

**FISCAL YEAR 2014 BUDGET**

**Fund Summary**

**Fund Name** : Property & Casualty Fund  
**Fund No./Bus. Area No.** : 1004 / 6500 / 9000

	<u>FY2013 Current Budget</u>	<u>FY2013 Estimate</u>	<u>FY2014 Budget</u>
Beginning Fund Balance	0	0	0
Current Revenues	<u>33,535,149</u>	<u>33,535,149</u>	<u>35,765,865</u>
Total Available Resources	<u><u>33,535,149</u></u>	<u><u>33,535,149</u></u>	<u><u>35,765,865</u></u>
Maintenance and Operations	<u>33,535,149</u>	<u>33,535,149</u>	<u>35,765,865</u>
Total Expenditures	<u>33,535,149</u>	<u>33,535,149</u>	<u>35,765,865</u>
Planned Ending Fund Balance	<u>0</u>	<u>0</u>	<u>0</u>
Total Budget	<u><u>33,535,149</u></u>	<u><u>33,535,149</u></u>	<u><u>35,765,865</u></u>

Fund Balance Distribution:

Non-Spendable	0	0	0
Restricted	0	0	0
Committed	0	0	0
Assigned	0	0	0
Unassigned	0	0	0

The information above summarizes the FY2013 Budget, FY2013 Estimate and FY2014 Budget of the Property and Casualty Fund. Also included are the beginning and ending fund balances, total available resources and total expenditures.

The Property and Casualty Fund was established to monitor the financial requirements of the Property and Risk Management Programs. Revenue in this fund is generated from assessed premiums to the other funds. These premiums are based upon projected expenditures. It has two distinct parts: one managed by the Legal Department to account for claims against the City, and one managed by Administration and Regulatory Affairs to account for property insurance costs.

The mission of the Legal Department's portion of the Property and Casualty Fund (Claims and Subrogation, General Litigation, and Labor, Employment and Civil Rights Sections) is to defend against claims and tort lawsuits filed against the City, minimize the City's financial exposure, and file affirmative claims on behalf of the City for property damage and subrogation. The Claims and Subrogation, General Litigation, and Labor, Employment and Civil Rights Sections of the Legal Department are responsible for the investigation and defense of claims against the City, case settlement, and payment of claims and judgments.

The Insurance Management Division of the Administration and Regulatory Affairs Department is responsible for administering all citywide non-health related insurance services including, but not limited to: property, terrorism, boiler and machinery, crime, fine arts, electronic equipment protection, notary, fidelity and surety bond insurance. All risks to the City's assets (except Workers' Compensation, Life, and Long-Term Disability) fall within the scope of this fund.

Goals for the divisions where the activity is accounted for in the Property and Casualty Fund are to:

- manage risk through identification and analysis of exposure to determine level of risk assumption or transfer of risk through commercial insurance for City departments and related agencies;
- procure, monitor, and maintain commercial insurance policies to control and minimize the City's exposure to financial risk;
- maximize commercial insurance claim recoveries;
- reduce the average amount paid per liability claim and civil rights lawsuits filed against the City;
- advise City departments on risk management issues to reduce or eliminate tort claim exposure;
- aggressively defend the City in all matters filed against it to deter meritless lawsuits with exaggerated claims;
- reduce tort claims exposure by working with the Human Resources Department to identify safety problems and educate employees on how to perform their jobs safely to avoid incidents that damage City property, employees and third parties;
- identify delinquent accounts owed to the City and increase recoveries on affirmative claims.

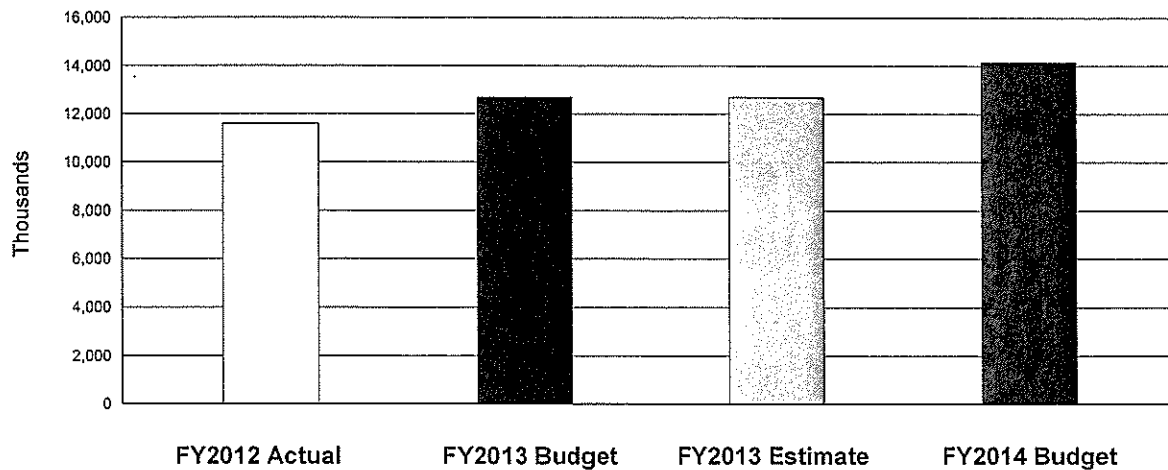
**FISCAL YEAR 2014 BUDGET**

**Business Area Budget Summary**

Fund Name : Property & Casualty Fund  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus. Area No. : 1004 / 6500

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	536,273	587,606	597,606	616,737
	Supplies	2,366	2,977	2,977	2,977
	Other Services and Charges	11,064,630	12,101,443	12,091,443	13,528,808
	Non-Capital Equipment	0	0	0	7,000
	Total M & O Expenditures	11,603,269	12,692,026	12,692,026	14,155,522
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	11,603,269	12,692,026	12,692,026	14,155,522
Revenues		11,603,269	12,692,026	12,692,026	14,155,522
Staffing	Full-Time Equivalents - Civilian	5.1	5.0	5.0	5.0
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	5.1	5.0	5.0	5.0
	Full-Time Equivalents - Overtime	0.0	5.0	5.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o In FY2014, Property Insurance projects a rate increase of 7% due to increasing cost of property insurance.</li> <li>o In FY2013, the funding for the National Flood Insurance Program (NFIP) was eliminated due to cost prohibitive insurance premium.</li> <li>o Insurance coverage for Information Technology's communication equipment budgeted at \$140,000.</li> <li>o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.</li> </ul>				

**Property & Casualty Fund  
 Administration and Regulatory Affairs  
 Expenditure Summary**





**FISCAL YEAR 2014 BUDGET**

**Division Summary**

**Fund Name** : Property & Casualty Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus Area No.** : 1004 / 6500

Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>Accounting Services Group</b> <span style="float: right;">650005</span> Administer all non-health related insurance to the City and associated groups including, but not limited to: property, terrorism, boiler and machinery, crime, fine arts, electronic equipment protection, fidelity, surety, inland marine, and Notary Public program.	5.1	11,603,269	5.0	12,692,026	5.0	14,155,522
<b>Total</b>	<b>5.1</b>	<b>11,603,269</b>	<b>5.0</b>	<b>12,692,026</b>	<b>5.0</b>	<b>14,155,522</b>

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**FISCAL YEAR 2014 BUDGET**

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**Business Area Roster Summary**

**Fund Name** : Property & Casualty Fund  
**Business Area Name** : Administration and Regulatory Affairs  
**Fund No./Bus Area No.** : 1004 / 6500

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<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2013 Current Budget FTE</b>	<b>FY2014 Budget FTE</b>	<b>Change</b>
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT DIRECTOR (EXE LEV)	32	1.0	1.0	
SENIOR STAFF ANALYST	28	2.0	2.0	
STAFF ANALYST	26	1.0	1.0	
<b>Total FTEs</b>		<u>5.0</u>	<u>5.0</u>	<u>0.0</u>
<b>Less adjustment for Civilian Vacancy Factor</b>		<u>0.0</u>	<u>0.0</u>	<u>0.0</u>
<b>Full-Time Equivalents</b>		<u>5.0</u>	<u>5.0</u>	<u>0.0</u>

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FISCAL YEAR 2014 BUDGET

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**Business Area Revenue Summary**

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Fund Name : Property & Casualty Fund  
Business Area Name : Administration and Regulatory Affairs  
Fund No./Bus Area No. : 1004 / 6500

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Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
6500050003	ARA - Insurance Management			
424070	Interfund Legal Services	12,692,026	12,692,026	14,155,522
<b>Total</b>	<b>Administration and Regulatory Affairs</b>	<u><u>12,692,026</u></u>	<u><u>12,692,026</u></u>	<u><u>14,155,522</u></u>

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

Fund Name : Property & Casualty Fund  
 Business Area Name : Administration and Regulatory Affairs  
 Fund No./Bus. Area No. : 1004 / 6500

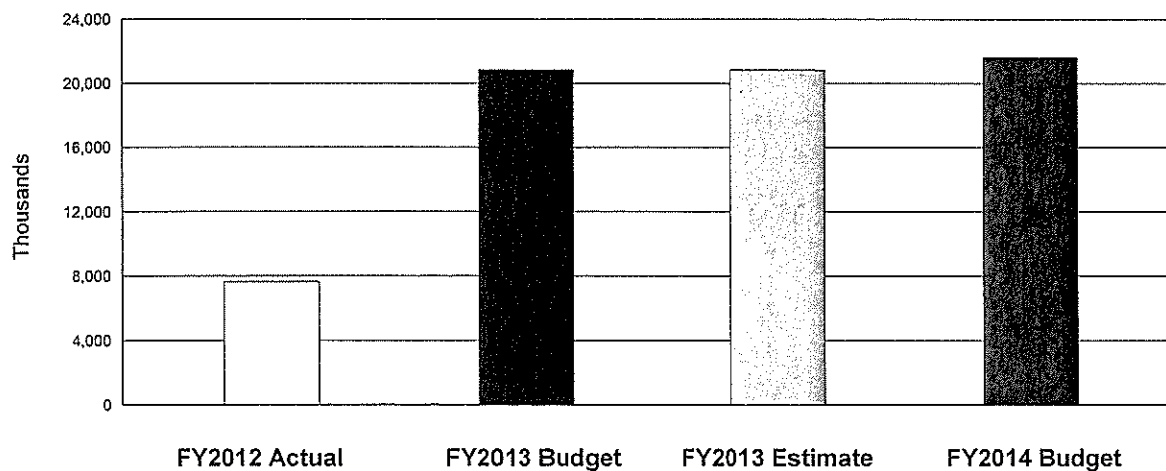
Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	369,765	389,726	389,726	401,297
501070	Pension - Civilian	70,375	83,401	83,401	91,054
502010	FICA - Civilian	26,862	29,706	29,706	30,699
503010	Health Ins-Act Civilian	61,556	70,942	80,942	79,776
503015	Basic Life Insurance - Active Civilian	222	231	231	311
503050	Health/Life Insurance - Retiree Civilian	6,130	8,000	8,000	8,000
503060	Long Term Disability-Civilian	424	425	425	425
503090	Workers Compensation-Civilian-Admin	939	1,195	1,195	1,195
503100	Workers Compensation-Civilian-Claim	0	3,800	3,800	3,800
504030	Unemployment Claims - Administration	0	180	180	180
<b>Total</b>	<b>Personnel Services</b>	<b>536,273</b>	<b>587,606</b>	<b>597,606</b>	<b>616,737</b>
511045	Computer Supplies	745	600	600	600
511050	Paper & Printing Supplies	718	737	737	737
511055	Publications & Printed Materials	114	400	400	400
511060	Postage	124	240	240	240
511070	Miscellaneous Office Supplies	665	1,000	1,000	1,000
<b>Total</b>	<b>Supplies</b>	<b>2,366</b>	<b>2,977</b>	<b>2,977</b>	<b>2,977</b>
520100	Temporary Personnel Services	0	50,000	50,000	50,000
520109	Medical Dental & Laboratory Services	0	95	95	96
520110	Management Consulting Services	0	40,000	40,000	40,000
520115	Real Estate Lease/Office Rental	0	17,916	17,916	17,916
520121	IT Application Svcs	446	290	290	845
520122	Office Equipment Services	0	72	72	72
520510	Mail/Delivery Services	0	200	200	200
520515	Print Shop Services	269	2,330	2,330	2,330
520605	Advertising Services	1,534	3,212	3,212	3,200
520705	Insurance Fees	10,677,420	11,549,550	11,558,427	12,944,598
520765	Membership & Professional Fees	625	575	575	675
520770	Insurance Administration Fees	241,384	297,960	279,923	297,960
520805	Education & Training	1,360	3,000	3,000	3,000
520905	Travel - Training Related	1,157	5,907	5,907	3,900
520910	Travel - Non-Training Related	0	4,000	4,000	6,000
521305	Indirect Cost Recovery Payment	126,379	107,839	107,839	138,617
521605	Data Services	6,404	9,427	8,369	9,427
521610	Voice Services	224	98	294	549
521630	GIS Revolving Fund Services	328	353	375	447
521730	Parking Space Rental	2,964	3,144	3,144	0
521731	Hobby Parking Space Rental	0	0	0	3,144
522205	Metro Commuter Passes	887	1,638	1,638	1,638
522430	Miscellaneous Other Services & Charges	117	0	0	0
522721	Interfund HR Client Services	3,031	3,650	3,650	4,007
522722	KRONOS Service Chargeback	101	187	187	187
<b>Total</b>	<b>Other Services and Charges</b>	<b>11,064,630</b>	<b>12,101,443</b>	<b>12,091,443</b>	<b>13,528,808</b>
551010	Non-Capital Office Furniture & Equipment	0	0	0	7,000
<b>Total</b>	<b>Non-Capital Equipment</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>7,000</b>
<b>Grand Total Expenditures</b>		<b>11,603,269</b>	<b>12,692,026</b>	<b>12,692,026</b>	<b>14,155,522</b>

**Business Area Budget Summary**

**Fund Name** : Property & Casualty Fund  
**Business Area Name** : Legal  
**Fund No./Bus. Area No.** : 1004 / 9000

		FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
Expenditures	Personnel Services	5,008,972	6,537,930	6,537,930	7,112,764
	Supplies	160,814	189,800	189,800	164,150
	Other Services and Charges	2,483,810	14,115,393	14,115,393	14,333,429
	Total M & O Expenditures	<u>7,653,596</u>	<u>20,843,123</u>	<u>20,843,123</u>	<u>21,610,343</u>
	Debt Service & Other Uses	0	0	0	0
	Total Expenditures	<u>7,653,596</u>	<u>20,843,123</u>	<u>20,843,123</u>	<u>21,610,343</u>
Revenues		7,653,596	20,843,123	20,843,123	21,610,343
Staffing	Full-Time Equivalents - Civilian	46.6	52.4	52.1	53.9
	Full-Time Equivalents - Classified	0.0	0.0	0.0	0.0
	Full-Time Equivalents - Cadets	0.0	0.0	0.0	0.0
	Total	<u>46.6</u>	<u>52.4</u>	<u>52.1</u>	<u>53.9</u>
	Full-Time Equivalents - Overtime	0.0	0.0	0.0	0.0
Significant Budget Changes and Highlights	<ul style="list-style-type: none"> <li>o The FY2014 Budget provides funding for health benefits, pension contribution and municipal employees 3% pay increases.</li> <li>o The budget for claims, settlements and judgments is \$12,824,554 which is slightly greater than the amount budgeted in FY2013 and represents 59% of the total budget.</li> </ul>				

**Property & Casualty Fund  
 Legal  
 Expenditure Summary**







**FISCAL YEAR 2014 BUDGET**

<b>Division Summary</b>						
<b>Fund Name : Property &amp; Casualty Fund</b> <b>Business Area Name : Legal</b> <b>Fund No./Bus Area No. : 1004 / 9000</b>						
Division Description	FY2012 Actual		FY2013 Estimate		FY2014 Budget	
	FTEs	Cost \$	FTEs	Cost \$	FTEs	Cost \$
<b>LGL - Staff Administration Section 900001</b> This cost center captures personnel costs associated with broad oversight of all the litigation sections and activities related to those sections.	1.1	242,588	1.0	246,426	2.0	330,696
<b>LGL - General Litigation Section 900002</b> Responsible for litigation related to animal law, annexation, bankruptcy, building and standards commission appeals, Code enforcement, collections, constitutional challenges to ordinances, contract disputes, election contests, environmental, Fed False Claims Act, forcible entry and detainer, intergovernmental disputes, inverse condemnation, probate, Private Real Property Preservation Act and more.	18.1	1,984,243	20.3	2,651,362	22.0	2,983,772
<b>LGL - Labor, Empl. &amp; Civil Rights Section 900005</b> The section is responsible for representing the City on all labor, employment and civil rights lawsuits.	17.2	1,844,981	20.8	2,632,364	19.9	2,748,525
<b>LGL - Claims &amp; Subrogation Section 900010</b> This section is responsible for liability tort claims, subrogation matters and general affirmative claim matters at the claim stage.	10.2	955,610	10.0	1,037,738	10.0	1,104,111
<b>LGL - Litigation Costs Section 900012</b> This section captures costs directly related to the payment of claims and judgments including legal services and other services.	0.0	2,626,174	0.0	14,275,233	0.0	14,443,239
<b>Total</b>	<b>46.6</b>	<b>7,653,596</b>	<b>52.1</b>	<b>20,843,123</b>	<b>53.9</b>	<b>21,610,343</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Roster Summary**

**Fund Name** : Property & Casualty Fund  
**Business Area Name** : Legal  
**Fund No./Bus Area No.** : 1004 / 9000

<b>Job Description</b>	<b>Pay Grade</b>	<b>FY2013 Current Budget FTE</b>	<b>FY2014 Budget FTE</b>	<b>Change</b>
ADMINISTRATIVE ASSISTANT	17	0.0	1.0	1.0
ADMINISTRATIVE SPECIALIST	20	1.0	1.0	
ASSISTANT CITY ATTORNEY I	21	3.0	3.0	
ASSISTANT CITY ATTORNEY II	24	3.0	2.0	(1.0)
ASSISTANT CITY ATTORNEY III	27	4.0	0.0	(4.0)
EXECUTIVE OFFICE ASSISTANT	15	1.0	0.0	(1.0)
FIRST ASSISTANT CITY ATTORNEY	37	1.0	2.0	1.0
LEGAL WORD PROCESSOR	11	1.0	0.0	(1.0)
PARALEGAL I	12	5.0	5.0	
PARALEGAL II	14	0.0	1.0	1.0
PARALEGAL III	16	2.0	0.0	(2.0)
SENIOR ASSISTANT CITY ATTORNEY I	30	8.0	6.0	(2.0)
SENIOR ASSISTANT CITY ATTORNEY II	32	6.0	17.0	11.0
SENIOR ASSISTANT CITY ATTORNEY III	34	5.0	0.0	(5.0)
SENIOR ASSISTANT CITY ATTORNEY,SECTION CHIEF	35	3.0	2.0	(1.0)
SENIOR CLAIMS COORDINATOR	21	4.0	4.0	
SENIOR LEGAL WORD PROCESSOR	13	3.0	4.0	1.0
SENIOR PARALEGAL	19	3.0	6.0	3.0
<b>Total FTEs</b>		<b>53.0</b>	<b>54.0</b>	<b>1.0</b>
<b>Less adjustment for Civilian Vacancy Factor</b>		<b>0.6</b>	<b>0.1</b>	<b>(0.5)</b>
<b>Full-Time Equivalent</b>		<b>52.4</b>	<b>53.9</b>	<b>1.5</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Revenue Summary**

Fund Name : Property & Casualty Fund  
 Business Area Name : Legal  
 Fund No./Bus Area No. : 1004 / 9000

Commit Item	Description	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
9000010001	LGL - General Admin of Dept			
424070	Interfund Legal Services	246,426	246,426	330,696
9000020001	LGL - Genl Litigation			
424070	Interfund Legal Services	2,651,362	2,651,362	2,983,772
9000050001	LGL - Labor,Employ, Civ. Rights			
424070	Interfund Legal Services	2,632,364	2,632,364	2,748,525
9000100001	LGL - Claims & Subrog.			
424070	Interfund Legal Services	1,037,738	1,037,738	1,104,111
9000120001	LGL - Litigation Costs			
424070	Interfund Legal Services	14,275,233	14,275,233	14,443,239
<b>Total Legal</b>		<b>20,843,123</b>	<b>20,843,123</b>	<b>21,610,343</b>

**FISCAL YEAR 2014 BUDGET**

**Business Area Expenditure Summary**

Fund Name : Property & Casualty Fund  
 Business Area Name : Legal  
 Fund No./Bus. Area No. : 1004 / 9000

Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
500010	Salary Base Pay - Civilian	3,683,767	4,558,509	4,558,509	4,922,151
500060	Overtime - Civilian	7	0	0	0
500110	Bilingual Pay - Civilian	905	910	910	910
501070	Pension - Civilian	693,302	975,526	975,526	1,116,836
501120	Termination Pay - Civilian	57,649	170,000	170,000	180,000
502010	FICA - Civilian	264,408	325,032	325,032	349,905
503010	Health Ins-Act Civilian	241,122	379,342	379,342	462,343
503015	Basic Life Insurance - Active Civilian	2,045	2,750	2,750	3,820
503050	Health/Life Insurance - Retiree Civilian	29,148	41,848	41,848	37,500
503060	Long Term Disability-Civilian	3,777	4,455	4,455	4,582
503090	Workers Compensation-Civilian-Admin	8,369	12,523	12,523	12,882
503100	Workers Compensation-Civilian-Claim	1,035	20,000	20,000	0
504030	Unemployment Claims - Administration	23,438	47,035	47,035	21,835
<b>Total</b>	<b>Personnel Services</b>	<b>5,008,972</b>	<b>6,537,930</b>	<b>6,537,930</b>	<b>7,112,764</b>
511045	Computer Supplies	21,718	49,500	49,500	23,850
511050	Paper & Printing Supplies	7,000	7,000	7,000	7,000
511055	Publications & Printed Materials	111,939	110,000	110,000	110,000
511060	Postage	3,384	5,000	5,000	5,000
511070	Miscellaneous Office Supplies	17,302	17,500	17,500	17,500
511110	Fuel	0	800	800	800
511150	Miscellaneous Parts & Supplies	(529)	0	0	0
<b>Total</b>	<b>Supplies</b>	<b>160,814</b>	<b>189,800</b>	<b>189,800</b>	<b>164,150</b>
520107	Computer Info/Contr	4,705	18,000	18,000	30,000
520108	Information Resource Services	15,621	17,000	17,000	17,000
520114	Miscellaneous Support Services	88,051	120,000	120,000	125,000
520119	Computer Equipment/Software Maintenance	23,768	35,000	35,000	35,000
520133	Private Investigative Services	0	4,600	4,600	5,500
520510	Mail/Delivery Services	4,272	5,900	5,900	5,900
520515	Print Shop Services	138	420	420	500
520520	Printing & Reproduction Services	20,751	20,000	20,000	60,000
520605	Advertising Services	180	0	0	0
520740	Document Recording/Filing Fees	39,235	38,900	38,900	39,000
520765	Membership & Professional Fees	7,653	10,900	10,900	13,000
520805	Education & Training	7,127	10,700	10,700	32,500
520905	Travel - Training Related	634	3,740	3,740	5,540
520910	Travel - Non-Training Related	7,973	8,200	8,200	9,800
521605	Data Services	38	141	141	5,117
521610	Voice Services	8,392	13,030	13,030	1,894
521620	Voice Equipment	0	500	500	923
521625	Voice Labor	313	0	0	1,170
521630	GIS Revolving Fund Services	956	1,844	1,844	2,651
521635	Voice Services -Wireless	0	0	0	3,311
521715	Office Equipment Rental	1,304	10,000	10,000	10,000
521730	Parking Space Rental	34,692	35,000	35,000	35,000
521905	Legal Services	288,161	500,000	500,000	500,000
521910	Legal Svcs - Crt Report	171,463	183,800	183,800	185,000
521915	Legal Svcs - Atty Fee	200	1,000	1,000	1,000
521920	Legal Svcs -Med Svcs	18,360	34,100	34,100	34,000
521925	Legal Svcs -Ex Wit	102,640	220,000	220,000	220,000
521935	Legal Svcs -Claims	710,805	898,200	898,200	900,000
521940	Legal Svcs -Judgemt	0	3,000,000	3,000,000	3,000,000
521945	Legal Svcs -Settleme	831,151	8,834,895	8,834,895	8,924,554

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**FISCAL YEAR 2014 BUDGET**

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**Business Area Expenditure Summary**

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Fund Name : Property & Casualty Fund  
Business Area Name : Legal  
Fund No./Bus. Area No. : 1004 / 9000

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Commit Item	Description	FY2012 Actual	FY2013 Current Budget	FY2013 Estimate	FY2014 Budget
521950	Legal Svcs -Doc Rec	80,817	80,000	80,000	120,000
522205	Metro Commuter Passes	2,242	1,700	1,700	1,700
522420	Petty Cash/Change Special Fund	36	300	300	300
522430	Miscellaneous Other Services & Charges	6,483	5,800	5,800	6,200
522722	KRONOS Service Chargeback	482	1,723	1,723	1,869
522740	Interfund Police Service	167	0	0	0
522780	Interfund Photo Copy Services	5,000	0	0	0
<b>Total</b>	<b>Other Services and Charges</b>	<b>2,483,810</b>	<b>14,115,393</b>	<b>14,115,393</b>	<b>14,333,429</b>
<b>Grand Total Expenditures</b>		<b>7,653,596</b>	<b>20,843,123</b>	<b>20,843,123</b>	<b>21,610,343</b>