

UNIVERSITY PLACE
Community Development District

Annual Operating and Debt Service Budget
Fiscal Year 2021

Adopted Budget
August 26, 2020

Prepared by:



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UNIVERSITY PLACE
Community Development District

Operating Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Adopted Budget Fiscal Year 2021

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	2018	FY 2019	BUDGET	THRU	JULY thru	PROJECTED	BUDGET
			FY 2020	JUNE	SEPT 2020	FY 2020	FY 2021
Interest - Investments	\$ 11,167	\$ 22,662	\$ 8,500	\$ 17,869	\$ 4,500	\$ 22,369	\$ 6,650
Inrerest-Tax Collector	-	261		-			
Special Assmnts- Tax Collector	735,745	724,741	715,017	712,878	2,139	715,017	720,411
Special Assmnts- Discounts	(26,264)	(26,197)	(28,601)	(23,942)	-	(23,942)	(28,816)
Settlements	-	7,033	-	-	-	-	-
Other Miscellaneous Revenues	4,438	(6,301)	-	99	-	99	-
Insurance Reimbursements	-	7,633					
TOTAL REVENUES	\$ 725,086	\$ 729,832	\$ 694,916	\$ 706,904	\$ 6,639	\$ 713,543	\$ 698,245

EXPENDITURES

Administrative

P/R-Board of Supervisors	\$ 20,200	\$ 20,200	\$ 20,000	\$ 15,200	\$ 4,800	\$ 20,000	\$ 20,000
FICA Taxes	1,545	1,193	1,530	1,156	374	1,530	1,530
ProfServ-Arbitrage Rebate	-	600	-	-	-	-	600
ProfServ-Dissemination Agent	-	-	-	-	-	-	1,000
ProfServ-Engineering	4,969	1,886	5,000	8,945	4,500	13,445	6,000
ProfServ-Field Management	6,500	6,500	6,500	2,860	3,640	6,500	6,500
ProfServ-Legal Services	6,365	9,611	5,000	6,550	2,400	8,950	5,000
ProfServ-Mgmt Consulting Serv	46,400	46,400	47,792	38,000	9,792	47,792	47,792
ProfServ-Property Appraiser	10,642	8,262	10,725	10,334	391	10,725	10,806
ProfServ-Tax Collector	6,146	8,021	10,725	10,395	330	10,725	10,806
ProfServ-Trustee	-	-	-	-	-	-	4,865
Auditing Services	6,000	6,200	6,200	6,200	-	6,200	6,200
Postage and Freight	901	1,074	500	362	138	500	300
Insurance - General Liability	7,510	7,208	7,929	7,244	-	7,244	7,250
Printing and Binding	570	954	700	460	240	700	500
Legal Advertising	2,127	2,177	1,000	916	84	1,000	1,000
Miscellaneous Services	339	5,477	1,500	2,046	1,461	3,507	2,000
Reserve Study Update	3,950	-	-	-	-	-	-
Office Supplies	233	396	100	134	96	230	250
Subscriptions and Memberships	-	754	750	-	750	750	750
Conferences and Seminars	-	1,444	2,600	-	2,600	2,600	1,500
Annual District Filing Fee	175	175	175	175	-	175	175

Total Administrative

\$ 124,572 \$ 128,532 \$ 128,726 \$ 110,977 \$ 31,596 \$ 142,573 \$ 134,825

Other Public Safety

Contracts-Security Services	\$ 74,444	\$ 75,204	\$ 75,204	\$ 56,403	\$ 18,801	\$ 75,204	\$ 75,204
Contracts-Roving Patrols	2,700	-	2,500	-	2,500	2,500	2,500
Electricity - Entrance	4,557	4,399	6,000	3,499	2,501	6,000	5,000
Utility - Water & Sewer	429	444	498	234	264	498	498
Insurance - Property	500	500	550	500	-	500	500
R&M-Gatehouse	14,910	15,640	10,000	13,616	-	13,616	10,000
Reserve - Gate	50,504	1,825	7,326	20,047	-	20,047	7,326

Total Other Public Safety

\$ 148,044 \$ 98,012 \$ 102,078 \$ 94,299 \$ 24,066 \$ 118,365 \$ 101,028

Landscape

Contracts-Landscape	\$ 77,842	\$ 77,842	\$ 77,842	\$ 58,382	\$ 19,460	\$ 77,842	\$ 69,708
R&M-General	-	8	3,000	748	2,252	3,000	3,000
R&M-Renewal and Replacement	14,851	11,294	12,000	10,196	1,804	12,000	24,000

Summary of Revenues, Expenditures and Changes in Fund Balances
Adopted Budget Fiscal Year 2021

ACCOUNT DESCRIPTION	ACTUAL	ACTUAL	ADOPTED	ACTUAL	PROJECTED	TOTAL	ANNUAL
	2018	FY 2019	BUDGET	THRU	JULY thru	PROJECTED	BUDGET
			FY 2020	JUNE	SEPT 2020	FY 2020	FY 2021
R&M-Streetlights	406	-	2,000	-	2,000	2,000	500
R&M-Wetland	-	-	1,000	-	1,000	1,000	1,000
Reserve - Culverts	-	-	3,664	-	-	-	3,664
Reserve - Ponds	-	-	10,988	-	-	-	10,988
Total Landscape	\$ 93,099	\$ 89,144	\$ 110,494	\$ 69,326	\$ 26,516	\$ 95,842	\$ 112,860
Irrigation Services							
Payroll-Irrigation Staff	\$ 5,066	\$ 2,279	\$ 6,240	\$ 2,951	\$ 3,289	\$ 6,240	\$ 6,240
Payroll - Bonus	500	-	500	-	500	500	500
FICA Taxes	388	174	516	226	290	516	516
Workers' Compensation	834	11	850	-	850	850	850
Contracts-Irrigation	74,970	74,970	74,970	56,228	18,742	74,970	64,980
Utility - Irrigation	24,006	28,117	24,000	21,449	2,551	24,000	28,000
Insurance - Property	1,836	1,836	2,020	1,924	-	1,924	1,925
R&M-Irrigation	54,559	42,748	35,000	26,634	8,366	35,000	35,000
R&M-Pump Station	25,829	52,747	25,000	24,208	792	25,000	30,000
Reserve - Irrigation System	-	-	23,808	3,564	-	3,564	23,808
Total Irrigation Services	\$ 187,988	\$ 202,882	\$ 192,904	\$ 137,184	\$ 35,380	\$ 172,564	\$ 191,819
Road and Street Facilities							
R&M-Roads & Alleyways	\$ 625	\$ 12,282	\$ 2,500	\$ 4,639	\$ 3,314	\$ 7,953	\$ 2,500
R&M-Street Sweeping	-	630	1,500	810	579	1,389	1,500
Reserve - Roadways	179,284	4,000	101,571	-	-	-	101,571
Reserve - Streetlights	-	7,694	1,832	-	-	-	1,832
Total Road and Street Facilities	\$ 179,909	\$ 24,606	\$ 107,403	\$ 5,449	\$ 3,892	\$ 9,341	\$ 107,403
Common Area							
R&M-General	\$ 45,849	\$ 46,326	\$ 30,000	\$ 21,879	\$ 8,121	\$ 30,000	\$ 30,000
Misc-Holiday Decor	4,238	5,147	5,000	5,096	-	5,096	2,000
Reserve - Fence/Monuments	12,474	932	18,311	675	-	675	18,311
Total Common Area	\$ 62,561	\$ 52,405	\$ 53,311	\$ 27,650	\$ 8,121	\$ 35,771	\$ 50,311
TOTAL EXPENDITURES	\$ 796,173	\$ 595,581	\$ 694,916	\$ 444,885	\$ 129,571	\$ 574,456	\$ 698,245
Excess (deficiency) of revenues							
Over (under) expenditures	(71,087)	134,251	-	262,019	(122,932)	139,087	(0)
Net change in fund balance	(71,087)	134,251	-	262,019	(122,932)	139,087	(0)
FUND BALANCE, BEGINNING	1,344,538	1,273,451	1,407,702	1,407,702	-	1,407,702	1,546,789
FUND BALANCE, ENDING	\$ 1,273,451	\$ 1,407,702	\$ 1,407,702	\$ 1,669,721	\$ (122,932)	\$ 1,546,789	\$ 1,546,789

Exhibit "A"
Allocation of Fund Balances

AVAILABLE FUNDS

	<u>Amount</u>
Beginning Fund Balance - Fiscal Year 2021	\$ 1,546,789
Net Change in Fund Balance - Fiscal Year 2021	(0)
Reserves - Fiscal Year 2021 Additions	167,500
Total Funds Available (Estimated) - 9/30/2020	1,714,288

ALLOCATION OF AVAILABLE FUNDS

Nonspendable Fund Balance

Deposits	200
Subtotal	<u>200</u>

Assigned Fund Balance

Operating Reserve - First Quarter Operating Capital		132,636 ⁽¹⁾
Reserves - Culverts (Prior Years)	36,778	
Reserves - Culverts (Current Year 2020)	3,664	
Reserves - (Current Year Expenses)	-	
Reserves - Culverts (Budget Year 2021)	3,664	44,106
Reserves - Fence/Monument (Prior Years)	157,422	
Reserves - Fence/Monument (Current Year 2020)	18,311	
Reserves - Fence/Monument (Current Year Expenses)	(675)	
Reserves - Fence/Monument (Budget Year 2021)	18,311	193,369
Reserves - Gate (Prior Years)	19,607	
Reserves - Gate (Current Year 2020)	7,326	
Reserves - Gate (Current Year Expenses)	(20,047)	
Reserves - Gate (Budget Year 2021)	7,326	14,212
Reserves - Irrigation System (Prior Years)	221,667	
Reserves - Irrigation System (Current Year 2020)	23,808	
Reserves - Irrigation System (Current Year Expenses)	(3,564)	
Reserves - Irrigation System (Budget Year 2021)	23,808	265,719
Reserves - Ponds (Prior Years)	102,498	
Reserves - Ponds (Current Year 2020)	10,988	
Reserves - Ponds (Current Year Expenses)	-	
Reserves - Ponds (Budget Year 2021)	10,988	124,474
Reserves - Roadways (Prior Years)	566,927	
Reserves - Roadways (Current Year 2020)	101,571	
Reserves - Roadways (Current Year Expenses)	-	
Reserves - Roadways (Budget Year 2021)	101,571	770,069
Reserves - Streetlights (Prior Years)	10,368	
Reserves - Streetlights (Current Year 2020)	1,832	
Reserves - Streetlights (Current Year Expenses)	-	
Reserves - Streetlights (Budget Year 2021)	1,832	14,032

Total Allocation of Available Funds	1,558,617
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Total Unassigned (undesignated) Cash	155,671
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Notes

(1) Represents approximately 3 months of operating expenditures.

Budget Narrative
Fiscal Year 2021

REVENUES

Interest-Investments

The District earns interest on the monthly average collected balance for their operating account.

Special Assessments-Tax Collector

The District will levy a Non-Ad Valorem assessment on all the assessable property within the District in order to pay for the operating expenditures during the Fiscal Year.

Special Assessments-Discounts

Per Section 197.162, Florida Statutes, discounts are allowed for early payment of assessments. The budgeted amount for the fiscal year is calculated at 4% of the anticipated Non-Ad Valorem assessments.

EXPENDITURES

Administrative

P/R-Board of Supervisors

Chapter 190 of the Florida Statutes allows for members of the Board of Supervisors to be compensated \$200 per meeting at which they are in attendance. The amount for the Fiscal Year is based upon all supervisors attending all of the meetings.

FICA Taxes

Payroll taxes are calculated at 7.65% of board payroll.

Professional Services-Engineering

The District's engineer provides general engineering services to the District, i.e. attendance and preparation for monthly board meetings when requested, review of invoices, and other specifically requested assignments.

Professional Services-Field Management

This service includes coordinating with vendors regarding service contracts, purchase orders, invoice approval and insurance damage claims to facilitate field operations.

Professional Services-Legal Services

The District's Attorney provides general legal services to the District, i.e., attendance and preparation for monthly Board meetings, review of contracts, review of agreements and resolutions, and other research as directed or requested by the Board of Supervisors and the District Manager.

Professional Services-Management Consulting Services

The District receives Management, Field Services, Accounting, Assessment and Administrative services as part of a Management Agreement with Inframark Infrastructure Management Services, Inc. Also included are costs for Information Technology charges to process all of the District's financial activities, i.e. accounts payable, financial statements, budgets, etc., on a main frame computer owned by Inframark in accordance with the management contract and the charge for rentals. The budgeted amount for the fiscal year is based on the contracted fees outlined in Exhibit "A" of the Management Agreement.

Budget Narrative
Fiscal Year 2021**EXPENDITURES****Administrative** (continued)**Professional Services-Property Appraiser**

The Property Appraiser provides the District with a listing of the legal description of each property parcel within the District boundaries, and the names and addresses of the owners of such property. The District reimburses the Property Appraiser for necessary administrative costs incurred to provide this service. The budget for property appraiser costs is based upon 1.5% of the anticipated assessment collections.

Professional Services-Tax Collector

The District reimburses the Manatee County Tax Collector for the necessary administrative costs and the actual cost of collection or 1.5% on the amount of special assessments collected and remitted, whichever is greater.

Auditing Services

The District is required to conduct an annual audit of its financial records by an Independent Certified Public Accounting Firm. The budgeted amount for the fiscal year is based on contracted fees from an existing engagement letter.

Postage and Freight

Actual postage and/or freight used for District mailings including agenda packages, vendor checks and other correspondence.

Insurance-General Liability

The District's General Liability & Public Officials Liability Insurance policy is with Public Risk Insurance Agency, Inc. They specialize in providing insurance coverage to governmental agencies. The budgeted amount allows for a projected increase in the premium.

Printing and Binding

Copies used in the preparation of agenda packages, required mailings, and other special projects.

Legal Advertising

The District is required to advertise various notices for monthly Board meetings and other public hearings in a newspaper of general circulation.

Miscellaneous Services

This includes monthly bank charges, website hosting and any other miscellaneous expenses that may be incurred during the year.

Office Supplies

Supplies used in the preparation and binding of agenda packages, required mailings, and other special projects.

Subscriptions and Memberships

This is for the annual fee for FASD is \$750.

Conferences and Seminars

This is for the annual FASD conference fee of \$2,600.

Annual District Filing Fee

The District is required to pay an annual fee of \$175 to the Department of Community Affairs.

Budget Narrative
Fiscal Year 2021

EXPENDITURES

Other Public Safety

Contracts-Security Services

This is for the monthly gate monitoring.

Contracts-Roving Patrols

This is for the patrols by the Sheriff's office.

Electricity-Entrance

This is for the monthly electricity expenditures for the entrances.

Utility-Water & Sewer

This is for the monthly water & sewer charges for the gatehouse.

Insurance-Property

This is for the property insurance for the gatehouse.

R&M-Gatehouse

This is for the miscellaneous repairs and maintenance of the gatehouse.

Reserve-Gate

This is for the reserve required for the gates and entry systems of the District.

Landscape

Contracts-Landscape

The District currently has a contract with Duval Landscape Maintenance LLC. to maintain the landscaping around the District.

R&M-General

This is for the miscellaneous general repairs and maintenance required for landscaping.

R&M-Renewal & Replacement

This is for the renewal and replacement of the plants which includes tree trimming around the District.

R&M-Streetlights

This is for the repairs and maintenance of the streetlights around the District.

R&M-Wetland

This is for the maintenance of the lakes and wetlands around the District.

Reserve-Culverts

This is for the reserve for the culverts and curb inlets around the District.

Reserve-Ponds

This is for the reserve for the ponds around the District.

Budget Narrative
Fiscal Year 2021

EXPENDITURES

Irrigation Services

Payroll-Irrigation Staff

This is for the payroll of the Irrigation staff that monitors the irrigation system.

Payroll-Bonus

This is for the bonus for the Irrigation staff.

FICA Taxes

Payroll taxes are calculated at 7.65% of irrigation staff payroll.

Workers Compensation

This is the worker's compensation for the Irrigation Staff.

Contracts-Irrigation

The District currently has a contract from Duval Landscape Maintenance LLC. to maintain the Irrigation system around the District.

Utility-Irrigation

This is for the monthly electricity and phone charges for the irrigation system.

Insurance – Property

This is for the property insurance for the pumps.

R&M-Irrigation

This is for the repairs and maintenance of the irrigation system.

R&M-Pump Station

This is for the repairs and maintenance of the pump stations for the irrigation system.

Reserves-Irrigation System

This is for the reserve for the irrigation system.

Road and Street Facilities

R&M-Roads and Alleyways

This is for the repairs and maintenance of the roads and streets around the District.

R&M-Street Sweeping

This is for the street sweeping that is performed around the District.

Reserve-Roadway

This is for the reserve required to repair and replace the roads around the District.

Reserve-Streetlights

This is for the reserve for the streetlights around the District.

Budget Narrative
Fiscal Year 2021

EXPENDITURES

Common Area

R&M-General

This is for pressure washing the sidewalks, curbs and monuments plus any miscellaneous repairs and maintenance required in the common areas around the District.

Misc-Holiday Decor

This is for the decorations that will be displayed around the District during the Holidays.

Reserve-Fence/ Monuments

This is for the reserve for the fence and monuments around the District.

UNIVERSITY PLACE
Community Development District

Debt Service Budget
Fiscal Year 2021

Summary of Revenues, Expenditures and Changes in Fund Balances
Adopted Budget Fiscal Year 2021

ACCOUNT DESCRIPTION	ACTUAL FY 2018	ACTUAL FY 2019	ADOPTED BUDGET FY 2020	ACTUAL THRU JUNE	PROJECTED JULY thru SEPT 2020	TOTAL PROJECTED FY 2020	ANNUAL BUDGET FY 2021
REVENUES							
Interest - Investments	\$ 503	\$ 768	\$ 100	\$ 1,186	\$ 60	\$ 1,246	\$ 100
Special Assmnts- Tax Collector	312,481	312,481	311,692	310,789	903	311,692	310,722
Special Assmnts- Prepayment	-	7,281	-	8,510	-	8,510	-
Special Assmnts- Discounts	(11,126)	(11,319)	(12,468)	(10,437)	-	(10,437)	(12,429)
TOTAL REVENUES	301,858	309,211	299,324	310,048	963	311,011	298,393
EXPENDITURES							
<i>Administrative</i>							
ProfServ-Arbitrage Rebate	600	-	600	600	-	600	-
ProfServ-Dissemination Agent	2,000	1,000	1,000	-	1,000	1,000	-
ProfServ-Property Appraiser	4,520	3,562	4,675	4,505	14	4,519	4,661
ProfServ-Tax Collector	2,610	3,462	4,675	4,532	14	4,546	4,661
ProfServ-Trustee	4,337	1,081	8,723	3,690	1,082	4,772	-
Total Administrative	14,067	9,105	19,673	13,327	2,110	15,437	9,322
<i>Debt Service</i>							
Principal Debt Retirement	130,000	135,000	145,000	145,000	-	145,000	150,000
Principal Prepayments	-	10,000	-	5,000	-	5,000	-
Interest Expense	161,859	155,558	149,225	148,675	550	149,225	141,163
Total Debt Service	291,859	300,558	294,225	298,675	550	299,225	291,163
TOTAL EXPENDITURES	305,926	309,663	313,898	312,002	2,660	314,662	300,485
Excess (deficiency) of revenues Over (under) expenditures	(4,068)	(453)	(14,574)	(1,954)	(1,697)	(3,651)	(2,092)
OTHER FINANCING SOURCES (USES)							
Contribution to (Use of) Fund Balance	-	-	(14,574)	-	-	-	(2,092)
TOTAL OTHER SOURCES (USES)	-	-	(14,574)	-	-	-	(2,092)
Net change in fund balance	(4,068)	(453)	(14,574)	(1,954)	(1,697)	(3,651)	(2,092)
FUND BALANCE, BEGINNING	197,439	193,372	192,919	192,919	-	192,919	189,268
FUND BALANCE, ENDING	\$ 193,371	\$ 192,919	\$ 178,345	\$ 190,965	\$ (1,697)	\$ 189,268	\$ 187,176

**Debt Amortization Schedule
Series 2008 Special Assessment Bonds**

<u>Date</u>	<u>Principal</u>	<u>Extraordinary Redemption</u>	<u>Coupon</u>	<u>Interest</u>	<u>Debt Service</u>	<u>Annual DS</u>
11/1/2020				70,866	71,279	290,682
5/1/2021	150,000.00		4.780%	70,297	220,709	
11/1/2021				67,202	67,614	288,324
5/1/2022	160,000.00		4.780%	66,692	227,104	
11/1/2022				63,293	63,705	290,810
5/1/2023	165,000.00		4.780%	62,847	228,259	
11/1/2023				59,262	59,674	287,933
5/1/2024	175,000.00		4.780%	59,008	234,421	
11/1/2024				54,986	55,399	289,819
5/1/2025	180,000.00		4.780%	54,676	235,088	
11/1/2025				50,589	51,001	286,089
5/1/2026	190,000.00		4.780%	50,350	240,762	
11/1/2026				45,947	46,359	287,121
5/1/2027	200,000.00		4.780%	45,783	246,196	
11/1/2027				41,061	41,473	287,669
5/1/2028	210,000.00		4.780%	41,005	251,417	
11/1/2028				35,930	36,343	287,760
5/1/2029	215,000.00		5.500%	35,930	256,343	
11/1/2029				30,018	30,293	286,635
5/1/2030	230,000.00		5.500%	30,018	260,293	
11/1/2030				23,693	23,968	284,260
5/1/2031	240,000.00		5.500%	23,693	268,968	
11/1/2031				17,093	17,230	286,198
5/1/2032	255,000.00		5.500%	17,093	277,230	
11/1/2032				10,080	10,080	287,310
5/1/2033	50,000.00		5.600%	10,080	60,080	
11/1/2033				8,680	8,680	68,760
5/1/2034	55,000.00		5.600%	8,680	63,680	
11/1/2034				7,140	7,140	70,820
5/1/2035	60,000.00		5.600%	7,140	67,140	
11/1/2035				5,460	5,460	72,600
5/1/2036	60,000.00		5.600%	5,460	65,460	
11/1/2036				3,780	3,780	69,240
5/1/2037	65,000.00		5.600%	3,780	68,780	
11/1/2037				1,960	1,960	70,740
5/1/2038	70,000.00		5.600%	1,960	71,960	
11/1/2038						71,960
\$ 2,730,000.00				\$ 1,191,527.19	\$ 3,945,327.19	\$ 4,092,770.44

UNIVERSITY PLACE

Community Development District

Supporting Budget Schedule

Fiscal Year 2021

**Comparison of Assessment Rates
Fiscal Year 2021 vs. Fiscal Year 2020**

Product	General Fund 001			2008 DS Per Unit (Refunded Units)			2008 DS Per Unit (New \$\$ Units)			Total Assessments per Unit			Units
	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	FY 2021	FY 2020	Percent Change	
Charleston	\$2,162.59	\$2,146.40	0.8%	\$718.32	\$718.32	0%	\$251.76	\$251.76	0%	\$3,132.67	\$3,116.48	0.5%	46
Magnolia	\$2,162.59	\$2,146.40	0.8%	\$718.32	\$718.32	0%	\$251.76	\$251.76	0%	\$3,132.67	\$3,116.48	0.5%	46
Hampton	\$2,027.43	\$2,012.25	0.8%	\$673.42	\$673.42	0%	\$236.03	\$236.03	0%	\$2,936.88	\$2,921.70	0.5%	70
Ashley	\$1,757.10	\$1,743.95	0.8%	\$583.63	\$583.63	0%	\$204.56	\$204.56	0%	\$2,545.29	\$2,532.14	0.5%	116
Carriage	\$1,405.68	\$1,395.16	0.8%	\$466.90	\$466.90	0%	\$163.64	\$163.64	0%	\$2,036.22	\$2,025.70	0.5%	55
Indigo	\$1,405.68	\$1,395.16	0.8%	\$466.90	\$466.90	0%	\$163.64	\$163.64	0%	\$2,036.22	\$2,025.70	0.5%	70
													403