

DRAFT

**SAN FRANCISCO
QUARTERLY RATE REPORT**

**1st Quarter of Rate Year 2022
3 Months Ending September 30, 2021**

Recology Sunset Scavenger
Recology Golden Gate
Recology San Francisco

INTRODUCTION

San Francisco Public Works Director's Reports include quarterly reporting requirements. The requirements address several areas, including refuse tonnages and accounts, toxics collection, revenues and expenses, and various accounts. This report covers the 3 months ended September 30, 2021 of rate year 2022 (RY 2022).

LOW-INCOME AND DISABLED SERVICES PROGRAMS

As of September 30, 2021, 8,502 customers participated in the low-income program. As of the same date, there were 449 participants in the disabled services program.

ACCOUNT REPORTING

Appendix A contains account reports for the Reserve Fund, Impound, and Zero Waste Incentives. The reports include beginning balances, deposits, disbursements, and ending balances for the accounts.

Special Reserve and Reserve Fund

On July 31, 2020, Recology transferred the remaining balance in the Special Reserve to the new Reserve Fund in accordance with the 2017 Director's Report.

Impound

Recology made monthly deposits to the Impound in accordance with procedures and the approved rates.

Zero Waste Incentives

Recology makes deposits to the Zero Waste Incentives monthly in amounts determined by the rate process. Funds held in Zero Waste Incentives will be in part applied against future rate adjustments and certain amounts may be used to support additional material recovery programs.

**Table 1
Disposal Tonnage Summary
Recology San Francisco
July 2021 - September 2021**

| | Actual | Tier 1 | Tier 2 | Tier 3 | Tier 4 |
|---------------|---------|--------|--------|--------|--------|
| Tons Disposed | 100,043 | 90,890 | 88,140 | 82,890 | 75,000 |

**Table 2
Alternative Daily Cover Tonnage
Recology San Francisco
July 2021 - September 2021**

| Source | Tonnage |
|--------------------------------------|--------------|
| Composting Overs | - |
| /MRF Fines | 4,152 |
| C-soil | - |
| Clean Wood | - |
| Total Alternative Daily Cover | 4,152 |

Table 3
Recovery and Disposal Tonnage Breakdown
July 2021 - September 2021

| | Received | Recovered | Disposed | % Recovered |
|---|----------------|---------------|----------------|---------------|
| Recycle Central Recyclables | | | | |
| Collected | 30,699 | 25,045 | 5,654 | 81.6% |
| Buyback | 2,897 | 2,897 | - | 100.0% |
| Total Recyclables | 33,596 | 27,942 | 5,654 | 83.2% |
| Tunnel Avenue Compostables | | | | |
| Collected | 35,072 | 26,759 | 8,312 | 76.3% |
| San Francisco Public Works | 708 | 708 | - | 100.0% |
| Other City of San Francisco Departments | 85 | 85 | - | 100.0% |
| Account Customers | 61 | 61 | - | 100.0% |
| Non-Account Customers | 149 | 149 | - | 100.0% |
| Total Compostables | 36,075 | 27,762 | 8,312 | 77.0% |
| Tunnel Avenue iMRF | | | | |
| Collected | 6,087 | 2,389 | 3,698 | 39.3% |
| San Francisco Public Works | 1 | 0 | 1 | 39.3% |
| Other City of San Francisco Departments | 18 | 7 | 11 | 39.3% |
| Account Customers | 2,487 | 976 | 1,511 | 39.3% |
| Total iMRF | 8,594 | 3,373 | 5,220 | 39.3% |
| Other Tunnel Avenue | | | | |
| Collected Other Trash | 50,938 | - | 50,938 | 0.0% |
| Collected Roll-off Trash | 10,026 | - | 10,026 | 0.0% |
| Bulky Item Recycling & Abandoned Materials Collection | 4,077 | 848 | 3,229 | 20.8% |
| Public Refuse Receptacles | 4,841 | - | 4,841 | 0.0% |
| San Francisco Public Works | 6,944 | 498 | 6,446 | 7.2% |
| Other City of San Francisco Departments | 914 | - | 914 | 0.0% |
| Account Customers | 2,357 | 324 | 2,033 | 13.8% |
| Non-Account Customers | 8,523 | 2,377 | 6,145 | 27.9% |
| Collected Inerts | 1,930 | 1,930 | - | 100.0% |
| Construction Material Reuse | 95 | 95 | - | 100.0% |
| Other Recycling | 242 | 242 | - | 100.0% |
| Total Other Tunnel Avenue | 90,887 | 6,315 | 84,572 | 6.9% |
| Sustainable Crushing | 3,920 | 3,920 | - | 100.0% |
| Adjustments (Inventory, moisture, etc.) | (3,715) | - | (3,715) | |
| Total Tons | 169,356 | 69,312 | 100,043 | 40.9% |
| Disposal Breakdown | | | | |
| Covanta (RBVON residual) | | | - | |
| Recology Ostrom Road Landfill (RBVON residual) | | | 3,328 | |
| Recology Hay Road Landfill | | | 91,731 | |
| Recology Hay Road Landfill (RBVON residual) | | | 4,984 | |
| Zanker Material Processing Facility (C&D residual) | | | - | |
| Total Disposal | | | 100,043 | |

**Table 4
Number of Accounts, Service and Compliance
Recology Sunset Scavenger & Recology Golden Gate
July 2021 - September 2021**

| | Number of Accounts | Trash Compliant | | Recycling Compliant | | Composting Compliant | |
|----------------------------------|--------------------|-----------------|---------------|---------------------|--------------|----------------------|--------------|
| | | | | | | | |
| Residential | 138,543 | 138,528 | 100.0% | 138,354 | 99.9% | 138,209 | 99.8% |
| Apartment | 8,401 | 8,399 | 100.0% | 8,386 | 99.8% | 8,374 | 99.7% |
| Commercial | 14,784 | 14,762 | 99.9% | 14,692 | 99.4% | 14,554 | 98.4% |
| City and County of San Francisco | 365 | 362 | 99.2% | 358 | 98.1% | 351 | 96.2% |
| School District & UC | 183 | 175 | 95.6% | 176 | 96.2% | 178 | 97.3% |
| Other | 31 | 30 | 96.8% | 28 | 90.3% | 24 | 77.4% |
| Total | 162,307 | 162,256 | 100.0% | 161,994 | 99.8% | 161,690 | 99.6% |

| Residential Single Dwelling Unit Accounts | |
|--|--------|
| 16-Gallon Trash Bins | 49,851 |
| 20-Gallon Trash Bins | 25,150 |

**Table 5
Toxics Collection and Participation
July 2021 - September 2021**

| Program | Collection Weight Tons Handled | Service Standard | |
|---|-----------------------------------|------------------|-----------------------|
| | | Number | Unit |
| HHW Facility Drop Off | 60.31 | 2,446 | Customers Served |
| HHW Home Collection | 28.19 | 636 | Pickups |
| HHW Home Collection | - | 1,174 | Equivalent Loads |
| Very Small Quantity Generator | 13.27 | 107 | Business Appointments |
| Residential Curbside Battery Collection | 15.08 | - | |
| Apartment Building Battery Collection | 2.11 | 126 | Pickups |
| Commercial Battery Collection | 0.62 | - | |
| Retail Collection Partners | 11.78 | 213 | Pickups |
| Gigantic 3 Collection Events | 0.19 | 80 | Customers Served |
| Waste Acceptance Control Program | 7.11 | - | |
| Bulky Item Recycling - E-Waste* | - | 20,348 | Pickups |
| E-Waste sent to Processor | 166.79 | - | |

* Bulky item pickups include non-e-waste customers

Note - . E-Waste tons (pounds) are not included in E-Waste line items

Table 6
Recology Sunset Scavenger and Recology Golden Gate
Revenue
July 2021 - September 2021

| | Projected | Actual | Variance |
|---|----------------------|----------------------|-----------------|
| Residential | \$ 22,075,535 | \$ 23,080,665 | 5% |
| Apartment | 17,629,423 | 18,831,424 | 7% |
| Commercial | 39,651,806 | 34,419,713 | -13% |
| Commercial Compactors | 8,478,916 | 5,301,162 | -37% |
| ZWI Rebate Revenue | 995,063 | 995,063 | 0% |
| REVENUE SUBJECT TO RATE | \$ 88,830,744 | \$ 82,628,027 | -7% |
| Revenue not Subject to Rate: | | | |
| Debris Box Revenue | \$ 5,951,698 | \$ 4,104,739 | -31% |
| Equipment & Supply Sales | 467,192 | 385,464 | -17% |
| CalRecycle Payment | - | - | n/a |
| Miscellaneous Income | 79,112 | 157,319 | 99% |
| Total Other Revenue not Subject to Rate: | \$ 6,498,002 | \$ 4,647,522 | -28% |
| Total Sources | \$ 95,328,746 | \$ 87,275,549 | -8% |
| Impound Account Funding | \$ (5,501,903) | \$ (5,501,903) | 0% |
| Zero Waste Incentive Funding | (1,258,944) | (1,258,944) | 0% |
| Net Revenue Retained | \$ 88,567,900 | \$ 80,514,703 | -9.09% |

*Contracts revenue is included within the Commercial and Commercial Compactor Revenue.

Table 7
Recology San Francisco
Tipping Charge Revenues
July 2021 - September 2021

| | Tonnage | | | Revenue | | |
|--|----------------|----------------|-------------|----------------------|----------------------|-------------|
| | Projection | Actual | Variance | Projection | Actual | Variance |
| Tonnage & Revenue from Tipping Charge | | | | | | |
| Recology Sunset Scavenger/Golden Gate | | | | | | |
| Recycle Central | 36,434 | 30,782 | -16% | \$ 7,559,774 | \$ 6,383,991 | -16% |
| Compostables | 43,192 | 35,039 | -19% | 8,961,813 | 7,267,454 | -19% |
| iMRF | 18,209 | 6,057 | -67% | 3,778,082 | 1,256,308 | -67% |
| Trash | 66,034 | 63,631 | -4% | 13,701,467 | 13,196,973 | -4% |
| Other | 3,351 | 1,513 | -55% | 695,278 | 313,798 | -55% |
| Subtotal (Recology Sunset Scavenger/Golden Gate) | 167,220 | 137,023 | -18% | \$ 34,696,413 | \$ 28,418,524 | -18% |
| Non-Account Customers | 9,621 | 8,662 | -10% | 1,996,272 | 1,796,467 | -10% |
| Account Customers | 6,155 | 7,780 | 26% | 1,277,062 | 1,613,112 | 26% |
| Total San Francisco | 182,996 | 153,464 | -16% | \$ 37,969,747 | \$ 31,828,103 | -16% |
| Total Non-San Francisco | 654 | 2,542 | 289% | 135,640 | 527,310 | 289% |
| Non-rate Tonnage | 43,416 | 15,892 | -63% | | | |
| Total Tonnage & Revenue from Tipping Charge | 227,065 | 171,898 | -24% | \$ 38,105,387 | \$ 32,355,413 | -15% |
| Net Recycling Revenue | | | | \$ 5,924,461 | \$ 6,731,098 | 14% |
| Non-rate Revenue | | | | 253,244 | 772,543 | 205% |
| Intercompany Dirt, Inerts & Others | | | | 402,187 | 98,289 | -76% |
| Rental Income | | | | 12,711 | 6,000 | -53% |
| Total Other Commercial Revenue | | | | \$ 6,592,603 | \$ 7,607,930 | 15% |
| Total Sources | | | | \$ 44,697,990 | \$ 39,963,343 | -11% |
| Zero Waste Incentive Funding | | | | \$ (790,506) | \$ (790,506) | 0% |
| Net Revenue Retained | - | - | | \$ 43,907,483 | \$ 39,172,836 | -11% |

**Table 8
Recycling Revenue
Recology San Francisco
July 2021- September 2021**

| | Tons | | | Revenue | | | Price Per Ton | | |
|--------------------------------|---------------|---------------|-------------|---------------------|---------------------|-------------|---------------|-----------|------------|
| | Projection | Actual | Variance | Projection | Actual | Variance | Projection | Actual | Variance |
| Recycle Central | | | | | | | | | |
| Mixed Paper | 19,088 | 6,480 | -66% | \$ 2,435,442 | \$ 879,044 | -64% | \$ 127.59 | \$ 135.66 | 6% |
| Cardboard | 7,890 | 10,908 | 38% | 1,426,992 | 2,417,196 | 69% | 181 | 221.60 | 23% |
| Aseptic Carton | - | 23 | n/a | - | 466 | n/a | - | 20.00 | n/a |
| EPS Foam | - | - | n/a | - | - | n/a | - | - | n/a |
| Aluminum | 100 | 185 | 85% | 465,896 | 738,478 | 59% | 4,659 | 3,999.12 | -14% |
| Metal/Ferrous | 400 | 497 | 24% | 57,438 | 95,427 | 66% | 144 | 192.13 | 34% |
| PET | 350 | 540 | 54% | 788,670 | 973,584 | 23% | 2,253 | 1,801.63 | -20% |
| HDPE Blend | 325 | 428 | 32% | 262,404 | 580,791 | 121% | 807 | 1,357.91 | 68% |
| Plastic Film | - | 82 | n/a | - | 34,281 | n/a | - | 420.26 | n/a |
| Mixed Plastics 3-7 | 275 | 166 | -40% | 19,304 | 61,126 | 217% | 70 | 369.16 | 426% |
| Flint Glass | 88 | - | -100% | 23,125 | - | -100% | 264 | - | -100% |
| Amber Glass | 81 | - | -100% | 21,050 | - | -100% | 259 | - | -100% |
| Green Glass | 54 | - | -100% | 13,320 | - | -100% | 248 | - | -100% |
| Mixed Glass | 5,750 | 5,565 | -3% | 804,214 | 856,947 | 7% | 140 | 153.98 | 10% |
| Glass Fines | 363 | - | -100% | 49,444 | - | -100% | 136 | - | -100% |
| Total Recycle Central | 34,763 | 24,873 | -28% | \$ 6,367,300 | \$ 6,637,338 | 4% | | | n/a |
| Tunnel Avenue | | | | | | | | | |
| Metal | 3,297 | 2,325 | -29% | \$ 593,850 | \$ 505,841 | -15% | \$ 180.10 | \$ 217.58 | 21% |
| Wood | 3,331 | - | -100% | 71,992 | - | -100% | - | - | n/a |
| Mixed Rigid Plastic | 422 | 212 | -50% | 75,287 | 16,149 | -79% | 178.57 | 76.16 | -57% |
| SB20/50 E-Waste | 113 | 42 | -63% | 34,857 | 4,164 | -88% | 309.84 | 100.33 | -68% |
| Total Tunnel Avenue | 7,163 | 2,578 | -64% | \$ 775,986 | \$ 526,153 | -32% | | | |
| Sustainable Crushing | | | | \$ 202,001 | \$ 256,389 | 27% | | | |
| Total Recycling Revenue | | | | \$ 7,345,287 | \$ 7,419,880 | 1% | | | |
| Processing Expenses | | | | \$ (251,084) | \$ (288,578) | 15% | | | |
| Purchases | | | | (1,169,742) | (400,204) | -66% | | | |
| Net Recycling Revenues | | | | \$ 5,924,461 | \$ 6,731,098 | 14% | | | |

Table 9
Recology Sunset Scavenger and Recology Golden Gate
Expenses - RY 2022
July 2021 - September 2021

| Item Description | Projection | Actual | Variance |
|------------------------------------|----------------------|----------------------|-------------|
| Payroll | \$ 22,355,965 | \$ 20,297,571 | -9% |
| Payroll Taxes | 1,694,304 | 1,569,604 | -7% |
| Pension | 3,713,813 | 3,624,367 | -2% |
| Health Insurance | 7,171,877 | 6,064,605 | -15% |
| Workers Compensation | 2,862,074 | 2,356,970 | -18% |
| Total Payroll & Related | \$ 37,798,032 | \$ 33,913,118 | -10% |
| Corporate Allocations | \$ 2,037,160 | \$ 2,704,710 | 33% |
| Bad Debt | 42,890 | 434,779 | 914% |
| O/S Billing Services | 89,942 | 66,077 | -27% |
| Office | 121,171 | 303,851 | 151% |
| Postage | 94,539 | 46,395 | -51% |
| Professional Services | 204,014 | 488,280 | 139% |
| Security & Janitorial | 128,774 | 271,311 | 111% |
| Taxes | 500,800 | 1,390,491 | 178% |
| Telephone | 167,443 | 125,033 | -25% |
| Total Administrative | \$ 3,386,733 | \$ 5,830,926 | 72% |
| Building & Facility Repair | \$ 44,110 | \$ 196,807 | 346% |
| Depreciation | 62,533 | 235,592 | 277% |
| Environmental Compliance | 166,937 | 111,776 | -33% |
| Freight | 19,980 | 12,812 | -36% |
| Fuel | 1,376,282 | 1,110,161 | -19% |
| I/C Disposal | 13,701,953 | 13,351,198 | -3% |
| I/C Processing | 21,251,071 | 15,183,108 | -29% |
| Lease | 3,529,746 | 3,851,736 | 9% |
| Liability Insurance | 882,595 | 1,272,158 | 44% |
| Licenses & Permits | 474,696 | 616,964 | 30% |
| O/S Disposal | 9,710 | 10,856 | 12% |
| O/S Equipment Rental | 60,617 | 118,248 | 95% |
| Parts | 692,649 | 693,957 | 0% |
| Property Rental | 501,686 | 310,901 | -38% |
| Repairs & Maintenance | 370,944 | 508,223 | 37% |
| Supplies | 679,692 | 646,117 | -5% |
| Tires & Tubes | 243,404 | 141,181 | -42% |
| Utilities | 143,867 | 195,122 | 36% |
| Total Operating | \$ 44,212,472 | \$ 38,566,918 | -13% |
| Contract Services | \$ 305,345 | \$ 102,832 | -66% |
| Other | 570,005 | 507,334 | -11% |
| Total Other | \$ 875,350 | \$ 610,166 | -30% |
| | | | |
| Total Expenses | \$ 86,272,587 | \$ 78,921,128 | -9% |

Table 10
Recology San Francisco
Expenses - RY 2022
July 2021 - September 2021

| Item Description | Projected | Actual | Variance |
|--------------------------------------|----------------------|----------------------|-------------|
| Payroll | 13,271,744 | 10,545,066 | -21% |
| Payroll Taxes | 1,037,629 | 798,008 | -23% |
| Pension | 1,692,012 | 1,914,654 | 13% |
| Health Insurance | 4,389,973 | 3,642,666 | -17% |
| Workers Compensation | 1,057,207 | 946,187 | -11% |
| Total Payroll & Related | \$ 21,448,565 | \$ 17,846,583 | -17% |
| Corporate Allocations | 444,548 | 151,450 | -66% |
| Bad Debt | 15,632 | - | -100% |
| Office | 64,255 | 39,212 | -39% |
| Postage | 958 | 3,419 | 257% |
| Professional Services | 706,226 | 278,456 | -61% |
| Repairs & Maintenance | 224,766 | 204,101 | -9% |
| Security & Janitorial | 189,783 | 361,684 | 91% |
| Taxes | 521,465 | 822,928 | 58% |
| Telephone | 79,106 | 71,984 | -9% |
| Total Administrative Expenses | \$ 2,246,740 | \$ 1,933,234 | -14% |
| Bridge Tolls | 367,828 | 246,014 | -33% |
| Building & Facility Repair | 206,948 | 236,011 | 14% |
| Depreciation | 365,258 | 833,999 | 128% |
| Environmental Compliance | 12,434 | 4,718 | -62% |
| Freight | 495,134 | 520,720 | 5% |
| Fuel | 1,047,969 | 803,467 | -23% |
| I/C Processing & Disposal | 7,746,369 | 6,290,789 | -19% |
| Lease | 1,324,112 | 1,520,521 | 15% |
| Liability Insurance | 255,278 | 540,286 | 112% |
| Licenses & Permits | 988,201 | 1,134,250 | 15% |
| O/S Disposal | 396,061 | 271,995 | -31% |
| O/S Equipment Rental | 71,148 | 138,421 | 95% |
| Parts | 514,948 | 506,799 | -2% |
| Property Rental | 1,663,950 | 1,943,667 | 17% |
| Supplies | 687,590 | 839,276 | 22% |
| Tires & Tubes | 100,343 | 54,437 | -46% |
| Utilities | 469,051 | 571,657 | 22% |
| Total Operating Expenses | \$ 16,712,621 | \$ 16,457,029 | -2% |
| Contract Services | 82,256 | 143,397 | 74% |
| Other | 249,645 | 148,283 | -41% |
| Total Other Expenses | \$ 331,901 | \$ 291,680 | -12% |
| | | | |
| Total Expenses | \$ 40,739,828 | \$ 36,528,525 | -10% |

APPENDIX A
RECOLOGY SAN FRANCISCO
Account Details
Receipts, Disbursements and Balances for RY 2022

Table A-1

| Account Details | Reserve Fund | Impound | ZWI |
|---------------------------------|---------------------|---------------------|----------------------|
| Beginning Balance 7/1/2021 | \$ 9,899,335 | \$ 1,982,283 | \$ 7,964,668 |
| Deposits | - | 5,501,903 | 2,049,450 |
| Interest | 616 | - | 1 |
| Administrative Fees | (294) | - | - |
| Reclass | - | - | - |
| Disbursements | - | (5,454,209) | - |
| Ending Balance 9/30/2021 | \$ 9,899,657 | \$ 2,029,977 | \$ 10,014,119 |

Table A-2

| Interest | Reserve Fund | Impound | ZWI |
|-----------------|---------------------|----------------|-------------|
| Jul-21 | \$ 208 | \$ - | \$ 0.4 |
| Aug-21 | 208 | - | \$ 0.4 |
| Sep-21 | 201 | - | \$ 0.4 |
| Total | \$ 616 | \$ - | \$ 1 |

Table A-3

| Administrative Fees | Reserve Fund | Impound | ZWI |
|----------------------------|---------------------|----------------|-------------|
| Jul-21 | \$ 294 | \$ - | \$ - |
| Aug-21 | - | - | - |
| Sep-21 | - | - | - |
| Total | \$ 294 | \$ - | \$ - |

RECOLOGY SAN FRANCISCO
Reserve Fund
Deposit Detail for RY 2022

Table A-5

| Month | Recology Golden Gate | Recology Sunset Scavenger | Total Deposit Amount |
|---------------|----------------------|---------------------------|----------------------|
| | | | |
| TOTALS | \$ - | \$ - | \$ - |

RECOLOGY SAN FRANCISCO
Reserve Fund
Disbursements for RY 2022

Table A-6

| Transaction Date | Check # | Description | Amount |
|------------------|---------|-------------|--------|
| | | | \$ - |
| TOTALS | | | \$ - |

RECOLOGY SAN FRANCISCO
Impound
Deposit Detail for RY 2022

Table A-7

| Month | Recology Golden Gate | Recology Sunset Scavenger | Total Deposit Amount |
|--------------|----------------------|---------------------------|----------------------|
| Jul-21 | \$ 790,844 | \$ 1,043,124 | \$ 1,833,968 |
| Aug-21 | 790,844 | 1,043,124 | 1,833,968 |
| Sep-21 | 790,844 | 1,043,124 | 1,833,968 |
| Total | \$ 2,372,531 | \$ 3,129,372 | \$ 5,501,903 |

RECOLOGY SAN FRANCISCO

Impound

Disbursements for RY 2022

Table A-8

| Payee | Date | Check # | Total Disbursements |
|--|-------------|----------------|----------------------------|
| City & County of San Francisco (SF Public Works) | 08/31/21 | 1077 | \$ 770,277 |
| San Francisco Department of Environment | 08/31/21 | 1076 | 1,015,997 |
| City & County of San Francisco (SF Public Works) | 08/31/21 | 1078 | 790,844 |
| San Francisco Department of Environment | 08/31/21 | 1079 | 1,043,124 |
| City & County of San Francisco (SF Public Works) | 08/31/21 | 1081 | 790,844 |
| San Francisco Department of Environment | 08/31/21 | 1080 | 1,043,124 |
| TOTALS | | | \$ 5,454,209 |

RECOLOGY SAN FRANCISCO

Zero Waste Incentives

Deposit Detail For RY 2022

Table A-9

| Month | Recology Golden Gate | Recology Sunset Scavenger | Recology San Francisco | Total Deposit Amount |
|---------------|-----------------------------|----------------------------------|-------------------------------|-----------------------------|
| Jul-21 | \$ 181,729 | \$ 237,919 | \$ 263,502 | \$ 683,150 |
| Aug-21 | 181,729 | 237,919 | 263,502 | 683,150 |
| Sep-21 | 181,729 | 237,919 | 263,502 | 683,150 |
| Totals | \$ 545,188 | \$ 713,756 | \$ 790,506 | \$ 2,049,450 |

RECOLOGY SAN FRANCISCO

Zero Waste Incentives

Disbursements For RY 2022

Table A-10

| Transaction Date | Payee | Description | Amount |
|-------------------------|--------------|--------------------|---------------|
| | | | \$ - |
| Totals | | | \$ - |