

Monthly Meeting

Historic Uptown Susanville Association
701 Main Street
Susanville, CA 96130

Tuesday, May 3, 2011

APPROVED

The meeting was called to order by President Kathie Garnier at 12:08 p.m.

Members present: Kathie Garnier Penny Artz Lisa Bernard
 Michelle Zubillaga David Teeter Ruth Dike

Also in attendance: Richard Sorem, Susan Vacher

David Teeter made a motion to approve the minutes of 4/5/2011. Motion seconded by Ruth Dike; carried unanimously.

The treasurer's report was presented by Penny Artz (see attached).

Public Comment: Susan Vacher brought 706/710 park plans to review. Set committee will review in further detail. On behalf of Dan Newton, Kathie Garnier reported that Dan is still working on obtaining fill dirt for the project. Dan has also informed Kathie that no sealing of the sides is necessary.

Committee Reports:

Billing Committee Update: Court date set for first 12 accounts going to small claims – 7/11/2011. Next 12 lined up for filing next month.

Fall Crafter's Festival Committee: Things progressing well. Extending time of event until evening to include live music.

ON-GOING BUSINESS

"Clean Sweep Award" Recipient for May 2011 – Kathie Garnier made a motion to nominate J. H. Heating/DW Real Estate. Lisa Bernard seconded the motion; motion carried unanimously.

Final Approval of Expenditure for Banners for Fall Crafters Festival – Quote for \$561 from UPS for 2 banners. Lisa will check with Superior Products for comparative cost. Penny Artz made a motion for expenditure up to \$600 for banners for Fall Crafters Festival. Ruth Dike seconded the motion; motion carried unanimously.

NEW BUSINESS

Approval for Moving Funds from Crosswalk Fund to Park Fund – Lisa Bernard made a motion to move \$5,000 from the Crosswalk Fund to the Park Fund. Penny Artz seconded the motion; motion carried unanimously.

Contribution to Lassen County Arts Council – Michelle Zubillaga made a motion to assist in the cost the Doug Sheehy Band during the Main Street Cruise in the amount of up to \$700. David Teeter seconded the motion; motion carried unanimously.

Approval of Annual Report & Budget – Penny Artz made a motion to approve the proposed budget with revisions. Lisa Bernard seconded the motion; motion carried unanimously.

Meeting adjourned at 1:13 pm

Respectfully submitted,

Michelle D. Zubillaga, Secretary

Historic Uptown Susanville Association
Profit & Loss
May 2011

	<u>May 11</u>
Ordinary Income/Expense	
Income	
Assessment Income	1,020.53
Total Income	<u>1,020.53</u>
Expense	
Advertising	200.00
Dues, Fees, Subs & Pubs	6.00
Office Expense	8.52
Parking Improvements	175.00
Postage	23.50
Printing	63.37
Special Projects	
Lease Payment-Datema	75.00
Total Special Projects	<u>75.00</u>
Total Expense	<u>551.39</u>
Net Ordinary Income	<u>469.14</u>
Net Income	<u><u>469.14</u></u>

Historic Uptown Susanville Association
Balance Sheet
As of May 31, 2011

	May 31, 11
ASSETS	
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	2,588.72
Total BofA Savings	13,930.95
Cash	54.15
Operating Account	1,319.82
Total Checking/Savings	15,304.92
Total Current Assets	15,304.92
TOTAL ASSETS	15,304.92
LIABILITIES & EQUITY	
Equity	
Opening Bal Equity	8,568.78
Retained Earnings	3,730.60
Net Income	3,005.54
Total Equity	15,304.92
TOTAL LIABILITIES & EQUITY	15,304.92

Historic Uptown Susanville Association
Profit & Loss Prev Year Comparison
 July 2010 through May 2011

	Jul '10 - May 11	Jul '09 - May 10	\$ Change	% Change
Ordinary Income/Expense				
Income				
Assessment Income	13,724.78	13,755.99	-31.21	-0.2%
Event Income				
Booth Rentals	615.00	365.00	250.00	68.5%
Event Income - Other	0.00	25.00	-25.00	-100.0%
Total Event Income	615.00	390.00	225.00	57.7%
Total Income	14,339.78	14,145.99	193.79	1.4%
Expense				
Advertising	3,538.00	1,847.64	1,690.36	91.5%
Beverages	0.00	90.00	-90.00	-100.0%
Conferences and Meetings	1,504.43	0.00	1,504.43	100.0%
Consulting Fees	62.99	0.00	62.99	100.0%
Dues, Fees, Subs & Pubs	6.00	20.00	-14.00	-70.0%
Events				
Donations Made	413.73	3,000.00	-2,586.27	-86.2%
Entertainment	300.00	100.00	200.00	200.0%
Equipment Rental	173.20	361.60	-188.40	-52.1%
Main Street Cruise	1,000.00	0.00	1,000.00	100.0%
Events - Other	0.00	100.00	-100.00	-100.0%
Total Events	1,886.93	3,561.60	-1,674.67	-47.0%
Insurance				
D & O Insurance	1,449.00	1,235.00	214.00	17.3%
Liability	620.00	448.00	172.00	38.4%
Total Insurance	2,069.00	1,683.00	386.00	22.9%
Office Expense	116.64	22.28	94.36	423.5%
Outside Services	0.00	351.28	-351.28	-100.0%
Parking Improvements	225.00	0.00	225.00	100.0%
Postage	287.22	175.24	111.98	63.9%
Printing	172.59	81.19	91.40	112.6%
Special Projects				
Lease Payment-Datema	225.00	0.00	225.00	100.0%
Lease Payment-Nobles	800.00	0.00	800.00	100.0%
Total Special Projects	1,025.00	0.00	1,025.00	100.0%
Taxes				
Property Tax-Nobles	447.42	0.00	447.42	100.0%
Sales Tax	0.00	1.18	-1.18	-100.0%
Total Taxes	447.42	1.18	446.24	37,817.0%
Total Expense	11,341.22	7,833.41	3,507.81	44.8%
Net Ordinary Income	2,998.56	6,312.58	-3,314.02	-52.5%
Other Income/Expense				
Other Income				
Interest Income	6.98	12.97	-5.99	-46.2%
Total Other Income	6.98	12.97	-5.99	-46.2%
Net Other Income	6.98	12.97	-5.99	-46.2%
Net Income	3,005.54	6,325.55	-3,320.01	-52.5%

Historic Uptown Susanville Association

Trial Balance

As of May 31, 2011

	May 31, 11	
	Debit	Credit
BofA Savings	2,588.72	
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	1,319.82	
Transfer Account	0.00	
Christmas Lights	0.00	
Prepaid Booth Rentals	0.00	
Opening Bal Equity		8,568.78
Retained Earnings		3,730.60
Assessment Income		13,724.78
Event Income:Booth Rentals		615.00
Advertising	3,538.00	
Conferences and Meetings	1,504.43	
Consulting Fees	62.99	
Dues, Fees, Subs & Pubs	6.00	
Events:Donations Made	413.73	
Events:Entertainment	300.00	
Events:Equipment Rental	173.20	
Events:Main Street Cruise	1,000.00	
Insurance:D & O Insurance	1,449.00	
Insurance:Liability	620.00	
Office Expense	116.64	
Parking Improvements	225.00	
Postage	287.22	
Printing	172.59	
Special Projects:Lease Payment-Datema	225.00	
Special Projects:Lease Payment-Nobles	800.00	
Taxes:Property Tax-Nobles	447.42	
Interest Income		6.98
TOTAL	26,646.14	26,646.14