

**DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT**

**Mailing Address: P. O. Box 402, Crescent City, CA, 95531**

**AGENDA  
REGULAR MEETING**

Thursday, July 28, 2022 at 6:00 PM (or immediately following the 41st DAA meeting)

Meeting Location:  
Del Norte Fairgrounds Board Room  
421 Highway 101 North  
Crescent City, CA 95531

**BOARD OF DIRECTORS**

Doug Wakefield – President  
Robyn Holt – Vice President  
Sabina Renner – Secretary  
Rich Wier - Director  
Steven Westbrook - Director

**1. 6:00 PM Call the meeting to order and take roll.**

- **COMMENT PERIOD:** Members of the public may address the Board of Directors on matters that are within the authority and jurisdiction of the Board. If you are addressing the Board regarding a matter listed on the agenda, you may be asked to hold your comments until the Board takes up that matter. For matters not on the agenda, The Board cannot comment or otherwise consider a Public Comment matter until such items have been properly noticed for a future meeting agenda.

**2. Consent Agenda:** (Discussion/Action by the Board) All items on the Consent Agenda are to be approved in one motion unless a Board Member requests separate action on a specific item.

- a. Approve Expenditures processed for payment since the meeting of June 23, 2022.
- b. Approve Minutes from Meeting of June 23, 2022.
- c. Approve Financial Statements received from CFSA and Del Norte County since the last meeting of June 23, 2022.

**3. New Business:**

- a. Receive a quarterly financial report from the 41st DAA pursuant the Memorandum of Understanding dated September 20, 2016.
- b. Receive information regarding the hiring of contractors to repair the Arts and Crafts Building. Take action as necessary.

**4. Old Business:**

- a. Receive an update on Beach Tech 1000 purchase and operation. Take action as necessary.

b. Receive an update on the generator, installation and service to equipment. Take action as necessary.

c. Receive an update on the deposit for the grandstands and information regarding funding the purchase of the grandstands. Take action as necessary.

d. Receive an update from Susan Brown regarding progress made on grant applications. Take action as necessary.

**5. Committee Reports:**

a. **Finance Committee** – Receive a report from the Finance Committee on any items that were discussed at their last meeting-no meeting was held since the last reporting period. A date for the next meeting of the Finance Committee has not yet been set. Take action as necessary and appropriate.

b. **Public Relations Committee**-Receive a report from the Public Relations Committee on any items that were discussed at their last meeting. Take action as necessary and appropriate.

**6. Board Comments:**

a. Members of the Board of Directors may comment on District business, request clarification, information or that items be included in future agendas. No action will be taken, but direction may be given to staff and items scheduled for future agendas.

**7. Adjournment:**

a. The next regular meeting is scheduled for Thursday, August 25, 2022 at 6:00 PM (Or immediately following the conclusion of the 41st DAA).

*\* Pursuant to the Americans with Disabilities Act, anyone requiring reasonable accommodation to attend or participate in any Board of Directors meeting should contact the District one (1) week in advance whenever possible. At the present time, such requests to the District may be made by leaving a message at the Del Norte Fairgrounds office at (707)464-9556 and the message will be forwarded to the District.*

**DEL NORTE COUNTY FAIRGROUNDS RECREATION AND PARK DISTRICT**

**Mailing Address: P. O. Box 402, Crescent City, CA, 95531**

**MINUTES  
REGULAR MEETING**

Thursday, June 23, 2022 at 6:00 PM (or immediately following the 41st DAA meeting)

Meeting Location:  
Del Norte Fairgrounds Board Room  
421 Highway 101 North  
Crescent City, CA 95531

**BOARD OF DIRECTORS**

Doug Wakefield – President  
Robyn Holt – Vice President  
Sabina Renner – Secretary  
Rich Wier - Director  
Steven Westbrook - Director

**PRESENT:**

*Director Wakefield  
Director Westbrook  
Director Holt  
Administration Assistant: Valerie Starkey  
41st DAA Board Members: Vanessa Nunes  
Public members: multiple*

**ABSENT:**

*Director Wier*

**1. 6:00 PM Call the meeting to order and take roll.**

*6:03 pm meeting called to order*

**COMMENT PERIOD:** Members of the public may address the Board of Directors on matters that are within the authority and jurisdiction of the Board. If you are addressing the Board regarding a matter listed on the agenda, you may be asked to hold your comments until the Board takes up that matter. For matters not on the agenda, The Board cannot comment or otherwise consider a Public Comment matter until such items have been properly noticed for a future meeting agenda.

*There were no public comments.*

**2. Consent Agenda:** (Discussion/Action by the Board) All items on the Consent Agenda are to be approved in one motion unless a Board Member requests separate action on a specific item.

- a. Approve Expenditures processed for payment since the meeting of May 26, 2022.
- b. Approve Minutes from Meeting of May 26, 2022.
- c. Approve Financial Statements received from CFSA and Del Norte County since the last meeting of May 26, 2022.

*No items were pulled from the Consent Agenda. Director Westbrook moved to approve the Consent Agenda as presented. Director Renner seconded the motion. The motion carried on 4 Ayes, 0 Noes, 1 Absent*

**3. New Business:**

- a. Hold a Public Hearing on the Preliminary Budget for Fiscal Year 2022-2023. Following the public hearing, adopt the Preliminary Budget for Fiscal Year 2022-2023. Take action as necessary and appropriate.

*Discussion regarding the preliminary budget. The Board directed Administrative Assistant Starkey to modify the operating expenses line item from \$452,000 to \$224,000. Director Westbrook moved to approve the Consent Agenda as presented. Director Renner seconded the motion. The motion carried on 4 Ayes, 0 Noes, 1 Absent*

**4. Old Business:**

- a. Receive an update on Beach Tech 1000 purchase and operation. Take action as necessary.

*Discussion regarding the Beach Tech 1000. The item is backordered until September.*

- b. Receive an update on the generator, installation and service to equipment. Take action as necessary.

*Discussion regarding the generator. No new information to report.*

- c. Receive an update on the deposit for the grandstands and information regarding funding the purchase of the grandstands. Take action as necessary.

*Discussion regarding the generator. Board updated that the money requested by 41st DAA for grandstands had been transferred.*

- d. Receive update from Susan Brown. Take action as necessary.

*Discussion about the possible grant funding. At the direction of the Board, Administrative Assistant Starkey to notify Susan Brown that options are open as to what the Arts and Crafts building could be used for.*

- e. Discussion and take possible action regarding approving a Legal Services Agreement with Dohn Henion to provide special counsel services for the Del Norte County Fair Recreation and Parks District.

*Director Westbrook moved to approve the Consent Agenda as presented. Director Holt seconded the motion. The motion carried on 4 Ayes, 0 Noes, 1 Absent*

**5. Committee Reports:**

- a. **Finance Committee** – Receive a report from the Finance Committee on any items that were discussed at their last meeting on May 25, 2022. A date for the next meeting of the Finance Committee has not yet been set. Take action as necessary and appropriate.

*Discussion by Finance committee that reflected the lowered amount to the 41st DAA for allocation should be reduced to \$224,000 considering the recent allocation of \$350,000 plus the \$100,000 provided earlier in the year.*

- b. **Public Relations Committee**-Receive a report from the Public Relations Committee on any items that were discussed at their last meeting. Take action as necessary and appropriate.

*The Public Relations committee did not meet.*

## **6. Board Comments:**

- a. Members of the Board of Directors may comment on District business, request clarification, information or that items be included in future agendas. No action will be taken, but direction may be given to staff and items scheduled for future agendas.

*Director Holt rendered her resignation effective August 12, 2022.*

## **7. Adjournment:**

- a. The next regular meeting is scheduled for Thursday, July 28, 2022 at 6:00 PM (Or immediately following the conclusion of the 41st DAA).

*Meeting was adjourned at 6:35 pm*

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PRESIDENT

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SECRETARY

Del Norte County Fairgrounds Recreation and Park District.

Del Norte Fairgrounds Trust  
**Balance Sheet**  
June 30, 2022

**Unaudited**

**ASSETS**

638 010 00000	Cash Del Norte Fairgrounds	3,534,907.11
	Total Assets	<u>3,534,907.11</u>

**LIABILITIES AND FUND EQUITY**

638 010 07100	Fund Balance Available	1,912,448.70
638 010 07110	Designated Reserve	1,622,458.41
	Total Liabilities and Fund Equity	<u>3,534,907.11</u>

# General Ledger Detail

**Current Period 11 (5/1/2022 - 5/31/2022)**

Del Norte Parks and Recreation  
Sam Harrison

Unit: \$

Monday, June 27, 2022 12:01:51PM

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Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
<b>11900-00-900-A Cash - Rec &amp; Park Dist CCU Checking #S51</b>							113,804.48
5/23/2022	Summarized AP Payments	Payments	AP-Payment	111		464.99	
5/23/2022	Valerie Starkey Check: 2185						464.99
5/26/2022	Summarized AP Payments	Payments	AP-Payment	110		47.50-	
5/26/2022	California Fair Services Authority Check: 2184 Void payment #110						297.00-
5/26/2022	California Fair Services Authority Check: 2188						249.50
11900-00-900-A		Net:		417.49-	0.00	417.49	113,386.99
<b>11910-00-900-A Cash - Rec &amp; Park Dist CCU Savings #S50</b>							50.00
<b>14300-00-900-A Deferred Charges - Rec &amp; Park District</b>							100.85
5/1/2022	Summarized AP Invoices	Extra	AP-Invoice			12.61	
1/1/2022	California Fair Services Authority Invoice: 060882 2022 Estimated WC Lump Sum						12.61
14300-00-900-A		Net:		12.61-	0.00	12.61	88.24
<b>15000-00-900-A Cash - County of Del Note</b>							3,757,712.92
5/31/2022	Fund Dep 05/02/22	May bal	GL-Manual		54,400.00		
15000-00-900-A		Net:		54,400.00	54,400.00	0.00	3,812,112.92
<b>21200-00-900-A Accounts Payable-Rec &amp; Park District</b>							48.00-
5/1/2022	Summarized AP Invoices	Invoices	AP-Invoice			666.99	
5/1/2022	California Fair Services Authority Invoice: 063100 2022 Estimated Liability Monthly						202.00
5/1/2022	Valerie Starkey Invoice: 2185 April 2022 Services						464.99
5/23/2022	Summarized AP Payments	Payments	AP-Payment	111	464.99		
5/23/2022	Valerie Starkey Check: 2185						464.99
5/26/2022	Summarized AP Payments	Payments	AP-Payment	110	47.50-		
5/26/2022	California Fair Services Authority Check: 2184 Void payment #110						297.00-
5/26/2022	California Fair Services Authority Check: 2188						249.50
5/31/2022	Summarized AP Invoices	Invoices	AP-Invoice			712.26	
5/31/2022	California Fair Services Authority Invoice: 063531 05/2022 AccountNet						47.50
5/31/2022	Valerie Starkey Invoice: 2189 May 2022 Services						664.76
21200-00-900-A		Net:		961.76-	417.49	1,379.25	1,009.76-
<b>22800-00-900-A Designated Reserve - Park &amp; Rec Fair</b>							1,584,300.15-
5/31/2022	Fund Dep 05/02/22	May bal	GL-Manual			16,320.00	
22800-00-900-A		Net:		16,320.00-	0.00	16,320.00	1,600,620.15-
<b>25900-00-900-A Funds Balance Available - Co of Del Nort</b>							2,173,412.77-
5/31/2022	Fund Dep 05/02/22	May bal	GL-Manual			38,080.00	
25900-00-900-A		Net:		38,080.00-	0.00	38,080.00	2,211,492.77-
<b>29300-00-900-A Net Resources - Rec &amp; Park District</b>							222,447.03-
<b>60000-11-900-A Insurance Fees</b>							2,157.67
5/1/2022	Summarized AP Invoices	Extra	AP-Invoice		12.61		
1/1/2022	California Fair Services Authority Invoice: 060882 2022 Estimated WC Lump Sum						12.61
5/1/2022	Summarized AP Invoices	Invoices	AP-Invoice		202.00		
5/1/2022	California Fair Services Authority Invoice: 063100 2022 Estimated Liability Monthly, Gen Liab Ins						202.00
60000-11-900-A		Net:		214.61	214.61	0.00	2,372.28
<b>69010-11-900-A Professional Services - Administration</b>							5,914.13
5/1/2022	Summarized AP Invoices	Invoices	AP-Invoice		464.99		
5/1/2022	Valerie Starkey Invoice: 2185 April 2022 Services, Valerie Hours						450.00
5/1/2022	Valerie Starkey Invoice: 2185 April 2022 Services, Zoom Subscription						14.99
5/31/2022	Summarized AP Invoices	Invoices	AP-Invoice		664.76		
5/31/2022	Valerie Starkey Invoice: 2189 May 2022 Services, Valerie Hours						625.00
5/31/2022	Valerie Starkey Invoice: 2189 May 2022 Services, Zoom Subscription						14.99
5/31/2022	Valerie Starkey Invoice: 2189 May 2022 Services, DN Office Supply						24.77
69010-11-900-A		Net:		1,129.75	1,129.75	0.00	7,043.88
<b>69030-11-900-A Professional Services - Accounting/Audit</b>							467.90
5/31/2022	Summarized AP Invoices	Invoices	AP-Invoice		47.50		
5/31/2022	California Fair Services Authority Invoice: 063531 05/2022 AccountNet, Sam's Hours						47.50
5/31/2022	California Fair Services Authority Invoice: 063531 05/2022 AccountNet						0.00
69030-11-900-A		Net:		47.50	47.50	0.00	515.40

# General Ledger Detail

**Current Period 11 (5/1/2022 - 5/31/2022)**

Del Norte Parks and Recreation  
Sam Harrison

**Unit: \$**

Monday, June 27, 2022 12:01:51PM

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Date	Posting Description	Reference	Source	Merge #	Debit	Credit	Balance
<b>94500-00-900-A</b>		<b>Other Operating Expenses</b>					100,000.00
<b>\$ Grand Totals</b>							
	<u>Beginning Balance</u>	<u>Net Activity</u>			<u>Total Debits</u>	<u>Total Credits</u>	<u>Balance</u>
	0.00	0.00			56,209.35	56,209.35	0.00
	<b>\$ Trial Balances</b>				<u>Total Debits</u>	<u>Total Credits</u>	<u>Balance</u>
				Prior:	3,980,207.95	3,980,207.95	0.00
				Activity:	56,209.35	56,209.35	0.00
				Ending:	4,035,569.71	4,035,569.71	0.00

**Detail of Expenditures**

	<b>Acct. No.</b>	<b>Current YTD 5/31/2022</b>	<b>Budget 21/22</b>	<b>Balance of Budget</b>	<b>% of Used 21/22</b>
<b>ADMINISTRATION EXPENSE</b>					
Insurance Fees	60000-11-900	2,372	3,000	628	79%
Other Expenses	65000-11-900	0	0	0	0%
Professional Services - Legal	69000-11-900	0	2,000	2,000	0%
Professional Services - Administration	69010-11-900	7,044	15,000	7,956	47%
Professional Services - Miscellaneous	69020-11-900	0	1,000	1,000	0%
Professional Services - Accounting / Audit	69030-11-900	515	6,000	5,485	9%
<b>TOTAL ADMINISTRATION EXPENSE</b>		<b>9,932</b>	<b>27,000</b>	<b>17,068</b>	<b>37%</b>
<b>PRIOR YEAR OPERATING EXPENSE ADJUSTMENT</b>					
Prior Year Expense Adjustment	80000-00-900	0	0	0	0%
<b>TOTAL PRIOR YEAR OPERATING EXPENSE</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>MAINTENANCE &amp; GENERAL OPERATIONS</b>					
<b>CAPITAL EXPENDITURE (LIST)</b>					
Capital Expenditures	91200-00-900	0	0	0	0%
<b>TOTAL CAPITAL EXPENDITURES</b>		<b>-</b>	<b>-</b>	<b>-</b>	<b>0%</b>
<b>OTHER OPERATING EXPENSE</b>					
Other Operating Expense	94500-00-900	100,000	100,000	0	100%
<b>TOTAL OTHER OPERATING EXPENSE</b>		<b>100,000</b>	<b>100,000</b>	<b>-</b>	<b>100%</b>

# Trial Balance

Current (5/1/2022 - 5/31/2022)

Unit Of Measure: \$

Del Norte Parks and Recreation

Monday, June 27, 2022 12:01:30PM

Sam Harrison Page 1

Account	Beginning Balance	Debits	Credits	Net Activity	Ending Balance
11900-00-900-A Cash - Rec & Park Dist CCU Checking #S51	113,804.48		417.49	417.49-	113,386.99
11910-00-900-A Cash - Rec & Park Dist CCU Savings #S50	50.00			0.00	50.00
14300-00-900-A Deferred Charges - Rec & Park District	100.85		12.61	12.61-	88.24
15000-00-900-A Cash - County of Del Note	3,757,712.92	54,400.00		54,400.00	3,812,112.92
21200-00-900-A Accounts Payable-Rec & Park District	48.00-	417.49	1,379.25	961.76-	1,009.76-
22800-00-900-A Designated Reserve - Park & Rec Fair	1,584,300.15-		16,320.00	16,320.00-	1,600,620.15-
25900-00-900-A Funds Balance Available - Co of Del Nort	2,173,412.77-		38,080.00	38,080.00-	2,211,492.77-
29300-00-900-A Net Resources - Rec & Park District	222,447.03-			0.00	222,447.03-
60000-11-900-A Insurance Fees	2,157.67	214.61		214.61	2,372.28
69010-11-900-A Professional Services - Administration	5,914.13	1,129.75		1,129.75	7,043.88
69030-11-900-A Professional Services - Accounting/Audit	467.90	47.50		47.50	515.40
94500-00-900-A Other Operating Expenses	100,000.00			0.00	100,000.00
<b>\$ Grand Totals</b>	<b>Beginning Balance</b>	<b>Debits</b>	<b>Credits</b>	<b>Net Activity</b>	<b>Ending Balance</b>
	0.00	56,209.35	56,209.35	0.00	0.00

GL Transactions Listing - In Functional Currency (GLPRTL1)

Include Accounts With No Activity [No]  
 Include Balances and Net Changes [Yes]  
 Include Posting Seq. and Batch-Entry [Yes]  
 Include Trans. Optional Fields [No]  
 From Year - Period [2022 - 12] To [2022 - 12]  
 Sort By [Fund]  
 Sort Transactions By Date [No]  
 From Fund [638] To [638]  
 From Account Group [ ] To [ZZZZZZZZZZZZZZ]  
 Last Year Closed 2022  
 Last Posting Sequence 26155  
 Use Rolled Up Amounts [No]  
 Date Doc. Date

Account Number/Year/Prd.	Source	Doc. Date	Description/Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
638-010-00000			Cash - Del Norte Fairgrounds						3,812,112.92
12	GL-CD	6/27/2022	VENDOR WARRANT	26070	28217-1		350,000.00		
			BATCH 5111						
12	GL-CR	6/2/2022	DEPOSIT	26073	28220-1	67,890.36			
12	GL-CR	6/30/2022	DEPOSIT	26106	28257-1	4,903.83			
			Net Change and Ending Balance for Fiscal Period 12:					-277,205.81	3,534,907.11
			Totals: Cash - Del Norte Fairgrounds 2022			72,794.19	350,000.00	-277,205.81	3,534,907.11
			Fund Balance Available						-2,211,492.77
638-010-07100									
12	GL-AP	6/27/2022	DEL NORTE COUNTY FAIRGROUNDS	26070	28217-1		350,000.00		
			2025192: BOARD ORDER #						
12	GL-CR	6/2/2022	Auth No: 85233	26073	28220-1		47,523.25		
			1ST Qtr 22						
12	GL-CR	6/30/2022	Auth No: 85408	26106	28257-1		3,432.68		
			Fairgrounds s/t						
			Net Change and Ending Balance for Fiscal Period 12:					299,044.07	-1,912,448.70
			Totals: Fund Balance Available 2022			350,000.00	50,955.93	299,044.07	-1,912,448.70
			Designated Reserve						-1,600,620.15
638-010-07110									
12	GL-CR	6/2/2022	Auth No: 85233	26073	28220-1		20,367.11		
			1ST Qtr 22						

GL Transactions Listing - In Functional Currency (GLPTLS1)

Account Number/Year/Prd.	Source	Doc. Date	Description/Reference	Posting Seq.	Batch-Entry	Debits	Credits	Net Change	Balance
12	GL-CR	6/30/2022	Auth No: 85408 Fairgrounds s/t Net Change and Ending Balance for Fiscal Period 12:	26106	28257-1		1,471.15	-21,838.26	-1,622,458.41
Totals: Designated Reserve 2022						0.00	21,838.26	-21,838.26	-1,622,458.41
Report Totals:						422,794.19	422,794.19	0.00	0.00

3 accounts printed

**DEL NORTE COUNTY FAIR, 41ST DAA**  
**Recreational & Park District**  
**BALANCE SHEET**  
**May-22**

	<u>21/22</u>	<u>20/21</u>
<b>ASSETS</b>		
<b>ASSETS</b>		
Cash - Central Coast CU Checking Members	113,387	223,738
Cash - Central Coast CU Savings	50	50
Accounts Receivable	0	0
Deferred Charges	88	0
Cash - County of Del Norte	<u>3,812,113</u>	<u>2,856,418</u>
<b>TOTAL ASSETS</b>	<u><u>3,925,638</u></u>	<u><u>3,080,206</u></u>
<b>LIABILITIES &amp; EQUITY</b>		
<b>LIABILITIES</b>		
Accounts Payable/WC Payable	1,010	1
Designated Reserve - Co of Del Norte	1,600,620	1,321,158
Funds Bal Available - Co of Del Nort	<u>2,211,493</u>	<u>1,535,260</u>
<b>TOTAL LIABILITIES</b>	<u><u>3,813,123</u></u>	<u><u>2,856,418</u></u>
<b>EQUITY</b>		
Net Resources - Rec & Park District	222,447	232,371
Net Income	<u>(109,932)</u>	<u>(8,584)</u>
<b>TOTAL EQUITY</b>	<u><u>112,515</u></u>	<u><u>223,787</u></u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<u><u>3,925,638</u></u>	<u><u>3,080,206</u></u>



CALIFORNIA  
**FAIR SERVICES**  
 AUTHORITY

1776 TRIBUTE ROAD, SUITE 100 SACRAMENTO, CA 95815

063353

6/1/2022

\$21.44-

Del Norte Co. Recreation & Park District  
 PO Box 402  
 Crescent City, CA 95531

2022 True Up WC lump sum

<b>Terms: Due and payable upon receipt of invoice</b>	
<b>Description</b>	<b>Amount</b>
Workers' Compensation Ins.	-21.44
<b>Total Invoice:</b>	<b>-21.44</b>

Direct questions to: Finance Department, 916-263-6157



CALIFORNIA  
**FAIR SERVICES**  
 AUTHORITY

1776 TRIBUTE ROAD, SUITE 100 SACRAMENTO, CA 95815

063809

7/1/2022

\$250.32

Del Norte Co. Recreation & Park District  
 PO Box 402  
 Crescent City, CA 95531

7/2022 True Up Liability Monthly

<b>Terms: Due and payable upon receipt of invoice</b>	
<b>Description</b>	<b>Amount</b>
General Liability Insurance	208.32
Auto liability	42.00
<b>Total Invoice:</b>	<b>250.32</b>



CALIFORNIA  
**FAIR SERVICES**  
 AUTHORITY

1776 TRIBUTE ROAD, SUITE 100 SACRAMENTO, CA 95815

064007

6/30/2022

\$47.50

Del Norte Co. Recreation & Park District  
 PO Box 402  
 Crescent City, CA 95531

6/2022 AccountNet

<b>Terms: Due and payable upon receipt of invoice</b>	
<b>Description</b>	<b>Amount</b>
Sam Hours - AccountNet Non-Covered Services	47.50
<b>Total Invoice:</b>	<b>47.50</b>

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**VALERIE STARKEY**

**INVOICE**

VALERIE STARKEY  
JUNE 30, 2022

707-490-9177  
VSTARKEY@SONIC.NET

1258 MCNAMARA AVE  
CRESCENT CITY, CA  
95531

Description	Quantity	Unit Price	Cost
MINUTES/AGENDA PREP	4	\$ 25.00	\$ 100.00
MEETING ATTENDANCE	4	\$ 25.00	\$ 100.00
ERRANDS AND MISC	5	\$ 25.00	\$ 125.00
BUDGET TIME (EXTRA)	5	\$25	\$125
		Subtotal	\$ 450.00
			\$ 0.00
		Total	\$ 450.00

Sincerely yours,

VALERIE STARKEY