



# Finance Committee Meeting Packet

July 15, 2021  
1:00 pm - 2:00 pm

Zoom Video Conference  
<https://zoom.us/j/82012425410>  
Passcode: 445403

**Next Finance Committee Meeting:  
September 16, 2021 at 1:00 pm**

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*The meeting locations are wheelchair accessible. If you need special assistance, please contact Oregon Cascades West Council of Governments at 541-967-8720 or [adminGA@ocwcog.org](mailto:adminGA@ocwcog.org), forty-eight (48) hours prior to the meeting.*



1400 Queen Ave SE • Suite 201 • Albany, OR 97322  
(541) 967-8720 • FAX (541) 967-6123

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**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE AGENDA  
July 15, 2021  
1:00 – 2:00 pm**

Zoom Video Conference  
<https://zoom.us/j/82012425410>  
Meeting ID: 820 1242 5410  
Passcode: 445403  
Phone Number: +16699009128,,82012425410#

***An Executive Session may be called as deemed necessary by the Chair, pursuant to ORS 192.660.***

**1. Welcome** *(Chair, Commissioner Pat Malone)*  
(1:00 pm)

**2. Public Comment** *(Chair, Commissioner Pat Malone)*  
(1:00 – 1:05 pm)

Floor will be open to the public for comment.

**3. Minutes of Previous Meetings** *(Chair, Commissioner Pat Malone)*  
(1:05 – 1:10 pm)

Review of the May 20, 2021 Finance Committee minutes (Page 3).

**ACTION: Motion to approve the minutes of the May 20, 2021 Finance Committee Meeting.**

**4. Financial Reports** *(Finance Director Sue Forty)*  
(1:10 – 1:30 pm)

The Finance Director will review the Financial Reports and respond to questions.  
(Page 5)

**ACTION: Information only.**

**5. Other Business**  
(1:30 – 1:35 pm)

**6. Adjournment**  
(1:35 pm)

**OREGON CASCADES WEST COUNCIL OF GOVERNMENTS  
FINANCE COMMITTEE MINUTES  
May 20, 2021  
Via Zoom**

**Attendees:** Commissioner Claire Hall, Lincoln County; **CHAIR:** Commissioner Pat Malone, Benton County; Commissioner Sherrie Sprenger, Linn County; Mayor Jim Lepin, Millersburg; Mayor Dean Sawyer, Newport; Councilor Alan Rowe, Adair Village

**Absent:** Commissioner Roger Nygquist, CWACT Chair; Britny Chandler, TBAC Chair; Jan Molnar-Fitzerald, DSAC Chair; Saleem Noorani, SSAC CHair

**Staff:** Executive Director, Ryan Vogt; Finance Director, Sue Forty; Community and Economic Development Director, Jenny Glass; Technology Services and Operations Director, John Haytas; Senior and Disability and Community Services Director, Randi Moore; Human Resources Manager, Ryan Schulze; Executive Assistant, Kathleen Codinha

**Public:**

1. **Welcome and Introductions**

The Oregon Cascades West Council of Governments' (OCWCOG) Finance Committee Meeting was called to order by Chair, Commissioner Pat Malone on May 20, 2021 at 1:03 pm via Zoom Video and Audio Conferencing.

2. **Public Comment**

No public comment.

3. **Minutes of Previous Meetings**

(Note: This item was voted on after the Financial Report so quorum could be reached. Councilor Alan and Commissioner Sherrie Sprenger joined a few minutes after the meeting began.)

Chair Malone entertained a motion to approve the previous Meeting Minutes of the Finance Committee dated March 18, 2021. Mayor Jim Lepin motioned to approve and Councilor Alan Rowe seconded the motion. With no further discussion, a vote was taken and passed unanimously.

4. **Financial Reports**

Finance Director, Sue Forty, summarized the financials through the month of March, 2021. The report was good; the agency is positioned better than it was a year ago at this time. 78% of revenue has been recognized, as opposed to 52% last year at this time. Expenditures are down: since *COVID*, the majority of staff telework resulting in lower mileage and less office supplies.

Janet Cline has been working with Benton County Vocational Rehab to get some ODDA dollars back.

Mayor Jim Lepin summarized: the revenue is up due to COVID-related revenue, while expenditures are down because staff is working from home. His question: are decisions being

made based off the current situation that might not be able to continue once COVID is over? Finance Director Forty assured him no decisions are being made that cannot be supported in the future because all decisions are based on conservative practices. Executive Director Vogt followed up by stating the agency is trying to leverage extra income by investing in a few more reserve accounts.

**5. Other Business**

There was no other business.

**6. Adjournment**

Meeting Adjourned at 1:12pm

*Meeting minutes taken by Kathleen Codinha.*



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**MEMORANDUM**

**DATE:** July 15, 2021  
**TO:** OCWCOG Finance Committee  
**FROM:** Sue Forty, Finance Director  
**RE:** **OCWCOG Financial Update**

Please accept the following snapshot and Consolidated Revenue and Expense Statement, for period ending May 31, 2021 with notes to pertinent items. We strive to make the following financial information consistent, accessible, and transparent.

**Snapshot by Major Line Item**

	<i><b>FY2021 Budget</b></i>	<i><b>MAY YTD</b></i>	<i><b>Percentage YTD</b></i>	<i><b>Prior Year YTD</b></i>
<i>Dues</i>	321,584.00	319,911.83	99.48%	100.00%
<i>Contracts</i>	2,229,818.00	1,643,307.00	56.56%	79.58%
<i>Grants</i>	187,500.00	279,381.36	149.00%	54.75%
<i>Donations</i>	220,500.00	212,057.21	96.17%	93.62%
<i>State Revenue</i>	2,025,065.00	1,484,798.24	56.04%	68.63%
<i>Federal Revenue</i>	16,146,514.00	13,060,418.54	80.89%	79.86%
<i>Coordinated Care</i>	9,620,190.00	8,104,700.70	84.25%	96.70%
<b>Total Income (all line items)</b>	<b>46,783,346.00</b>	<b>41,498,552.72</b>	<b>88.70%</b>	<b>88.89%</b>
<b>Total Payroll Expense</b>	<b>18,958,714.00</b>	<b>14,795,890.16</b>	<b>78.04%</b>	<b>81.21%</b>
<i>Contract Expense</i>	11,476,756.00	8,561,703.49	74.66%	91.04%
<i>Indirect Expense</i>	2,315,112.00	2,117,253.59	91.45%	91.29%
<i>Maintenance &amp; Repair</i>	51,250.00	49,356.83	96.31%	67.93%
<i>Supplies</i>	148,716.00	95,634.89	64.31%	89.45%
<i>Telephone</i>	174,047.00	134,449.46	77.25%	80.65%
<i>Travel / Training</i>	419,490.00	70,703.77	16.85%	68.48%
<b>Total Expense (all line items)</b>	<b>46,783,346.00</b>	<b>27,953,593.28</b>	<b>59.75%</b>	<b>64.52%</b>
<b>Net Gain / (Loss)</b>		<b>13,544,959.44</b>		

## **Fiscal Year (FY) FY2020-2021 Financial Narrative (Revenue)**

- a. Net/Gain (Loss) FY2020-2021 Budget, OCWCOG has a balanced budget. Beginning Balances have been entered and the Agency's Financial Position reflects a gain.
- b. Member dues are a once a year billing. Some FY2020-2021 dues have not been received from members; we have sent a reminder to members who have not paid.
- c. Contract revenue is at a low, partially due to quarterly billings and *COVID*. This report only reflects payments for two quarters for contracts billed after the monthly books are closed. *COVID* has also affected the Contract revenue as some budgeted contracts may not have been entered into.
- d. Grant revenue is trending up over last year; *COVID* has offered additional funding in some departments. Staff are researching additional grant opportunities and applying as they become available. (this includes \$36,000 Grant money for Stand by Me program and \$111,000 Grant Loans EDA)
- e. Donations revenue is up in the Meals on Wheels program; it received a \$54,526 donation from a trust.
- f. State revenue contract percentages are low due to the programs being reimbursement-based and are billed in the month after the expense is incurred. This is trending as it has in past years.
- g. Federal revenue contract percentages are low due to the programs being reimbursement-based and are billed in the month after the expense is incurred.

## **FY2020-2021 Financial Narrative (Personnel and Material & Supplies)**

- a. Personnel Expense is down slightly. All critical vacant positions are filled as soon as possible. The organization is reviewing all positions when vacant to ensure funding is utilized in the most equitable way. As of May 31, 2021, there were 6 vacant positions actively being recruited.
- b. Contract expense is a bit low, some contracts budgeted have not been entered into or are starting later than expected due to *COVID*.
- c. Indirect expenses are on track. Indirect rates are charged to all program areas based on the number of staff employed in each program, and are used to fund General Administration, Human Resources, Finance, and Technology Services.
- d. Maintenance and Repair expenses are on track.
- e. Supply costs are a bit low, due to staff not being in the office.
- f. Telephone is slightly under budget.
- g. Training and Travel came in under budget due to in-person training being cancelled. Also, teleworking has significantly reduced mileage reimbursements.

If you need additional information or clarification, please contact Finance Director Forty.

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

Revenues year-to-date under budget  
 Revenues year-to-date over budget  
 Percent of budget to date 91.67%

For Period Ended May 31, 2021

Acct No	Description	Budget	YTD Bal		
000710	Beg Bal-Restricted for Grants	\$ 10,908.00	\$ -	0.00%	
000725	Beg Bal-Restrict for Contracts	\$ 1,546,495.00	\$ 1,880,925.28	121.63%	
000735	Beg Bal-Restricted Reconcile	\$ 1,337,886.00	\$ 1,337,886.00	100.00%	
000740	Beg Bal-Restricted for Other	\$ 2,455,404.00	\$ 2,865,391.86	116.70%	
000740	Beg Bal-Restricted for Other	\$ -	\$ 10,000.00	0.00%	
000745	Beg Bal-Restrict Reserve	\$ 2,342,700.00	\$ 3,294,556.33	140.63%	
000750	Beg Bal-Unrestricted	\$ 4,350,652.00	\$ 3,614,210.46	83.07%	
000801	Dues	\$ 321,584.00	\$ 319,911.83	99.48%	Dues are a once a year activity. Most members have paid their
000802	Fees For Service	\$ 140,500.00	\$ 90,324.31	64.29%	Monthly Copy charges are in the Fee for Service line and with Telework staff have not been making the budgeted amount of copies monthly.
000803	Internal Transfer	\$ 2,317,181.00	\$ 2,120,610.29	91.52%	
000804	Miscellaneous Revenue	\$ 1,900.00	\$ 4,190.53	220.55%	
000805	Contract Revenue	\$ 2,229,818.00	\$ 1,643,307.00	73.70%	Some contracts budgeted have not been entered into or started late.
000806	Grant Revenue	\$ 187,500.00	\$ 279,381.36	149.00%	Stand By Me Grant \$36,000, and Loan Grant EDA \$111,000
000807	Donations	\$ 220,500.00	\$ 212,057.21	96.17%	
000808	Interest Revenue	\$ 280,000.00	\$ 229,574.21	81.99%	
000809	Transfers In	\$ 195,000.00	\$ 10,000.00	5.13%	
000819	Special Event Revenue	\$ 10,000.00	\$ -	0.00%	No special events have happened.
000820	Program Meals Revenue	\$ 180,000.00	\$ 159,010.21	88.34%	
000822	Loan Packaging Fees	\$ 3,000.00	\$ 1,560.00	52.00%	
000823	Program Income	\$ 682,049.00	\$ 628,176.71	92.10%	
000824	Match	\$ 50,500.00	\$ 42,735.07	84.62%	
000826	Borrowers Fees	\$ 1,500.00	\$ 3,607.09	240.47%	The new COVID funds have generated some additional revenue for Business Lending.
000828	Service Fees	\$ 6,500.00	\$ 4,026.08	61.94%	
000829	Program Administration	\$ 120,000.00	\$ 97,193.41	80.99%	
000840	Veterans	\$ 109,687.00	\$ 50,496.00	46.04%	Working with Benton County to reconcile and receive payment.
000841	Oregon Project Independence	\$ 934,000.00	\$ 768,368.75	82.27%	
000843	ODOT	\$ 981,378.00	\$ 665,933.49	67.86%	Due to the staffing in ODOT contract in the beginning of the year with staffing shortages
000846	Coordinated Care	\$ 9,620,190.00	\$ 8,104,700.70	84.25%	
000860	Economic Development Admin	\$ 235,410.00	\$ 154,024.22	65.43%	
000862	Older Americans Act	\$ 1,253,855.00	\$ 1,440,637.00	114.90%	COVID funds
000863	Title XIX	\$ 13,186,831.00	\$ 10,612,300.05	80.48%	
000864	Federal Senior Meals	\$ 1,085,054.00	\$ 681,710.46	62.83%	Followed up with the Meals Supervisor, this revenue is currently about 1.5 to 2 months behind.
000865	USDA	\$ 107,064.00	\$ 72,959.00	68.15%	
000867	Federal Match	\$ 120,300.00	\$ 57,662.19	47.93%	Federal Match is usually used at the end of the Fiscal Year.
000868	Environmental Protection Agenc	\$ 150,000.00	\$ 35,530.62	23.69%	Working with CED to refine this billing process
000869	Siletz Revenue	\$ 8,000.00	\$ 5,595.00	69.94%	Closures due to COVID
	<b>REVENUE</b>	<b>\$ 46,783,346.00</b>	<b>\$ 41,498,552.72</b>	<b>88.70%</b>	
000410	Leave Benefits	\$ 630,739.00	\$ 543,411.62	86.15%	
000420	Fringe Benefits	\$ 1,057,704.00	\$ 777,894.30	73.55%	
000421	Insurance Benefits	\$ 3,151,012.00	\$ 2,653,906.39	84.22%	
000425	PERS Benefits	\$ 2,783,120.00	\$ 2,174,839.29	78.14%	
000430	PERS Reserve	\$ 222,222.00	\$ 82,586.19	37.16%	
0001ED	Executive Director	\$ 144,100.00	\$ 122,936.22	85.31%	
0004PD	Program Director	\$ 451,699.00	\$ 351,063.36	77.72%	
0010PM	Program Manager	\$ 146,097.00	\$ 39,699.73	27.17%	
0013PS	Program Supervisor	\$ 870,014.00	\$ 731,760.70	84.11%	
0019PM	Personnel Manager	\$ 96,780.00	\$ 89,730.05	92.72%	
0019TM	Technology Services Manager	\$ -	\$ -	0.00%	
0022SA	Senior Accountant	\$ -	\$ 11,543.35	0.00%	
0046CM	Case Manager	\$ 2,753,296.00	\$ 2,071,138.02	75.22%	

# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 91.67%

For Period Ended May 31, 2021

Acct No	Description	Budget	YTD Bal		
0053CC	Contracts Coordinator	\$ 83,933.00	\$ 58,255.72	69.41%	
0055CS	Clerical Supervisor	\$ 59,813.00	\$ 108,139.46	180.80%	Staff were reclassified after the budget was adopted
0058AP	Assistant Planner	\$ 101,451.00	\$ 203,129.25	200.22%	Some of these funds were budgeted in the CED Planner line.
005PIO	Public Information Officer	\$ 53,637.00	\$ 6,551.23	12.21%	Vacant Position existing staff are completing tasks in this position
0060AS	Accounting Specialist	\$ 109,245.00	\$ 82,600.50	75.61%	
0064ES	Eligibility Specialist	\$ 1,246,686.00	\$ 1,034,743.96	83.00%	
0064IR	Information & Referral	\$ -	\$ 15,417.20	0.00%	This is a brokerage staff. HR is working on a classification for this
0064MM	Money Management Coord	\$ 47,146.00	\$ 42,308.30	89.74%	
0067EA	Executive Assistant	\$ 77,577.00	\$ 97,032.42	125.08%	Staff were reclassified after the budget was adopted
0070AC	Accounting Clerk II	\$ 51,589.00	\$ 47,242.05	91.57%	
0076AA	Administrative Assistant	\$ 314,383.00	\$ 341,362.57	108.58%	
0076BO	Business Officer	\$ 58,576.00	\$ 52,665.18	89.91%	
0085CS	Clerical Specialist	\$ 377,325.00	\$ 297,660.52	78.89%	
0085SS	Software Support Specialist	\$ 75,069.00	\$ -	0.00%	Positions in technology are being reviewed for budget placement.
0085WS	Workstation Support Specialist	\$ 114,771.00	\$ 94,858.13	82.65%	
013SLO	Senior Loan Officer	\$ 82,233.00	\$ 68,709.73	83.55%	
013TSM	Transportation Manager	\$ 77,869.00	\$ 74,089.44	95.15%	
025NSS	Network Support Specialist	\$ 65,184.00	\$ 38,639.17	59.28%	
031CDP	CED Planner	\$ 447,686.00	\$ 177,611.58	39.67%	
034APS	Adult Protective Services Spec	\$ 648,119.00	\$ 589,081.98	90.89%	
037DTC	Diversion & Transition Coord	\$ 207,251.00	\$ 162,957.69	78.63%	
037LCM	Lead Case Manager	\$ 273,793.00	\$ 187,632.23	68.53%	
045ISS	Information Support Specialist	\$ 54,287.00	\$ 73,216.36	134.87%	Positions in technology are being reviewed for budget placement.
052ALO	Assistant Loan Officer	\$ -	\$ 6,128.16	0.00%	
055SMS	Senior Meals Supervisor	\$ -	\$ 4,855.04	0.00%	
055VSO	Veterans Service Officer	\$ 51,266.00	\$ 48,525.28	94.65%	
058MAP	MPO Assistant Planner	\$ -	\$ -	0.00%	
060FMC	Facility Maint. Coordinator	\$ 48,962.00	\$ 46,034.04	94.02%	
061LES	Lead Eligibility Specialist	\$ 53,209.00	\$ 48,119.85	90.44%	
064ADR	ADRC Specialist	\$ 236,917.00	\$ 151,688.33	64.03%	
064ALW	Asst. AFH Licensing Worker	\$ 113,907.00	\$ 99,092.96	86.99%	
064TSS	Technology Support Spec.	\$ 42,791.00	\$ -	0.00%	Positions in technology are being reviewed for budget placement.
067CEA	Confidential Executive Assist	\$ 107,138.00	\$ 39,280.32	36.66%	
073MRW	Medical Resource Worker	\$ -	\$ 34,607.59	0.00%	
075LTB	Lead Trans Brokerage Spec.	\$ 47,326.00	\$ 41,190.56	87.04%	
075TBS	Transportation Brokerage Spec.	\$ 444,157.00	\$ 239,782.85	53.99%	
076IHA	In Home Assistant	\$ 463,787.00	\$ 308,112.06	66.43%	
082SMC	Senior Meals Coordinator	\$ 47,916.00	\$ 34,198.38	71.37%	
090RSM	Relief Site Manager	\$ 25,000.00	\$ 11,788.88	47.16%	
099EXH	Extra Hire	\$ 139,978.00	\$ 72.90	0.05%	
88MSM3	Meal Site Manager 3	\$ 201,954.00	\$ 177,999.07	88.14%	
	<b>PERSONNEL</b>	<b>\$ 18,958,714.00</b>	<b>\$ 14,795,890.16</b>	<b>78.04%</b>	

Expenses year-to-date over budget

000504	Advertising	\$ 21,834.00	\$ 19,917.88	91.22%	
000506	Auto Expense	\$ 17,000.00	\$ 12,217.13	71.87%	
000510	Bank Charges	\$ 15,300.00	\$ 10,678.42	69.79%	
000513	Board/Comm/Meeting Expense	\$ 41,214.00	\$ 3,571.92	8.67%	
000516	Computer Maintenance	\$ 166,795.00	\$ 116,746.44	69.99%	
000521	Contract Administration	\$ 2,500.00	\$ 740.00	29.60%	
000522	Contract Expense	\$ 11,467,756.00	\$ 8,561,703.49	74.66%	
000523	Admin Contract Expense	\$ 500,000.00	\$ 421,221.75	84.24%	
000525	Copying	\$ 84,990.00	\$ 20,649.70	24.30%	COVID and Telework have reduced the amount of copies being made. This line will be adjusted in the June to cover the copier leases
000531	Dues and Memberships	\$ 68,075.00	\$ 13,929.65	20.46%	



# Consolidate Revenue and Expense Statement

## Finance Committee Financial Report

Revenues year-to-date under budget

Revenues year-to-date over budget

Percent of budget to date 91.67%

For Period Ended May 31, 2021

Acct No	Description	Budget	YTD Bal		
000532	Equipment Expense	\$ 1,000.00	\$ 108.51	10.85%	
000533	Finance Indirect	\$ 560,476.00	\$ 511,214.09	91.21%	
000534	Indirect Expense	\$ 968,735.00	\$ 885,325.60	91.39%	
000535	Furniture & Fixtures	\$ 135,450.00	\$ 10,153.19	7.50%	
000537	Insurance	\$ 70,050.00	\$ 73,259.48	104.58%	One time expense
000540	Interest Expense	\$ 18,000.00	\$ 15,433.95	85.74%	
000542	Legal Services	\$ 48,000.00	\$ 31,321.76	65.25%	
000543	Licenses and Fees	\$ 140,719.00	\$ 102,416.59	72.78%	
000546	Loan Fees	\$ 850.00	\$ 4,201.31	494.27%	Business Lending is working to get the new USDA funds out to the community.
000549	Maintenance and Repair	\$ 51,250.00	\$ 49,356.83	96.31%	
000550	Marketing Expense	\$ 8,050.00	\$ 683.00	8.48%	
000551	Taxes	\$ 3,500.00	\$ -	0.00%	
000553	Loan Admin Exp	\$ 120,000.00	\$ 95,646.41	79.71%	
000555	Postage	\$ 65,250.00	\$ 39,816.44	61.02%	
000558	Printing	\$ 24,600.00	\$ 8,634.19	35.10%	
000561	Rent	\$ 708,730.00	\$ 651,915.47	91.98%	
000564	Resource Reserve	\$ 60,000.00	\$ 28,831.10	48.05%	
000567	Supplies	\$ 148,716.00	\$ 95,634.89	64.31%	
000568	Stipend	\$ 159,620.00	\$ 133,270.97	83.49%	
000570	Technology Indirect	\$ 785,901.00	\$ 720,713.90	91.71%	
000573	Telephone	\$ 174,047.00	\$ 134,449.46	77.25%	
000575	Special Event Expense	\$ 10,000.00	\$ -	0.00%	
000576	Training	\$ 169,506.00	\$ 24,464.48	14.43%	
000577	Volunteer Recognition	\$ 20,500.00	\$ 26,941.70	131.42%	RSVP and Meals on Wheels have Recognized Volunteers at a higher level as funds were awarded for this purpose. Tee shirts and RSVP labeled masks and uniforms have been purchased
000578	Meal Delivery Travel	\$ 72,750.00	\$ 20,620.54	28.34%	
000579	Travel	\$ 177,234.00	\$ 25,618.75	14.45%	
000580	Transfers Out	\$ 185,000.00	\$ 10,000.00	5.41%	
000582	Utilities	\$ 68,000.00	\$ 49,255.16	72.43%	
000583	Operating Contingency	\$ 4,921,921.00	\$ -	0.00%	
000584	Janitorial	\$ 79,614.00	\$ 75,419.71	94.73%	
000585	Unappropriated EFB for future	\$ 4,634,209.00	\$ -	0.00%	
	<b>MATERIALS AND SUPPLIES</b>	<b>\$ 26,977,142.00</b>	<b>\$ 13,006,083.86</b>	<b>48.21%</b>	
000595	Capital Purchase	\$ 339,000.00	\$ 85,125.07	25.11%	
000596	Leasehold Improvement	\$ 460,000.00	\$ 18,004.20	3.91%	
	<b>CAPITAL OUTLAY</b>	<b>\$ 799,000.00</b>	<b>\$ 103,129.27</b>	<b>12.91%</b>	
000598	Principal Payment	\$ 43,333.00	\$ 43,333.33	100.00%	
000599	Interest Expense	\$ 5,157.00	\$ 5,156.66	99.99%	
	<b>DEBT SERVICES</b>	<b>\$ 48,490.00</b>	<b>\$ 48,489.99</b>	<b>100.00%</b>	
	<b>EXPENSE</b>	<b>\$ 46,783,346.00</b>	<b>\$ 27,953,593.28</b>	<b>59.75%</b>	
	<b>NET GAIN/(LOSS)</b>	<b>\$ -</b>	<b>\$ 13,544,959.44</b>		