

What do you need to understand about your statement?

1. Statements are issued automatically by the 15th of every month and reflect expenses during the participant’s unique plan period as indicated on the statement. Statements are auto-generated from our accounting system by no-reply email and are sent to the participant’s planning team. Updates to the planning team email distribution group, as well as general questions about statements, can be sent to us at FMSStatements@thearcccr.org. We strongly encourage [opening a customer service ticket](#) for more complex or historical questions or concerns related to your statement or expense reporting.
2. Statements are set up based on the budget approved and forwarded by The Developmental Disabilities Administration (DDA).

Statement showing Transition Year and Plan Year 2020: (Attachment: Example A)

Column	Name of Column	What is this number?
1	Actual Expenditures from 7/1/19 to the end of Plan Year 2020	Funds spent from 7/1/19 through the end of the 2020 plan year period
2	Transition Budget	Approved funds for transition year period 7/1/19 to new plan date
3	2020 Plan Year Budget	Approved funds for 2020 plan year period
4	Combined Budget	Total approved funds for transition year period and 2020 plan year period
5	\$ Remaining Budget	The actual funds remaining in each line item for 2020 plan year period
6	% Remaining Budget	The percentage of funds remaining in each line item for 2020 plan year period

Statement showing Plan Year 2021: (Attachment: Example B)

Column	Name of Column	What is this number?
1	Actual Expenditures for 2021 Plan Year	Funds spent during the 2021 plan year period
2	2021 Plan Year Budget	Approved funds for 2021 plan year period
3	\$ Remaining Budget	The actual funds remaining in each line item for 2021 plan year period
4	% Remaining Budget	The percentage of funds remaining in each line item for 2021 plan year period



Understanding Your Self-Directed Services Statement

FMS Phone: 1.866.252.6871 | FMS Fax: 1.888.272.2236

Questions/Team Updates: FMSStatements@thearcccr.org

Open a Customer Service Ticket: thearcccr.supportsystem.com/

FMS Website: thearcccr.org/fms/

Statement showing Plan Year 2021 - without an approved budget on file:

Statements are re-created each new plan year. Only the Appendix K funds will carry forward into the new plan year. If FMS has not received a Plan Year 2021 budget approved from DDA, Column 2 will be left blank as those allocations are unknown. Also, if there have been no expenditures (payments) during the plan year, Column 1 will be blank. It is possible that both Column 1 and Column 2 are blank, potentially resulting in a **completely blank statement**. While this may seem odd, it is an accurate reflection of the current budget standing - no approved allocations and no expenditures. The statement will be updated accordingly once an approved budget is received/processed or expenditures exist within the plan year.

(Attachment: Example C & D)

Column	Name of Column	What is this number?
1	Actual Expenditures for 2021 Plan Year	Funds spent during the 2021 plan year period Note: If no expenditures (payments) have been made during the plan year period, this column will be blank.
2	2021 Plan Year Budget	Approved funds for 2021 plan year period Note: If no budget has been received, this column will be blank.

- Included with your statement will be a **general ledger report** (expense listing). This report is a running tally from the beginning of the plan year of debits (and credits, if applicable) listing expenses such as payroll, accounts payable (vendor payments and mileage), fringe, and FMS fees. This is for you to better understand the payments which were processed and billed to your accounts.
- You may request a detailed **payroll report** by emailing FMSStatements@thearcccr.org. The payroll report reflects a breakdown of payments per individual employee per payroll. Some employers find this report helpful in understanding the full amount billed to their statement for each payroll. Employers who utilize electronic timekeeping automatically have access to their report within Paycom.
- If you have employees who are exempt from **employment** taxes (not to be confused with **income** taxes), that means the employer is employment tax exempt in those relationships as well. When employers are exempt from employment taxes, there will be a **fringe credit** reflected on the statement. A fringe credit is simply the difference between 14% (standard employer taxes and fees billed monthly to all employer accounts) and the actual cost of fringe for an employer. Each wage line item has a fringe line item associated with it, which is billed at a standard 14% rate on each payroll. The fringe credit, when applicable, will reflect monthly on the same budget line as the original fringe billing. You are welcome to complete a budget modification request to move credited fringe to a different line item.



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6. You may see **FMS fee credits** on your statement. If that is the case, that means the FMS fee you are budgeted to pay is less than that of the actual fee charged by the FMS. The credit reflects the funds billed to DDA to cover the difference between your budget and the actual cost. With the credits from DDA, the full monthly cost will be covered by the budget.

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Monthly Statement - Dept [REDACTED] [REDACTED] [REDACTED]

	Actual Expenditures 9/1/19-1/18/21	Transition Budget 9/1/2019-1/18/2020	2020 Plan Year Budget 1/19/20-1/18/21	Combined Budget 9/1/19 - 1/18/21	\$ Remaining Budget	% Remaining Budget
Expenditures						
FMS Expenditures						
Managing My Support						
92000 - Fiscal Management Service	2,480.00	1,400.00	2,160.00	3,560.00	1,080.00	30 %
92001 - Supp. Broker- Agency/ Nonwage	2,700.00	1,500.00	2,400.00	3,900.00	1,200.00	31 %
Total Managing My Support	5,180.00	2,900.00	4,560.00	7,460.00	2,280.00	31 %
Meeting My Daily Support Needs						
90040 - Personal Support Wages	19,340.00	9,096.00	23,714.64	32,810.64	13,470.64	41 %
92042 - Personal Sprrts-Health & Other Benefits	0.00	280.00	0.00	280.00	280.00	100 %
92045 - Personal Sprrts-Taxes	2,590.00	1,273.00	3,320.05	4,593.05	2,003.05	44 %
Total Meeting My Daily Support Needs	21,930.00	10,649.00	27,034.69	37,683.69	15,753.69	42 %
Non-waiverable Expenses						
90080 - Sick + Safe Leave - Wages	0.00	0.00	640.00	640.00	640.00	100 %
92085 - Sick + Safe Leave - ER Taxes	0.00	0.00	89.31	89.31	89.31	100 %
Total Non-waiverable Expenses	0.00	0.00	729.31	729.31	729.31	100 %
Total FMS Expenditures	27,110.00	13,549.00	32,324.00	45,873.00	18,763.00	41 %
Total Expenditures	27,110.00	13,549.00	32,324.00	45,873.00	18,763.00	41 %

Arc FMS
General Ledger Report
For (09/01/2019 to 01/18/2021)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department Name	JNL	Debit	Credit	Balance
90040 - Personal Support Wages (Balance Forward As of 09/01/2019)								0.00
09/21/2019	09/21/2019		Payroll 09.27.19 for Pay Period 9/8 - 9/21	Dept ██████	GJ	600.00		600 00
10/05/2019	10/05/2019		Payroll 10.11.19 for Pay Period 9/22-10/5	Dept ██████	GJ	800.00		1,400 00
10/19/2019	10/19/2019		Payroll 10.25.19 for Pay Period 10/6-10/19	Dept ██████	GJ	800.00		2,200 00
11/02/2019	11/02/2019		Payroll 11.08.19 for Pay Period 10/20-11/2	Dept ██████	GJ	800.00		3,000 00
11/16/2019	11/16/2019		Payroll 11.22.19 for Pay Period 11/3-11/16	Dept ██████	GJ	800.00		3,800 00
11/30/2019	11/30/2019		Payroll 12.06.19 for Pay Period 11/17-11/30	Dept ██████	GJ	800.00		4,600 00
12/14/2019	12/14/2019		Payroll 12.20.19 for Pay Period 12/1-12/14	Dept ██████	GJ	800.00		5,400 00
12/28/2019	12/28/2019		Payroll 01.03.20 for Pay Period 12/15-12/28	Dept ██████	GJ	900.00		6,300 00
01/11/2020	01/11/2020		Payroll 01.17.20 for Pay Period 12/29/19-01/11/20	Dept ██████	GJ	800.00		7,100 00
01/25/2020	01/25/2020		Payroll 01.31.20 for Pay Period 01/12-01/25	Dept ██████	GJ	800.00		7,900 00
02/08/2020	02/08/2020		Payroll 02.14.20 for Pay Period 01/26-02/08	Dept ██████	GJ	560.00		8,460 00
02/22/2020	02/22/2020		Payroll 02.28.20 for Pay Period 02/09-02/22	Dept ██████	GJ	840.00		9,300 00
03/07/2020	03/07/2020		Payroll 03.13.20 for Pay Period 02/23-03/07	Dept ██████	GJ	840.00		10,140 00
03/21/2020	03/21/2020		Payroll 03.27.20 for Pay Period 03/08-03/21	Dept ██████	GJ	840.00		10,980 00
04/04/2020	04/04/2020		Payroll 04.10.20 for Pay Period 03/22-04/04	Dept ██████	GJ	840.00		11,820 00
04/18/2020	04/18/2020		Payroll 04.24.20 for Pay Period 04/05-04/18	Dept ██████	GJ	840.00		12,660 00
05/02/2020	05/02/2020		Payroll 05.08.20 for Pay Period 04/19-05/02	Dept ██████	GJ	840.00		13,500 00
05/16/2020	05/16/2020		Payroll 05.22.20 for Pay Period 05/03-05/16	Dept ██████	GJ	840.00		14,340 00
05/30/2020	05/30/2020		Payroll 06.05.20 for Pay Period 05/17-05/30	Dept ██████	GJ	840.00		15,180 00
06/13/2020	06/13/2020		Payroll 06.19.20 for Pay Period 05/31-06/13	Dept ██████	GJ	840.00		16,020 00
06/27/2020	06/27/2020		Payroll 07.03.20 for Pay Period 06/14-06/27	Dept ██████	GJ	840.00		16,860 00
06/30/2020	06/30/2020		Payroll 07.16.20 for Pay Period 06/28-06/30	Dept ██████	GJ	120.00		16,980 00
07/11/2020	07/11/2020		Payroll 07.17.20 for Pay Period 07/01-07/11	Dept ██████	GJ	680.00		17,660 00
07/25/2020	07/25/2020		Payroll 07.31.20 for Pay Period 07/12-07/25	Dept ██████	GJ	840.00		18,500 00
08/08/2020	08/08/2020		Payroll 08.14.20 for Pay Period 07/26-08/08	Dept ██████	GJ	840.00		19,340 00
Totals for 90040 - Personal Support Wages						19,340.00	0.00	19,340.00
92000 - Fiscal Management Service (Balance Forward As of 09/01/2019)								0.00
10/01/2019	10/01/2019		September 2019 FMS Fee Credit	Dept ██████	GJ		45.00	(45.00)
10/01/2019	10/01/2019		September 2019 FMS Fees	Dept ██████	GJ	225.00		180 00
10/30/2019	10/30/2019		FMS Enrollment Fee - September 2019	Dept ██████	GJ	500.00		680 00

Arc FMS
General Ledger Report
For (09/01/2019 to 01/18/2021)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department Name	JNL	Debit	Credit	Balance
10/31/2019	10/31/2019		October 2019 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	635 00
10/31/2019	10/31/2019		October 2019 FMS Fees	Dept - [REDACTED]	GJ	225.00		860 00
11/30/2019	11/30/2019		November 2019 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	815 00
11/30/2019	11/30/2019		November 2019 FMS Fees	Dept - [REDACTED]	GJ	225.00		1,040 00
12/31/2019	12/31/2019		December 2019 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	995 00
12/31/2019	12/31/2019		December 2019 FMS Fees	Dept - [REDACTED]	GJ	225.00		1,220 00
01/31/2020	01/31/2020		January 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	1,175 00
01/31/2020	01/31/2020		January 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		1,400 00
02/29/2020	02/29/2020		February 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	1,355 00
02/29/2020	02/29/2020		February 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		1,580 00
03/31/2020	03/31/2020		March 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	1,535 00
03/31/2020	03/31/2020		March 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		1,760 00
04/30/2020	04/30/2020		April 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	1,715 00
04/30/2020	04/30/2020		April 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		1,940 00
05/31/2020	05/31/2020		May 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	1,895 00
05/31/2020	05/31/2020		May 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		2,120 00
06/30/2020	06/30/2020		June 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	2,075 00
06/30/2020	06/30/2020		June 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		2,300 00
07/31/2020	07/31/2020		July 2020 FMS Fee Credit	Dept - [REDACTED]	GJ		45.00	2,255 00
07/31/2020	07/31/2020		July 2020 FMS Fees	Dept - [REDACTED]	GJ	225.00		2,480 00
Totals for 92000 - Fiscal Management Service						2,975.00	495.00	2,480.00

92001 - Supp. Broker- Agency/ Nonwage (Balance Forward As of 09/01/2019)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department Name	JNL	Debit	Credit	Balance
09/12/2019	09/12/2019	STARTUP R	Bill - [REDACTED] 09/2019 R [REDACTED]	Dept - [REDACTED]	APJA	500.00		500 00
10/02/2019	10/02/2019	1 R [REDACTED]	STARTUP SB SVS Bill - [REDACTED] 09/2019 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		700 00
11/13/2019	11/13/2019	OCT 2019 R	Bill - [REDACTED] 10/2019 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		900 00
12/11/2019	12/11/2019	3-R [REDACTED]	Bill - [REDACTED] 11/2019 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		1,100 00
01/13/2020	01/13/2020	4-T [REDACTED]	Bill - [REDACTED] 12/2019 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		1,300 00
02/12/2020	02/12/2020	5-R [REDACTED]	Bill - [REDACTED] 01/2020 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		1,500 00
03/04/2020	03/04/2020	6-R [REDACTED]	Bill - [REDACTED] 02/2020 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		1,700 00
04/06/2020	04/06/2020	7 R [REDACTED]	Bill - [REDACTED] 03/2020 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		1,900 00
05/04/2020	05/04/2020	8-APRIL R	Bill - [REDACTED] 04/2020 R [REDACTED]	SBDept - [REDACTED]	APJA	200.00		2,100 00

Arc FMS
General Ledger Report
For (09/01/2019 to 01/18/2021)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department Name	JNL	Debit	Credit	Balance
06/02/2020	06/02/2020	MAY 2020 R	Bill - ██████████ 05/2020 R ██████████	SBDept ██████████	APJA	200.00		2,300.00
			SVS ██████████					
06/30/2020	06/30/2020	10-R ██████████	Bill - ██████████ 06/2020 R ██████████	SBDept ██████████	APJA	200.00		2,500.00
		JUNE 2020	SVS ██████████					
07/28/2020	07/28/2020	11-R ██████████	Bill - ██████████ 07/2020 R ██████████	SBDept ██████████	APJA	200.00		2,700.00
		JULY 2020	SVS ██████████					
Totals for 92001 - Supp. Broker- Agency/ Nonwage						2,700.00	0.00	2,700.00
92045 - Personal Sprrts-Taxes (Balance Forward As of 09/01/2019)								0.00
09/30/2019	09/30/2019		Fringe for Payroll 09.27.19 for Pay Period 9/8 - 9/21	Dept ██████████	GJ	84.00		84.00
10/31/2019	10/31/2019		Fringe for Payroll 10.11.19 for Pay Period 9/22-10/5	Dept ██████████	GJ	112.00		196.00
10/31/2019	10/31/2019		Fringe for Payroll 10.25.19 for Pay Period 10/6-10/19	Dept ██████████	GJ	112.00		308.00
11/30/2019	11/30/2019		Fringe for Payroll 11.08.19 for Pay Period 10/20-11/2	Dept ██████████	GJ	112.00		420.00
11/30/2019	11/30/2019		Fringe for Payroll 11.22.19 for Pay Period 11/3-11/16	Dept ██████████	GJ	112.00		532.00
12/31/2019	12/31/2019		Fringe for Payroll 01.03.20 for Pay Period 12/15-12/28	Dept ██████████	GJ	126.00		658.00
12/31/2019	12/31/2019		Fringe for Payroll 12.06.19 for Pay Period 11/17-11/30	Dept ██████████	GJ	112.00		770.00
12/31/2019	12/31/2019		Fringe for Payroll 12.20.19 for Pay Period 12/1-12/14	Dept ██████████	GJ	112.00		882.00
01/31/2020	01/31/2020		Fringe for Payroll 01.17.20 for Pay Period 12/29/19-01/11/20	Dept ██████████	GJ	112.00		994.00
01/31/2020	01/31/2020		Fringe for Payroll 01.31.20 for Pay Period 01/12-01/25	Dept ██████████	GJ	112.00		1,106.00
02/29/2020	02/29/2020		Fringe for Payroll 02.14.20 for Pay Period 01/26-02/08	Dept ██████████	GJ	78.40		1,184.40
02/29/2020	02/29/2020		Fringe for Payroll 02.28.20 for Pay Period 02/09-02/22	Dept ██████████	GJ	117.60		1,302.00
03/31/2020	03/31/2020		Fringe for Payroll 03.13.20 for Pay Period 02/23-03/07	Dept ██████████	GJ	117.60		1,419.60
03/31/2020	03/31/2020		Fringe for Payroll 03.27.20 for Pay Period 03/08-03/21	Dept ██████████	GJ	117.60		1,537.20
04/30/2020	04/30/2020		Fringe for Payroll 04.10.20 for Pay Period 03/22-04/04	Dept ██████████	GJ	117.60		1,654.80
04/30/2020	04/30/2020		Fringe for Payroll 04.24.20 for Pay Period 04/05-04/18	Dept ██████████	GJ	117.60		1,772.40
05/31/2020	05/31/2020		Fringe for Payroll 05.08.20 for Pay Period 04/19-05/02	Dept ██████████	GJ	117.60		1,890.00
05/31/2020	05/31/2020		Fringe for Payroll 05.22.20 for Pay Period 05/03-05/16	Dept ██████████	GJ	117.60		2,007.60
05/31/2020	05/31/2020		Fringe for Payroll 06.05.20 for Pay Period 05/17-05/30	Dept ██████████	GJ	117.60		2,125.20
06/30/2020	06/30/2020		Fringe for Payroll 06.19.20 for Pay Period 05/31-06/13	Dept ██████████	GJ	117.60		2,242.80
06/30/2020	06/30/2020		Fringe for Payroll 07.03.20 for Pay Period 06/14-06/27	Dept ██████████	GJ	117.60		2,360.40
06/30/2020	06/30/2020		Fringe for Payroll 07.16.20 for Pay Period 06/28-06/30	Dept ██████████	GJ	16.80		2,377.20
07/31/2020	07/31/2020		Fringe for Payroll 07.17.20 for Pay Period 07/01-07/11	Dept ██████████	GJ	95.20		2,472.40
07/31/2020	07/31/2020		Fringe for Payroll 07.31.20 for Pay Period 07/12-07/25	Dept ██████████	GJ	117.60		2,590.00
Totals for 92045 - Personal Sprrts-Taxes						2,590.00	0.00	2,590.00
Grand Total						27,605.00	495.00	27,110.00

Arc FMS
Monthly Statement - Dept [REDACTED] [REDACTED] [REDACTED]

	Actual Expenditures 7/25/20-7/24/21	2021 Plan Year Budget 7/25/20-7/24/21	\$ Remaining Budget	% Remaining Budget
Expenditures				
FMS Expenditures				
Managing My Support				
92000 - Fiscal Management Service	180.00	2,160.00	1,980.00	92 %
Total Managing My Support	180.00	2,160.00	1,980.00	92 %
Meeting My Daily Support Needs				
90040 - Personal Support Wages	864.00	23,464.35	22,600.35	96 %
92045 - Personal Sprrts-Taxes	104.58	3,285.01	3,180.43	97 %
92047 - Personal Sprrts-Mileage	0.00	5,682.17	5,682.17	100 %
Total Meeting My Daily Support Needs	968.58	32,431.53	31,462.95	97 %
Transportation				
92720 - Transportation	334.09	0.00	(334.09)	0 %
Total Transportation	334.09	0.00	(334.09)	0 %
Total FMS Expenditures	1,482.67	34,591.53	33,108.86	96 %
Total Expenditures	1,482.67	34,591.53	33,108.86	96 %

Arc FMS
General Ledger Report
For (07/25/2020 to 07/24/2021)

Posted Dt.	Doc Dt.	Doc	Memo / Description	Department Name	JNL	Debit	Credit	Balance
90040 - Personal Support Wages (Balance Forward As of 07/25/2020)								
07/25/2020	07/25/2020		Payroll 07.31.20 for Pay Period 07/12-07/25	Dept [REDACTED]	GJ	432.00		432.00
08/08/2020	08/08/2020		Payroll 08.14.20 for Pay Period 07/26-08/08	Dept [REDACTED]	GJ	432.00		864.00
Totals for 90040 - Personal Support Wages						864.00	0.00	864.00
92000 - Fiscal Management Service (Balance Forward As of 07/25/2020)								
07/31/2020	07/31/2020		July 2020 FMS Fee Credit	Dept [REDACTED]	GJ		45.00	(45.00)
07/31/2020	07/31/2020		July 2020 FMS Fees	Dept [REDACTED]	GJ	225.00		180.00
Totals for 92000 - Fiscal Management Service						225.00	45.00	180.00
92045 - Personal Sprrts-Taxes (Balance Forward As of 07/25/2020)								
07/31/2020	07/31/2020		Fringe for Payroll 07.17.20 for Pay Period 07/01-07/11	Dept [REDACTED]	GJ	44.10		44.10
07/31/2020	07/31/2020		Fringe for Payroll 07.31.20 for Pay Period 07/12-07/25	Dept [REDACTED]	GJ	60.48		104.58
Totals for 92045 - Personal Sprrts-Taxes						104.58	0.00	104.58
92720 - Transportation (Balance Forward As of 07/25/2020)								
07/31/2020	07/31/2020	S [REDACTED]	Bill - [REDACTED] 07/03-31/2020 S JULY 2020 [REDACTED] TRANSPORTATION	Dept [REDACTED]	APJA	334.09		334.09
Totals for 92720 - Transportation						334.09	0.00	334.09
Grand Total						1,527.67	45.00	1,482.67

Arc FMS

Monthly Statement - Dept

Monthly Statement - Dept

Arc FMS
Monthly Statement - Dept

	Actual Expenditures 07/01/20-06/30-21	\$ Remaining Budget
Expenditures		
FMS Expenditures		
Managing My Support		
92000 - Fiscal Management Service	1,000.00	(1,000.00)
Total Managing My Support	<u>1,000.00</u>	<u>(1,000.00)</u>
Meeting My Daily Support Needs		
90040 - Personal Support Wages	21,624.91	(21,624.91)
92045 - Personal Sprrts-Taxes	1,189.39	(1,189.39)
Total Meeting My Daily Support Needs	<u>22,814.30</u>	<u>(22,814.30)</u>
Transportation		
92720 - Transportation	969.76	(969.76)
Total Transportation	<u>969.76</u>	<u>(969.76)</u>
2020 APK Form 5 Section II		
95040 - Personal Support - Wage APK	2,380.54	(2,380.54)
98045 - Personal Support - Taxes APK	130.92	(130.92)
Total APK Form 5 Section II Expenditures	<u>2,511.46</u>	<u>(2,511.46)</u>
Total FMS Expenditures	<u>27,295.52</u>	<u>(27,295.52)</u>
Total Expenditures	<u>27,295.52</u>	<u>(27,295.52)</u>