



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

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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

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DuPage Mayors & Managers
Conference Representative

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DuPage County Police Chief
Association Representative

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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 Treasurer's Office

FROM: Greg Schwarze, Chairman
Emergency Telephone System Board of DuPage County

DATE: March 13, 2024

SUBJECT: ETSB Payment of Claims List FY24 – March 13, 2024

The payment of the below listed accounts has been approved by the ETS Board at a meeting held on March 13, 2024. You are hereby authorized to pay the invoices as listed on the attached DuPage County Payment Listing Transaction report dated March 1, 2024.

<u>FY2024 Equalization Fund (4000-5820):</u>	\$	<u>708,626.28</u>
Total:	\$	708,626.28

APPROVED BY:

Greg Schwarze, Chairman

ATTEST:

Secretary

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

COMP	AU	Account	Description	ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
				APPROPRIATION	BUDGET	EXPENDED	ENCUMBERED	AVAILABLE	EXPENDED	REMAINING
4000	5820	50000-0000	REGULAR SALARIES	\$ 1,004,362	\$ 1,004,362	\$ 202,766	\$ -	\$ 801,595.59	20%	80%
4000	5820	50050-0000	TEMPORARY SALARIES/ON CALL (new)	\$ 10,000	\$ 10,000	\$ 2,144	\$ -	\$ 7,855.78	21%	79%
4000	5820	51000-0000	BENEFIT PAYMENTS	\$ 13,525	\$ 13,525	\$ -	\$ -	\$ 13,525.20	0%	100%
4000	5820	51010-0000	EMPLOYER SHARE I.M.R.F.	\$ 82,559	\$ 82,559	\$ 16,584.31	\$ -	\$ 65,974.25	20%	80%
4000	5820	51030-0000	EMPLOYER SHARE SOCIAL SECURITY	\$ 76,834	\$ 76,834	\$ 14,447.96	\$ -	\$ 62,385.74	19%	81%
4000	5820	51040-0000	EMPLOYEE MED & HOSP INSURANCE	\$ 220,480	\$ 220,480	\$ 23,721.90	\$ -	\$ 196,758.47	11%	89%
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	\$ 2,381.13	\$ 60,176.84	\$ 14,942.03	3%	19%
4000	5820	52200-0000	OPERATING SUPPLIES & MATERIALS	\$ 2,000	\$ 2,000	\$ 381.43	\$ -	\$ 1,618.57	19%	81%
4000	5820	52210-0000	FOOD AND BEVERAGE	\$ 750	\$ 750	\$ 68.96	\$ -	\$ 681.04	9%	91%
4000	5820	52250-0000	AUTO/MACHINERY EQUIPMENT/PARTS	\$ 153,819	\$ 153,819	\$ 9,083.74	\$ 125,946.00	\$ 18,789.14	6%	12%
4000	5820	52260-0000	FUEL & LUBRICANTS	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ 2,500.00	0%	100%
4000	5820	52270-0000	MAINTENANCE SUPPLIES	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,000.00	0%	100%
4000	5820	52280-0000	CLEANING SUPPLIES	\$ 500	\$ 500	\$ -	\$ -	\$ 500.00	0%	100%
4000	5820	53000-0000	AUDITING & ACCOUNTING SERVICES	\$ 108,800	\$ 108,800	\$ -	\$ 31,800.00	\$ 77,000.00	0%	71%
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	\$ 2,357.48	\$ 18,442.52	\$ 3,200.00	10%	13%
4000	5820	53090-0000	TECHNICAL/PROFESSIONAL SERVICES	\$ 102,000	\$ 102,000	\$ -	\$ 46,800.00	\$ 55,200.00	0%	54%
4000	5820	53130-0000	PUBLIC LIABILITY INSURANCE	\$ 122,813	\$ 122,813	\$ 65,385.00	\$ -	\$ 57,427.53	53%	47%
4000	5820	53200-0000	NATURAL GAS	\$ 3,700	\$ 3,700	\$ -	\$ -	\$ 3,700.00	0%	100%
4000	5820	53210-0000	ELECTRICITY	\$ 25,000	\$ 25,000	\$ 2,186.39	\$ -	\$ 22,813.61	9%	91%
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	\$ 117,994.63	\$ 1,052,755.77	\$ 76,636.20	9%	6%
4000	5820	53260-0000	WIRELESS COMMUNICATION SVC	\$ 1,815,152	\$ 1,815,152	\$ 255,111.83	\$ 1,375,965.76	\$ 184,074.41	14%	10%
4000	5820	53300-0000	REPAIR & MTCE FACILITIES	\$ 45,000	\$ 45,000	\$ -	\$ -	\$ 45,000.00	0%	100%
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	\$ 2,507.94	\$ 7,770.31	\$ 9,326.75	13%	48%
4000	5820	53500-0000	MILEAGE EXPENSE	\$ 2,000	\$ 2,000	\$ -	\$ -	\$ 2,000.00	0%	100%
4000	5820	53510-0000	TRAVEL EXPENSE	\$ 100,000	\$ 100,000	\$ -	\$ -	\$ 100,000.00	0%	100%
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	\$ -	\$ 24,000.00	\$ 86,000.00	0%	78%
4000	5820	53800-0000	PRINTING	\$ 5,000	\$ 5,000	\$ 158.00	\$ -	\$ 4,842.00	3%	97%
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	\$ 309.57	\$ -	\$ 2,690.43	10%	90%
4000	5820	53805-0000	OTHER TRANSPORTATION CHARGES	\$ 1,000	\$ 1,000	\$ -	\$ -	\$ 1,000.00	0%	100%
4000	5820	53806-0000	SOFTWARE LICENSES (revised)	\$ 2,814,445	\$ 2,814,445	\$ 320,825.56	\$ 2,114,879.79	\$ 378,739.33	11%	13%
4000	5820	53807-0000	SOFTWARE MAINT AGREEMENTS (revised)	\$ 989,709	\$ 989,709	\$ 183,828.39	\$ 259,641.24	\$ 546,239.62	19%	55%
4000	5820	53808-0000	STATUTORY & FISCAL CHARGES	\$ -	\$ -	\$ -	\$ -	\$ -		
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	\$ 520,375.00	\$ 385,054.00	\$ 2,799,656.00	14%	76%
4000	5820	54100-0000	IT EQUIPMENT	\$ 43,160	\$ 43,160	\$ 43,160.00	\$ -	\$ -	100%	0%
4000	5820	54107-0000	SOFTWARE (new)	\$ 29,000	\$ 30,000	\$ 14,681.50	\$ 14,681.50	\$ 637.00		
4000	5820	54110-0000	EQUIPMENT AND MACHINERY	\$ 730,572	\$ 7,380,972	\$ 6,651,399.48	\$ -	\$ 729,572.29	90%	10%
Total				\$ 14,574,205	\$ 21,225,605		\$ 5,558,074	\$ 7,194,910	0%	34%
EXPENDITURES FOR PERIOD: March 13, 2024						\$ 708,626.28 Internal Transfer:				
				ANNUAL	ACTUAL	YEAR TO DATE		REMAINING	% YTD	% YTD
COMP	AU	Account	Description	APPROPRIATION	BUDGET	TRANSFERRED	ENCUMBERED	BALANCE	EXPENDED	REMAINING
4000	5820	53828-0000	CONTINGENCIES (xfers to Personnel/Contracts/Commodities)	\$ 300,000.00	\$ 300,000.00	\$ -	\$ -	\$ 300,000.00	0%	100%
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%



OFFICE OF THE COUNTY AUDITOR

Bill White, J.D., C.I.A.
DuPage County Auditor

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 Emergency Telephone System Board (ETSB)

ETSB Members

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

Subject: Internal Audit of Accounts Payable
#24-12

Date: March 6, 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 one exception that required correction by the Finance Department.

All 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 March 13, 2024, Board Meeting. The invoices listed on the Bank Account Payment History Report dated March 1, 2024, have been examined and are recommended for payment. The total amount of the expenditures is \$708,626.28. This amount includes 12 fiscal year 2023 invoices totalling \$422,357.97 that will be moved from fiscal year 2024 to fiscal year 2023 by the Finance Department.

- FY2024 Equalization Fund (4000-5820) \$708,626.28

One exception was identified by the County Auditor.

An AlphaGraphics Wheaton invoice for printing business cards in the amount of \$39.50 was entered by the Finance Department into the MHC system without the General Ledger distribution information. The invoice was disapproved by the County Auditor on February 23, 2024. The Finance Department entered the missing information and resubmitted the invoice to the County Auditor for approval

that same day. The County Auditor recommended the invoice for payment on February 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 30 invoices submitted for payment, one exception was 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

Bank Account Payment History

AP255 Date: 03/01/24
Time: 11:40

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: 030124 - 030124
Payment Numbers: -
Payment Code:

Bank Account Payment History

AP255 Date 03/01/24
Time 11:40

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code ACH

Payment Date Range 03/01/24 thru 03/01/24

Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	530987	Payment Date	03/01/24	Vendor	20971	VOIANCE LANGUAGE SERVICES, LLC	Status	Issued
20971	2024008475			IX 102	03/01/24	2,357.48	0.00	2,357.48
				***	Payment Total	2,357.48	0.00	2,357.48
				***	Payment Code ACH Total	2,357.48	0.00	2,357.48
					Payment Count	1		

Bank Account Payment History

AP255 Date 03/01/24
Time 11:40

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 03/01/24 thru 03/01/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	1187847	Payment Date	03/01/24	Vendor	10671	ALPHAGRAPHICS	Status Issued	
	10671 176655			IX 102	02/22/24	39.50	0.00	39.50
	10671 176766			IX 102	02/28/24	118.50	0.00	118.50
				***	Payment Total	158.00	0.00	158.00
Payment Number	1187848	Payment Date	03/01/24	Vendor	10008	AT&T	Status Issued	
	10008 630665711302 2024			IX 102	03/05/24	999.76	0.00	999.76
				***	Payment Total	999.76	0.00	999.76
Payment Number	1187849	Payment Date	03/01/24	Vendor	10008	AT&T	Status Issued	
	10008 S667122122-24021			IX 102	02/20/24	1,007.07	0.00	1,007.07
				***	Payment Total	1,007.07	0.00	1,007.07
Payment Number	1187850	Payment Date	03/01/24	Vendor	10009	AT&T MOBILITY	Status Issued	
	10009 287316512139X02082024			IX 102	03/01/24	415.54	0.00	415.54
				***	Payment Total	415.54	0.00	415.54
Payment Number	1187851	Payment Date	03/01/24	Vendor	10216	CANON FINANCIAL SERVICES INC	Status Issued	
	10216 32081383			IX 102	03/11/24	616.25	0.00	616.25
				***	Payment Total	616.25	0.00	616.25
Payment Number	1187852	Payment Date	03/01/24	Vendor	10216	CANON SOLUTIONS AMERICA INC	Status Issued	
	10216 6006995153			IX 102	03/02/24	266.13	0.00	266.13
				***	Payment Total	266.13	0.00	266.13
Payment Number	1187853	Payment Date	03/01/24	Vendor	10023	COM ED	Status Issued	
	10023 8613500000 012224			IX 102	02/21/24	180.42	0.00	180.42
				***	Payment Total	180.42	0.00	180.42
Payment Number	1187854	Payment Date	03/01/24	Vendor	12382	COMCAST	Status Issued	
	12382 161850120			IX 102	01/14/23	35,524.33	0.00	35,524.33
				***	Payment Total	35,524.33	0.00	35,524.33
Payment Number	1187855	Payment Date	03/01/24	Vendor	12382	COMCAST	Status Issued	
	12382 164082330			IX 102	02/14/23	35,166.95	0.00	35,166.95
				***	Payment Total	35,166.95	0.00	35,166.95
Payment Number	1187856	Payment Date	03/01/24	Vendor	12382	COMCAST	Status Issued	
	12382 166328319			IX 102	03/17/23	35,166.95	0.00	35,166.95
				***	Payment Total	35,166.95	0.00	35,166.95
Payment Number	1187857	Payment Date	03/01/24	Vendor	12382	COMCAST	Status Issued	
	12382 168591572			IX 102	04/14/23	35,166.95	0.00	35,166.95
				***	Payment Total	35,166.95	0.00	35,166.95
Payment Number	1187858	Payment Date	03/01/24	Vendor	12382	COMCAST	Status Issued	
	12382 170918355			IX 102	05/15/23	35,166.62	0.00	35,166.62
				***	Payment Total	35,166.62	0.00	35,166.62

Bank Account Payment History

AP255 Date 03/01/24
Time 11:40

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 03/01/24 thru 03/01/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number 12382 173221411	1187859	Payment Date 03/01/24	Vendor 12382 IX 102 06/14/23 *** Payment Total			COMCAST 36,753.27 36,753.27	Status Issued 0.00 0.00	36,753.27 36,753.27
Payment Number 12382 175545671	1187860	Payment Date 03/01/24	Vendor 12382 IX 102 07/15/23 *** Payment Total			COMCAST 33,562.18 33,562.18	Status Issued 0.00 0.00	33,562.18 33,562.18
Payment Number 12382 177888303	1187861	Payment Date 03/01/24	Vendor 12382 IX 102 08/14/23 *** Payment Total			COMCAST 35,179.64 35,179.64	Status Issued 0.00 0.00	35,179.64 35,179.64
Payment Number 12382 180246832	1187862	Payment Date 03/01/24	Vendor 12382 IX 102 09/14/23 *** Payment Total			COMCAST 35,139.86 35,139.86	Status Issued 0.00 0.00	35,139.86 35,139.86
Payment Number 12382 182626590	1187863	Payment Date 03/01/24	Vendor 12382 IX 102 10/15/23 *** Payment Total			COMCAST 35,173.94 35,173.94	Status Issued 0.00 0.00	35,173.94 35,173.94
Payment Number 12382 185027767	1187864	Payment Date 03/01/24	Vendor 12382 IX 102 11/14/23 *** Payment Total			COMCAST 35,178.64 35,178.64	Status Issued 0.00 0.00	35,178.64 35,178.64
Payment Number 12382 187448279	1187865	Payment Date 03/01/24	Vendor 12382 IX 102 12/15/23 *** Payment Total			COMCAST 35,178.64 35,178.64	Status Issued 0.00 0.00	35,178.64 35,178.64
Payment Number 12382 189870364	1187866	Payment Date 03/01/24	Vendor 12382 IX 102 01/14/24 *** Payment Total			COMCAST 35,345.01 35,345.01	Status Issued 0.00 0.00	35,345.01 35,345.01
Payment Number 12382 192306946	1187867	Payment Date 03/01/24	Vendor 12382 IX 102 02/14/24 *** Payment Total			COMCAST 35,184.60 35,184.60	Status Issued 0.00 0.00	35,184.60 35,184.60
Payment Number 12382 194757675	1187868	Payment Date 03/01/24	Vendor 12382 IX 102 03/16/24 *** Payment Total			COMCAST 37,194.94 37,194.94	Status Issued 0.00 0.00	37,194.94 37,194.94
Payment Number 11196 8-393-83649	1187869	Payment Date 03/01/24	Vendor 11196 IX 102 03/01/24 *** Payment Total			FEDEX 7.32 7.32	Status Issued 0.00 0.00	7.32 7.32
Payment Number 10115 8140020240102 10115 8140320240102	1187870	Payment Date 03/01/24	Vendor 10115 IX 102 03/02/24 IX 102 03/02/24 *** Payment Total			MOTOROLA SOLUTIONS - STARCOM21 119,129.00 15,232.00 134,361.00	Status Issued 0.00 0.00 0.00	119,129.00 15,232.00 134,361.00

Bank Account Payment History

AP255 Date 03/01/24
Time 11:40

Pay Group 4000 ETSB PAY GROUP
Bank Account Payment History

USD

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Cash Code 1414 Bank 071923909
Payment Code CHK

Payment Date Range 03/01/24 thru 03/01/24
Payment Currency USD

Vendor	Invoice	Voucher	Auth PL	Due Date	Dsc Date	Scheduled Amount	Discount Amount	Net Payment Amount
Payment Number	1187871	Payment Date	03/01/24	Vendor	10115	MOTOROLA SOLUTIONS INC	Status Issued	
	10115 1187115196			IX 102	02/07/24	37,486.77	0.00	37,486.77
				*** Payment Total		37,486.77	0.00	37,486.77
Payment Number	1187872	Payment Date	03/01/24	Vendor	11201	UNITED STATES POSTAL SERVICE	Status Issued	
	11201 34855593 123123 ETSB			IX 102	01/30/24	255.90	0.00	255.90
				*** Payment Total		255.90	0.00	255.90
Payment Number	1187873	Payment Date	03/01/24	Vendor	10597	VERIZON	Status Issued	
	10597 9954734017			IX 102	02/19/24	432.12	0.00	432.12
				*** Payment Total		432.12	0.00	432.12
				*** Payment Code CHK Total		706,268.80	0.00	706,268.80
				Payment Count		27		
				*** Cash Code 1414 Total		708,626.28	0.00	708,626.28
				Payment Count		28		
				*** Pay Group 4000 USD Total		708,626.28	0.00	708,626.28
				Payment Count		28		