**JUBILEE PRIMARY SCHOOL**  
Minutes of Meeting

**Date/Time:** 29 April 2014  
**Location:** Meeting Room, Jubilee Centre, Jubilee Primary School  
**Attendees:** B McLeod (Chair), S De Vere, L Vayro, D Sewell, N Carter, R Verheijen, A Pommier, S Hutchison  
**Apologies:** J Riddell, B Mason, T Gilmore, S Jamieson, Z Cootes, J, Prendergast, J Bourke  
**Secretariat:** Alison Pommier

<table>
<thead>
<tr>
<th>Agenda Item/Topic</th>
<th>Discussion/Outcomes</th>
<th>Action Officer</th>
<th>Due Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Welcome and Apologies</strong></td>
<td>B McLeod opened meeting at 7.15pm. Prayer, welcome of attendees and introduction of new Executive Committee to attendees. Official thank you to outgoing executive committee, presentation of gift to R Verheijen and N Carter. D Sewell read thank you card expressing thanks for the significant footprint the last committee left on the P&amp;F acknowledging the fantastic job undertaken by R Verheijen over the past 6 years. Although unable to attend T Gilmore wanted to compliment on stage 1 of the work to the top area on Binstead Way. The fence and signs are complete with line markings still to be made. Later stage will be pedestrian crossing.</td>
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</table>
| **Business Arising from Previous Minutes** | St George Bank Proposal  
Apologies given from B McLeod, the commission amount regarding the St George Bank Proposal should have read .2% (not 0.2%). Window tinting  
The submission has been left with J Riddell. $1,000 has been nominated and $1,200 in the applied for grant, the school will cover this cost until the grant is approved. **Alternate Day/Night By-Law**  
The decision to propose an amendment to the bylaw to night only due to Executive Committee members working during the day. Absentee votes will be called for on the newsletter and reminded on Facebook. A vote will be called at next P&F meeting. Suggestion that the by-law be amended not taken out, so it prompts discussion and consideration on an annual basis. | | |
<p>| <strong>General Correspondence</strong> | Email – as discussed above regarding the submission entered for window tinting. Chemmart Pacific Pines will donate 5% of total sales of branded products to Jubilee for month of May. N Carter has advised that this shouldn’t affect Chempro’s decision on whether or not to sponsor the Family Fun Day. | | |</p>
<table>
<thead>
<tr>
<th>General Business</th>
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<tbody>
<tr>
<td>1. P&amp;F meet &amp; greet feedback</td>
<td>2 new mums expressed an interest in being involved in the Mother’s Day stall with the ambition of assisting further next year. Meeting was held in the Staff room which worked well in directing parents dropping children off. Next time more notice will be given so more parents can attend. Admin has badges on order for P&amp;F executive committee, wearing badges will not only promote P&amp;F but also people will know who is on the committee. Nancy also suggested photos in the reception area so people can see who is on the committee. Suggestion was made for professional photos to be taken with school photos in June. N Carter suggested she can take the photos if D Sewell can provide frames.</td>
<td>N Carter to arrange with committee</td>
</tr>
<tr>
<td>2. Disco update</td>
<td>Janelle says everything is looking awesome for the event. Still in need of volunteers for drinks glow sticks etc. Suggestion was made for next Disco to provide sausage sizzle to be consumed before entering the hall, as there is to be no food consumed in the hall. This would assist busy parents and hungry kids. Dave Sewell has approved this, as long as this was set up outside of the hall. 1 hour trial for prep to 3 at this disco.</td>
<td></td>
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<tr>
<td>3. Mothers’ Day stall update</td>
<td>Jane Bourke has organised year 6 to attend at 9.15am on Friday 2 May due to Canberra trip. Jane cannot attend so has organised for B McLeod to. Jane will resume on Thursday 8 May for the rest of the school.</td>
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<tr>
<td>4. Mother’s day high tea</td>
<td>11 tickets sold so far with more being anticipated this week and next. Food being supplied by Brumbies, Cheesecake shop and there will also be catering for dairy &amp; gluten free. 10 amazing prizes have been donated for the auction so far and there are 2 lucky door prizes. Everyone will also receive a gift bag.</td>
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<td>5. Annual Dinner Update</td>
<td>Invitations have been given to students to promote the event. S Jamieson has sold 23 tickets to date through Trybooking with more tickets being anticipated over the next two weeks. N Carter reported there are also 3 tables of year 3 parents ready to be booked. Leadership team has booked and teachers has been invited also. RSVP scheduled for 2 May, hoping for 130-150 tickets to be sold. Everyone is busy at the moment with Mother’s Day and other upcoming events so RSVP can be extended to 13 May. Luck door prizes arranged. Commencement of event is to be 6.30 on 17 May. Payment can be made by EFT, cheque or via the trybooking link on the invitation. Tickets $40 per person.</td>
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<td>6. Trivia Night</td>
<td>Theme for the night is Multicultural Madness. Booking sheet and posters are done, flyer to be arranged by B Mason who is also arranging questions to be completed 2 weeks prior to the event to be held on 13 June. B McLeod is to organize Trybooking link for tables of 8. Tables are $80 (table of 10). P&amp;F have allocated $620 for expenses for the event which is the same as last year. There was also a donation which</td>
<td>B Mason to arrange flyer and questions. B McLeod to email trybooking link and Scott for</td>
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<tr>
<td>Covered the prizes. P&amp;F to arrange Scott to conduct cleaning.</td>
<td></td>
<td></td>
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<tr>
<td>cleaning.</td>
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7. **Family fun day update**
Update report attached. Committee meeting held but no one nominated to attend, so will promote assistance over facebook and in newsletter. Will focus on this once May events have passed. S De Vere has advised she cannot attend Family Fun Day. D Sewell suggested Year 6 & 7 leaders to speak with parents in pick up and drop off zones about volunteering, volunteers can then see B McLeod in under cover pickup area to register.

8. **2IC Grants committee**
Jonelle Betzel has been appointed as 2IC to learn the ropes and take over from Linda at end of year. B McLeod to sent all future grant information to both L Vayro and J Betzel.

L Vayro asked for a call for suggestions from teachers and staff “wish list”, so it is known what the school needs, suggestion of back fence and gate surrounding school. Gate would have code to enter at top car park entry. Repair to the hole in the road leading to after school care, was suggested however due to this needing to be done properly it should be attended after the new building is complete so it would become a long term item. Covered walkways a suggestion was made to obtain pricing on walkway as 10 point breakdown so it can be done in stages making it more affordable. Notice boards near the administration block – S Hutchison is currently getting quotes for this.

D Sewell to obtain wish list and breakdown of covered walkways or other big ticket items.

S Hutchison – quotes for notice boards

9. **P&F Business Directory**
S Rimmer sent through a suggestion for a P&F business directory for the Jubilee Community. Families with business can provide business cards offering discount or promotion, pay a small fee which covers the cost of printing a booklet and distributed to the Jubilee community. D Sewell advised we need to check if any businesses are paying for advertising in the school newsletter. S Rimmer is happy to get it started but will need help with the booklet. B McLeod has advised she can assist. L Vayro has advised there has been one done in the past and will forward it to B McLeod.

Belinda McLeod to confirm with David Sewell re advertising in newsletters
L Vayro to forward previous booklet

**New business**

**New school block names**
The new curriculum states the need for schools to acknowledge Indigenous language throughout the school. To embrace this new culture around the school, an Indigenous elder will be invited to advise on the correct pronunciation of the words on the new signage throughout the school. Once the correct pronunciation is known these names will be used in place of the old school block names. B McLeod queried doing an Acknowledgment of Country prior to P&F Meetings and D Sewell agreed.

B McLeod to organise an Acknowledgment of Country for use at P&F Meetings. Next meeting
**JUBILEE PRIMARY SCHOOL**

**Minutes of Meeting**

### Beachathon
Beachathon is scheduled for Monday 23 June at Kurruwa, this being a safer venue for the children with the Northern beaches being renowned for brown snakes in the warmer months.

### Noise from school hall
There have been complaints about the noise from the hall. T Gilmore and members for State and Federal parliament have been contacted regarding noise both after hours and during the school day. Council conducted acoustic testing and found on one occasion the noise levels were too high. D Sewell has met with a neighbour to listened to the noise. Suggestions have been made to plant mature trees along the perimeter and windows in the hall are to be closed. The suggestion was also made to erect noise barriers which would have to be 3.8m high requiring a DA from council along with the cost there is the added complaint that this will then block light to these residents. There will be another meeting scheduled with the neighbours and D Sewell to discuss strategy.

### Pilgrimage
It was suggested at the next meeting D Sewell will give a review of his pilgrimage to the Holy Land and will encourage all teachers and parent support persons to attend future P&F meetings. Comment was made that the website and school app need to be updated.

<table>
<thead>
<tr>
<th>Treasurers report</th>
<th>Bank Reconciliation and Cash Flow report attached.</th>
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<tr>
<td>Next Meeting</td>
<td>13 May 2014 at 7:00pm – Jubilee Centre Meeting Room.</td>
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**B McLeod** to contact PSPs and let them know about D Sewell’s review of Pilgrimage at next meeting.
Dear residents, the month of April has just flown and we are now in the month of May.

Water Billing
Due to State Government requirements, the City of Gold Coast (City) will be issuing quarterly billing statements for water usage. In July residents will be receiving their six monthly rate bill and a quarterly bill for water.

Gold Coast City Plan 2015
The new City Plan has been returned from the State Government and arrangements are being made for public consultation. Division 5 residents will be able to have their say at a meeting, date to be advised, at Country Paradise Parklands. It is important that you have your say as this plan will shape this city's future.

Bicycle and Pedestrian Network
The Division has eight schools and the City has committed to provide an Active School Transport Plan to two schools, St Brigid's Primary, Nerang and Park Lake Primary.
This plan is designed to take up to 10 per cent of the peak car trips off the morning and afternoon drop off by encouraging students to actively walk, cycle or even skate to school.

Pacific Pines and Park Lake
- **Mantra Way - Jubilee Primary School**
  Work is now completed on the pedestrian access ramps and the pedestrian barrier fence.
- **Floored Gum Park**
  The dog water bubbler is now installed in the off-leash area of the Park.
- **Pacific Pines Hub, Pacific Pines Boulevard**
  A variety of services are being provided from the hub, including an art exhibition by Helensvale artists on the evenings of the first Wednesday of the month. For information contact 5561 7227.

Nerang and Highland Park
- **Martin Street**
  Work is now completed on the removal of the traffic island north of Wrat Street. The number of car parking spaces has increased.
- **Intersection Cuyuga and Mortensen Road**
  Work will commence soon on building a car park just behind the BMX facility. This will provide additional car parking for the PCYC, Nerang Community Bowls and the Nerang BMX.
- **Maid of Sker-Bischof Park**
  Engineering inspections are continuing on this historic landmark, which has been cordoned off to the public in the interim.
- **Golden Crest Manor**
  I have been successful in finally securing a bus stop just outside Golden Crest Manor. Hopefully this will be in place with the next round of changes to Translink's timetable in June 2014.

Wongawallen, Clagiraba, Guanaba and Maudsladl
- **Wongawallen**
  Weather permitting, hazard reduction burns are scheduled between now and September in the area of Wongawallen CA WNZ 3 and 4 Lanes Road and Solomon Drive, Gladstone Reserve between Yellanbee Crt as well as Power link easement and Eagle Heights CA Wongawallen Road, Wongawallen.
- **Clagiraba**
  Work will be undertaken on the Heritage Drive bridge to replace the existing guardrail. Local residents have been notified by mail. Billabong Causeway structural repairs to the Causeway are expected to be undertaken before the end of the financial year.

Events
The month of May is shaping up to be a hive of activity and events for residents of Division 5. I am pleased to have been able to sponsor and support these activities:
- **Music in the Park**
  Sunday 4 May, 12noon-4pm
  Greenway Boulevard, Park Lake. Bring a blanket and join me for some swinging music in the beautiful park setting.
- **Just Walk Me**
  Sunday 11 May, 7am - 10.30am
  Country Paradise Parklands. This is a fantastic way for you to get some exercise, walk and socialise your dog and hear from the City’s Animal Management team regarding responsible pet ownership.
- **Connect to Your Creek**
  Saturday 24 May, 8am
  Country Paradise Parklands. Join the Mayor and myself and be part of the biggest tree and flora planting day on the coast. With over 10,000 plantings and mulching to be done, the Nerang Riverkeepers need your assistance to keep the parklands and creek tributaries green and lush.
- **The Big Family Funanza**
  Saturday 31 May, 10am - 4pm
  Country Paradise Parklands. This family event will host the biggest Lions Club barbeque, the biggest day of family activities, as well as entertainment galore.
- **Big Picture Exhibition**
  Saturday 31 May, 10am - 4pm
  This unique photographic exhibition will see three metres by two metre canvass photographs of Gold Coast community groups at work or play exhibited in the scenic settings of Country Paradise Parklands. The brain child of Shed 11 Studio this type of exhibition has never been attempted before and is to be staged over a week long period. For information contact Sarah Jayne on 0418 197 877 or sarah@shed11.com.au.
- **Pacific Pines and Community Expo**
  Sunday 15 June, 10am - 5pm
  Now in its fourth year this event is getting bigger and better. Come along and support the Pacific Pines Residents Group and other community groups. Featuring ries, entertainment, small business expo and much more. For information contact Nikki on 0414 181 570.

Community Consultations
Nerang Library - every Wednesday 9am - 10am
Pacific Pines Hub - every Tuesday 8am - 11am

Contact me
Get this newsletter article via email, my website or my Face book site.
Email: Councillor@goldcoast.qld.gov.au or
Phone: 67 5563 9400 Mobile: 0439 226 519
Website: www.tracgylmore.com.au
Like me on Facebook to have your say!
www.facebook.com/tracgylmoredivision5
Subject: Invitation to Digital Enterprise Program - Nerang workshops
From: MUELLER Anne-Marie (MUELLER@goldcoast.qld.gov.au)
To:
Cc: Division5@goldcoast.qld.gov.au, RASCOTT@goldcoast.qld.gov.au
Date: Thursday, 24 April 2014 2:18 PM

Good morning

As positive feedback from participants attending Digital Enterprise Program workshops continues to flow in, Cr Tracey Gilmore is pleased to announce that the program will be running through until March 2015.

A flyer containing a brief overview of each workshop is attached for your information.

The following dates are coming up for the next Digital Enterprise Program workshops which are to be held in Nerang:

* 21st May  
  Cyber Security and Data Management
* 23rd July  
  Mobility and Online Communications

Places are limited so if you haven't already done so, please register today at:

Don't worry if you've missed out on a particular workshop that you are interested in as the workshops for August to October will be opening for registration soon.

**PLEASE NOTE: Another great benefit of signing up to any of the workshops is the four (free) individual support and mentoring sessions that are available to you. The mentor will assist you personally and tailor to meet your organisation's specific needs.

Please feel free to take full advantage of this fantastic opportunity.

Anne-Marie Mueller
Community Development Officer (Div 5 - Nerang)
(Tuesdays & Wednesdays)
Safe and Liveable Communities Branch
City of Gold Coast

T: 5582 8630 M: 0439 226 271 F: 5582 8478
PO Box 5042 Gold Coast Mail Centre Qld 9729
cityofgoldcoast.com.au

This May, a unique world-class event is coming to Greenmount Beach.
Learn to survive and prosper in the digital age

Group workshops and four hours of individual mentoring sessions for Gold Coast businesses and not-for-profit organisations.

The Digital Enterprise Program is an Australian Government initiative helping to improve the way organisations do business and deliver services online.

The City of Gold Coast has successfully applied for funding from the federal government to run the program locally with Enterprise and Training Company (ETC) and Gravelroad.

The program consists of a series of funded group workshops and four hours of one-to-one face-to-face mentoring (to eligible attendees). The mentoring is specifically tailored to each business' online needs.

Places are limited, so register today at businessgoldcoast.com.au/DEP
Digital Enterprise Program

Fully funded group workshops include:

Benefits and Opportunities of the Digital Economy

- How will high-speed broadband benefit my business/organisation?
- What is the digital economy?
- What is cloud computing?

Online Presence

Get noticed - go online. Your clients and customers are searching online, make sure they can find you.

- Web hosting
- Online marketing strategy
- Website design and development
- Social media
- eCommerce
- Search Engine Optimisation (SEO)

Cloud and Cloud Applications

Move your business to the cloud. It can help you to save on acquisition and maintenance costs, in-house hardware and software licensing.

- Cloud services
- Cloud applications (Finance, CRM, Job Management, etc)
- Costs and benefits (SaaS versus Onsite)
- Cyber security

Teleworking and Mobility / Online Communications

Nurture flexibility and increase productivity through a mobile workforce. Save money on business calls, use smart communication technology.

- VoIP (costs and benefits)
- Video communications
- Collaboration
- Agile workforce
- 3G, 4G, Wi-Fi
- Utilising cloud applications

Cyber Security and Data Management

Ensure your online data is safe.

- Passwords and password vaults
- Virus protection
- Spyware and malware protection
- Firewalls
- Systems updates
- Back-up/recovery
- Cloud data storage versus onsite storage

Places are limited, so register today at businessgoldcoast.com.au/DEP
Dear Belinda,

Congratulations! Jubilee Primary School have been selected to be the Chemmart Pacific Pines Community Fund Recipient for May 2014.

Chemmart Pacific Pines will donate 5% of the total sales generated by our Chemmart branded Products to your organisation during this time. *Prescriptions and Pharmacist Only Medicines excluded.

Our staff will support your organisations’ quest to earn as much money for your group by spreading the word that each time customers buy a Chemmart branded product from our store, they are directly benefiting your club. We will even have flyers designed to distribute in store specific to the Jubilee Primary School. Please let me know if you want me to print extra for you to distribute amongst your school community. I will email you a flyer early next week for your newsletter, as mentioned on the phone this afternoon. Below is a short and sweet blurb that you can use in your upcoming newsletter...

“Jubilee Primary School is the recipient of the Chemmart Pacific Pines Community Fund for the month of May. For every Chemmart Branded Product sold during May, 5% of the total sales will be donated to our school! So get down to Chemmart Pacific Pines and say hello to Micky, Emma and the team. Chemmart Pacific Pines, for all your pharmacy needs.”

There’s lots you can do to help your school make the most of this opportunity. Let all your members know about our commitment to donate 5% of the sales generated from Chemmart Branded products, and that each time they purchase a Chemmart branded product they are helping to support their school. Tell your friends, family & neighbours because every product counts!

Please find attached a list of recommended activities that we believe will help you make the most out of this opportunity. In the next few days, I will email you a poster for you to display anywhere and everywhere, for example, in your tuckshop, office, on the courts, during fundraising events etc. I would also recommend that you email it to your school’s database. The more people that know about the pledge, the more they purchase and the more you earn for your club!
If you have any questions, please don’t hesitate to email me or call me on the contact details below. If you want to, you can supply me with a Jubilee Primary School jpeg for use on our Facebook page for promotion of the pledge.

Regards,

Trudy Stanborough
Stock Controller
Chemmart Pacific Pines
Phone: 07 5580 6662
Fax: 07 5580 6667
Email: pscifipines@familychemist.com.au
**JUBILEE PRIMARY SCHOOL**

**Minutes of Meeting**

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**Family Fun Day**
**16th August 2014**

**P&F Meeting Update April 2014**

| Rides & Extras | BOOKED Jubilee Entertainment  
|               | BOOKED Ponies, Ponies, Ponies |
|               | 10 rides booked so far: Miami Trip, Storm, Bumper Balls, Laser Skirmish, Super Slide, Lion Safari Bouncer, Sesame Swings, Trackless Train, 4x ponies and animal farm.  
|               | 1 ride awaiting confirmation (for small children) |
|               | BOOKED DJ Electra, St Johns, Portaloos, ATM, Security, Cashier  
|               | TBC cold van, extra bins, Southland face painting tent, busking tent (including choir), JPS Info tent. |

| Food Stalls & Commission Stalls | 4 food stalls booked (Mr Whippy, hot chips van, Dippin Dots, Fairyfloss/churros/slushies), plus Anglican Church devonshire tea. TBC Zarrfas, Cafe2U, Popcorn Man, Newlife Uniting Church sausage sizzle.  
| Program | TBC Sand Wizard and Rotation Creations |
| Program | Program organised by Belinda McLeod with assistance of Linda Vayro |

| Jubilee Stalls | • Preps – Cakes  
|               | • Yr 1 – Plants and Grassheads  
|               | • Yr 2 – Pick a Jar  
|               | • Yr 3 – Second Hand Clothing  
|               | • Yr 4 – Sweets and Lollies  
|               | • Yr 5 – Tuckshop  
|               | • Yr 6 – Science lab  
|               | • Yr 7 – Books |

| Parent Stalls | Currently 1 Booked |

| Armbands | $25 Pre-Paid & $30 On the Day |

| Flyers/Posters | We own the images |

| Sponsorship | Looking for Gold & Silver  
|             | 2 Bronze booked (LJ Hooker, FAD) with 8 more places to fill |
Coordinators appointed:

- Family Fun Day Coordinator (Belinda McLeod)
- Family Fun Day Treasurer (Sharon Hutchison)
- Cent Auction (Linda Vayro)
  Volunteers needed x 3 (putting out/checking on collection baskets, seeking further donations from local businesses, wrapping and labelling donations, cent auction stall on the day)
- Set up/pack up (Michael DeVere)
  Volunteers needed (setting up marquees trestle tables etc on Friday/packing up Saturday afternoon).

Looking for Coordinators for:

- Affiliated Church Liaison (prepare the stalls ie. organise stock etc. for Sausage Sizzle, Devonshire Tea and marquee for face painting)
- Armband Sales (morning and afternoon sales in front of office from two weeks prior 8:15am and 2:45pm)
- Signs (parking, traffic, tickets, armbands, stalls – number, name, parent/sponsor stall)
- Advertising (send banner to get new logos, distribute flyers, put up posters)
- Ticket Booth (organise roster, tent and signage)
### Bank Reconciliation & Cash Flow as at 24/04/14

**Balance as per Bank Statements:**

<table>
<thead>
<tr>
<th>Account</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Cheque Account</td>
<td>$31,738.62</td>
</tr>
<tr>
<td>Reserve Fund</td>
<td>$19,051.72</td>
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<tr>
<td>Total</td>
<td>$50,790.34</td>
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**Unpresented Cheques:**

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<th>Code</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>28/03/2014</td>
<td>816292</td>
<td>Petty Cash</td>
<td>($211.45)</td>
</tr>
<tr>
<td>28/03/2014</td>
<td>816293</td>
<td>AC Keely &amp; Assoc</td>
<td>($572.00)</td>
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<tr>
<td>7/04/2014</td>
<td>816294</td>
<td>Ben Simpson</td>
<td>($200.00)</td>
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<tr>
<td>7/04/2014</td>
<td>816295</td>
<td>Glow Productions</td>
<td>($424.00)</td>
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<tr>
<td>7/04/2014</td>
<td>816296</td>
<td>AAC Id Solutions</td>
<td>($130.00)</td>
</tr>
<tr>
<td>23/04/2014</td>
<td>816297</td>
<td>Cash Advance Expenses - Disco</td>
<td>($500.00)</td>
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<tr>
<td>23/04/2014</td>
<td>816298</td>
<td>Cash Advance Expenses - Mothers Day Stall</td>
<td>($200.00)</td>
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<tr>
<td>23/04/2014</td>
<td>816299</td>
<td>Cash Advance Expenses - Mothers Day High Tea</td>
<td>($500.00)</td>
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<tr>
<td>24/04/2014</td>
<td>816300</td>
<td>Float for Disco 1</td>
<td>($800.00)</td>
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**Balance as per MYOB**

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<tr>
<th>Amount</th>
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<tr>
<td>$47,252.89</td>
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**Committed Funds:**

<table>
<thead>
<tr>
<th>Date</th>
<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>10/09/2013</td>
<td>Donation to Jubilee PS - Post Protectors</td>
<td>($4,076.35)</td>
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**Balance at Bank after Committed Funds**

<table>
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<tr>
<th>Amount</th>
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<td>$43,176.54</td>
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