MBCC
ONLINE FINANCIAL REPORTING

STEP-BY-STEP INSTRUCTIONS
Go to: www.mbcc.mt.gov

Click Grants

Click Online Application & Reporting

Click Quarterly Financial Report

Important – Please refrain from using the Browser’s “Back” and “Forward” arrows / buttons for navigation. Only use the “Continue” and “Back” buttons provided on each page of the report to navigate.

Login

Enter the User ID and Password you received from MBCC with your grant award documents.

Click Login to continue

If you forgot your User ID and Password: Click Forgot your Password?
**Enter your User ID**

**Click**

**Note - The User Id will always be the last part of your Subgrant # after the first hyphen.**

**Example:** Subgrant # 08-W02-81806 will be W02-81806.

You will receive your password via email within 24 hours. If not, call MBCC at 406-444-3604.
**Initial Login**

*The first time you login to the system, you’ll be asked to enter a new password.*

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Enter your primary and secondary email. Enter a new password.

Click **Confirm and Continue with Login** or **Cancel** to return.
The Main Menu has the following options:

Report Expenditures: Enter expenditures into the check register or upload documents

Financial Status Report: Primary page of the financial report

Submit Report: Submit your report to MBCC – you will no longer be able to edit the report once it has been submitted

Update Profile: Update primary and secondary email addresses and change the password

Log Off: Exit the financial reporting system
Update Profile

Update Profile allows changes to the primary and secondary email addresses and the password. Any changes to your Agency (project director, phone number, etc.) need to be emailed to MBCC.
There are two methods for reporting your quarterly expenditures:

Enter Expenditure Detail - *Enter expenditures individually into the check register*

Upload Expense Documents – *Upload PDF documents (excel, QuickBooks, etc.)*

*From the Main Menu Click*
Method of Reporting – Enter Expenditure Detail - Report Expenditures

Click:
- Enter Expenditure Detail
  - View, add, edit, or delete subgrant expense checks in one of the following categories:
    - Regular Expenditures
    - Other Project Income Expenditures
    - Forfeiture Income Expenditures

Click:
- Continue
Click on the column header to sort the register by that column. Click on the icon to edit a check entry or the icon to delete a check entry.

<table>
<thead>
<tr>
<th>Check Date</th>
<th>Paid To</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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</tr>
</tbody>
</table>

Add New Check  Back

Add Check to Register

Check Number: 
Check Date: MM/DD/YYYY 
Paid To: 
Personnel Amount: $0.00 
Contracted Services Amount: $0.00 
Travel & Per Diem Amount: $0.00 
Equipment Amount: $0.00 
Operating Expense Amount: $0.00 

Add Another Check  Save & Return  Cancel

Enter the Check Number, Check Date and Paid To. The next 5 lines are the budget categories. Enter the payment amount in the proper line item category.
You also enter any local match on this screen. The Check Number field allows entry of letters and numbers. In this example there were 200 volunteer hours for the month of July. It may be entered as follows:

Click to continue.

When you are finished entering all your checks and local match, click
The Check Register shows the checks you have entered. Changes can be made by adding, editing or deleting. You can also click on a column header for sorting options.

<table>
<thead>
<tr>
<th>Ck #</th>
<th>Check Date</th>
<th>Paid To</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>0</td>
<td>05/01/2008</td>
<td>200 volunteer hrs @ $5</td>
<td>$1,200.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>1555</td>
<td>06/13/2008</td>
<td>Mary Smith</td>
<td>$250.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td>24009</td>
<td>06/15/2008</td>
<td>ACME Corp</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$220.00</td>
</tr>
<tr>
<td>22222</td>
<td>06/30/2008</td>
<td>John Doe</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td><strong>Total</strong></td>
<td>$1,750.00</td>
<td>$500.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$220.00</td>
</tr>
</tbody>
</table>

Click [Add New Check] to continue or [Back] to return to the Budget Summary page.
**Budget Summary**

*The Budget Summary includes:*

- **Budget Category:** Available line items
- **Budget Amount:** Line items as approved in the award
- **Previously Reported:** Cumulative reporting amount for previous quarters
- **Expended this Quarter:** Total line item amounts you entered into the Check Register
- **Percent Expended:** Percent of your set budget amount that has been expended. Note that if your Percent Expended exceeds 110% of your line item budget, it will appear in “red.” A “red” warning message also appears below the totals indicating the line item amount exceeds the budgeted amount by more than 10% and a Grant Adjustment Request has not been approved. Clicking the Grant Adjustment Request will take you directly to this form where you can complete and send back to MBCC for approval.

Review the summary page to determine if all expenditures, including match, have been reported correctly.

Click [Back] to return to the Main Menu
Method of Reporting – Upload Expense Documents

This method of reporting allows your documents (Excel spreadsheets, QuickBook Reports, etc.) to be uploaded as a PDF document.

How to convert documents to PDF format

PDF or Portable Document Format was invented by Adobe Systems™ and is now the de facto standard for distribution of electronic documents on the web due to its popularity and open standard. PDF documents are viewed using the Adobe Acrobat Reader which is freely available on multiple platforms.

WordPerfect™/StarOffice™/Open Office users can convert to PDF from within those software. No external programs/plug-ins are needed. See your WordPerfect/StarOffice/ Open Office Help file for more details.

Microsoft Word™ currently does not have any built-in converters or plug-ins to convert Word documents to PDF. However, there are many third-party software on the market that will convert Word documents to PDF and many of those are free. Follow the instructions below on how to convert Word to PDF.

Please do not call MBCC for support on the following PDF conversion software. See the individual software website for support information. Please ask your system administrator for assistance in converting your document format to PDF.

<table>
<thead>
<tr>
<th>PDF Printer Software</th>
</tr>
</thead>
<tbody>
<tr>
<td>This type of PDF converters installs on the PC and appears to any Windows program as a Printer. Printing to the &quot;PDF Printer&quot; will save the output of the print as a PDF file instead of a hard copy. This is very versatile as it can produce PDF documents from any Windows programs that can print. Please ask your system administrator for assistance in installing the PDF Printer software. Further help can be sought by consulting the online documentation for the PDF Printer software located on that software's website.</td>
</tr>
</tbody>
</table>

Free PDF Printers:

- PDFCreator (Open Source) - Download from http://sourceforge.net/projects/pdfcreator/
- PrimoPDF (Freeware) - Download from http://www.primopdf.com
- CutePDF Writer (Freeware) - Download from http://www.cutepdf.com. (You will have to click on the "Free Download" link and also the "Free Converter".)

Note: These are just some examples of ways to convert documents to PDF. No product endorsement is implied. Please do not call MBCC for support on this software. See the individual software website for support information.

For reporting in Excel – a template is available at MBCC’s website: www.mbcc.mt.gov
Click Funding – click Forms – click Expenditure Reporting Spreadsheet. This is an example of the preferred format.
Click:

- **Upload Expense Documents**
  - View, upload, or delete expense documents in one of the following categories:
    - Regular Expenditures
Upload Register for 08-B04-90219

Click on a column header to sort the register by that column.
Click on the icon to open an entry's document or the icon to delete an entry.

Regular Expenditures
Apr 01, 2008 to Jun 30, 2008

<table>
<thead>
<tr>
<th>Budget Categories</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

Upload New Document  Back

Upload Document to Register

Upload Date: 08/06/2008

File to Upload: [Browse]

File must be in PDF format

Document Description:

Personnel Amount: $0.00

Contracted Services Amount: $0.00

Travel & Per Diem Amount: $0.00

Equipment Amount: $0.00

Operating Expense Amount: $0.00

Upload & Return  Cancel
Click to locate the PDF file you wish to upload.

Highlight the selected file – then click Open.

Enter a Document Description and the quarter totals for each line item as needed.

Click Upload & Return.
The Budget Summary will be updated with your uploaded document(s). You can click icon to open your document or icon to delete it and upload a new document.

Click to return to the Budget Summary – Regular Expenditures screen
Click Back to return to the Main Menu

**NOTE**
If you have Other Project Income Expenditures or Forfeiture Income Expenditures, the reporting process is the same – except that you will not see the totals here. They will show up on the Financial Status Report.
Financial Status Report

Click:

Financial Status Report
Most of the fields in the Financial Status Report automatically populate. This page brings the totals forward from the Budget Summary page. You will need to manually enter amounts, if applicable, on the following lines:

- **Line C, Column 2 – Local Share of Outlays**: Enter the total match you are reporting for the current quarter.

- **Line E, Column 2 – Total Unpaid Obligations**: Enter the amount of any unpaid obligations that are incurred, but unpaid as of the last day of the current quarter. An example would be payroll expense for the last week of the quarter that is paid the following month.
- **Line F, Column 2 - Local Share Unpaid Obligations**: Enter the amount of any local matching funds that are included in Line E, Column 2.

- **Line N, Column 2 – Other Project Income Received**: Enter the amount of other project income earned during the quarter as a direct result of this grant. This may be from the sale of products or services but does not include interest income or donations. It is money earned over and above the subgrant award.

- **Line Q, Column 2 – Forfeiture Income Received**: Forfeiture income is derived from the sale of seized assets of drug dealers. Enter the amount of forfeiture income received during the quarter as a direct result of this grant.

- **Line T, Column 2 – Interest Income Received on MBCC Funds**: Enter the amount of interest income received on MBCC funds during the quarter. If you deposit both local and MBCC funds in the same account and your grant has a 75/25 funding ratio then you would report 75% of the interest earned for the quarter.

*Click* Back to return to the Main Menu
Print Draft

You may print a draft of your report before submitting it.

Click

Please review this report for accuracy and correct any errors before final submission.
Submit Report

When you are ready to submit your report, click 

Submit Report

Enter any Comments/Notes you may have along with your Name, Title, and Phone Number.

Check the I Certify box and click
The following warning message appears:

```
Windows Internet Explorer

You will no longer be able to edit this report once submitted. Do you want to submit now?

OK       Cancel
```

Once the report is submitted – no further changes can be made.

If you are sure everything is reported correctly – click OK to continue or Cancel to go back and make changes.

View Report

Click View Report to view and print a copy of the final report that has been submitted. This is a multi-page report which includes the Financial Status Report, Check Register, Upload Register, etc.
## FINANCIAL STATUS REPORT

**Subgrant:** 08-Z01-90168 - Livingston LINKS  
**Director:** Julie Hancock  
**Grantee:** Livingston School District  
**Project Period:** 10/01/2007 to 06/30/2008  
**Current Quarter:** 07/01/2008 to 09/30/2008  
**Due Date:** 10/29/2008  
**Final Report:** No

<table>
<thead>
<tr>
<th></th>
<th>1 Previously Reported</th>
<th>2 Current Quarter</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Total Outlays</td>
<td>$8,00</td>
<td>$15,800.00</td>
</tr>
</tbody>
</table>
| B. Total Net Outlays to Date  
\[ B2 = (A1 + A2) \] | | $15,800.00 |
| C. Local Share of Outlays (Match)  
\[ G = (E2 - F2) \] | $0.00 | $0.00 |
| D. MBCC Share of Outlays  
\[ D2 = (A2 - C2) \] | $4,103.02 | $15,800.00 |
| E. Total Unpaid Obligations | $2,504.19 | $0.00 |
| F. Local Share Unpaid Obligations | $0.00 | $0.00 |
| G. MBCC Share Unpaid Obligations  
\[ G1 = (E1 - F1) \]  
\[ G2 = (E2 - F2) \] | $2,504.19 | $0.00 |
| H. Total MBCC Funds Authorized | $25,000.00 | $25,000.00 |
| I. Unobligated Balance MBCC Funds  
\[ I1 = (H1 - D1) \]  
\[ I2 = (H2 - D2 - O2) \] | $20,891.98 | $5,091.98 |
| J. Total Local Match Authorized | $0.00 | $0.00 |
| K. Unobligated Balance Local Match  
\[ K1 = (J1 - C1) \]  
\[ K2 = (J2 - C2 - O2) \] | $0.00 | $0.00 |
| L. MBCC Cash Received to Date (Total Payments Rec'd) | $6,250.00 | $6,250.00 |
| M. MBCC Cash on Hand End of Quarter  
\[ M1 = (L1 - D1) \]  
\[ M2 = (L2 - D1 - D2) \] | $2,141.98 | ($13,858.02) |
| N. Other Project Income Received | $0.00 | $0.00 |
| O. Other Project Income Expenditures | $0.00 | $0.00 |
| P. Unexpended Balance - Other Project Income  
\[ P1 = (N1 - O1) \]  
\[ P2 = (P1 + N2 - O2) \] | $0.00 | $0.00 |
| Q. Forfeiture Income Received | $0.00 | $0.00 |
| R. Forfeiture Income Expenditures | $0.00 | $0.00 |
| S. Unexpended Balance - Forfeiture Income  
\[ S1 = (Q1 - K1) \]  
\[ S2 = (S1 + Q3 - R3) \] | $0.00 | $0.00 |
| T. Interest Income Received on MBCC Funds | $0.00 | $0.00 |
| U. MBCC Interest Income to be Refunded  
\[ U2 = (T1 + T2 - 250) \] | | $0.00 |

*Submission Copy - Page 1 of 9*
## Budget Summary - Regular Expenditures

**Subgrant:** 08-201-90168 - Livingston LINKS  
**Director:** Julie Hancock  
**Grantee:** Livingston School District  
**Address:** 132 South B Street, Livingston, MT 59047  
**Project Period:** 10/01/2007 to 06/30/2008  
**Current Quarter:** 07/01/2008 to 09/30/2008  
**Due Date:** 10/20/2008  
**Final Report:** No  
**Expenditures:** 10/01/2007 to 10/20/2008  

<table>
<thead>
<tr>
<th>Budget Category</th>
<th>Budget Amount</th>
<th>Previously Reported</th>
<th>Expended this Quarter</th>
<th>Percent Expended</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personnel</td>
<td>$24,200.00</td>
<td>$4,100.00</td>
<td>$15,000.00</td>
<td>75.9%</td>
</tr>
<tr>
<td>Contracted Services</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Travel &amp; Per Diem</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Equipment</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>0.0%</td>
</tr>
<tr>
<td>Operating Expense</td>
<td>$800.00</td>
<td>$0.00</td>
<td>$800.00</td>
<td>100.0%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$25,000.00</strong></td>
<td><strong>$4,100.00</strong></td>
<td><strong>$15,800.00</strong></td>
<td><strong>79.63%</strong></td>
</tr>
</tbody>
</table>

### Certification

I certify that the reported information is correct, based on the accounting system and records, and that expenditures shown have been made for purposes of, and in accordance with, applicable subgrant terms and conditions.

Conrad Eklund  
Accountant  
09/02/2008

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**Comments / Notes**

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9/2/2003 11:34:36 AM

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**Submission Copy**
### CHECK REGISTER - REGULAR EXPENDITURES

**Grantee:** Livingston School District  
132 South B Street  
Livingston, MT 59047

<table>
<thead>
<tr>
<th>Ck #</th>
<th>Check Date</th>
<th>Paid To</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
<th>Total</th>
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<tbody>
<tr>
<td>999888</td>
<td>07/15/2008</td>
<td>John Doe</td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$15,000.00</td>
</tr>
<tr>
<td>988877</td>
<td>08/01/2008</td>
<td>Mary Doe</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$800.00</td>
<td>$800.00</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>$15,000.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$800.00</td>
<td>$15,800.00</td>
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<tr>
<td>Subgrant: 08-Z01-90168 - Livingston LIKKS</td>
<td>Project Period: 10/01/2007 to 06/30/2006</td>
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</tr>
<tr>
<td>Director: Julie Hancock</td>
<td>Current Quarter: 07/01/2008 to 09/30/2008</td>
<td></td>
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<tr>
<td>Grantee: Livingston School District</td>
<td>Due Date: 10/20/2008</td>
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</tr>
<tr>
<td>132 South B Street</td>
<td>Final Report: No</td>
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<td></td>
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<td></td>
<td></td>
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<tr>
<td>Livingston, MT 59047</td>
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</table>

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Document Description</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>
## STATE OF MONTANA - BOARD OF CRIME CONTROL
PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408
Phone: (406) 444-3604  Fax: (406) 444-4722

### CHECK REGISTER - OTHER PROJECT INCOME EXPENDITURES

<table>
<thead>
<tr>
<th>Ck #</th>
<th>Check Date</th>
<th>Paid To</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Subgrant:** 08-201-90128 - Livingston LINKS
**Director:** Julie Hancock
**Grantee:** Livingston School District
132 South B Street
Livingston, MT 59047

**Project Period:** 10/01/2007 to 06/30/2008
**Current Quarter:** 07/01/2008 to 09/30/2008
**Due Date:** 10/29/2008
**Final Report:** No
### UPLOAD REGISTER - OTHER PROJECT INCOME EXPENDITURES

**Subgrant:** 08-201-90158 - Livingston LINKS  
**Director:** Julie Hancock  
**Grantee:** Livingston School District  
132 South 8 Street  
Livingston, MT 59047

**Project Period:** 10/01/2007 to 06/30/2008  
**Current Quarter:** 07/01/2008 to 09/30/2008  
**Due Date:** 10/20/2008  
**Final Report:** No

<table>
<thead>
<tr>
<th>Upload Date</th>
<th>Document Description</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Total</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$0.00</td>
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<td>$0.00</td>
</tr>
</tbody>
</table>
**STATE OF MONTANA - BOARD OF CRIME CONTROL**  
PO Box 201408 - 3075 N Montana Ave - Helena MT 59620-1408  
Phone: (406) 444-3604  Fax: (406) 444-4722

**CHECK REGISTER - FORFEITURE INCOME EXPENDITURES**

Subgrant: 08-Z-01-90168 - Livingston LINKS  
Director: Julie Hancock  
Grantee: Livingston School District  
132 South B Street  
Livingston, MT 59047

<table>
<thead>
<tr>
<th>Ck #</th>
<th>Check Date</th>
<th>Paid To</th>
<th>Personnel</th>
<th>Contracted Services</th>
<th>Travel &amp; Per Diem</th>
<th>Equipment</th>
<th>Operating Expense</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Total</td>
<td>$0.00</td>
<td>$0.00</td>
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Project Period: 10/01/2007 to 06/30/2008  
Current Quarter: 07/01/2008 to 09/30/2008  
Due Date: 10/20/2008  
Final Report: No
### Equipment Expense Report

**Subgrant:** 08-Z01-90168 - Livingston LINKS  
**Director:** Julie Hancock  
**Grantee:** Livingston School District  
132 South B Street  
Livingston, MT 59047  

**Project Period:** 10/01/2007 to 06/30/2008  
**Current Quarter:** 07/01/2008 to 06/30/2008  
**Due Date:** 10/20/2008  
**Final Report:** No

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