200 - Interest Income	320.51	360.00	1,187.99	1,440.00	1,440.00
<b>Total Other Income</b>	<b>320.51</b>	<b>360.00</b>	<b>1,187.99</b>	<b>1,440.00</b>	<b>1,440.00</b>
<b>Other Expense</b>					
56085 - Major Capital Improvements	0.00	7,500.00	55,406.40	30,000.00	30,000.00
69999 - Loss on Disposition of Asset	499.00		499.00		
<b>Total Other Expense</b>	<b>499.00</b>	<b>7,500.00</b>	<b>55,905.40</b>	<b>30,000.00</b>	<b>30,000.00</b>
<b>Net Other Income</b>	<b>-178.49</b>	<b>-7,140.00</b>	<b>-54,717.41</b>	<b>-28,560.00</b>	<b>-28,560.00</b>
<b>Net Income</b>	<b>-77,549.78</b>	<b>-1,172.00</b>	<b>-72,719.13</b>	<b>-64,549.00</b>	<b>-64,549.00</b>

For Management Purposes Only

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
 Quarterly Investment Policy Report  
 As of December 31, 2014

Business Banking Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Cash in River City Checking	\$ 11,835.63	Cash/Cash Eqv	0.02%	NA
<b>Business Banking Account SubTotal</b>	<b>\$ 11,835.63</b>			
Operating Reserve Account	Total	Investment Type	Investment Return (APR)	Maturity Date
River City Bank Liquid CD	\$ 115,263.38	Cash/Cash Eqv	0.31%	Monthly
Merrill Lynch Money Market	\$ 64,636.50	Cash/Cash Eqv	0.08%	NA
<b>Operating Reserve Account SubTotal</b>	<b>\$ 179,901.88</b>			
Capital Investment Account	Total	Investment Type	Investment Return (APR)	Maturity Date
Merrill Lynch Reserve Account	\$ 1,373.88	Cash/Cash Eqv	NA	NA
GoldmanSachs CD 9/21/15 1.15%	\$ 10,000.00	Fixed	1.15%	9/15/2015
CD Discover Bank 3/28/16 0.8%	\$ 18,000.00	Fixed	0.75%	9/20/2015
CD Firstbank Puerto Rico 3/20/15 0.75%	\$ 13,000.00	Fixed	0.80%	3/28/2016
CD Bank of China 2/26/15 0.3%	\$ 20,000.00	Fixed	0.30%	2/26/2015
CD Discover Bank 2/26/16 0.45%	\$ 33,000.00	Fixed	0.45%	2/26/2016
CD Goldman Sachs 2/27/17 1.0%	\$ 25,000.00	Fixed	1.00%	2/27/2017
Change in Investment Value	\$ (276.18)			
<b>Capital Investment Account Subtotal</b>	<b>\$ 122,097.70</b>			
<b>Grand Total</b>	<b>\$ 313,835.21</b>			

Average Monthly Revenue Estimate \$ 21,378.74  
 Average Monthly Expense Estimate \$ 20,000.00

Account	Total (\$)	Cash Flow Guidelines			
		Months Available	Minimum	Target	Maximum
Business Banking Account	\$ 11,835.63	0.6	2	3	4
Operating Reserve Account	\$ 179,901.88	9.0	4	9	12
Capital Investment Account	\$ 122,097.70	6.1	0	3	6
<b>Total</b>	<b>\$ 313,835.21</b>				

Account	Total (\$)	Asset Allocation Guidelines			
		Percentage	Minimum	Target	Maximum
Cash/Cash Equivalent	\$ 192,833.50	61%	30%	75%	100%
Fixed Income	\$ 121,000.00	39%	0%	25%	40%
Equity	\$ -	0%	0%	0%	10%
<b>Total</b>	<b>\$ 313,835.21</b>				

11:28 AM  
 01/28/15

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**A/R Aging Summary**  
**As of December 31, 2014**

	<b>Current</b>	<b>1 - 30</b>	<b>31 - 60</b>	<b>61 - 90</b>	<b>&gt; 90</b>	<b>TOTAL</b>
American Income Life Insurance (	0.00	0.00	0.00	0.00	350.00	350.00
Bevan & Bevan & Associates	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Bowman & Associates	0.00	0.00	0.00	0.00	436.80	436.80
Dan Parrish Insurance Services	0.00	0.00	0.00	0.00	350.00	350.00
Dequine & Associates	0.00	0.00	0.00	0.00	350.00	350.00
Greve, Clifford, Wengel & Paras	0.00	0.00	0.00	0.00	131.30	131.30
Johanson & Associates	0.00	0.00	0.00	0.00	1,050.00	1,050.00
Parsons Brinkerhoff	0.00	0.00	0.00	0.00	204.10	204.10
PG & E	0.00	0.00	0.00	0.00	2,405.10	2,405.10
PG & E Natomas Park	0.00	0.00	0.00	0.00	525.00	525.00
Precidio (Imry INX)	0.00	0.00	0.00	0.00	524.90	524.90
Ratto Law Firm	0.00	0.00	0.00	0.00	262.50	262.50
Shergill Law Firm	0.00	0.00	0.00	0.00	1,400.00	1,400.00
Sierra West Group	0.00	0.00	0.00	0.00	175.00	175.00
Sutter Suite 100	0.00	0.00	0.00	0.00	1,210.20	1,210.20
Austin Cooper	0.00	0.00	0.00	0.00	700.00	700.00
	0.00	0.00	0.00	0.00	1,252.00	1,252.00
<b>TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>12,378.80</b>	<b>12,378.80</b>



11:29 AM  
 01/28/15

**SO. NATOMAS TRANSPORTATION MANAGEMENT ASSN.**  
**A/R Aging Detail**  
 As of December 31, 2014

	Type	Date	Num	P. O. #	Name	Terms	Due Date	Aging	Open Balance
Current									
Total Current									
1 - 30									
Total 1 - 30									
31 - 60									
Total 31 - 60									
61 - 90									
Total 61 - 90									
> 90									
	Invoice	01/01/2010	105		Johanson & Associates	Due Upon Receipt	01/01/2010	1,825	350.00
	Invoice	01/04/2011	155		Shergill Law Firm	Due Upon Receipt	01/04/2011	1,457	350.00
	Invoice	01/02/2012	18		Thanh T. Fox, Inc. & W. Austin Cooper	Due Upon Receipt	01/02/2012	1,084	350.00
	Invoice	01/02/2012	20		Bevan & Bevan & Associates	Due Upon Receipt	01/02/2012	1,084	350.00
	Invoice	01/02/2012	103		Johanson & Associates	Due Upon Receipt	01/02/2012	1,084	350.00
	Invoice	01/02/2012	150		Shergill Law Firm	Due Upon Receipt	01/02/2012	1,084	350.00
	Invoice	01/02/2012	183		Sutter Suite 100	Due Upon Receipt	01/02/2012	1,084	1,210.20
	Invoice	01/01/2013	342		Bevan & Bevan & Associates	Due Upon Receipt	01/01/2013	729	350.00
	Invoice	01/01/2013	457		Shergill Law Firm	Due Upon Receipt	01/01/2013	729	350.00
	Invoice	01/01/2013	480		Sierra West Group	Due Upon Receipt	01/01/2013	729	175.00
	Invoice	06/18/2013	503		PG & E Natomas Park		06/18/2013	581	175.00
	Invoice	01/01/2014	515		American Income Life Insurance Company		01/01/2014	384	350.00
	Invoice	01/01/2014	523		Thanh T. Fox, Inc. & W. Austin Cooper	Due Upon Receipt	01/01/2014	384	350.00
	Invoice	01/01/2014	530		Bevan & Bevan & Associates	Due Upon Receipt	01/01/2014	384	350.00
	Invoice	01/01/2014	534		Bowman & Associates	Due Upon Receipt	01/01/2014	384	438.80
	Invoice	01/01/2014	573		Dan Parish Insurance Services	Due Upon Receipt	01/01/2014	384	350.00
	Invoice	01/01/2014	578		Dequine & Associates	Due Upon Receipt	01/01/2014	384	350.00
	Invoice	01/01/2014	599		Greve, Clifford, Wengel & Paris	Due Upon Receipt	01/01/2014	384	131.30
	Invoice	01/01/2014	612		Presidio (Trfly INC)	Due Upon Receipt	01/01/2014	384	524.90
	Invoice	01/01/2014	616		Johanson & Associates	Due Upon Receipt	01/01/2014	384	350.00
	Invoice	01/01/2014	640		Parsons Brinckerhoff	Due Upon Receipt	01/01/2014	384	204.10
	Invoice	01/01/2014	642		PG & E	Due Upon Receipt	01/01/2014	384	2,405.10
	Invoice	01/01/2014	643		PG & E Natomas Park		01/01/2014	384	350.00
	Invoice	01/01/2014	657		Shergill Law Firm	Due Upon Receipt	01/01/2014	384	350.00
	Invoice	01/01/2014	676		Truven Health Analytics	Due Upon Receipt	01/01/2014	384	1,252.00
	Invoice	04/03/2014	698		Ratto Law Firm		04/03/2014	272	282.50
Total > 90									12,378.90
<b>TOTAL</b>									<b>12,378.90</b>

For Management Purposes Only