

**ACTION IN WRITING  
IN LIEU OF A MEETING OF THE  
BOARD OF DIRECTORS  
OF  
CEDAR RUN HOMEOWNERS ASSOCIATION, INCORPORATED**

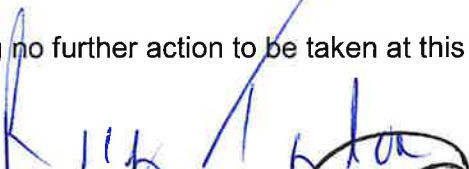
In accordance with Article III, Paragraph B, Section 15 of the Association's Bylaws, the Board of Directors of the Cedar Run Homeowners Association, Incorporated (the "Cedar Run HOA") hereby unanimously consents to the following actions effective as of October 26, 2020:


**WHEREAS**, in connection with the 2021 Cedar Run Annual Budget, the Board has reviewed a copy of the Reserve Study Analysis report dated May 13, 2019 (the "Reserve Study"), Budget Summary with Notes and related documents (the "Budget" Documents) provided by the Community Property Manager, Ms. Sarah Lassiter, of Associa Community Group and Mrs. Denise Stallworth, Chair, Budget and Finance Committee of the Cedar Run Homeowner's Association Incorporation detailing the budget allocations which will be set to cover the expenses of the Community for the 2021 calendar year.


**NOW, THEREFORE, BE IT RESOLVED**, the Board approved, accepted, and acknowledged the 2021 Cedar Run Annual Budget totaling \$42,269.00 with an assessment amount of \$325.00 in accordance with the Assessment Allocation schedule from the Reserve Study (copy attached hereto and made a part hereof). The breakdown of the approved 2021 Cedar Run Annual Budget for each homeowner (125 homes) is as follows:

<u>Item</u>	<u>Description:</u>	<u>Amount:</u>
Yearly Assessments	Assessment Dues Paid by Homeowners	325.00
	<b>TOTAL ASSESSMENT</b>	<b><u>325.00</u></b>
Grounds & Landscaping	Landscaping Services	95.72
Reserve Contributions	Cover Financial Deficits, Fence & Sign Maint. & Repairs	92.00
Other Contracted Services	Financial, Legal, Collection Agency	36.53
Administrative Expenses	Postage, Printing & Copying, Website, General Admin.	37.46
Management Fees	Contracted Community Management Services	38.24
Insurance	Community Insurance Coverage	20.00
Taxes & Corporate Fees	Community Tax Return Preparation & Filing, Registered Agent	4.05
Utilities	Water Service for Irrigation on Common Areas	1.00
	<b>TOTAL EXPENSES COVERED BY ASSESSMENT</b>	<b><u>325.00</u></b>

There being no further action to be taken at this time, witness the following signatures:

  
\_\_\_\_\_  
Rick Taylor, President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
James Stallworth, Vice President

  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Tiffany Burton, Treasurer

  
\_\_\_\_\_  
Date

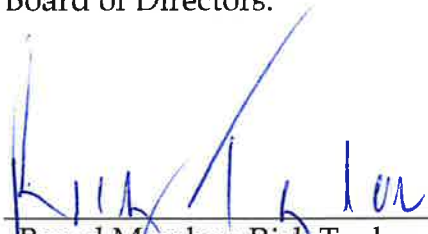
# 2021 Budget Acknowledgement Form

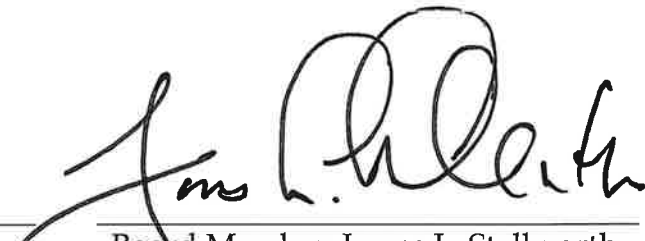
**Managers, for Associa internal audit procedures, please make a copy of this form and have signed for every community following the approval of the budget. This signed form MUST be placed in the front of the budget desk file folder. Thank you!**


Community: Cedar Run

Date: October 26, 2020

I certify that the 2021 Budget was approved on this date by a majority vote of the Board of Directors.

  
Board Member: Rick Taylor  
Board Position: President  
Date Signed: 10/26/20

  
Board Member: James L. Stallworth  
Board Position: Vice President  
Date Signed: 10/26/20

  
Board Member: Tiffany Burton  
Board Position: Treasurer  
Date Signed: 10/26/2020

To be completed by the Manager:

Approved Annual Assessment Amount (4000): \$325.00

Please file with the final copy of the budget in the budget file!

Confidential Page 49

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Interactive Reserve Analysis  
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## ASSESSMENT ALLOCATION CEDAR RUN HOA

### TOTAL BUDGET

Year	Reserve Assessment	Operating Budget Assessment*	Total Assessment	Reserves as a Percentage of Total Assessment	Annual Increase In Total Assessment	Special Assessments
2019	\$9,118.00	\$29,007.00	\$38,125.00	23.92%		\$0.00
2020	\$9,464.48	\$29,877.21	\$39,341.69	24.06%	3.19%	\$0.00
2021	\$9,824.13	\$30,773.53	\$40,597.66	24.20%	3.19%	\$0.00
2022	\$10,197.45	\$31,696.73	\$41,894.18	24.34%	3.19%	\$0.00
2023	\$10,584.95	\$32,647.63	\$43,232.59	24.48%	3.19%	\$0.00

\* Operating budget is increased annually at 3%.

### ALLOCATION CALCULATIONS

Total Number of Units	<u>125</u>
Unit Type	Homes
Percentage Allocation To Unit Type	100.00%
Number of Units of This Type	125

### Annual Contribution Per Unit Type

Year	Reserve Assessment	Operating Budget Assessment	Total Assessment	Special Assessments
2019	\$72.94	\$232.06	\$305.00	\$0.00
2020	\$75.72	\$239.02	\$314.73	\$0.00
2021	\$78.59	\$246.19	\$324.78	\$0.00
2022	\$81.58	\$253.57	\$335.15	\$0.00
2023	\$84.68	\$261.18	\$345.86	\$0.00

### Monthly Contribution Per Unit Type

Year	Reserve Assessment	Operating Budget Assessment	Total Assessment	Special Assessments
2019	\$6.08	\$19.34	\$25.42	\$0.00
2020	\$6.31	\$19.92	\$26.23	\$0.00
2021	\$6.55	\$20.52	\$27.07	\$0.00
2022	\$6.80	\$21.13	\$27.93	\$0.00
2023	\$7.06	\$21.77	\$28.82	\$0.00

## Budget Summary Report

### Cedar Run 2021 Budget

	<u>2021 Budget</u>
<b>Assessment Income</b>	
4000 - Residential Assessments	40,625.00
4120 - Working Capital	244.00
<b>Total Assessment Income</b>	<b>40,869.00</b>
<b>Collections Income</b>	
4700 - Notice fees	500.00
4710 - Late Fees	900.00
<b>Total Collections Income</b>	<b>1,400.00</b>
<b>Total Operating Income</b>	<b>42,269.00</b>
<b>Administrative</b>	
5000 - General Administrative	100.00
5020 - Board Support	500.00
5025 - Collection Charges	530.00
5027 - Welcome Committee	250.00
5107 - Neighborhood Watch	100.00
5115 - Web Site Maintenance	500.00
5195 - Other Administrative Services	100.00
5200 - Social Events	100.00
5210 - Printing & Copying	1,452.00
5215 - Postage	1,050.00
<b>Total Administrative</b>	<b>4,682.00</b>
<b>Insurance</b>	
5400 - Insurance Premiums	2,500.00
<b>Total Insurance</b>	<b>2,500.00</b>
<b>Utilities</b>	
6025 - Water Service	125.00
<b>Total Utilities</b>	<b>125.00</b>
<b>Landscaping</b>	
6100 - Grounds & Landscaping - Contract	11,760.00
6199 - Landscape Other	1,850.00
<b>Total Landscaping</b>	<b>13,610.00</b>
<b>Operations</b>	
6300 - Corporate fees	105.00
<b>Total Operations</b>	<b>105.00</b>
<b>Professional Services</b>	
7000 - Audit & Tax Services	401.00
7015 - Financial Services	3,816.00
7020 - Legal & Collection Services	750.00
7040 - Management Fees	4,780.00
<b>Total Professional Services</b>	<b>9,747.00</b>
<b>Reserve Expenses</b>	
9834 - Contingency Reserves	2,500.00
9852 - Fence Reserves	4,500.00

**Budget Summary Report**  
**Cedar Run**  
**2021 Budget**

	<u><b>2021 Budget</b></u>
<b>Reserve Expenses</b>	
9946 - Sign Reserves	4,500.00
<b>Total Reserve Expenses</b>	<u><b>11,500.00</b></u>
<b>Total Operating Expense</b>	<u><b>42,269.00</b></u>
<b>Total Association Net Income / (Loss)</b>	<u><u><b>0.00</b></u></u>

## CEDAR RUN - APPROVED BUDGET SUMMARY 2021 BUDGET

<u>Account Numbers &amp; Name</u>	<u>Description:</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Projected</u>	<u>2021 Budget</u>	<u>Budget % Change</u>	<u>Monthly Avg Budget</u>
4000 Residential Assessments	Assessment Dues Paid by Homeowners	38,125.00	39,375.00	39,375.00	40,625.00	3.17%	3,385.42
4120 Working Capital	Income Fees for Homes Sold within the Fiscal Year	225.00	225.00	308.00	244.00	8.44%	20.33
	<b>Total Assessment Income</b>	<b>38,350.00</b>	<b>39,600.00</b>	<b>39,683.00</b>	<b>40,869.00</b>	<b>3.20%</b>	<b>3,405.75</b>
4700 Notice Fees	Notices Sent for Late Assessments	555.00	550.00	500.00	500.00	-	41.67
4710 Late Fees	Late Fees on Assessments	900.00	900.00	870.00	900.00	0.00%	75.00
	<b>Total Collections Income</b>	<b>1,455.00</b>	<b>1,450.00</b>	<b>1,370.00</b>	<b>1,400.00</b>	<b>-3.45%</b>	<b>116.67</b>
4810 Compliance Fines	Fines Collected for ARC Violations	-	-	-	-	-	-
	<b>Total Other Income</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>
	<b>TOTAL OPERATING INCOME</b>	<b>39,805.00</b>	<b>41,050.00</b>	<b>41,053.00</b>	<b>42,269.00</b>	<b>2.97%</b>	<b>3,522.42</b>
5000 General Administrative	Committee / General Admin Expenses	18.00	100.00	-	100.00	0.00%	8.33
5020 Board Support	Reimbursement for BOD Meeting Refreshments	139.64	500.00	40.00	500.00	0.00%	41.67
5025 Collection Charges	Collection Charges, Notice and Referral Fees	555.00	570.00	300.00	530.00	-7.02%	44.17
5027 Welcome Committee	Welcome, Bereavement, and Birth Baskets	78.07	100.00	50.00	250.00	150.00%	20.83
5107 Neighborhood Watch	Neighborhood Watch and Events, i.e. National Night Out	-	250.00	-	100.00	0.00%	8.33
5115 Web Site Maintenance	Community Website, Smartwebs Online System for ARC	818.85	500.00	480.00	500.00	0.00%	41.67
5195 Other Administrative Services	Allowable Misc. Charges by Management Co. per Contract	25.00	100.00	50.00	100.00	0.00%	8.33
5200 Social Events	Community Social Events, i.e. Christmas Party, Yard of Month	-	100.00	-	100.00	0.00%	8.33
5210 Printing & Copying	Meeting Materials, Budget & Annual Inspection Notifications	872.08	1,000.00	645.00	1,452.00	45.20%	121.00
5215 Postage	Mailings for Materials and Notifications	563.52	692.00	500.00	1,050.00	51.73%	87.50
	<b>Total Administrative Expenses</b>	<b>3,070.16</b>	<b>3,912.00</b>	<b>2,065.00</b>	<b>4,682.00</b>	<b>19.68%</b>	<b>390.17</b>
5400 Insurance Premiums	Community Insurance Coverage	2,132.00	2,350.00	2,177.00	2,500.00	6.38%	208.33
	<b>Total Insurance Expenses</b>	<b>2,132.00</b>	<b>2,350.00</b>	<b>2,177.00</b>	<b>2,500.00</b>	<b>6.38%</b>	<b>208.33</b>
6025 Utilities	Water Service for Irrigation on Common Areas	91.17	125.00	94.00	125.00	0.00%	10.42
	<b>Total Utilities Expenses</b>	<b>91.17</b>	<b>125.00</b>	<b>94.00</b>	<b>125.00</b>	<b>0.00%</b>	<b>10.42</b>
6100 Grounds & Landscaping - Contract	Contracted Landscaping Services	11,760.00	11,760.00	11,760.00	11,760.00	0.00%	980.00
6199 Landscape Other	Other Landscaping Services Beyond Contract	2,405.00	1,850.00	1,200.00	1,850.00	0.00%	154.17
	<b>Total Landscaping Expenses</b>	<b>14,165.00</b>	<b>13,610.00</b>	<b>12,960.00</b>	<b>13,610.00</b>	<b>0.00%</b>	<b>1,134.17</b>
6300 Corporate Fees	SCC Annual Fee, DPOR Annual Renewal	51.01	35.00	35.00	105.00	200.00%	8.75
	<b>Total Operations (Corporate Fees) Expenses</b>	<b>51.01</b>	<b>35.00</b>	<b>35.00</b>	<b>105.00</b>	<b>200.00%</b>	<b>8.75</b>

## CEDAR RUN - APPROVED BUDGET SUMMARY 2021 BUDGET

<u>Account Numbers &amp; Name</u>	<u>Description:</u>	<u>2019 Actual</u>	<u>2020 Budget</u>	<u>2020 Projected</u>	<u>2021 Budget</u>	<u>Budget % Change</u>	<u>Monthly Avg Budget</u>
7000 Audit & Taxes	Community Tax Return Preparation & Filing	384.00	400.00	393.00	401.00	0.25%	33.42
7015 Financial Services	Financial Services Provided by Management Company	3,596.16	3,694.00	3,694.00	3,816.00	3.30%	318.00
7020 Legal & Collection Services	Legal and Collection Agency Services, Registered Agent Fees	120.00	130.00	130.00	750.00	476.92%	62.50
7040 Management Fees	Contracted Community Management Services	4,732.34	4,330.00	4,300.00	4,780.00	10.39%	398.33
	<b>Total Professional Services Expenses</b>	<b>8,832.50</b>	<b>8,554.00</b>	<b>8,517.00</b>	<b>9,747.00</b>	<b>13.95%</b>	<b>812.25</b>
9834 Contingency Reserves	Reserves To Cover Financial Deficits (i.e. Retained Earnings)	4,162.00	5,320.00	5,320.00	2,500.00	-53.01%	208.33
9852 Fence Reserves	Reserves for Fence Repairs & Maintenance	2,751.00	3,855.00	3,855.00	4,500.00	16.73%	375.00
9946 Sign Reserves	Reserves for Repairs & Maintenance of Marquees	2,373.50	3,289.00	3,289.00	4,500.00	36.82%	375.00
	<b>Total Reserve Expenses</b>	<b>9,286.50</b>	<b>12,464.00</b>	<b>12,464.00</b>	<b>11,500.00</b>	<b>-7.73%</b>	<b>958.33</b>
	<b>TOTAL OPERATING EXPENSES</b>	<b>37,628.34</b>	<b>41,050.00</b>	<b>38,312.00</b>	<b>42,269.00</b>	<b>2.97%</b>	<b>3,522.42</b>

### INCOME STATEMENT SUMMARY

TOTAL OPERATING INCOME	39,805.00	41,050.00	41,053.00	42,269.00	2.97%	3,522.42
TOTAL OPERATING EXPENSES	37,628.34	41,050.00	38,312.00	42,269.00	2.97%	3,522.42
<b>TOTAL ASSOCIATION NET INCOME / (LOSS)</b>	<b>2,176.66</b>	<b>-</b>	<b>2,741.00</b>	<b>-</b>	<b>0.00%</b>	<b>-</b>

### NOTES

4000 Residential Assessments	Assessments per Reserve Analysis Study
5000 General Administrative	Miscellaneous Expenses
5020 Board Support	Annual Meeting Cookout and Refreshments for other BOD/HOA Meetings
5027 Welcome Committee	Budget reviewed and REVISED to \$250 based on upcoming activity
5107 Neighborhood Watch	Budget reviewed and REVISED to \$100 for Misc Expenses; DOES NOT INCLUDE \$150 for National Night Out
5200 Social Events	Budget reviewed and remains at \$100 for fundraising event
6199 Landscaping Other	Budget reviewed and remains at \$1,850.00

**CEDAR RUN - APPROVED SPREAD ALLOCATION  
2021 BUDGET**

Account Numbers & Name	Description:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total
<b>Assessment Income</b>														
4000 Residential Assessments	Assessment Dues Paid by Homeowners	40,625	0	0	0	0	0	0	0	0	0	0	0	40,625
4120 Working Capital	Income Fees for Homes Sold within the Fiscal Year	0	0	61.00	0	0	61.00	0	0	61.00	0	0	61.00	244
	<b>Total Assessment Income</b>	<b>40,625</b>	<b>0</b>	<b>61.00</b>	<b>0</b>	<b>0</b>	<b>61.00</b>	<b>0</b>	<b>0</b>	<b>61.00</b>	<b>0</b>	<b>0</b>	<b>61.00</b>	<b>40,869</b>
<b>Collections Income</b>														
4700 Notice Fees	Notices Sent for Late Assessments	0	500	0	0	0	0	0	0	0	0	0	0	500
4710 Late Fees	Late Fees on Assessments	0	900	0	0	0	0	0	0	0	0	0	0	900
	<b>Total Collections Income</b>	<b>0</b>	<b>1,400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,400</b>
<b>Other Income</b>														
4810 Compliance Fines	Fines Collected for ARC Violations	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>Total Other Income</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
	<b>TOTAL INCOME</b>	<b>40,625</b>	<b>1,400</b>	<b>61.00</b>	<b>0</b>	<b>0</b>	<b>61.00</b>	<b>0</b>	<b>0</b>	<b>61.00</b>	<b>0</b>	<b>0</b>	<b>61.00</b>	<b>42,269</b>
<b>Administrative</b>														
5000 General Administrative	Committee Admin Expenses	0	0	25	0	0	25	0	0	25	0	0	25	100
5020 Board Support	Reimbursement for BOD Meeting Refreshments	0	50	0	350	0	0	0	50	0	50	0	0	500
5025 Collection Charges	Collection Charges, Notice and Referral Fees	0	500	0	15	0	0	15	0	0	0	0	0	530
5027 Welcome Committee	Welcome, Bereavement, and Birth Baskets	0	0	62.50	0	0	62.50	0	0	62.50	0	0	62.50	250
5107 Neighborhood Watch	Neighborhood Watch and Events, i.e. National Night Out	0	0	25	0	0	25	0	0	25	0	0	25	100
5115 Web Site Maintenance	Community Website, Smartwebs Online System for ARC	0	0	77	144	0	77	0	0	77	0	48	77	500
5195 Other Administrative Services	Allowable Misc. Charges by Management Co. per Contract	0	0	25	0	0	25	0	0	25	0	0	25	100
5200 Social Events	Community Social Events, i.e. Christmas Party, Yard of Month	0	0	0	0	0	50	0	0	50	0	0	0	100
5210 Printing & Copying	Meeting Materials, Budget & Annual Inspection Notifications	0	0	363	0	0	363	0	0	363	0	363	0	1,452
5215 Postage	Mailings for Materials and Notifications	0	0	162.50	0	0	362.50	0	0	162.50	0	362.50	0	1,050
	<b>Total Administrative</b>	<b>0</b>	<b>550</b>	<b>740</b>	<b>509</b>	<b>0</b>	<b>990</b>	<b>15</b>	<b>50</b>	<b>790</b>	<b>50</b>	<b>774</b>	<b>215</b>	<b>4,682</b>
<b>Insurance</b>														
5400 Insurance Premiums	Community Insurance Coverage	0	1,000	0	0	0	0	1,500	0	0	0	0	0	2,500
	<b>Total Insurance</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,500</b>
<b>Utilities</b>														
6025 Utilities	Water Service for Irrigation on Common Areas	0	0	31.25	0	0	31.25	0	0	31.25	0	0	31.25	125
	<b>Total Utilities</b>	<b>0</b>	<b>0</b>	<b>31.25</b>	<b>0</b>	<b>0</b>	<b>31.25</b>	<b>0</b>	<b>0</b>	<b>31.25</b>	<b>0</b>	<b>0</b>	<b>31.25</b>	<b>125</b>
<b>Landscaping</b>														
6100 Grounds & Landscaping - Contract	Contracted Landscaping Services	980	980	980	980	980	980	980	980	980	980	980	980	11,760
6199 Landscape Other	Other Landscaping Services Beyond Contract	0	0	0	462.50	0	462.50	0	0	462.50	462.50	0	0	1,850
	<b>Total Landscaping</b>	<b>980</b>	<b>980</b>	<b>980</b>	<b>1,443</b>	<b>980</b>	<b>1,443</b>	<b>980</b>	<b>980</b>	<b>1,443</b>	<b>1,443</b>	<b>980</b>	<b>980</b>	<b>13,610</b>
<b>Operations</b>														
6300 Corporate Fees	SCC Annual Fee, DPOR Annual Renewal	0	0	105	0	0	0	0	0	0	0	0	0	105
	<b>Total Operations</b>	<b>0</b>	<b>0</b>	<b>105</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>105</b>
<b>Professional Services</b>														
7000 Audit & Taxes	Community Tax Return Preparation & Filing	0	0	0	0	0	0	0	401	0	0	0	0	401
7015 Financial Services	Financial Services Provided by Management Company	318	318	318	318	318	318	318	318	318	318	318	318	3,816
7020 Legal & Collection Services	Legal and Collection Agency Services, Registered Agent Fees	0	0	135	0	0	205	0	0	205	0	0	205	750
7040 Management Fees	Contracted Community Management Services	398.33	398.33	398.34	398.33	398.33	398.34	398.33	398.33	398.34	398.33	398.33	398.34	4,780.00
	<b>Total Professional Services</b>	<b>716.33</b>	<b>716.33</b>	<b>851.34</b>	<b>716.33</b>	<b>716.33</b>	<b>921.34</b>	<b>716.33</b>	<b>1,117.33</b>	<b>921.34</b>	<b>716.33</b>	<b>716.33</b>	<b>921.34</b>	<b>9,747</b>
<b>Reserve Expenses</b>														
9834 Contingency Reserves	Reserves To Cover Financial Deficits (i.e. Retained Earnings)	0	0	625.00	0	0	625.00	0	0	625.00	0	0	625.00	2,500
9852 Fence Reserves	Reserves for Fence Repairs & Maintenance	0	0	1,125.00	0	0	1,125.00	0	0	1,125.00	0	0	1,125.00	4,500
9946 Sign Reserves	Reserves for Repairs & Maintenance of Marquees	0	0	1,125.00	0	0	1,125.00	0	0	1,125.00	0	0	1,125.00	4,500
	<b>Total Reserve Expenses</b>	<b>0</b>	<b>0</b>	<b>2,875</b>	<b>0</b>	<b>0</b>	<b>2,875</b>	<b>0</b>	<b>0</b>	<b>2,875</b>	<b>0</b>	<b>0</b>	<b>2,875</b>	<b>11,500</b>
	<b>TOTAL EXPENSES</b>	<b>1,696.33</b>	<b>3,246.33</b>	<b>5,582.59</b>	<b>2,667.83</b>	<b>1,696.33</b>	<b>6,260.09</b>	<b>3,211.33</b>	<b>2,147.33</b>	<b>6,060.09</b>	<b>2,208.83</b>	<b>2,469.83</b>	<b>5,022.09</b>	<b>42,269.00</b>
	<b>NET INCOME / (LOSS)</b>	<b>38,928.67</b>	<b>(1,846.33)</b>	<b>(5,521.59)</b>	<b>(2,667.83)</b>	<b>(1,696.33)</b>	<b>(6,199.09)</b>	<b>(3,211.33)</b>	<b>(2,147.33)</b>	<b>(5,999.09)</b>	<b>(2,208.83)</b>	<b>(2,469.83)</b>	<b>(4,961.09)</b>	<b>0.00</b>