

CITY OF NASHUA

ARTS COMMISSION GRANT APPLICATION

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RECD APR 03 2015
at 11:22 AM

The City of Nashua grant programs vary in terms of their application requirements and interests. Please consult our website (www.nashuanh.gov) for individual grant program criteria and guidelines about how to apply to each program.

The Nashua Arts Commission has established this grant program to recognize the contributions made by local non-profit organizations, which have demonstrated a continued commitment to enriching the lives of area residents through Visual Arts and the Performing Arts. Grants awarded normally range between \$500 to \$5,000. However, the review committee will consider requests falling outside that range for projects of extraordinary scope and impact.

Applicants must have demonstrated a commitment to community, education, and quality of life through a consistent expenditure of their own funds to provide programs which benefit the Nashua community at large. This grant is designed to offset some of the organization's costs of providing programs at little or no cost to the citizens of Nashua.

Agencies that receive CDBG funding, Review & Comment Funding or other 505 monies related to Human Service Funding are NOT eligible.

If you have questions about the application or review process, please call City Hall at (603) 589-3260.

DIRECTIONS

- Submission deadline is **Friday, April 10, 2015 by 5:00 p.m.**
- Do not send materials other than those requested, and do not send any materials under separate cover.
- Send only one copy and do not staple or bind your application.
- This application can be completed in two ways: 1) open it in Microsoft Word and click on the shaded areas to **type** in your answers (preferred); or 2) you can type your answers on a separate sheet of paper. Please use a font size of at least 11 point.
- You may submit an electronic copy of the application, along with attachments of additional requested documentation, to grantapp@nashuanh.gov.

Or

- Mail this application to:

City Hall
Mayor's Office
Attn: Nashua Arts Commission Grants
229 Main Street
Nashua NH 03060

CHECKLIST

Please use this checklist to ensure that your application contains all required information and attachments.

Incomplete proposals will not be reviewed.

- Completed application form (including required signatures)
- 501(c)(3) letter from IRS
- List of the organization's governing board, advisory board, and all employees
- A single copy of your organization's operating budget for the current fiscal year

CITY OF NASHUA ARTS COMMISSION GRANT APPLICATION

PART I: APPLICANT INFORMATION

LEGAL NAME OF ORGANIZATION: Spartans Jr. Drum and Bugle Corps

ADDRESS:

1 Positive Place

CITY/ STATE /ZIP:

Nashua, NH 03060

TELEPHONE:

(603) 883-0523 x224

WEBSITE:

www.SpartansDBC.org

YEAR ORGANIZATION STARTED:

1955

FEDERAL TAX I.D. # (EIN): 02-0352107

EXECUTIVE DIRECTOR: Paul LaFlamme

PRIMARY CONTACT FOR PROPOSAL: Paul LaFlamme

TELEPHONE: (603) 883-0523 x224

E-MAIL: Paul@SpartansDBC.org

**AMOUNT REQUESTED FROM
ARTS COMMISSION:** \$3,650

TOTAL PROJECT BUDGET: \$7,300

PLEASE PROVIDE A BRIEF (2 or 3 sentences) OVERVIEW OF THE PROJECT/SERVICE FOR WHICH FUNDING IS BEING REQUESTED:

The Spartans are pleased to continue to represent the City of Nashua as an ambassador in parades, concerts and Competitions throughout the Country. In addition we work hard to offer our services to the City at the Annual Kick off to Summer Fun, as a host to a Music Festival at Stellos Stadium for the community, we perform at the Annual 4th of July Fireworks celebration at Holman Stadium, and perform at Great American Downtown's Annual Holiday Stroll. The Spartans are looking to continue these traditions with help from the Nashua Arts Commission. In addition, the Spartans have developed a program in conjunction with the Boys and Girls Club to offer a "Drum Club" that will be part of our Nashua programming.

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PART II: ORGANIZATIONAL OVERVIEW

This narrative section should contain a description of your organization's mission, services and/or programs, community issues addressed, past results and future objectives.

Please note: This Grant is dedicated to those Civic/Community and Performing Arts Groups that consistently provide programs for Nashua's citizens at no cost to those citizens. It is designed to recognize the contribution to the community by these organizations and is intended to be the City's donation to the continuation of these programs.

Please use layman's terms in this narrative, and avoid any jargon.

Directions: *You may complete this form in Microsoft Word using the form fields or please number and write your answers on a separate page.* We seek concise answers to these questions, so please limit your answer to 500 WORDS (with a font size no smaller than 11 point.)

ORGANIZATIONAL HISTORY In this brief history you should include:

- its mission
- services and/or programs
- community issues addressed
- past results

The Spartans Mission is to be a premiere performing arts organization. In order to fulfill that mission, we offer a summer marching band experience to young adults between the ages of 14 and 21. These members are from as near as Nashua, but in 2015 we also have members coming to visit our city through exchange programs from Florida, Ohio, Texas, Virginia, and Canada. The Spartans travel over 8,000 miles each summer representing the City in such venues as Gillette Stadium and Lucas Oil Stadium as part of the Drum Corps International Tour. The Spartans also have performed in several Presidential Inaugural Parades in addition to other parades, concerts and competitions. As a 5 Time World Champion, the Spartans have shown a commitment to excellence over our entire 60 year history.

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PART III: PROGRAM DESCRIPTION

This form is required as part of your application.

In 2015, the Nashua Arts Commission published its Arts & Cultural Plan for the City; applicants are encouraged to review the Arts & Cultural Plan when preparing their grant requests. In your answers to the narrative questions below, please be sure to identify ways that your proposed project speaks to the Commission's top priority areas. Specifically, how does your project:

- 1. Raise the profile of Nashua so it is seen as a major arts destination.**
- 2. Increase arts education opportunities for both children and adults.**
- 3. Enhance the quality of life in greater Nashua in ways that have a measurable impact.**
- 4. Work toward new levels of capacity and sustainability for your organization.**
- 5. Develop stronger marketing/branding profiles for your organization and/or the larger arts community.**

Format: You may complete this form in Microsoft Word using the form fields or number and write your answers on a separate page with a font size no smaller than 11 point.

This application represents (please check one only):

- A request for continued funding, operations or program support
- A first time request in support of an existing program
- A first time request in support of a new project

1. WHAT IS THE OVERALL GOAL OF THIS PROJECT?

The Spartans goal is to continue offer quality musical instruction to young adults in the Greater Nashua Area, at the same time enhancing the quality of life in Greater Nashua by offering top quality entertainment at the area's most prominent events. With this grant, the Spartans will also be able to help build a stronger profile in the community for our organization by becoming more visible in the community. The Spartans will offer our annual "Music Festival" at Stellos Stadium, bringing 700-1000 people to Nashua for that event.

2. HOW HAS YOUR ORGANIZATION FUNDED THIS PROJECT OVER THE PAST YEARS?

The Spartans have always absorbed these costs from our operating budget. As costs rise, it has become more difficult to do so and also provide the high level of service to the community and the youth we serve.

3. PLEASE ATTACH A DETAILED BUDGET, SHOWING EXPENSES AND REVENUE (INDICATING WHETHER PENDING OR SECURED) FOR THE PROJECT FOR WHICH YOU ARE REQUESTING FUNDS.

Please see attached.

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4. DESCRIBE UP TO 3 MEASURABLE OUTCOMES OR RESULTS OF THIS PROJECT THAT WILL HELP ACHIEVE THIS GOAL.

The Spartans will achieve measurable goals by bringing positive press to the Nashua region, positive experiences for our young adults in the form of end of year essays from Nashua members, and having over 700 members of the public attend our Music Festival on June 27th.

5. WHAT SPECIFIC ACTIVITIES WILL YOU DO AS PART OF THIS PROJECT TO PRODUCE THOSE RESULTS? (PLEASE LIST NO MORE THAN 5)

The Spartans are looking to increase awareness throughout the Drum Corps and Marching Band activity about our “off season” performances. As such, we will promote our appearances at all these events within our networks to bring our fans to Nashua. Whether the fireworks, the music festival or the Holiday Stroll, bringing our fans to the City of Nashua will help showcase all the city has to offer.

6. TIMING:

- | | |
|---|----------------------|
| a. WHEN DO YOU EXPECT TO BEGIN YOUR PROJECT (MONTH, YEAR)? | June 2015 |
| b. WHEN DO YOU EXPECT TO COMPLETE YOUR PROJECT (MONTH, YEAR) OR IS IT ONGOING? | November 2015 |

7. WHO WILL BE SERVED BY OR PARTICIPATE IN THIS PROGRAM? IS IT FREE TO PARTICIPANTS? HOW MANY PARTICIPANTS DO YOU EXPECT?

Members of the public who attend Summer Fun, the 4th of July Fireworks, and the Holiday Stroll will enjoy the free entertainment of the Spartans. It is estimated by the organizers that over 70,000 people combined will attend these events.

8. EXPLAIN HOW YOU EVALUATE THE FISCAL EFFICIENCY OF YOUR ORGANIZATION’S PROGRAMS.

The Spartans budgeting process is an annual exercise by the Board of Directors. The Board challenges the Administration each year to find more efficient ways to fund programming. By monitoring year to year results in the budget process, we are able to find new and better ways of delivering our program services.

9. IF APPROVED, HOW AND WHERE DO YOU PLAN TO USE THE NASHUA ARTS COMMISSION’S LOGO?

The Spartans proudly display the Arts Commissions logo on our website and a sponsor, as well as the NAC will enjoy all the benefits of one of our “team sponsorships” which includes signage at both of our premiere events: The Music Festival and our Annual Awards and Hall of Fame Banquet. In addition, future printing of brochures other marketing materials will include the logo.

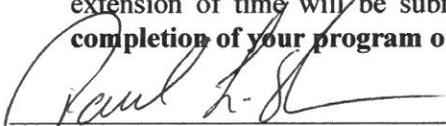
CITY OF NASHUA

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AGREEMENT TO GRANT TERMS

By signing this application form, the applicant and the fiscal sponsor (if applicable) hereby indicate(s) agreement with the following terms and conditions:

- 1) The information contained in this application and in any attachments is true and correct to the best of your knowledge.
- 2) Your organization is a nonprofit, 501(c)(3) federal tax-exempt organization, public school, public agency working for the State of New Hampshire, or an Indian tribal government (or its political subdivision) recognized by the Department of the Interior or has a written agreement with a fiscal sponsor that is a 501(c)(3) organization, public school, or public agency.
- 3) Any funds received as a result of this application will be used only for the purpose specified in the award letter. No part of any grant will be used for a political campaign or to support attempts to influence legislation of any governmental body other than through making available the results of non-partisan analysis, study, and research. No portion of the award will be granted to any secondary grantee without the express permission of the City of Nashua.
- 4) Any funds received as a result of this application will be returned if the grant recipient loses its exemption from federal income taxation as provided for under section 501(c)(3) of the Internal Revenue Code.
- 5) Any funds received as a result of this application will be expended within 12 months of the payment date. At the end of this period, any unexpended grant funds will be returned to the City of Nashua, or a written request for an extension of time will be submitted to the City for approval. **An evaluation report will be submitted upon completion of your program or by the due date specified in the grant award letter.**



SIGNATURE OF PRESIDENT, CHIEF ADMINISTRATIVE OFFICER, OR
TREASURER
DATE 4/2/15

PAUL LaFLAMME
PRINT NAME
PRESIDENT
TITLE

FISCAL SPONSOR

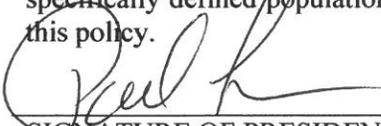
If you applied using a fiscal sponsor, please have an authorized officer of the sponsoring organization sign below

SIGNATURE OF OFFICER OR FISCAL SPONSOR ORGANIZATION (IF APPLICABLE) DATE

PRINT NAME TITLE

CITY OF NASHUA NON-DISCRIMINATION POLICY

The City of Nashua seeks to promote respect for all people. In its community-building and capacity-building grant making (or successor grant programs supported by those funds), the city will support organizations that do not intend to deny services, employment, or volunteer involvement on the basis of race, age, ancestry or national origin, sexual orientation, gender, physical or mental disability, or religion. It is not the intent of this policy to deny support for programs that serve specifically defined populations. By signing this form, the applicant organization confirms that it is in compliance with this policy.



SIGNATURE OF PRESIDENT, CHIEF ADMINISTRATIVE OFFICER, OR
TREASURER
DATE 4/2/15

PAUL LaFlamme
PRINT NAME
President
TITLE

Nashua Event Budget

Spartans Drum and Bugle Corps

Summer Fun (June 2)

| | |
|--------------------------|-------|
| Two Bus Transportation | \$800 |
| Equipment Truck (driver) | \$100 |
| 1 Meal | \$400 |

Music Festival (June 27)

| | |
|-------------------|----------------------------------|
| Rental of Stadium | \$0 (Courtesy of City of Nashua) |
| Drum Club | \$4,000 |

4th of July Fireworks

| | |
|-------------------|---------|
| 1/3 cost of buses | \$1,000 |
| 1 Meal | \$400 |

Holiday Stroll Appearance

| | |
|--------------------------|-------|
| 1 Meal (only 25 members) | \$200 |
| Bus rental | \$400 |

Total

\$7,300

$\div 2 = \$3,650$



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248567570
Jan. 21, 2010 LTR 4168C E0
02-0352107 000000 00

00012814

BODC: TE

THE SPARTAN JUNIOR DRUM AND BUGLE
CORPS INC
491 AMHERST ST STE 22C
NASHUA NH 03063-1259



009737

Employer Identification Number: 02-0352107
Person to Contact: Mr. Fraser
Toll Free Telephone Number: 1-877-829-5500

Dear Taxpayer:

This is in response to your Jan. 11, 2010, request for information regarding your tax-exempt status.

Our records indicate that your organization was recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in January 1980.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section 509(a)(2).

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Beginning with the organization's sixth taxable year and all succeeding years, it must meet one of the public support tests under section 170(b)(1)(A)(vi) or section 509(a)(2) as reported on Schedule A of the Form 990. If your organization does not meet the public support test for two consecutive years, it is required to file Form 990-PF, Return of Private Foundation, for the second tax year that the organization failed to meet the support test and will be reclassified as a private foundation.

If you have any questions, please call us at the telephone number shown in the heading of this letter.



1 Positive Place
Nashua NH 03060
603-883-0523 x224

Spartans Board of Directors

Paul G. LaFlamme, Jr. – Nashua, NH

President and Board Member

Paul is the grandson of the founder of the organization, Albert A. LaFlamme. Paul is a real estate broker doing business in the Nashua, NH region. For four years, Paul ran his own firm, At Home Realty, at which time he sold it to another firm. Paul's passion to carry out his grandfather's legacy and his commitment to community service is clear as he is a former New Hampshire State Representative and has previously served on other nonprofit boards such as SJ Community Services (Meals on Wheels) and Grey2K USA.

Richard Rigolini – Everett, MA

Corps Director

Richard is currently employed at Boston University and is the Financial Administrator of the Biology Department. He has been employed at BU from 1987 to present. Richard was a member of the Spartans design team from 1997 to 2007. In 2008 and 2009, he was the staff coordinator for the Citations Drum and Bugle Corps of Burlington, MA. Richard is also the director of the Sacred Heart Color Guard of Roslindale, MA, President of the New England Scholastic Band Association and is current Assistant Band Director at Melrose High School, Melrose, MA. Richard has judged for both the Drum Corps International and Winter Guard International circuits and is a member of the Winter Guard International Board of Directors.

Ann Prendergast – Litchfield, NH,

Board Member and Director of Operations

Ann has been a volunteer with the Spartans' organization for over ten years. An energetic mother of four, Ann now has over 20 years of volunteer experience with several youth organizations including those dedicated to music, sports, civic, and community activities. Ann is a college graduate with prior executive administrative assistance experience and as such brings strong planning and organizational skills to her volunteer activities. As part of the Spartans' administrative staff, Ann contributes to the daily operations of the Corps' internal management.

John J. Prendergast – Litchfield, NH

Board Member and Treasurer

For the past twelve years, John has owned and operated an FAA-certified aircraft component overhaul business in Londonderry, NH. Previous to that, John held various management positions including President of two regional airlines. John is a graduate of Boston College's School of Management. Before entering the airline industry, he worked as a CPA for the accounting firm that is now Deloitte and Touche.

Paul G. LaFlamme, Sr. – Hollis, NH

Board Member and Director of Transportation

Paul grew up in Nashua, NH and is the son of the founder of the organization. He is a graduate of Nashua High School. After receiving an honorable discharge from the Air Force in 1972, he went to work for the Tulley Buick Dealership in Nashua, where he still works as a member of their management team. Paul attended Daniel Webster College and NH Vocational Technical College and is a graduate of General Motors University of Automotive Management. He is a former member of the Spartans and has spent most of his life working with and traveling with the Corps as a member, a parent, a bus driver, and as a board member.

John Prochilo – Andover, MA

Board Member - Development Committee

John is the Chief Executive Officer of Northeast Rehabilitation Hospital Network. He is a graduate of Boston University and has served on several governing and advisory boards during his 25 years as a hospital administrator. John met his wife Cheryl in 1973 when they were both marching members of local drum and bugle corps.

Mark Jackson – Lexington, MA

Board Member

Mark is currently the senior minister of the First Baptist Church in Lexington, MA. Prior to moving to Lexington, Mark served as the minister of the First Baptist Church of Nashua, NH for seven years. From March of 2003 until November of 2008, Mark was a part-time motor-coach driver for Spartans Coach Lines. He drove one of the buses for the Spartans Drum and Bugle Corps on

many trips including parades, regional competitions, a presidential inauguration, and several national competitions.

Judy Nessel

Board Member

Judy Nessel is a Real Estate Manager and the owner of Bishop Real Estate Management in Nashua, NH. She is the President of the New Hampshire Property Owners Association and also is an active Real Estate appraiser. Her love of music comes from her own start as a Trombone Player in High School. She was selected as an All-State Trombonist in the State of North Dakota in 1975 where she then moved on to North Dakota State School of Science where she performed with the Stage, Jazz, Concert and Marching Band. In order to ensure the future of Music Education she serves on the Board of Directors of the Nashua Community Music School as well as the Spartans. She lives in Nashua and has a grown daughter who grew up in Color Guard and was also an accomplished trombonist herself

Lisa Arsenault – Merrimac, MA

Board Member

Lisa is a Senior International Finance Executive who has worked in several high technology companies and government contractors in Senior Financial Operations/CFO roles over the course of her career. Lisa and her husband, Martin, started a brand new color guard program at the Pentucket Regional High School in West Newbury, MA two years ago. She serves as the Director for the group and has past experience marching in drum corps with the Jean-ettes All Girl Drum & Bugle Corps during her high school and college years. Her son has marched in drum corps for the past 5 years.

Spartans Drum and Bugle Corps Profit & Loss Budget Overview October 1, 2014 through April 1, 2015

| | Oct 1, '14 - Apr 1, 15 |
|--|------------------------|
| Ordinary Income/Expense | |
| Income | |
| 41000 · Fundraising Event Revenues | 30,825.00 |
| 42000 · Bingo Revenue | 277,000.00 |
| 43000 · Performance Revenue | |
| 43200 · DCI Performance Fees | 3,300.00 |
| 43300 · Parades | 31,500.00 |
| Total 43000 · Performance Revenue | 34,800.00 |
| 43400 · Direct Public Support | |
| 43410 · Corporate Contributions | |
| 43415 · Red Sox Raffle | 2,590.00 |
| Total 43410 · Corporate Contributions | 2,590.00 |
| 43420 · TD Bank Affinity Program | 220.00 |
| 43440 · Individ, Business Contributions | |
| 43444 · Scholarship Donation | 2,100.00 |
| 43445 · Team Sponsorship | 2,000.00 |
| 43440 · Individ, Business Contributions - Other | 675.00 |
| Total 43440 · Individ, Business Contributions | 4,775.00 |
| Total 43400 · Direct Public Support | 7,585.00 |
| 46400 · Other Types of Income | |
| 46410 · Merchandise | 7,000.00 |
| 46440 · Awards Banquet | 4,000.00 |
| Total 46400 · Other Types of Income | 11,000.00 |
| 47200 · Program Income | |
| 47230 · Membership Dues-Drum Corps | |
| 47231 · Registration Fees | 3,750.00 |
| 47232 · Tuition | 176,500.00 |
| 47234 · Camp Fees | 3,600.00 |
| Total 47230 · Membership Dues-Drum Corps | 183,850.00 |
| Total 47200 · Program Income | 183,850.00 |
| Total Income | 545,060.00 |
| Gross Profit | 545,060.00 |
| Expense | |
| 51000 · Fundraising Event Expenses | |
| 51100 · Carnival | 1,700.00 |

Spartans Drum and Bugle Corps Profit & Loss Budget Overview October 1, 2014 through April 1, 2015

| | Oct 1, '14 - Apr 1, 15 |
|--|------------------------|
| 51200 · Drum Corps Shows | |
| 51250 · Home Show | 700.00 |
| Total 51200 · Drum Corps Shows | 700.00 |
| | |
| Total 51000 · Fundraising Event Expenses | 2,400.00 |
| | |
| 52000 · Bingo Expenses | 165,000.00 |
| 60900 · Program Expenses | |
| 60910 · Instructional Staff/Writers | |
| 60915 · Travel - Instructional Staff | 3,500.00 |
| 60910 · Instructional Staff/Writers - Other | 43,800.00 |
| Total 60910 · Instructional Staff/Writers | 47,300.00 |
| | |
| 60920 · Music Licensing Fees | 2,000.00 |
| 60930 · Practice Facility Rental | |
| 60931 · Pheasant Lane Mall | 3,600.00 |
| 60932 · Boys Club | 17,000.00 |
| 60933 · Practice Site Expenses | 4,400.00 |
| Total 60930 · Practice Facility Rental | 25,000.00 |
| | |
| 60940 · Uniform & Flag Expense | 15,000.00 |
| 60950 · Food Truck | 37,500.00 |
| 60960 · Recruitment | |
| 60961 · NESBA Scholarship | 500.00 |
| 60962 · Band Shows | 500.00 |
| 60960 · Recruitment - Other | 1,000.00 |
| Total 60960 · Recruitment | 2,000.00 |
| | |
| 60965 · Awards Banquet | |
| 60966 · Plaques | 500.00 |
| 60965 · Awards Banquet - Other | 4,500.00 |
| Total 60965 · Awards Banquet | 5,000.00 |
| | |
| 60970 · Instrument Maintenance & Repair | |
| 60971 · Battery | 6,000.00 |
| 60972 · Horn | 1,000.00 |
| 60973 · Front | 4,000.00 |
| Total 60970 · Instrument Maintenance & Repair | 11,000.00 |
| | |
| 60974 · General Operating | 2,500.00 |
| 60980 · Visual Expense | 3,000.00 |
| 60990 · Corps Housing | 2,200.00 |
| 60991 · DCI Annual Participation Fee | 400.00 |
| 60992 · DCI Championship Fees | 400.00 |

Spartans Drum and Bugle Corps
Profit & Loss Budget Overview
October 1, 2014 through April 1, 2015

| | <u>Oct 1, '14 - Apr 1, 15</u> |
|---|-------------------------------|
| Total 60900 · Program Expenses | 153,300.00 |
| 61000 · Insurance | |
| 61100 · D & O | 840.00 |
| 61300 · Liability | 16,160.00 |
| Total 61000 · Insurance | <u>17,000.00</u> |
| 62100 · Contract Services | 4,500.00 |
| 63000 · Transportation Expenses | 111,000.00 |
| 65000 · Administrative Expenses | |
| 65005 · Administrative Staff | 36,000.00 |
| 65010 · Books, Subscriptions, Reference | 500.00 |
| 65020 · Postage, Mailing Service | 600.00 |
| 65030 · Printing and Copying | 1,300.00 |
| 65040 · Supplies | 650.00 |
| Total 65000 · Administrative Expenses | <u>39,050.00</u> |
| 65100 · Other Types of Expenses | |
| 65125 · PayPal Fees | 2,100.00 |
| 65140 · ST of NH Annual Filing | 75.00 |
| 65150 · Memberships and Dues | 500.00 |
| 65180 · Merchandise | 7,000.00 |
| 65200 · Storage Facility | 1,980.00 |
| Total 65100 · Other Types of Expenses | <u>11,655.00</u> |
| 68300 · Travel and Meetings | 1,000.00 |
| Total Expense | <u>504,905.00</u> |
| Net Ordinary Income | <u>40,155.00</u> |
| Net Income | <u><u>40,155.00</u></u> |