



Preferred Procedure Simplified



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Objectives

- What Preferred Procedure is
- Why use Preferred Procedure?
- The relationship of the Income Statement, Preferred Procedure and the Stock Selection Guide (SSG)
- Understanding the relationships on the SSG and what you need to research
- Working with Preferred Dividends



Preferred Procedure

Preferred Procedure is also known as:
“The Business Model”



It is based on a
“*SIMPLIFIED*” Income Statement.





The Income Statement

The **Income Statement** may also be referred to as
Statement of Earnings
or
Statement of Operations.





The Income Statement

- Gives one important perspective on the health of a business -- its *profitability*.
- Measures a company's performance *over a specified period of time*.
- For example:
 - Annual: Fifty-two weeks ended Sept. 24, 2011
 - Quarter: Thirteen weeks ended March 24, 2012





The Income Statement

Provides information on:

- How a company performed, where it is heading, and what future cash flow or profitability might be.
- Ability of managers to make sales, control expenses, and thereby earn a profit.
- Growth trends in **Sales** and **Net Income**, which are particularly important to watch.



The Income Statement

- I've done my homework and researched the company.
- I've collected data.
- I have 10 years of Income Statements?
What do I do with them??

***What is the best way to study my
10 years of Income Statements?***






Green Mountain Coffee Roasters, Inc.
Consolidated Statements of Operations
(Dollars in thousands except per share data)


	Fifty-two weeks ended September 24, 2011	Fifty-two weeks ended September 25, 2010	Fifty-two weeks ended September 26, 2009
Net sales	\$ 2,650,899	\$ 1,356,775	\$ 786,135
Cost of sales	1,746,274	931,017	540,744
Gross profit	904,625	425,758	245,391
Selling and operating expenses	348,696	186,418	121,350
General and administrative expenses	187,016	100,568	47,655
Patent litigation settlement	—	—	(17,000)
Operating income	368,913	138,772	93,386
Other income (expense), net	648	85	(662)
Loss on financial instruments, net	(6,245)	(354)	—
Loss on foreign currency, net	(2,912)	—	—
Interest expense	(57,657)	(5,294)	(4,693)
Income before income taxes	302,747	133,209	88,031
Income tax expense	(101,699)	(53,703)	(33,592)
Net Income	\$ 201,048	\$ 79,506	\$ 54,439
Net income attributable to noncontrolling interests	1,547	—	—
Net income attributable to GMCR	\$ 199,501	\$ 79,506	\$ 54,439
Basic income per share:			
Basic weighted average shares outstanding	146,214,860	131,529,412	113,979,588
Net income per common share—basic	\$ 1.36	\$ 0.60	\$ 0.48
Diluted income per share:			
Diluted weighted average shares outstanding	152,142,434	137,834,123	120,370,659
Net income per common share—diluted	\$ 1.31	\$ 0.58	\$ 0.45



The accompanying Notes to Consolidated Financial Statements are an integral part of these financial statements.

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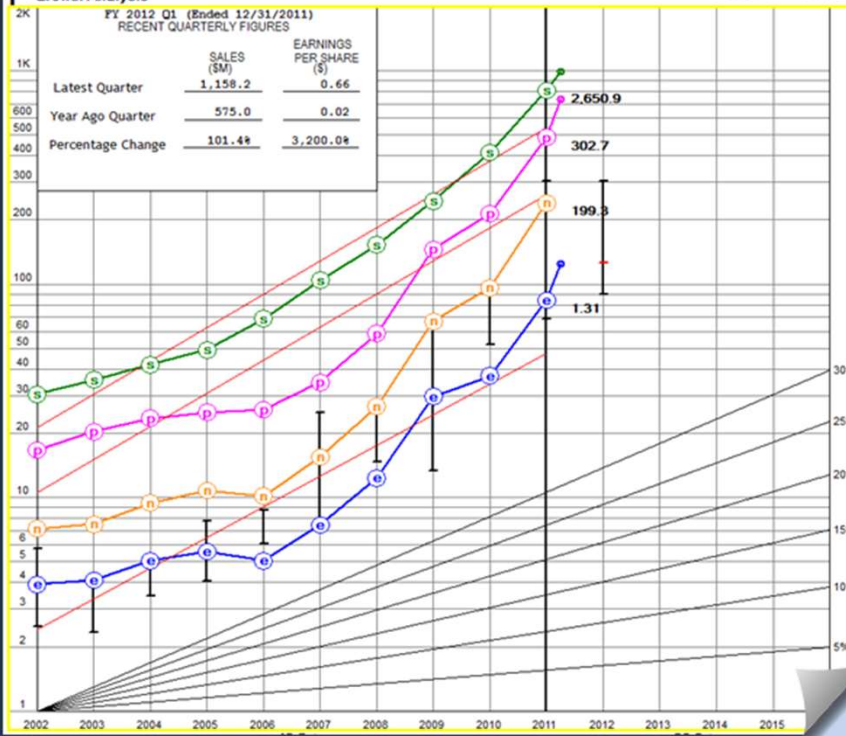
Stock Selection Guide

Company	Green Mtn Coffee - BINC	Price Date	04/27/12
Study by	AIH	Data Date	04/27/12
Sector	Consumer Defensive	Data Source	BI
Industry	Packaged Foods	Reference	Morningstar
Preferred(\$M)	0.0		
Common(M Shares)	154.7	% Insiders	9.9
Debt(\$M)	479.7	% Institutions	85.6
% Debt to Tot.Cap.	20.0	Quality	

1 Growth Analysis NAS: QMCR-B

FY 2012 Q1 (Ended 12/31/2011)
RECENT QUARTERLY FIGURES

	SALES (\$M)	EARNINGS PER SHARE (\$)
Latest Quarter	1,158.2	0.66
Year Ago Quarter	575.0	0.02
Percentage Change	101.4%	3,200.0%



		2004	2003	2002
Consolidated Statements of Earnings				
<i>amounts in millions, except per share data</i>				
NET SALES		64,816	\$58,247	\$53,553
Cost of Merchandise Sold		44,236	40,139	37,406
GROSS PROFIT		20,580	18,108	16,147
Operating Expenses:				
Selling and Store Operating		12,502	11,180	10,163
Pre-Opening		86	96	117
General and Administrative		1,146	602	935
Total Operating Expenses		13,734	11,878	11,215
OPERATING INCOME		6,846	5,830	4,932
Interest Income (Expense):				
Interest and Investment Income		59	79	53
Interest Expense		(62)	(37)	(28)
Interest, net		(3)	42	25
EARNINGS BEFORE PROVISION FOR INCOME TAXES		6,843	5,872	4,957
Provision for Income Taxes		2,534	2,208	1,913
NET EARNINGS		4,309	\$ 3,664	\$ 3,044
Weighted Average Common Shares		2,335	2,336	2,335
BASIC EARNINGS PER SHARE		\$ 1.88	1.57	\$ 1.30
Diluted Weighted Average Common Shares		2,809	3,344	2,353
DILUTED EARNINGS PER SHARE		\$ 1.54	1.56	\$ 1.29

(1) Fiscal years ended February 1, 2004 and February 2, 2003 include 52 weeks. Fiscal year ended February 1, 2002 includes 53 weeks.

See accompanying Notes to Consolidated Financial Statements.





The Simplified Income Statement

- 1** **Net Sales**
- 2** **- Expenses**

- 3** **Earnings Before Provision for Income Taxes**
- 4** **- Taxes**

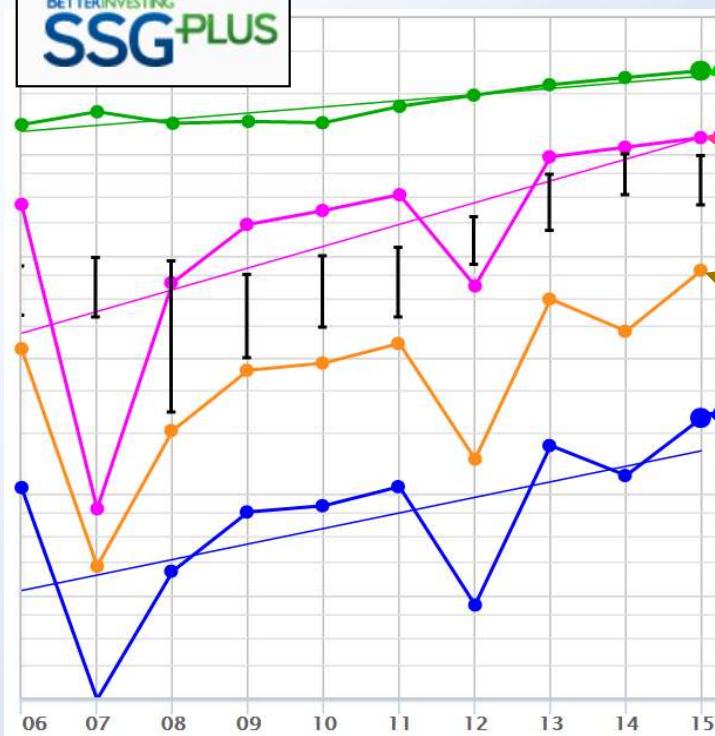
- 5** **Net Earnings**
- 6** **÷ Diluted Weighted Average Common Shares**

- 7** **Diluted Earnings Per Share (EPS)**





The Simplified Income Statement



Sales (1)

Minus Expenses (2)

= Pre-tax Profits (3)

Minus taxes (4)

= Net Income (5)

Divided by shrs.(6)

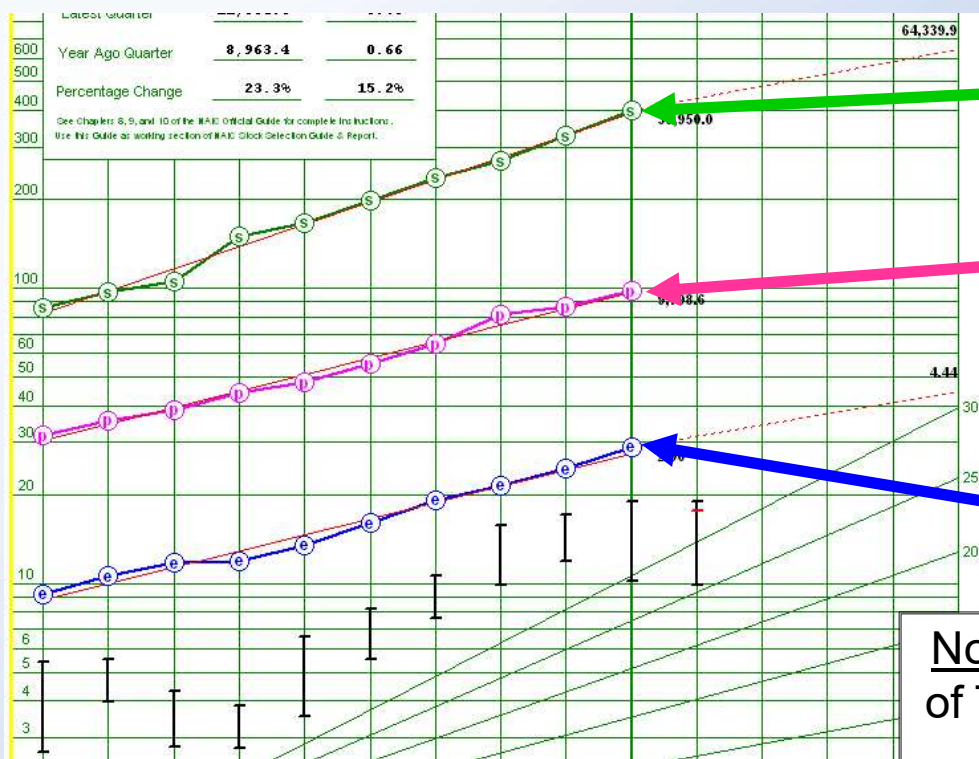
= EPS (7)

Note: Earlier versions of Toolkit did not show **Net Income (5)**





The Simplified Income Statement



Sales (1)

Minus Expenses (2)

= Pre-tax Profits (3)

Minus taxes (4)

Divided by shrs.(6)

= EPS (7)

Note: Earlier versions of Toolkit did not show Net Income (5)





Why Use Preferred Procedure?

- Often **EPS** is not as well-behaved as **Sales**
- **EPS** is affected by:
 - **Sales**
 - **Profit Margins**
 - **Tax Rates**
 - **Shares Outstanding**

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 - **Profit Margins**
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 - **Shares Outstanding**



Why Use Preferred Procedure?



- By looking at each component we get a better picture of what future **EPS** might reasonably be.
- For a less consistent **EPS** history, Preferred Procedure can help focus a future **EPS** estimate.



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Sales

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator)

Preferred Procedure Calculation

Projected 5 Year Sales @:	0.0% <input type="checkbox"/>	0.0	\$ 64,816.0	
Less Expenses(5 Yr Avg % Pre Tax Profit Margin):	9.8% <input type="checkbox"/>	0.0	-58,464.0	
Less Taxes(Last yr. Tax Rate):	37.1% <input type="checkbox"/>	0.0	-2,356.6	
Less Preferred Dividends (Current Pref'd Div):	\$0.0 <input type="checkbox"/>	0.0	0.0	
Projected 5 Yr Total Earnings			\$ 3,995.4	
Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0 <input type="checkbox"/>	0.0	1.79	

Make Earnings Per Share Selection Here:

	EPS \$	EPS % Growth
<input type="radio"/> EPS by "Preferred Procedure":	1.79	-1.0
<input checked="" type="radio"/> Projected EPS:		
<input type="radio"/> Other:	0.00	0.0
Analysts' Estimate:	3.51	


Annual Sales

1994	12,476.7
1995	15,470.4
1996	19,535.5
1997	24,156.0
1998	30,219.0
1999	38,434.0
2000	45,738.0
2001	53,553.0
2002	58,247.0
2003	64,816.0

OK

Cancel

?





Pre-tax Profit

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator)

Preferred Procedure Calculation

Projected 5 Year Sales @:	10.0% <input checked="" type="checkbox"/>	10.0	\$104,386.8
Less Expenses 5 Yr Avg % Pre Tax Profit Margin):	9.8% <input type="checkbox"/>	0.0	-94,156.9
Less Taxes (Last yr. Tax Rate):	37.1% <input type="checkbox"/>	0.0	\$10,229.9 -3,795.3
Less Preferred Dividends (Current Pref'd Div):	\$0.0 <input type="checkbox"/>	0.0	0.0
Projected 5 Yr Total Earnings			\$ 6,434.6
Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0 <input type="checkbox"/>	0.0	2.88

Make Earnings Per Share Selection Here:

	EPS \$	EPS % Growth
<input type="radio"/> EPS by "Preferred Procedure":	2.88	8.9
<input checked="" type="radio"/> Projected EPS:		
<input type="radio"/> Other:	0.00	0.0
Analysts' Estimate:	3.51	

% Pretax Profit Margin (2A)

1994	8.1
1995	7.8
1996	7.9
1997	7.8
1998	8.8
1999	9.9
2000	9.2
2001	9.3
2002	10.1
2003	10.6

OK
Cancel
?





Tax Rate

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator)

Preferred Procedure Calculation

Projected 5 Year Sales @:	10.0% <input checked="" type="checkbox"/>	10.0	\$104,386.8
Less Expenses(5 Yr Avg % Pre Tax Profit Margin):	9.8% <input checked="" type="checkbox"/>	11.2	-92,695.5
Less Taxes(Last yr. Tax Rate):	37.1% <input type="checkbox"/>	0.0	-4,337.5
Less Preferred Dividends (Current Pref'd Div):	\$0.0 <input type="checkbox"/>	0.0	0.0
Projected 5 Yr Total Earnings			\$ 7,353.8
Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0 <input type="checkbox"/>	0.0	3.29

Make Earnings Per Share Selection Here:

	EPS \$	EPS % Growth
<input type="radio"/> EPS by "Preferred Procedure":	3.29	11.8
<input checked="" type="radio"/> Projected EPS:		
<input type="radio"/> Other:	0.00	0.0
Analysts' Estimate:	3.51	

Annual % Tax Rate

1994	38.3%
1995	38.8%
1996	38.7%
1997	38.6%
1998	38.2%
1999	38.4%
2000	38.6%
2001	38.4%
2002	37.7%
2003	37.1%

Buttons: **OK**, **Cancel**, **?**



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Preferred Dividends

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Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator)

Preferred Procedure Calculation

Projected 5 Year Sales @:	10.0% <input checked="" type="checkbox"/>	10.0		\$104,386.8
Less Expenses(5 Yr Avg % Pre Tax Profit Margin):	9.8% <input checked="" type="checkbox"/>	11.2		-92,695.5
Less Taxes(Last yr. Tax Rate):	37.1% <input checked="" type="checkbox"/>	37.0		-4,325.8
Less Preferred Dividends (Current Pref'd Div):	<input checked="" type="checkbox"/>	\$0.0	0.0	0.0
Projected 5 Yr Total Earnings				\$ 7,365.5
Divided by Shares Outs. (Current Sh's. Outs.(M)):	<input type="checkbox"/>	2235.0	0.0	3.30


Make Earnings Per Share Selection Here:

	EPS \$	EPS % Growth
<input type="radio"/> EPS by "Preferred Procedure":	3.30	11.9
<input type="radio"/> Projected EPS:		
<input checked="" type="radio"/> Other:	0.00	0.0
Analysts' Estimate:	3.51	

OK

Cancel

?





Shares Outstanding

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator)

Preferred Procedure Calculation

Projected 5 Year Sales @:	10.0% <input checked="" type="checkbox"/>	10.0	\$104,386.8
Less Expenses(5 Yr Avg % Pre Tax Profit Margin):	9.8% <input checked="" type="checkbox"/>	11.2	-92,695.5
Less Taxes(Last yr. Tax Rate):	37.1% <input checked="" type="checkbox"/>	37.0	-4,325.8
Less Preferred Dividends (Current Pref'd Div):	\$0.0 <input type="checkbox"/>	0.0	0.0
Projected 5 Yr Total Earnings			\$ 7,365.5
Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0 <input type="checkbox"/>	0.0	3.30

Make Earnings Per Share Selection Here:

	EPS \$	EPS % Growth
<input type="radio"/> EPS by "Preferred Procedure":	3.30	11.9
<input type="radio"/> Projected EPS:		
<input checked="" type="radio"/> Other:	0.00	0.0
Analysts' Estimate:	3.51	

Annual Shares Outstanding

1994	2,040.0
1995	2,147.0
1996	2,162.0
1997	2,196.0
1998	2,213.0
1999	2,304.0
2000	2,324.0
2001	2,346.0
2002	2,293.0
2003	2,257.0

Buttons: OK, Cancel, ?



EPS Five Years in the Future

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator

Preferred Procedure Calculation

1	Projected 5 Year Sales @:	10.0% <input checked="" type="checkbox"/>	10.0	\$104,386.8
2	Less Expenses (5 Yr Avg % Pre Tax Profit Margin):	9.8% <input checked="" type="checkbox"/>	11.2	-92,695.5
4	Less Taxes (Last yr. Tax Rate):	37.1% <input checked="" type="checkbox"/>	37.0	-4,325.8
5	Less Preferred Dividends (Current Pref'd Div):	\$0.0 <input type="checkbox"/>	0.0	0.0
Projected 5 Yr Total Earnings				= \$ 7,365.5
6	Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0 <input checked="" type="checkbox"/>	2175.0	3.39
				7

Note: A pink arrow points from the 11.2 value in the Expenses row to the 11,691.3 value in the Total Earnings row.

Note: **3** Pre-tax Profit is not shown.

Questions



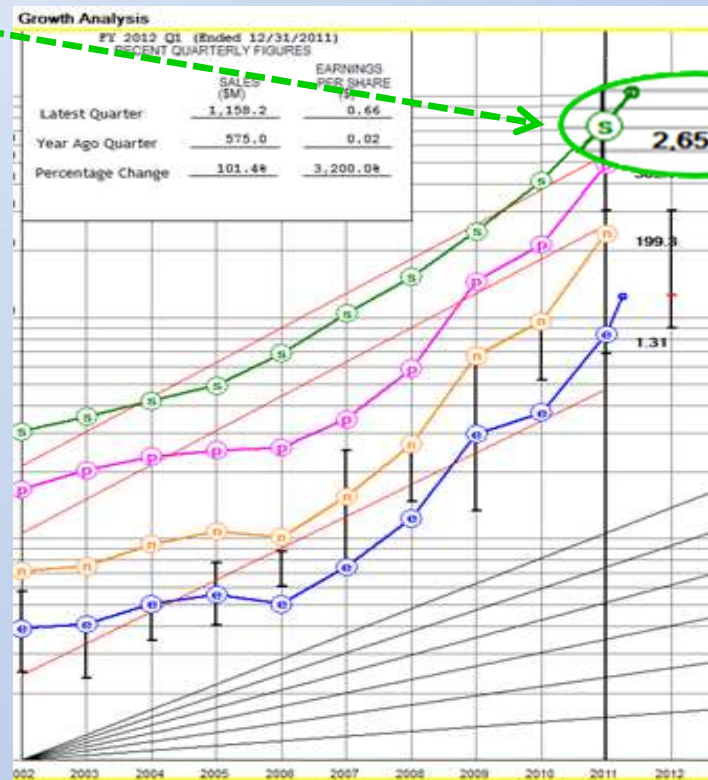
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LET'S TAKE A CLOSER LOOK



	Fifty-two weeks ended September 24, 2011
Net sales	\$ 2,650,899
Cost of sales	1,746,274
Gross profit	904,625
Selling and operating expenses	348,696
General and administrative expenses	187,016
Patent litigation settlement	—
Operating income	368,913
Other income (expense), net	648
Loss on financial instruments, net	(6,245)
Loss on foreign currency, net	(2,912)
Interest expense	(57,657)
Income before income taxes	302,747
Income tax expense	(101,699)
Net Income	\$ 201,048
Net income attributable to noncontrolling interests	1,547
Net income attributable to GMCR	\$ 199,501
Basic income per share:	
Basic weighted average shares outstanding	146,214,860
Net income per common share—basic	\$ 1.36
Diluted income per share:	
Diluted weighted average shares outstanding	152,142,434
Net income per common share—diluted	\$ 1.31

What is our first (top) line?




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1st step down the Income Statement

Cost of Sales

Results in Gross Profit



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**Next step down the
Income Statement**

**Expenses to operate
the business –
Operating Expenses**

**Results in
Operating Income**





It's Simple

Net Sales

– Cost of Sales

= **Gross Profit**

– Selling Expenses

– General and Administrative Exp.

= **Operating Income**



The Non-Operating Section

- This section frequently consists primarily of Interest (or Other) Income and Interest Expense.
 - Interest and investment income is earned and reported when a company invests in certificates of deposits, treasury bills or notes, or the stocks and bonds of other companies.
 - Interest Expense is a payment that the company makes for the use of another company's money (for example: notes, mortgages, and bonds).



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**Next step down the
Income Statement**

**Non-Operating Items
(May be income or
expense items)**

**Results in
Income before
Income Taxes**



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We are going to call
this entire section
“Expenses”





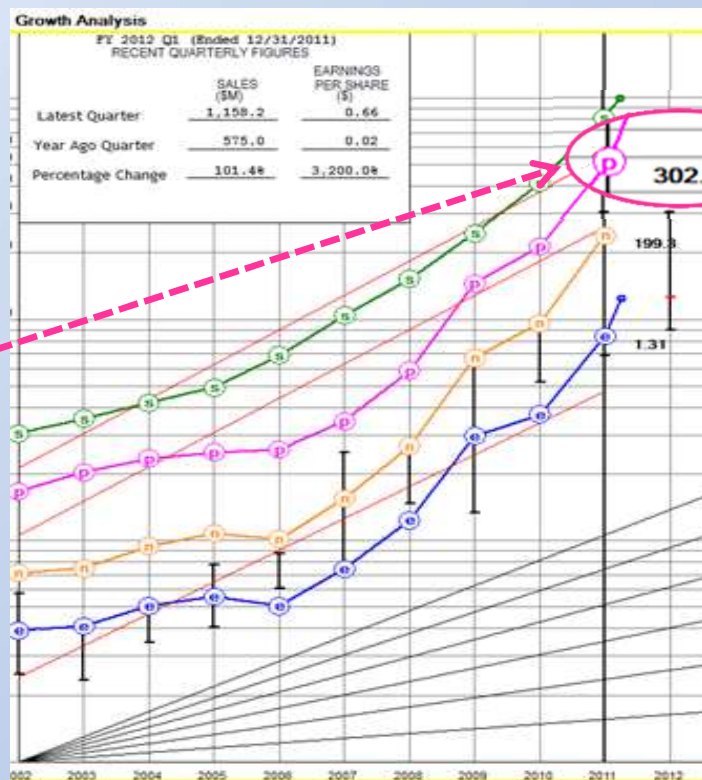
We know
Income before Income Taxes
by another name !!!
Pre-tax Profit





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What is the second line?



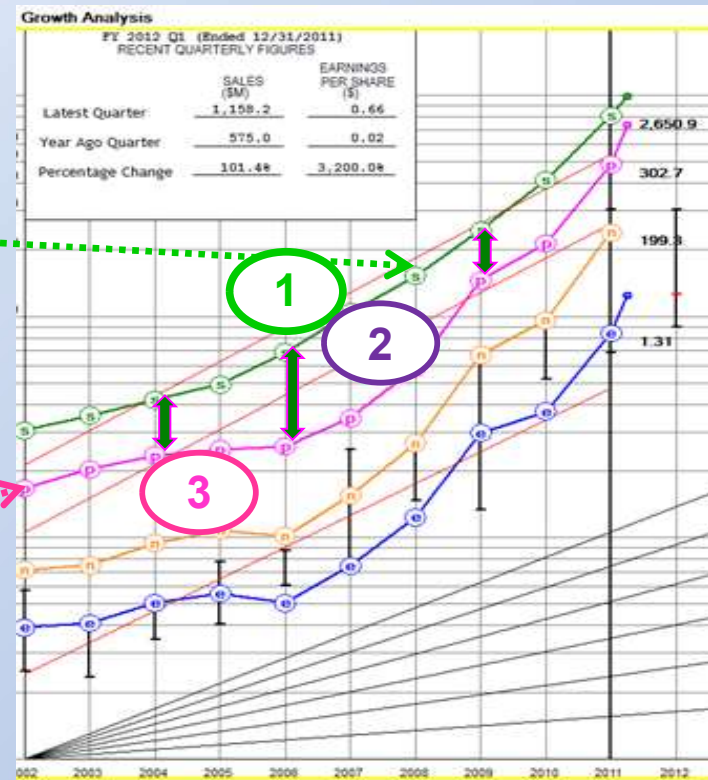


What is Happening?

The distance between the **Sales** line and the **Pre-tax Profit** line is changing. What might be the cause?

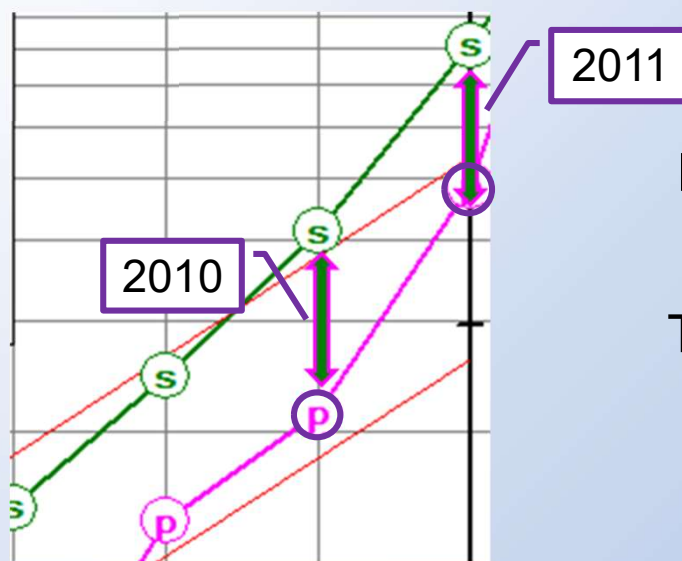
Net sales
Cost of sales
Gross profit
Selling and operating expenses
General and administrative expenses
Patent litigation settlement
Operating income
Other income (expense), net
Loss on financial instruments, net
Loss on foreign currency, net
Interest expense
Income before income taxes

One or more of the items in the box is changing!
Expenses !





Let's Look a Little Closer (Option 1)



From 2010 to 2011 **Sales** and **Pre-tax Profit** moved closer!

The space between the lines – **Expenses** – got smaller





Let's Look a Little Closer (Option 2)

Move the lines so that the first year of data overlaps

First Year Data

Which grew faster?



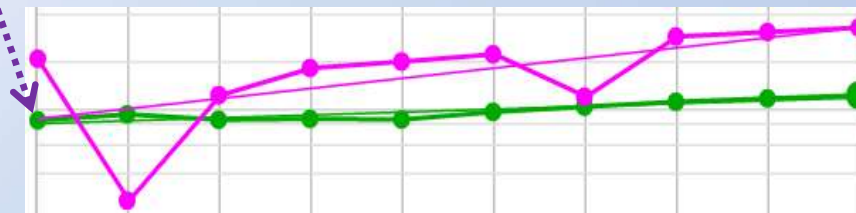


Let's Look a Little Closer (Option 3)

Move the lines so that the first year of data overlaps

First Year of
Trend Lines

Which grew faster?



Questions



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**Next step down the
Income Statement**

Income taxes

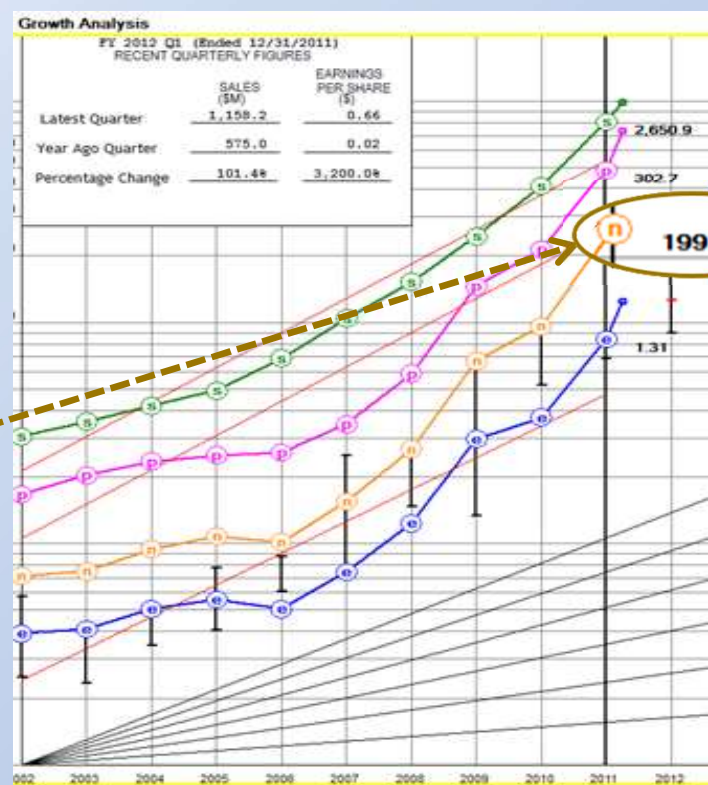
**Results in
Net Income**





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Other income (expense), net	648
Loss on financial instruments, net	(6,245)
Loss on foreign currency, net	(2,912)
Interest expense	(57,657)
Income before income taxes	302,747
Income tax expense	(101,699)
Net Income	\$ 201,048
Net income attributable to noncontrolling interests	1,547
Net income attributable to GMCR	\$ 199,501
Basic income per share:	
Basic weighted average shares outstanding	146,214,860
Net income per common share—basic	\$ 1.36
Diluted income per share:	
Diluted weighted average shares outstanding	152,142,434
Net income per common share—diluted	\$ 1.31

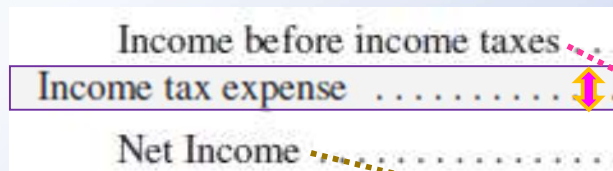
What is the third line?





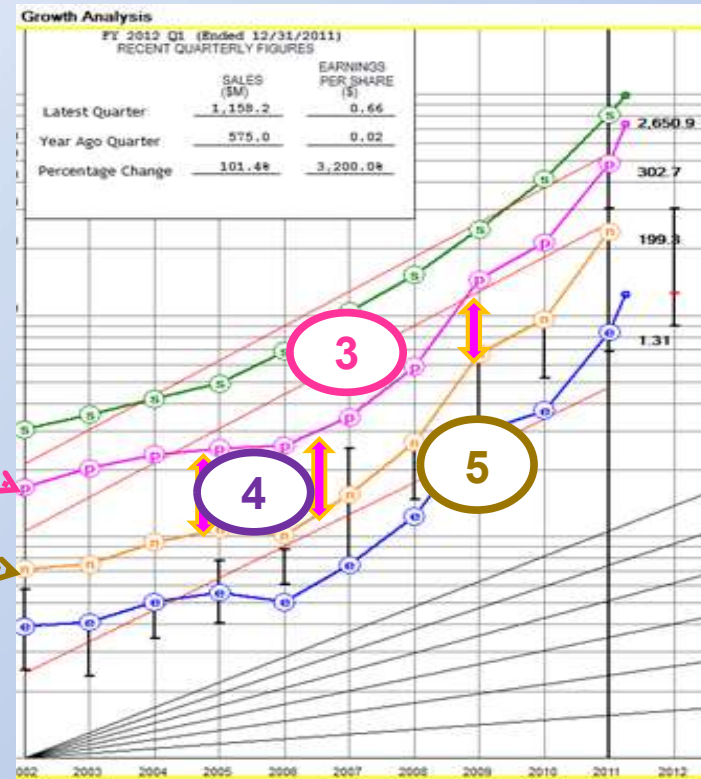
What is Happening?

The distance between the **Pre-tax Profit** line and the **Net Income** line is changing. What might be the cause?



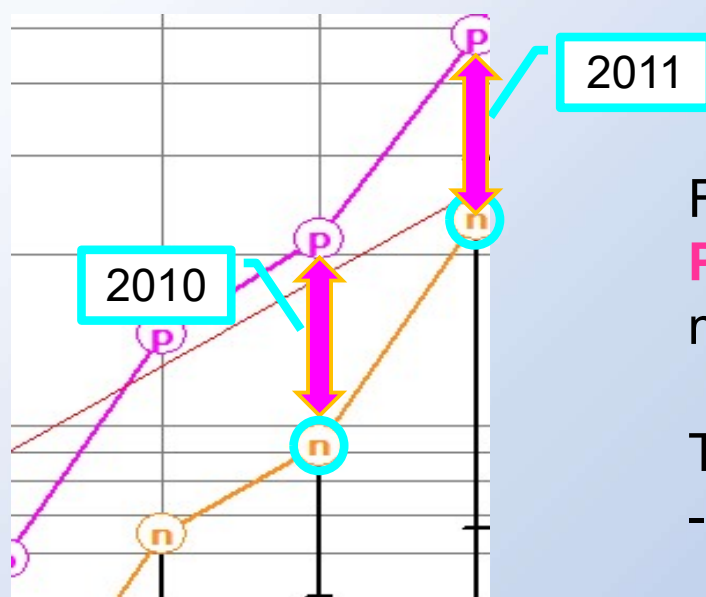
Only one thing is happening in between!

Taxes !





Let's Look a Little Closer



From 2010 to 2011 **Pre-tax Profit** and **Net Income** moved closer!

The space between the lines
- **Taxes** – got smaller




B
45

	Fifty-two weeks ended September 24, 2011
Net sales	\$ 2,650,899
Cost of sales	1,746,274
Gross profit	904,625
Selling and operating expenses	348,696
General and administrative expenses	187,016
Patent litigation settlement	—
Operating income	368,913
Other income (expense), net	648
Loss on financial instruments, net	(6,245)
Loss on foreign currency, net	(2,912)
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Final step down the Income Statement

Shares Outstanding

Results in Net Income Per Share





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What is our final line?





What is Happening?

The distance between the **Net Income** line and the **Earnings Per Share** line is changing. What might be the cause?

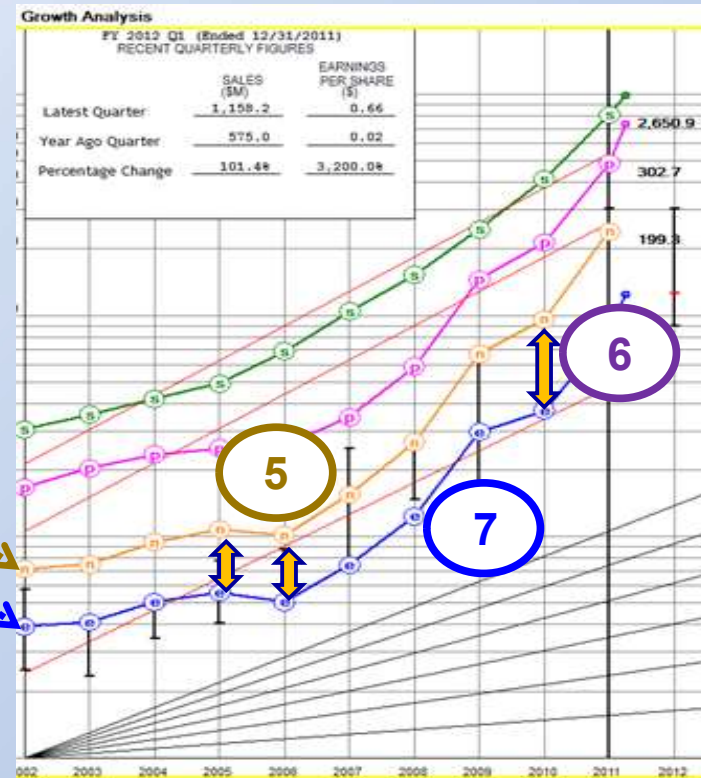
Net income attributable to GMCR

Diluted income per share:

Diluted weighted average shares outstanding \updownarrow
Net income per common share—diluted

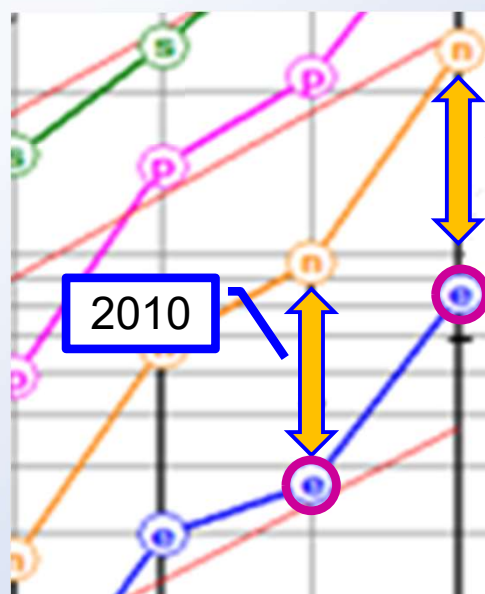
Only one thing is happening in between!

Shares Outstanding !





Let's Look a Little Closer



2011

2010

From 2010 to 2011 **Net Income** and **Earnings Per Share** moved further apart!

The space between the lines - **Shares Outstanding** – got larger



Why Two Different Earnings Per Share?

Basic income per share:	
Basic weighted average shares outstanding . . .	146,214,860
Net income per common share—basic \$	1.36
Diluted income per share:	
Diluted weighted average shares outstanding .	152,142,434
Net income per common share—diluted \$	1.31



- What is the difference between **Diluted Earnings Per Share** and **Basic Earnings Per Share**?
- Which one do we use?





Dilution

- Dilution occurs when there are “**Dilutive Securities**”.
 - These are securities that:
 - Are not common stock.
 - Allow the owner to obtain common stock when they exercise an option or conversion privilege.
 - The most common are stock options, warrants, convertible debt or convertible preferred shares.
- The earnings of the company would be spread over more shares (diluted) if the **dilutive securities** were converted.



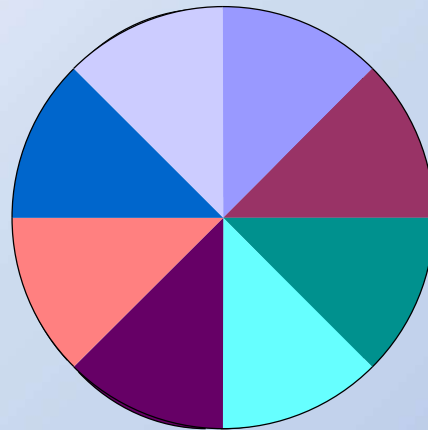
Why Do We Care?

If we have three shares outstanding,
how big is every share?



Why Do We Care?

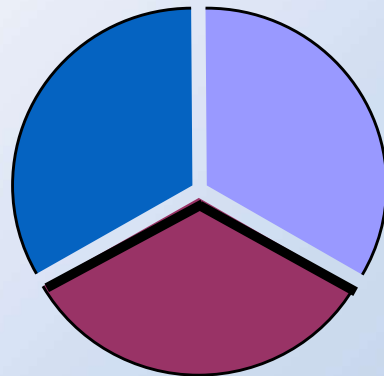
If we potentially have five **more** shares outstanding, how big is every share?



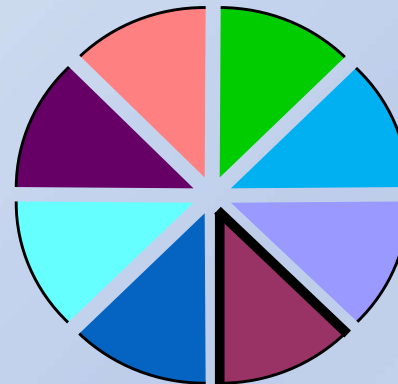
Why Do We Care?

Dilution reduces the size of our piece of pie.

Before Dilution



After Dilution





Which Weighted Average Share?

- We will use the **Diluted Weighted Average Shares Outstanding** !
 - Why?
 - Spreading the earnings over more shares gives us a lower, more conservative **Earnings Per Share**.
- **Note:** *In the calculation, any securities that would not be converted at the period end stock price are ignored.*



Questions



Where Do We Go From Here?



Reality Check

- We easily see what to focus on using Part 1 of the SSG, “Growth Analysis”.
 - The SSG tells you which items on the Income Statement to focus on.
 - We can isolate what is changing by looking at each set of lines.
 - This points us to the items we need to study, understand, and consider in projecting the future.
 - Try looking in the Annual Report at Management’s Discussion and Analysis (MD&A).
 - We can then project our future **EPS** by evaluating each component of the preferred procedure.





EPS Five Years in the Future

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator

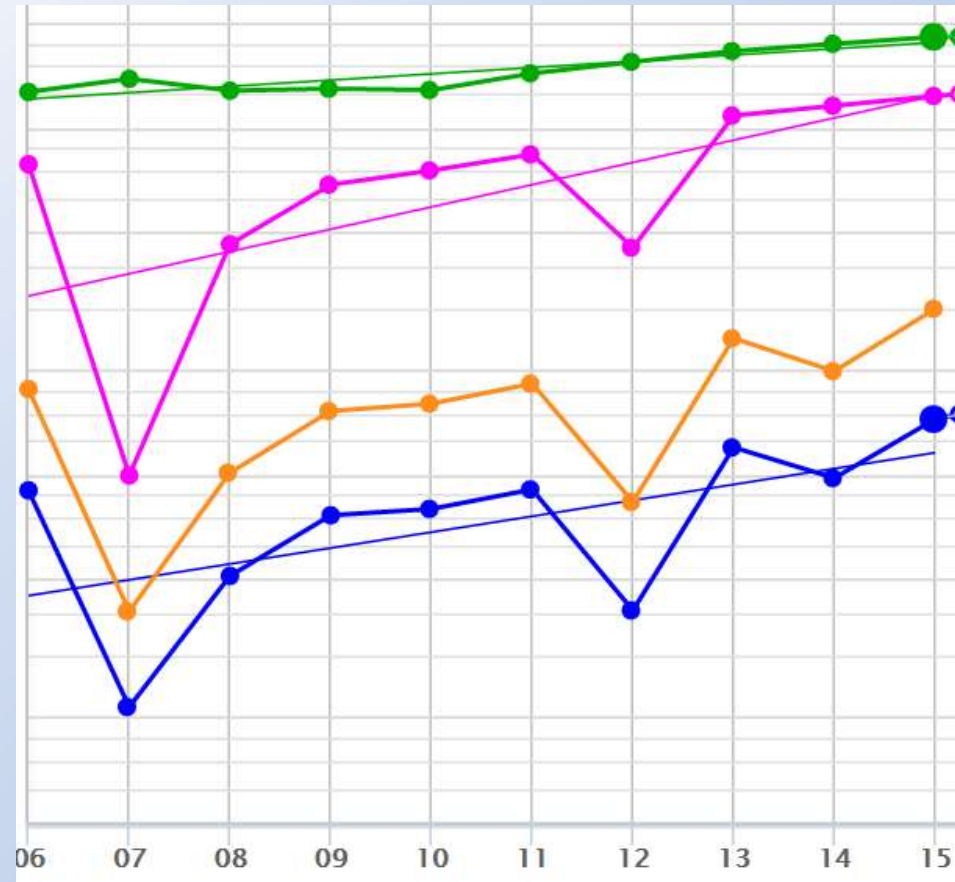
Preferred Procedure Calculation

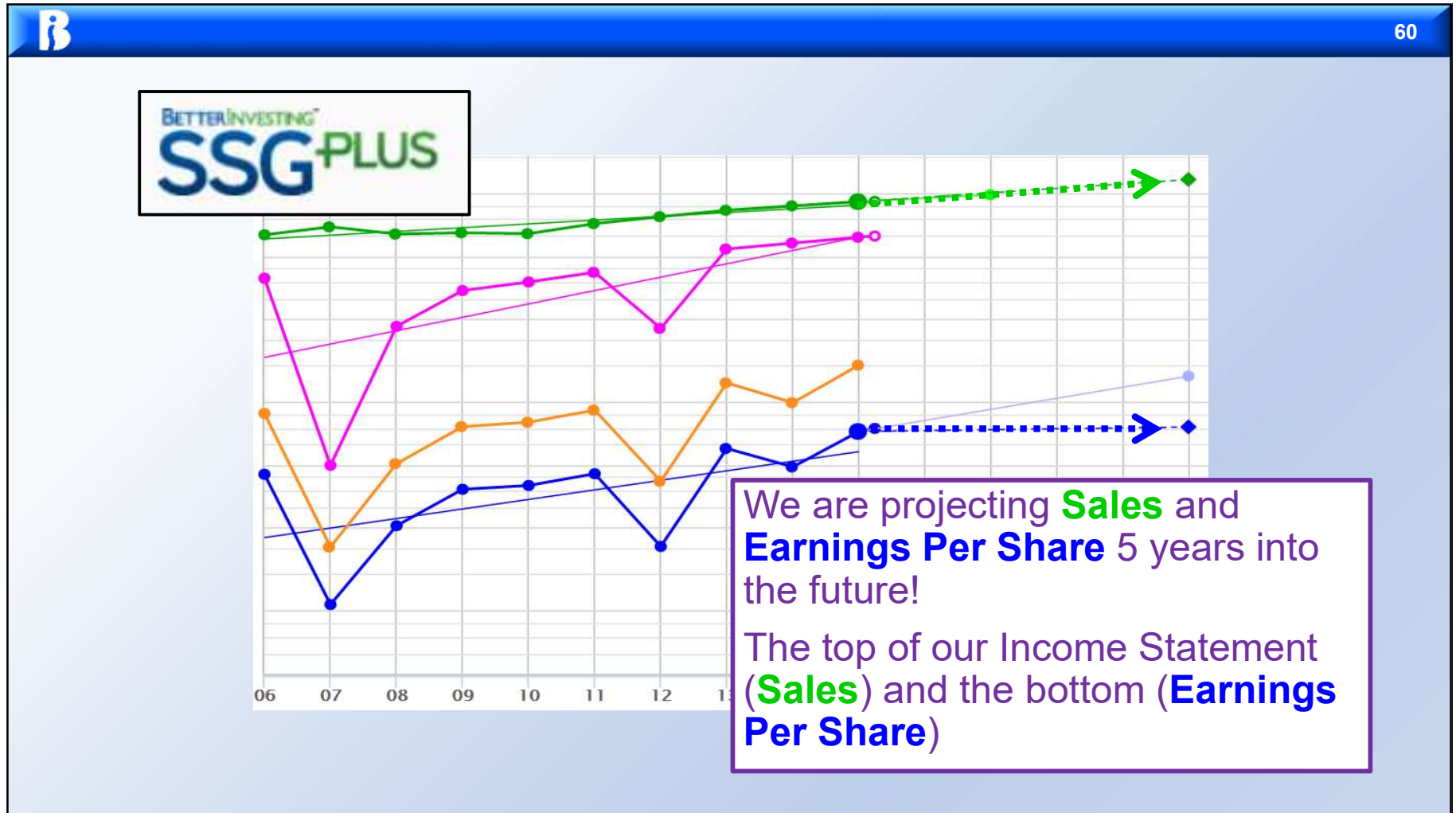
Projected 5 Year Sales @:	10.0%	<input checked="" type="checkbox"/>	<input type="text" value="10.0"/>	\$104,386.8
Less Expenses (5 Yr Avg % Pre Tax Profit Margin):	9.8%	<input checked="" type="checkbox"/>	<input type="text" value="11.2"/>	-92,695.5
Less Taxes (Last yr. Tax Rate):	37.1%	<input checked="" type="checkbox"/>	<input type="text" value="37.0"/>	-4,325.8
Less Preferred Dividends (Current Pref'd Div):	\$0.0	<input type="checkbox"/>	<input type="text" value="0.0"/>	0.0
Projected 5 Yr Total Earnings				= \$ 7,365.5
Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0	<input checked="" type="checkbox"/>	<input type="text" value="2175.0"/>	3.39

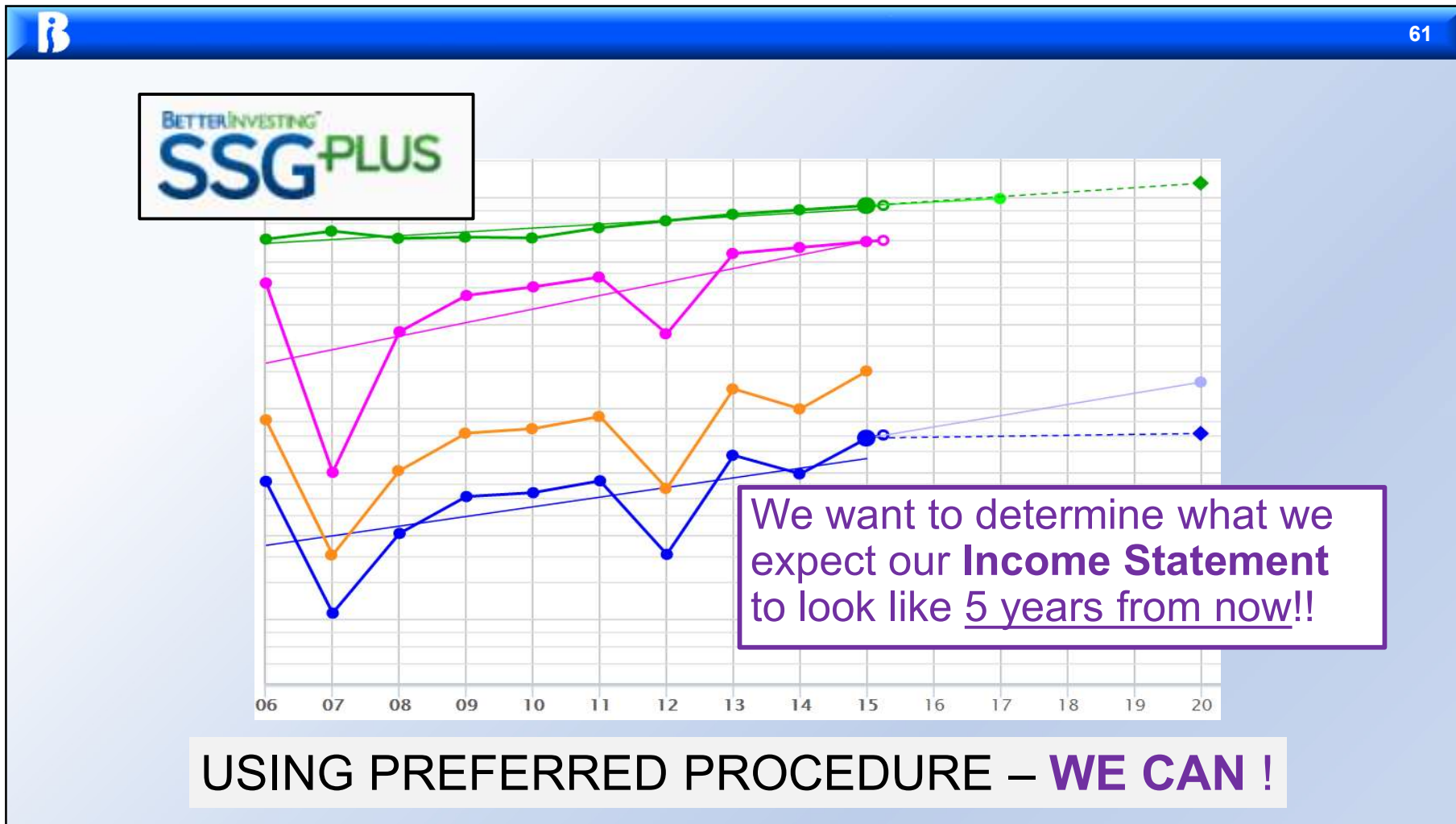




What are we trying to accomplish by using the SSG?







How Do We Use This?

- We try to understand how the company has grown historically.
- We try to understand where things have changed over time:
 1. Sales
 2. Expenses
 3. Pre-tax Profit
 4. Taxes Paid
 5. Net Income
 6. Shares Outstanding
 7. Earnings Per Share
- We use this information to help us project how the Income Statement might change over the next 5 years.





EPS Five Years in the Future

Our expected **Income Statement**
5 years from now!

Estimate Earnings per Share Growth Rate (Preferred Procedure Calculator

Preferred Procedure Calculation

Projected 5 Year Sales @:	10.0%	<input checked="" type="checkbox"/>	10.0	\$104,386.8
Less Expenses (5 Yr Avg % Pre Tax Profit Margin):	9.8%	<input checked="" type="checkbox"/>	11.2	- 92,695.5
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Projected 5 Yr Total Earnings			=	\$ 7,365.5
Divided by Shares Outs. (Current Sh's. Outs.(M)):	2235.0	<input checked="" type="checkbox"/>	2175.0	3.39



What Do You Do with Preferred Dividends?

- Preferred dividends must be paid to preferred shareholders before common shareholders get paid.
- To common shareholders, it is the equivalent of an expense.
- Estimate the preferred dividends five years in the future and subtract them from earnings before dividing by shares outstanding.



Summary

In this hour we've touched on:



- What Preferred Procedure is.
- The relationship of the Income Statement, the SSG, and Preferred Procedure.
- Why we should use Preferred Procedure.
- Understanding the relationship between the lines on the SSG graph.
- Working with preferred dividends.



Special Thanks

Ron Bruyn, Orange County

Linda Glein, Puget Sound

Claire Struthers, Heartland

Joe Smith, New Jersey

Ann Newman, Georgia

**THANK
YOU**



These are all special people whose work contributed to this session and who passed their knowledge of BetterInvesting methodology to me.

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Pay it forward!





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helping our community!

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COMMUNITY ▾

OUR LOCAL CHAPTERS

OUR VOLUNTEERS

Pay it forward!



Questions or Comments





Stock Investing Made Easy Webinar Series



Don't miss the next webinar in the series

Next webinar:

ROE, ROE, ROE to Float Your Boat

June 29, 2023 - 8:30 pm Eastern Time



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Upcoming Webinar Schedule

Mark Your Calendar

Stock Investing Made Easy (SIME) Series

- June 29 – **ROE, ROE, ROE, to Float Your Boat** – Ron Mauer
- August 30 – **Don't Stay Tied Up at the Dock - Let's Get Our Sea Legs!** – Fred Rhamy Jr.
- October 30 — **Tinker to Evers to Chance** – Mark Mechenbier and Avi Horwitz

Protecting Your Portfolio (PYP) Series

- November 29 & 30 (2 sessions) – **Let's Do the Twist** – Avi Horwitz

2023

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Questions or Comments

