



## COMMITTEE OF MANAGEMENT

### MEETING MINUTES

Date: 14<sup>th</sup> May 2025

Location Woodturners rooms, Wandi Progress Association Complex De Haer Road.

Meeting Declared open 12:02 pm by President George Murphy.

**Call Roll** George Murphy (President), Ross Crawford, Barbara Jennings (Zoom), David Milton, David Finch, Jim Parker, Brian McLoughlin (Zoom). Matt Lanagan (Zoom till 1:10 pm), David Doye (Zoom)

**Apologies**, Alan Kelly, Ian Ludford, Robin Campbell

**Observers:** Nil

1. **Safety matters**

- Nil.

2. **Previous meeting Minutes**

**Motion** "That Meeting Minutes for 9<sup>th</sup> April 2025 is a true and correct record of the meeting".

**Moved** Ross Crawford, **Seconded** Jim Parker **Passed Unanimously**.

3. **Business Arising from previous Minutes.**

- Square reader or equivalent device to be investigated by Treasurer.  
**Moved** Brian McLoughlin, **Seconded** David Finch "That the Treasurer, Brian McLoughlin is authorised to arrange for a Smart Mini Reader from CoM Bank, to be operated by the treasurer and secretary, David Milton." **Passed Unanimously**
- 40<sup>th</sup> proposed logo was tabled and approved for use. Correspondence and groups to use wherever possible. If a higher quality image required contact secretary.

4. **Correspondence (as appended).**

- **Motion** "That correspondence be accepted" **Moved** Jim Parker, **Seconded** Ross Crawford **Passed Unanimously**.

5. **Financial Report:**

• **Accounts**

- **Motion** "That April 2025 Treasurer's Report be accepted" (Appended)" **Moved** Brian McLoughlin, **Seconded** David Finch. **Passed Unanimously**.
- **Motion** "That the Treasurer's Brian McLoughlin is authorised to reinvest the May maturing Comm Biz Bank Deposit #1, approximately \$53,165 at best rate and terms" **Moved** Brian McLoughlin, **Seconded** Jim Parker. **Passed Unanimously**

• **Expenditure for approval**

- **Motion** "That the following items of expenditure are approved" **Moved**, Brian McLoughlin **Seconded** Ian Ludford. **Passed Unanimously**
  - \$130 for Ian Ludford communication while overseas for 5 months.



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- That the Lotterywest grant monies be dispersed to the respective groups as per the following schedule on receipt of paid invoices

	Item/s	Unit. Price (Inc GST)	Grant Application - maximum 75%	Group Contribution
Avon	Hare and Forbes WL20 with a 1100 mm bed	\$ 847.00	\$ 577.50	\$ 269.50
Bunbury	Wood Lathe WOODFAST 520 a with stand , out board rig and delivery	\$ 5,500.00	\$ 3,750.00	\$ 1,750.00
Busselton	Nova Comet II Dr Midi Lathe - EVS With Digital Readout	\$ 1,049.00	\$ 715.23	\$ 333.77
Mandurah	Lathe Vicmarc VL 240 with Extension with stand and delivery	\$ 9,515.89	\$ 4,325.40	\$ 5,190.49
Northern Suburbs	LATHE WOOD VARIABLE 762MM (30") X 1016MM (40") HEAVY DUTY 3HP 240V (15 AMP PLUG) WL3040A WOODFAST	\$ 5,000.00	\$ 3,409.09	\$ 1,590.91
Melville	1 Vicmarc 150 plus equipping	\$ 5,000.00	\$ 2,125	\$ 2,875.00
Totals		\$ 26,911.89	\$ 14,902.22	\$ 12,009.6

- **Other Finance**

- From the treasurer's report the following matters were foreshadowed after discussions with Auditor:
  - That to further improve the annual reporting of our yearly accounts and in particular for the requirements of the ATO and possible audit attention this coming years reports will need to focus on correct accounting of WAWA related transfers and external income. Treasurer to follow up.
  - That the asset register must be centralised and cleaned up. Assets are the major item on our balance sheet. There have apparently been some cash transfers when asset change groups which is incorrect (Melville to Bunbury asset). Rates of depreciation which probably need to be differential treatment, minor and major asset classes and consumables need to be defined. This will not happen this year. Treasurer may need external help to sort out. Program of actions required from Treasurer.
  - STEP course reimbursement for trainers. **MOTION** "Effective immediately that the reimbursement for STEP trainer(s) be linked to the reimbursement of WeWs Demonstrators, that is a full day rate can be broken down to part of a day, and that the payment of



co Trainers or assistants and the course charge fee be determined by the STEP co-ordinator **Moved** Jim Parker,  
**Seconded** David Doye **Passed Unanimously**

Matt Lanagan left meeting 1:10pm (spoke to Newsletter matter prior to leaving)

**6. Procedural Matters for noting.**

- Group Public Displays for noting.
  - Bunbury will be at Bunnings Bunbury Mother's Day event 8-May-2025; demo and display.
  - Busselton Woodturners will be attending Bunnings Mother's Day event on Thursday 8th May 2025. Display only, no demonstrations.
  - Avon will be demonstrating at Toodyay's Moondyne festival tomorrow Sunday 4th May
  - Wandi will be doing a WAWA promotion at Bunnings in Baldivis on Thursday 8th May from 5 to 7pm
  - Swan Group, Caversham Memorial Hall CWA fundraiser 14<sup>th</sup> May. Demo Sales, display

**7. Registrar**

- We have just passed 3600 on our registration. New badges will be grey as old colour no longer made or available.

**8. Subcommittee reports**

- **Governance.**
  - **Motion** "That the President and Secretary are authorised to sign the "Renewal of Lease for a further 5 years" with the Manjimup Shire and affix the Associations seal. **Moved** Barbara Jennings. **Seconded** David Finch **Passed Unanimously**
  - **Motion** "That the Gosnells Group of the Woodturners Association of Western Australia Inc. is served with a notice of intention from the committee of management of WAWA to disband the group effective midnight Thursday 31<sup>st</sup> July 2025 as determined by the Rules 18, 19 and 20 of the Association." **Moved** President George Murphy **Seconded** Secretary David Milton **Passed Unanimously**
  - That the process of disposal of assets of the Gosnells group will proceed on the expiry of the 30 days after delivery of the notice of intention to disband and follow the WAWA disposal procedure (as previous CoM meeting endorsed). Noted
- **Training**
  - See other financial for motion on STEP reimbursement.
- **Competition**
  - A draft agenda for the July WeWs was tabled. The concept was approved by CoM. Additional scheduling needed but will be available for publication at end of May. Jim Parker and George Murphy coordinating schedule. It was foreshadowed that the event may become an annual one to replace Gosnells.
- **Publicity and Communications**
  - **Webmaster.**
    - **Membership Management System (MMS)**
      - Nil
    - **Message centre**
      - Nil.
  - **Newsletter Editor**
    - Newsletter 240 on track to be published at end of month
    - Article on Bob Webb ex member who's views on WAWA importance are relevant to us all. Approved.
  - **Public Events**



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- Nil.

- **Safety.**

- That WAWA put out a guidance note about PPE and the need to personalize it and not have common use gear if possible but to make available disinfectant wipes if common use occurs.

- **Grants**

- Lottery West Grant Request ID: R-202403-86724 approved and monies received, Groups processing and purchasing equipment.

- **History**

- Missing citation for Jim Cameron's Eneabba award to be resolved by secretary.

- **Facilities and equipment**

- Nil.

- **DBC Act & Regulation Negotiations /Forrest Management Plan**

President letter to the new minister. Hon Mathew Swinbourn, Minister for the environment. 7<sup>th</sup> Floor Dumas House, 2 Havelock Street West Perth 6005.  
Email [minister.swinbourn@dpc.wa.gov.au](mailto:minister.swinbourn@dpc.wa.gov.au) Phone 6552 6800. Secretary to re draft and issue signed letter.

**9. Other Business (Business raised by COM members or groups).**

- Ross Crawford update CoM on Mandurah dust collector negotiations with council and funding sources. Foreshadowed may need to request a loan from WAWA to make up any short fall. It would be expected that this will happen latter this year. Noted
- Apologies from Barbara Jennings for June meeting. Noted.

**Date of next meeting: Wednesday 11<sup>th</sup> June 2025 12:00 pm in Carvers Room Wandl.**  
**Zoom facilities available.**

**Meeting Closed 1:39 pm**

George Murphy (President)

David Milton (Secretary)



## Appendix

### Correspondence

- In:
  - 10/4 email from Ross Crawford confirming order placed for 200 coffee mugs for 40<sup>th</sup> Anniversary. Cost \$1810.1 including shipping
  - 10/4 cc of email sent by President to Wandi group and Wandi Rec Association concerning holding WeWs in July in lieu Gosnell's meeting. Noted
  - 12/4 email query via President from Swan concerning 80 year old and over being covered by Insurance when demonstrating. Provided details of policy i.e. up to 95 YO covered (need to advise of 90 YO)
  - 13/4 email forwarded by Treasurer from Denis Tapley querying \$200 payment to STEP demonstrator and possibility it be increased to \$300 ie 4 lots of \$75. Noted see training
  - 14/4 email from member querying that paid cash at entry to Swan WeWs and then got a receipt from IBC and feared some hacking had occurred. Ian Ludford resolved matter.
  - 14/4 email from Jim Parker with additional information on STEP course on Bowls to be sent to members. Mail jet sent out, webmaster advised. Some issues with date were resolved
  - 14/4 email query from Avon re process for getting lathe and payments. Provided clarification.
  - 15/4 webmail query about selling old lathe Mandurah area. Mailjet used to advertise.
  - 16/4 webmail query re training from member of public in Subiaco, referred to Northern suburbs group.
  - 16/4 email from member re booking for Bowl course, forwarded to webmaster STEP coordinator for resolution
  - 16/4 email from member re requirements for Bowl course, forwarded to webmaster STEP coordinator for resolution
  - 16/4 email from Robin Campbell about group common use Face Shield and hygiene. Responded no policy in guidelines re common use but given issues of viruses there should be. See item in Safety.
  - 16/4 verbal complaint from a new Gosnells member not receiving emails, mailouts etc. Check of web addresses indicate we have right address, resent traced email, indicates being received and read, sent SMS message to mobile phone number, No response or acknowledgement. No further action
  - 16/4 cc of email to webmaster re change to photo caption ( original 17 one mis identified) Corrected.
  - 16/4 email from Mary Byers with 2006 membership list. Being used to update membership numbers/register. Ongoing
  - 17/4 cc of email to president from Lotterywest re administration details on grant. Noted
  - 17/4 email from Jim Cameron asking about Eneabba Accolade tabulation on webpage missing his accolade and citation. Webpage entry rectified. Trying to track down citation without success.
  - 17/4 email from Mike Miller with Collie WeWs agenda. Noted and forwarded to Editor and webmaster.
  - 17/4 email from Bunbury Convener re passing of George Parke, notification advised to all WAWA members via mailjet.



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- 18/4 email notification from Mandurah convener re passing of Colin Rutherford. Notification advised to all WAWA members via mailjet.
- 21/4 webmail from Bob Webb ex WAWA member (# )now living in Queensland who is still an avid woodworker and turner (clocks) with a link to his webpage. See Newsletter
- 21/4 email from Publicity Sub committee with minutes agenda for meeting. Noted
- 21/4 webmail query re training from member of public in Cottesloe, referred to Northern suburbs group.
- 22/4 webmail query re training from member of public in Subiaco, referred to Northern suburbs group
- 22/4 Mary Byers hand delivered CD of data files. Only Swan records.
- 25/4 email from Avon treasurer with lathe invoice (Lotterywest grant), forwarded to treasurer.
- 25/4 email from Barabara Jennings with suggested logo for 40<sup>th</sup> , provided comments. See business arising
- 28/4 webmail from member of public with olive timber freshly cut olive. Declined due to possibility of shothole borer.
- 28/4 email advice from Bunbury re 8<sup>th</sup> May mothers day event at bunnings. Noted.
- 28/4 email request from President to setup Zoom Meeting for July WeWs subcommittee. Organised, rescheduled and cancelled.
- 28/4 email from Rod Cocks re address to send WAWA copy of woodturning magazine to. Advised to send to PO box 4146 Harrisdale.
- 28/4 webmail from member of public re closure of Mayama gems. Provided information of them ceasing to trade.
- 29/4 email request from Treasurer to be kept in loop of Lotterywest correspondences (all) Noted
- 30/4 and various dates after cc of email between Treasurer and Auditor (Chris Ring) re setting up asset register and chart of accounts. Noted. See treasurer report for details/conclusions/actions.
- 1/5 Mail at PO Box, Woodturning Magazine. Collected
- 1/5 webmail from FWWA association OOTW organiser requesting definitions for Plain Woodturning and Embellished Woodturning for their competitions. Provide full copy of our recent definitions and guidelines for competition.
- 2/5 email from Treasurer with update on getting ATO NFP tax return sorted. Needs Secretary MYGOV link and authorization. Yet to be done
- 3/5 email from Busselton secretary indicating Busselton Woodturners will be attending Bunnings Mother's Day event on Thursday 8th May 2025. Display only, no demonstrations. Noted
- 3/5 email from Avon secretary indicating Avon will be demonstrating at Toodyay's Moondyne festival tomorrow Sunday 4th May. Noted
- 6/5 email from Wandi secretary indicating Wandi will be doing a WAWA promotion at Bunnings in Baldivis on Thursday 8th May from 5 to 7pm. Noted
- 6/5 email from Avon Convener with their preferred item for the 2026 competition. Forwarded to competition coordinator.
- 6/5 webmail query re training from member of public in Yoongarillup, referred to Busselton group
- 7/5 cc of email from Mandurah asking for ABN from Treasurer. Noted





- 8/5 email from Manjimup shire *"The Woodturners Association of Western Australia Inc has a lease from the Shire of Manjimup for the building used by the Manjimup Woodturners Club. The lease was for a term of five years from 8 June 2020 to 7 June 2025, with a renewal option of a further five years. If Woodturners would like to exercise the renewal option, could you please arrange for the attached renewal form to be signed and returned to the Shire of Manjimup before 8<sup>th</sup> June."* See Governance for motion
- 9/5 email from ZOOM with May Statement. Forwarded to treasurer.
- 9/5 email from Craft Alive re reminder about booking sites. Forwarded to Robin Campbell.
- 10/5 email from Northern Suburbs member querying Mandurah WeWs item and lid type (timber or coloured) Forwarded to competition coordinator. Matter resolved.
- 10/5 webmail query re training from member of public in Baldivis, referred to Wandi group (Fran Green in lieu of Alan Kelly)
- 10/5 email from Treasurer with April reports. Appended.
- 11/5 email from Jim Parker with draft of July WeWs demonstration/activity schedule. See appendix
- 12/5 email from Barbara Jennings with proposed 40<sup>th</sup> Anniversary Logo.
- 13/5 email from Swan Group, Caversham memorial hall CWA fundraiser 14<sup>th</sup> may. Demo Sales, display. Noted.
- 13/5 email from Busselton Secretary advising of two Jet Mini lathes surplus to requirements available for disposal. Noted to be disposed according to WAWA guidelines
- 13/5 cc of email from Busselton Secretary to competition coordinator with two items for 2026 competition.
- 14/5 webmail query re training from member of public in Manjimup, referred to Manjimup group
- **Out .**
  - 10<sup>th</sup> April email to President, IPP and Treasurer a discussion paper from Secretariat outlining summary of Rules and actions to be taken by WAWA CoM in relationship to disbanding group including timings and issues to be addressed. Result was to organise a meeting with Gosnells group members and committee at 10 am on Wednesday 16<sup>th</sup> April at their workshop.
  - 10/4 emailed each group who applied for Lotterywest funding with notification of the funding success and advising them of their grant, the conditions of grant and process to get grant.
  - 11/4 emailed all conveners re offer of help from publicity subcommittee in organising events, publicity materials.
  - 22/4 emailed out draft CoM minutes April meeting
  - 29/4 responded to Bob Webb asking permission to publish his views on WAWA and link to his webpage. Permission granted
  - 30/4 Hand delivered letter to Jim Jenkins family (via the Mayama Gems business premise) expressing WAWA's sympathy on his illness and the closure of his business. Asked for them to contact us if we can be of any assistance. No response.
  - 3/5 emailed all groups conveners and secretaries with new competition guidelines and definitions with request for submission of 2026 items to WAWA by end of May.

# Woodturners Association of Western Australia Inc

## April 2025 Treasurers Report

10 May 2025

### Assets and Liabilities on 30<sup>th</sup> April

#### Current Assets

CommBiz Bank Main Operating Account Acct	\$ 63,971.13
CommBiz Bank Debit Card Account Acct	\$ 739.86
CommBiz Bank Term Deposit #1	\$ 53,164.53
CommBiz Bank Term Deposit #2	\$ 68,909.66
Cash on hand	\$ 85.00
<u>Total Cash available</u>	<u>\$186,870.18</u>

#### Other assets

Prepaid insurance	\$ 1,313.01
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### Financial Performance

	<u>March</u>	<u>Year to Date</u>
Income	\$ 15,617.00	\$59,355.07
Expenditure	<u>\$ 2,534.11</u>	<u>\$42,172.65</u>
Surplus/(Deficit)	<u>\$ 13,082.89</u>	<u>\$17,182.42</u>

The significant activity for the period was the Lotterywest grant of \$14,902. Other income was WeWs and other online receipts. Expense of \$1,810 for the anniversary mugs was the main outgoing

The updated budget and projection has been reworked, updated and is attached.

Chris Ring has agreed to be our auditor once again. Discussion is ongoing about changes to the collection and presentation of financial data. Most interaction is around the need to eventually (sooner rather than later) provide consolidated returns. The last meeting discussed the possibility of consolidating the asset register and hosting it in the WAARBLE online service.

The financial report raises more issues but, ultimately, group treasurers will be required to apply more discipline to the record keeping and the use of a standard chart of accounts. There will naturally be resistance from some members whose account handling has served them satisfactorily over the years. The skills of many treasurers will need to be raised (this includes the WAWA Treasurer).



A term deposit comes up for renewal in May, I would like approval to seek the best rate and term conditions for that renewal.

Endorsement required for equipment purchases covered by Lotterywest grant and \$130.00 for Ian Ludford e-communication while overseas.

	Item/s	Unit. Price (Inc GST)	Grant Application - maximum 75%	Group Contribution
Avon	Hare and ForbesWL20 with a 1100 mm bed	\$ 847.00	\$ 577.50	\$ 269.50
Bunbury	Wood Lathe WOODFAST 520 a with stand , out board rig and delivery	\$ 5,500.00	\$ 3,750.00	\$ 1,750.00
Busselton	Nova Comet II Dr Midi Lathe - EVS With Digital Readout	\$ 1,049.00	\$ 715.23	\$ 333.77
Mandurah	Lathe Vicmarc VL 240 with Extension with stand and delivery	\$ 9,515.89	\$ 4,325.40	\$ 5,190.49
Northern Suburbs	LATHE WOOD VARIABLE 762MM (30") X 1016MM (40") HEAVY DUTY 3HP 240V (15 AMP PLUG) WL3040A WOODFAST	\$ 5,000.00	\$ 3,409.09	\$ 1,590.91
Melville	1 Vicmarc 150 plus equipping	\$ 5,000.00	\$2,125	\$ 2,875.00
<b>Totals</b>		<b>\$ 26,911.89</b>	<b>\$ 14,902.22</b>	<b>\$ 12,009.6</b>

Brian McLoughlin

Treasurer

## Budget Position and Projection for Financial year 2024/25 P1

	YTD Budget	YTD Actual	March	April	May	June	Full Year Projected
<b>INCOME</b>							
<b>GnuCash Account</b>							
Advertising	\$ 1,575.00	\$ 300.00					\$ 300.00
Badge Sales	\$ 40.00	\$ 55.00					\$ 55.00
Donations	\$ -	\$ 90.00					\$ 90.00
Beyond Tools	\$ -	\$ -					\$ -
Grants	\$ 829.00	\$ 14,902.00					\$ 14,902.00
Interest Received	\$ -	\$ 1,495.69			\$ 985.00		\$ 2,480.69
Master Classes	\$ 3,120.00	\$ -				\$ -	\$ -
Member Registration	\$ 41,190.00	\$ 36,850.00			\$ 550.00	\$ 915.00	\$ 38,555.00
Trailer Reimbursement	\$ 285.85	\$ 229.65					\$ 229.65
Training Reimbursement	\$ 1,000.00	\$ -				\$ 500.00	\$ 500.00
Royal Show	\$ -	\$ 56.80					\$ 56.80
Weekend Workshop	\$ 6,050.00	\$ 5,217.91			\$ 800.00	\$ 750.00	\$ 6,767.91
Other	\$ -	\$ 158.02					\$ 158.02
<b>Total Income</b>	<b>\$ 50,354.85</b>	<b>\$ 59,355.07</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 2,335.00</b>	<b>\$ 2,165.00</b>	<b>\$ 63,937.05</b>

Source of Funds	Amount	Percent
Member Registration	\$ 38,555.00	60.3%
Grants	\$ 14,902.00	23.3%
Weekend Workshop	\$ 6,767.91	10.6%
Interest Received	\$ 2,480.69	3.9%
Rest	\$ 1,231.45	1.9%

Distribution of Funds	Amount	Percent
Equipment (incl grants to groups)	\$ 29,844.56	49.4%
Insurance	\$ 7,629.00	12.6%
Prizes	\$ 5,347.75	8.8%
WeWS Catering and Hall Hire	\$ 4,240.93	7.0%
Website Expenses (MailJet) & Hosting	\$ 2,653.09	4.4%
Trailer Expenses	\$ 2,646.09	4.4%

Projected profit margin

**5%**

## Budget Position and Projection for Financial year 2024/25 P2

	YTD Budget	YTD Actual	March	April	May	June	Full Year Projected
<b>EXPENDITURE</b>							
<b>GnuCash Account</b>							
Advertising and Promotions & Bereavement Notices	\$ 985.22	\$ 193.95					\$ 193.95
Annual Competition	\$ 7,000.00	\$ -					\$ -
Audit Fees	\$ 400.00	\$ 400.00					\$ 400.00
Badges	\$ -	\$ 763.02					\$ 763.02
Bank Fees	\$ 51.28	\$ 31.64			\$ 3.50	\$ 3.50	\$ 38.64
Capitation distribution	\$ 11,500.00	\$ 11,500.00					\$ 11,500.00
COM Meeting room hire	\$ 1,200.00	\$ 1,200.00					\$ 1,200.00
Computer Expenses software costs (MMS)	\$ 4,771.16	\$ 119.99			\$ 176.09	\$ 238.46	\$ 534.54
Equipment (incl grants to groups)	\$ 4,002.78	\$ 3,442.56			\$ 14,902.00		\$ 18,344.56
Exhibitions fairs	\$ -	\$ 1,579.00					\$ 1,579.00
Insurance	\$ 7,751.00	\$ 7,629.00					\$ 7,629.00
Master Class Expenses	\$ 2,358.21	\$ 818.03				\$ -	\$ 818.03
Postage & Post Office Box & phone	\$ 191.40	\$ 336.20			\$ 150.00		\$ 486.20
Printing and Stationery	\$ 355.28	\$ 53.59				\$ 100.00	\$ 153.59
Prizes	\$ 4,320.00	\$ 4,867.75			\$ 240.00	\$ 240.00	\$ 5,347.75
Subscriptions	\$ 452.53	\$ 246.30			\$ 23.00	\$ 23.00	\$ 292.30
Trailer Expenses	\$ 2,289.40	\$ 2,546.09			\$ -	\$ 100.00	\$ 2,646.09
Training	\$ 705.83	\$ 263.77			\$ -	\$ 350.00	\$ 613.77
Travelling Expenses	\$ 945.00	\$ 126.00			\$ 105.00	\$ 105.00	\$ 336.00
Trophies	\$ 1,067.65						\$ -
Website Expenses (MailJet) & Hosting	\$ 593.91	\$ 2,546.09			\$ 54.00	\$ 53.00	\$ 2,653.09
WeWS Catering and Hall Hire	\$ 3,384.57	\$ 2,840.93			\$ 700.00	\$ 700.00	\$ 4,240.93
Other	\$ -	\$ 669.74					
<b>Total Expenditure</b>	<b>\$ 36,707.01</b>	<b>\$ 42,173.65</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 16,353.59</b>	<b>\$ 1,912.96</b>	<b>\$ 60,440.20</b>
<b>Profit / Loss Position</b>	<b>\$ 16,057.84</b>	<b>\$ 17,181.42</b>	<b>\$ -</b>	<b>\$ -</b>	<b>-\$ 14,018.59</b>	<b>\$ 252.04</b>	<b>\$ 3,496.85</b>