



LOCAL GOVERNMENT
**HISPANIC
NETWORK**

Advancing Excellence and Inclusiveness in Local Government

Board of Directors Meeting
January 8, 2021
12:00-1:00 PM Eastern Time
11:00 AM-12:00 PM Central Time
10:00-11:00 AM Mountain Time
9:00-10:00 AM Pacific Time
Dial by Phone: +1 346 248 7799
+1 253 215 8782 US
Meeting ID: 408 221 8458

Agenda

LGHN Board of Directors

Ray Gonzales
President

Samantha Tavares
President-Elect

Rolando Fernandez
*Immediate
Past President*

Bob Harrison
*Vice President
for Membership*

Aubrey Gonzalez
*Vice President
for Professional
Development*

Paulina Martinez
*Vice President
for Career Advancement*
At-Large Directors

Carlos Baia

Noel Bernal

Maria DeLeon

Gricelda Estrada

Ramiro Inguanzo

Raoul Lavin

Ramiro Salazar

Patricia E. Martel
*Past ICMA
Board Member*

Victor Cardenas
ICMA Board Liaison

Orlando Cruz
ICMA-RC Liaison

Gabe Rodriguez
NACA Liaison

A. Call to Order/Roll Call/Welcome

B. APPROVAL: Consent Agenda – Receive and Approve

1. Minutes for Board Meeting of December 4, 2020*
2. Board Meeting Attendance Report for 2020/21*
3. Financial Report through December 31, 2020*

C. DISCUSSION/APPROVAL: 2021 LGHN Budget*

D. DISCUSSION/APPROVAL: LGHN Biennial Conference Budget*

E. DISCUSSION: Plan for Future International Partnerships

F. INFORMATION/UPDATES: LGHN Goals and Committee Activities

1. Membership
2. Fundraising/Scholarship Program
3. Career Advancement Program
4. Professional Development
5. University Partnerships

G. INFORMATION ITEMS

1. LGHN Board Meeting Schedule (item J below)
2. REMINDER: Testimonials for ICMA & LGHN Memberships
3. REMINDER: Contributions to LGHN Scholarship Fund
4. REMINDER: Sign and Return LGHN Board Commitment Forms
5. REMINDER: Identify “Leadership Legends” for SGR Webinars

H. Future Board Meeting Agenda Items

1. ICMA Contract with GARE
2. Potential Agreement: Latino Leadership Institute
3. Government Alliance on Race and Equity (TBD)
4. Potential Agreement: National Association of Hispanic Federal Executives
5. Website Tracking
6. Social Media Tracking

I. Adjournment & Future Meeting Dates

1. Friday, February 5, 2021 – LGHN Board Meeting
2. Friday, March 5, 2021 – LGHN Board Meeting
3. Friday, April 2, 2021 – LGHN Board Meeting
4. April 21-25, 2021 – NFBPA Conference, Phoenix, AZ
5. Friday, May 7, 2021 – LGHN Board Meeting
6. Friday, June 4, 2021 – LGHN Board Meeting
7. Friday, July 9, 2021 – LGHN Board Meeting (moved from July 2)

*Supporting documents provided in board packet

8. Friday, August 6, 2021 – LGHN Board Meeting
9. September 8-11, 2021 – LGHN Biennial Conference, Aurora, Adams County, CO
10. October 3-6, 2021 – ICMA Conference, Portland, OR
11. Friday, November 5, 2021 – LGHN Board Meeting
12. Friday, December 3, 2021 – LGHN Board Meeting



**Board of Directors Meeting
December 4, 2020**

MINUTES

Advancing Hispanic leadership in local government

Board Members Present

Raymond Gonzales, President
Rolando Fernandez, Jr., Immediate Past President
Bob Harrison, Vice President for Membership
Aubrey Gonzalez, Vice President for Professional Dev.
Carlos Baia, At Large Director
Gricelda Estrada, At Large Director
Ramiro Inguanzo, At Large Director
Raoul Lavin, At Large Director
Victor Cardenas, ICMA Board Liaison

Board Members Absent

Samantha Tavares, President-Elect
Paulina Martinez, Vice President for Career Advancement
Noel Bernal, At Large Director
Maria DeLeon, At Large Director
Ramiro Salazar, At Large Director
Patricia Martel, Past ICMA President

Others Present

Karen Davis, Executive Director
Rod Alcazar, ICMA-RC Liaison
Gabe Rodriguez, NACA Liaison
Christin Butterfield, Management Partners

A. Call to Order/Roll Call/Welcome

Although the board did not have a quorum, the group began discussing information items at 9:07. At 9:26, the LGHN Board had a quorum.

B. APPROVAL: Consent Agenda – Receive and Approve 1. Minutes for Board Meeting of November 6, 2020* 2. Board Meeting Attendance Report for 2019/20* 3. Financial Report through November 30, 2020*

Raoul Lavin moved approval of the consent agenda; Rolando Fernandez Seconded the motion. The motion passed unanimously,

C. DISCUSSION: 2021 LGHN Calendar/Activities/Work Program*

Karen reviewed the calendar and work program. She noted that it includes routine items as well, but it is a good reference document to inform the Board's conversation about the 2021 Budget. She also shared that although not listed in the attachment, NACA has asked LGHN to provide speakers for the Innovations Conference in March 2021. But much of our workload of LGHN will focus on conference planning. As a result, LGHN will not provide as many webinars in 2021. Also, LGHN will be asked to develop a session for the NFBPA conference. Karen asked the Board to review and discuss the calendar. Much of the work will be driven by committees.

Karen mentioned that LGHN could set up a member only portal as a benefit of membership. In addition, LGHN may choose to add a chat feature to the website in 2021. In 2020, LGHN added the searchable feature to the website.

Ray indicated that Adams County is excited about hosting the biennial conference. However, if the pandemic does not subside, the hotel in Aurora has been very flexible with event scheduling and if LGHN needs to move the date from September to later in the year, it is likely they will accommodate us.

The Board did not take any action.

D. DISCUSSION: Board Contributions to LGHN Scholarship Fund

Ray asked about the implementation of the Board's contribution to the scholarship fund. He asked the group their thoughts about how to facilitate the contribution. Ray asked Rolando to share his thoughts. Rolando noted that in previous discussions,

- The Board agreed to commit \$250 to \$500 personally.
- The funds would go directly to scholarships for young professionals.
- Perhaps City Managers might contribute a higher rate, mid-level managers contribute a lower rate.
- In addition, Management Partners can set up a monthly payment schedule. It may be useful to create an easy way to submit donation on the website. Karen indicated that this would be included in the Board "commitments letter". She also noted that the best way to donate to the fund would be to use PayPal (although they take a fee).

The Board did not take any action.

E. DISCUSSION/APPROVAL: 2021 Membership Dues Structure*

Karen mentioned that one change is listed. To ensure that as many members can join, the single jurisdiction chapter membership provides an unlimited number of employees rather than paying a higher rate for more chapter members.

Bob Harrison moved approval of 2021 dues structure; Raoul Lavin seconded the motion. The motion passed unanimously.

F. DISCUSSION/APPROVAL: 2021 LGHN Budget*

Karen reviewed the 2021 Budget highlights/changes:

- The agreement with ICMA-RC has changed, this year LGHN will receive \$40,000 if the group receives \$10,000 match.
- Karen indicated that she believes that the scholarships are underestimated in the budget and LGHN is likely to raise more.
- The budget reflects payment for hotel space for conferences in future years. Advertising sales are doing well, and it is a good revenue source.
- LGHN provides a license for the Phoenix Hispanic Network Zoom webinar license and annually PHN will reimburse LGHN for the that cost. LGHN receives a discount rate for the Zoom subscription.
- Rolando noted that \$6,500 revenue is listed twice and should be corrected because it creates a budget deficit. Karen indicated that she would make the correction.
- In 2020, LGHN started the year with AT&T phone services and switched to Zoom for the service. LGHN has three Zoom licenses and one webinar.
- Other changes in the budget include adding a chat feature on the website. Funds are included in the budget for this upgrade.
- Also included is the addition of google translate to the website or development of a webpage by Neon Rain costs \$375 page. Chapters could also have a page hosted by the website for the same rate.
- Funds are also included for potential Board retreat at the LGHN conference in September 2021 and joint receptions at ICMA in Portland in the fall of 2021 travel costs this year will be minimal.

- Also included are plaques and t-shirts for the conference.
- Last year, LGHN signed a contract with Arizona State University for “practitioners in residence” survey and analysis of incentives and obstacles to getting more practitioners in the classroom. It is an ongoing contract. LGHN is waiting for reimbursement from NFBPA for a portion of the contract cost. Rolando asked for a written update on the progress report for the contract. Karen said that, yes, the Board will receive a progress report related to the contract outcomes.

The Board agreed to table action on the 2021 LGHN Budget until the next scheduled Board meeting on January 8, 2021.

G. UPDATE: Future Partnership with Puerto Rico

The Board asked if ICMA offered funds for the Puerto Rico project. Karen noted that LGHN is waiting to hear more about the jurisdictional needs. She also shared that Isabelle from ICMA may be able to assist with next steps.

Victor Cardenas shared that LGHN can offer an array of best practices. However, the politics are intense and create a divide between those in power and outside. ICMA has a contract with a resident of the Puerto Rico who serves as a conduit/facilitator to connect with the communities. Karen also mentioned that the 2023 LGHN conference presents an opportunity to partner with Puerto Rico. The Board also suggested that LGHN review best practices in development of bilingual website.

Ray mentioned that LGHN does not have relationships with Mexico. This country could be part of LGHN and the Board so that there is connectivity between the countries. He said it is a great way to engage Latino professionals. He asked that the Board think about it and discuss building plan to build our presence beyond US more at the January meeting.

H. INFORMATION/UPDATES: LGHN Goals and Committee Activities 1. Membership 2. Fundraising/Scholarship Program 3. Career Advancement Program 4. Professional Development 5. University Partnerships

Bob Harrison asked about any plans for speed coaching because there is a need. Paulina has stepped into the role of chair of the Career Advancement Program. Karen noted that the interest will be passed along to Paulina. Her committee will begin meeting in January.

I. INFORMATION ITEMS 1. LGHN Board Meeting Schedule (item J below) 2. REMINDER: Testimonials for ICMA & LGHN Memberships 3. REMINDER: Identify “Leadership Legends” for SGR Webinars

Karen reminded all that members to provide testimonials in December and recommendations on leadership legends in December.

J. Future Board Meeting Agenda Items 1. ICMA Contract with GARE 2. Potential Agreement: Latino Leadership Institute 3. Government Alliance on Race and Equity (TBD) 4. Potential Agreement: National Association of Hispanic Federal Executives 5. Website Tracking 6. Social Media Tracking

K. Adjournment & Future Meeting Dates

Ray asked to carryover all other items on the December 4 agenda that were not discussed to January 8, 2021 meeting and the Board adjourned the meeting at 10:00 am.



2020-2021 IHN Board of Directors Board Meeting Attendance

Name	Jan 2020	Feb 2020	Mar 2020	April 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Annual Meeting Oct 2020	Nov 2020	Dec 2020
Veronica Briseño	Present	Present	Absent	Present	Present	Absent	Absent	Present	Present	Present		
Rolando Fernandez	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raymond Gonzales	Absent	Present	Absent	Present	Present	Absent	Absent	Present	Present	Present	Present	Present
Carlos Baia	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Raoul Lavin					Present	Present	Present	Present	Present	Present	Present	Present
Maria De Leon	Present	Absent	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Absent
Bob Harrison	Present	Present	Present	Present	Present	Present	Present	Present	Present	Absent	Present	Present
Ramiro Inguanzo	Absent	Absent	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Present
Claudia Lujan	Absent	Present	Absent	Present	Present	Absent	Absent	Present	Present	Absent		
Pat Martel	Absent	Absent	Present	Present	Absent	Present	Present	Present	Absent	Present	Present	Absent
Paulina Martinez	Present	Absent	Present	Present	Present	Present	Present	Absent	Present	Present	Present	Absent
Samantha Tavares	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Absent	Absent
James Vega	Absent	Absent	Absent									
Aubrey Gonzalez	Absent	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present	Present
Ramiro Salazar	Present	Present	Present	Absent	Present	Present	Present	Present	Present	Present	Present	Absent
Gricelda Estrada										Present	Present	Present
Maria Hurtado	Present	Absent	Absent	Absent	Absent	Present	Present	Absent	Absent	Present		
Noel Bernal										Present	Present	Absent
Victor Cardenas										Present	Present	Present
Name	Jan 2021	Feb 2021	Mar 2021	April 2021	May 2021	June 2021	July 2021	Aug 2021	Annual Meeting Sept 2021	Oct 2021	Nov 2021	Dec 2021
Raymond Gonzales												
Samantha Tavares												
Rolando Fernandez												
Bob Harrison												
Aubrey Gonzalez												
Paulina Martinez												
Carlos Baia												
Noel Bernal												
Maria De Leon												
Gricelda Estrada												
Ramiro Inguanzo												
Raoul Lavin												
Pat Martel												
Ramiro Salazar												
Victor Cardenas												

Note: Excused v. unexcused absences are not differentiated on the chart.

Local Government Hispanic Network
Profit and Loss
January - December 2020

	Total
Income	
Direct Public Support	
Corporate Support	50,000.00
Individual Support	100.00
Scholarship	1,700.00
Total Direct Public Support	\$ 51,800.00
Other Types of Income	
Advertising Sales	26,950.35
Miscellaneous Revenue	455.73
Total Other Types of Income	\$ 27,406.08
Program Income	
LGHN Dinner Registrations	750.00
LGHN Dinner Sponsorships	2,000.00
Membership Dues	
Chapters	10,500.00
Corporate	1,100.00
Individual	4,264.48
Local Government	14,375.00
Total Membership Dues	\$ 30,239.48
Total Program Income	\$ 32,989.48
Total Income	\$ 112,195.56
Gross Profit	\$ 112,195.56
Expenses	
Business Expenses	
Business Registration Fees	85.00
Constant Contact	449.52
PayPal Fees	1,425.05
Total Business Expenses	\$ 1,959.57
Contract Services	
Accounting Fees	850.00
Outside Contract Services	61,767.30
Total Contract Services	\$ 62,617.30
Operations	
Computer Software	541.01
Telephone, Telecommunications	2,002.33
Website	8,198.00
Total Operations	\$ 10,741.34
Other Types of Expenses	
Contributions	100.00
Insurance - Liability, D and O	888.00
Program Activities	
Catering	2,168.41
Facility Rental	6,500.00
Printing/Copy	931.16
Stipends and Speaker Fees	200.00
Total Program Activities	\$ 9,799.57
Total Other Types of Expenses	\$ 10,787.57
Unapplied Cash Bill Payment Expense	0.00
Total Expenses	\$ 86,105.78
Net Operating Income	\$ 26,089.78
Net Income	\$ 26,089.78
 bank balance as of 12/31/2020	 \$ 83,819.98

**Local Government Hispanic Network
CY 2021 Budget**

	CY 2020	CY 2020 - Revised	Year End Actual	CY 2021
Ordinary Income/Expense (non-conference)				
Carryover from CY 2020				26,089.78
Income				
Direct Public Support				
Corporate Support	70,000.00	50,000.00	50,000.00	40,000.00
Sponsor Match	0.00	0.00	0.00	10,000.00
Individual Support	0.00	0.00	100.00	500.00
Scholarship	5,000.00	0.00	1,700.00	3,000.00
Total Direct Public Support	75,000.00	50,000.00	51,800.00	53,500.00
Other Types of Income				
Reimbursement - Conference Hotels (CO & FL)	0.00	0.00	0.00	6,500.00
Advertising Sales	20,000.00	15,000.00	26,950.35	28,000.00
Miscellaneous Revenue - PHN Zoom license	0.00	0.00	455.73	460.00
Total Other Types of Income	20,000.00	15,000.00	27,406.08	34,960.00
Program Income				
Workshops/Regional Registration	0.00	0.00	0.00	0.00
Workshops/Regional Sponsorship	0.00	0.00	0.00	0.00
LGHN Dinner Registrations - 2019	4,000.00	0.00	750.00	7,500.00
LGHN Dinner Sponsorships - 2019	0.00	0.00	2,000.00	5,000.00
Membership Dues				
Individual	4,500.00	3,060.00	4,264.48	4,500.00
Local Government	15,500.00	15,500.00	14,375.00	14,250.00
Chapters	10,000.00	7,750.00	10,500.00	12,000.00
Corporate	2,250.00	2,250.00	1,100.00	2,000.00
Total Membership Dues	32,250.00	28,560.00	30,239.48	32,750.00
Total Program Income	36,250.00	28,560.00	32,989.48	45,250.00
Total Income	131,250.00	93,560.00	112,195.56	159,799.78
Expense				
Business Expenses				
Constant Contact	500.00	350.00	449.52	450.00
Business Registration Fees	80.00	80.00	85.00	80.00
PayPal Fees	1,400.00	1,400.00	1,425.05	1,300.00
Business Expenses - Other	100.00	100.00	0.00	100.00
Total Business Expenses	2,080.00	1,930.00	1,959.57	1,930.00
Contract Services				
Accounting Fees	850.00	850.00	850.00	850.00
Outside Contract Services	75,000.00	70,000.00	61,767.30	75,000.00
Total Contract Services	75,850.00	70,850.00	62,617.30	75,850.00
Operations				
Computer Software (QB & email)	250.00	250.00	541.01	625.00
Postage, Mailing Service	500.00	500.00	0.00	250.00
Printing and Copying	250.00	250.00	0.00	250.00

**Local Government Hispanic Network
CY 2021 Budget**

	<u>CY 2020</u>	<u>CY 2020 - Revised</u>	<u>Year End Actual</u>	<u>CY 2021</u>
Supplies	75.00	75.00	0.00	75.00
Telephone, Telecom (AT&T & Zoom/PHN Lic.)	1,200.00	1,200.00	2,002.33	2,200.00
Website (Neon Rain & Word Press)	7,000.00	7,000.00	8,198.00	8,300.00
Upgrade: Q&A/Information Sharing Feature	0.00	0.00	0.00	4,000.00
Upgrade: Google Translate	0.00	0.00	0.00	375.00
Upgrade: Spanish Page	0.00	0.00	0.00	375.00
Total Operations	9,275.00	9,275.00	10,741.34	16,450.00
Other Types of Expenses				
Board of Directors Retreat				
Retreat (During LGHN Conference)	150.00	0.00	0.00	150.00
Travel (Part of Conference)	0.00	0.00	0.00	0.00
Total Board of Directors Retreat	150.00	0.00	0.00	150.00
Program Activities				
Catering	17,000.00	0.00	0.00	
ICMA Joint Reception (2019)	0.00	0.00	2,168.41	2,500.00
LGHN Dinner at ICMA	0.00	0.00	0.00	10,000.00
Facility Rental				
Hyatt Aurora	0.00	0.00	5,500.00	0.00
Caribe Royal Orlando	0.00	0.00	1,000.00	0.00
Postage/Shipping	700.00	700.00	0.00	500.00
Printing/Copy (banners, swag 2019 ICMA Conf)	931.16	400.00	931.16	500.00
Stipends and Speaker Fees	500.00	500.00	200.00	500.00
Program Activities - Other	0.00	2,000.00	0.00	1,000.00
Total Program Activities	19,131.16	3,600.00	9,799.57	15,000.00
Special Projects				
Advertising/Marketing Expenses	1,500.00	1,500.00	0.00	1,500.00
Insurance - Liability, D and O	888.00	888.00	888.00	858.00
Contributions (Donation to Food Bank - S. Esquivel)	4,500.00	0.00	100.00	3,000.00
Other Costs (plaques, T-shirts)	0.00	0.00	0.00	2,000.00
Research (ASU)	0.00	0.00	0.00	5,000.00
Transfer to Scholarshio Fund	0.00	0.00	0.00	5,000.00
Transfer to Valdez Fund	0.00	0.00	0.00	1,000.00
Transfer to Conference fund	0.00	0.00	0.00	0.00
Total Other Types of Expenses	28,669.16	8,488.00	988.00	18,358.00
Travel and Meetings				
Conf, Conv, Meeting-Nat'l	1,500.00	0.00	0.00	1,500.00
Meeting Travel-Reg'l	500.00	0.00	0.00	500.00
Total Travel and Meetings	2,000.00	0.00	0.00	2,000.00
Total Expense	117,874.16	90,543.00	86,105.78	129,738.00
Net Income	13,375.84	3,017.00	26,089.78	30,061.78

LGHN 2021 Conference Budget September 8-11, 2021

REVENUE		Estimated Attendance	Projected Revenue	Actuals	Notes
Registration					Average \$200
Nonmember		50 @ \$250	\$ 12,500		
Regular Member		210 @ \$200	\$ 42,000		
Retirees		25 @ \$100	\$ 2,500		
Volunteers			\$ -		
Students		50 @ \$75	\$ 3,750		
Registration Total		300	\$ 60,750		assumes 300
Sponsorships					
Sponsorships			\$ 100,000.00	\$25,000.00	
Exhibitors	\$1,000 ea		\$ 15,000.00		
TOTAL REVENUE			\$ 175,750.00	\$ 25,000.00	
EXPENDITURES					
Hyatt Regency Hotel		Estimate	Actuals	Sponsor	Notes
Food and Beverage					minimum is \$20,000 + 24% gratuity
Host Committee Meet & Greet (Wed.)					
Membership Meeting (Thurs.)		\$ 2,000			assumes 100
Welcome Reception (Thurs.)		\$ 10,000			assumes 200, no host bar
Breakfast (Fri.)		\$ 11,250			assumes 250
Awards Luncheon (Fri.)		\$ 11,250			assumes 250
Afternoon Break (Fri.)		\$ 5,000			assumes 250
Breakfast (Sat.)		\$ 6,750			assumes 150
Luncheon (Sat.)		\$ 11,250			assumes 250
Afternoon Break (Sat.)		\$ 5,000			assumes 250
Total		\$ 62,500	\$ -		
Outside Food, Beverage and Entertainment		Estimate	Actuals	Sponsor	Notes

Thursday Welcome Reception Entertainment	\$ 1,000			
Friday Night Special Event	\$ 10,000			
Saturday Closing Reception Food/Beverage	\$ 10,000			
Saturday Closing Reception Entertainment	\$ 1,000			
Outside Food and Beverage Subtotal	\$ 22,000			
Complimentary Registrations	Estimate	Actuals	Sponsor	Notes
Assume 25 comps	\$8,000			Food cost per person
Registration Expenses/Supplies	Estimate	Actuals	Sponsor	Notes
Printing	\$ 200			posters/sponsor banners
Envelopes	\$ 200			
Badges	\$ 1,000			
Ribbons	\$ 200			
Conference Bags	\$ 1,500			
Bag Giveaways/Swag	\$ 500			
PayPal Fees	\$ 500			
Registration Subtotal	\$ 4,100			
Keynote/Speakers	Estimate	Actuals	Sponsor	Notes
Honoraria	\$ 5,000			
Travel	\$ 2,000			
Gifts	\$ 1,000			
Keynote/Speakers Subtotal	\$ 8,000			
Venue/Technology/AV Equipment	Estimate	Actuals	Sponsor	Notes
Session Room rental (discounted)	\$ 2,000			
Session room equipment (discounted)	\$ 3,000			
Computer rental				In-kind frm City/County
Conference App	\$ 4,000			

AV Equipment Subtotal	\$ 9,000			
Printing	Estimate	Actuals	Sponsor	Notes
Banners, programs, signs, etc.	\$ 2,000			
Printing Subtotal	\$ 2,000			
Special Events	Estimate	Actuals	Revenue	Notes
Special Event (Thurs. am - tours)	\$ -			
Transportation	\$ 1,000			
Special Events Subtotal	\$ 1,000			
Advertising and Promotions	Estimate	Actuals	Sponsor	Notes
Mailing, Postage	\$ 150			
Social Media Ads	\$ 5,000			
Printing (sponsor and exhibitor packets)	\$ 3,000			
Advertising and Promotions Subtotal	\$ 8,150			
Professional Services	Estimate	Actuals	Sponsor	Notes
Graphic Design	\$ 5,000.00			
Sponsorship Coordinator				
Professional Services Subtotal	\$ 5,000.00			
Miscellaneous	Estimate	Actuals	Sales Revenue	Notes
Volunteer Shirts	\$ 750			50 shirts
Shirts to sell	\$ 1,500		\$ 2,500.00	100 shirts
Contingency (5-10%)	\$ 6,500			

Miscellaneous Subtotal	\$	8,750		
TOTAL EXPENDITURES	\$	138,602		