

Monthly Meeting

**Historic Uptown Susanville Association**  
701 Main Street  
Susanville, CA 96130

Tuesday, June 1, 2010

APPROVED

The meeting was called to order by President Kathie Garnier at 12:05 p.m.

Members present:      Kathie Garnier                      Lisa Bernard                      Penny Artz  
   Michelle Zubillaga                      John Shaw                      Susan Baxter

Also in attendance: Richard Sorem, Patti Hagata, Brian Wilson

John Shaw made a motion to approve the minutes of May 4, 2010. Lisa Bernard seconded the motion; motion carried unanimously.

Public Comment: Patti Hagata reported on behalf of the Chamber of Commerce. The Main Street Cruise is coming up on June 26, 2010. There is some concern about food vendors since there are not many food places currently open in the district. Upcoming Chamber Mixers: June 17<sup>th</sup> – Honey Lake Firearms/Customer Talks and June 25<sup>th</sup> – Mariners Resort. Chamber summer hours begin 6/7/2010. Patti needs check for Magical Country Christmas as soon as possible so she can send in deposit for fireworks.

The treasurer's report was presented by Penny Artz (see attached). \$1,000 in the operating account, \$16,000 in savings. No income/no expenditures. Not much change.

Committee Reports:

Update on the lease and improvement of 706 Main Street – Richard Sorem reports they met with Jeff Morrish, of NST Engineering. In Jeff's opinion there are two separate walls; tearing down Tim's wall should not affect the existing building. Tim and Geana Nobles also have a letter stating the same from a civil engineer that is addressed to the previous lot owners – Walker. Richard also reported there has been a change to the master lease – sublease changed to reflect that HUSA is not responsible if assessments are not charged or discontinued. It was suggested we let Tim Nobles take the wall down. Tim should then talk with Curt about rebuilding the wall that currently forms a portion of the bicycle shop storage room. Richard Sorem and John Shaw will meet with Tim Nobles concerning wall issue.

ON-GOING BUSINESS

“Clean Sweep Award” Recipient for June 2010 – Kathie Garnier nominated the Law Office of Jaime Jones; Susan Baxter nominated Great Basin Antiques. Kathie Garnier made a motion to award Great Basin Antiques; Penny Artz seconded the motion. Motion carrier unanimously.

Disbursement of Petition for Improvements to Crosswalks throughout Uptown District – Kathie Garnier passed out lists and petition to those board members present. We are to return the signed petitions to Kathie.

Approve Verbiage to be Included in the Assessment Billing for the next Fiscal Year – this has not been done yet. Kathie Garnier and Richard Sorem will work on this and get it to the City.

NEW BUSINESS

No new business at this time.

Meeting adjourned at 12:58 p.m.

Respectfully submitted,

Michelle D. Zubillaga, Secretary

Historic Uptown Susanville Association  
Profit & Loss  
As of May 31, 2010

Accrual Basis

|                         | <u>May 31, 10</u>      |
|-------------------------|------------------------|
| Other Expense           |                        |
| Nondeductible Penalties | 4.00                   |
| Total Other Expense     | <u>4.00</u>            |
| Net Other Income        | <u>330.37</u>          |
| Net Income              | <u><u>8,952.62</u></u> |

Historic Uptown Susanville Association  
Balance Sheet  
As of May 31, 2010

Accrual Basis

|                                       | <u>May 31, 10</u>       |
|---------------------------------------|-------------------------|
| <b>ASSETS</b>                         |                         |
| Current Assets                        |                         |
| Checking/Savings                      |                         |
| BofA Savings                          |                         |
| Administration                        | 784.00                  |
| Discretionary                         | 1,560.00                |
| Events                                | 105.48                  |
| Gift Certificates                     | 150.00                  |
| Operating Fund                        | 2,359.75                |
| Parking                               | 2,166.00                |
| Special Projects                      | 4,217.00                |
| BofA Savings - Other                  | <u>5,077.89</u>         |
| Total BofA Savings                    | 16,420.12               |
| Cash                                  | 54.15                   |
| Operating Account                     | <u>1,047.13</u>         |
| Total Checking/Savings                | <u>17,521.40</u>        |
| Total Current Assets                  | <u>17,521.40</u>        |
| <b>TOTAL ASSETS</b>                   | <u><u>17,521.40</u></u> |
| <b>LIABILITIES &amp; EQUITY</b>       |                         |
| Equity                                |                         |
| Opening Bal Equity                    | 8,568.78                |
| Retained Earnings                     | 2,481.68                |
| Net Income                            | <u>6,470.94</u>         |
| Total Equity                          | <u>17,521.40</u>        |
| <b>TOTAL LIABILITIES &amp; EQUITY</b> | <u><u>17,521.40</u></u> |

**Historic Uptown Susanville Association**  
**Profit & Loss Prev Year Comparison**  
**July 2009 through May 2010**

Accrual Basis

|                                | Jul '09 - May 10 | Jul '08 - May 09 | \$ Change  | % Change |
|--------------------------------|------------------|------------------|------------|----------|
| <b>Ordinary Income/Expense</b> |                  |                  |            |          |
| <b>Income</b>                  |                  |                  |            |          |
| Assessment Income              | 13,755.99        | 704.37           | 13,051.62  | 1,853.0% |
| <b>Event Income</b>            |                  |                  |            |          |
| Booth Rentals                  | 365.00           | 560.00           | -195.00    | -34.8%   |
| Event Income - Other           | 25.00            | 20.00            | 5.00       | 25.0%    |
| <b>Total Event Income</b>      | 390.00           | 580.00           | -190.00    | -32.8%   |
| <b>Total Income</b>            | 14,145.99        | 1,284.37         | 12,861.62  | 1,001.4% |
| <b>Expense</b>                 |                  |                  |            |          |
| Advertising                    | 1,789.46         | 957.87           | 831.59     | 86.8%    |
| Dues, Fees, Subs & Pubs        | 20.00            | 0.00             | 20.00      | 100.0%   |
| <b>Events</b>                  |                  |                  |            |          |
| Donations Made                 | 3,000.00         | 1,500.00         | 1,500.00   | 100.0%   |
| Entertainment                  | 100.00           | 260.00           | -160.00    | -61.5%   |
| Equipment Rental               | 361.60           | 171.60           | 190.00     | 110.7%   |
| Supplies                       | 0.00             | 9.65             | -9.65      | -100.0%  |
| Events - Other                 | 100.00           | 75.00            | 25.00      | 33.3%    |
| <b>Total Events</b>            | 3,561.60         | 2,016.25         | 1,545.35   | 76.6%    |
| <b>Insurance</b>               |                  |                  |            |          |
| D & O Insurance                | 1,235.00         | 2,438.00         | -1,203.00  | -49.3%   |
| Liability                      | 448.00           | 548.00           | -100.00    | -18.3%   |
| <b>Total Insurance</b>         | 1,683.00         | 2,986.00         | -1,303.00  | -43.6%   |
| Materials                      | 0.00             | 140.41           | -140.41    | -100.0%  |
| Office Expense                 | 22.28            | 84.73            | -62.45     | -73.7%   |
| Outside Services               | 351.28           | 167.49           | 183.79     | 109.7%   |
| Postage                        | 175.24           | 101.26           | 73.98      | 73.1%    |
| Printing                       | 81.19            | 0.00             | 81.19      | 100.0%   |
| Special Projects               | 0.00             | 18,901.10        | -18,901.10 | -100.0%  |
| <b>Taxes</b>                   |                  |                  |            |          |
| Sales Tax                      | 1.18             | 0.00             | 1.18       | 100.0%   |
| <b>Total Taxes</b>             | 1.18             | 0.00             | 1.18       | 100.0%   |
| <b>Total Expense</b>           | 7,685.23         | 25,355.11        | -17,669.88 | -69.7%   |
| <b>Net Ordinary Income</b>     | 6,460.76         | -24,070.74       | 30,531.50  | 126.8%   |
| <b>Other Income/Expense</b>    |                  |                  |            |          |
| <b>Other Income</b>            |                  |                  |            |          |
| Interest Income                | 10.18            | 46.00            | -35.82     | -77.9%   |
| <b>Total Other Income</b>      | 10.18            | 46.00            | -35.82     | -77.9%   |
| <b>Net Other Income</b>        | 10.18            | 46.00            | -35.82     | -77.9%   |
| <b>Net Income</b>              | 6,470.94         | -24,024.74       | 30,495.68  | 126.9%   |

# Historic Uptown Susanville Association

## Trial Balance

As of May 31, 2010

Accrual Basis

|  | May 31, 10       |                  |
|--|------------------|------------------|
|  | Debit            | Credit           |
| BofA Savings                               | 5,077.89         |                  |
| BofA Savings:Administration                | 784.00           |                  |
| BofA Savings:Christmas Festival Allocation | 0.00             |                  |
| BofA Savings:Christmas Lights Allocation   | 0.00             |                  |
| BofA Savings:Discretionary                 | 1,560.00         |                  |
| BofA Savings:Events                        | 105.48           |                  |
| BofA Savings:Gift Certificates             | 150.00           |                  |
| BofA Savings:Operating Fund                | 2,359.75         |                  |
| BofA Savings:Parking                       | 2,166.00         |                  |
| BofA Savings:Special Projects              | 4,217.00         |                  |
| Cash                                       | 54.15            |                  |
| Operating Account                          | 1,047.13         |                  |
| Transfer Account                           | 0.00             |                  |
| Christmas Lights                           | 0.00             |                  |
| Prepaid Booth Rentals                      | 0.00             |                  |
| Opening Bal Equity                         |                  | 8,568.78         |
| Retained Earnings                          |                  | 2,481.68         |
| Assessment Income                          |                  | 13,755.99        |
| Event Income                               |                  | 25.00            |
| Event Income:Booth Rentals                 |                  | 365.00           |
| Advertising                                | 1,789.46         |                  |
| Dues, Fees, Subs & Pubs                    | 20.00            |                  |
| Events                                     | 100.00           |                  |
| Events:Donations Made                      | 3,000.00         |                  |
| Events:Entertainment                       | 100.00           |                  |
| Events:Equipment Rental                    | 361.60           |                  |
| Insurance:D & O Insurance                  | 1,235.00         |                  |
| Insurance:Liability                        | 448.00           |                  |
| Office Expense                             | 22.28            |                  |
| Outside Services                           | 351.28           |                  |
| Postage                                    | 175.24           |                  |
| Printing                                   | 81.19            |                  |
| Taxes:Sales Tax                            | 1.18             |                  |
| Interest Income                            |                  | 10.18            |
| <b>TOTAL</b>                               | <b>25,206.63</b> | <b>25,206.63</b> |