St. Cloud Math and Science Academy Board of Directors 136 Division St. Waite Park, MN 56387 January 9, 2017 Minutes

Mission

To serve the needs of all students as they prepare to become life-long learners and contributing members of society through integration of Science, Technology, Math and Engineering into the traditional content areas of Reading, Language Skills, Social Studies, the Arts and Physical Education. Kindness and respect for others is the foundation upon which students will develop into critical and ethical thinkers who will be prepared to meet the challenges of future job market and intrapersonal skills requirements.

Vision

Is to see all students succeed in school to develop self-confidence, learn to appreciate and get along with others, become proficient in all content areas, explore and use unique abilities, graduate from high school and pursue further training including but not limited to, the fields of Science, Technology, Engineering and Math in order to become productive citizens.

School Improvement Goals:

- 1) Increase student achievement in reading and math
- 2) Increase our English Learner scores by one level each year
- 3) Integrate science so that our students have a higher number of minutes per day dedicated to STEM activities
- 4) Improve student behavior and focus on consistent school wide expectations
- 5) Increase our level of parent and community engagement
- Call the meeting to Order and Welcome any visitors

Called to order at 4:35

- 2. Reading of Mission Reading of Vision Director Tammy
- 3. Roll Call/Quorum

Debbie Adair here

Jill Waldvogel here

Ahmed Ali absent

Salah Jama absent Joined the meeting at 4:45

Megan Roberg here

4. Conflict of Interest -Charter School Board Members

None

Public Input - None

- 5. Approval the agenda Jill second Megan
- 6. Approval of the consent agenda Deb second Jill

CONSENT AGENDA:

Premier HR Proposal through Kraus-Anderson Insurance \$3,000 for one year December 12, 2016 Board Minutes

Parent Involvement Policy

- 7. Authorizer's report/comments (Wendy Swanson)
- 8. Director's Report (Tammy Bengtson)
 - Update on Enrollment 167 Students (Budget amount 170)
 - New Annual site visit 1/10/2017 Rescheduled for Jan 19th 9-11am
 - Student performance progress update Jill Waldvogel
 Updated data from progress monitoring
 - Testing Schedule: Fast testing window is January 4- February 10.
 - Kindergarten Registration Feb 8th and Feb 9th
 - January 17th Cultural sensitivity training for staff development
 - o Hands-Across-America, St. Scholastica, and SCMSA
 - January 20th End of the Quarter
 - February 21st parent teacher Conferences

10. Teachers Report - Megan

1st graders have had different occupations come in to present and answer questions for the students: a doctor in residency, a nurse came, a chef, and a police came to present.

11. Facilities Report - Tammy Bengtson

There was a flood in the building we are interested in leasing (Stride building). Ceiling tile, carpet and walls will be replaced by insurance.

12. Executive Committee (Debbie Adair)

Board Training regarding Annual Meeting Completed

Appointing a Nominating Committee Addendum "C"

13. Marketing Report: - Megan Roberg Minutes from Marketing meeting

Marketing Meeting will be in the next few weeks

Discussion and/or Action Items:

Treasurer's report/ Finance Committee -Kara/Jill – Approval of Financial report

Megan motioned. Salah 2nd the motion

Review of Policies:

- Pledge of Allegiance- Review in Feb
- Equal Educational Opportunity- Review in Feb
- Equal Employment Opportunity- Review in Feb
- · Disability Nondiscrimination Policy- Review in Feb
- Employee Right to know Review in Feb

Future Board Meetings:

February 13, 2017 4:30 PM March 20, 2017 4:30 PM April 10, 2017 4:30 PM May 8, 2017 4:30 PM June 12, 2017 4:30 PM

UPCOMING COMMITTEE MEETINGS:

Executive Committee Meeting February 6, 2017 3:30 PM

Parent Events:

STEM NIGHT: January 19th 5:00-6:30

February 8th and 9th Kindergarten Registration

STEM NIGHT: April 20th

5:00-6:30

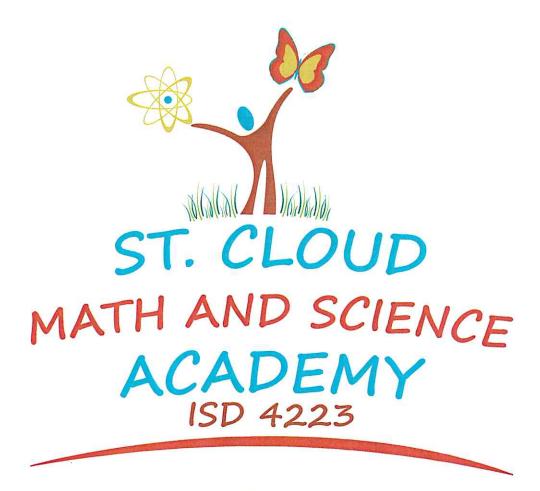
May 25 School picnic 5:00-7:00

Parent Meetings;

February 9th 2017 May 25th 2017

Meeting adjournment at 5:55

Signed by officer: Debra Adair, SCMSA Board Chair



December 31, 2016 Financial Report January 2017 Meeting

Prepared by: Kara Schneeberger, CPA Senior Finance Manager



St. Cloud Math and Science Academy Waite Park, Minnesota

Financial Statements

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Journal Entries - None	

Executive Summary

Students:

- Original Budget based on 160 students
- Actual Students see director's report

Current Condition:

	160 ADM Original		171 ADM Working		Tentative Year		% of Working
	Budget		Budget		To-Date		Budget
\$	2,268,335	\$	2,348,577	\$	1,109,590	-	47.2%
	2,133,255		2,108,865		904,259		42.9%
\$	135,080	\$	239,712	\$	205,331		
-	647,032	,	647,032		647,032		
	782,112	_	886,744	-	852,363		
	37%		42%	Г			

[•] At month-end, six months, or **50**% of the school year was complete.

Cash-Flow:

• At month-end, the school had \$732,800 in cash. This balance represents 127 days of operating costs. The school has adequate collateral at month-end.

	 12/31/2016
Bank Balance	\$ 780,479.00
Less FDIC	\$ (250,000.00)
	\$ 530,479.00
110%	\$ 583,526.90
Less Market Value of	
Pledged Collateral	\$ (620,817.00)
(Over)/Under Collateralized	\$ (37,290.10)

Items worth noting:

Revenues, Expenditures and Other

- A working budget is presented for the school which anticipates higher revenues due to more students, and, slightly higher costs. The net effect of these changes in an increase in fund balance from \$112,000 to \$239,000. This has not changed from last month's estimate.
- o The CSP grant ended on September 30th and all of the grant was spent.
- December's meals have not been submitted yet so no revenue is recorded. However, the food service fund continues to do a great job controlling costs.
- Revenues and expenditures are being earned and spent in accordance with the working budget.

St. Cloud Math and Science Academy

Balance Sheet

December 31, 2016

	,	Audited		
<u>Assets</u>	6/	/30/2016	12	/31/2016
Cash and Investments	\$	514,782	\$	732,789
Accounts Receivable		6,394		:=
State Aids Receivable		169,856		95,329
Federal Aids Receivable		29,296		9,523
Prepaid Expense		12,145		54,073
Total Current Assets		732,473		891,713
Liabilities and Fund Balance				
Current Liabilities				
	40	82 80 0		12172 E 12151
Salaries and Wages Payable	\$	65,608	\$	38,868
Accounts Payable		292		611
Payroll Deductions and Benefits		18,225		8,545
Total Current Liabilities	A700 III	84,125		48,024
Fund Balance				
Fund Balance	\$	648,348	\$	648,348
Excess of Revenues over Expenditures	Mark.	-	350	195,341
Total Fund Balance		648,348		843,689
Total Liabilities and Fund Balance		732,473		891,713

SCMSA, Charter No. 4223.07 Monthly Financial Report - Revenues & Expenditures December 31, 2016

		FY16 Actual		160 ADMs Original Budget	 171 ADMs Working Budget	12	2/31/2016 Year-To -Date	50% % of Budget
Revenue Summary and Projections								
State Aids								
General Education Revenue	\$	1,545,074	\$	1,636,187	\$ 1,711,757	\$	841,136	49%
Building Lease Aid		210,805		206,035	220,200	15%		0%
Special Education Aid		160,032		209,607	198,557		33,189	17%
Endowment Aid		4,623		4,530	4,841		2,808	58%
Literacy Incentive		3,048		3,199	8,145		2,443	30%
Other Aids, State TRA/LT Fac Maint Aid		13,924		5,440	5,814		_	0%
Holdback		_					95,273	N/A
Total State Aids		1,937,505		2,064,998	2,149,314		974,848	45%
Federal Revenue								
Federal Special Ed		23,488		25,875	24,630		8,465	34%
Federal Title I, II and III Funds		94,276		85,976	92,733		42,436	46%
Federal CSP Grant		158,502		89,986	80,400		83,090	103%
Total Federal Revenue	•	276,266		201,837	197,763		133,991	68%
Other Revenue					1-		and some particular states (
Optional Fees from Students (Other) \$10/ADM		2		500	500		682	136%
Contributions and Gfits, Grants		1,019		500	500		-	0%
Miscellaneous Income, reimbursement		286		500	500		68	14%
Total Other Revenue		1,305		1,500	1,500		750	50%
Total Revenue		2,215,076	\$	2,268,335	\$ 2,348,577	\$	1,109,590	47%
	2	Page 6 of 16						

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	FY16 Actual	160 ADMs Original Budget	171 ADMs Working Budget	12/31/2016 Year-To -Date	50% % of Budget
Expenditure Calculations					
Salaries	734,279	848,191	853,358	329,508	39%
Benefits	198,854	238,741	231,969	82,614	36%
Accrual of summer salaries and benefits				53,319	N/A
	933,133	1,086,932	1,085,327	465,441	43%
Contracted Services (see breakout)	102,431	133,905	133,905	54,485	41%
Communications Services (phone, internet, fax)	4,406	4,800	4,620	2,687	58%
Postage, portion with CSP	273	1,000	1,000	146	15%
Utilities	17,000	21,300	17,000	8,500	50%
Property and Casualty Insurance	8,617	10,100	10,335	4,574	44%
Repairs and Maintenance	2,358	2,000	2,600	937	36%
Field Trip Transportation, \$25/ADM	1,930	4,000	4,275	215	5%
Travel and conferences	4,040	5,700	5,700	3,913	69%
Lease Expense	272,000	272,000	272,000	136,000	50%
Other Rentals and Operating Leases	65	-	500	404	n/a
Field Trip Admissions	801	4,000	4,275	174	4%
Office Supplies/General Supplies	5,831	27,500	21,500	2,989	14%
Maintenance Supplies	1,670	8,500	6,000	1,131	19%
NonInstructional Software	2,789	12,000	3,000	1,480	49%
Noninstructional Technology	· ·		1,000	170	17%
Instructional Software	72	- 9	8,500	5,010	59%
Textbooks and Workbooks	22	10,000	2,000	=	0%
Instructional Supplies/Classroom Supplies	4,410	18,000	13,000	1,108	9%
Instructional Technology Non-Capitalized	12 No.	*	1,000	94	9%
Instructional Technology Capitalized	75		1,000	460	46%
Standardized Tests	뵬	2,100	2,100	-	0%

	<i>FY16</i> Actual	160 ADMs Original Budget	171 ADMs Working Budget	12/31/2016 Year-To -Date	50% % of Budget
Food	1,185	1,200	1,300	789	61%
Media/Library Resources, portion in CSP	31	5,000	3,500	18	1%
Furniture and Other Equipment, with csp	764	5,000	5,000	-	0%
Technology Equipment, included with csp	6,521	10,000	7,500	202	3%
Dues and memberships	17,541	31,500	31,500	12,959	41%
Moving Costs	-	50,000	50,000	-	0%
State Special Ed Expenditures					
Salaries	120,730	157,269	157,086	53,639	34%
Benefits	21,084	40,417	35,845	9,286	26%
Other	16,788	25,300	18,300	3,457	19%
Federal Special Ed Expenditures, equals revenue	23,488	25,875	24,630	8,465	34%
Federal Title I	94,276	62,867	65,808	35,524	54%
Federal title II	8	10,031	11,662	3,700	32%
Federal Titel III	=	13,078	15,263	3,212	21%
CSP Grant Expenditures					
Salaries and Benefits	14,727	3,194	3,400	3,396	100%
Contracted Services	13,598	8,900	5,200	5,191	100%
Supplies	71,798	27,892	57,900	57,894	100%
Capital Expenditures	58,379	50,000	13,900	16,609	119%
Total Expenditures	1,822,688	2,151,360	2,108,431	904,259	43%
venues in Excess of Expenditures	392,389	116,975	240,146	205,331	
Transfer out of General Fund to Food Service Fund	-	(4,600)	(434)	-	
t Change in Fund Balance	392,389	112,375	239,712	205,331	
Beginning fund Balance	254,643	647,032	647,032	647,032	
Ending Fund Balance	\$ 647,032	\$ 759,406	\$ 886,744	\$ 852,362	
Fund Balance Percentage of Annual Expenditures	35.5%	35.3%	42.1%		1

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.	FY16 Actual	160 ADMs Original Budget	171 ADMs Working Budget	12/31/2016 Year-To -Date	50% % of Budget
Fund 02, Food Service					
Revenues					
Breakfast Aid	49,374	45,600	48,500	15,924	33%
Lunch and Milk Aid	83,318	84,600	89,500	30,829	34%
Sale of Lunches	7	100	100	<u>-</u> -1	0%
Total Revenue	132,700	130,300	138,100	46,753	34%
Expenditures			<i>y</i> .		
Salaries and Benefits	12,759	12,200	16,500	7,046	43%
Lunch and Breakfast Food	115,695	118,600	118,600	49,638	42%
Equipment, shipping and Installation		19	2,750	-	0%
Supplies	2,930	4,100	2,000	59	3%
Total Expenditures	131,384	134,900	139,850	56,742	41%
Expenditures in Excess of Revenue	1,316	(4,600)	(1,750)	(9,989)	
Beginning fund Balance	%= .	1,316	1,316	1,316	
Operating Transfer from General Fund	18	4,600	434		
Ending Fund Balance, Food Service Fund	1,316	1,316	:	(8,673)	

The Working Budget estimates shown on this report are prepared using both the school and consultant estimates and are prepared for internal use only. This report has not been compiled, reviewed or audited and should not be relied upon for other uses.

SCMSA, Charter No. 4223.07 Contracted Services Fiscal Year 2016-2017

David Co. 1 . 10 .		2016		2017		
Detail of Contracted Services		Actual		Budget	Actual	Comments
Accounting Support	\$	50,520	\$	58,800	\$ 26,424	Finance, AP, Payroll, Grants \$4,710/mo
Audit		1,946		9,000	7,553	Audit, portion to CSP
Background Checks		315		331	225	
Banking Fees		348		365	225	
Board Training		800		840	<i>i</i> .	required training
Bryan Ingvalson		12,000		12,000	6,000	\$1k/mo
Grant Writing		-		5,000	3,000	Fox Advancement
Legal		29,223		30,000	10,349	Rupp, Anderson, Squire
Marketing		542		-		Stellar Assoc, Resource 4 Educators
Nursing		4,183		4,500	9 <u>2</u>	Est, portion to sped
Other "To Be Determined" Fees		2,264		7,500	710	misc,maintenance, unexpected fees
Teacher and student Recruitment		-		569	16	Ads, WJON, Edpost, etc
Technology Support		-		5,000	: -	Misc
WIX, Web Fees		291				
Total Contracted Services	\$	102,431	\$	133,905	\$ 54,485	To Rev and Exp/Contracted Services
Dues and Memberships						
Authorizer Fees	\$	14,275	\$	24,150	\$ 12,595	NEO 01 005 010 820
Student Accounting Software	\$	2,753		3,675	\$ 11 <u>1</u>	Skyward 01 005 110 820
Other	\$ 513			3,675	\$ 364	building permit, fire inspection, MSBA, ama
Total Dues and Memberships	\$	17,541	\$	31,500	\$ 12,959	

St. Cloud Math and Science Academy Food Service Receipts and Expenditures

		 uly	/	Aug		Sept		Oct		Nov		Dec		lan	F	eb		Mar		Apr		May	J	une		Total
									1	Number	of (Claims Sul	omi	tted												
Total Breakfast				*		2,654		2,539		2,613		-		-		=		-		-		-		-		7,806
Total Lunch		(*)		35		2,952		2,918		3,196		-								-		(*)				9,066
Breakfast Revenue	\$ 2.04	\$	\$		Ś	5,414	\$	5,180	\$	5,331	\$		\$		Ś		Ś		\$		Ś		Ś	(a)	Ś	15,924
Lunch Revenue	10.00	\$ 	\$	-	\$	9,933	\$	9,819		10,755	Ś		Ś	-	Ś	_	Ś	-	Ś	-	Ś		250	-		30,507
State Milk Aid, K	\$ 0.20	\$ -	Ś	8:48	Ś	98	Ś	105	\$	119	Ś	_	Ś		Ś	-	Ś	-	s	2	Ś		Ś		\$	322
Total Revenue		\$ •	\$	-	\$	15,446	\$	15,104	\$	16,204	\$		\$		\$		\$		\$	-	\$		\$	/u§	\$	46,753
Expenditures																									-	
Salaries		\$ -	\$	232	\$	1.163	\$	2,020	Ś	1,849	Ś	1,782	\$		\$	=	\$		Ś		Ś	i.	\$	=	\$	7,046
Food	\$ 3.09	\$ -	\$	-	\$	9,455	\$	9,447	\$		\$		\$	-	Ś	-	\$		Ś	14	Ś	-	\$	_	\$	36,733
Breakfast		\$	\$	20	\$	1000 13-1000 18 2 5	\$	3,327	\$	2,205	\$		\$	(44)	\$	2	\$	029	\$	12	\$	628	\$	2	\$	7,329
Milk		\$ -	\$	-	\$	1,615	\$	2,023	\$	1,938	\$	•	\$	•	\$	10	\$	•	\$	ŝ	\$		\$	2	\$	5,576
Supplies		\$	\$	=	\$	3.	\$	32	\$:=::	\$	26	\$	-	\$	-	\$		\$	-	\$		\$	-	\$	59
Capital Assets		\$ 12	\$	=	\$	14	\$	881	\$	-	\$	-	\$		\$	្ន	\$	721	\$	==	\$	1/28	\$	2	\$	
Total Expenditures		\$ •	\$	232	\$	12,233	\$	16,849	\$	15,608	\$	11,819	\$	•	\$	•	\$	•	\$	٠	\$	•	\$	<u>.</u>	\$	56,742
Net Income/Loss		\$),\ \\ 2	\$	(232)	\$	3,212	\$	(1,746)	\$	595	\$	(11,819)	\$	<u></u>	\$	ē	\$	٠	\$	•	\$	•	\$		\$	(9,989)
Lunches Claimed for Reimburse	ment	-				2,952		2,918		3,196		100				4		12		10				-		9,066
Lunches Delivered		-	unt			3,008		2,929		3,152		2,758		-	180	-	11	-				TR.	gm			11,847
Extra lunches paid for but not reimburs	ed			11 -		(56)	I Is	(11)	Н	44		(2,758)				-		-		-			-			(2,781)

Post Date	Acc	et	Nbr					De	script	ion	Amount
12/01/2016	01	R	005	000	000	401	400	FY	16-17	title I part A	14832.29
12/01/2016	01	R	005	000	000	414	400	FY	16-17	title II, part A	439.69
12/01/2016	01	R	005	000	000	417	400	FY	16-17	title III part A	3073.87
12/01/2016	01	R	005	000	000	419	400	FY	16-17	sped	3839.29
12/01/2016	01	R	005	000	011	414	400	FY	16-17	title II, Part A carryover	1270.31
12/08/2016	02	R	005	770	000	701	300	FY	16-17	st school lunch	399.50
12/08/2016	02	R	005	770	000	701	471	FY	16-17	HHFKA lunch	191.76
12/08/2016	02	R	005	770	000	701	471	FY	16-17	reg lunch	1022.72
12/08/2016	02	R	005	770	000	701	472	FY	16-17	free reduced lunch	9140.56
12/08/2016	02	R	005	770	000	703	300	FY	16-17	st spe milk	118.60
12/08/2016	02	R	005	770	000	705	476	FY	16-17	breakfast	5330.52
12/15/2016	01	R	005	000	000	000	211	FY	16-1	gen ed	72947.08
12/29/2016	01	R	005	000	000	000	211	FY	16-17	gen ed	73122.44
12/29/2016	01	R	005	000	000	401	400	FY	16-17	title I part A	12109.33
12/29/2016	01	R	005	000	000	414	400	FY	16-1	title II, part A	1990.11
12/29/2016	01	R	005	000	000	417	400	FY	16-1	title III part A	138.18
12/29/2016	01	R	005	000	000	419	400	FY	16-1	sped	4626.13
									Tota	al for Cash Receipts	204592.38

CHECK	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
12/02/2016	41423	ESI	Payroll accrual	375.00
12/02/2016	41424	Horace Mann Life Ins	Payroll accrual	185.84
12/06/2016	41425	Barney, LLC	Dec 2016 lease	22,666.67
12/06/2016	41425	Barney, LLC	Dec 2016 utilities	1,416.67
12/06/2016	41426	Carver-Lorentz, Cath	reimb materials for art	59.13
			projects	
12/06/2016	41427	Central Locksmiths I	unlock classroom door 11/9/16	100.00
12/06/2016	41428	DELTA DENTAL OF MN	dental ins Dec 2016	527.70
12/06/2016	41429	Innovative Office So	tape	6.98
12/06/2016	41430	Madsen, Rene	psychologist services	1,361.56
			11/1-11/30/16, 13 hrs@	
			100.00, plus mileage 64.56	
12/06/2016	41431	McGraw-Hill Schools	wonderworks-interventions	8,026.13
	18/21/2 (19/19/19/19/19/19/19/19/19/19/19/19/19/1	Website State Commission Commissi	curriculum (sped & title I)	28 (2017) - 1 5 6 6 6 7
12/06/2016	41431	McGraw-Hill Schools	inspire online science	500.28
	tra maran		curriculum	
12/06/2016	41432	SPOT Rehabilitation,	SPED - OT & PT services	546.25
			9/26-11/14/16 (no hrs or rate	
10/05/0015			on inv)	
12/06/2016		Strategic Equipment	. The transfer of the contract	197.52
12/06/2016		Strategic Equipment	TENERAL PROPERTY OF THE PERSON	174.00
12/06/2016	41434	wells rargo rinancia	copier lease - kyocera, model	201.82
12/13/2016	201600106	36150	4551ci, 12/12-1/11/17	284.72
		Amazon.com	Nov 2016 ins	89.99
12/13/2016	201600190	Amazon.com	portable PA system (microphone/speaker)	09.99
12/13/2016	201600187	Hanover Insurance Gr	commercial ins instal	767.77
		HEALTHPARTNERS	medical ins Dec 2016	6,048.38
12/13/2016			life, AD&D, STD & LTD ins Dec	480.86
10, 10, 2010	401000103	orram.	2016	100.00
12/13/2016	201600191	Walmart	treats for PBIS	9.98
12/13/2016	201600192	Walmart	supplies for 2nd gr fun	40.62
			Friday	
12/13/2016	201600193	Walmart	kitchen supplies	55.59
			-thermometer, cleaner &	
			classroom supplies -binder,	
			batteries, paper clips, name	
			badge labels	
12/14/2016	41435	Ameritas Life Insura	Jan 2017 vision ins	107.73
12/14/2016	41436	Beltz, Kes, Darling	Dec 2016 accounting services	4,804.00
12/14/2016	41437	Fish, Tom	milk Nov 2016	1,938.00
12/14/2016	41438	G & K Services	cleaning services -mats,	63.44
			rags, mops	
12/14/2016	41438	G & K Services	cleaning services -mats,	63.44
			rags, mops	
12/14/2016	41439	Innovative Office So	classroom/teacher supplies	21.95
			-folders, hanging folders &	
			clips	
12/14/2016		27 CES 1987 - CE	FY 16-17 JMC message center	237.00
12/14/2016	41441	l New Horizon Foods	Dec 2016 meals pre-bill & Nov	10,010.38
			2016 adjusted bill, Nov 2016	
_ <u>2020</u> - 8000 900	90 Dec	e	breakfast supplies	(f) pedata (foko
12/14/2016		e.1	legal services Sept 2016	152.00
		I Internal Revenue Ser	k i	40.00
		Internal Revenue Ser	The state of the s	3,193.75
12/15/2016	201600194	4 Internal Revenue Ser	Payroll accrual	2,886.69

	12/15/2016 201600194 Internal Revenue Ser Payroll accrual	CHECK	CHECK		INVOICE	
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CHECK	CHECK		INVOICE	
DATE	NUMBER	VENDOR	DESCRIPTION	AMOUNT
12/30/2016	201600214	MN Dept of Revenue	Payroll accrual	0.00
12/30/2016	201600219	Plaza Park Bank	Service Charge	35.00
12/30/2016	201600215	Public Employees Ret	Payroll accrual	978.81
12/30/2016	201600216	Public Employees Ret	Payroll accrual	1,129.43
12/30/2016	201600217	Teachers Retirement	Payroll accrual	2,503.81
12/30/2016	201600218	Teachers Retirement	Payroll accrual	2,503.81
			Totals for checks	128,507.36

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05.16.10.00.00-010035	Journal Entry Listing (Dates: 12/01/2016 - 12/31/2016)	PAGE: 1
Post Date Acct Nbr	Description Amoun	nt

Total for Journal Entries

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