CONSOLIDATED FINANCIAL STATEMENTS

DECEMBER 31, 2017

# CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

### CONTENTS

Independent Auditors' Report	1
Consolidated Statements of Financial Position	4
Consolidated Statements of Activities	5
Consolidated Statements of Cash Flows	7
Consolidated Statements of Functional Expenses	8
Notes to Consolidated Financial Statements	10
Supplementary Information	
Consolidating Schedule of Assets, Liabilities and Net Assets	17
Consolidating Schedule of Revenue, Expenses and Changes in Net Assets	10



## INDEPENDENT AUDITORS' REPORT

To the Board of Directors of San Francisco Bicycle Coalition

### REPORT ON THE CONSOLIDATED FINANCIAL STATEMENTS

We have audited the accompanying consolidated financial statements of San Francisco Bicycle Coalition and its affiliate (the Organization), which comprise the consolidated statement of financial position as of December 31, 2017; the related consolidated statements of activities, cash flows, and functional expenses for the year then ended; and the related notes to the consolidated financial statements.

## MANAGEMENT'S RESPONSIBILITY FOR THE CONSOLIDATED FINANCIAL STATEMENTS

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with accounting principles generally accepted in the United States of America, which includes the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

#### AUDITORS' RESPONSIBILITY

Our responsibility is to express an opinion on these consolidated financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditors consider internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures

To the Board of Directors of San Francisco Bicycle Coalition Page two

that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the consolidated financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

#### **OPINION**

In our opinion, the consolidated financial statements referred to above present fairly, in all material respects, the financial position of San Francisco Bicycle Coalition and its affiliate as of December 31, 2017, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

### PRIOR-PERIOD CONSOLIDATED FINANCIAL STATEMENTS

The consolidated financial statements of the Organization as of and for the year ended December 31, 2016, were audited by other auditors whose report, dated August 15, 2017, expressed an unmodified opinion on those consolidated financial statements and included an other matter paragraph that expressed an unmodified opinion on the supplementary information presented with those consolidated financial statements.

#### REPORT ON SUPPLEMENTARY INFORMATION

Our audit was conducted for the purpose of forming an opinion on the consolidated financial statements taken as a whole. The consolidating schedule of assets, liabilities and net assets and the consolidating schedule of revenue, expenses and changes in net assets on pages 17–18 are presented for purposes of additional analysis and are not a required part of the consolidated financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the consolidated financial statements.

To the Board of Directors of San Francisco Bicycle Coalition Page three

The information has been subjected to the auditing procedures applied in the audit of the consolidated financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the consolidated financial statements or to the consolidated financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the consolidated financial statements taken as a whole.

September 26, 2018

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# CONSOLIDATED STATEMENTS OF FINANCIAL POSITION DECEMBER 31, 2017 AND 2016

	2017	2016
ASSETS		
ASSETS Cash Accounts receivable, net Inventory Prepayments and deposits Property and equipment, net Total assets	\$ 870,689 156,756 15,167 31,719 38,852 \$ 1,113,183	284,347 13,389 25,449 42,281
LIABILITIES AND NET ASSETS		
LIABILITIES		
Accounts payable Accrued vacation Deferred revenue Deferred rent liability Total liabilities	\$ 8,561 49,091 59,456 24,658 141,766	\$ 4,834 40,961 65,034 16,898 127,727
NET ASSETS Unrestricted Temporarily restricted Total net assets	952,667 18,750 971,417	982,875 37,500 1,020,375
Total liabilities and net assets	\$ 1,113,183	\$ 1,148,102

# CONSOLIDATED STATEMENTS OF ACTIVITIES YEAR ENDED DECEMBER 31, 2017

	U	Temporarily Restricted			<u>Total</u>	
REVENUE						
Membership dues	\$	347,599	\$	-	\$	347,599
Foundation grants		244,501		42,500		287,001
Contributions		352,276		-		352,276
Contracts		372,809		-		372,809
Program fees		86,400		-		86,400
In-kind support		58,610		-		58,610
Special events		626,812		-		626,812
Other income		20,756		:=:		20,756
Net assets released from restrictions						
Satisfaction of donor restrictions		61,250		(61,250)		-
Total revenue		2,171,013		(18,750)	_	2,152,263
EXPENSES						
Program services		1,610,691		_		1,610,691
General and administrative		191,359		-		191,359
Fundraising		399,171		-		399,171
Total expenses		2,201,221		-		2,201,221
CHANGE IN NET ASSETS		(30,208)		(18,750)		(48,958)
NET ASSETS						
Beginning of year		982,875		37,500		1,020,375
End of year	\$	952,667	\$	18,750	\$	971,417

# CONSOLIDATED STATEMENTS OF ACTIVITIES YEAR ENDED DECEMBER 31, 2016

	Unrestricted		Temporarily Restricted		Total
REVENUE					
Membership dues	\$	352,652	\$	-	\$ 352,652
Foundation grants		378,166		25,000	403,166
Contributions		301,796		-	301,796
Contracts		300,871		-	300,871
Program fees		71,567		_	71,567
In-kind support		45,030		-	45,030
Special events		562,717		-	562,717
Other income		11,988		-	11,988
Net assets released from restrictions					,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,
Satisfaction of donor restrictions		87,500		(87,500)	-
Total revenue		2,112,287		(62,500)	2,049,787
EXPENSES					
Program services		1,401,915			4 404 045
General and administrative		•		-	1,401,915
Fundraising		175,029			175,029
•		411,792			 411,792
Total expenses		1,988,736		-	 1,988,736
CHANGE IN NET ASSETS		123,551		(62,500)	61,051
NET ASSETS					
Beginning of year		859,324		100,000	959,324
End of year	\$	982,875	\$	37,500	\$ 1,020,375

# CONSOLIDATED STATEMENTS OF CASH FLOWS YEARS ENDED DECEMBER 31, 2017 AND 2016

	2017		2016
CASH FLOWS FROM OPERATING ACTIVITIES  Change in net assets  Adjustments to reconcile change in net assets to net	\$ (48,958)	\$	61,051
cash provided by (used in) operating activities  Depreciation expense  Allowance for doubtful accounts	10,627		12,137
Accrual of deferred rent liability  Changes in assets and liabilities	15,997 7,760		12,215
Accounts receivable Inventory	111,594 (1,778)		(24,186)
Prepayments and deposits  Accounts payable	(6,270) 3,727		9,693 (8,092)
Other liabilities  Net cash provided by operating activities	 2,552 95,251	-	2,336 65,154
CASH FLOWS FROM INVESTING ACTIVITIES			
Purchases of fixed assets  Net cash used in investing activities	 (7,198) (7,198)		(20,667) (20,667)
NET CHANGE IN CASH AND CASH EQUIVALENTS	88,053		44,487
CASH  Beginning of year	700 606		700 440
End of year	\$ 782,636 870,689	\$	738,149 782,636
SUPPLEMENTARYINFORMATION			
Interest paid In-kind support received	\$ 58,610	\$	96 45,030
Income taxes	\$ _	\$	-

See accompanying notes to consolidated financial statements.

# CONSOLIDATED STATEMENT OF FUNCTIONAL EXPENSES YEAR ENDED DECEMBER 31, 2017

	Program Services	eneral and ministrative	Fu	ındraising	Total
Salaries	\$ 955,509	\$ 130,256	\$	170,070	\$ 1,255,835
Payroll taxes	76,519	10,448		13,691	100,658
Employee benefits	94,939	5,861		18,773	119,573
Professional services	91,847	19,165		20,503	131,515
Rent	135,023	16,336		53,435	204,794
Information technology	20,265	2,193		3,284	25,742
Supplies and office expenses	52,066	2,631		48,988	103,685
Postage	16,190	1,359		5,287	22,836
Printing and publications	54,991	171		16,363	71,525
Merchant account fees	10,127	-		13,537	23,664
Depreciation	7,991	1,083		1,553	10,627
Insurance	10,113	1,372		1,915	13,400
Meals, entertainment and travel	62,256	150		30,921	93,327
Other expenses	 22,855	334		851	24,040
	\$ 1,610,691	\$ 191,359	\$	399,171	\$ 2,201,221

# CONSOLIDATED STATEMENTS OF FUNCTIONAL EXPENSES YEAR ENDED DECEMBER 31, 2016

	Program Services	neral and	Fu	ındraising	Total
Salaries	\$ 772,696	\$ 109,923	\$	182,757	\$ 1,065,376
Payroll taxes	64,541	9,312		15,391	89,244
Employee benefits	60,199	8,250		17,837	86,286
Professional services	114,594	18,721		11,382	144,697
Rent	120,477	16,245		24,011	160,733
Information technology	25,803	3,327		4,918	34,048
Supplies and office expenses	52,304	1,440		29,428	83,172
Postage	18,962	1,742		4,800	25,504
Printing and publications	56,766	278		12,345	69,389
Merchant account fees	-	-		13,291	13,291
Depreciation	9,075	1,234		1,828	12,137
Insurance	12,606	1,712		2,533	16,851
Meals, entertainment and travel	18,795	337		47,985	67,117
Other expenses	 75,097	2,508		43,286	 120,891
	\$ 1,401,915	\$ 175,029	\$	411,792	\$ 1,988,736

# NOTES TO CONSOLIDATED FINANCIAL STATEMENTS DECEMBER 31, 2017 AND 2016

#### NOTE 1. ORGANIZATION

The San Francisco Bicycle Coalition (SFBC, or the Organization) is a nonprofit organization whose mission is to transform San Francisco's streets and neighborhoods into more livable and safe places by promoting the bicycle for everyday transportation. It does this through day-to-day advocacy, education, and working partnerships with government and community agencies. The Organization is exempt from income taxes under Internal Revenue Code Section 501(c)(4) and is governed by a board of directors.

In 2006, San Francisco Bicycle Coalition Education Fund (the Education Fund) was formed as a 501(c)(3) nonprofit organization to support the Organization's operations except for lobbying and political activities. Although the Organization and the Education Fund are two distinct legal entities, the Education Fund is governed by SFBC's Board of Directors.

#### NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

**Method of Accounting** - The consolidated financial statements have been prepared under the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America.

**Basis of Consolidation** - The consolidated financial statements include the accounts of SFBC and the Education Fund (an affiliated entity). All significant intercompany transactions are eliminated in the consolidated financial statements.

**Major Sources of Funding** - Support is received from foundations, corporations, individuals and local government. The Organization also collects dues from its members and charges fees for program services.

Classification of Assets - The consolidated financial statements are prepared in the format prescribed by Financial Accounting Standards Board Accounting Standards Codification (FASB ASC) 958, Financial Statements for Not-for-Profit Organizations, as applicable.

Net assets are generally reported as unrestricted unless they are assets received from donors with explicit stipulations that limit the use of the asset for the reporting period.

### NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Unrestricted net assets include resources not subject to donor-imposed restrictions.

Temporarily restricted net assets are those subject to donor-imposed restrictions, which can be fulfilled either by actions of SFBC pursuant to those restrictions and/or expire with the passage of time.

Permanently restricted net assets include resources subject to donor-imposed restrictions that are maintained by the Organization. The Organization does not currently have any permanently restricted net assets as of December 31, 2017 and 2016.

Accounting for Restricted Support - The Organization reports gifts of cash and other assets as restricted support if they are received with donor stipulations that limit the use of the donated assets. When a donor restriction expires, that is, when a stipulated time restriction ends or a purpose restriction is accomplished, temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net assets released from restrictions.

If restricted donations are made and restrictions satisfied during the same fiscal year, activity is reported as unrestricted in the statement of activities. If restrictions are not satisfied at fiscal year-end, donations are recorded as temporarily restricted.

The Organization reports gifts of fixed assets as unrestricted support unless explicit donor stipulations specify how the donated assets must be used. Gifts of long-lived assets with explicit restrictions that specify how the assets are to be used and gifts of cash or other assets that must be used to acquire long-lived assets are reported as restricted support. Absent explicit donor stipulations about how long those assets must be maintained, the Organization reports expirations of donor restrictions when the donated or acquired assets are placed in service.

**Accounts Receivable** - Accounts receivable consists primarily of receivables from program service contracts, membership dues and event sponsorships that have been billed out or contributions promised by donors but not collected as of the date of the accompanying consolidated financial statements.

The Organization determines an allowance for doubtful accounts based on the receivables aging, historical experience, an assessment of economic conditions, and a review of subsequent collections.

Accounts receivable are considered as doubtful accounts and additional allowances would be required if the balance remained uncollected for more than 90 days. For the years ended December 31, 2017 and 2016, balances in the allowance for doubtful accounts totaled \$15,997 and \$0, respectively.

NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

Inventory - Inventories of supplies and membership premiums are carried at the lower of cost or market, using

the first-in, first-out method.

Property and Equipment - Fixed assets with an initial cost of at least \$500 are capitalized and stated at cost.

Donated fixed assets are stated at their fair market value at the time of donation. Depreciation is computed using

the straight-line method over the estimated useful lives of the respective assets, which range from 3 to 7 years

for fixed assets currently on the books.

Functional Allocation of Expenses - Expenses are allocated on a functional basis among the Organization's

program and support services. Program and membership services expenses include costs associated with the

provision of direct services to members, as well as the costs of performing other mission-related activities.

Development expenses include costs associated with inducing donors to contribute funding and individuals to

purchase memberships. General and administrative expenses include the costs of accounting, bookkeeping,

corporate governance and other expenses that are not considered development or program activities but are

necessary to the Organization.

Membership Dues - Because members receive goods and services in exchange for their annual membership

dues, a portion of each membership is considered to be earned revenue, while the remainder is considered to

be a contribution. The contribution amount is recognized upon receipt. The earned revenue related to the

provision of goods is recognized when those goods are provided to members. The earned revenue related to the provision of membership services is recognized on a straight-line basis over the membership year. Deferred

membership revenue as of December 31, 2017 and 2016, totaled \$59,456 and \$65,034 respectively.

In-Kind Support - In-kind contributions consist of goods and professional services provided to the Organization

without charge. These are reflected in the consolidated financial statements at the estimated fair market value at

the date of receipt.

Reclassifications - Certain reclassifications have been made to the 2016 consolidated financial statement

presentation to correspond to the current year's format. Total net assets and change in net assets are

unchanged due to these reclassifications. The reclassifications of the comparative amounts were as follows:

Contributions

\$ (79,530)

Special events

\$ 79,530

-12-

### NOTE 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

**Estimates** - The preparation of consolidated financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures in the consolidated financial statements. Actual results may differ from those estimates.

#### NOTE 3. TAX STATUS

SFBC and its Education Fund have been granted exemptions from federal income taxes under Internal Revenue Code Sections 501(c)(3) and 501(c)(4), respectively. Both entities are exempt from state income tax liability under Section 23701d of the California Revenue and Taxation Code. Accordingly, no provisions have been made for income taxes in these consolidated financial statements.

Accounting principles generally accepted in the United States of America require management to evaluate the tax positions taken by the Organization and to recognize a tax liability if the Organization has taken an uncertain position that more likely than not would not be sustained upon examination by the Internal Revenue Service. Management has analyzed the tax positions taken by the Organization and has concluded that, as of December 31, 2017, there are no uncertain positions taken, or expected to be taken, that would require recognition of a liability or disclosure in the consolidated financial statements. The Organization is subject to routine audits by the taxing jurisdictions; however, there are currently no audits for any tax periods in progress. The Organization believes it is no longer subject to income tax examinations for the fiscal years prior to 2014.

#### NOTE 4. CONCENTRATIONS

The Organization places its cash with financial institutions deemed to be creditworthy. The balances are insured by the Federal Deposit Insurance Corporation (FDIC) up to \$250,000 per financial institution. Deposits may at times exceed the insured deposit limits. As of December 31, 2017, and 2016, the Organization's cash deposits exceeded FDIC insurance limits by approximately \$248,500 and \$188,000, respectively.

### NOTE 5. ACCOUNTS RECEIVABLE

The balance in accounts receivable comprises the following for the years ended December 31, 2017 and 2016:

	<u>2017</u>	<u>2016</u>
Program service and contract fee receivables	\$ 56,685	\$ 75,561
Event sponsorship and donation receivables	28,781	92,972
Contribution and grant receivables	35,967	43,210
Membership receivables	17,350	49,569
Other receivables	 33,970	 23,035
Total receivables	172,753	284,347
Less: allowance for doubtful accounts	(15,997)	 -
Net accounts receivable	\$ 156,756	\$ 284,347

Charges to the allowance for doubtful accounts totaled \$15,997 and \$0 for the years ended December 31, 2017 and 2016, respectively.

### NOTE 6. PROPERTY AND EQUIPMENT, NET

A summary of property and equipment consists of the following at December 31:

	2017	<u>2016</u>
Leasehold improvements	\$ 49,485	\$ 42,287
Office furniture and equipment	26,275	26,275
Software and website	 45,400	 45,400
	121,160	113,962
Accumulated depreciation	(82,308)	(71,681)
	\$ 38,852	\$ 42,281

Depreciation expense for the years ended December 31, 2017 and 2016, totaled \$10,627 and \$12,137, respectively.

### NOTE 7. OBLIGATION UNDER OPERATING LEASES

SFBC has non-cancellable multi-year lease agreements for its office and office equipment accounted for under operating leases expiring through July 2022. SFBC also has a one-year operating lease for building space used for its events and events supplies storage. The rental expense under these leases totaled \$204,794 and \$190,174 for the years ended December 31, 2017 and 2016, respectively. Balances of the deferred rent liability due to the incremental lease payment schedule as of December 31, 2017 and 2016, totaled \$24,658 and \$16,898, respectively.

Minimum future lease payments under non-cancellable operating leases are as follows:

Years Ending	
December 31,	
2018	\$ 160,498
2019	162,289
2020	167,161
2021	172,177
2022	 102,172
Total	\$ 764,297

### NOTE 8. TEMPORARILY RESTRICTED NET ASSETS

Temporarily restricted net assets represent funds that are donor-restricted for the following:

	alance at ember 31, <u>2016</u>	s Received	 eases from	Dece	lance at ember 31, <u>2017</u>
Timing restrictions					
Hellman Foundation	\$ 25,000	\$ 25,000	\$ (39,583)	\$	10,417
Annenberg Foundation	-	5,000	(2,917)		2,083
Purpose restrictions					
Google Bike Share	12,500	-	(12,500)		_
Yerba Buena Community			, , ,		
Benefit District	-	12,500	 (6,250)		6,250
	\$ 37,500	\$ 42,500	\$ (61,250)	\$	18,750

#### NOTE 9. DEFERRED REVENUE

SFBC has deferred revenue totaling \$59,456 and \$65,034 at December 31, 2017 and 2016, respectively. Deferred revenue has been recorded for the portion of membership fees received in the current year and attributable to the next fiscal year.

### NOTE 10. IN-KIND SUPPORT

In-kind support received during the year is as follows:

	2017	<u>2016</u>
Donated services	\$ 5,450	\$ 20,164
Donated meals and supplies	52,355	23,892
Other	805	974
Total	\$ 58,610	\$ 45,030

#### NOTE 11. SUBSEQUENT EVENTS

Subsequent events were evaluated through the date on which the consolidated financial statements were available to be issued. This date is approximately the same as the independent auditors' report date.



## SAN FRANCISCO BICYLE COALITION AND ITS AFFILIATE

# CONSOLIDATING SCHEDULE OF ASSETS, LIABILITIES AND NET ASSETS DECEMBER 31, 2017 (WITH COMPARATIVE TOTALS FOR 2016)

ASSETS	<u>SFBC</u>		SFBC Education <u>Fund</u>		<u>Eliminations</u>		2017 <u>Consolidated</u>		Comparative Totals for 2016 Consolidated	
ASSETS										
Cash	\$	719,785	\$	150,904	\$	_	\$	870,689	\$	782,636
Accounts receivable, net		81,508		75,248		-	·	156,756	•	284,347
Inventory		15,167		-		-		15,167		13,389
Prepayments and deposits		31,719		_		-		31,719		25,449
Property and equipment		38,852				-		38,852		42,281
Total assets	\$	887,031	\$	226,152	\$	-	\$	1,113,183	\$	1,148,102
LIABILITIES AND NET ASSETS										
LIABILITIES										
Accounts payable	\$	8,561	\$	-	\$	-	\$	8,561	\$	4.834
Accrued vacation		49,091		-		-		49,091	,	40,961
Deferred revenue		49,273		10,183		_		59,456		65,034
Deferred rent liability		24,658		_		-		24,658		16,898
Total liabilities		131,583		10,183			_	141,766		127,727
NET ASSETS										
Unrestricted		755,448		197,219		_		952,667		982,875
Temporarily restricted		-		18,750		_		18,750		37,500
Total net assets	,	755,448		215,969		-		971,417		1,020,375
Total liabilities and net assets	\$	887,031	\$	226,152	\$	-	\$	1,113,183	\$	1,148,102

## SAN FRANCISCO BICYLE COALITION AND ITS AFFILIATE

# CONSOLIDATING SCHEDULE OF REVENUE, EXPENSES AND CHANGES IN NET ASSETS YEAR ENDED DECEMBER 31, 2017 (WITH COMPARATIVE TOTALS FOR 2016)

	SFBC Unrestricted	SFBC Education Fund Temporarily Unrestricted Restricted Total			Eliminations	2017 Consolidated	Comparative Totals for 2016 Consolidated	
REVENUE Membership dues Foundation grants Contributions Contracts	\$ 256,940 - 2,898 372,809	\$ 90,659 244,501 349,378	\$ - 42,500 - -	\$ 90,659 287,001 349,378	\$ - - -	\$ 347,599 287,001 352,276 372,809	\$ 352,652 403,166 301,796 300,871	
Program fees In-kind support Special events Other income Net assets released from restrictions	86,400 - 65,465 2,738	58,610 561,347 18,018	-	58,610 561,347 18,018	-	86,400 58,610 626,812 20,756	71,567 45,030 562,717 11,988	
Satisfaction of donor restrictions Total revenue	787,250	61,250 1,383,763	(61,250) (18,750)	1,365,013	-	2,152,263	2,049,787	
EXPENSES Program services General and administrative Fundraising Total expenses	417,539 48,490 161,529 627,558	1,193,152 142,869 237,642 1,573,663	- - -	1,193,152 142,869 237,642 1,573,663	-	1,610,691 191,359 399,171 2,201,221	1,401,915 175,029 411,792 1,988,736	
CHANGE IN NET ASSETS	159,692	(189,900)	(18,750)	(208,650)	-	(48,958)	61,051	
NET ASSETS Beginning of year End of year	595,756 \$ 755,448	387,119 \$ 197,219	37,500 \$ 18,750	424,619 \$ 215,969	<u>-</u> \$ -	1,020,375 \$ 971,417	959,324 <b>\$ 1,020,375</b>	