

# Tampa Palms Open Space and Transportation Community Development District

## Board of Supervisors

- Brad van Rooyen, Chairperson
- Jay Krause, Vice Chairman
- Fred Pfister, Assistant Secretary
- Leah Black, Assistant Secretary
- Bob Lennon, Assistant Secretary

Mark Vega, District Manager  
Vivek Babbar, District Counsel  
Scott Steady, Land Use Counsel  
Tonja Stewart, District Engineer  
Chet Benson, Clubhouse Manager  
Ed Sanchez, Assistant Clubhouse Manager

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## Regular Meeting Agenda

Tuesday, January 16, 2024 – 5:15 p.m.

- 1. Roll Call**
- 2. Public Comments (3) Minute Time Limit**
- 3. Consent Agenda**
  - A. Approval of the November 2023 Financial Report (P. 2)
- 4. Staff Reports**
  - A. Engineer's Report
  - B. Attorney's Report
  - C. Manager's Report
  - D. Clubhouse Manager's Report
- 5. Supervisor Requests/New Business**
- 6. Public Comments (3) Minute Time Limit**
- 7. Adjournment**

**The next Meeting is scheduled for Tuesday, February 20, 2024 at 5:15 p.m.**

**District Office:**  
Inframark, Community Management Services  
210 N. University Drive, Suite 702  
Coral Springs, FL 33071  
813-991-1140

**Meeting Location:**  
West Meadows Community Center  
8401 New Tampa Boulevard  
Tampa, Florida 33647  
813-977-1160

**Tampa Palms Open Space and Transportation  
Community Development District**

**Financial Report**

*November 30, 2023*

Prepared by



# Tampa Palms Open Space and Transportation

Community Development District

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**Tampa Palms Open Space and Transportation  
Community Development District**

**Financial Statements**

(Unaudited)

*November 30, 2023*

**Balance Sheet**  
November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>GENERAL FUND</b>	<b>GENERAL FUND AREA 3</b>	<b>GENERAL FUND AREA 6</b>	<b>GENERAL FUND AREA 7</b>	<b>TOTAL</b>
<b>ASSETS</b>					
Cash - Checking Account	\$ 723,014	\$ -	\$ -	\$ -	\$ 723,014
Accounts Receivable	-	-	-	2,393	2,393
Due From Other Funds	-	1,671,892	1,062,002	1,507,070	4,240,964
Investments:					
Money Market Account	3,571,210	-	-	-	3,571,210
Deposits	-	-	585	-	585
Utility Deposits - TECO	-	5,082	20,523	32,960	58,565
<b>TOTAL ASSETS</b>	<b>\$ 4,294,224</b>	<b>\$ 1,676,974</b>	<b>\$ 1,083,110</b>	<b>\$ 1,542,423</b>	<b>\$ 8,596,731</b>

<b>LIABILITIES</b>					
Accounts Payable	\$ -	\$ 19,132	\$ 19,636	\$ 38,261	\$ 77,029
Deposits	-	-	366	14,746	15,112
Due To Other Funds	4,240,964	-	-	-	4,240,964
<b>TOTAL LIABILITIES</b>	<b>4,240,964</b>	<b>19,132</b>	<b>20,002</b>	<b>53,007</b>	<b>4,333,105</b>

<b>FUND BALANCES</b>					
<b>Nonspendable:</b>					
Deposits	-	5,082	21,108	32,960	59,150
<b>Assigned to:</b>					
Operating Reserves	-	115,177	140,351	246,805	502,333
Reserves - Clubhouse	-	-	-	100,592	100,592
Reserves - Clubhouse/Cabana	-	-	2,385	-	2,385
Reserves - Court Amenities	-	-	24,466	11,761	36,227
Reserves - Fences	-	-	68,217	-	68,217
Reserves- Irrigation/Landscape	-	38,500	3,466	90,020	131,986
Reserves - Monuments/Signage	-	14,644	41,618	-	56,262
Reserves - Other	-	-	86,864	196,280	283,144
Reserves - Parking Lots	-	-	28,202	-	28,202
Reserves - Playground	-	-	-	60,876	60,876
Reserves - Ponds	-	354,238	20,422	90,020	464,680
Reserves - Highwoods Streetl.	-	-	68,012	-	68,012
Reserves - Swimming Pools	-	-	5,292	177,900	183,192
<b>Unassigned:</b>	53,260	1,130,201	552,705	482,202	2,218,368
<b>TOTAL FUND BALANCES</b>	<b>\$ 53,260</b>	<b>\$ 1,657,842</b>	<b>\$ 1,063,108</b>	<b>\$ 1,489,416</b>	<b>\$ 4,263,626</b>

<b>TOTAL LIABILITIES &amp; FUND BALANCES</b>	<b>\$ 4,294,224</b>	<b>\$ 1,676,974</b>	<b>\$ 1,083,110</b>	<b>\$ 1,542,423</b>	<b>\$ 8,596,731</b>
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**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 5,937	\$ 990	\$ 12,249	\$ 11,259	206.32%
Special Assmnts- Tax Collector	197,893	62,320	37,667	(24,653)	19.03%
Special Assmnts- Developer	36,430	-	-	-	0.00%
Special Assmnts- Discounts	(7,916)	(1,319)	(1,530)	(211)	19.33%
<b>TOTAL REVENUES</b>	<b>232,344</b>	<b>61,991</b>	<b>48,386</b>	<b>(13,605)</b>	<b>20.83%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
P/R-Board of Supervisors	8,000	1,333	867	466	10.84%
FICA Taxes	612	102	66	36	10.78%
ProfServ-Engineering	12,000	2,000	-	2,000	0.00%
ProfServ-Legal Services	12,000	2,000	3,264	(1,264)	27.20%
ProfServ-Mgmt Consulting	40,152	6,692	6,681	11	16.64%
ProfServ-Special Assessment	9,664	-	-	-	0.00%
Auditing Services	3,993	-	-	-	0.00%
Postage and Freight	165	28	26	2	15.76%
Insurance - General Liability	13,010	13,010	19,595	(6,585)	150.61%
Printing and Binding	100	17	-	17	0.00%
Legal Advertising	1,500	250	798	(548)	53.20%
Miscellaneous Services	500	83	148	(65)	29.60%
Misc-Assessment Collection Cost	3,958	786	723	63	18.27%
Office Supplies	75	13	-	13	0.00%
Annual District Filing Fee	54	54	54	-	100.00%
<b>Total Administration</b>	<b>105,783</b>	<b>26,368</b>	<b>32,222</b>	<b>(5,854)</b>	<b>30.46%</b>
<b><u>Field</u></b>					
Florida Retirement System	6,667	1,111	1,873	(762)	28.09%
ProfServ-Field Management	12,000	2,000	4,370	(2,370)	36.42%
Contracts-Landscape	139,822	23,304	21,918	1,386	15.68%
Contracts-Ponds	8,980	1,497	2,347	(850)	26.14%
Electricity - Streetlights	134,000	22,333	19,732	2,601	14.73%
R&M-Irrigation	13,948	2,325	170	2,155	1.22%
R&M-Landscape Renovations	8,000	1,333	-	1,333	0.00%
Holiday Decoration	6,500	6,500	3,250	3,250	50.00%
Op Supplies - General	2,500	417	1,194	(777)	47.76%
<b>Total Field</b>	<b>332,417</b>	<b>60,820</b>	<b>54,854</b>	<b>5,966</b>	<b>16.50%</b>
<b>TOTAL EXPENDITURES</b>	<b>438,200</b>	<b>87,188</b>	<b>87,076</b>	<b>112</b>	<b>19.87%</b>

**Statement of Revenues, Expenditures and Changes in Fund Balances**

For the Period Ending November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>
Excess (deficiency) of revenues					
Over (under) expenditures	(205,856)	(25,197)	(38,690)	(13,493)	0.00%
<b><u>OTHER FINANCING SOURCES (USES)</u></b>					
Contribution to (Use of) Fund Balance	(205,856)	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>(205,856)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ (205,856)	\$ (25,197)	\$ (38,690)	\$ (13,493)	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,696,532</b>	<b>1,696,532</b>	<b>1,696,532</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,490,676</b>	<b>\$ 1,671,335</b>	<b>\$ 1,657,842</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 20,310	\$ 3,385	\$ 12,251	\$ 8,866	60.32%
Special Assmnts- Tax Collector	676,985	65,120	128,857	63,737	19.03%
Special Assmnts- Discounts	(27,079)	(3,690)	(5,235)	(1,545)	19.33%
Assessments	2,270	-	-	-	0.00%
<b>TOTAL REVENUES</b>	<b>672,486</b>	<b>64,815</b>	<b>135,873</b>	<b>71,058</b>	<b>20.20%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
P/R-Board of Supervisors	8,000	1,333	867	466	10.84%
FICA Taxes	612	102	66	36	10.78%
ProfServ-Engineering	5,000	833	-	833	0.00%
ProfServ-Legal Services	2,500	417	256	161	10.24%
ProfServ-Mgmt Consulting	30,591	5,099	5,046	53	16.50%
ProfServ-Special Assessment	6,585	1,098	-	1,098	0.00%
Auditing Services	3,500	-	-	-	0.00%
Postage and Freight	150	25	20	5	13.33%
Insurance - General Liability	14,307	14,307	14,799	(492)	103.44%
Printing and Binding	75	13	-	13	0.00%
Legal Advertising	750	125	603	(478)	80.40%
Miscellaneous Services	1,000	167	112	55	11.20%
Misc-Assessment Collection Cost	13,540	1,020	2,472	(1,452)	18.26%
Office Supplies	99	17	-	17	0.00%
Annual District Filing Fee	41	41	41	-	100.00%
<b>Total Administration</b>	<b>86,750</b>	<b>24,597</b>	<b>24,282</b>	<b>315</b>	<b>27.99%</b>
<b><u>Field</u></b>					
Payroll-Pool Monitors	10,000	1,667	1,705	(38)	17.05%
FICA Taxes	765	128	130	(2)	16.99%
Florida Retirement System	6,667	1,111	1,873	(762)	28.09%
ProfServ-Field Management	15,592	2,599	4,370	(1,771)	28.03%
Contracts-Landscape	114,820	19,137	8,614	10,523	7.50%
Communication - Telephone	2,000	333	417	(84)	20.85%
Electricity - Streetlights	162,500	27,083	29,181	(2,098)	17.96%
Utility - Water	15,000	2,500	1,466	1,034	9.77%
Electricity - Fountain	1,500	250	-	250	0.00%
R&M-Court Maintenance	3,000	500	-	500	0.00%
R&M-Equipment	30,000	5,000	-	5,000	0.00%
R&M-Irrigation	20,000	3,333	6,929	(3,596)	34.65%
R&M-Landscape Renovations	35,000	5,833	1,740	4,093	4.97%
R&M-Ponds	14,568	2,428	2,818	(390)	19.34%



**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 For the Period Ending November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>
R&M-Pools	8,400	1,400	2,195	(795)	26.13%
Misc-Holiday Lighting	5,000	5,000	3,500	1,500	70.00%
Misc-Contingency	71,080	11,847	2,974	8,873	4.18%
Op Supplies - General	4,000	667	2,283	(1,616)	57.08%
Reserve - Clubhouse/Cabana	2,385	2,385	-	2,385	0.00%
Reserve - Court Amenities	10,034	10,034	-	10,034	0.00%
Reserve - Fences	8,937	8,937	-	8,937	0.00%
Reserve - Irrigation/Landscape	2,594	2,594	-	2,594	0.00%
Reserve - Monuments/Signage	12,022	12,022	-	12,022	0.00%
Reserve - Other	21,716	21,716	-	21,716	0.00%
Reserve - Parking Lot	798	798	-	798	0.00%
Reserve - Ponds	2,888	2,888	-	2,888	0.00%
Reserve - Swimming Pools	2,200	2,200	-	2,200	0.00%
<b>Total Field</b>	<b>583,466</b>	<b>154,390</b>	<b>70,195</b>	<b>84,195</b>	<b>12.03%</b>
<b>TOTAL EXPENDITURES</b>	<b>670,216</b>	<b>178,987</b>	<b>94,477</b>	<b>84,510</b>	<b>14.10%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	2,270	(114,172)	41,396	155,568	0.00%
<b>OTHER FINANCING SOURCES (USES)</b>					
Contribution to (Use of) Fund Balance	2,270	-	-	-	0.00%
<b>TOTAL FINANCING SOURCES (USES)</b>	<b>2,270</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0.00%</b>
Net change in fund balance	\$ 2,270	\$ (114,172)	\$ 41,396	\$ 155,568	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,021,712</b>	<b>1,021,712</b>	<b>1,021,712</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,023,982</b>	<b>\$ 907,540</b>	<b>\$ 1,063,108</b>		

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 For the Period Ending November 30, 2023

<u>ACCOUNT DESCRIPTION</u>	<u>ANNUAL ADOPTED BUDGET</u>	<u>YEAR TO DATE BUDGET</u>	<u>YEAR TO DATE ACTUAL</u>	<u>VARIANCE (\$) FAV(UNFAV)</u>	<u>YTD ACTUAL AS A % OF ADOPTED BUD</u>
<b><u>REVENUES</u></b>					
Interest - Investments	\$ 35,789	\$ 5,965	\$ 12,252	\$ 6,287	34.23%
Room Rentals	5,000	833	2,627	1,794	52.54%
Special Assmnts- Tax Collector	1,192,967	168,628	227,069	58,441	19.03%
Special Assmnts- Discounts	(47,719)	(15,623)	(9,224)	6,399	19.33%
Other Miscellaneous Revenues	3,800	3,800	39	(3,761)	1.03%
Access Cards	1,000	167	-	(167)	0.00%
<b>TOTAL REVENUES</b>	<b>1,190,837</b>	<b>163,770</b>	<b>232,763</b>	<b>68,993</b>	<b>19.55%</b>
<b><u>EXPENDITURES</u></b>					
<b><u>Administration</u></b>					
P/R-Board of Supervisors	8,000	1,333	867	466	10.84%
FICA Taxes	612	102	66	36	10.78%
ProfServ-Dissemination Agent	1,000	-	-	-	0.00%
ProfServ-Engineering	6,000	1,000	-	1,000	0.00%
ProfServ-Legal Services	3,000	500	503	(3)	16.77%
ProfServ-Mgmt Consulting	59,030	9,838	9,902	(64)	16.77%
ProfServ-Special Assessment	12,794	12,794	-	12,794	0.00%
ProfServ-Trustee Fees	5,035	-	-	-	0.00%
Postage and Freight	450	75	39	36	8.67%
Insurance - General Liability	22,327	22,327	29,040	(6,713)	130.07%
Printing and Binding	200	33	-	33	0.00%
Legal Advertising	1,000	167	1,183	(1,016)	118.30%
Miscellaneous Services	500	83	220	(137)	44.00%
Misc-Assessment Collection Cost	23,859	3,623	4,357	(734)	18.26%
Office Supplies	250	42	-	42	0.00%
Annual District Filing Fee	80	80	80	-	100.00%
<b>Total Administration</b>	<b>144,137</b>	<b>51,997</b>	<b>46,257</b>	<b>5,740</b>	<b>32.09%</b>
<b><u>Field</u></b>					
Payroll-Part Time	120,000	20,000	26,539	(6,539)	22.12%
Payroll-Managers	60,700	10,117	8,240	1,877	13.57%
Payroll-Site Manager	81,500	13,583	13,944	(361)	17.11%
FICA Taxes	20,058	3,343	4,427	(1,084)	22.07%
Florida Retirement System	6,667	1,111	835	276	12.52%
Life and Health Insurance	10,500	1,750	2,045	(295)	19.48%
Workers' Compensation	9,038	1,506	-	1,506	0.00%
Contracts-Security Services	3,750	625	1,040	(415)	27.73%
Contracts-Landscape	44,590	7,432	7,420	12	16.64%
Contracts-Irrigation	6,600	1,100	-	1,100	0.00%
Contracts-Pools	21,600	3,600	3,600	-	16.67%

**Statement of Revenues, Expenditures and Changes in Fund Balances**  
 For the Period Ending November 30, 2023

<b>ACCOUNT DESCRIPTION</b>	<b>ANNUAL ADOPTED BUDGET</b>	<b>YEAR TO DATE BUDGET</b>	<b>YEAR TO DATE ACTUAL</b>	<b>VARIANCE (\$) FAV(UNFAV)</b>	<b>YTD ACTUAL AS A % OF ADOPTED BUD</b>
Contracts-Lakes	4,500	750	-	750	0.00%
Contracts-Pest Control	965	161	-	161	0.00%
Communication - Mobile	1,200	200	-	200	0.00%
Communication - Teleph - Field	4,548	758	922	(164)	20.27%
Electricity - Streetlights	320,000	53,333	54,883	(1,550)	17.15%
Utility - Water	30,000	5,000	990	4,010	3.30%
Utility - Refuse Removal	2,100	350	280	70	13.33%
Electricity - Fountain	3,500	583	959	(376)	27.40%
Rentals & Leases	9,420	9,420	897	8,523	9.52%
R&M-General	25,000	4,167	3,096	1,071	12.38%
R&M-Court Maintenance	10,500	1,750	-	1,750	0.00%
R&M-Electrical	9,500	1,583	1,055	528	11.11%
R&M-Gate	2,000	333	-	333	0.00%
R&M-Irrigation	4,500	750	4,131	(3,381)	91.80%
R&M-Landscape Renovations	30,000	5,000	-	5,000	0.00%
R&M-Pest Control	100	17	192	(175)	192.00%
R&M-Ponds	4,236	706	734	(28)	17.33%
R&M-Pools	15,000	2,500	1,950	550	13.00%
R&M-Plumbing	2,500	417	-	417	0.00%
R&M-Painting	9,000	1,500	-	1,500	0.00%
Misc-Access Cards	2,500	417	-	417	0.00%
Misc-Holiday Lighting	4,000	667	-	667	0.00%
Special Events	25,000	4,167	413	3,754	1.65%
Misc-Contingency	8,547	1,425	3,870	(2,445)	45.28%
Misc-Web Hosting	650	108	528	(420)	81.23%
Cleaning Supplies	2,500	417	487	(70)	19.48%
Op Supplies - General	13,500	2,250	2,329	(79)	17.25%
Cap Outlay-Machinery and Equip	50,000	50,000	-	50,000	0.00%
Reserve - Court Amenities	11,361	11,361	-	11,361	0.00%
Reserve - Other	49,070	49,070	-	49,070	0.00%
Reserve - Playground	6,000	6,000	-	6,000	0.00%
<b>Total Field</b>	<b>1,046,700</b>	<b>279,327</b>	<b>145,806</b>	<b>133,521</b>	<b>13.93%</b>
<b>TOTAL EXPENDITURES</b>	<b>1,190,837</b>	<b>331,324</b>	<b>192,063</b>	<b>139,261</b>	<b>16.13%</b>
Excess (deficiency) of revenues					
Over (under) expenditures	-	(167,554)	40,700	208,254	0.00%
Net change in fund balance	\$ -	\$ (167,554)	\$ 40,700	\$ 208,254	0.00%
<b>FUND BALANCE, BEGINNING (OCT 1, 2023)</b>	<b>1,448,686</b>	<b>1,448,686</b>	<b>1,448,686</b>		
<b>FUND BALANCE, ENDING</b>	<b>\$ 1,448,686</b>	<b>\$ 1,281,132</b>	<b>\$ 1,489,386</b>		

**Tampa Palms Open Space and Transportation  
Community Development District**

**Supporting Schedules**

*November 30, 2023*

## Tampa Palms Open Space & Transportation

Community Development District

**Non Ad Valorem Special Assessments  
(Hillsborough County - Monthly Collection Distributions)  
For the Fiscal Year Ending September 30, 2024**

Date Received	Net Amount Received	Discount / (Penalties) Amount	Collection Costs	Gross Amount Received	ALLOCATION		
					Area 3 General Fund Assessments	Area 6 General Fund Assessments	Area 7 General Fund Assessments
Assessments Levied FY2024				\$ 2,067,845	\$ 197,893	\$ 676,985	\$ 1,192,967
Allocation %				100%	9.57%	32.74%	57.69%
11/08/23	\$ 26,331	\$ 1,376	\$ 537	\$ 28,244	\$ 2,703	\$ 9,247	\$ 16,294
11/17/23	\$ 209,869	\$ 8,923	\$ 4,283	\$ 223,074	\$ 21,348	\$ 73,032	\$ 128,695
11/22/23	\$ 133,852	\$ 5,691	\$ 2,732	\$ 142,274	\$ 13,616	\$ 46,579	\$ 82,080
<b>TOTAL</b>	<b>\$ 370,052</b>	<b>\$ 15,989</b>	<b>\$ 7,552</b>	<b>\$ 393,593</b>	<b>\$ 37,667</b>	<b>\$ 128,857</b>	<b>\$ 227,069</b>
<b>% COLLECTED</b>				19.03%	19.03%	19.03%	19.03%
<b>TOTAL OUTSTANDING</b>				<b>\$ 1,674,252</b>	<b>\$ 160,226</b>	<b>\$ 548,128</b>	<b>\$ 965,898</b>

**Cash and Investment Report  
11/30/2023**

<u>ACCOUNT NAME</u>	<u>BANK NAME</u>	<u>YIELD</u>	<u>MATURITY</u>	<u>BALANCE</u>
Checking Account - Operating	Valley National	5.38%	n/a	\$ 723,014
		<b>Subtotal</b>		<u>\$ 723,014</u>
Money Market Account	Bank United	5.45%	n/a	3,571,210
		<b>Subtotal</b>		<u>\$ 3,571,210</u>
		<b>Total</b>		<u><u>\$ 4,294,224</u></u>