

Attention: Board of Directors

In the third paragraph, you mention the three columns including YTD of current year. What I had requested was current year estimated actual. This would then include current year actual and estimates for balance of the year. You mention payroll as an example of items for notes. I had actually also mentioned capital expenditures being a 66.667% increase over previous budget.

In the fifth paragraph, it is stated that only line items that showed a 10% or more increase needed line items. What I had indicated that you could use a threshold percentage rate for both increases and decreases in budget. 10% was an example, as the comment was also made about some items may have less of a change, but still worthy of a comment.

in the sixth paragraph, it covers the percentage increase or decrease.