25/11/14
Accrual Basis

ADR Institute of Alberta
Profit & Loss Budget Overview
January through December 2015

		Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
	4000 Revenue													
	xxxx · Membership Fees													
	4110 · Full Member	10,545.00	11,115.00	17,955.00	14,535.00	5,700.00	6,840.00	5,415.00	7,125.00	10,830.00	5,415.00	6,270.00	5,130.00	106,875.00
	4120 · Associate Member	2,375.00	1,750.00	1,000.00	1,500.00	2,000.00	1,500.00	1,375.00	2,375.00	3,000.00	1,625.00	1,750.00	2,125.00	22,375.00
	4140 · Affiliate	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4150 · Administration Fee	1,200.00	650.00	650.00	500.00	500.00	550.00	700.00	900.00	950.00	600.00	700.00	750.00	8,650.00
	4160 · Less ADRI Dues	-3,256.00	-3,432.00	-5,544.00	-4,488.00	-1,760.00	-2,112.00	-1,672.00	-2,200.00	-3,344.00	-1,672.00	-1,936.00	-1,584.00	-33,000.00
	Total · Membership Fees	10,864.00	10,083.00	14,061.00	12,047.00	6,440.00	6,778.00	5,818.00	8,200.00	11,436.00	5,968.00	6,784.00	6,421.00	104,900.00
	xxxx · Membership Services													
	4020 · Directory	0.00	0.00	2,000.00	2,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
	4060 · Networking	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	0.00	6,000.00
N/C	**4030 · Advertising**	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	500.00	500.00	500.00	2,000.00
	NEW - Marketing (No Revenue)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	Total · Membership Services	1,000.00	1,000.00	2,000.00	2,000.00	2,000.00	2,000.00	1,000.00	1,000.00	2,500.00	2,500.00	1,500.00	1,500.00	20,000.00
	xxxx - Total Membership	11,864.00	11,083.00	16,061.00	14,047.00	8,440.00	8,778.00	6,818.00	9,200.00	13,936.00	8,468.00	8,284.00	7,921.00	124,900.00
	xxxx · ADR Business Services													
	4075 · Roster Administration	300.00	300.00	300.00	300.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	5,200.00
	4070 · National Rules Administration	1,000.00	1,000.00	1,000.00	1,000.00	1,500.00	1,500.00	1,500.00	1,500.00	2,000.00	2,000.00	2,000.00	2,000.00	18,000.00
	4035 · Outsourcing (PADR's)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4040 · ADR Centre Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	4130 · Corporate Member	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	12,000.00
	4080 · CAMVAP	9,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	4,708.75	61,505.00
	Total · ADR Business Services	12,008.75	7,008.75	7,008.75	7,008.75	7,708.75	7,708.75	7,708.75	7,708.75	8,208.75	8,208.75	8,208.75	8,208.75	96,705.00

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	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
xxxx · Professional Dev & Education													
xxxx · Certificate Programs	24,105.00	12,105.00	54,105.00	40,905.00	12,105.00	6,105.00	35,105.00	0.00	38,105.00	93,705.00	45,105.00	105.00	361,555.00
xxxx · Course Design	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,000.00
xxxx - Specialty and Professional Dev	0.00	7,200.00	0.00	3,600.00	12,600.00	0.00	0.00	0.00	7,200.00	7,200.00	7,200.00	0.00	45,000.00
xxxx - Contract Training	6,800.00	6,800.00	0.00	0.00	11,000.00	11,000.00	0.00	0.00	11,000.00	11,000.00	0.00	0.00	57,600.00
xxxx - Public Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx - Conference	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx - Designations & Accreditations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4210 - Application Fee	0.00	0.00	4,000.00	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	6,000.00
4220 - Assessments	0.00	0.00	475.00	0.00	0.00	0.00	0.00	0.00	475.00	0.00	0.00	0.00	950.00
Total · Professional Development Rev	30,905.00	26,105.00	58,580.00	54,505.00	35,705.00	17,105.00	35,105.00	0.00	58,780.00	111,905.00	52,305.00	105.00	481,105.00
xxxx · Other Income													
Interest	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Donations	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Rental Income	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Total · Other Income	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	15.00	180.00
Total Income	54,792.75	44,211.75	81,664.75	75,575.75	51,868.75	33,606.75	49,646.75	16,923.75	80,939.75	128,596.75	68,812.75	16,249.75	702,890.00

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		Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
	5000 Expense													
	xxxx · Membership													
N/C	**5010 · Marketing/promotion materials (new)**	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	1,500.00	500.00	500.00	500.00	7,000.00
	5020 · Directory	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
	5060 · Networking	2,000.00	1,500.00	0.00	500.00	1,500.00	1,500.00	500.00	0.00	1,500.00	2,000.00	0.00	0.00	11,000.00
	xxxx · Staff Support	4,405.00	4,162.00	4,162.00	4,162.00	4,162.00	4,162.00	4,162.00	4,162.00	4,162.00	4,162.00	4,315.00	3,955.00	50,133.00
	Total · Membership	7,905.00	7,162.00	4,662.00	5,162.00	6,162.00	6,162.00	5,162.00	4,662.00	7,162.00	6,662.00	4,815.00	4,455.00	70,133.00
	xxxx · ADR Business Services													
	5035 · Outsourcing (PADR's)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	xxxx · Roster Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	xxxx · National Rules Administration	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	xxxx · CAMVAP	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	4,230.00	50,760.00
	5040 · ADR Centre Administration	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
	xxxx · Staff Support	2,203.00	2,162.50	2,162.50	2,162.50	2,162.50	2,162.50	2,162.50	2,162.50	2,162.50	2,162.50	2,188.00	2,128.00	25,981.50
	Total · Total ADR Business Services	6,433.00	6,392.50	6,392.50	8,392.50	6,392.50	6,392.50	6,392.50	6,392.50	6,392.50	6,392.50	6,418.00	6,358.00	78,741.50

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	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
Professional Development and Education													
xxxx· Certificate Programs													
5111 · Instructor Fees	11,350.00	5,825.00	12,825.00	15,725.00	5,825.00	3,025.00	11,625.00	0.00	17,125.00	32,225.00	14,325.00	150.00	130,025.00
5112 · Facility Rentals	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	1,700.00	20,400.00
5113 · Program Materials	420.00	210.00	630.00	630.00	210.00	210.00	490.00	0.00	665.00	1,470.00	665.00	0.00	5,600.00
5114 · Parking/Mileage	148.00	82.00	152.00	201.00	68.00	40.00	152.00	0.00	208.00	390.00	180.00	8.00	1,629.00
5115 · Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5116 · Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5125 · On Line Instruction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5130 · Course Design	2,000.00	2,000.00	7,500.00	9,500.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	23,000.00
5157 · License Fee	0.00	0.00	9,000.00	3,000.00	0.00	0.00	3,500.00	0.00	0.00	6,000.00	6,500.00	0.00	28,000.00
5160 · Instructor Development	0.00	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
xxxx · Staff Support	3,520.50	3,277.50	3,277.50	3,277.50	3,277.50	3,277.50	3,277.50	3,277.50	3,277.50	3,277.50	3,430.50	3,070.50	39,519.00
Total Certificate Programs	19,138.50	13,094.50	35,084.50	34,033.50	13,080.50	10,252.50	20,744.50	4,977.50	22,975.50	45,062.50	26,800.50	4,928.50	250,173.00
xxxx·Specialty and Professional Development													
5111 · Instructor Fees	0.00	4,000.00	0.00	2,000.00	7,000.00	0.00	0.00	0.00	4,000.00	4,000.00	4,000.00	0.00	25,000.00
5112 · Facility Rentals	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5113 · Program Materials	0.00	300.00	0.00	150.00	300.00	0.00	0.00	0.00	300.00	300.00	300.00	0.00	1,650.00
5116 · Courier	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx · Staff Support	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	1,782.00	21,384.00
Total Specialty and Professional Development	1,782.00	6,082.00	1,782.00	3,932.00	9,082.00	1,782.00	1,782.00	1,782.00	6,082.00	6,082.00	6,082.00	1,782.00	48,034.00
xxxx·Contract Training													
5111 · Instructor Fees	5,400.00	5,400.00	0.00	0.00	2,600.00	2,600.00	0.00	0.00	2,600.00	2,600.00	0.00	0.00	21,200.00
5113 · Program Materials	0.00	0.00	0.00	0.00	800.00	800.00	0.00	0.00	800.00	800.00	0.00	0.00	3,200.00
5114 · Parking/Mileage	255.00	255.00	0.00	0.00	200.00	200.00	0.00	0.00	200.00	200.00	0.00	0.00	1,310.00
5115 - Travel Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5154 · MTI Materials	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5130 · Course Design	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx · Staff Support	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	1,278.00	15,336.00
Total Contract Training	6,933.00	6,933.00	1,278.00	1,278.00	4,878.00	4,878.00	1,278.00	1,278.00	4,878.00	4,878.00	1,278.00	1,278.00	41,046.00

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	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
xxxx·Public Training													
													0.00
Total Public Training	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx·Conference													
xxxz- Conference Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx · Staff Support	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	17,700.00
Total Conference	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	1,475.00	17,700.00
xxxx·Designations & Accreditations													
N/C 5211 · Assessments and Roleplays	0.00	0.00	0.00	800.00	0.00	0.00	0.00	0.00	800.00	0.00	0.00	0.00	1,600.00
5214 · Parking/Mileage	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5113 · Miscellaneous Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
xxxx · Staff Support	966.00	966.00	966.00	966.00	966.00	966.00	966.00	966.00	966.00	966.00	966.00	966.00	11,592.00
Total Designations & Accreditations	966.00	966.00	966.00	1,766.00	966.00	966.00	966.00	966.00	1,766.00	966.00	966.00	966.00	13,192.00
Total Professional Development & Education	30,294.50	28,550.50	40,585.50	42,484.50	29,481.50	19,353.50	26,245.50	10,478.50	37,176.50	58,463.50	36,601.50	10,429.50	370,145.00

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		Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
	5800 · General & Administrative													
	5804 · Amortization	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00
	5805 · AAMS Loan Interest Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N/C	5806 · Bank Charges/Interest/Merchant Fees	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,600.00	1,500.00	19,100.00
	5807 · CAMVAP Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5810 · Computer Equipment/Software	101.00	101.00	101.00	101.00	101.00	101.00	220.00	101.00	380.00	101.00	201.00	101.00	1,710.00
N/C	5811 · Conference Attendance	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00	500.00	500.00	500.00	0.00	5,000.00
	5812 · Copying (Administrative Use)	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	500.00	0.00	0.00	2,000.00
	5814 · Courier	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	10.00	120.00
N/C	5816 · IT Maintenance (Name Change)	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
N/C	5025 · IT Development (Name Change)	40.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	4,440.00
	5818 · Equipment Rental Leasing	960.86	152.56	288.30	960.86	152.56	288.30	960.86	152.56	288.30	960.86	152.56	288.30	5,606.88
	5821 · Insurance	402.75	402.75	402.75	402.75	402.75	402.75	402.75	402.75	402.75	402.75	402.75	402.75	4,833.00
N/C	5822 · Staff Events & Gifts (N/C)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
	5823 · Meeting Expense	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
N/C	5824 · Memberships, Subscriptions, Books, Events	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
*	5030 · Newsletter	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5826 · Office Supplies	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
	5827 · Open House	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5828 · Postage	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
	5830 · Printing	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
N/C	5832 · Professional and Audit Fees	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	8,000.00	8,000.00
	5833 · Relocation Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5834 · Rent Edmonton	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	1,037.50	12,450.00
	5835 · Rent Calgary	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00	7,800.00
	5836 · Staff Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5838 · Storage Rental	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
N/C	5840 · Telephone and Internet	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
	5841 · Cell	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
*	5050 · Travel	500.00	500.00	500.00	500.00	500.00	500.00	500.00	0.00	500.00	500.00	500.00	0.00	5,000.00
	5842 · Legal and General Council	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
	5880 · Staff Support	2,373.00	2,251.50	2,251.50	2,251.50	2,251.50	2,251.50	2,251.50	2,251.50	2,251.50	2,251.50	2,328.00	2,148.00	27,112.50
	5891 · CPP/EI	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
	Total 5800 · General & Administrative	11,000.11	9,930.31	10,066.05	11,238.61	9,930.31	10,066.05	11,357.61	8,930.31	10,345.05	11,238.61	10,106.81	21,862.55	136,072.38

ADR Institute of Alberta
Profit & Loss Budget Overview
January through December 2015

	Jan-15	Feb-15	Mar-15	Apr-15	May-15	Jun-15	Jul-15	Aug-15	Sep-15	Oct-15	Nov-15	Dec-15	TOTAL Jan - Dec 15
5900 · Governance													
XXXX · AGM	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00	0.00	0.00	0.00	0.00	3,000.00
5920 · Board Meeting/Travel	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
XXXX · Board Committees and Projects	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00
5930 · Insurance	306.25	306.25	306.25	306.25	306.25	306.25	306.25	306.25	306.25	306.25	306.25	306.25	3,675.00
xxxx · Staff Support	2,447.50	2,285.50	2,285.50	2,285.50	2,285.50	2,285.50	2,285.50	2,285.50	2,285.50	2,285.50	2,387.50	2,147.50	27,552.00
Total 5900 · Governance	3,653.75	3,491.75	3,491.75	3,491.75	3,491.75	6,491.75	3,491.75	3,491.75	3,491.75	3,491.75	3,593.75	3,353.75	45,027.00
Total Expense	59,286.36	55,527.06	65,197.80	70,769.36	55,458.06	48,465.80	52,649.36	33,955.06	64,567.80	86,248.36	61,535.06	46,458.80	700,118.88
Net Income	**-4,493.61**	**-11,315.31**	**16,466.95**	**4,806.39**	**-3,589.31**	**-14,859.05**	**-3,002.61**	**-17,031.31**	**16,371.95**	**42,348.39**	**7,277.69**	**-30,209.05**	**2,771.12**