

Alpena Community College Fiscal Year 2019 Budget

(As passed by the Board of Trustees on June 21, 2018)

General Operating Fund, 2018-2019

The General Operating Fund provides those resources necessary to carry out the day-to-day activities of the College. Several major economic factors impact FY 2019 budgeting. State aid is scheduled to increase 1.4% over the FY 2018 level, in addition we estimate the personal property tax appropriation will add \$116,000 to the general state appropriations, property taxes are estimated to decrease by 1.6%, and student enrollment may decrease by 3% due to high graduation rates in recent years, more available employment, and reductions in student aid programs. Pay increases for all bargaining units will be at a step, if available, as contractually obligated. There will be a slight increase in the State's retirement system contribution starting in October. The College's health care cost increases are capped at only 3.4% due to continued legislative action.

Therefore, the 2018-2019 year will still require continued close monitoring of the budget throughout the entire year. In addition, the College will focus on accomplishing the following objectives:

- 1) Provide an adequate schedule of course offerings to serve a projected annualized enrollment of approximately 2,200 enrollees (1,080 F.T.E.)
- 2) Continue the assessment process of assuring the delivery of quality instruction and student services programs.
- 3) Continue refinement of selected career programs to assure that the offerings are attuned to modern technology and graduates are job ready.
- 4) Provide more defined and focused attention to recruitment and admission and retention activities in all areas through the marketing plan.
- 5) Further increase enrollments and refine services to be delivered by the Huron Shores Campus that will meet the needs of Iosco County.
- 6) Further implement personnel realignments to continue to improve the effectiveness of the capacity to deliver education services.
- 7) Address issues raised in the Action Plan as defined through the North Central Accreditation process.
- 8) Reassess the Campus Master Plan while considering the future use of the College's full 680 acres.
- 9) Continue implementing other aspects of the College's strategic plan.

The various objectives specified have been identified with input from the Strategic Planning and Budgeting Committee and will be achieved through the proposed financial plan for the General Operating Fund for 2018-2019.

ALPENA COMMUNITY COLLEGE
2018-2019

Proposed Revenue Budget -- General Operating Fund

<u>Category</u>	Budget 2017-2018	Proposed Budget 2018-2019
Taxes	\$2,568,496	\$2,610,574
Tuition/Fees	5,814,969	5,912,970
State Aid	5,660,243	5,830,365
Other/Miscellaneous	192,580	161,235
Total	<u>\$14,236,288</u>	<u>\$14,515,144</u>

Proposed Expenditure Budget -- General Operating Fund

<u>Category</u>	Budget 2017-2018	Proposed Budget 2018-2019
Fine Arts	\$358,350	\$369,948
Communications	798,743	826,165
Social Sciences	613,841	638,363
Mathematics	609,058	619,265
Sciences	1,093,484	1,129,846
Physical Education	20,628	20,649
Health Education	7,983	7,993
Business	244,069	255,891
Data Processing / Computer Science	240,609	250,092
Secretarial & Office	220,958	225,441
Law Enforcement / Public Service	119,275	116,951
Media Production Technology	8,200	8,200
Design Technology	148,318	154,663
Mechanical Trades & Service Technology	578,808	384,912
Construction Trades Technology	283,259	292,315
Electrical & Electronic Trades	455,843	485,282
Apprenticeship Instruction	46,776	47,325

ALPENA COMMUNITY COLLEGE

2018-2019

Proposed Expenditure Budget -- General Operating Fund - Continued

<u>Category</u>	Budget 2017-2018	Proposed Budget 2018-2019
Marine	57,560	62,251
Electrical Bachelors	133,023	139,623
Nursing	704,520	747,927
Other Health Related	126,210	128,029
Traditional Classroom	6,653	6,661
Learning Labs	20,628	20,649
Career Guidance / College Skills	4,657	4,663
Library / Media Services	245,276	241,648
Off-Campus Admin. / Huron Shores	184,891	181,411
Instruction Administration	788,239	973,528
Student Services	153,812	160,295
Financial Aid	495,869	507,291
Admissions / Records	635,966	630,912
Data Processing	884,435	854,882
General Administration	352,099	361,903
Word Processing	55,305	55,210
Institutional Administration	1,351,222	1,284,496
Public Relations / Development	190,629	200,121
Resource Development / Grant Writing	125,472	139,847
Physical Plant	1,550,927	1,654,524
Transfers	320,693	325,972
Total	<u>\$14,236,288</u>	<u>\$14,515,144</u>

Unrestricted General Operating Fund Balance

<u>Category</u>	Budget 2017-2018	Proposed Budget 2018-2019
Beginning Balance	\$909,664	\$1,148,771
Proposed Surplus	0	0
Ending Balance	<u>\$909,664</u>	<u>\$1,148,771</u>

Designated Fund, 2018-2019

The Designated Fund encompasses a variety of funds that service the non- curricular activities of students, staff and faculty. Specifically, this fund supports activities in seven categories:

Athletics/Student Activities
Professional and Contract Services
Madeline Briggs University Center
Technology
World Center for Concrete Technology
Special Events/Staff Development
Community Education

Athletics/Student Activities

All co-curricular activities of the institution are supported from this budget, which derives its revenue primarily from a student services fee that the student pays upon enrolling in classes at the College. The budget provides support for a broad range of student needs, including student activities, athletics, intramurals, and the Wellness Center.

Professional and Contract Services (PCS)

The PCS was charged with carrying out a varied array of contracted services for area business and industry. There are no scheduled events this year.

Madeline Briggs University Center

In order to provide additional educational opportunities for our graduates who wish to stay close to home, partnerships were established with four-year institutions to offer classes on campus. This year's budget is \$6,250.

Technology

This fund is for the acquisition of new or updated technology. This fund was instrumental in acquisition and installation of the Datatel (Colleague) student database system. A budget of \$142,000 has been established with approximately \$80,700 earmarked for MIS technician support.

World Center for Concrete Technology

A fund to provide support activities and operations necessary for the World Center for Concrete Technology continues this year with a modest budget of \$93,112 with an anticipated net revenue of \$54,982. It should be noted that this activity is supported through sales of services, user fees, and other non-taxable revenues.

Special Events/Staff Development

Each year the College attempts to support with \$13,000 for a wide range of activities that enhance the capacity of our staff to be more productive and valuable employees. The College is able to support a number of special events to assist the College in better communicating its leadership role to the service area (e.g. Science Olympiad, counselor workshops, etc.) A budget of \$3,000 is projected for these activities.

Community Education

An aggressive approach to community education in a short course format began several years ago. In this next year, the College estimates \$18,000 in revenues with \$8,145 going to support the Volunteer Center that directs its activities.

ALPENA COMMUNITY COLLEGE

2018-2019 Designated Fund

Athletics / Student Activities

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Fees	\$191,401	\$187,566
Gate Receipts / Miscellaneous	1,000	1,000
Fitness Wellness Center Fees	26,000	16,000
Transfers	78,466	78,746
Total Revenues	<u>\$296,867</u>	<u>\$283,312</u>

<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Administration	\$44,078	\$40,243
Men's Basketball	36,924	36,924
Women's Basketball	35,806	35,806
Women's Volleyball	15,961	15,961
Women's Softball	16,261	16,261
Cross Country	9,519	9,519
Subtotal (Athletics)	<u>158,549</u>	<u>154,714</u>
Fitness Wellness Center	133,318	123,598
Campus Activity Board	5,000	5,000
Lumberjack		
Intramurals		
Phi-Theta Kappa		
Student Senate		
Other Activities		
Subtotal (Student Activities)	<u>138,318</u>	<u>128,598</u>
Total Expenses	<u>\$296,867</u>	<u>\$283,312</u>

ALPENA COMMUNITY COLLEGE
2018-2019 Designated Fund (Continued)

Professional and Contract Services

<u>Proposed Revenue Budget</u>	<u>Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>
Sales and Service	\$0	\$0
Transfers	0	0
Total Revenues	\$0	\$0

<u>Proposed Expense Budget</u>	<u>Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>
Salaries - Instruction	\$0	\$0
Salaries - Admin. / Admin. Tech.	0	0
Fringe Benefits	0	0
All Other Expense	0	0
Total Expenses	\$0	\$0

Madeline Briggs University Center

<u>Proposed Revenue Budget</u>	<u>Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>
Sales and Service	\$6,000	\$6,000
Reimbursements	250	250
Total Revenues	\$6,250	\$6,250

<u>Proposed Expense Budget</u>	<u>Budget 2017-2018</u>	<u>Proposed Budget 2018-2019</u>
Other	\$6,250	\$6,250
Transfer	0	0
Total Expenses	\$6,250	\$6,250

ALPENA COMMUNITY COLLEGE
2018-2019 Designated Fund (Continued)

Technology

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Technology Fee	\$142,000	\$142,000
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<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Transfer	\$80,692	\$80,692
Equipment and Services	61,308	61,308
Total	\$142,000	\$142,000
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World Center for Concrete Technology

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Sales & Services	\$93,112	\$93,112
Facility Rental	0	0
Total Revenues	\$93,112	\$93,112
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<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Wages	\$6,000	\$6,000
Fringe Benefits	1,620	1,630
Contract Services	15,000	15,000
Supplies	15,500	15,500
Plant Costs/Utilities	4,350	0
Other	0	0
Transfer	0	0
Total Expenses	\$42,470	\$38,130
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ALPENA COMMUNITY COLLEGE
2018-2019 Designated Fund (Continued)

Special Events / Staff Development

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Special Events - Gen. Fund Transfer	\$3,000	\$7,000
Staff Development - Gen. Fund Transfer	16,000	6,000
Total Revenues	<u>\$19,000</u>	<u>\$13,000</u>
<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Special Events - Supplies / Awards	\$3,000	\$7,000
Staff Development - Workshops / Grants	16,000	6,000
Total Expenses	<u>\$19,000</u>	<u>\$13,000</u>

Community Education

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Participation Fees	\$18,000	\$18,000
Total Revenues	<u>\$18,000</u>	<u>\$18,000</u>
<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Wage and Fringe Benefits	\$2,925	\$2,925
Program Costs	6,930	6,930
Transfer to Volunteer Center	8,145	8,145
Total Expenses	<u>\$18,000</u>	<u>\$18,000</u>
<u>TOTAL DESIGNATED FUND</u>	Budget 2017-2018	Proposed Budget 2018-2019
Revenue	<u>\$575,229</u>	<u>\$555,674</u>
Expense	<u>\$524,587</u>	<u>\$500,692</u>

Auxiliary Enterprises Fund, 2018-2019

The Auxiliary Enterprises Fund consists of those activities that directly generates revenue to accomplish their objectives. The following six areas constitute “enterprises” within the fund:

- College Bookstore
- Food Service
- Auto Service
- Housing
- Transportation

College Bookstore

The Bookstore continues to contribute a positive margin while providing a high level of service to the College community. The Bookstore projects a net operating surplus of \$46,228, \$11,000 of which is transferred to the General Fund to offset its utility costs.

Food Service

The College has contracted with Fremont Catering of Alpena, Michigan, for operation of the cafeteria. A management fee of \$10,000 per year is budgeted out of the vending proceeds and General Funds.

Auto Service

The College operates various special services keyed to individual instructional areas to improve the economic viability and quality of life throughout Northeast Michigan. There are \$45,000 in services to be delivered in FY19.

Transportation

Transportation covers all College functions related to the use of College-owned vehicles and is paid for through interdepartmental transfers. The revenue budget for 2017-2018 activities is estimated at \$7,000.

Housing

The College has available 16 units of affordable housing for 64 students, managed for the first time by the College this year. It is anticipated that rental income will exceed \$216,000 with expenses to be approximately \$186,000.

ALPENA COMMUNITY COLLEGE
2018-2019 Auxiliary Enterprises Fund

Bookstore

	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Revenue Budget</u>		
Book Sales	\$380,177	\$341,750
Book Sales - Financial Aid and Interdepartmental	428,347	437,498
Sales Tax Remittance	(39,048)	(37,410)
Total Revenues	<u>\$769,476</u>	<u>\$741,838</u>
	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Expense Budget</u>		
Purchases for Resale	\$500,206	\$497,818
Salaries	127,423	126,564
Fringe Benefits	57,115	60,061
Equipment	1,000	500
All Other	37,238	35,228
Administrative Overhead	0	0
Transfers	11,000	11,000
Total Expenses	<u>\$733,982</u>	<u>\$731,171</u>

Food Service

	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Revenue Budget</u>		
Sales & Service	\$3,000	\$3,000
Transfer	7,000	7,000
Total Revenues	<u>\$10,000</u>	<u>\$10,000</u>
	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Expense Budget</u>		
Contract Service	\$10,000	\$10,000
Supplies	0	0
Total Expenses	<u>\$10,000</u>	<u>\$10,000</u>

ALPENA COMMUNITY COLLEGE
2018-2019 Auxiliary Enterprises Fund (Continued)

Auto Service

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Sales and Service	\$57,000	\$45,000
Total Revenue	\$57,000	\$45,000
<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Cost of Goods / Services Sold	57,000	45,000
Total Expenses	57,000	45,000

Transportation

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Total Revenues	7,000	7,000
<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Maintenance	7,000	7,000
Total Expenses	7,000	7,000

ALPENA COMMUNITY COLLEGE
2018-2019 Auxiliary Enterprises Fund (Continued)

Housing

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Apartment Rental	\$205,200	\$212,400
Apartment Cleaning Fee	0	4,000
Total Revenues	\$205,200	\$216,400
<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Wages	\$54,025	\$50,301
Fringe Benefits	18,198	18,647
Services	3,500	7,500
Utilities	22,000	19,300
Maintenance and Other	34,257	50,100
Depreciation, Interest, Overhead	54,062	49,314
Total Expenses	\$186,042	\$195,162
<u>TOTAL AUXILIARY ENTERPRISES FUND</u>	Budget 2017-2018	Proposed Budget 2018-2019
Revenue	\$1,048,676	\$1,020,238
Expense	\$994,024	\$990,121

Restricted Fund, 2018-2019

Various external grants from both private (e.g., foundations) and public (e.g., state and federal) sources support several activities of the College that are critical to providing quality educational experiences for our students. Eight primary areas are directly affected by these grants and individual budgets are provided for each. Funding has been in place for many years for Educational Talent Search, the only remaining TRIO grants at the College, in other areas, regulations are changing and competition is increasing (e.g., private and governmental contract training), and in selected areas, new territories are being successfully explored to provide external support for important College objectives (e.g., Christmas Wish). It should be noted that funding for various student aid programs (e.g., Pell, SEOG, etc.) is also classified in the Restricted Fund.

It should further be noted that given the “reduced” level of “hard” money for FY2019 it would be helpful to the achievement of College objectives that these external “soft” monies be obtained during the coming year.

ALPENA COMMUNITY COLLEGE

2018-2019 Restricted Fund

TRiO Grant

	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Revenue Budget</u>		
Talent Search		
Grant Funds	\$577,440	\$579,067
Indirect Cost Recovery	(42,500)	(42,780)
Total Revenues	\$534,940	\$536,287
	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Expense Budget</u>		
Talent Search		
Wages / Salaries	\$286,966	\$301,702
Fringe Benefits	153,627	162,786
Supplies and Other	94,347	94,347
	534,940	558,835
Total Expenses	\$534,940	\$558,835

TAACCCT-DOL Grant - 2014

	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Revenue Budget</u>		
Grant	621,596	1,036,429
Indirect Cost Recovery	(47,928)	(47,135)
Total Revenue	\$573,668	\$989,295
	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Expense Budget</u>		
Salary	319,522	314,230
Fringe Benefits	162,055	167,356
Contract Services	58,266	150,000
Supplies	8,230	10,000
Travel	5,000	15,000
Equipment	0	319,929
Other	20,595	7,174
Total Expenses	\$573,668	\$983,689

ALPENA COMMUNITY COLLEGE
2018-2019 Restricted Fund (Continued)

Perkins Vocational / Applied Technical Education

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Special Populations Grant Funds	\$34,778	\$35,218
Instructional Equipment Grant Funds	65,000	65,000
College Local Leadership Grant Funds	0	9,200
Total Revenues	\$99,778	\$109,418
	Budget	Proposed Budget
<u>Proposed Expense Budget</u>	2017-2018	2018-2019
Special Needs / Special Populations Wages / Salaries	\$25,874	\$26,130
Fringe Benefits	8,904	9,088
Supplies and Other	0	0
Subtotal	34,778	35,218
Instructional Equipment Equipment	65,000	65,000
College Local Leadership Salaries / Benefits	\$0	\$7,921
Travel / Other	0	1,279
Subtotal	0	9,200
Total Expenses	\$99,778	\$109,418

ALPENA COMMUNITY COLLEGE
2018-2019 Restricted Fund (Continued)

College Work Study

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Grants	\$55,000	\$55,000

<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Student Wages	\$55,000	\$55,000

Pell Grant

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Federal Grant	\$2,750,000	\$2,750,000

<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Awards	\$2,750,000	\$2,750,000

Supplemental Educational Opportunity Grant

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Federal Grant	\$50,000	\$50,000

<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Awards	\$50,000	\$50,000

ALPENA COMMUNITY COLLEGE
2018-2019 Restricted Fund (Continued)

Christmas Wish

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Donations	\$17,000	\$17,000
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<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Supplies and Purchases	9,000	9,000
Transfers	8,000	8,000
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Total Expenses	\$17,000	\$17,000

Volunteer Center

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Local Support	\$19,500	\$14,000
Besser Grant	29,000	29,000
Transfers	16,145	12,145
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Total Revenues	\$64,645	\$55,145

<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Wages / Salaries	\$38,827	\$33,593
Fringe Benefits	9,862	9,673
Other	6,911	6,900
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Total Expenses	\$55,600	\$50,166

<u>TOTAL RESTRICTED FUND</u>	Budget 2017-2018	Proposed Budget 2018-2019
Revenue	\$4,145,031	\$4,562,145
Expense	\$4,135,986	\$4,574,108

Capital Equipment/Building Maintenance Fund, 2018-2019

The Capital Equipment/Building Maintenance Fund provides the financial resources necessary to undertake those critical projects included in the planning process for the College to preserve and enhance its capital assets. The past five years have seen an extensive amount of work accomplished in this area with well over 100 individual projects completed. A major portion of institutional equipment will be purchased through the fund rather than the General Operating Fund of the College, and these purchases will be institution-wide. Additionally, the Board-authorized facility fee is receipted in this fund to support long-term capital needs of the institution.

ALPENA COMMUNITY COLLEGE
2018-2019 Capital Equipment / Building Maintenance Fund

<u>Proposed Revenue Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Facilities Fee	\$201,000	\$195,000
Transfer from General Fund	313,919	313,919
Transfer	0	0
Mandatory Transfer	0	0
Total Revenues	\$514,919	\$508,919
<u>Proposed Expense Budget</u>	Budget 2017-2018	Proposed Budget 2018-2019
Equipment	\$23,842	\$23,842
Contract Services - Renovations	31,134	31,134
Contract Services - Maint. Projects	225,000	150,000
Debt Service Transfer	234,943	237,230
Total Expenses	\$514,919	\$442,206

Plant Fund, 2018-2019

The Plant Fund is the depository for various state/local grants that are directed toward the construction of capital projects. The planning for the renovation, expansion, and repurposing of Van Lare Hall is under way. The renovation includes HVAC systems, electrical, plumbing, windows, and the exterior. The expansion provides additional training space. The repurposing is directed toward the College's nursing program. Construction should begin summer 2019.

ALPENA COMMUNITY COLLEGE

2018-2019 Plant Fund

	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Revenue Budget</u>		
State Capital Outlay - EPTC	\$0	\$0
Transfer from Prior Year Revenues	0	0
Donations	0	600,000
Total Revenues	\$0	\$600,000
	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Expense Budget</u>		
Professional Fees	\$0	\$300,000
Site Improvements	0	300,000
Construction in Progress	0	0
Transfer to Debt Service	0	0
Total Expenses	\$0	\$600,000

Debt Service Fund, 2018-2019

The College refinanced a General Obligation Limited Tax Bond in 2013. There was \$720,000 remaining on the bond. The College added an additional \$1,355,000 at that time to help cash flow the construction of the Electrical Power Technology Center project. The Bond is for only ten years. The funding to retire the additional \$1,355,000 is to come from pledges for the project. A schedule of these annual payments of principal and interest totaling approximately \$234,943 for FY19 with future payments available for review. The College acquired an Installment Purchase Agreement in May 2017 to purchase the College Park Apartments for \$680,000 to be paid over the next 20 years. Annual payments of \$34,000 principal, paid annually, plus interest at 3.12%, paid semi-annually.

ALPENA COMMUNITY COLLEGE

2017-2018 Debt Service Fund

	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Revenue Budget</u>		
Transfer Facility Fee	\$233,048	\$234,943
Transfer Housing	0	55,216
Transfers - General Fund	0	0
Total Revenues	<u>\$233,048</u>	<u>\$290,159</u>
	Budget 2017-2018	Proposed Budget 2018-2019
<u>Proposed Expense Budget</u>		
Interest	\$28,048	\$46,159
Principal	205,000	244,000
Total Expenses	<u>\$233,048</u>	<u>\$290,159</u>