**Girls Guides Association (NSW)**
Insurance Return

as at ...../...../.....

Name of Formation..... District/Division

..... Region

Name of Hall or Park: .....

Address of Hall: ..... P/C.....

Is Property Freehold **yes/no** Council Lease/ Crown Land/ Joint with Scouts/other.....

Do you rent **yes/no:** ..... Rent Paid $.....PA

Hall owner .....

Name of Rental Hall: .....

Building Insurance paid to ..... (other than Guides NSW) Premium Paid $

Location (address) of Insured goods (if not at hall)

1 ..... P/C.....
2 ..... P/C.....
3 ..... P/C.....
4 ..... P/C.....
5 ..... P/C.....
6 ..... P/C.....

| Items No's | Insured Value |
|---|---|
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |
| | $ |

Insurance return prepared by: ..... Position: .....

Contact: Ph-..... Best time to ring:..... Date...../...../.....

Email:.....

Building :
Any major upgrades or alterations to the hall in the past 12 months. **yes/ no**

(Comments on alteration)
.....

Increase required in building insurance **yes/no** increase required $.....,000

Office use only

| | | |
|---|---|---|
| MIS no: | Insured Value only to nearest$ ,000 | |
| Formation No: | Hall (as per valuation) | $ ,000 |
| Other information: | Contents of hall | $ ,000 |
| | Trailer/caravans | $ ,000 |
| | Vehicles | $ ,000 |
| | Marine | $ ,000 |
| Debtors Code: | Other | $ ,000 |
| Entered by: Checked by: | Total Insured value | $ ,000 |

Region:_____
District:_____

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents | Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| | | **Kitchen** | | | | | | | **Kitchen Electrical** | | | | |
| | | | | | | | | | | | | | |
| 1 | | Bowls cereal | | | - | | 50 | | Electric griddle | | | - | |
| 2 | | Cultery-knives,spoons, forks | | | - | | 51 | | Fridge Bar | | | - | |
| 3 | | Plates | | | - | | 52 | | Fridge | | | - | |
| 4 | | Cups & Saucers | | | - | | 53 | | Fridge-Upright/Top mount | | | - | |
| 5 | | Glasses | | | - | | 54 | | Frypans- electrical | | | - | |
| 6 | | Plastic jugs & cups | | | - | | 55 | | Jug | | | - | |
| 7 | | Condiment containers | | | - | | 56 | | Microwave | | | - | |
| 8 | | Pantry contents | | | - | | 57 | | Stove | | | - | |
| 9 | | Sauce bottles-plastic | | | - | | 58 | | Toaster | | | - | |
| 10 | | Serving platters | | | - | | 59 | | Urn-Litres___ | | | - | |
| 11 | | Sugar bowls | | | - | | 60 | | Urn-Litres___ | | | - | |
| 12 | | Baking trays-small/large | | | - | | 61 | | Urn-Litres___ | | | - | |
| 13 | | Bread Boards | | | - | | 62 | | | | | - | |
| 14 | | Bowls mixing | | | - | | 63 | | | | | - | |
| 15 | | Cake tins | | | - | | | | | | | - | |
| 16 | | Cooking Utensils | | | - | | | | ***Sub Total*** | | $ | - | |
| 17 | | Cutting board-small/large | | | - | | | | | | | | |
| 18 | | Egg slide | | | - | | | | **Camping Gear** | | | | |
| 19 | | Fry pans | | | - | | | | **General** | | | | |
| 20 | | Graters S/Steel | | | - | | | | | | | | |
| 21 | | Hand mixer | | | - | | 64 | | Axe/tomahawk/logsplitter | | | - | |
| 22 | | Knives | | | - | | 65 | | Bean bags chairs | | | - | |
| 23 | | Knives paring | | | - | | 66 | | Billies-Sets | | | - | |
| 24 | | Measuring cups | | | - | | 67 | | Buckets-plastic | | | - | |
| 25 | | Measuring spoons | | | - | | 68 | | Buckets-metal | | | - | |
| 26 | | Metal kettle / teapot | | | - | | 69 | | Bush saw | | | - | |
| 27 | | Saucepan sets | | | - | | 70 | | Camp kitchen | | | - | |
| 28 | | Scrapers-plastic | | | - | | 71 | | Camp oven | | | - | |
| 29 | | Sifters plastic | | | - | | 72 | | Compasses | | | - | |
| 30 | | Spoons-wooden | | | - | | 73 | | Cooking utensils | | | - | |
| 31 | | Strainers | | | - | | 74 | | Cooler bottle_____litres | | | - | |
| 32 | | Teapots | | | - | | 75 | | Corked patrol boards | | | - | |
| 33 | | Tin openers | | | - | | 76 | | Dixies | | | - | |
| 34 | | Tongs-metal | | | - | | 77 | | Esky | | | - | |
| 35 | | Vegetable peelers | | | - | | 78 | | First aid kits | | | - | |
| 36 | | Bins swing top | | | - | | 79 | | Fry pans | | | - | |
| 37 | | Dish rack | | | - | | 80 | | Glass and plastic wear | | | - | |
| 38 | | Plastic storages boxes | | | - | | 81 | | Hammers | | | - | |
| 39 | | Microwave cupboard | | | - | | 82 | | Hose | | | - | |
| 40 | | Washing up bowl | | | - | | 83 | | Mallets-Wooden/ Metal/Rubber | | | - | |
| 41 | | Table cloths | | | - | | 84 | | Meat safe | | | - | |
| 42 | | Table cloths-plastic | | | - | | 85 | | Packs of slats | | | - | |
| 43 | | Tea towels | | | - | | 86 | | Patrol Boxes-wooden | | | - | |
| 44 | | Towels | | | - | | 87 | | Plastic storage tubs | | | - | |
| 45 | | Towels-Hand | | | - | | 88 | | Plastic storage crates | | | - | |
| 46 | | | | | - | | 89 | | Portable fire places | | | - | |
| 47 | | | | | - | | 90 | | Spade | | | - | |
| 48 | | | | | - | | 91 | | Stove-Trangie with stove | | | - | |
| 49 | | | | | - | | 92 | | Table cloths and tea towels | | | - | |
| | | | | | - | | 93 | | | | | - | |
| | | | | | - | | | | | | | - | |
| | | ***Sub Total*** | | $ | - | | | | ***Sub Total*** | | $ | - | |

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | **Tents** | | | | |
| | | (all tents included canvas, pegs,poles and ropes) | | | | |
| | | | | | | |
| 94 | | Bell tents | | | - | |
| 95 | | Dome tents | | | - | |
| 96 | | Marquee | | | - | |
| 97 | | Pegs & poles only | | | - | |
| 98 | | Ridge tents | | | - | |
| 99 | | Tarpaulins-Blue poly tarp | | | - | |
| 100 | | Screening | | | - | |
| 101 | | Screening double | | | - | |
| 102 | | Kitchen shelter | | | - | |
| 103 | | Gazebo/shade shelter | | | - | |
| 104 | | | | | - | |
| 105 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Rope Box** | | | | |
| | | | | | | |
| 106 | | Gadget cord | | | | |
| 107 | | Small | | | | |
| 108 | | Medium | | | | |
| 109 | | Large diameter, short, jute | | | | |
| 110 | | Large diameter, long, pioneering | | | | |
| 111 | | Huge diameter, long, pioneering | | | | |
| 112 | | | | | | |
| 113 | | | | | | |
| 114 | | | | | | |
| 115 | | | | | | |
| 116 | | | | | | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Lanterns** | | | | |
| | | | | | | |
| 117 | | Large 2x 6V cells | | | - | |
| 118 | | Medium, rechargeable | | | - | |
| 119 | | Kerosene | | | - | |
| 120 | | Torches | | | - | |
| 121 | | | | | - | |
| 122 | | | | | - | |
| 123 | | | | | - | |
| 124 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | | | | | |
| | | **Gadget Wood** | | | | |
| | | | | | | |
| 125 | | Bamboo | | | - | |
| 126 | | Broom handles | | | - | |
| 127 | | Slats | | | - | |
| 128 | | Tomato Stakes-60cm | | | - | |
| 129 | | Tomato Stakes- 1.2m | | | - | |
| 130 | | Tomato Stakes- 1.2m | | | - | |
| 131 | | | | | - | |
| 132 | | | | | - | |
| 133 | | | | | - | |
| 134 | | | | | - | |
| 135 | | | | | - | |
| | | | | | - | |
| | | ***Sub Total*** | | $ | - | |

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | **Gas Appliances** | | | | |
| | | | | | | |
| 136 | | Adaptor-Primus stove-Companion bottle | | | - | |
| 137 | | Butane cylinder- | | | - | |
| 138 | | Companion 3.2kg | | | - | |
| 139 | | Butane cylinder- | | | - | |
| 140 | | Gas mate 2.74kg | | | - | |
| 141 | | Butane cylinder-Primus 2kg | | | - | |
| 142 | | GAS cylinder | | | - | |
| 143 | | Lantern for Campion | | | - | |
| 144 | | cylinder-Large | | | - | |
| 145 | | Lantern for Campion | | | - | |
| 146 | | cylinder-small | | | - | |
| 147 | | Mantles | | | - | |
| 148 | | Propane lanterns-GAS | | | - | |
| 149 | | Single gas burner-Primus | | | - | |
| 150 | | Universal Super Gas cylinder | | | - | |
| 151 | | Gas bottles-9.0 kg | | | - | |
| 152 | | Gas bottles-1.25 kg | | | - | |
| 153 | | Gas bottles-1.5 kg | | | - | |
| 154 | | Gas lamps & stand | | | - | |
| 155 | | BBQ-2 x burner and stand | | | - | |
| 156 | | BBQ-4 x burner and stand | | | - | |
| 157 | | | | | - | |
| 158 | | | | | - | |
| 159 | | | | | - | |
| 160 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Fire & Security** | | | | |
| | | | | | | |
| 161 | | Fire blankets | | | - | |
| 162 | | Fire extinguishers | | | - | |
| 163 | | Sensor lights | | | - | |
| 164 | | Smoke detectors | | | - | |
| 165 | | | | | - | |
| 166 | | | | | - | |
| 167 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Flags** | | | | |
| | | | | | | |
| 168 | | Australian Flag | | | - | |
| 169 | | Bunting/Display | | | - | |
| 170 | | Camp flags | | | - | |
| 171 | | Flag bags | | | - | |
| 172 | | Flag holsters | | | - | |
| 173 | | Lady BP portrait | | | - | |
| 174 | | Metal flag stands | | | - | |
| 175 | | BP portrait | | | - | |
| 176 | | QE 2 Portrait | | | - | |
| 177 | | Unit flag & pole | | | - | |
| 178 | | | | | - | |
| 179 | | | | | - | |
| 180 | | | | | - | |
| 181 | | | | | - | |
| 182 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | | | | | |

Region:..... Girl Guides Association (NSW) As at the ...../...../.....
District:.....

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | **Office Equipment** | | | | |
| | | **& hall equipment** | | | | |
| | | | | | | |
| 183 | | Badge machine | | | - | |
| 184 | | Black board | | | - | |
| 185 | | Carpet rugs | | | - | |
| 186 | | Carpet squares | | | - | |
| 187 | | Chairs | | | - | |
| 188 | | Cork notice boards | | | - | |
| 189 | | Credenza | | | - | |
| 190 | | Curtains | | | - | |
| 191 | | Display boards | | | - | |
| 192 | | Display units | | | - | |
| 193 | | Folding plastic/ metal/wood chairs | | | - | |
| 194 | | Folding Tables | | | - | |
| 195 | | Gocco machine | | | - | |
| 196 | | Honour board | | | - | |
| 197 | | Metal 4 draw cupboard | | | - | |
| 198 | | Metal shelving | | | - | |
| 199 | | Metal storage cupboards | | | - | |
| 200 | | Mirror | | | - | |
| 201 | | Pianola & stool | | | - | |
| 202 | | Projection screen | | | - | |
| 203 | | Sandwich board | | | - | |
| 204 | | Screen print screens | | | - | |
| 205 | | Stools | | | - | |
| 206 | | Tables | | | - | |
| 207 | | Toad stools | | | - | |
| 208 | | Wall clock | | | - | |
| 209 | | White boards | | | - | |
| 210 | | Wooden desk | | | - | |
| 211 | | Wooden storage | | | - | |
| 212 | | | | | - | |
| 213 | | | | | - | |
| 214 | | | | | - | |
| 215 | | | | | - | |
| 216 | | | | | - | |
| 217 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | | | | | |
| | | **Office/hall Electrical** | | | | |
| | | | | | | |
| 218 | | Air conditioner | | | - | |
| 219 | | Bar heaters | | | - | |
| 220 | | CD Cassette Player | | | - | |
| 221 | | Electric stapler | | | - | |
| 222 | | Fans | | | - | |
| 223 | | Laminator | | | - | |
| 224 | | Photocopier | | | - | |
| 225 | | Portable TV/Video Combo | | | - | |
| 226 | | Projector | | | - | |

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | | | | | |
| 227 | | Speaker System & stand | | | - | |
| 228 | | Tape deck | | | - | |
| 229 | | TV | | | - | |
| 230 | | Vacuum cleaner | | | - | |
| 231 | | Video player | | | - | |
| 232 | | Wall heaters-electric | | | - | |
| 233 | | | | | - | |
| 234 | | | | | - | |
| 235 | | | | | - | |
| 236 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Badges** | | | | |
| | | | | | | |
| 237 | | Camp badges | | | - | |
| 238 | | Camp scarves | | | - | |
| 239 | | Navy bags | | | - | |
| 240 | | Uniform cloth badges | | | - | |
| 241 | | Uniform metal badges | | | - | |
| 242 | | | | | - | |
| 243 | | | | | - | |
| 244 | | | | | - | |
| 245 | | | | | - | |
| 246 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Books** | | | | |
| | | | | | | |
| 247 | | Campfire song books | | | - | |
| 248 | | Entertainment books | | | - | |
| 249 | | Games books | | | - | |
| 250 | | Plays | | | - | |
| 251 | | Resource books | | | - | |
| 252 | | Song books | | | - | |
| 253 | | Song cassette | | | - | |
| 254 | | Trefoil books | | | - | |
| 255 | | | | | - | |
| 256 | | | | | - | |
| 257 | | | | | - | |
| 258 | | | | | - | |
| 259 | | | | | - | |
| 260 | | | | | - | |
| 261 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Retail Shop** | | | | |
| | | | | | | |
| 262 | | Stock at hand | | | - | |
| 263 | | | | | - | |
| 264 | | | | | - | |
| 265 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |

As at the ____/___/___

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | **Craft Supplies** | | | | |
| | | | | | | |
| 266 | | Artificial flowers | | | - | |
| 267 | | Assorted materials | | | - | |
| 268 | | Assorted wools | | | - | |
| 269 | | Ball point pens | | | - | |
| 270 | | Balloons | | | - | |
| 271 | | Beads | | | - | |
| 272 | | Buttons | | | - | |
| 273 | | Candles (table) | | | - | |
| 274 | | Candles (tea light) | | | - | |
| 275 | | Cotton buds | | | - | |
| 276 | | Cotton wool balls | | | - | |
| 277 | | Craft glue | | | - | |
| 278 | | Craft jewels | | | - | |
| 279 | | Crepe paper | | | - | |
| 280 | | Embroidery cotton | | | - | |
| 281 | | Erasers | | | - | |
| 282 | | Fabric | | | - | |
| 283 | | Felt squares | | | - | |
| 284 | | Florist wire | | | - | |
| 285 | | Glitter | | | - | |
| 286 | | Hankies | | | - | |
| 287 | | Hi-lighters | | | - | |
| 288 | | Hot glue gun | | | - | |
| 289 | | Mannequin | | | - | |
| 290 | | Marking pens | | | - | |
| 291 | | Paddle pop sticks | | | - | |
| 292 | | Paint bottles | | | - | |
| 293 | | Paint brushes | | | - | |
| 294 | | Paint sponges | | | - | |
| 295 | | Paper mache boxes | | | - | |
| 296 | | Pencils cases | | | - | |
| 297 | | Pencils-coloured | | | - | |
| 298 | | Pencils-lead | | | - | |
| 299 | | Pins | | | - | |
| 300 | | Pipe cleaners | | | - | |
| 301 | | Plastic snap lock bags | | | - | |
| 302 | | PVA glue | | | - | |
| 303 | | Rolls of ribbon | | | - | |
| 304 | | Rulers | | | - | |
| 305 | | Safety pins | | | - | |
| 306 | | Scissors | | | - | |
| 307 | | Sequins | | | - | |
| 308 | | Sewing needles | | | - | |
| 309 | | Shoe laces | | | - | |
| 310 | | Staplers & staples | | | - | |
| 311 | | Sticky tape rolls | | | - | |
| 312 | | Textas sets | | | - | |
| 313 | | Wire cutters | | | - | |
| 314 | | Wooden beads | | | - | |
| 315 | | Wooden doll pegs | | | - | |
| 316 | | Wooden pegs | | | - | |

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| 317 | | Writing pads | | | - | |
| 318 | | | | | - | |
| 319 | | | | | - | |
| 320 | | | | | - | |
| 321 | | | | | - | |
| | | | | | | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Leaders Room** | | | | |
| | | | | | | |
| 322 | | Cupboards-Metal storage | | | - | |
| 323 | | Cupboards-Timber storage | | | - | |
| 324 | | Metal 4 draw cupboard | | | - | |
| 325 | | Plastic cubes | | | - | |
| 326 | | Plastic storage crates | | | - | |
| 327 | | | | | - | |
| 328 | | | | | - | |
| 329 | | | | | - | |
| 330 | | | | | - | |
| | | | | | | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Sports Equipment** | | | | |
| | | | | | | |
| 331 | | Balls- various | | | - | |
| 332 | | Ball pump | | | - | |
| 333 | | Bean bags | | | - | |
| 334 | | Net ball stands | | | - | |
| 335 | | Parachute | | | - | |
| 336 | | Skipping ropes | | | - | |
| 337 | | Sports mats | | | - | |
| 338 | | Volley ball nets | | | - | |
| 339 | | | | | - | |
| 340 | | | | | - | |
| 341 | | | | | - | |
| 342 | | | | | - | |
| 343 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Cleaning Equipment** | | | | |
| | | | | | | |
| 344 | | Brooms | | | - | |
| 345 | | Cleaning aids | | | - | |
| 346 | | Dust pan & broom | | | - | |
| 347 | | Iron | | | - | |
| 348 | | Vacuum cleaners | | | - | |
| 349 | | Mops & buckets | | | - | |
| 350 | | | | | - | |
| 351 | | | | | - | |
| 352 | | | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | ***Sub Total*** | | $ | - | |

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | **Motor Vehicles** | | | | |
| | | **Trailers/caravans** | | | | |
| | | **Boats/canoes** | | | | |
| | | | | | | |
| 353 | | Bus_____seater | | | - | |
| 354 | | Canoe Trailer | | | - | |
| 355 | | Canoes-1 x person | | | - | |
| 356 | | Canoes-2 x person | | | - | |
| 357 | | Car | | | - | |
| 358 | | Caravan | | | - | |
| 359 | | Dinghy | | | - | |
| 360 | | Kayaks | | | - | |
| 361 | | Mobile shop trailer | | | - | |
| 362 | | Row boats | | | - | |
| 363 | | Ute | | | - | |
| | | | | | - | |
| | | | | | - | |
| | | ***Sub Total*** | | $ | - | |
| | | | | | | |
| | | **Other Equipment** | | | | |
| 364 | | | | | - | |
| 365 | | | | | - | |
| 366 | | | | | - | |
| 367 | | | | | - | |
| 368 | | | | | - | |
| 369 | | | | | - | |
| 370 | | | | | - | |
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| 398 | | | | | - | |
| 399 | | | | | - | |
| 400 | | | | | - | |
| 401 | | | | | - | |
| | | ***Sub Total*** | | $ | - | |

| Item | Qty | Item | Unit | Price each | Replacement Cost | Location of contents |
|---|---|---|---|---|---|---|
| | | **Computers/Cameras** | | | | |
| | | | | | | |
| 402 | | Computer Laptop | | | - | |
| 403 | | Computer Desktop | | | - | |
| 404 | | Printer | | | - | |
| 405 | | Monitor | | | - | |
| 406 | | Keyboard & Mouse | | | - | |
| 407 | | Digital Camera | | | - | |
| 408 | | | | | - | |
| 409 | | | | | - | |
| 410 | | | | | - | |
| 411 | | | | | - | |
| 412 | | | | | - | |
| 413 | | | | | - | |
| 414 | | | | | - | |
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| | | ***Sub Total*** | | $ | - | |
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| | | **Sub Totals summary** | | | | |
| | | | | | | |
| Item numbers | | | | | | |
| From | To | | | | | |
| 1 | 49 | Kitchen | | $ | - | |
| 50 | 63 | Kitchen Electrical | | $ | - | |
| 64 | 93 | Camping General | | $ | - | |
| 94 | 105 | Tents | | $ | - | |
| 106 | 116 | Rope Box | | $ | - | |
| 117 | 124 | Lanterns | | $ | - | |
| 125 | 135 | Gadget Wood | | $ | - | |
| 136 | 160 | Gas Appliances | | $ | - | |
| 161 | 167 | Fire & Security | | $ | - | |
| 168 | 182 | Flags | | $ | - | |
| 183 | 217 | Office /hall Equipment | | $ | - | |
| 218 | 236 | Office/hall Electrical | | $ | - | |
| 237 | 246 | Badges | | $ | - | |
| 247 | 261 | Books | | $ | - | |
| 262 | 265 | Retail Shop | | $ | - | |
| 266 | 321 | Craft Supplies | | $ | - | |
| 322 | 330 | Leaders Room | | $ | - | |
| 331 | 343 | Sports Equipment | | $ | - | |
| 344 | 352 | Cleaning Equipment | | $ | - | |
| 353 | 363 | Vehicles/Boats/Canoes | | $ | - | |
| 364 | 401 | Other Equipment | | $ | - | |
| 402 | 415 | Computers/Cameras | | $ | - | |
| | | | | | | |
| | | | | | | |
| | | ***Grand Total*** | | $ | - | |