

WOODSIDE FIRE PROTECTION
Preliminary Summary Budget
2019 - 2020

June 14, 2019

SALARY & BENEFITS		2018-2019	2019-2020	Over/Under	
4111	Salary	\$9,475,982	\$10,252,968	\$776,986	8.20%
4321	District Retirement	\$2,837,005	\$3,295,507	\$458,501	16.16%
4413	District Medical	\$1,993,805	\$1,899,397	-\$94,408	-4.74%
4415	Medicare	\$137,402	\$148,668	\$11,266	8.20%
4451	District Unemployment	\$11,369	\$10,963	-\$406	-3.57%
4631	District Employee Benefits	\$31,393	\$31,461	\$68	0.22%
	Sub-Total	\$14,486,956	\$15,638,964	\$1,152,007	7.95%
SERVICES & SUPPLIES					
5121	Clothing	\$163,800	\$161,000	-\$2,800	-1.71%
5156	Household	\$45,500	\$22,969	-\$22,531	-49.52%
5165	Medical Expense	\$184,175	\$155,236	-\$28,939	-15.71%
5199	Office Expense	\$8,225	\$8,225	\$0	0.00%
5212	Information Technology	\$199,140	\$230,000	\$30,860	15.50%
5231	Small Tools	\$2,000	\$3,000	\$1,000	50.00%
5332	Membership	\$10,752	\$11,687	\$935	8.70%
5341	Legal Notice	\$4,000	\$4,000	\$0	0.00%
5415	Maintenance Equipment	\$266,050	\$272,600	\$6,550	2.46%
5416	Gas * Oil	\$125,250	\$105,640	-\$19,610	-15.66%
5417	Maintenance Tires	\$20,000	\$20,000	\$0	0.00%
5424	Maintenance Radio	\$14,400	\$14,400	\$0	0.00%
5426	Maintenance Office Equipment	\$13,140	\$13,140	\$0	0.00%
5428	Maintenance Structure	\$54,000	\$56,000	\$2,000	3.70%
5611	Insurance	\$91,049	\$95,601	\$4,552	5.00%
5612	Workers Comp Insurance	\$750,000	\$750,000	\$0	0.00%
5638	Utilities	\$86,406	\$79,365	-\$7,041	-8.15%
5639	Radio Dispatching	\$13,160	\$14,475	\$1,315	9.99%
5641	Communications	\$96,890	\$96,115	-\$775	-0.80%
5722	Transportation * Travel	\$1,200	\$1,200	\$0	0.00%
5731	Training * Education	\$313,000	\$317,920	\$4,920	1.57%
5733	Fire Prevention	\$96,825	\$90,950	-\$5,875	-6.07%
5734	Seminars*Conferences	\$14,500	\$14,500	\$0	0.00%
5876	Professional Services	\$77,811	\$97,650	\$19,839	25.50%
5926	Public Outreach Program	\$5,000	\$5,000	\$0	0.00%
5927	Disaster Preparedness Expense	\$62,026	\$62,626	\$600	0.97%
5928	Emergency Operations	\$14,000	\$17,000	\$3,000	21.43%
5966	District Special Expense	\$46,083	\$52,110	\$6,027	13.08%
	Sub-Total	\$2,778,382	\$2,772,409	-\$5,973	-0.21%
FIXED ASSETS					
7011	LW/CMD				
7111	Land	\$75,000	\$50,000	-\$25,000	-33.33%
7211	Structure Improvements	\$32,500	\$28,500	-\$4,000	-12.31%
7311	Equipment	\$145,500	\$183,000	\$37,500	25.77%
7410	Admin - 808 Portola Road	\$224,030	\$227,269	\$3,239	1.45%
	Sub-Total	\$477,030	\$488,769	\$11,739	2.46%
TOTAL		\$17,742,367	\$18,900,142	\$1,157,772	6.53%

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RESERVES		2018-2019	2019-2020	Over/Under	
8610	Contingency Appropriations	\$250,000	\$250,000	\$0	0.00%
8612	Equipment Reserves	\$3,193,147	\$3,988,343	\$795,196	24.90%
8810	Capital Outlay Reserves	\$366,615	\$366,615	\$0	0.00%
8811	Capital Building Reserves	\$6,497,352	\$7,497,352	\$1,000,000	15.39%
8820	General Reserves	\$8,998,919	\$11,185,055	\$2,186,136	24.29%
8824	Retirement/GASB Reserves	\$3,474,313	\$3,537,716	\$63,403	1.82%
				\$0	
	Estimated Cash Balance	\$22,780,345	\$26,825,080	\$4,044,735	17.76%
GRAND TOTAL		\$41,287,281	\$46,371,733	\$5,084,452	\$0

ESTIMATED REVENUE		2018-2019	2019-2020	Over/Under	
	Ending Cash Balance 6/30/18				
	Estimated Ending Cash Balance 6/30/19	\$22,780,345	\$26,825,080		
	Property Tax Current Secured (1021)	\$18,928,870	\$19,863,199	\$934,329	4.94%
	Property Tax Current Unsecured (1031)	\$880,729	\$888,653	\$7,924	0.90%
	Interest (1521)	\$199,818	\$359,455	\$159,637	79.89%
	Homeowners Property Tax Relief (1831)	\$60,663	\$69,181	\$8,518	14.04%
	Property Tax Supplemental SB 813 (1041)	\$512,244	\$553,064	\$40,820	7.97%
	Miscellaneous (2658)	\$606,931	\$626,585	\$19,654	3.24%
				\$0	
				\$0	
	SB 844 P/T Reductions (ERAF)	(\$2,682,318)	(\$2,813,484)	-\$131,165	4.89%
REVENUE TOTAL		\$18,506,936	\$19,546,653	\$1,039,717	5.32%
TOTAL MONIES AVAILABLE		\$41,287,281	\$46,371,733	\$5,084,452	10.96%
	Expenditures	\$17,742,367	\$18,900,142	\$1,157,774	6.53%
	Operating Surplus / Deficit	\$764,569	\$646,511	-\$118,057	-15.44%

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4111	SALARY		\$10,252,968
		\$10,252,968	
4321	DISTRICT RETIREMENT		\$3,295,507 (CalPERS=32.142%)
	\$5,757,235 Safety - First Level @ 24.00%	\$1,384,586	
	Safety - UAL (49.358%)	\$1,462,946	
	\$431,931 Safety - Second Level @ 21.748%	\$93,936	
	Safety -UAL (22.638%)	\$3,846	
	\$2,125,000 Safety - PEPRA @ 13.786%	\$292,953	
	Safety -UAL (14.121%)	\$7,110	
	\$148,721 Misc - First Level @ 9.680%	\$14,396	
	Misc -UAL (24.194%)	\$21,585	
	\$185,081 Misc - PEPRA @ 6.985%	\$12,928	
	Misc -UAL (7.645%)	\$1,221	
4413	DISTRICT MEDICAL		\$1,899,397
	Calpers HBD (54) Active	\$1,130,729	
	(45) Retired	\$552,884	
	Dental	\$154,578	
	Vision Care	\$61,206	\$61,206
4415	DISTRICT MEDICARE		\$148,668
	\$10,252,968 Medicare @ 1.45%		
4451	DISTRICT UNEMPL INS		\$10,962
	54 Employees @ \$7000 = \$392,000 @ SUI @ 2.9%		
4631	DISTRICT EMPL BENEFITS		\$31,461
	CAPFF	\$24.50	\$15,876
	Myers Stevens	\$13.32	\$8,472
	EAP Program	\$5.06	\$3,500
	BCN	\$2.00	\$1,296
	Guardian	\$193.16	\$2,318
			@ \$29.50 ea.

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5121	CLOTHING AND PERSONAL SUPPLIES		\$161,000
	Clothing allowance*Uniform Accessories	\$58,000	
	EMS Rain Clothing	\$3,000	
	Wildland Clothing	\$11,000	
	Replacement Safety Gear	\$30,000	
	New Hire(s) Turnouts*Safety*Wildland Gear	\$37,500	
	PPE Maintenance	\$12,500	
	OCC*Strike Team	\$4,000	
	Contingency	\$5,000	
5156	HOUSEHOLD EXPENSES		\$22,969
	Supplies for household, laundry & cleaning, kitchenware and appliances, newspapers, BBQ'S	\$20,469	
	New Mattresses	\$2,500	
5165	MEDICAL EXPENSE		\$155,236
	Disposable	5,800	
	Non-Disposable	\$12,400	
	Compliance	\$44,549	
	Training	\$45,140	
	First Aid * CPR	\$5,000	
	Full physicals for all personnel*	\$29,847	
	*Incl'd's all OSHA required test and vaccines Hep B, C, PPD/TB skin tests*Thyroid*Cancer screen		
	Tactical Medic Equip/Trng-ITSM	\$7,000	
	OOB Line EMT/Medic	\$1,500	
	Instructor iPad	\$1,000	
	Flu Clinic	\$3,000	
5199	OFFICE EXPENSE		\$8,225
	General office supplies	\$5,000	
	Postage	\$1,725	
	Subscriptions	\$500	
	Business Cards*Stationary	\$1,000	
5212	INFORMATION TECHNOLOGY		\$230,000
	AV Equipment	\$3,000	
	Contingency	\$5,000	
	Digital Forms	\$4,000	
	FSA Bandwidth (3 stations @ \$3000)	\$9,000	
	Hardware Purchases Upgrades	\$26,000	
	IT - Overtime	\$20,000	
	Mapping, Maps (San Mateo IT)	\$20,000	
	RMS Vendor - Firehouse Program	\$15,000	
	Software	\$20,000	
	Stepford Hosting	\$28,000	
	Stepford Maintenance	\$35,000	
	Table Command (\$500 per unit, per year)	\$10,000	
	Telestaff * Customer Support	\$22,000	
	Website	\$10,000	
	Maint*Repair - AV Equipment	\$3,000	

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5231	SMALL TOOLS		\$3,000
	Minor tools & equipment of insignificant value (\$250.00). Not to be a fixed asset or replacement	\$3,000	
5332	MEMBERSHIPS		\$11,687
	Miscellaneous: Fire Chiefs, NFPA, Western FC Assoc., NorCal, Fire Prevention Assoc., CSDA	\$11,687	
5341	LEGAL NOTICES		\$4,000
	Publication of legally required notices, reports, Board Elections.	\$4,000	
5415	MAINTENANCE EQUIPMENT		\$272,600
	Vehicle Repairs * RWC Mechanic	\$150,000	
	Equipment Repairs	\$10,000	
	Mobile Calibration Services	\$10,000	
	Ladder Testing	\$2,000	
	Radio Repairs Mobile & Portable	\$12,000	
	Cal OSHA - Safety	\$14,000	
	Misc Seminars-incl OT, lodging and materials	\$3,000	
	DMV reporting (12 mos. @ \$92.63)	\$1,300	
	SCBA Maintenance*Repairs	\$7,000	
	Knox Operational	\$2,000	
	Contingency	\$5,000	
	Tool/Equipment Annual Maintenance	\$8,300	
	Pump Testing	\$3,000	
	Saws (Chain & Partner)	\$5,000	
	Operations Labor	\$20,000	
	Drone Program	\$20,000	
5416	GAS*OIL		\$105,640
	Bulk gas and oil for vehicles and equipment	\$75,590	
	State Board of Equilzation	\$4,200	
	Bay Area Management	\$850	
	Tec Spill Control	\$5,000	
	New Fuel System - station 7	\$20,000	
5417	MAINTENANCE TIRES		\$20,000
	Tire*wheel repairs and/or replacements	\$20,000	
5424	MAINTENANCE RADIO		\$14,400
	Pagers	\$2,600	
	FSA Maintenance Contract (TE)	\$7,800	
	FSA Maintenance Improvement/TEA Repairs	\$3,000	
	Contingency	\$1,000	

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5426	MAINTENANCE OFFICE EQUIPMENT		\$13,140
	Copier Maintenance Contract/Lease/Copies	\$12,500	
	Postage Meter Contract Lease	\$640	
5428	MAINTENANCE STRUCTURE		\$56,000
	Landscaping	\$6,000	
	Station Maintenance*	\$25,000	
	*Roto-Rooter, Pest Control, Appliance Repairs, Carpet Cleaning		
	Station Generators-Annual Maintenance	\$1,500	
	SCBA Filling Station Maintenance	\$2,000	
	R&S Maint Contract/*Garage Doors Repairs	\$9,000	
	Air Exchange	\$3,500	
	Annual Station Extinguisher Maintenance	\$2,500	
	Contingency	\$3,500	
	Tools*Supplies	\$3,000	
5611	INSURANCE		\$95,601
	Portfolio of Liability Insurance	\$95,601	
5612	WORKERS COMPENSATION INSURANCE		\$750,000
	On duty injury insurance coverage	\$750,000	
5638	UTILITIES		\$79,365
	Pacific Gas & Electric	\$54,548	
	California Water * City of Redwood City Water	\$17,525	
	Green Waste * Recology	\$5,892	
	Direct TV	\$1,400	
5639	DISPATCHING		\$14,475
	Net Six * JPA	\$14,475	
5641	COMMUNICATIONS		\$96,115
	Office Phones	\$15,000	
	Cell Phones - Command Staff*Vehicles	\$24,000	
	Faxes Lines - All Stations	\$1,475	
	AED Corner	\$2,000	
	Internet*Comcast*SMRN*	\$37,320	
	Verizon*AT&T Air Cards	\$15,000	
	Analog Microwave 5641-9 ADD BACK IN	\$1,320	
5722	TRANSPORTATION * TRAVEL		\$1,200
	Bridge tolls, parking fees, meal allowance and misc travel fees	\$1,200	

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5731	TRAINING * EDUCATION		\$317,920
	Recruitment * Promotional	\$50,000	
	Fire Academy Support	\$6,000	
	SFM Course Tuition	\$6,000	
	Training Support Materials:	\$2,000	
	Videos, training equipment, drills, liquid smoke		
	Consultant*Policy Manuals	\$1,000	
	IFSTA library replacement for 3 stations	\$500	
	USAR Training (3 employees)	\$35,000	
	Cadet Program	\$4,000	
	Health & Fitness Program	\$25,920	
	Exercise equipment	\$15,000	
	Training matl's (equip, plywood, props)	\$1,500	
	Continued Education Program	\$45,000	
	Drivers Operator Training	\$35,000	
	OT Instructors	\$50,000	
	Annual Wildland Drill	\$6,000	
	Training Specialists - 3 Positions OT	\$15,000	
	Probationary Training*Testing	\$15,000	
	Contingency	\$5,000	
5733	FIRE PREVENTION		\$90,950
	Banners - Misc	\$1,000	
	Brochures	\$5,000	
	Professional Services	\$500	
	Reference Materials: Code books	\$2,500	
	Subscriptions: NFPA, ICC, FPO, NORCAL	\$1,750	
	Public Announcements: Newspaper	\$700	
	Outside Plan Review & UPS (sprinkler plans)	\$20,000	
	Plan Review & Inspection Fees REVENUE	-\$65,000	
	Seminars/Classes/Training	\$6,000	
	Chipper Program:Banners, Payroll, Brochures	\$62,000	
	Chipper Maintenance	\$8,000	
	Knox	\$1,000	
	Commercial & Wildland Inspection forms	\$750	
	Special Postage Mailers	\$7,000	
	Investigators Equip	\$500	
	Address Enhancement System	\$250	
	Fire Prevention Meetings	\$750	
	Hydrant Vegetation Maintenance	\$2,000	
	OT Mapping Personnel	\$1,000	
	Contingency	\$750	
	Pre-plans OT Inspectors	\$1,000	
	Fire Adapted Community Program	\$2,500	
	Blue Dots (purchase & install)	\$4,000	
	Prevention Intern(s)	\$19,500	
	Woodside/Skyline Grant	\$250	
	PG&E Grant	\$250	
	2017 Clearinghouse Grant	\$250	
	Hydrant Maintenance w/Cal Water	\$6,750	

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5734	SEMINARS*CONFERENCES*CLASSES		\$14,500
	Chief's Planning Session	\$2,000	
	Chaplain Conference	\$2,500	
	Chiefs Professional Development-classes/seminars/WUI	\$4,500	
	Deputy Chiefs Profess Dev - classes/seminars/WUI	\$4,500	
	Administration Classes	\$1,000	
5876	PROFESSIONAL SERVICES		\$97,650
	Auditing Services	\$19,250	
	GASB45*CalPERS Reports	\$8,500	
	Legal Services	\$15,000	
	UPS*Misc	\$500	
	SMCO Service Charge*Bank Fees	\$8,000	
	CAL-OPPS Shared Hosting Services	\$3,500	
	Contingency	\$500	
	Policies & Procedures-Lexipole	\$12,000	
	Strategic Planning	\$15,000	
	OPEB and GASB Module(s)	\$15,400	
5926	Public Outreach Program		\$5,000
	Educating public on fire service capabilities	\$5,000	
5927	DISASTER PREPAREDNESS EXPENSE		\$62,626
	Advertising-CERT Training*Drills*Community Events	\$1,500	
	Car Seat Insp Tech Course * Programs	\$3,000	
	CERPP * Continued Education,Conferences	\$2,750	
	CERPP * Event Supplies	\$1,500	
	CERPP * IT	\$1,000	
	CERPP * Misc Supplies	\$1,000	
	CERPP * OT	\$6,000	
	CERPP * Training	\$2,000	
	Community Outreach- CERPP Donation	\$5,000	
	MRC/NACCHO Grant	\$13,218	
	Portola Valley Donation	\$1,958	
	Public Education Books, Brochures, Stickers	\$2,500	
	Public Education Continuing Education, Conferences	\$3,500	
	Public Education Events	\$1,500	
	Public Education OT	\$2,000	
	Public Education Props for Presentations	\$500	
	Safe Sitter Training Program	\$500	
	Safety Trailer Supplies * Maintenance	\$300	
	Memberships	\$400	
	CERPP Intern	\$10,000	
	Social Media	\$2,500	
5928	EMERGENCY OPERATIONS		\$17,000
	Dept. of Operations DOC/Emergency Notifications	\$10,000	
	ICConcern - Earthquake Module	\$7,000	
5966	DISTRICT SPECIAL EXPENSES		\$52,110
	Events*Rentals*Memorials*Decorations	\$15,025	
	LAFCO	\$14,485	
	Property Tax	\$16,900	
	Sewer use fees for Sta. 7, 8 & 19	\$3,200	
	WHS Donations	\$1,250	
	District Meetings	\$500	
	Staff Meetings	\$750	

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7111	LAND Architecture Designs*Station 7	\$50,000	\$50,000
7211	STRUCTURE IMPROVEMENT General Structure Replacements/Repairs* Contingency	\$25,000 \$3,500	\$28,500
7311	EQUIPMENT Hose replacement Engine/ Vehicle Equipment Upgrades Mobile/Portable Radio(s) Contingency Tool Replacement A & B foam Batteries Drone Equipment New Vehicle/Apparatus	\$20,000 \$60,000 \$40,000 \$5,000 \$3,000 \$5,000 \$10,000 \$30,000 \$10,000	\$183,000
7410	Admin -808 Portola Road Rent \$11,873 mo. Monthly Util, Maint \$2,300 mo. Phones Fax Lines Internet Cable IT Office Cleaning Admin-Office Expenses Contingency	\$142,479 \$27,600 \$6,800 \$1,500 \$11,040 \$1,500 \$10,000 \$7,800 \$8,550 \$10,000	\$227,269

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Monthly Board of Directors
ESTIMATED
Expense * Revenue Report for FY 19-20

6/14/2019														
in \$000's		31-Jul-19	31-Aug-19	30-Sep-19	31-Oct-19	30-Nov-19	31-Dec-19	31-Jan-20	28-Feb-20	31-Mar-20	30-Apr-20	31-May-20	30-Jun-20	31-Jul-20
		Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated	Estimated
Beg. Cash Balance		\$26,849	\$24,951	\$23,808	\$22,565	\$22,161	\$21,701	\$28,008	\$30,219	\$28,991	\$28,771	\$32,374	\$33,232	\$30,502
EXPENSES:														
Payroll		(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)	(\$721)
Overtime		(\$133)	(\$134)	(\$133)	(\$134)	(\$133)	(\$134)	(\$133)	(\$134)	(\$133)	(\$133)	(\$133)	(\$133)	(\$133)
Retirement		(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)	(\$150)
Monthly Expenses		(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)	(\$446)
SDRMA (WC Ins)		(\$647)												
GASB														
New Engine														
Superfund Retirement														
UAL Retirement														\$0
TOTAL EXPENSE		(\$2,097)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,450)	(\$1,450)	(\$3,155)	\$0
REVENUE:														
1021	Property Tax Cur Sec		\$64			\$875	\$7,650	\$1,180		\$872	\$4,749	\$1,396	\$263	
1031	Property Tax Cur Unsec				\$856					\$32				
1033	Prior Yr. - Unsecured Tax				(\$3)					(\$26)				
1041	Property Tax SB813			\$22	\$18	\$32	\$46	\$58	\$50	\$100	\$63	\$82	\$82	
1521	Interest Earned (Allocation)				\$103		\$10	\$105			\$141			
1831	Homeowners Property Tax Relief							\$24			\$12	\$22	\$12	
2658	Misc Revenue-JPA-Cell Towers	\$52	\$74	\$50	\$50	\$50	\$50	\$24	\$76	\$50	\$50	\$50	\$50	
1046	ERAF (actual rec'd FY16-17)							\$2,131						
	Reimbursements-Refunds, etc*													
	*State Comp*House Fund*Empl*VOIDS	\$147	\$170	\$136	\$23	\$33	\$2	\$139	\$95	\$202	\$38	\$17	\$18	
TOTAL REVENUE		\$199	\$308	\$208	\$1,047	\$990	\$7,758	\$3,661	\$221	\$1,230	\$5,053	\$1,567	\$425	\$0
End Cash Balance/Total Reserves		\$24,951	\$23,808	\$22,565	\$22,161	\$21,701	\$28,008	\$30,219	\$28,991	\$28,771	\$32,374	\$32,491	\$30,502	\$30,502
GASB Postemployment Healthcare Cost		\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142	\$13,142
Employer Retirement Liability		\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935	\$21,935
Estimated Expenses		(\$2,057)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,450)	(\$1,450)	(\$3,155)	\$0
Actual Expenses		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Difference +/-		(\$2,057)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,451)	(\$1,450)	(\$1,450)	(\$1,450)	(\$3,155)	\$0
Estimated Revenue		\$199	\$308	\$208	\$1,047	\$990	\$7,758	\$3,661	\$221	\$1,230	\$5,053	\$1,567	\$425	
Actual Revenue		\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	
Difference +/-		(\$199)	(\$308)	(\$208)	(\$1,047)	(\$990)	(\$7,758)	(\$3,661)	(\$221)	(\$1,230)	(\$5,053)	(\$1,567)	(\$425)	\$0