

#### **EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY**

Consolidated 9-1-1 Services for DuPage County 421 N. County Farm Road, Wheaton, Illinois 60187 630-550-7743 ETSB911@dupageco.org

#### **BOARD MEMBERS:**

Mr. Greg Schwarze

Chairman DuPage County Board Representative

Mr. Mark Franz

Vice Chairman Village of Glen Ellyn **DuPage Mayors & Managers** Conference Representative

Mrs. Gwen Henry, Ex-Officio

**DuPage County Treasurer** 

Ms. Jean Kaczmarek, Ex-Officio

Secretary - DuPage County Clerk

Mr. Grant Eckhoff

**DuPage County Board** Representative

Mr. Michael Guttman

DuPage Public Safety Communication (DU-COMM) Representative

**Chief Erik Kramer** 

Addison Fire Protection District DuPage County Fire Chiefs Association Representative

Mr. Joseph Maranowicz

Village of Addison DuPage Mayors & Managers Conference Representative

Chief David Schar

Village of Winfield DuPage County Police Chief Association Representative

Mr. William Srejma

Addison Consolidated Dispatch Center

(ACDC) Representative

**Deputy Chief Eric Swanson** 

DuPage Sheriff's Office Representative

Mr. Michael G. Tillman, RPL

Superior Air-Ground Ambulance Services Inc. **Emergency Services Representative** 

Mr. Robert Toerpe

Public Representative

Ms. Yeena Yoo

**DuPage County Board** Representative

Ms. Linda Zerwin

**Executive Director** 9-1-1 System Coordinator TO: **DuPage County Finance Department** 

FROM: Greg Schwarze, Chairman

Emergency Telephone System Board of DuPage County

DATE: July 10, 2024

SUBJECT: ETSB Inter-department Claims FY24 July 10, 2024

The Inter-fund transfer for Payment of Claims as detailed on the following page has been approved by the ETS Board at a meeting held on July 10, 2024.

FY 2024 Total Inter-fund Payment of Claims: \$200.90

APPROVED BY:	
Greg Schwarze, Chairman	
ATTEST:	
Secretary	

# DUPAGE EMERGENCY TELEPHONE SYSTEM BOARD 9-1-1

PO/Resolution

Object Code	<u>Services</u>	<u>Department</u>	<u>Amount</u>	PO/Resolution
5820-52210	Catering Services	DPCC Support Services	\$200.90	Invoice #8565



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Ms. Linda Zerwin

Executive Director 9-1-1 System Coordinator TO: DuPage County Treasurer's Office

FROM: Greg Schwarze, Chairman

Emergency Telephone System Board of DuPage County

DATE: July 10, 2024

SUBJECT: ETSB Payment of Claims List FY24 – July 10 2024

The payment of the below listed accounts has been approved by the ETS Board at a meeting held on July 10, 2024. You are hereby authorized to pay the invoices as listed on the attached DuPage County Payment Listing Transaction report dated June 28, 2024.

FY2024 Equalization Fund (4000	0-5820):	\$	297,633.62
Total:		\$	297,633.62
	APPROVED	BY:	
	Greg Schwarz	ze, Cha	airman
	ATTEST:		
	Secretary		

### EMERGENCY TELEPHONE SYSTEM BOARD OF DU PAGE COUNTY FY24 EXPENDITURE VS. BUDGET

					ANNUAL	ACTUAL		YEAR T	0 [	DATE		REMAINING	% YTD	% YTD
СОМР	AU	Account	Description	APF	ROPRIATION	BUDGET		EXPENDED	Е	NCUMBERED		AVAILABLE	EXPENDED	REMAINING
4000	5820	50000-0000	REGULAR SALARIES	\$	1,004,362	\$ 1,004,362	\$	529,661	\$	-	\$	474,700.77	53%	47%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$	10,000	\$ 10,000	\$	5,549	\$	-	\$	4,451.50	55%	45%
4000	5820	51000-0000	BENEFIT PAYMENTS	\$	13,525	\$ 13,525	\$	1,691.55	\$	-	\$	11,833.65	13%	87%
4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$	82,559	\$ 82,559	\$	43,873.94	\$	-	\$	38,684.62	53%	47%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$	76,834	\$ 76,834	\$	38,904.06	\$	-	\$	37,929.64	51%	49%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$	220,480	\$ 220,480	\$	66,093.42	\$	-	\$	154,386.95	30%	70%
4000	5820	51050-0000	FLEXIBLE BENEFIT EARNINGS	\$	4,000	\$ 4,000	\$	50.00	\$	-	\$	3,950.00	1%	99%
4000	5820	52000-0000	FURN/MACH/EQUIP SMALL VALUE	\$	39,000	\$ 39,000	\$	-	\$	-	\$	39,000.00	0%	100%
4000	5820	52100-0000	I.T. EQUIPMENT-SMALL VALUE	\$	77,500	\$ 77,500	\$	7,635.72	\$	56,683.95	\$	13,180.33	10%	17%
4000	5820	52200-0000	OPERATING SUPPLIES & MATERIALS	\$	2,000	\$ 2,000	\$	619.23	\$	-	\$	1,380.77	31%	69%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$	750	\$ 750	\$	247.09	\$	-	\$	502.91	33%	67%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$	153,819	\$ 153,819	\$	29,952.15	\$	90,709.54	\$	33,157.19	19%	22%
4000	5820	52260-0000	FUEL & LUBRICANTS	\$	2,500	\$ 2,500	\$	365.71	\$	-	\$	2,134.29	15%	85%
4000	5820	52270-0000	MAINTENANCE SUPPLIES	\$	2,000	\$ 2,000	\$	-	\$	-	\$	2,000.00	0%	100%
4000	5820	52280-0000	CLEANING SUPPLIES	\$	500	\$ 500	\$	51.79	\$	-	\$	448.21	10%	90%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$	108,800	\$ 108,800	\$	31,800.00	\$	-	\$	77,000.00	29%	71%
4000	5820	53020-0000	I.T. SERVICES	\$	-	\$ 46,800	\$	46,800.00	\$	-	\$	-	0%	0%
4000	5820	53030-0000	LEGAL SERVICES	\$	60,000	\$ 60,000	\$	-	\$	-	\$	60,000.00	0%	100%
4000	5820	53040-0000	INTERPRETER SERVICES	\$	24,000	\$ 24,000	\$	10,959.26	\$	9,845.94	\$	3,194.80	46%	13%
4000	5820	53090-0000	TECHNICAL/PROFESSIONAL SERVICES	\$	102,000	\$ 55,200	\$	2,000.00	\$	500.00	\$	52,700.00	4%	95%
4000	5820	53130-0000	PUBLIC LIABILITY INSURANCE	\$	122,813	\$ 122,813	\$	110,265.00	\$	-	\$	12,547.53	90%	10%
4000	5820	53200-0000	NATURAL GAS	\$	3,700	\$ 3,700	\$	-	\$	-	\$	3,700.00	0%	100%
4000	5820	53210-0000	ELECTRICITY	\$	25,000	\$ 25,000	\$	10,110.11	\$	-	\$	14,889.89	40%	60%
4000	5820	53220-0000	WATER & SEWER	\$	500	\$ 500	\$	-	\$	-	\$	500.00	0%	100%
4000	5820	53250-0000	WIRED COMMUNICATION SERVICES	\$	1,247,387	\$ 1,247,387	\$	290,592.01	\$	881,738.28	\$	75,056.31	23%	6%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$	1,815,152	\$ 1,815,152	\$	773,615.18	\$	859,609.28	\$	181,927.54	43%	10%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$	45,000	\$ 45,000	\$	4,969.00	\$	-	\$	40,031.00	11%	89%
4000	5820	53310-0000	REPAIR MAINT INFRASTRUCTURE	\$	50,000	\$ 50,000	\$	-	\$	-	\$	50,000.00	0%	100%
4000	5820	53370-0000	REPAIR & MTCE OTHER EQUIPMENT	\$	647,861	\$ 647,861	\$	-	\$	20,159.88	\$	627,701.10	0%	97%
4000	5820	53400-0000	RENTAL OF OFFICE SPACE	\$	20,580	\$ 20,580	\$	-	\$	-	\$	20,580.00	0%	100%
4000	5800	53410-0000	RENTAL OF MACHINERY & EQUIPMENT	\$	19,605	\$ 19,605	\$	-	\$	7,770.31	\$	11,834.69	0%	60%
4000	5820	53500-0000	MILEAGE EXPENSE	\$	2,000	\$ 2,000	\$	29.21	\$	-	\$	1,970.79	1%	99%
4000	5820	53510-0000	TRAVEL EXPENSE	\$	100,000	\$ 100,000	\$	2,702.21	\$	-	\$	97,297.79	3%	97%
4000	5820	53600-0000	DUES & MEMBERSHIPS	\$	1,508	\$ 1,508	\$	669.00	\$	-	\$	839.00	44%	56%
4000	5820	53610-0000	INSTRUCTION & SCHOOLING	\$	110,000	\$ 110,000	\$	9,060.00	\$	24,000.00	\$	76,940.00	8%	70%
4000	5820	53800-0000	PRINTING	\$	5,000	\$ 5,000	\$	158.00	\$	· -	\$	4,842.00	3%	97%
4000	5820	53800-0001	PRINTING (new)	\$	-	\$ 5,000	\$	1,594.74	\$	3,161.17	\$	244.09		
4000	5820	53801-0000	ADVERTISING	\$	3,000	\$ 3,000	\$	41.40	\$	-	\$	2,958.60	1%	99%
4000	5820	53803-0000	MISCELLANEOUS MEETING EXPENSE	\$	1,500	\$ 1,500	\$	-	\$	-	\$	1,500.00	0%	100%
4000	5820	53804-0000	POSTAGE & POSTAL CHARGES	\$	3,000	\$ 3,000	\$	475.35	\$	-	\$	2,524.65	16%	84%
4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$	1,000	\$ 1,000	\$	-	\$	-	\$	1,000.00	0%	100%
4000	5820	53806-0000	SOFTWARE LICENSES (revised)	\$	2,815,087	\$ 2,815,087	\$	479,564.00	\$	2,163,007.54	\$	172,515.39	17%	6%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS (revised)	\$	992,464	\$ 992,464	\$	351,604.78	\$	128,908.34	\$	511,950.84	35%	52%
4000	5820	53808-0000	STATUTORY & FISCAL CHARGES	\$	-	\$ -	\$	-	\$	-	\$	-		<b> </b>
4000	5820	53810-0000	CUSTODIAL SERVICES	\$	53,000	\$ 53,000	\$	20,000.00	\$	20,000.00	\$	13,000.00	38%	25%
4000	5820	53830-0000	OTHER CONTRACTUAL EXPENSES	\$	3,705,085	\$ 3,705,085	\$	534,650.17	\$	370,778.83	\$		14%	76%
4000	5820	54100-0000	IT EQUIPMENT	\$	43,160	\$ 43,160	\$	43,160.00	\$	-	\$	-	100%	0%
4000	5820	54100-0700	IT EQUIPMENT - CAPITAL LEASE (new)	\$	-	\$ 12,000	\$	3,697.50	\$	-	\$	8,302.50		
	5820	54107-0000	SOFTWARE (new)	\$	29,000	\$ 30,000	\$	14,681.50		14,681.50	\$	637.00		
	5820	54110-0000	EQUIPMENT AND MACHINERY	\$	730,572	\$ 7,380,972		6,739,599.48	\$	· -	\$	641,372.29	91%	9%
			Total	\$	14,577,602	\$ 21,246,002	Ė		\$	4,651,555	\$		0%	30%
EXPEN	DITURE	S FOR PERIOD:	July 10, 2024				\$	297,633.62	Int	ernal Transfer:	\$	200.90		
					ANNUAL	ACTUAL		YEAR 1	_			REMAINING	% YTD	% YTD
COMP	AU	Account	Description	_	ROPRIATION	BUDGET	-	RANSFERRED	E	NCUMBERED		BALANCE	EXPENDED	REMAINING
4000	5820	53828-0000	CONTINGENCIES (xfers to Personnel/Contracts/Commodities)	\$	300,000.00	\$ 300,000.00		(17,000.00)	١.		\$		-6%	94%
4000	5820	54199-0000	CAPITAL CONTINGENCY (xfers to Capital)	\$	30,295,369	\$ 30,295,369	\$	(6,651,400.00)	\$	(1,900,000.00)	\$	21,743,969.00	-22%	72%

421 N. County Farm Road Wheaton, Illinois 60187 (630) 407-6075 FAX: (630) 407-6076 www.dupageco.org/auditor

To: Hon. Greg Schwarze, Chairman

**DuPage County Auditor** 

DuPage County Emergency Telephone System Board (ETSB)

**ETSB Members** 

From: Bill White, J.D., C.I.A. **WFW** 

**County Auditor** 

Subject: Internal Audit of Accounts Payable

#24-33

Date: July 1, 2024

The Office of the County Auditor has completed a limited scope internal audit of the transaction processing of ETSB invoices submitted for payment. The audit identified three exceptions that required correction by the Finance Department.

All of the invoices submitted have been reviewed and released for payment by the County Auditor. The results of the audit are presented below.

#### Results

My Office has performed voucher pre-audit procedures for the invoices submitted for approval by the ETSB at the July 10, 2024, Board Meeting. The invoices listed on the Bank Account Payment History Report dated June 28, 2024, have been examined and are recommended for payment. The total amount of the expenditures is \$297,633.62:

• FY2024 Equalization Fund (4000-5820) \$297,633.62

Three exceptions were identified by the County Auditor or the Finance Department.

An AT&T invoice for \$999.34 for customer premise equipment network link was entered by the Finance Department into the MHC system with an incorrect handling code. The County Auditor disapproved the invoice on June 18, 2024. The Finance Department corrected the handling code and resubmitted the invoice to the County Auditor for approval on June 20, 2024. The County Auditor recommended the invoice for payment on June 21, 2024.

A Purvis Systems Incorporated invoice for \$31,000 for delivery and installation of FSAS hardware was entered by the Finance Department into the MHC system with an incorrect handling code. The County Auditor disapproved the invoice on June 20, 2024. The Finance Department corrected the handling code and resubmitted the invoice to the County Auditor for approval that same day. The County Auditor recommended the invoice for payment on June 21, 2024.

An AT&T invoice for \$1,005.96 for long-distance service was entered by the Finance Department into the MHC system with an incorrect service agreement number in the base PO number field. The Finance Department identified the error and corrected the PO number on June 26, 2024.

### **Objective**

The County Auditor will perform a series of procedures designed to evaluate the internal controls involved in the processing of transactions in the accounts payable system. The actual procedures performed will depend upon the County Auditor's assessment of risks associated with the transactions.

### **Background/Audit Scope**

Invoices and the related supporting documentation are initially prepared and submitted for payment processing by County departments to the centralized accounts payable function administered by the Finance Department.

The County Auditor performs audit procedures on the payment documentation after the information has been entered into the accounts payable system by the Finance Department. These procedures include reviewing the scanned images of the invoice and supporting documentation and comparing it to the information entered into the system. Significant discrepancies noted between the supporting documentation and the information recorded in the system are identified by the County Auditor as exceptions. In these situations, the County Auditor notifies the Finance Department of the problem. When the discrepancies are resolved, the County Auditor approves the invoice.

A Bank Account Payment History Report is generated by the Finance Department after the invoices have been approved and the County Auditor verifies that each of the recommended payments was properly posted to the County's General Ledger.

#### **Audit Findings and Recommendations**

The County Auditor audited 32 invoices submitted for payment, three exceptions were identified.

The Finance Department should verify the completeness and accuracy of invoices entered into the ERP and MHC systems prior to forwarding to the County Auditor for review and payment recommendation.

The ETSB should continue to regularly review available ERP reports and real-time transaction information to monitor the progress of invoices submitted for payment to preclude the potential for incorrect payments.

Thank you for your continued assistance.

cc: Linda Zerwin, Executive Director Jeff Martynowicz, Chief Financial Officer

AP255 Date: 06/28/24 Time: 11:50 JOB SUBMISSION PARAMETERS

User Name: DP\FNDMD Job Name: AP255-4000

Step Nbr: 1

Pay Group: 4000 Cash Code: 1414 Class C Accounts Payable

Payment Date: 062824 Payment Numbers:
Payment Code: 062824

AP255 Date 06/28/24 Time 11:50 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

USD

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06/28/24 thru 06/28/24 Payment Date Range

Cash Code 1414 Payment Code ACH Bank 071923909

Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date Dsc Date	e Scheduled Amount	Discount Amount	Net Pay	yment Amount
Payment Number 10667 RV21 10667 RW32	1850	t Date 06/28/24	Vendor IX 102 IX 102 *** Pa	10667 C 07/14/24 07/18/24 yment Total	CDW GOVERNMENT INC 472.45 18.44 490.89	Stat 0.0 0.0 0.00		472.45 18.44 490.89
Payment Number 28678 4169 28678 4169	96	t Date 06/28/24	Vendor IX 102 IX 102 *** Pa	28678 I 06/20/24 06/20/24 yment Total	PURVIS SYSTEMS INCORPO 31,000.00 13,100.00 44,100.00	DRATED Stat 0.0 0.0 0.00		31,000.00 13,100.00 44,100.00
Payment Number 20971 2024		t Date 06/28/24	Vendor IX 102 *** Pa	20971 \\ 05/30/24 yment Total	VOIANCE LANGUAGE SERVI 2,047.23 2,047.23	ICES, LLC Stat 0.0 0.00	us Issued 0	2,047.23 2,047.23
		*** Pa	4	e ACH Total yment Count	46,638.12	0.00		46,638.12

AP255 Date 06/28/24 Time 11:50 Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

> 06/28/24 thru 06/28/24 Payment Date Range

Cash Code 1414 Payment Code CHK Bank 071923909

Payment Currency USD

USD

Vendor Invoice	Voucher	Auth PL Due Date Dsc D	ate Scheduled Amount Discour	nt Amount Net P	ayment Amount
Payment Number 1193815 Paymer 44109 2693940					
Payment Number 1193816 Paymer 10008 630495190205 2024	t Date 06/28/24	Vendor 10008 IX 102 06/15/24 *** Payment Total	AT&T 290.40 290.40	Status Issue 0.00 0.00	d 290.40 290.40
Payment Number 1193817 Paymer 10008 630495190206 2024					
Payment Number 1193818 Paymer 10008 630665711306 2024	t Date 06/28/24	Vendor 10008 IX 102 07/04/24 *** Payment Total	AT&T 1,005.96 1,005.96	Status Issue 0.00 0.00	d 1,005.96 1,005.96
			1,824.69 1,824.69		1,824.69 1,824.69
Payment Number 1193820 Paymer 10008 630R06015906 2024	t Date 06/28/24	Vendor 10008 IX 102 07/16/24 *** Payment Total	AT&T 1,824.69 1,824.69	Status Issue 0.00 0.00	d 1,824.69 1,824.69
Payment Number 1193821 Paymer 10008 S667122122-24142	t Date 06/28/24	Vendor 10008 IX 102 06/20/24 *** Payment Total	999.34 999.34	Status Issue 0.00 0.00	d 999.34 999.34
Payment Number 1193822 Paymer 10009 287316512139X06082024	t Date 06/28/24	Vendor 10009 IX 102 06/30/24 *** Payment Total	AT&T MOBILITY 402.39 402.39	Status Issue 0.00 0.00	d 402.39 402.39
			16,297.50 9,611.55 25,909.05		
Payment Number 1193824 Paymer 10023 6819698000 052324 10023 8713843000 061824	t Date 06/28/24	Vendor 10023 IX 102 06/22/24 IX 102 07/18/24 *** Payment Total	COM ED  208.50 1,271.72 1,480.22	Status Issue 0.00 0.00 0.00	d 208.50 1,271.72 1,480.22
Payment Number 1193825 Paymer 12382 204749684	t Date 06/28/24	Vendor 12382 IX 102 07/15/24 *** Payment Total	COMCAST 38,404.91 38,404.91	Status Issue 0.00 0.00	d 38,404.91 38,404.91
Payment Number 1193826 Paymer 10850 10750590430 10850 10753129529	t Date 06/28/24	Vendor 10850 IX 102 06/23/24 IX 102 07/07/24	DELL MARKETING LP 270.00 2,754.71	Status Issue 0.00 0.00	d 270.00 2,754.71

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AP255 Date 06/28/24 Time 11:50

Pay Group 4000 ETSB PAY GROUP Bank Account Payment History

USD

Page

06/28/24 thru 06/28/24 Payment Date Range

Cash Code 1414 Bank 071923909

Payment Code CHK

Payment Currency USD

Vendor	Invoice		Voucher	Auth PL	Due Date Dsc Dat	e Scheduled Amount	Discount Amount	Net Pay	yment Amount
Payment Numb	per 1193826	Payment	Date 06/28/24	Vendor *** Pa	10850 ayment Total	DELL MARKETING LP 3,024.71	Status 0.00	Issued	3,024.71
Payment Numb 10809 11	per 1193827 101169832	Payment	Date 06/28/24	Vendor IX 102 *** Pa	10809 06/29/24 ayment Total	INSIGHT PUBLIC SECTOR 1,310.00 1,310.00	INC Status 0.00 0.00	Issued	1,310.00 1,310.00
						MOTOROLA SOLUTIONS INC 2,496.60 662.16 3,158.76			
						MOTOROLA SOLUTIONS - S 121,731.00 7,772.00 129,503.00			
Payment Numk 10115 11	per 1193830 187122173	Payment	Date 06/28/24	Vendor IX 102 *** Pa	10115 06/08/24 ayment Total	MOTOROLA SOLUTIONS INC 37,486.77 37,486.77	Status 0.00 0.00	Issued	37,486.77 37,486.77
Payment Numk 39549 36 39549 36	per 1193831 58901819001 58963591001	Payment	Date 06/28/24	Vendor IX 102 IX 102 *** Pa	39549 06/27/24 06/27/24 ayment Total	ODP BUSINESS SOLUTIONS 83.25 35.12 118.37	S, LLC Status 0.00 0.00 0.00	Issued	83.25 35.12 118.37
Payment Numb 31613 EX	per 1193832 KP20240526	Payment	Date 06/28/24	Vendor IX 102 *** Pa	31613 06/25/24 ayment Total	THEUSCH, MATTHEW 1,481.00 1,481.00	Status 0.00 0.00	Issued	1,481.00 1,481.00
Payment Numb 11201 34	per 1193833 4855593 043024	Payment ETSB	Date 06/28/24	Vendor IX 102 *** Pa	11201 05/30/24 ayment Total	UNITED STATES POSTAL S 26.07 26.07	SERVICE Status 0.00 0.00	Issued	26.07 26.07
Payment Numb 10597 99	per 1193834 964672913	Payment	Date 06/28/24	Vendor IX 102 *** Pa	10597 06/19/24 ayment Total	VERIZON 432.12 432.12	Status 0.00 0.00	Issued	432.12 432.12
Payment Numk 18942 EX	per 1193835 KP20240617	Payment	Date 06/28/24	Vendor IX 102 *** Pa	18942 07/17/24 ayment Total	ZERWIN, LINDA 23.17 23.17	Status 0.00 0.00	Issued	23.17 23.17
					de CHK Total Ayment Count				250,995.50
					1414 Total yment Count		0.00		297,633.62

Bank Account Pay	ment History
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AP255 Date 06/28/24 Time 11:50	Pay Group 4000 ETSB PAY GROUP Bank Account Payment History	USD		Page 4
	*** Pay Group 4000 USD Total Payment Count	297,633.62 24	0.00	297,633.62