

1
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Instructions for VFB Financial Reports

Last update: JO:1/10/19

Overview:

Report is prepared by CDD staff for VFB Project Manager and VFB committee

Report is prepared and presented at each regular VFB meeting

The purpose of the report is to provide for PM and Committee review:

Expenditures that have been made since the last report (and cumulatively in the fiscal year)

Encumbrances that are outstanding due to prior meeting actions ("Budget Actions 17-18)

Available balances for expenditures

Progress towards goals as provided in the Action Plan and budget.

Tasks:

Open the last month's financial report and SAVE AS the current month. Try to use a consistent naming protocol.

For example, last report is named "...for 12-13-17 mtg".

Update the Budget Actions 17-18 tab for any actions taken in a VFB meeting that impact budget (that is, approvals to expend funds). Periodically (quarterly), also update the amounts expended to date on encumbered amounts so you can determine progress made and/or remind the group especially the PM that funds need to be expended.

Extract the Springbrook report for year-to-date for account 110-4321. This report is in General Ledger/Trial Balance. Select 110-4321 for the period 1 through the current period. Print to Excel, and save it into your current Finan Rpt spreadsheet. Name the GL report tab appropriately (example: GL Trial al 110-4321 12-13-17", using the date printed).

Update the "Budg-Actual-Enc Detail FY17-18" report to post any new transactions that aren't already listed.

Usually, these will just be transactions since the last time the report was extracted, but occasionally charges are back dated into the GL. Be sure formulas are inclusive of any lines that are added.

Update the "Encumbered/Contracts Awarded" section at the bottom of the "Bud-Actual-Enc Detail FY17-18" tab. This duplicates the update tasks in item 2.

Ideally, email the financial reports to the VFB committee before the meeting. To do that, you may want to extract just the relevant excel tabs to a new spreadsheet to email; or print and pdf the relevant spreadsheets (not all members have Excel).

The reports to share are: Budget Actions tab; Budg-Actual-Enc Detail FY17-18 tab; and GL Trial Bal printout tab.

Primary Contracted Activities - Professional Services (Budget #110-4321-0319)

2019/20 Proposed (Action Plan)

1. Branding	\$0
2. Website	\$7,500
3. Interactive & Social Media Marketing	\$36,000
4. Content (word/Photo/Video)	\$18,500
5. Advertising	\$50,000
6. Public Relations & Media Outreach	\$5,000
9. Project, Contract & VFB Management	\$25,000
Subtotal	\$142,000

Support Activities -

Remaining Promotional Budget

7. Collateral Materials, Banners, Signage, etc	\$15,000
8. Special Events, Tours and Attractions	\$45,000
10. Retreats & Business Meetings	\$0
11. Tourism Industry Communications	\$0
12. Leisure Sales & Trade Shows	\$0
13. Strategic Alliances	\$0
14. Research Evaluation & Measurement	\$0
Contingency	\$0
Subtotal	\$60,000

Total for Professional Services \$202,000

Support Activities -

Remaining Promotional Budget

Dues & Memberships	\$10,000
Miscellaneous	\$6,500
Subtotal	\$16,500

Total \$218,500

Fund 110 Summary

Department: 4321

0319	Professional Services	\$ 165,000.00
0320	Dues & Membership	
0371	Mtgs/City Bus.	\$ 1,500.00
0384	Books & Subscription	
0619	Events	\$ 50,000.00
		<u>\$ 216,500.00</u>

Visit Fort Bragg
Revenue-Expenditure-Encumbrance Detail
Fiscal Year-to-Date

REPORT DATE: **November 19, 2019**

Type	Date	Name	Memo	Amount	Website	Interactive & Social Media	Content	Advertising	PR/ Media Outreach	Project, Contract, Mangmt	Collateral, Banners, Signage	Spec Events/ Attractions	City Business/ Mtgs	Dues & Membership	Miscellaneous	
FUNDS RECEIVED:																
	06/10/2019		Approved budget 6/10/19 110-4321	\$ 218,500.00	\$ 7,500.00	\$ 36,000.00	\$ 18,500.00	\$ 50,000.00	\$ 5,000.00	\$ 25,000.00	\$ 15,000.00	\$ 45,000.00	\$ -	\$ 10,000.00	\$ 6,500.00	

EXPENDITURES:

GL110-4321

Pd	07/26/2019	Arrow Fenciing -0619	Fire Works	\$ 686.57								\$ 686.57				
Pd	07/26/2019	Herc Rentals - 0619	Fire Works	\$ 1,029.60								\$ 1,029.60				
Pd	07/26/2019	Thompsons Sep- 0619	Fire Works	\$ 653.25								\$ 653.25				
Pd	08/02/2019	Color Mill	Maps	\$ 5,710.43							\$ 5,710.43					
Pd	08/02/2019	Paul Bunyan Days- 0619	Event	\$ 2,974.00								\$ 2,974.00				
Pd	08/02/2019	Advocate News (?) -0619	Fire Works	\$ 241.25								\$ 241.25				
Pd	08/16/2019	Bragadoon	Signs	\$ 12,714.00							\$ 12,714.00					
Pd	08/16/2019	Kopelman	Photo	\$ 640.00			\$ 640.00									
Pd	08/16/2019	Thompsons Sep- 0619	Block Party	\$ 293.96								\$ 293.96				
Pd	08/16/2019	Yuca	Block Party	\$ 200.00								\$ 200.00				
Pd	08/16/2019	Second Hand Grass	Block Party	\$ 200.00								\$ 200.00				
Pd	08/16/2019	Waste Management -0619	Fire Works	\$ 195.83								\$ 195.83				
Pd	09/06/2019	Thompsons Sep-0619	Block Party	\$ 174.20								\$ 174.20				
Pd	09/13/2019	Cubic	360 videos	\$ 4,000.00			\$ 4,000.00									
Pd	09/13/2019	Waste Management -0619	Event	\$ 182.95								\$ 182.95				
Pd	09/13/2019	Scott Menzies	Event-Music	\$ 200.00								\$ 200.00				
Pd	09/18/2019	Rossis	Flag Materials	\$ 33.27							\$ 33.27					
Pd	09/18/2019	Rossis	Flag Materials	\$ 15.67							\$ 15.67					
Pd	10/10/2019	Yuca	Event	\$ 200.00								\$ 200.00				
Pd	10/10/2019	Epic Graphics	Event	\$ 120.82								\$ 120.82				
Pd	10/10/2019	Derek Diorio	Design	\$ 2,400.00							\$ 2,400.00					
Pd	10/10/2019	Dekra Lite	Decorations	\$ 7,506.93								\$ 7,506.93				
Pd	10/18/2019	American Retail	Totes	\$ 4,871.07							\$ 4,871.07					
Pd	10/25/2019	Chamber	Aug Services	\$ 3,000.00						\$ 3,000.00						
Pd	10/25/2019	Jpeters	Event-Music	\$ 100.00								\$ 100.00				
Pd	10/25/2019	Tabatha Miller	Cupcakes	\$ 405.00								\$ 405.00				
Pd	11/08/2019	D Gurney	Event-Music	\$ 100.00								\$ 100.00				
Pd	11/08/2019	Carrot Top Inc.	Flags	\$ 1,503.44							\$ 1,503.44					

TOTAL EXPENDED TO DATE				50,352.24	0.00	0.00	4,640.00	0.00	0.00	3,000.00	27,247.88	15,464.36	0.00	0.00	0.00	
<i>Less pending budget amendments**</i>				<i>25,035.10</i>			<i>4,000.00</i>				<i>18,424.43</i>	<i>2,610.67</i>				
Budget remaining/unexpended FY 19/20 budget				193,182.86	7,500.00	36,000.00	17,860.00	50,000.00	5,000.00	22,000.00	6,176.55	32,146.31	0.00	10,000.00	6,500.00	
<i>Months remaining in FY19/20</i>				<i>8</i>	<i>8</i>	<i>8</i>	<i>0</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	<i>8</i>	
<i>Budget per month remaining 19/20</i>				<i>193,182.86</i>	<i>937.50</i>	<i>4,500.00</i>	<i>2,232.50</i>	<i>6,250.00</i>	<i>625.00</i>	<i>2,750.00</i>	<i>772.07</i>	<i>4,018.29</i>	<i>0.00</i>	<i>1,250.00</i>	<i>812.50</i>	

* Highlighted cells represent expenses that will be charged to FY 18/19 budget pending a budget amendment. These expenses will not ultimately count against FY 19/20 budget.

** Expenses pending a budget amendment are removed from the "budget remaining" for FY 19/20

General Ledger

Detailed Trial Balance

User: NMcLaughlin
 Printed: 11/18/2019 - 8:56AM
 Period: 01 to 05, 2020

Account Number	Description	Budget	B
110	General Fund		
EXPENSE			
110-4321			
110-4321-0319	Professional Services	177,474.60	
7/20/2019	GL 1 219 CC July-VFB decorations		
7/20/2019	GL 1 219 CC July - Express shipping independ		
8/2/2019	AP 2 8 BeckmanP - PLAYHOUSE CREATIVE INC Ck# 85868		
8/16/2019	AP 2 89 Braggado - BRAGGADOON SIGNS & GRAPHICS Ck# 85916		
8/16/2019	AP 2 89 KOPELMAN - BAQI KOPELMAN Ck# 85933		
8/16/2019	AP 2 89 TPS INC - THOMPSONS PORTA SEPTIC SERVI Ck# 85948		
8/23/2019	AP 2 132 APAT - EL YUCA Ck# 85977		
8/30/2019	AP 2 168 2HAND - 2nd HAND GRASS Ck# 86007		
8/16/2019	GL 2 192 Reclass Exp posted incorrectly.		
8/20/2019	GL 2 199 CC Aug- EIG Constant contact		
9/13/2019	AP 3 65 CUBIC2 - CUBIC CREATIVE INC Ck# 86079		
9/18/2019	AP 3 109 Rossis - ROSSI'S BLDG MATERIALS Ck# 86114		
9/18/2019	AP 3 109 Rossis - ROSSI'S BLDG MATERIALS Ck# 86114		
10/10/2019	AP 4 68 BICO - DEREK DIORIO Ck# 86264		
10/10/2019	AP 4 68 Dekral - DEKRA-LITE INDUSTRIES Ck# 86263		
10/18/2019	AP 4 104 ARSC - AMERICAN RETAIL SUPPLY CORP Ck# 86303		
10/25/2019	AP 4 149 MCCC - MENDOCINO COAST CHAMBER OF C Ck# 86358		
11/8/2019	AP 5 49 Carrot - CARROTT-TOP INDUSTRIES, INC. Ck# 86420		
11/8/2019	AP 5 49 KOPELMAN - BAQI KOPELMAN Ck# 86430		
110-4321-0319 Totals:		Var: 134,014.92	177,474.60
110-4321 EXPENSE Totals:			177,474.60
EXPENSE Totals:			177,474.60
110 Totals:			-177,474.60
Report Totals:			-177,474.60



Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	191.93	0.00	
	12.34	0.00	
	5,710.43	0.00	
	12,714.60	0.00	
	640.00	0.00	
	293.96	0.00	
	200.00	0.00	
	200.00	0.00	
	0.00	293.96	
	20.00	0.00	
	4,000.00	0.00	
	33.27	0.00	
	15.67	0.00	
	2,400.00	0.00	
	7,506.93	0.00	
	4,871.07	0.00	
	3,000.00	0.00	
	1,503.44	0.00	
	440.00	0.00	
0.00	43,753.64	293.96	43,459.68
0.00	43,753.64	293.96	43,459.68
0.00	43,753.64	293.96	43,459.68
0.00	43,753.64	293.96	43,459.68
0.00	43,753.64	293.96	43,459.68

General Ledger

Detailed Trial Balance

User: NMcLaughlin
 Printed: 11/18/2019 - 8:57AM
 Period: 01 to 05, 2020

Account Number	Description	Budget	B
110	General Fund		
EXPENSE			
110-4321			
110-4321-0619	Events	50,000.00	
7/12/2019	AP 1 78 Void THOMP ER		Ck# 0
7/26/2019	AP 1 143 Arrow - ARROW FENCING		Ck# 85804
7/26/2019	AP 1 143 HertzE - HERC RENTALS INC.		Ck# 85809
7/26/2019	AP 1 143 TPS INC - THOMPSONS PORTA SEPTIC SERVI		Ck# 85821
8/2/2019	AP 2 8 PBDA - PAUL BUNYAN DAYS ASSOCIATION I		Ck# 85867
8/9/2019	AP 2 51 FBAdv - FORT BRAGG ADVOCATE NEWS		Ck# 85898
8/16/2019	AP 2 89 FBDisp - WASTE MANAGEMENT		Ck# 85951
8/16/2019	GL 2 192 Reclass Exp posted incorrectly.		
9/6/2019	AP 3 27 TPS INC - THOMPSONS PORTA SEPTIC SERVI		Ck# 86046
9/13/2019	AP 3 65 FBDisp - WASTE MANAGEMENT		Ck# 86107
9/13/2019	AP 3 65 MenziesS - Scott Menzies		Ck# 86094
9/20/2019	AP 3 121 1st Friday - Food Facility Permit Application Fee - O		Ck# 86136
9/20/2019	AP 3 199 Void MendoEnv		Ck# 0
10/10/2019	AP 4 68 APAT - EL YUCA		Ck# 86266
10/10/2019	AP 4 68 Epic - EPIC GRAPHICS		Ck# 86267
10/25/2019	AP 4 149 JPETERS - JAMIE LYNN PETERS		Ck# 86365
10/25/2019	AP 4 149 TMILLER - TABATHA MILLER		Ck# 86359
11/8/2019	AP 5 49 DGURNEY - DAVID GURNEY		Ck# 86426
110-4321-0619 Totals:		Var: 42,616.77	50,000.00
110-4321 EXPENSE Totals:			50,000.00
EXPENSE Totals:			50,000.00
110 Totals:			-50,000.00
Report Totals:			-50,000.00



Beginning Balance	Debit This Period	Credit This Period	Ending Balance
	0.00	174.20	
	686.57	0.00	
	1,029.60	0.00	
	653.25	0.00	
	2,974.00	0.00	
	241.25	0.00	
	195.83	0.00	
	293.96	0.00	
	174.20	0.00	
	182.95	0.00	
	200.00	0.00	
	64.00	0.00	
	0.00	64.00	
	200.00	0.00	
	120.82	0.00	
	100.00	0.00	
	405.00	0.00	
	100.00	0.00	
0.00	7,621.43	238.20	7,383.23
0.00	7,621.43	238.20	7,383.23
0.00	7,621.43	238.20	7,383.23
0.00	7,621.43	238.20	7,383.23