

# **AGENDA**

## **ITEM 4**

# Myrtle Cruz, Inc.

3401 Louisiana St, STE 400, Houston, Tx 77002-9552, (713)759-1368, fax 759-1264, email first\_last@mcruz.com

**BRAZORIA COUNTY ESD NO. 3**

cash Report for Meeting of December 10th, 2018

**OPERATING (2560P) : COMPASS BANK**

Previous cash balance, November 12th, 2018	172,929.59
plus: 10/31 Interest.....	13.38
plus: 11/12 void ck#3701 to Liverpool VFD.....	5,914.14
plus: 11/13 Regional Trauma Advisory council ck#1319 Admin Svcs...	1,666.66
plus: 11/20 Tax ck#79354-Delq .....	14.68
plus: 11/27 winstar Insurance ck#050501.....	863.63
plus: 11/30 Texas comptroller ck#139503479.....	6,300.00
plus: 11/30 trf from BB&T Loan.....	210,852.38
Total Deposits :	225,624.87
less: 10/31 Service charge.....	13.38
less: 11/08 wire to Payroll Acct.....	38,888.53
less: 11/20 wire to Payroll Acct.....	39,511.33
less checks completed at or after last meeting :	
3666 Harris co. Emergency corps; #01772 Dispatch Fees.....	1,000.00
3674 wex Fleet universal; Inv#56353622 Fuel Acct.....	3,054.66
3677 Airgas, USA, LLC; Holding for invoice.....	0.00
3679 Web unlimited; #WU53622 Dec-Feb.....	150.00
3709 Harris co. Emergency Corps; #01790 MEMS Dispatch Fees.....	1,000.00
3710 waste connections; Inv#1788530 Garbage services.....	71.01
3711 Comcast Business; 11/02-12/01 Acct#8777 70 200 0004619 MEMS.	278.17
3712 City of Manvel; MEMS Wtr Bill 10/10-11/14.....	33.00
3713 CenterPoint Energy; #6401606722-1 MEMS 10/11-11/13.....	36.93
3714 Comcast Business; #962112299 MEMS Inv#72524520.....	428.50
3715 Comcast Business; Acct#939081164 Inv#72529531.....	628.23
3716 Spark Energy, LLC; #000296360 MEMS 10/12-11/12.....	688.18
3717 wex Fleet Universal; Inv#56733355 Fuel Acct.....	2,566.67
3718 Verizon; #622376815-00001 10/11-11/10.....	617.41
3719 AT&T; 281-489-5173 44 7 11/07-12/06.....	36.46
3720 Airgas, USA, LLC; Holding for invoice.....	0.00
3721 Ready Refresh; #0119543114 10/17-11/16.....	72.87
3722 Bluecross Blueshield of Texas; #166950 MEMS 12/01-01/01.....	11,029.31
3723 Humana Insurance co.; Billing ID 770203-001 Inv#097219078...	377.85
3724 Texas Mutual Insurance co.; Holding for invoice.....	0.00
3725 ADP, LLC; MEMS Payroll Exp. 11/02-11/09.....	217.35
3726 state chemical solutions; Inv#900721930.....	136.80
3727 ADP, LLC; MEMS Payroll Exp. 11/16-11/23.....	220.45
3728 Slattery Tackett Architects, LLP; Inv#8736.....	362.50
Beginning cash balance, December 10th, 2018	297,134.87
less checks to be presented at this meeting :	
3729 coveler & Peeler, P.C.; Nov. Legal.....	4,662.50
3730 Myrtle cruz, Inc.; Nov. Bookkeeping/Exp.....	1,700.03
6333 bookkeeping expenses	1,550.00
6340 office expenses	150.03
3731 Quill corporation; Acct#C5924817, Inv#2492352/2508902/2905757.	189.13
6400 #2492352	33.96
6400 #2508902	38.78
6400 #2905757	116.39
3732 BCOS office Technologies; #AR244180, AR240755, 243041.....	334.50
3733 RR Lawn care; MEMS Lawn care.....	375.00
3734 Make It Personal; #11702, 11730, 11754.....	318.00
6400 #11702	96.00
6400 #11730	60.00
6400 #11754	162.00

**BRAZORIA COUNTY ESD NO. 3**

cash Report for Meeting of December 10th, 2018 Page : 2

3735 Iron Mountain; #AJEV132 MEMS storage/service.....	109.00
6400 #AJEV132	109.00
3736 Liverpool VFD; Nov. monthly Operatin Exp.....	1,147.26
3737 Helfman Ford; #FOCS208525 vehicle Maint'16 Ford Exp 4/DR....	306.00
3738 Lozano & sons Tire Repair; #36498.....	10.00
3739 Dooley Tackaberry; #1042537 Truck Maint.....	5,066.00
3740 VFIS of Texas; #45343 Rosharon Losap contribution.....	4,200.00
3741 state chemical soluti9ns; #900742258 Air care Program.....	109.15
3742 cypress CT, LLC; Invo,ce#4874 Phone system Install.....	3,800.00
3743 waste connections; Acct#5132-7737965 MEMS Garbage services..	71.01
3744 Comcast Business; Acct#8777 70 200 0004619 MEMS.....	278.17
3745 Dave Ferguson; Reimb Exp.....	1,711.67
6354 omni hotel reimb.	908.78
6354 Sheraton hotel reimb	279.90
6354 Aloft hotel reimb.	522.99
3746 Gateway; Inv#4717581-0 check order.....	82.95
3747 ADP, LLC;.....	
3748 Bound Tree Medical, LLC; Acct#104239.....	
3749 Newwave communications; # Dec.....	
3750 Brazoria co. Appraisal District; #10-310-0031 fees 2019.....	
3751 Harris co. Emergency corps;# MEMS Disbatch Fees.....	
3752 city of Manvel; #100239700 MEMS water Bill.....	
3753 CenterPoint Energy; #6401606722-1@ 6931 Masters Rd.....	
3754 Comcast Business; Acct#962112299 MEMS.....	
3755 Comcast Business; Acct#939081164 MEMS.....	
3756 Spark Energy, LLC; Acct#000296360 MEMS.....	
3757 wex Fleet universal; #0444-00-752055-4 Fuel Acct.....	
3758 Verizon; #622376815-00001.....	
3759 AT&T; #281-489-5173 448 7.....	
3760 Airgas, USA, LLC; # MEMS.....	
3761 Ready Refresh; Acct#0119543114.....	
3762 Bluecross Blueshield of Texas; Acc#166950 MEMS.....	
3763 Humana Insurance co.; Acct #770203-001 MEMS.....	
3764 Texas Mutual Insurance co; Acct#50458555 MEMS.....	
3765 ADP, LLC; MEMS Payroll exp.....	
3766 state chemical solutions; cust#763593.....	
previous cash balance	172,929.59
7 receipts	225,624.87
38 current checks	< 24,470.37 >
other disbursements	< 101,419.59 >
ending cash balance	272,664.50

**DEMAND DEPOSIT INVESTMENTS:**

Heritage Bank; @1.35% # [REDACTED].....	34,056.73
previous balance	34,018.96
10/31 interest	37.77
compass Bank; @0.25% # [REDACTED].....	633,665.31
previous balance	170,316.99
12/01 Interest	63.70
11/15 service charge	18.00-
property taxes	463,302.62
BB&T "LOAN"; # [REDACTED] Loan for 3 New Trucks.....	0.00
previous balance	210,849.78
interest earned	2.60
trf to checking	210,852.38-
Texpool; @2.1438% # [REDACTED].....	1,941,173.56
previous balance	1,937,529.88
interest earned	3,643.68

BRAZORIA COUNTY ESD NO. 3

cash Report for Meeting of December 10th, 2018

Page : 3

previous investments	2,352,715.61	
deposits	463,302.62	
interest	3,747.75	
transfers	210,852.38-	
withdrawals	< 18.00 >	
ending investments		2,608,895.60
OPERATING FUNDS AVAILABLE December 10th, 2018		\$2,881,560.10

BRAZORIA COUNTY ESD NO. 3

cash Report for Meeting of December 10th, 2018 Page : 4

RESERVE ACCOUNT (25600) : NO CHECKING ACCOUNT [REDACTED]

Previous cash balance, November 12th, 2018 0.00

DEMAND DEPOSIT INVESTMENTS:

Heritage Bank; @1.35% # [REDACTED]	2,951,148.33
previous balance	2,947,875.64
10/31 interest	3,272.69
previous investments	2,947,875.64
interest	3,272.69
ending investments	2,951,148.33

RESERVE ACCOUNT FUNDS AVAILABLE December 10th, 2018 \$2,951,148.33

BRAZORIA COUNTY ESD NO. 3

cash Report for Meeting of December 10th, 2018 Page 5

EXECUTIVE FUND (2560R) : COMPASS [REDACTED]

Previous cash balance, November 12th, 2018		40,903.67
plus: 12/01 interest.....		4.89
Total Deposits :		4.89
less: 11/15 service charge.....		5.82
less checks completed at or after last meeting :		
1054 void, unused.....		0.00
1055 Brian Owens; Payroll Ending 11/2/18.....		1,935.17
6510 Payroll Fee	2,300.00	
6514 payroll taxes	364.83-	
1056 Extreme Appliance Repair; washing Machine Repair MEMS.....		196.35
1057 Liverpool VFD; Reimb. operation for Oct.....		5,914.14
1058 Ro'vin Garrett, Tax Assessor; vehicle Registrations.....		15.75
Beginning cash balance, December 10th, 2018		32,841.33
	previous cash balance	40,903.67
	1 receipts	4.89
	other disbursements	< 8,067.23 >
	ending cash balance	32,841.33
EXECUTIVE FUNDS AVAILABLE December 10th, 2018		\$32,841.33

BRAZORIA COUNTY ESD NO. 3

cash Report for Meeting of December 10th, 2018      Page      6

EXPENSE FUND (25605) : COMPASS [REDACTED]

Previous cash balance, November 12th, 2018			<b>6,013.71</b>
plus: 12/03 interest.....			0.74
	Total Deposits :		0.74
less: 11/13 Kroger; Meeting Expense.....			27.51
less: 11/13 Manvel seafood; Meeting Exp.....			150.00
less: 11/15 service charge.....			1.04
Beginning cash balance, December 10th, 2018			5,835.90
	previous cash balance	<b>6,013.71</b>	
	1      receipts	0.74	
	other disbursements	<   178.55 >	
	ending cash balance		5,835.90
EXPENSE FUNDS AVAILABLE December 10th, 2018			<u>\$5,835.90</u>

BRAZORIA COUNTY ESD NO. 3

cash Report for Meeting of December 10th, 2018 Page : 7

COLLECTIONS ACCOUNT (2560T) : COMPASS BANK [REDACTED]

Previous cash balance, November 12th, 2018		6,606.77
plus: 11/13 Istream collecti ons.....		175.00
plus: 11/15 Istream collections.....		2,026.00
plus: 12/03 ci gna collections.....		759.49
plus: 12/03 ci gna collections.....		454.39
plus: 12/03 Istream collections.....		961.57
plus: 12/03 interst.....		0.96
plus: 12/04 Istream collections.....		2,462.56
	Total Deposits :	6,839.97
less: 11/15 service charge.....		0.42
Beginning cash balance, December 10th, 2018		13,446.32
	previous cash balance	6,606.77
	7 receipts	6,839.97
	other disbursements <	0.42 >
	ending cash balance	13,446.32
COLLECTIONS ACCOUNT FUNDS AVAILABLE December 10th, 2018		<u>\$13,446.32</u>



BRAZORIA COUNTY ESD NO. 3

cash Report for Meeting of December 10th, 2018 Page 8

PAYROLL ACCOUNT (256OU) : COMPASS [REDACTED]

Previous cash balance, November 12th, 2018		4,788.84
plus: 11/08 Transfer from operating Fund.....		38,888.53
plus: 11/20 Transfer from Operating Fund.....		39,511.33
plus: 11/21 Credit from ADP.....		8,781.47
plus: 12/01 interest.....		1.41
	Total Deposits :	87,182.74
less: wire to ADP; Payroll 10/20-11/02.....		36,888.53
less: 11/12 debit for ADP.....		540.78
less: 1 /15 servi e charge.....		1.67
less: w,re to ADP, Payroll 11/3-11/16.....		39,511.33
Beginning cash balance, December 10th, 2018		15,029.27
	previous cash balance	4,788.84
	4 receipts	87,182.74
	other disbursements	< 76,942.31 >
	ending cash balance	15,029.27
		<hr/>
PAYROLL ACCOUNT FUNDS AVAILABLE December 10th, 2018		\$15,029.27

**BRAZORIA COUNTY EMERGENCY SERVICES DISTRICT NO. 3**  
**11 Month Period For Fiscal Year Ending 12/31/18**  
**Meeting Date 12/10/18**

	<b>Current Month</b>	<b>Annual Budget</b>	<b>Actual YTD</b>	<b>Variance</b>	
<b>Revenue</b>					
Property Tax Revenue	463,317.30	5,168,015.00	3,000,898.44	(2,167,116.56)	
Emergency Service Revenue	6,839.01	330,100.00	11,445.36	(318,654.64)	
Administrative Svc Provided (E Tx Gulf Coast)	1,666.66	0.00	8,333.30	8,333.30	
Interest Earned	7,032.87	28,000.00	82,275.60	54,275.60	
Miscellaneous Income	6,300.00	0.00	18,800.00	18,800.00	
<b>Total Revenue</b>	<b>485,155.84</b>	<b>5,526,115.00</b>	<b>3,121,752.70</b>	<b>-2,404,362.30</b>	
<b>General Expenses</b>					
Bookkeeping Fees	1,550.00	12,350.00	15,165.00	(2,815.00)	
Salaries & Benefits	70,094.34	519,075.84	464,045.29	55,030.55	
Operations Expense	28,274.16	144,677.20	227,025.31	(82,348.11)	
Audit Fees	0.00	14,800.00	14,725.00	75.00	
Election Expense	0.00	50,000.00	0.00	50,000.00	
Bank Service Charges	31.38	350.00	303.01	46.99	
Insurance	-863.63	11,500.00	2,436.20	9,063.80	
Dues, Memberships, etc..	0.00	2,500.00	3,211.00	(711.00)	
Meeting Expense	177.51	2,000.00	895.02	1,104.98	
Office Supplies & Expenses	232.98	1,500.00	3,079.47	(1,579.47)	
Appraisal Dist.	0.00	28,190.00	0.00	28,190.00	
Brazoria Co. Tax Collector	0.00	16,000.00	14,934.55	1,065.45	
Published Legal Notices	0.00	5,000.00	0.00	5,000.00	
Legal Fees	4,662.50	80,000.00	75,139.09	4,860.91	
Professional Fees - Alterra	0.00	1,000.00	0.00	1,000.00	
Telephone/Web/Internet/Communications	150.00	500.00	2,889.59	(2,389.59)	
Travel	1,711.67	3,800.00	4,965.24	(1,165.24)	
Miscellaneous Expense	0.00	10,000.00	4,114.79	5,885.21	
Architect & Land Purchase	362.50	0.00	11,335.00	(11,335.00)	
District Capital Payments	0.00	490,971.80	490,972.27	(0.47)	
Capital Replacement Fund	0.00	240,000.00	16,562.45	223,437.55	
<b>Items to be Pd from Reserve Funds</b>					
Training Fee	0.00	0.00	0.00	0.00	
Radio Communication Equip.	0.00	0.00	0.00	0.00	
Pension Plan	4,200.00	25,000.00	44,035.66	(19,035.66)	
<b>Subtotal (ESD Admin. Budget)</b>	<b>110,583.41</b>	<b>1,659,214.84</b>	<b>1,395,833.94</b>	<b>263,380.90</b>	
<b>Provider Budget</b>					
Operating Exp. For VFD, EMS, etc..	1,147.26	2,892,791.00	2,187,054.64	705,736.36	
Capital Exp. For VFD, EMS, etc..	0.00	0.00	22,372.88	(22,372.88)	
Air Packs	0.00	45,000.00	88,831.70	(43,831.70)	
Bunker Gear	0.00	20,000.00	11,887.20	8,112.80	
Grant Funds	0.00	60,000.00	90,711.92	(30,711.92)	
ESD Fleet Maint/Repair	5,397.75	150,000.00	268,807.52	(118,807.52)	
Advances (dept/ loan to refund dist)	0.00	0.00	0.00	0.00	
<b>Subtotal (Provider Budget)</b>	<b>6,545.01</b>	<b>1,872,911.00</b>	<b>2,569,685.86</b>	<b>498,125.44</b>	
<b>TOTAL EXPENSES</b>	<b>117,128.42</b>	<b>4,827,005.84</b>	<b>4,065,491.80</b>	<b>761,506.04</b>	
<b>NET SURPLUS (DEFICIT)</b>	<b>368,027.42</b>	<b>699,109.16</b>	<b>-943,747.10</b>	<b>-1,642,856.26</b>	
Balance as of last report	5,531,833.83		6,843,606.56		Bal. in Operating: 2,881,560.10
BB&T Loan Less Pmt for New Trucks	0.00		1.79		Bal. in Reserve Funds: 2,951,148.33
Prior Year ESD Fleet Maint/Repair	0.00		0.00		Bal. in Executive Fund: 32,841.33
Bal. @Meeting Date 12/10/18	<b>5,899,861.25</b>		<b>5,899,861.25</b>		Bal. in Expense Fund: 5,835.90
					Bal. in Collections Acct 13,446.32
					Bal. in Payroll Acct 15,029.27
					<b>5,899,861.25</b>

**BRAZORIA COUNTY ESD NO. 3 - DEBT SCHEDULE**

Manvel VFD Station, Debt-Payable to Wells Fargo (580,000.00)

Fixed Rate: 5.140%

Pmt No.		Due Date	Total Payment	Interest Due	Principal Due	After Payment Termination Value
1	PAID	8/24/2006	47,094.76	29,812.00	17,282.76	573,822.35
2	PAID	8/24/2007	47,094.76	28,923.67	18,171.10	554,844.88
3	PAID	8/24/2008	47,094.76	27,989.67	19,105.09	534,937.52
4	PAID	8/24/2009	47,094.76	27,007.67	20,087.09	514,054.69
5	PAID	8/24/2010	47,094.76	25,975.19	21,119.57	492,148.61
6	PAID	8/24/2011	47,094.76	24,889.65	22,205.11	469,169.13
7	PAID	8/24/2012	47,094.76	23,748.30	23,346.46	445,063.66
8	PAID	8/24/2013	47,094.76	22,548.30	24,546.47	419,777.01
9	PAID	8/24/2014	47,094.76	21,286.61	25,808.15	393,251.33
10	PAID	8/24/2015	47,094.76	19,960.07	27,134.69	365,425.88
11	PAID	8/24/2016	47,094.76	18,565.35	28,529.42	336,236.98
12	PAID	8/24/2017	47,094.76	17,098.93	29,995.83	305,617.83
13	PAID	8/24/2018	47,094.76	15,557.15	31,537.61	273,498.35
14		8/24/2019	47,094.76	13,936.12	33,158.65	239,805.00
15		8/24/2020	47,094.76	12,231.76	34,863.00	204,460.69
16		8/24/2021	47,094.76	10,439.80	36,654.96	167,384.50
17		8/24/2022	47,094.76	8,555.74	38,539.02	128,491.57
18		8/24/2023	47,094.76	6,574.83	40,519.93	87,692.90
19		8/24/2024	47,094.76	4,492.11	42,602.65	44,895.09
20		8/24/2025	47,094.76	2,302.33	44,792.43	1.00
Totals:			941,895.20	361,895.25	579,999.99	

Manvel EMS Station, Debt-Payable to Prosperity Bank (1,500,000.00)

Fixed Rate: 5.5%

Pmt No.		Due Date	Interest Due /estimated\	Principal Due	Principal Balance /estimated\
1	PAID	10/14/2010	20,625.00	0.00	750,000.00
2	PAID	4/14/2011	41,250.00	75,000.00	1,500,000.00
3	PAID	10/14/2011	39,187.50	0.00	1,425,000.00
4	PAID	4/14/2012	39,187.50	75,000.00	1,425,000.00
5	PAID	10/14/2012	37,125.00	0.00	1,350,000.00
6	PAID	4/14/2013	37,125.00	75,000.00	1,350,000.00
7	PAID	10/14/2013	35,062.50	0.00	1,275,000.00
8	PAID	4/14/2014	35,062.50	75,000.00	1,275,000.00
9	PAID	10/14/2014	33,000.00	0.00	1,200,000.00
10	PAID	4/14/2015	33,000.00	75,000.00	1,200,000.00
11	PAID	10/14/2015	30,937.50	0.00	1,125,000.00
12	PAID	4/14/2016	30,937.50	75,000.00	1,125,000.00
13	PAID	10/14/2016	28,875.00	0.00	1,050,000.00
14	PAID	4/14/2017	28,875.00	75,000.00	1,050,000.00
15	PAID	10/14/2017	26,812.50	0.00	975,000.00
16	PAID	4/14/2018	26,812.50	75,000.00	975,000.00
17	PAID	10/14/2018	24,750.00	0.00	900,000.00
18		4/14/2019	24,750.00	75,000.00	900,000.00
19		10/14/2019	22,687.50	0.00	825,000.00
20		4/14/2020	22,687.50	75,000.00	825,000.00
21		10/14/2020	20,625.00	0.00	750,000.00
22		4/14/2021	20,625.00	75,000.00	750,000.00
23		10/14/2021	18,562.50	0.00	675,000.00
24		4/14/2022	18,562.50	75,000.00	675,000.00
25		10/14/2022	16,500.00	0.00	600,000.00
26		4/14/2023	16,500.00	75,000.00	600,000.00
27		10/14/2023	14,437.50	0.00	525,000.00
28		4/14/2024	14,437.50	75,000.00	525,000.00
29		10/14/2024	12,375.00	0.00	450,000.00
30		4/14/2025	12,375.00	75,000.00	450,000.00
31		10/14/2025	10,312.50	0.00	375,000.00
32		4/14/2026	10,312.50	75,000.00	375,000.00
33		10/14/2026	8,250.00	0.00	300,000.00
34		4/14/2027	8,250.00	75,000.00	300,000.00
35		10/14/2027	6,187.50	0.00	225,000.00
36		4/14/2028	6,187.50	75,000.00	225,000.00
37		10/14/2028	4,125.00	0.00	150,000.00
38		4/14/2029	4,125.00	75,000.00	150,000.00
39		10/14/2029	2,062.50	0.00	75,000.00
40		4/14/2030	2,062.50	75,000.00	75,000.00
Totals:			845,625.00	1,500,000.00	

3 Fire Trucks, Debt-Payable to BB&T (1,500,000.00)

Fixed Rate: 5.140%

Pmt No.		Due Date	Interest Due /estimated\	Principal Due	Principal Balance /estimated\
1	PAID	5/3/2018	28,500.00	288,814.54	1,211,185.46
2		5/3/2019	23,012.52	294,302.01	916,883.45
3		5/3/2020	17,420.79	299,893.75	616,989.70
4		5/3/2021	11,722.80	305,591.73	311,397.97
5		5/3/2022	5,916.56	311,397.97	0.00
Totals:			86,572.67	1,500,000.00	

**INVESTMENT REPORT, AUTHORIZATION AND REVIEW**

Report for BRAZORIA COUNTY ESD NO.3

Prepared for the reporting period ("Period") from 11/1/2018 to 11/30/2018

Investment Pools fund	Rate	Beginning Value for Period		Interest earned this period	Ending Value for Period		Date of Maturity
		Book	N.A.V.		Book	N.A.V.	
OA TexPool	2.2030%	1,937,529.88	0.99991	4,809.52	1,942,339.40	0.99991	1,942,164.59
	2.2030%	1,937,529.88	1,937,355.50	4,809.52	1,942,339.40	1,942,339.40	1,942,164.59

Certificates of Deposits fund	Rate	Purchase Value	Term in Days	Begin Value for Period	Interest accrued this period	Ending Value for Period	Date of Purchase	Date of Maturity
RES	0.00%	0.00	0	0.00	0.00	0.00	1/0/1900	1/0/1900
RES	0.00%	0.00	0	0.00	0.00	0.00	1/0/1900	1/0/1900
		0.00	0	0.00	0.00	0.00		

Federal Obligations OA N/A	Simple APR	Purchase Value	Term in Days	Begin Period Market Value	Gain (Loss) to Market Value	Ending Period Market Value	Date of Purchase	Date of Maturity
	n/a	0.00	0	0.00	n/a	0.00		
	2.2030%	1,937,529.88	0	1,937,355.50	4,809.52	1,942,339.40		
total investments								

**Compliance Statement.**

The investments (reported on above) for the Period are in compliance with the investment strategy expressed in the District's Investment Policy and the Public Funds Investment Act.

**Review.**

This report and the District's Investment Policy are submitted to the Board for its review and to make any changes thereto as determined by the Board to be necessary and prudent for the management of District funds.

**Signatures.**

Myrtle Cruz, Inc. Investaxis version 2.4

Investment Officer: Matt Glaves (please sign & date)

*Myrtle Cruz*  
Bookkeeper (Myrtle Cruz, Inc.)

12

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