# Mission Township, Shawnee County, Kansas Financial Statement For the Year Ended December 31, 2019

# Financial Statement For the Year Ended December 31, 2019

### **Table of Contents**

Independent Auditor's Report			
FINANCIAL	SECTION		
Statement 1 Summary Statement of Receipts, Expenditures	s, and Unencumbered Cash 3		
Notes to the Financial Statement	4-9		
REGULATORY REQUIRED SUPI	PLEMENTARY INFORMATION		
Schedule 1 Summary of Expenditures - Actual and Budge	et 10		
Schedule 2 Schedule of Receipts and Expenditures - Actu	al and Budget		
2 - 1 General Fund Special Purpose Funds:	11		
2 - 2 Special Equipment Fund	12		
2 - 3 Special Highway Fund	13		
2 - 4 Special Fire Protection Reserve	Fund 14		

# JOHN R WELCH C.P.A.

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#### INDEPENDENT AUDITOR'S REPORT

March 12, 2020

To the Mission Township Board

Mission Township, Kansas

I have audited the accompanying fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances, of Mission Township, Shawnee County, Kansas, (Township) as of and for the year ended December 31, 2019 and the related notes to the financial statement.

#### Management's Responsibility for the Financial Statement

Management is responsible for the preparation and fair presentation of this financial statement in accordance with the Kansas Municipal Audit and Accounting Guide as described in Note C; this includes determining that the regulatory basis of accounting is an acceptable basis for the preparation of the financial statement in the circumstances. Management is also responsible for the design, implementation and maintenance of internal control relevant to the preparation and fair presentation of the financial statement that is free from material misstatement, whether due to fraud or error.

#### Auditor's Responsibility

My responsibility is to express an opinion on the financial statement based on my audit. I conducted my audit in accordance with auditing standards generally accepted in the United States of America, and the Kansas Municipal Audit and Accounting Guide. Those standards require I plan and perform the audit to obtain reasonable assurance about whether the financial statement is free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statement. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statement, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statement in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Township's internal control. Accordingly, I express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statement.

I believe that the audit evidence I have obtained is sufficient and appropriate to provide a basis for my audit opinion.

### Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles

As described in Note C of the financial statement, the financial statement is prepared by the Township on the basis of the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide, which is a regulatory basis of accounting other than accounting principles generally accepted in the United States of America.

The effects on the financial statement of the variances between the regulatory basis of accounting described in Note C and accounting principles generally accepted in the United States of America, although not reasonably determinable, are presumed to be material.

#### Adverse Opinion on U.S. Generally Accepted Accounting Principles

In my opinion, because of the significance of the matter discussed in the "Basis for Adverse Opinion on U.S. Generally Accepted Accounting Principles" paragraph, the financial statement referred to above does not present fairly, in conformity with accounting principles generally accepted in the United States of America, the financial position of the Township as of December 31, 2019, or changes in financial position and cash flows thereof for the year then ended.

#### Unmodified Opinion on Regulatory Basis of Accounting

In my opinion, the financial statement referred to above presents fairly, in all material respects, the aggregate cash and unencumbered cash balance of Mission Township, Shawnee County, Kansas as of December 31, 2019, and the aggregate receipts and expenditures for the year then ended in accordance with the financial reporting provisions of the Kansas Municipal Audit and Accounting Guide described in Note C.

#### Other Matter

#### Supplementary Information

My audit was conducted for the purpose of forming an opinion on the fund summary statement of regulatory basis receipts, expenditures, and unencumbered cash balances (basic financial statement) as a whole. The summary of regulatory basis expenditures-actual and budget, individual fund schedules of regulatory basis receipts and expenditures-actual and budget (Schedules 1, and 2 as listed in the table of contents) are presented for analysis and are not a required part of the basic financial statement, however are required to be presented under the provisions of the Kansas Municipal Audit and Accounting Guide. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statement. The information has been subjected to the auditing procedures applied in the audit of the basic financial statement and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statement or to the basic financial statement itself, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In my opinion, the information is fairly stated in all material respects in relation to the basic financial statement as a whole, on the basis of accounting described in Note C.

John R. Welch C.P.A.

Topeka, Kansas

## Summary Statement of Receipts, Expenditures, and Unencumbered Cash Regulatory Basis For the Year Ended December 31, 2019

Fund	Beginning Unencumbered Cash Balance	Prior Year Cancelled Cash Encumbrances Receipts		Expenditures	Ending Unencumbered Cash Balance	Add Encumbrances and Accounts Payable		
General Fund			*	•		·		
General Administrative Department	\$ 73,649.98	-	\$ 186,650.97	\$ 231,815.26	\$ 28,485.69	\$ 13,175.49	\$ 41,661.18	
General Road Department	509,408.27	-	526,108.10	926,392.63	109,123.74	-	109,123.74	
General Fire Department	520,309.53		817,566.96	817,566.96 1,153,050.05			184,826.44	
<b>Total General Fund</b>	1,103,367.78	-	1,530,326.03	2,311,257.94	322,435.87	13,175.49	335,611.36	
Special Purpose Funds:								
Special Equipment Fund	-	=	75,000.00	-	75,000.00	-	75,000.00	
Special Highway Fund	1,094,380.22	-	-	71,740.80	1,022,639.42	277,097.28	1,299,736.70	
Special Fire Protection Reserve Fund	1,581,514.33		250,000.00	14,049.95	1,817,464.38	14,049.95	1,831,514.33	
<b>Total Financial Reporting Entity</b>	\$ 3,779,262.33	\$ -	\$ 1,855,326.03	\$ 2,397,048.69	\$ 3,237,539.67	\$ 304,322.72	\$ 3,541,862.39	
				<b>Composition of</b>	Cash			
				Checking Ac	counts		\$ 550,250.61	
				1,030,086.58				
		Savings and Money Market					25,408.11	
				Certificates o	f Deposit:		1,936,117.09	
				<b>Total Township</b>	Cash		\$ 3,541,862.39	

# Notes to Financial Statement December 31, 2019

#### NOTE A. MUNICIPAL REPORTING ENTITY

The Mission Township, Shawnee County, Kansas (Township) is a municipal corporation governed by an elected three member board. This financial statement presents the Township as the Financial Reporting Entity. There are no related municipal entities.

#### NOTE B. REGULATORY BASIS FUND TYPES

The accounts of the Township are organized and operated on the basis of funds. A fund is defined as an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance related legal and contractual provisions. The Township has the following types of funds.

General Fund - the chief operating fund. Used to account for all resources except those required to be accounted for in another fund.

**Special Purpose Fund** - used to account for the proceeds of specific tax levies and other specific revenues sources that are intended for specific purposes.

The Township Under K.S.A. 79-1962 has authority to levies taxes for general purposes including road maintenance.

The township established a Fire Department as authorized by a K.S.A. 80-1902. The authority to levy a tax to fund the department is granted by K.S.A. 80-1903.

The Township Budgets The Road Maintenance Department and the Fire Department separately from General Administrative expenditures. Statutorily they are part of the Township's General Fund.

#### NOTE C. BASIS OF ACCOUNTING

Regulatory Basis of Accounting and Departure from Accounting Principles Generally Accepted in the United States of America - The KMAAG regulatory basis of accounting involves the recognition of cash, cash equivalents, marketable investments, and certain accounts payable and encumbrance obligations to arrive at a net unencumbered cash and investments balance on a regulatory basis for each fund, and the reporting of changes in unencumbered cash and investments of a fund resulting from the difference in regulatory basis receipts and regulatory basis expenditures for the fiscal year. All recognized assets and liabilities are measured and reported at cost, unless they have been permanently impaired and have no future cash value or represent no future obligation against cash. The KMAAG regulatory basis does not recognize capital assets, long-term debt, accrued receivables and payables, or any other assets, liabilities or deferred inflows or outflows, other than those mentioned above.

The Township has approved a resolution that it is in compliance with K.S.A. 75-1120a (c) waiving the requirement for application of generally accepted accounting principles and allowing the municipality to use the regulatory basis of accounting.

# Notes to Financial Statement December 31, 2019

When regulatory basis financial statements are released for general use, generally accepted auditing standard AU-C-800.21, requires the auditor to express an opinion about whether the financial statement has been prepared in accordance with the special purpose framework. Additionally the standard requires the auditor in a separate paragraph to express an opinion about whether the regulatory, special purpose financial statement is presented fairly, in all material respects, in accordance with GAAP. Therefore the presentation of a KMAAG regulatory financial statement will always require an adverse opinion on U.S. Generally Accepted Accounting Principles or an Other-Matter Paragraph Restricting the Use of the Independent Auditor's Report.

#### NOTE D. BUDGETARY INFORMATION

Kansas statutes require than an annual operating budget be legally adopted for the general fund, and special purpose funds (unless specifically exempted by stature). Although directory rather than mandatory, the statues provide for the following sequence and timetable in the adoption of the legal annual operating budget:

- 1. Preparation of the budget for the succeeding calendar year on or before August 1st.
- 2. Publication in local newspaper on or before August 5th of the proposed budget and notice of public hearing on the budget
- 3. Public hearing on or before August 15th, but at least 10 days after publication of notice of hearing.
- 4. Adoption of the final budget on or before August 25th.

The statutes allow for the governing body to increase the originally adopted budget for previously unbudgeted increases in revenue other than ad valorem property taxes. To do this, a notice of public hearing to amend the budget must be published in the local newspaper. At least ten days after publication the hearing may be held and the governing body may amend the budget at that time. There were no such budget amendments for this year.

The statutes permit transferring budgeted amounts between line items within an individual fund. However such statutes prohibit expenditures in excess of the total amount of the adopted budget of expenditures of individual funds. Budget comparison schedules are presented for each fund showing actual receipts and expenditures compared to legally budgeted receipts and expenditures.

Adjustment for Qualifying Budget Credits - Municipalities may use this line item for any budgeted fund. The adjustment would be a positive amount. All budget adjustments must be authorized by Kansas statutes. Examples include: expenditure of federal grant monies, gifts and donations, and receipts authorized by law to be spent as if they were reimbursed expenses.

# Notes to Financial Statement December 31, 2019

All legal annual operating budgets are prepared using the regulatory basis of accounting in which revenues are recognized when cash is received and expenditures include disbursements, accounts payable, and encumbrances, with disbursements being adjusted for prior year's accounts payable and encumbrances. Encumbrances are commitments by the municipality for future payments and are supported by a document evidencing the commitment, such as a purchase order or contract. Any unused budgeted expenditure authority lapses at year-end.

A legal operating budget is not required for the following funds:

Special Equipment Fund Special Highway Fund Special Fire Protection Reserve Fund

Spending in funds which are not subject to the legal annual operating budget requirements is controlled by federal regulations, other statutes, or by the use of internal spending limits established by the Township board.

#### NOTE E. DEPOSITS AND INVESTMENTS

K.S.A. 9-1401 establishes the depositories which may be used by the Township. The statute requires banks eligible to hold the Township's funds have a main or branch bank in the county in which the Township is located, or in an adjoining county if such institution has been designated as an official depository, and the banks provide an acceptable rate of return on funds. In addition, K.S.A. 9-1402 requires the bank to pledge securities for deposits in excess of FDIC coverage. The Township has no other policies that would further limit interest rate risk.

K.S.A. 12-1675 limits the Township's investment of idle funds to time deposits, open accounts, and certificates of deposit with allowable financial institutions; U.S. Government securities; temporary notes; no-fund warrants; repurchase agreements; and the Kansas Municipal Investment Pool. The Township has no investment policy that would further limit its investment choices.

Concentration of Credit Risk - State statutes place no limit on the amount the Township may invest in any one issuer as long as the investments are adequately secured under K.S.A. 9-1402 and 9-1405. The Township has no investments other than time deposits, open accounts, and certificates of deposit with allowable financial institutions.

Custodial Credit Risk - deposits: Custodial credit risk is the risk that in the event of a bank failure, the Township's deposits may not be returned to it. State statutes require the Township's deposits in financial institutions to be entirely covered by federal depository insurance or by collateral held under a joint custody receipt issued by a bank within the State of Kansas, the Federal Reserve Bank of Kansas Township, or the Federal Home Loan Bank of Topeka, except during designated "peak periods" when required coverage is 50%. There were no designated "peak periods" during the year.

# Notes to Financial Statement December 31, 2019

At December 31, 2019, the Township's carrying amount of deposits was \$2,511,775.81 and the bank balance was \$2,522,452.44. The difference between the carrying amount and the bank balance is outstanding checks and deposits. \$1,327,540.46 was held by two banks resulting in a concentration of credit risk, \$1,194,911.98 was invested through a Certificate of Deposit Account Registry Service deposit placement agreement, administered by one of the same banks. Of the bank balances, \$1,745,320.09 was covered by federal depository insurance and \$777,132.35 was collateralized with securities. December 31, 2019 deposits were fully secured.

At December 31, 2019 the Township had \$1,030,086.58 invested in United States Government Securities per a repurchase agreement with a bank.

#### NOTE F. INTERFUND TRANSFERS

Operating transfers were as follow

From	To	Statutory Authority	Amount
General Fund Road	Special Equipment Fund	K.S.A. 68-141g	\$ 75,000.00
Department	Special Equipment I and	11.5.11. 00 1115	Ψ 73,000.00
General Fund Fire	Special Fire Protection	K.S.A. 80-1558	250,000.00
Department	Reserve Fund		

#### NOTE G. OTHER LONG-TERM OBLIGATIONS FROM OPERATIONS

*Other Post-Employment Benefits:* As provided by K.S.A. 12-5040, the Township allows retirees to participate in the group health insurance plan. While each retiree pays the full amount of the applicable premium, conceptually, the Township is subsidizing the retiree's health insurance plan because each participant is charged an equal premium regardless of age. However, the cost of this subsidy has not been qualified in this financial statement.

Under the Consolidated Omnibus Budget Reconciliation Act (COBRA), the Township makes health care benefits available to eligible former employees and eligible dependents. Certain requirements are outlined by the federal government for this coverage. The premium is paid in full by the insured.

Compensated Absences: The Township provides all full-time fire department employees one shift day and all full-time road department employees four hours of sick leave per month. The maximum accumulated sick leave allowed is 22 shift days for fire department employees and 320 hours for road department employees. A road department employee who discontinues employment is paid for any unused accumulated sick leave and fire department employees are paid for unused accumulated sick leave upon retirement only. The cost of accumulated sick leave is not recorded as an expenditure in the financial statement at the time the benefits are earned by an employee but is recorded as a personnel expenditure when utilized. Expenses for accumulated vacation and sick leave earned by the employees are recorded when paid or taken by the employees..

# Notes to Financial Statement December 31, 2019

#### NOTE H. DEFINED BENEFIT PENSION PLAN

#### General Information about the Pension Plan

Plan Description - The Mission Township participates in the Kansas Public Employees Retirement System (KPERS) which is a cost-sharing multiple-employer defined benefit pension plan as provided by K.S.A. 74-4901. et. seq. Kansas law establishes and amends benefit provisions. KPERS issues a publicly available financial report that includes financial statements and requires supplementary information. KPERS' financial statements are included in its Comprehensive Annual Financial Report which can be found on the KPERS website at www.kpers.org or by writing to KPERS (611 S Kansas, Suite 100, Topeka, Kansas 66603) or by calling 1-888-275-5737.

Contributions - K.S.A. 74-4919 and K.S.A. 74-49,210 establish the KPERS member-employee contribution rates. KPERS has multiple benefit structures and contribution rates depending on whether the employee is a KPERS 1, KPERS 2 or KPERS 3 member. KPERS 1 members are active and contributing members hired before July 1, 2009. KPERS 2 members were first employed in a covered position on or after July 1, 2009, and KPERS 3 members were first employed in a covered position on or after January 1, 2015. Effective January 1, 2015, Kansas law established the KPERS member-employee contribution rate at 6% of covered salary for KPERS 1, KPERS 2 and KPERS 3 members. Member contributions are withheld by their employer and paid to KPERS according to the provisions of Section 414(h) of the Internal Revenue Code.

State law provides that the employer contribution rates for KPERS 1, KPERS 2, and KPERSi3 be determined based on the results of each annual actuarial valuation. Kansas law sets a limitation on annual increases in the employer contribution rates. The actuarially determined employer contribution rate (not including the 1% contribution rate for the Death and Disability Program) and the statutory contribution rate was 8.89% for the fiscal year ended December.31,.2019. Contributions to the pension plan from the Township was \$69,578.68 for the year ended December 31, 2019.

#### **Net Pension Liability**

At December 31, 2019, the Township's proportionate share of the collective net pension liability reported to KPERS was \$512,291.00. The net pension liability was measured as of June 30, 2019, and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2018, which was rolled forward to June 30, 2019. The Township's proportion of the net pension liability was based on the ratio of the Township's contributions to KPERS, relative to the total employer and non-employer contributions of the Local subgroup within KPERS. Since the KMAAG regulatory basis of accounting does not recognize long-term debt, this liability is not reported in this financial statement.

The complete actuarial valuation report including all actuarial assumptions and methods, and the report on allocation of the KPERS collective net pension liability to all participating employers are publicly available on the website at www.kpers.org or can be obtained as described above.

# Mission Township, Shawnee, County Kansas Notes to Financial Statement December 31, 2019

#### NOTE I. RISK MANAGEMENT

The Township is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters for which the Township carries commercial insurance. Settlement of claims has not exceeded commercial insurance coverage in any of the last three fiscal years.

#### NOTE J. COMPLIANCE, STEWARDSHIP AND ACCOUNTABILITY

The Township is not aware of any statute violations for the year ended December 31, 2019.

#### NOTE K. SUBSEQUENT EVENTS

In preparing this financial statement, the Township has evaluated events and transactions for potential recognition or disclosure through March 12, 2020 the date the financial statement was available for issue.

# Summary of Expenditures - Actual and Budget Regulatory Basis For the Year Ended December 31, 2019

Fund		Beginning Certified Budget	for Ç	ustments Qualifying get Credits	Total Budget For Comparison	(	Expenditures Chargeable to Current Year		Variance (Over) Under
General Fund									
General Administrative Department		\$ 272,800.00	\$	-	\$ 272,800.00	\$	231,815.26	\$	40,984.74
General Road Department		967,600.00		-	967,600.00		926,392.63		41,207.37
General Fire Department		 1,492,600.00			 1,492,600.00		1,153,050.05		339,549.95
Total Township Budget		\$ 2,733,000.00	\$	-	\$ 2,733,000.00	\$	2,311,257.94	<u>\$</u>	421,742.06
Special Purpose Funds:									
Special Equipment Fund	*						-		
Special Highway Fund	*						71,740.80		
Special Fire Protection Reserve Fund	*						14,049.95		
<b>Total Township Expenditures</b>						<u>\$</u>	2,397,048.69		

# General Fund Schedule of Receipts and Expenditures - Actual and Budget Regulatory Basis For the Year Ended December 31, 2019

	Administrative Actual	Road Actual			Fire Actual	Total Fund		Budget		Variance Over (Under)	
Receipts											
Ad Valorem Tax	\$ 160,925.05	\$ 315	,111.36	\$	575,690.29	\$ 1,051,	726.70	\$	1,057,014.00	\$	(5,287.30)
Delinquent Tax	1,385.73	5	,376.62		7,165.51	13,	927.86		-		13,927.86
Motor Vehicle Tax	23,786.53	109	,204.87		174,647.39	307,	638.79		728,160.00		(420,521.21)
Recreational Vehicle Tax	179.88		827.55		1,323.76	2,	331.19		3,907.00		(1,575.81)
16/20 M Vehicle Tax	72.89		211.95		317.29		602.13		613.00		(10.87)
Commercial Vehicle Tax	300.89	1	,394.40		2,232.34	3,	,927.63		3,650.00		277.63
Watercraft Tax	-		-		-		-		2,512.00		(2,512.00)
Special Highway/Gasoline Tax	-	22	,370.85		-	2	2,370.85		19,136.00		3,234.85
Fees for Service	-		-		20,030.55	20.	,030.55		19,200.00		830.55
Reimbursement and Grants	-	39	,610.72		14,826.67	54,	437.39		-		54,437.39
Interest		31	,999.78	_	21,333.16	53,	,332.94	-	15,600.00		37,732.94
Total Receipts	186,650.97	526	,108.10		817,566.96	1,530	,326.03		1,849,792.00	***************************************	(319,465.97)
Expenditures											
Salaries & Wages	•	169	,792.96		650,332.56	820	,125.52		870,000.00		(49,874.48)
Board Salaries	-	14	,400.00		14,400.00	28	,800.00		38,000.00		(9,200.00)
Employee Benefits	134,521.47		-		-	13	4,521.47		100,000.00		34,521.47
General Expenses	•		-		-		-		100,000.00		(100,000.00)
Utilities	-		,115.10		18,690.84	24	,805.94		-		24,805.94
Machine and Equipment Expense	-		,837.63		32,993.28		,830.91		650,000.00		(599,169.09)
Insurance	70,168.51	18	,930.80		28,576.20		,675.51		-		117,675.51
Supplies	138.53		19.38		8,752.08		,909.99		-		8,909.99
Exquipment Purchase	-		,785.00		12,594.14		,379.14		180,000.00		(148,620.86)
Road Materials	-	605	,511.76		-		5,511.76		325,000.00		280,511.76
Fire Materials	-		-		136,710.95		,710.95		410,000.00		(273,289.05)
Audit, Accounting and Legal	26,986.75		-		-		26,986.75		60,000.00		(33,013.25)
Transfer Out	<del></del>	75	5,000.00		250,000.00	325	,000.00		-	_	325,000.00
Total Expenditures	231,815.26	926	5,392.63		1,153,050.05	2,311	,257.94		2,733,000.00		(421,742.06)
Receipts Over (Under) Expenditures	(45,164.29)	(400	,284.53)		(335,483.09)	(780	,931.91)	<u>\$</u>	(883,208.00)	\$	102,276.09
Unencumbered Cash, Beginning	73,649.98	509	,408.27		520,309.53	520	,309.53				
Unencumbered Cash, Ending	\$ 28,485.69	\$ 109	0,123.74	<u>\$</u>	184,826.44	\$ (260	,622.38)				

See the independent auditor's report on required supplementary information

# Special Equipment Fund Schedule of Receipts and Expenditures Actual Regulatory Basis For the Year Ended December 31, 2019

	Actual
Receipts Transfer In	\$ 75,000.00
Total Receipts	75,000.00
Expenditures Equipment Purchase	
Total Expenditures	<u> </u>
Receipts Over (Under) Expenditures	75,000.00
Unencumbered Cash, Beginning	
Unencumbered Cash, Ending	\$ 75,000.00

# Special Highway Fund Schedule of Receipts and Expenditures Actual Regulatory Basis For the Year Ended December 31, 2019

	Actual
Receipts	
Transfer In	\$ -
Total Receipts	
Expenditures	
Road Overlay	71,740.80
Total Expenditures	71,740.80
Receipts Over (Under) Expenditures	(71,740.80)
Unencumbered Cash, Beginning	1,094,380.22
Unencumbered Cash, Ending	\$ 1,022,639.42

# Special Fire Protection Reserve Fund Schedule of Receipts and Expenditures Actual Regulatory Basis For the Year Ended December 31, 2019

	Actual
Receipts Transfer In	\$ 250,000.00
Total Receipts	250,000.00
Expenditures Capital Expenditures	14,049.95
Total Expenditures	14,049.95
Receipts Over (Under) Expenditures	235,950.05
Unencumbered Cash, Beginning	1,581,514.33
Unencumbered Cash, Ending	\$ 1,817,464.38