

Vestry Agenda
January 21, 2012 – 5:30 PM

- I. Call to Order
- II. Opening Prayer
- III. Minutes of the Last Meeting
- IV. Treasurer's Report
- V. Junior Warden
 - A. Building Project Update
- VI. Senior Warden
- VII. Rector
- VIII. Assistant Rector
 - A. Pre-school/PMO/College
- IX. Associate
- X. Deacons
- XI. Youth Ministry
 - A. Sunday School
- XII. Other Concerns
 - A. Communications Committee Report
- XIII. Closing Prayer
- XIV. Adjournment

**MINUTES OF THE VESTRY MEETING OF DECEMBER 17, 2012
CHRIST EPISCOPAL CHURCH**

In attendance: The Rev. Joye Cantrell, the Rev. Tar Drazdowski, The Rev. Deacon Patricia Marks, Secretary Julia Ariail, Clinton Beeland, Robin Coleman, Treasurer Carolyn Eager, Susan Elliott, Sparky Greneker, Jeff Hanson, Will Hanson, Phyllis Hiers, Junior Warden Aaron Parten, Senior Warden Steve Roberts, Sandy Sandbach, Jeani Snyyard, Joe Tomberlin and Lucy Tomberlin.

Not Present: the Rev. Jim Elliott and Stefani Carroll

Guests: 2013 new Vestry members Frances Guice, Nancy Lutsko, and Larry Wisenbaker

The Rev. Joye Cantrell hosted the December meeting of the Vestry at the rectory at 1501 North Patterson Street. She opened the meeting with a prayer. The minutes of the November meeting were unanimously approved on a Joe Tomberlin/Susan Elliott motion.

Treasurer Carolyn Eager referred to the financial statement in the Vestry packet that had been emailed to all the members. She asked for approval of the traditional Christmas bonus checks for the salaried employees of the church. The checks, totaling \$1325, were unanimously approved on a Julia Ariail/Joe Tomberlin motion. Carolyn announced that the Budget Committee would meet on Thursday, December 20 to establish the 2013 budget. The committee is composed of Carolyn Eager, Amber Tanner, Amy Creasy, the Rev. Joye Cantrell, Larry Wisenbaker, John Hiers, and Steve Roberts. As of this date the church has received 66 pledges totaling \$210,000 for 2013. Phyllis Hiers suggested the Vestry call those parishioners who have not pledged to remind them. Steve Roberts agreed to email the Vestry members the list of those who pledged last year but have not done so this year. Robin Coleman suggested the parish administrator send a generic email to remind people, and Phyllis Hiers also suggested the treasurer speak to the congregation on Sunday.

Junior Warden Aaron Parten has completed several large projects this month including the renovation of the fountain and the exterior lighting project. The Vestry congratulated him on a job well done throughout his tenure as junior warden.

The Rev. Tar Drazdowski announced that the Christ Church Preschool completes this term on Wednesday and will close for the holidays. The doors to the Gabard Education Building will be locked. There is a Collegiate Challenge team for Habitat for Humanity coming to Valdosta the second week in March. Tar+ asked Vestry approval for the team to use the Gabard Building during their stay as a place to sleep, take showers, and eat. Like last year, our Canterbury Club will treat the group to dinner one evening. The Vestry approved the motion on a Phyllis Hiers/Steve Roberts motion.

The Rev. Deacon Patricia Marks described the success of the Haven "Adopt a Family" project thanking all who had contributed. The recent programs at Langdale Place included an Agape dance by Maria Taylor and a program by Patricia. The Imagination Library project Patricia helps with is sponsored by the Rotary Club. They recently gave books to 36 children for Christmas. Patricia also participated in the ordination of Karulynn Koelliker at St. Andrews, Darien on November 28. Patricia mentored Karulynn throughout her process of study for the diaconate. Deacon Patricia participated in the Deacons' Retreat at Honey Creek, December 7-9.

Susan Elliott announced that the high school Christmas Party will be at the Wisenbakers' home on Thursday, December 20. Susan said our high school members care deeply about each other and God. The younger children are also looking forward to the Youth Christmas Party organized by Stefani Carroll on Friday, December 21 in the parish hall.

The Rev. Cantrell asked for volunteers to serve as delegates from our church to the Diocesan Convention to be held in Tifton, February 7-9. Frances Guice, Phyllis Hiers, and Steve Roberts will serve as delegates. Julia and Julius Ariail will photograph events at the convention and serve as alternates.

Senior Warden Steve Roberts thanked the outgoing Vestry members for their service and welcomed the new members.

The housing allowance for Tar+ for 2013 was approved by unanimous vote.

The abbreviated meeting adjourned at 5:50 to enjoy a reception hosted by the Rev. Joye Cantrell.

Respectfully submitted,
Julia Ariail, Secretary

Christ Episcopal Church
2013 Communications Committee
Minutes of the January 8, 2013 Meeting

The communications committee met January 8, 2013 at 4 p.m. in the conference room of the Christ Church office. We discussed the methods of church communication currently in place: the Sunday bulletin, *The Vineyard* monthly newsletter, the church website, the church Facebook page, the Canterbury Club Facebook page, the church Twitter account, signs, the church photos on Picasa, announcements during the church services, and the emails from the church office. There is a private Facebook account for the high school EYC, and the Daughters of the King group also has a private email list.

We examined *The Vineyard* from the standpoint of cost (approximately \$4,000 a year) as well as effort, need for expensive software, graphic design talent, and time constrictions and decided to recommend changing to an online blog format. This change will allow much greater ease of posting and editing articles, viewing on smartphones, limit printing and mailing costs and allow news and photos to be posted quickly after an event. There will be a print version of the articles for those parishioners without computers. That cost will be determined by the number of copies to be printed. We estimate that to be less than 20 rather than the 275 currently printed and mailed.

The committee also examined the need to expand the online posting of the weekly Sunday bulletin notes. Email messages could be sent from the church office on Fridays, using the information already in place for the printed Sunday bulletin notes and calendar for the week ahead.

By unanimous consent the committee recommended we seek approval of the Vestry to implement these two changes: conversion of *The Vineyard* to an online blog format, and establishing a weekly email news bulletin.

The next meeting is scheduled for February 5, at 4 p.m.

Members of the committee in attendance: Julia Ariail, Julius Ariail, Michael Black, Ann Kasun, and Eleanor Parten. Also present was the Rev. Tar Drazdowski, assistant rector.

Julia Ariail, chair

Advantages of an Online Newsletter

1. The online newsletter can easily be linked to Facebook, and a subscriber can sign up to get an email notice when new articles are added.
2. The basic unit changes from the whole newsletter to the individual article. Parishioners may have time to read one article rather than the whole newsletter. iTunes revolutionized the music industry by selling individual songs rather than albums.
3. The online newsletter can be edited anytime, even after posting, if the information changes, by any of the people designated to post.
4. The primary purpose of the current version, which began in March 2008 was to look good in print.
5. If a parishioner knew someone who would be interested in a particular article, he/she can link just to that article rather than have the person search a 12-page publication.
6. The editors can publish an article when it is ready rather than have a strict deadline that requires 3 days at a computer to publish all the articles.
7. Formatting on any of the styles we choose will be easy with no special graphic design talent necessary. Therefore, many people can do this job and continuity of the job will be easy.
8. We will choose an online version that adapts to mobile smart devices automatically. If you can't remember when some event is scheduled, you can easily look at it on your smart phone.
9. There will be no length restrictions for articles. Currently, the print version has a length restriction of 12 pages.
10. The online version of the newsletter can be printed for those without Internet. It will not be as pretty, but the information will be there.
11. We can have multiple authors who can post their article from anywhere.
12. The cost of the print version is approximately \$ 4,000 a year. The cost of the online version will be considerably less unless we customize it, require more storage space or print many copies on our Xerox machine. We estimate the need for 10 -20 print copies a month.

**Christ Episcopal Church
2013 Communications Committee
Recommendations for the Vestry
To be presented at the January 21, 2013 Meeting**

By unanimous consent the Communications Committee recommended we seek approval of the Vestry to implement these two changes:

1. Conversion of *The Vineyard* to an online blog format starting April 2013.
A trial version of this blog format is now available at:
<http://christchurchvaldosta.wordpress.com>
Most of the content of the January Vineyard has been transferred to this site for testing purposes. Please look at the site before the January 21st Vestry meeting.

2. Establishing a weekly email news bulletin.
The committee did not recommend a specific starting date, but this date could be as soon as practicable, given the necessary training and work flow adjustments needed for the church office.
A trial version of this bulletin is now available at:
<http://conta.cc/Vbo9S6>
Please look at the site before the January 21st Vestry meeting.

Details of these recommendations are available in the attached minutes of the January 8th Communications Committee meeting.

Members of the committee: Julia Ariail, Julius Ariail, Michael Black, Ann Kasun, and Eleanor Parten.

Julia Ariail, chair

**Information Technology Committee
Christ Episcopal Church
Valdosta, GA 31602**

Report to the Vestry
January 21, 2013

Our agreement with Virtual World Technologies (VWT) to oversee the church's computer hardware, software and networking is operating smoothly, with automated daily backups of all data. The committee would like to proceed with the long-term plan of replacing at least one of the office computers with new equipment as soon as possible when funds permit, with the goal of eventually replacing all three of the older computers (the assistant rector's office, the bookkeeper's office, the church office) as soon as is practicable. The computer currently installed in the rector's office is new, installed by VWT in late 2012.

A wi-fi network is now installed and operating in the rectory. It uses a Mediacom cable connection and the Rev. Cantrell's personal router, which eventually will have to be replaced by a church-owned router. This will not be a major expense (less than \$150).

The committee is proceeding to purchase a mobile, cart-based overhead projection system and to install a wi-fi network in a portion of the Gabard Building using funds set aside for these purposes during the planning and construction of the Gabard Building project.

The new "blog" format being proposed by the Communications Committee for the online posting of The Vineyard is currently running on a free Wordpress.com blogging site, and at present costs the church nothing. In the event that the usage space on that site has to be increased to handle more storage of files, including images, or if it seems desirable to register a Vineyard-specific domain name for that site to replace the current generic <christchurchvaldosta.wordpress.com> name, then annual costs in the range of \$50 might be incurred. No such upgrades are planned at this time.

An information sheet with data for use of the church's website and Facebook page is attached. This sheet was prepared for a meeting of the Communications committee, but is relevant to the work of the Information Technology committee also.

Julius Ariail, IT committee coordinator; Clinton Beeland, Tom Carroll, Jim Drazdowski, members

USAGE OF CHRIST CHURCH ONLINE RESOURCES Some Selected Information

Usage of Website

For the calendar year 2012:

8,172 total visits, average of 22.3/day
4,464 unique visitors

39% of visitors from Valdosta
61% of visitors from outside Valdosta

53% of visitors are new
47% of visitors are returning

22% of visits spend at least 3 minutes on site
78% of visits spend less than 3 minutes on site

50% of visits spend less than 10 seconds on site

37% of visits come from visitors clicking a direct link (did not search for it)
43% of visits from from visitors who searched for us (Google, Bing, Yahoo)
25% of visits from visitors clicking a link on Facebook

81% of visits come from non-mobile devices (desktop, laptop)
19% of visits from mobile devices (smartphone, tablet)

Downloads from Website

For the period October – December 2012:

Altar Guild Handbook downloaded 335 times (in Google Search, our handbook is the #2 rated in terms of non-paid search result popularity)

Vineyard newsletter issues downloaded (Oct-Dec 2012) --

September 2012 – 24

October 2012 – 87

November 2012 – 174

December 2012 – 205

January 2013 – 130

FACEBOOK

As of January 5, 2013: 110 total “likes”; 37% under age 45, 63% over age 45
In December 2012: 31 total posts, each seen by an average of 54 people.

Account #	Account name	Year to Date
Assets		
100.100.101	First State/Operating Account	103,973.22
100.100.103	Savings Acct/Stifel Nicolaus	109,921.93
100.100.104	First Federal CD/Harris	10,000.00
100.100.108	SouthWest GA Bank CD/Gabard	10,000.00
100.100.109	M Clark Youth Assistance/SWGB	11,244.68
100.100.110	ECW/Southwest Georgia Bank	901.08
100.100.111	Mission Fund/Southwest Georgia	17,642.71
100.100.113	Capital Funds Drive/FSB&T	95,902.75
100.100.114	Honey Creek Bonds (2)	10,000.00
100.100.115	Land	570,905.00
100.100.116	Church & Buildings	1,597,150.73
100.100.118	Michael Clark Honey Creek Bond	5,000.00
100.100.119	Powell Construction Group,LLC	1,461,491.23
100.100.190	Accumulated Depreciation	(1,446,266.69)
	Total Assets	<u>\$2,557,866.64</u>
Liabilities and Fund Balances		
200.200.505	LOC-First State Bank & Trust	705,148.26
200.200.904	Deferred Pledges	23,600.00
	Total Liabilities	<u>\$728,748.26</u>
300.300.100	Fund Balance	832,865.81
300.300.200	Capital Funds Drive	852,245.72
300.300.300	Gabard Grandpa Youth Fund	26,910.07
300.300.310	Martha Harris/Perm. Restricted	10,000.00
300.300.320	Bill Gabard/Perm. Restricted	10,000.00
300.300.375	Advent Hangings	100.00
300.300.400	Hospitality Fund	130.00
300.300.500	Memorials	14,644.66
300.300.600	Burial Garden	1,916.93
300.300.700	M. Clark Youth Assistance Fund	16,244.68
300.300.800	ECW Fund	901.08
300.300.850	Mission Fund	17,642.71
300.300.900	St. Francis Animal Fund	2,424.93
300.300.950	Education Building Furnishings	35,506.97
300.300.955	Oliver Gardens	7,584.82
	Total Fund Balance	<u>\$1,829,118.38</u>
	Total Liabilities and Fund Balances	<u>\$2,557,866.64</u>

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Christ Episcopal Church - Valdosta, GA 31602
Summary of Cash Activity

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Asset Account: 100.100.101 - First State/Operating Account

Cash Balance as of 12/01/2012 (at beginning of day)

\$78,479.78

Add Transactions From:

Income (a)	4,453.10
Contributions (g)	68,188.13
Transfers (c - debit)	0.00
Journal Entries (d - debit)	0.00

Total Additions**72,641.23**

Subtract Transactions From:

Expenses (b)	27,848.23
Payment Authorizations (f)	19,299.56
Transfers (c - credit)	0.00
Journal Entries (d - credit)	0.00

Total Subtractions**47,147.79**

Cash Balance as of 12/31/2012 (at end of day)

\$103,973.22

Account Number	Account Name	Current Month	Year to Date	Monthly Budget	Budget Year to Date	Annual Budget
<i>Income</i>						
400.400.601	Pledge Income	25,739.00	318,564.99	26,568.38	318,821.00	318,821.00
400.400.602	Non-Pledge Giving	15,891.70	72,839.30	4,166.63	50,000.00	50,000.00
400.400.604	Loose Offering	1,274.00	6,796.91	416.63	5,000.00	5,000.00
400.400.605	Sunday School/Child Education	0.00	0.00	0.00	0.00	0.00
400.400.606	Youth	0.00	2,037.37	125.00	1,500.00	1,500.00
400.400.607	College	0.00	0.00	0.00	0.00	0.00
400.400.608	Building Use	0.00	0.00	0.00	0.00	0.00
400.400.609	PMO	1,386.00	20,344.00	2,083.37	25,000.00	25,000.00
400.400.610	Flowers	890.00	2,465.00	333.37	4,000.00	4,000.00
400.400.612	Food & Fellowship	42.00	9,191.78	416.63	5,000.00	5,000.00
400.400.614	Preschool	2,910.00	33,741.50	3,500.00	42,000.00	42,000.00
400.400.616	Special Offerings	50.00	1,749.76	166.63	2,000.00	2,000.00
400.400.625	Outreach/Gifts	680.00	2,320.50	0.00	0.00	0.00
400.400.660	Diocese College Reimbursement	0.00	3,148.21	833.37	10,000.00	10,000.00
400.400.700	Interest Earned	0.91	558.98	41.63	500.00	500.00
400.400.750	Grant Revenue-Youth Director	0.00	0.00	2,525.00	30,300.00	30,300.00
400.400.800	Insurance Proceeds	0.00	0.00	0.00	0.00	0.00
	Total Income	\$48,863.61	\$473,758.30	\$41,176.64	\$494,121.00	\$494,121.00
<i>Expense</i>						
500.500.700	Diocese of Georgia Pledge	9,058.33	63,700.00	5,725.00	68,700.00	68,700.00
500.500.701	Outreach	0.00	3,010.00	416.63	5,000.00	5,000.00
500.500.702	Rector's Salary	4,483.34	38,704.23	3,419.60	41,035.20	41,035.20
500.500.703	Rector's Disc. Fund	110.00	1,180.00	116.63	1,400.00	1,400.00
500.500.704	Rector's SS Differential	358.96	3,058.93	283.17	3,397.71	3,397.71
500.500.705	Rector's Pension Fund	0.00	4,531.48	416.63	5,000.00	5,000.00
500.500.706	Rector's Travel	0.00	1,518.23	100.00	1,200.00	1,200.00
500.500.707	Rector's Insurance	0.00	0.00	295.38	3,545.00	3,545.00
500.500.708	Rector's Dental Reim.	0.00	692.00	66.63	800.00	800.00
500.500.711	Associate Salary	2,625.00	30,125.00	2,500.00	30,000.00	30,000.00
500.500.712	Associate Insurance	0.00	0.00	0.00	0.00	0.00
500.500.713	Associate Disc. Fund	105.00	1,300.00	108.37	1,300.00	1,300.00
500.500.714	Associate SS Dif	207.00	2,484.00	207.00	2,484.00	2,484.00
500.500.715	Associate Pension	0.00	5,847.12	487.26	5,847.12	5,847.12
500.500.716	Associate Travel	0.00	0.00	66.63	800.00	800.00
500.500.717	College Chaplain	0.00	0.00	0.00	0.00	0.00
500.500.719	Supply Priest	0.00	683.00	0.00	0.00	0.00
500.500.720	Deacon's Discretionary Fund	0.00	1,000.00	125.00	1,500.00	1,500.00
500.500.728	Music Salaries	575.00	2,585.00	62.50	750.00	750.00
500.500.730	Organist' Salary	555.99	5,505.99	450.00	5,400.00	5,400.00
500.500.731	Music Supplies	0.00	611.97	41.63	500.00	500.00
500.500.732	Supply Organist	0.00	50.00	16.63	200.00	200.00
500.500.740	Youth Work	142.50	1,473.20	125.00	1,500.00	1,500.00
500.500.741	Sunday School	0.00	2,137.17	125.00	1,500.00	1,500.00

Account Number	Account Name	Current Month	Year to Date	Monthly Budget	Budget Year to Date	Annual Budget
500.500.742	College Work	750.00	4,936.45	208.37	2,500.00	2,500.00
500.500.743	Youth Director Salary	0.00	0.00	1,666.63	20,000.00	20,000.00
500.500.744	Youth Director Pension	0.00	0.00	150.00	1,800.00	1,800.00
500.500.745	Youth Director Insurance	0.00	0.00	709.00	8,508.00	8,508.00
500.500.750	Adult Education	0.00	253.09	41.63	500.00	500.00
500.500.751	Conferences	0.00	498.18	41.63	500.00	500.00
500.500.755	Secretary/Receptionist Salary	1,842.49	20,288.90	1,837.63	22,052.00	22,052.00
500.500.756	Secretary/Receptionist Pension	0.00	0.00	0.00	0.00	0.00
500.500.757	Secretary/Receptionist Insuran	0.00	1,800.00	300.00	3,600.00	3,600.00
500.500.760	Financial Secretary's Salary	1,434.57	16,048.95	1,328.58	15,942.96	15,942.96
500.500.764	Nursery Keepers	276.50	2,588.43	225.00	2,700.00	2,700.00
500.500.765	Office Supplies	953.69	4,904.73	333.37	4,000.00	4,000.00
500.500.767	FICA Employer	715.83	7,600.57	720.87	8,650.00	8,650.00
500.500.770	Accounting Costs	0.00	426.25	41.63	500.00	500.00
500.500.771	Stock Commission Costs	75.98	656.78	83.37	1,000.00	1,000.00
500.500.772	Furniture/Equipment	0.00	2,067.58	83.37	1,000.00	1,000.00
500.500.773	LOC-Principal	0.00	0.00	0.00	0.00	0.00
500.500.774	LOC-Interest	0.00	7,152.71	1,458.37	17,500.00	17,500.00
500.500.775	Copier Lease & Maint	350.08	5,000.17	458.37	5,500.00	5,500.00
500.500.779	Workers Compensation Insurance	0.00	1,296.00	150.00	1,800.00	1,800.00
500.500.780	Insurance on Buildings	1,850.13	8,499.13	757.75	9,093.00	9,093.00
500.500.781	Grounds Contract	1,875.00	22,500.00	1,875.00	22,500.00	22,500.00
500.500.782	Maintenance Contract	0.00	0.00	0.00	0.00	0.00
500.500.783	Grounds Other	0.00	1,333.92	125.00	1,500.00	1,500.00
500.500.784	Maintenance Other	1,467.29	25,485.65	1,666.63	20,000.00	20,000.00
500.500.785	Church Building Cleaning	1,433.98	17,574.17	1,500.00	18,000.00	18,000.00
500.500.787	Kitchen Supplies	0.00	791.55	83.37	1,000.00	1,000.00
500.500.788	Altar Guild Supplies	501.81	2,152.03	250.00	3,000.00	3,000.00
500.500.790	PMO	1,475.20	22,238.83	1,833.37	22,000.00	22,000.00
500.500.791	Flowers	0.00	3,756.85	333.37	4,000.00	4,000.00
500.500.793	Food & Fellowship	476.98	15,442.29	583.37	7,000.00	7,000.00
500.500.794	Pass Through Gifts	680.00	2,931.86	0.00	0.00	0.00
500.500.795	Preschool	4,108.00	36,653.78	2,916.63	35,000.00	35,000.00
500.500.797	Special Offerings Disbursed	50.00	1,749.76	166.63	2,000.00	2,000.00
500.500.800	Organ maintenance	0.00	800.00	133.37	1,600.00	1,600.00
500.500.803	Communications & Mailings	25.67	25.67	0.00	0.00	0.00
500.500.805	Postage	122.00	1,833.47	166.63	2,000.00	2,000.00
500.500.820	Bank Fees	0.00	0.00	0.00	0.00	0.00
500.500.830	Legal Fees	0.00	0.00	0.00	0.00	0.00
500.501.101	Rectory-Electricity	116.05	1,931.25	208.37	2,500.00	2,500.00
500.501.102	Louttit Hall-Electricity	47.92	2,186.72	125.00	1,500.00	1,500.00
500.501.103	Church & Office Electricity	924.80	14,955.94	1,458.37	17,500.00	17,500.00
500.501.104	PH/Miller/Bray-Electricity	0.00	0.00	0.00	0.00	0.00
500.501.105	Tomberlin Preschool-Elect.	34.16	1,714.27	62.50	750.00	750.00
500.501.106	Education Building-Electricity	442.21	2,210.28	650.00	7,800.00	7,800.00
500.501.201	Rectory - Gas	172.23	1,704.48	183.37	2,200.00	2,200.00
500.501.202	Louttit Hall-Gas	192.10	1,717.70	125.00	1,500.00	1,500.00
500.501.203	Church & Office-Gas	148.63	1,219.47	133.37	1,600.00	1,600.00
500.501.204	PH/Miller/Bray-Gas	0.00	0.00	0.00	0.00	0.00
500.501.205	Tomberlin Preschool-Gas	63.74	1,108.86	62.50	750.00	750.00

Christ Episcopal Church - Valdosta, GA 31602
 Treasurer's Report for January, 2012 through December, 2012 (General Fund)

01/10/13

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Account Number	Account Name	Current Month	Year to Date	Monthly Budget	Budget Year to Date	Annual Budget
500.501.301	Rectory-Water	52.56	1,630.08	100.00	1,200.00	1,200.00
500.501.302	Louttit Hall/Bray-Water	28.37	434.08	25.00	300.00	300.00
500.501.303	Church & Office-Water	194.43	1,397.60	116.63	1,400.00	1,400.00
500.501.304	Sprinkler System-Water	40.47	266.78	33.37	400.00	400.00
500.501.305	Tomberlin Preschool-Water	10.90	790.57	40.38	485.00	485.00
500.501.306	Education Building-Water	44.48	118.18	66.63	800.00	800.00
500.501.401	Rectory Phone/Cable	299.34	1,821.91	150.00	1,800.00	1,800.00
500.501.402	Church,Kit.&Office-Phone/Inter	1,051.75	6,525.76	541.63	6,500.00	6,500.00
	Total Expense	<u>\$42,550.46</u>	<u>\$451,219.00</u>	<u>\$41,465.75</u>	<u>\$497,589.99</u>	<u>\$497,589.99</u>
	Difference	<u>\$6,313.15</u>	<u>\$22,539.30</u>	<u>(\$289.11)</u>	<u>(\$3,468.99)</u>	<u>(\$3,468.99)</u>