

OTTAWA CITY COMMISSION

Monday, May 23, 2022 - 4:00 pm



STUDY SESSION AGENDA

Ottawa City Hall - 101 S. Hickory

We prefer attendees wear a mask regardless of vaccination status.

In accordance with Kansas Open Meetings Act (KOMA), the meeting can be viewed live on Channel 23 and via Facebook Live or listened to by dialing: 1-312-626-6799 and entering meeting ID 919 2144 9005#.

If you need this information in another format or require a reasonable accommodation to attend this meeting, contact the City's ADA Coordinator at 785-229-3621. Please provide advance notice of at least two (2) working days. TTY users please call 711.

Citizens may attend in person, VIA ZOOM or submit comments (300 words or less) for the City Commission. To submit your public comment or to request the meeting Zoom link to give a public comment, email publiccomments@ottawaks.gov no later than 2:00 pm on May 23, 2022; all emails must include your name and address. Participants who generate unwanted or distracting noises may be muted by the meeting host. If this happens, unmute yourself when you wish to speak.

PUBLIC COMMENTS

Subject to the above restrictions, persons who wish to address the City Commission regarding items on the agenda may do so as that agenda item is called. Persons who wish to address the City Commission regarding items not on the agenda and that are under the jurisdiction of the City Commission may do so at this time when called upon by the Mayor. Comments on personnel matters and matters pending in court or with other outside tribunals are not permitted. Speakers are limited to three minutes. Any presentation is for information purposes only. The Governing Body will take comments under advisement.

ITEMS TO BE PLACED ON THE REGULAR CITY COMMISSION AGENDA

ITEMS FOR PRESENTATION AND DISCUSSION

1. Continued Review 2023 Operating Budget - *Melanie Landis*
 - A. Community Service Funds / Budget Requests
 - a) Prairie Paws Animal Shelter - *Vanessa Cowie* (Pp. 3 - 40)
 - b) Mayor's Christmas Tree - *n/a* (P. 41)
 - c) Veteran's Day Support - *Sherry Lynn / Ray Schumate* (Pp. 42 - 45)
 - d) City Band Support - *Murle Mordy* (Pp. 46 - 50)
 - e) Franklin County Development Council - *Paul Bean* (Pp. 51 - 58)
 - f) Ottawa Main Street Association - *Cal Lantis* (Pp. 59 - 94)
 - g) Ottawa Fireworks - *Tiffany Evans* (Pp. 95 - 96)
 - h) Elizabeth Layton Center - *Leslie Bjork* (Pp. 97 - 134)
 - i) Blessing Boxes - *Julie Riggins* (Pp. 135 - 138)
 - B. Electric - *Dennis Tharp* (Pp. 139 - 147)
 - C. Broadband - *Paul Sommer* (P. 148)
 - D. Stormwater - *Dennis Tharp* (Pp. 149 - 152)
 - E. Library - *Terry Chartier* (Pp. 153 - 156)
2. Comments by City Manager
3. Comments by City Commissioners
4. Comments by Mayor

ANNOUNCEMENTS

1. May 30, 2022 Study Session - 4:00 pm, CANCELED and City Offices CLOSED for Memorial Day Holiday
2. June 1, 2022 Regular Meeting - 7:00 pm, City Hall
3. June 6, 2022 Study Session - 4:00 pm, City Hall

ITEMS ALREADY PLACED

ADJOURN



City of Ottawa
101 S. Hickory
Ottawa, KS 66067
785.229.3600
www.ottawaks.gov

MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: MELISSA REED, CITY CLERK
MELANIE LANDIS, FINANCE DIRECTOR

SUBJECT: 2023 BUDGET REQUESTS (1100 COMMUNITY SERVICE FUND)

DATE: MAY 17, 2022

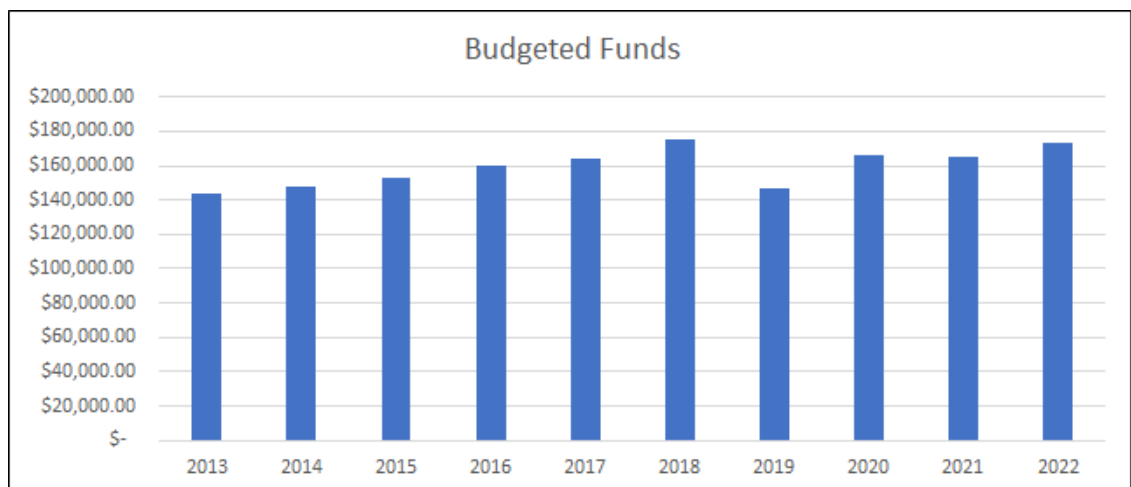
This fund supports community service/programming requested annually by other agencies. Revenue is generated by transfers from the Water, Electric, Wastewater, and the General Funds.

2023 BUDGET REQUESTS SUMMARY

	2019 Distribution	2020 Distribution	2021 Distribution	2022 Requested	2022 Budgeted	2023 Requested
Prairie Paws	\$ 52,026	\$ 52,026	\$ 57,500	\$ 77,697	\$ 60,000	\$ 62,400
Mayor's Christmas Tree	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000
Veteran's Day Support	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000
City Band Support	\$ 4,110	\$ 4,110	\$ 4,110	\$ 4,520	\$ 4,520	\$ 4,865
Franklin County Development Council	\$ 65,000	\$ 64,375	\$ 64,375	\$ 64,375	\$ 64,375	\$ 66,375
Ottawa Main Street Association	\$ 30,000	\$ 30,000	\$ 30,000	\$ 32,000	\$ 32,000	\$ 32,000
Ottawa Fireworks	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,000	\$ 3,500
ELC	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,200	\$ 5,200	\$ 6,890
Blessing Box	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,000
Total	\$ 162,136	\$ 161,511	\$ 166,985	\$ 189,792	\$ 173,095	\$ 185,030

FUNDING SUPPORT

Below is a table of all budgeted fund allocations from 2013 to 2022.



Overall, this fund has requested an increase of 6.9% over the FY 2022 budget.

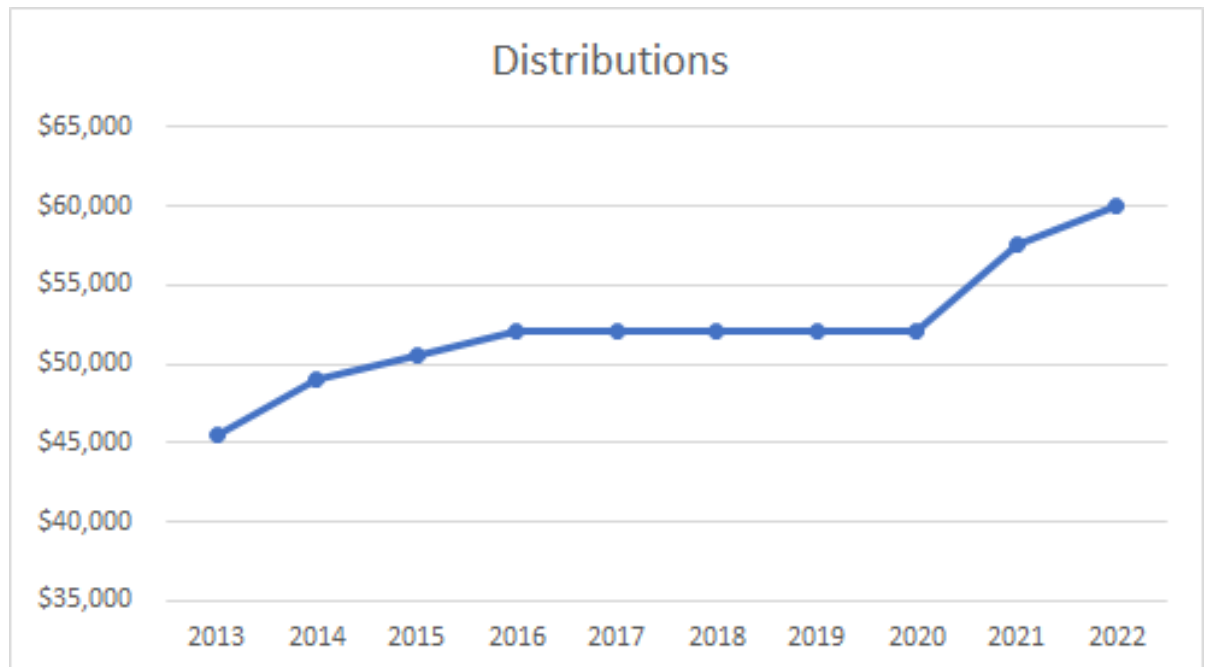


Prairie Paws Animal Shelter (PPAS)
011-5-1100-511.00

The 2023 Funding Request is attached behind this introduction sheet. The City of Ottawa has built a firm relationship with PPAS with routine funding between the two organizations for services provided. Below is a table outlining the last ten years of funding from the City of Ottawa to PPAS.

	Distributions
2013	\$ 45,540
2014	\$ 49,040
2015	\$ 50,511
2016	\$ 52,026
2017	\$ 52,026
2018	\$ 52,026
2019	\$ 52,026
2020	\$ 52,026
2021	\$ 57,500
2022	\$ 60,000

The current request of \$62,400 is an increase of 4% or \$2,400 over FY 2022's budgeted funds of \$60,000. The allocation amount for PPAS has had a total increase from 2013 to 2022 of 31.75% increase or \$14,460.



FY 2023 City of Ottawa Community Partner Funding
Application Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: Prairie Paws Animal Shelter Inc.

Website: www.prairiepaws.org

Org. Type: Private Animal Shelter

Years of Operation: 76 years

Address: 3173 Hwy 68, Ottawa, KS 66067

Fiscal Year End Date: December 31st

Primary Contact Information

Name: Vanessa Cowie

Phone #: 785-829-7586 (cell)

Email: vanessa.cowie@prairiepaws.org

Agency/Organization Credentials (if applicable)

EIN #: 48-0529856

How many years org. has been certified as a

501(c)(3) nonprofit: 11 years

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes.

Total \$ Requested: \$62,400.00

Program Information

Program Name: Animal Sheltering Services

Describe what the funds would be used for:

Housing, food, veterinary care and ethical placement of stray dogs found in the City of Ottawa. Reunification and reclaim efforts and preparation and adoption of stray dogs. Owner Relinquishment Program, Trap/Neuter/Return Program, Community Pet Food Bank, Bite Quarantine Housing, Dog Licensing Program, low-cost Microchip Program and Low-Cost Vaccine Clinics.

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

Yes

No. The audit will be available at a later date. Provide estimated date: **November 2022**

No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2021	2022	2023
Beginning Cash Balance:	\$178,207.66	\$384,665	\$385,386.50
Revenues:	Actual	Estimated	Estimate
General Fundraising	\$306,469.24	\$444,764.00	\$444,764.00
Grants	\$269,286.00	\$49,992.00	\$49,992.00
City of Ottawa	\$57,556.00	\$60,000.00	\$60,000.00
Other Municipal Partners	\$56,922.59	\$56,256.00	\$56,256.00
Program Revenue	\$93,801.98	\$106,560.00	\$106,560.00
Miscellaneous	\$730.35	\$200	\$200
Total Revenue:	\$910,414.19	\$672,772.00	\$672,772.00
Expenditures:	Actual	Estimated	Estimate
Payroll	\$328,654.70	\$340,205.55	\$340,205.55
Operating Expenses	\$146,645.62	\$200,315.00	\$200,315.00
Fundraising Expenses	\$18,934.14	\$32,200.00	\$32,200.00
Miscellaneous	\$6,268.59	\$6,570.00	\$6,570.00
Depreciation	\$64,200.00	\$64,200.00	\$64,200.00
Mortgage/Loan Payments	\$139,252.86	\$28,560.00	\$28,560.00
Total Expenditures:	\$703,955.91	\$672,050.55	\$672,050.55
Expected ending cash balances:	\$384,665.94	\$385,386.50	\$385,386.50

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

Prairie Paws Animal Shelter's Mission Statement is to provide compassionate care and placement for animals in need. The organization is currently focused on community support programs to reduce the number of animals being sheltered at Prairie Paws that could be served in the community. This frees up space and resources to expand services for animals truly in need of help.

Service Geography & Population

Target populations that benefit directly from the service: **67,000**

Total number of persons served by agency: **3,500 (served directly)**

Ottawa Residents served by agency: **12,000 (served directly and indirectly)**

Franklin County residents served: **25,000 (served directly and indirectly)**

Fund Usage

Without city funding, what challenges would your program face?

Prairie Paws currently prioritizes residents and animals of the City of Ottawa and Franklin County when administering public-facing programs. Without appropriate municipal funding, these programs would incur a high fee direct to citizens which historically results in a reduction in services over time. There are many examples of the struggles that are faced by municipalities who don't invest in animal sheltering services, largely resulting in increased public safety concerns, animal welfare issues and a reduction in quality of life.

What are the top three measurable outcomes if funded?

Prairie Paws closely monitors the following performance indicators that are used to define the success of animal sheltering organizations: Number of Intakes, Live Release Rate, Reclaim Rate, Adoption Return Rate, Length of Stay, Cost/animal/day and pet owners served/program. Surveying the satisfaction of clients served is being considered as another performance indicator.

Do you have the administrative or operational capacity to achieve these goals if funded?

Yes, Prairie Paws is equipped with a high-functioning board of directors, an experienced staff, a dedicated volunteer group, a loyal donor base, a supportive community and an upgraded facility.

2023 FUNDING REQUEST - CITY OF OTTAWA KS

Funding Year: 2023

Requested Funding Amount: \$62,400.00 (4% increase from 2022)

Purpose: This funding will be used to provide the following programs to the City of Ottawa and residents of this community:



1. **Stray Dog Program:** Prairie Paws (PPAS) provides housing, food, veterinary care and ethical placement of stray dogs found in the City of Ottawa. This involves reunification and reclaim efforts, as well as the preparation and adoption of stray dogs. The Stray Dog Program is very costly due to the staff and overheads necessary to perform the correct cleaning and administrative protocols required by our regulatory authority: the Department of Agriculture for the State of Kansas.
2. **Owner Relinquishment Program:** Although we make every effort to keep pets with their families, sometimes the family is no longer able to reasonably provide the care that an animal needs. Without effective, accessible, affordable relinquishment, animals are often turned loose, or are subjected to neglect. The team at Prairie Paws believes that relinquishment is a necessary function of animal welfare, and responsible pet ownership, and has chosen to provide this service at no cost to residents of the City of Ottawa and Franklin County in an effort to reduce the number of free-roaming animals and animal neglect in our community. Animals that are voluntarily relinquished to our facility also incur a lower average cost to our operations compared to stray animals. This is due to relinquishments being appointment-based, and not subject to the mandatory stray hold period. Although the reclaim rate has improved significantly over the last 5 years, it is still relatively low, which is potentially indicative of limited access to relinquishment services. It is our intention to convert stray intakes to owner relinquished intakes whenever possible, which is expected to reduce the "per/animal/day cost" to our organization, and the resulting financial loss that the Stray Dog Program continues to suffer from.
3. **TNR:** Trap/Neuter/Return is the single-most effective, humane and fiscally responsible method to reduce the number of free-roaming cats in our community. **Prairie Paws' TNR program spayed/neutered 500 feral cats in 2021.** This number of sterilizations represents the prevention of over 1500 kittens from being born, and left to fend on our streets. This program has been proudly run at no direct cost to citizens since 2016, and the community has embraced this program since its inception.
4. **Community Pet Food Bank:** This program is focused on supporting our community by distributing pet food and supplies to pet owners. Pet supplies are stored in the lobby of the animal shelter and are available to citizens at any time during open hours. The intention of the program is to relieve some financial burden from animal owners so that they can experience the mental and physical benefits to their health through the ownership of pets. Research indicates these types of programs not only support struggling families, but they also reduce the number of stray animals in our community, therefore improving public safety and quality of life. In 2021 the pet food bank was utilized over 240 times, distributing over 2,000 pounds of pet supplies.
5. **Bite Quarantine Housing:** Animal Control and Law Enforcement Officers for the City of Ottawa have 24/7 access to the facility to house dangerous animals and those involved in bites. This provides an essential service to the City of Ottawa, allowing the City to enforce the rabies quarantine statute outlined by the State of Kansas, and provide emergency housing for dangerous animals running loose in our community.
6. **Dog Licensing Program:** Prairie Paws Animal Shelter currently administers the City of Ottawa dog licensing program as outlined in the City Code, and a recent analysis found the program doesn't generate enough revenue to cover the expense of the program. Prairie Paws' leadership is actively researching strategies to improve this program.

7. **Microchip Program:** Microchipped pets are not only reclaimed more often, they are reclaimed faster, reducing expense for pet owners and the organizations that house stray pets. Microchips are also incredibly helpful in identifying the owners of animals involved in bites so that Animal Control can have the best chance possible to effectively prosecute dangerous animal cases. Prairie Paws invests significant resources in offering microchips directly to our community and neighboring communities at the lowest cost possible, including the provision of regular free microchip clinics to residents of the City of Ottawa.
8. **Vaccine Clinics:** Prairie Paws can occasionally fund and provide free administration of vaccinations to Franklin County pets. Increased vaccination rates lead to lower incidence of disease, increased public safety and a higher quality of life.

Cost of Housing For City of Ottawa (J)

	2015	2016	2017	2018	2019	2020	2021
A: Actual Operating Expense	\$555,789	\$642,013	\$925,430	\$812,403	\$834,674	\$670,312	\$500,488
B: Daily Capacity	83	83	83	83	83	83	83
C: Days Per Year	365	365	365	365	365	365	365
D: Cost per day/animal (=A/B/C)	\$18.35	\$21.19	\$30.55	\$26.82	\$27.55	\$22.13	\$16.52
E: Total Intake	859	1080	1306	1347	1266	848	887
F: City of Ottawa Stray Intake	213	340	215	207	219	173	187
G: City of Ottawa Relinquishments	not reported	not reported	not reported	not reported	not reported	47	97
H: Total Intakes from Ottawa	213	340	215	207	219	220	284
I: Ave. Length of stay (days)	23.75	23.75	23.75	23.75	23.75	22.78	14.40
J: Total Costs (=H x I x D)	\$92,828	\$171,109	\$155,996	\$131,854	\$143,294	\$110,907	\$67,560
K: City of Ottawa Funding	\$50,388	\$52,026	\$52,026	\$52,026	\$52,026	\$57,026	\$60,000

Summary:

PPAS housed 887 animals in 2021. The City of Ottawa contributed to 32% (the largest volume of animals entering the facility from a single municipality), a significant increase from 2020 (25.9%). Unincorporated Franklin County contributed 20%, and the smaller municipalities in Franklin County contributed 5.7%. Our organization believes the most appropriate funding model aims at funding a consistent small percentage of the average annual operating expenses for the previous 4 years, with 10% (\$70,446.93) being a possible future goal. A funding model that focuses on the cost of housing implies that the workload of our organization decreases relative to the number of intakes, which is counter-intuitive to the performance metrics we are all striving for - keeping animals and people together. PPAS is motivated to discuss a sustainable model that would see our municipal partners fund the programs that reduce the volume of stray and unwanted pets, rather than fund the direct cost of housing them. The amount being requested for 2023 represents a 4% increase on the 2022 annual funding amount, in an attempt to slowly close that gap.

PPAS is honored to serve the citizens of Ottawa, and appreciates the continued support from the City of Ottawa.

Respectfully,

Vanessa Cowie

Executive Director
Prairie Paws Animal Shelter Inc.

Prairie Paws Animal Shelter Inc 2022 Budget

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	TOTAL 2022
Ordinary Income/Expense													
Income													
4 · Contributed support													
40 · Unrestricted													
4010 · Indiv/business cont. (unrest)													
4015 · Contributions - unrestricted	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	12,200.00	146,400.00
4016 · Summer Camp/Volunteer	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4020 · Contributions-direct mail	0.00	5,000.00	5,000.00	0.00	0.00	10,000.00	5,000.00	0.00	5,000.00	5,000.00	5,000.00	10,000.00	50,000.00
4030 · Memorials & bequests	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	1,375.00	16,500.00
4040 · Gifts in kind													
4041 · Gifts in Kind - Goods	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	21,600.00
4042 · Gifts in Kind - Services	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	46,800.00
Total 4040 · Gifts in kind	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	5,700.00	68,400.00
4050 · Foundations/trusts	0.00	20,000.00	2,266.00	0.00	0.00	2,266.00	0.00	0.00	2,266.00	0.00	0.00	2,266.00	29,064.00
4060 · Grants	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	4,166.00	49,992.00
Total 4010 · Indiv/business cont. (unrest)	23,441.00	48,441.00	30,707.00	23,441.00	23,441.00	35,707.00	28,441.00	23,441.00	30,707.00	28,441.00	28,441.00	35,707.00	360,356.00
4100 · Fundraising(unrestricted)													
4120 · Shelter Birthday	0.00	0.00	0.00	0.00	7,000.00	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	14,000.00
4130 · TNR	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00
4155 · Bow Meow	0.00	0.00	0.00	0.00	0.00	0.00	5,000.00	5,000.00	15,000.00	50,000.00	0.00	0.00	75,000.00
4175 · Miscellaneous fundraising	2,500.00	3,000.00	4,000.00	4,500.00	3,000.00	3,500.00	2,500.00	3,500.00	3,500.00	5,500.00	6,500.00	2,500.00	44,500.00
Total 4100 · Fundraising(unrestricted)	2,575.00	3,075.00	4,075.00	4,575.00	10,075.00	10,575.00	7,575.00	8,575.00	18,575.00	55,575.00	6,575.00	2,575.00	134,400.00
Total 40 · Unrestricted	26,016.00	51,516.00	34,782.00	28,016.00	33,516.00	46,282.00	36,016.00	32,016.00	49,282.00	84,016.00	35,016.00	38,282.00	494,756.00
Total 4 · Contributed support	26,016.00	51,516.00	34,782.00	28,016.00	33,516.00	46,282.00	36,016.00	32,016.00	49,282.00	84,016.00	35,016.00	38,282.00	494,756.00
4540 · Local government support													
4551 · Anderson County	7,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00
4553 · City of Ottawa	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	5,000.00	60,000.00
4554 · City of Pomona	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	480.00
4557 · City of Richmond	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4563 · Franklin County	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	3,398.00	40,776.00
4565 · Miami County	0.00	0.00	0.00	0.00	5,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	5,500.00
4565 · City of Wellsville	0.00	0.00	1,000.00	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00
4780 · Other Cities/Counties	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 4540 · Local government support	15,938.00	8,438.00	9,438.00	9,438.00	13,938.00	8,438.00	8,438.00	8,438.00	8,438.00	8,438.00	8,438.00	8,438.00	116,256.00
5 · Earned revenues													
5180 · Program service fees													
5181 · Adoption PPAS	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	7,000.00	84,000.00
5182 · Microchip contribution	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	60.00	720.00
5185 · Drop-off contribution	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	470.00	5,640.00

Prairie Paws Animal Shelter Inc 2022 Budget

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	TOTAL 2022
5188 · Cremation & disposal fees	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
5189 · Reclaim fees	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
Total 5180 · Program service fees	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	7,930.00	95,160.00
5820 · Merchandise Sales	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
5830 · Dog Licence Contributions	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	700.00	8,400.00
Total 5 · Earned revenues	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	8,880.00	106,560.00
6710 · Interest income													
6721 · Interest Income (Unrestricted)	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	192.00
Total 6710 · Interest income	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	16.00	192.00
6810 · Unrealized gain(loss) - invest													
Total Income	50,850.00	68,850.00	53,116.00	46,350.00	56,350.00	63,616.00	53,350.00	49,350.00	66,616.00	101,350.00	52,350.00	55,616.00	717,764.00
Gross Profit	50,850.00	68,850.00	53,116.00	46,350.00	56,350.00	63,616.00	53,350.00	49,350.00	66,616.00	101,350.00	52,350.00	55,616.00	717,764.00
Expense													
7200 · Payroll expenses													
7250 · Wages & salary													
7251 · Wages	15,450.00	15,450.00	13,450.00	12,200.00	12,200.00	12,200.00	15,450.00	12,200.00	12,200.00	12,200.00	12,200.00	15,450.00	160,650.00
7252 · Hourly wages	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	10,000.00	120,000.00
7253 · Simple IRA	580.00	580.00	580.00	580.00	580.00	580.00	580.00	580.00	580.00	580.00	580.00	580.00	6,960.00
Health Insurance	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	5,280.00
7254 · Authorized time off	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	1,292.00	15,504.00
7257 · Overtime Wages	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
Total 7250 · Wages & salary	27,862.00	27,862.00	25,862.00	24,612.00	24,612.00	24,612.00	27,862.00	24,612.00	24,612.00	24,612.00	24,612.00	27,862.00	309,594.00
7261 · FICA taxes	2,089.65	2,089.65	1,939.65	1,845.90	1,845.90	1,845.90	2,089.65	1,845.90	1,845.90	1,845.90	1,845.90	2,089.65	23,219.55
7262 · State unemployment	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
7263 · Workers compensation	366.00	366.00	366.00	366.00	366.00	366.00	366.00	366.00	366.00	366.00	366.00	366.00	4,392.00
Total 7260 · Payroll Taxes	2,705.65	2,705.65	2,555.65	2,461.90	2,461.90	2,461.90	2,705.65	2,461.90	2,461.90	2,461.90	2,461.90	2,705.65	30,611.55
Total 7200 · Payroll expenses	30,567.65	30,567.65	28,417.65	27,073.90	27,073.90	27,073.90	30,567.65	27,073.90	27,073.90	27,073.90	27,073.90	30,567.65	340,205.55
7500 · Other Personnel Expenses													
7510 · Accounting fees	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00	975.00	900.00	5,875.00
7511 · Professional fees - other	2,500.00	0.00	0.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	1,000.00	10,000.00	1,000.00	20,500.00
Total 7500 · Other Personnel Expenses	2,900.00	400.00	400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	1,400.00	10,975.00	1,900.00	26,375.00
8100 · Non-personnel expenses													
8110 · Office supplies	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	125.00	1,500.00
8115 · Telephone	335.00	335.00	335.00	335.00	335.00	335.00	335.00	335.00	335.00	335.00	335.00	335.00	4,020.00
8118 · Internet	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	130.00	1,560.00
8120 · Postage and delivery	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00
8130 · Printing and reproduction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
8135 · Direct Mail Expenses	1,500.00	700.00	0.00	0.00	0.00	1,400.00	0.00	0.00	700.00	0.00	1,400.00	0.00	5,700.00
8140 · Equipment rental	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	220.00	2,640.00

Prairie Paws Animal Shelter Inc 2022 Budget

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	TOTAL 2022
8150 · Computer and IT Related	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00
Total 8100 · Non-personnel expenses	3,140.00	2,340.00	1,640.00	1,640.00	1,640.00	3,040.00	1,640.00	1,640.00	2,340.00	1,640.00	3,040.00	1,640.00	25,380.00
8200 · Occupancy Expenses													
8205 · Repairs & maintenance	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	3,120.00	37,440.00
8210 · Utilities	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	2,500.00	30,000.00
8220 · Insurance - non employee	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	1,200.00	14,400.00
Total 8200 · Occupancy Expenses	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	6,820.00	81,840.00
8300 · Travel & meeting expenses													
8310 · Training expense	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
8315 · Staff development/meetings	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00
8320 · Automobile expense	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	140.00	1,680.00
Total 8300 · Travel & meeting expenses	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	390.00	4,680.00
8400 · Depreciation & amortization exp													
8450 · Depreciation & amortization exp	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	64,200.00
Total 8400 · Depreciation & amortization exp	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	5,350.00	64,200.00
8500 · Animal expenses													
8510 · Animal expenses	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	3,000.00	36,000.00
8512 · Food Expense	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00
8513 · Vet expense	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	500.00	6,000.00
8514 · Spay/neuter expense	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	250.00	3,000.00
8515 · Supplies	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
8516 · Cleaning supplies	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
8517 · Microchip Supplies	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	350.00	4,200.00
8520 · Cremation Expense	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	120.00	1,440.00
Total 8500 · Animal expenses	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	5,170.00	62,040.00
8530 · Fundraising expenses													
8531 · Fundraising - general	600.00	600.00	1,450.00	2,000.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	9,450.00
8535 · Fundraising - Bow Meow	1,500.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	1,000.00	7,000.00	2,000.00	200.00	12,000.00
8544 · Fundraising-Shelter Birthday	0.00	0.00	750.00	0.00	0.00	0.00	10,000.00	0.00	0.00	0.00	0.00	0.00	10,750.00
Total 8530 · Fundraising expenses	2,100.00	600.00	2,200.00	2,000.00	600.00	600.00	10,600.00	900.00	1,600.00	7,600.00	2,600.00	800.00	32,200.00
8600 · Miscellaneous													
8605 · Advertising	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	100.00	1,200.00
8610 · Bank service charges	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00
8615 · Dues and subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	130.00	0.00	0.00	0.00	0.00	0.00	130.00
8650 · Licenses and permits	0.00	40.00	0.00	0.00	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	440.00
Uniforms	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
8676 · Volunteer Expenses	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	600.00
Total 8600 · Miscellaneous	500.00	540.00	500.00	500.00	500.00	500.00	630.00	500.00	900.00	500.00	500.00	500.00	6,570.00
Total Expense	56,937.65	52,177.65	50,887.65	50,343.90	48,943.90	50,343.90	62,567.65	49,243.90	51,043.90	55,943.90	61,918.90	53,137.65	643,490.55

Prairie Paws Animal Shelter Inc 2022 Budget

	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	Jun 2022	Jul 2022	Aug 2022	Sep 2022	Oct 2022	Nov 2022	Dec 2022	TOTAL 2022
Net Ordinary Income	-6,087.65	16,672.35	2,228.35	-3,993.90	7,406.10	13,272.10	-9,217.65	106.10	15,572.10	45,406.10	-9,568.90	2,478.35	74,273.45
Other Income/Expense													
Other Expense													
9700 · Other Expenses													
9701 · In Kind Goods Expense	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	1,800.00	21,600.00
9702 · In Kind Services Expense	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	3,900.00	46,800.00
9910 · Interest expense	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00	11,400.00
Total 9700 · Other Expenses	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	79,800.00
Total Other Expense	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	6,650.00	79,800.00
Net Other Income	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-6,650.00	-79,800.00
	-12,737.65	10,022.35	-4,421.65	-10,643.90	756.10	6,622.10	-15,867.65	-6,543.90	8,922.10	38,756.10	-16,218.90	-4,171.65	-5,526.55

PRAIRIE PAWS ANIMAL SHELTER, INC.

FINANCIAL STATEMENTS
FOR THE YEAR ENDED DECEMBER 31, 2018
TOGETHER WITH INDEPENDENT AUDITOR'S REPORT

**FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2018**

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INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Prairie Paws Animal Shelter, Inc.

We have audited the accompanying financial statements of Prairie Paws Animal Shelter, Inc. (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets – modified cash basis as of December 31, 2018, and the related statements of revenue, expenses and other changes in net assets – modified cash basis, functional expenses – modified cash basis, and cash flows – modified cash basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting as described in Note 2; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our qualified audit opinion.

Basis for Qualified Opinion

As a result of unreconciled property and equipment, the account balance contains invalid or inactive items and may not include all property and equipment owned by the Shelter. Additionally, as inventory was not reconciled and released via cost of sales as sold throughout the year ended December 31, 2018, the final inventory and cost of sales balances were not supported. As a result, we were unable to obtain sufficient appropriate audit evidence about the amount recognized as property and equipment, accumulated depreciation, depreciation expense, inventory and cost of sales by Prairie Paws Animal Shelter, Inc. for the year ended December 31, 2018. Consequently, we were unable to determine whether any adjustments to those amounts were necessary.

Qualified Opinion

In our opinion, except for the effects of the matters discussed in the Basis for Qualified Opinion paragraph, the financial statements referred to in the first paragraph present fairly, in all material respects, the financial position of Prairie Paws Animal Shelter, Inc. as of December 31, 2018, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Summers, Spencer & Company P.A.

Summers, Spencer & Company, P.A.
Lawrence, Kansas

November 25, 2019

December 31,	2018
ASSETS	
Current Assets	
Cash and cash equivalents	\$ 16,347
Inventory	7,847
Investments	4,007
<i>Total current assets</i>	<u>28,201</u>
Property and equipment, net	<u>1,502,687</u>
<i>Total assets</i>	<u><u>\$ 1,530,888</u></u>
LIABILITIES AND NET ASSETS	
Liabilities	
Current liabilities	
Accounts payable	\$ 29,499
Other current liabilities	8,381
Payroll liabilities	5,170
Line of credit	45,000
Current portion of notes payable	16,457
<i>Total current liabilities</i>	<u>104,507</u>
Long-term liabilities	
Notes payable	<u>269,477</u>
<i>Total long-term liabilities</i>	<u>269,477</u>
<i>Total liabilities</i>	<u>373,984</u>
Net assets	
Without donor restrictions	<u>1,156,904</u>
<i>Total without donor restriction</i>	<u>1,156,904</u>
Total liabilities and net assets	<u><u>\$ 1,530,888</u></u>

For the year ended December 31,	2018
	Without Donor Restrictions
Support and revenue	
Contributions	\$ 353,411
Foundation	8,753
Grants	29,000
Local government support	99,544
Program service fees	142,525
Merchandise sales	22,585
In-kind contributions	83,288
Unrealized gain on investments	57
<i>Total support and revenue</i>	<u>739,163</u>
Cost of sales	
Cost of merchandise sold	<u>10,650</u>
<i>Net support and revenues</i>	<u>728,513</u>
Expenses	
Program services	679,613
General & administrative	74,262
Fundraising	<u>42,212</u>
<i>Total expenses</i>	<u>796,087</u>
Change in net assets	(67,574)
Net assets, beginning of year	<u>1,224,478</u>
Net assets, end of year	<u><u>\$ 1,156,904</u></u>

For the year ended December 31, 2018

	Program Services	General & Administrative	Fundraising	Total
Personnel expenses	\$ 365,256	\$ 33,587	\$ 20,992	\$ 419,835
Professional services	-	8,815	-	8,815
Office supplies	15,062	-	-	15,062
IT services and repairs	15,224	6,525	-	21,749
Telephone	2,579	-	-	2,579
Repairs & maintenance	14,081	-	-	14,081
Utilities	41,119	-	-	41,119
Insurance	-	10,871	-	10,871
Travel & meeting	14,818	-	-	14,818
Depreciation & amortization	51,156	-	-	51,156
Animal expenses	143,366	-	-	143,366
Fundraising	-	-	21,220	21,220
Miscellaneous	16,952	-	-	16,952
Interest expense	-	14,464	-	14,464
	<u>\$ 679,613</u>	<u>\$ 74,262</u>	<u>\$ 42,212</u>	<u>\$ 796,087</u>

For the year ended December 31,	2018
Cash flows from operating activities	
Cash received from contributions	\$ 353,410
Cash received from foundation	8,753
Cash received from grants	29,000
Cash received from local government support	99,544
Cash received from program service fees	141,974
Cash received from merchandise sales	22,585
Cash paid to employees	(416,187)
Cash paid to vendors	(221,734)
Interest paid	(14,464)
Other operating cash payments	(16,952)
Net cash used in operating activities	<u>(14,071)</u>
Cash flows from investing activities	
Purchase of property and equipment	<u>(16,431)</u>
Net cash used in financing activities	<u>(16,431)</u>
Cash flows from financing activities	
Net borrowings under line-of-credit agreement	15,000
Principal payments under long-term debt	<u>(6,207)</u>
Net cash provided by financing activities	<u>8,793</u>
Net decrease in cash and cash equivalents	(21,709)
Cash and cash equivalents, beginning of year	<u>38,056</u>
Cash and cash equivalents, end of year	<u><u>\$ 16,347</u></u>

Note 1 – Description of organization

The Prairie Paws Animal Shelter, Inc. (the “Shelter”) provides shelter and care for abandoned animals in Ottawa and Franklin County, Kansas. The Shelter is dedicated to give aid and comfort to the homeless shelter animals, educate the community in responsible pet ownership, help reunite pets with owners, provide pet adoptions and create a safer community. The Shelter receives support from donations, county and city funding, adoption fees, and other miscellaneous fundraising fees.

Note 2 – Summary of significant accounting policies**Basis of accounting**

The financial statements of the Shelter have been prepared on a modified basis of cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). This basis of accounting differs from U.S. GAAP because the Shelter has not recognized grants or pledges receivable, accounts receivable, or accrued payroll. The effect of not recording these on the financial statements has not been determined. The Shelter does recognize accruals for accounts payable, payroll tax liabilities, line of credit and long-term liabilities associated with notes payable. The cash basis is additionally modified to include capitalization of property and equipment with a provision for depreciation, inventory, recognition of in-kind contributions and expenses and reflect investments at fair market value.

Financial statement presentation

Financial statement presentation follows the recommendations of the Financial Accounting Standards Board in ASC 958-205; the Organization is required to report information regarding its financial position and activities according to two classes of net assets: without donor restrictions and with donor restrictions which are reported as follows.

- Net assets without donor restrictions represent expendable funds available for operations which are not otherwise limited by donor restrictions.
- Net assets with donor restrictions consist of contributed funds subject to specific donor-imposed restrictions contingent upon specific performance of a future event before the Shelter may spend the funds. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

There were no net assets with donor restrictions as of December 31, 2018.

Cash and cash equivalents

The Shelter considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Inventory

Inventory is stated at cost and is valued using the first in first out method. All inventory is considered finished goods available for sale.

Property and equipment

Building and equipment are capitalized at cost or donated value. If donors stipulate the use of donated assets, the contributions are recorded as restricted contributions. In the absence of such stipulations, contributions of property and equipment are recorded as support without donor restriction. Generally, the Shelter will capitalize expenditures for those items in excess of \$500. Lesser amounts are expensed.

The range of estimated useful lives used in computing depreciation for financial statement purposes are as follows:

Buildings	39 years
Equipment	5-7 years
Furniture	7-15 years
Leasehold Improvements	15-20 years
Software	3 years

Investments

The Shelter's investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at a measurement date. Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Fair value measurements – definition and hierarchy

The Shelter has adopted the provisions of FASB ASC 820-10. Under this standard, fair value is defined as the price that would be received to sell an asset or paid to transfer a liability (i.e., the "exit price") in an orderly transaction between market participants at the measurement date.

In determining fair value, the Shelter uses various valuation approaches. FASB ASC 820-10 establishes a hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available. Observable inputs are inputs that market participants would use in pricing the asset or liability developed based on market data obtained from sources independent of the Shelter. Unobservable inputs are inputs that reflect the Shelter's assumptions about the assumption market participants would use in pricing the asset or liability developed based on the best information available in the circumstances. The hierarchy is broken down into three levels based on the observability of inputs as follows:

Level 1 – Valuations based on quoted prices in active markets for identical assets or liabilities that the Shelter has the ability to access. Valuation adjustments and block discounts are not applied to instruments at Level 1. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these products does not entail a significant degree of judgment.

Level 2 – Valuations based on one or more quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 – Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

The availability of observable inputs can vary from product to product and is affected by a wide variety of factors, including, for example, the type of product, whether the product is new and not yet established in the marketplace, the liquidity of markets and other characteristics particular to the transaction. To the extent that valuation is based on models or inputs that are less observable or unobservable in the market, the determination of fair value requires more judgment. Accordingly, the degree for judgment exercised by the Shelter in determining fair value is greatest for instruments categorized in Level 3.

In certain cases, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes the level in the fair value hierarchy within which the fair value measurement falls in its entirety is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

Fair value is a market-based measure considered from the perspective of a market participant rather than an entity-specific measure. Therefore, even when market assumptions are not readily available, the Shelter's own assumptions are set to reflect those that the Shelter believes market participants would use in pricing the asset or liability at the measurement date.

Donated services and in-kind contributions

Accounting principles for non-profit organizations require donated services which require specific expertise or enhance a non-financial asset be recorded in the financial statements at their fair value. The Shelter receives a significant amount of donated services and supplies from unpaid volunteers who assist in fundraising, operations and special projects. For the year ended December 31, 2018, the Shelter has recorded in-kind contributions as revenue and expense totaling \$83,288, for donated services and goods. In addition, many individuals have volunteered over 7,000 hours of their time in organizational governance, program services and fundraising efforts for the year ended December 31, 2018. No amounts have been reflected in the statements for these donated hours as they did not meet the accounting principles criteria for recognition.

Income taxes

The Shelter is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code as provided by a determination letter received from the Internal Revenue Service.

The Shelter has adopted the provisions of FASB ASC 740-10, *Accounting for Income Taxes*. This standard clarifies the accounting for uncertainty in income taxes recognized in an organization's financial statements and prescribes recognition and measurement of tax positions taken or expected to be taken on a tax return that are not certain to be realized. The implementation of this standard had no impact on the Organization's financial statements.

The Shelter files tax returns in the U.S. federal jurisdiction and the State of Kansas. The Shelter is not aware of any activities that are subject to tax on unrelated business income or excise or other taxes.

Use of estimates

Management uses estimates and assumptions in preparing the financial statements on a modified cash basis of accounting. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. On an ongoing basis, management evaluates the estimates and assumptions based on new information. Management believes that the estimates and assumptions are reasonable in the circumstances; however, actual results could differ from those estimates.

Support and revenues

The Shelter receives funding from donations, private individuals, local business and local grants and performs services for fees. Revenues are recognized when received.

Pending accounting pronouncements

In May 2014, the FASB issued Accounting Standards Update (ASU) 2014-09, *Revenues from Contracts with Customers*, and has modified the standard thereafter. This standard replaces existing revenue recognition rules with a comprehensive revenue measurement and recognition standard and expanded disclosure requirements. ASU 2014-09 is effective for annual reporting periods in fiscal years that begin after December 15, 2018. It is management's responsibility to ensure appropriate adoption of ASU 2014-09.

In February 2016, FASB issued ASU 2016-02, *Leases*, which, among other things, requires the recognition of lease assets and lease liabilities for operating leases on the statement of financial position for lessees, and the disclosure of key information about leasing arrangements. The standard is effective for fiscal years beginning after December 15, 2020. Early application is permitted. The standard will need to be applied retrospectively in the year adopted. It is management's responsibility to ensure appropriate adoption of ASU 2016-02.

In June 2018, the FASB issued ASU 2018-08, *Clarifying the Scope and Accounting Guidance for Contributions Received and Made*. The guidance should assist entities in (1) evaluating whether transactions should be accounted for as contributions or as exchange transactions and (2) determining whether a contribution is conditional. The new standard is effective for fiscal years beginning after December 31, 2019, including interim periods within those fiscal years. It is management's responsibility to ensure appropriate adoption of ASU 2018-08.

Recently adopted accounting guidance

In August 2016, FASB issued ASU 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities, which amends the standards for the presentation and accompanying disclosures of the financial statements of nonprofit organizations. The amendments in ASU 2016-14 are effective for annual financial statements issued for the fiscal years beginning after December 15, 2017. Accordingly, the Shelter has adopted the guidance as of January 1, 2018. Net assets previously known as temporarily restricted are now net assets with donor restriction – purpose, and net assets previously known as permanently restricted are now net assets with donor restriction – perpetual in nature.

Note 3 – Liquidity and availability

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	2018
Cash and cash equivalents	\$ 16,347
Investments	7,847
Total financial assets available within one year	<u>\$ 24,194</u>

In addition to financial assets available to meet general expenditures over the next 12 months, the Organization operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

Note 4 – Property and equipment

Property, plant, and equipment consist of the following as of December 31:

	2018
Vehicles	\$ 30,901
Buildings	1,560,727
Leasehold improvements	71,592
Land	144,138
Loan origination costs	10,321
Furniture, fixtures, & equipment	164,960
	<u>1,982,639</u>
Less accumulated depreciation	<u>(479,952)</u>
	<u><u>\$ 1,502,687</u></u>

Depreciation expense was \$51,156 for the year ended December 31, 2018.

Note 5 – Investments

Investments are composed of the following as of December 31:

	2018	
	Cost	Fair Value
Mutual funds	\$ 5,079	\$ 4,007
Totals	<u>\$ 5,079</u>	<u>\$ 4,007</u>

Total unrealized gains were \$57 for the year ended December 31, 2018. Total investment fees of \$15 were included in unrealized gains as of December 31, 2018.

Note 6 – Fair value measurements

The following table represents the fair value of investments measured on a recurring basis as of December 31:

	2018		
	Level 1	Level 2	Level 3
Investments:			
Mutual funds			
Large value	\$ 4,007	-	-
Total investments	<u>\$ 4,007</u>	<u>-</u>	<u>-</u>

Note 7 – Line of credit

At December 31, 2018, the Shelter had a revolving line of credit with Commerce Bank with total availability of \$100,000. Interest accrues on the outstanding balance at a variable rate of 1.5% plus the prime rate, but never less than 3.75%. The Shelter had total borrowings of \$45,000 and the interest rate was 7% at December 31, 2018. The line of credit matured on March 31, 2018 and was renewed until March 31, 2019. On March 31, 2019, the line of credit was renewed again with a maturity date of March 31, 2020. The line of credit is secured by substantially all assets of the Shelter.

Note 8 – Notes payable

The Shelter entered into a note payable with Commerce Bank on March 31, 2017. At December 31, 2018, the note held a balance of \$285,934. On a monthly basis, interest accrues at a rate of 4.35% and payments of \$2,381 are made. Beginning April 30, 2022, payments of \$2,400 will be made and interest will accrue using an interest rate based on the US Swap Rate. The note matures on March 31, 2032 and is secured by substantially all assets of the Shelter. There are no restrictive covenants.

Estimated future principal maturities as of December 31, 2018 are as follows:

2019	\$ 16,457
2020	17,187
2021	17,950
2022	19,106
2023	20,057
Thereafter	<u>195,177</u>
	<u>\$ 285,934</u>

Note 9 – Beneficial interest in trust

The Shelter is named as a beneficiary of the Beatrice Martin Peck Trust and receives contributions at the discretion of the trust's trustee as earnings of the Foundation are available. During 2018, \$8,753 was received and management considers any future amounts to be received as conditional.

Note 10 – Functional expenses

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, benefits, payroll taxes, professional services, office expenses, information technology, insurance, and others, which are allocated on the basis of estimates of time and effort.

Note 11 – Subsequent events

Management has evaluated subsequent events through November 25, 2019, the date the financial statements were available to be issued.



PRAIRIE PAWS ANIMAL SHELTER, INC.

FINANCIAL STATEMENTS
WITH REVIEW REPORT OF INDEPENDENT ACCOUNTANTS

DECEMBER 31, 2020 AND 2019

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Independent Accountant's Review Report

To the Board of Directors of Prairie Paws Animal Shelter, Inc.

We have reviewed the accompanying financial statements of Prairie Paws Animal Shelter, Inc. a non-profit organization, which comprise the statements of assets, liabilities, and net assets – modified cash basis as of December 30, 2020 and 2019, and the related statements of revenue, expenses, and other changes in net assets – modified cash basis, functional expenses – modified cash basis, and cash flows – modified cash basis for the years then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the modified cash basis of accounting; this includes determining that the modified cash basis of accounting is an acceptable basis for the preparation of financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement whether due to fraud or error.

Accountant's Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with modified cash basis of accounting. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountant's Conclusion

Based on our reviews, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with the modified cash basis of accounting.

Basis of Accounting

We draw attention to Note 2 of the financial statements, which describes the basis of accounting. The financial statements are prepared in accordance with the modified cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our conclusion is not modified with respect to this matter.

SSC CPAs, P.A.
SSC CPAs, P.A.
Lawrence, KS
March 14, 2022

PRAIRIE PAWS ANIMAL SHELTER, INC.**STATEMENTS OF ASSETS, LIABILITIES AND NET ASSETS – MODIFIED CASH BASIS**

December 31,	2020	2019
ASSETS		
Current assets		
Cash and cash equivalents	\$ 180,119	\$ 142,063
Inventory	3,445	2,338
Investments	5,273	5,074
Total current assets	188,837	149,475
Property and equipment, net	1,396,235	1,454,692
TOTAL ASSETS	\$ 1,585,072	\$ 1,604,167
LIABILITIES AND NET ASSETS		
Current liabilities		
Accounts payable	\$ 8,273	\$ 36,014
Other current liabilities	1,195	1,117
Payroll liabilities	5,023	5,181
Line of credit	10,000	10,000
Current portion of notes payable	17,915	17,187
Total current liabilities	42,406	69,499
Notes payable, less current portion	240,055	252,459
Total liabilities	282,461	321,958
Net assets		
Without donor restrictions	1,302,611	1,282,209
Total net assets	1,302,611	1,282,209
TOTAL LIABILITIES AND NET ASSETS	\$ 1,585,072	\$ 1,604,167

PRAIRIE PAWS ANIMAL SHELTER, INC.**STATEMENTS OF REVENUES, EXPENSES, AND OTHER CHANGES IN NET ASSETS – MODIFIED CASH BASIS**

For the years ended December 31,	2020	2019
	Without Donor Restrictions	Without Donor Restrictions
Support and revenue		
Contributions	\$ 319,856	\$ 617,526
Foundation	36,548	7,795
Grants	53,550	26,900
Local government support	91,477	107,858
Program service fees	100,991	127,561
Merchandise sales	5,960	18,375
In-kind contributions	93,473	289,235
Unrealized gain on investments	225	1,083
Total support and revenue	702,080	1,196,333
Cost of sales		
Cost of merchandise sold	4,189	12,912
Net support and revenues	697,891	1,183,421
Expenses		
Program services	615,633	919,365
General & administrative	52,699	90,648
Fundraising	101,357	48,103
Total expenses	769,689	1,058,116
Other income		
Paycheck Protection Program loan forgiveness	92,200	-
Total other income	92,200	-
Change in net assets	20,402	125,305
Net assets, beginning of year	1,282,209	1,156,904
Net assets, end of year	\$ 1,302,611	\$ 1,282,209

PRAIRIE PAWS ANIMAL SHELTER, INC.**STATEMENTS OF FUNCTIONAL EXPENSES – MODIFIED CASH BASIS**

For the year ended December 31,

2020

	Program Services	General & Administrative	Fundraising	Total
Personnel expenses	\$ 302,990	\$ 20,199	\$ 80,797	\$ 403,986
Professional servcies	-	10,720	-	10,720
Office supplies	14,226	1,674	836	16,736
IT services and repairs	6,024	709	354	7,087
Telephone	2,342	-	-	2,342
Repairs and maintenance	7,804	918	459	9,181
Utilities	26,260	3,090	1,545	30,895
Insurance	-	10,008	-	10,008
Travel and meeting	11,855	1,317	-	13,172
Depreciation and amortization	56,744	2,987	-	59,731
Animal expenses	166,933	-	-	166,933
Fundraising	-	-	17,366	17,366
Miscellaneous	8,798	463	-	9,261
Interest expense	11,657	614	-	12,271
Total expense	\$ 615,633	\$ 52,699	\$ 101,357	\$ 769,689

For the year ended December 31,

2019

	Program Services	General & Administrative	Fundraising	Total
Personnel expenses	\$ 389,179	\$ 35,787	\$ 22,367	\$ 447,333
Professional servcies	-	12,645	-	12,645
Office supplies	25,340	-	-	25,340
IT services and repairs	10,248	4,392	-	14,640
Telephone	299	-	-	299
Repairs and maintenance	16,441	-	-	16,441
Utilities	37,318	-	-	37,318
Insurance	-	22,300	-	22,300
Travel and meeting	11,904	-	-	11,904
Depreciation and amortization	59,662	-	-	59,662
Animal expenses	349,111	-	-	349,111
Fundraising	-	-	25,736	25,736
Miscellaneous	19,863	-	-	19,863
Interest expense	-	15,524	-	15,524
Total expense	\$ 919,365	\$ 90,648	\$ 48,103	\$ 1,058,116

PRAIRIE PAWS ANIMAL SHELTER, INC.
STATEMENTS OF CASH FLOWS – MODIFIED CASH BASIS

For the years ended December 31,	2020	2019
CASH FLOWS FROM OPERATING ACTIVITIES:		
Cash received from contributions	\$ 319,856	\$ 617,526
Cash received from foundation	36,548	7,795
Cash received from grants	53,550	26,900
Cash received from local government support	91,477	107,858
Cash received from program service fees	100,991	127,561
Cash received from merchandise sales	5,960	18,375
Cash received from payroll protection program loan forgiveness	92,200	-
Cash paid to employees	(404,144)	(447,322)
Cash paid to vendors	(223,925)	(234,649)
Interest paid	(12,271)	(15,524)
Other operating cash payments	(9,261)	(19,863)
NET CASH PROVIDED BY (USED IN) OPERATING ACTIVITIES	50,981	188,657
CASH FLOWS FROM INVESTING ACTIVITIES:		
Purchase of property and equipment	(1,249)	(11,653)
NET CASH USED IN INVESTING ACTIVITIES	(1,249)	(11,653)
CASH FLOWS FROM FINANCING ACTIVITIES		
Net borrowings under line-of-credit agreement	-	(35,000)
Principal payments under long-term debt	(11,676)	(16,288)
NET CASH PROVIDED BY (USED IN) FINANCING ACTIVITIES	(11,676)	(51,288)
Net increase in cash and cash equivalents	38,056	125,716
Cash and cash equivalents, beginning of year	142,063	16,347
Cash and cash equivalents, end of year	\$ 180,119	\$ 142,063

PRAIRIE PAWS ANIMAL SHELTER, INC.

NOTES TO FINANCIAL STATEMENTS

1. DESCRIPTION OF BUSINESS AND NATURE OF ACTIVITIES

The Prairie Paws Animal Shelter, Inc. (the "Shelter") provides shelter and care for abandoned animals in Ottawa and Franklin County, Kansas. The Shelter is dedicated to give aid and comfort to the homeless shelter animals, educate the community in responsible pet ownership, help reunite pets with owners, provide pet adoptions and create a safer community. The Shelter receives support from donations, county and city funding, adoption fees, and other miscellaneous fundraising fees.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of accounting

The financial statements of the Shelter have been prepared on a modified basis of cash basis of accounting, which is a comprehensive basis of accounting other than accounting principles generally accepted in the United States of America (U.S. GAAP). This basis of accounting differs from U.S. GAAP because the Shelter has not recognized grants or pledges receivable, accounts receivable, or accrued payroll. The effect of not recording these on the financial statements has not been determined. The Shelter does recognize accruals for accounts payable, payroll tax liabilities, line of credit and long-term liabilities associated with notes payable. The cash basis is additionally modified to include capitalization of property and equipment with a provision for depreciation, inventory, recognition of in-kind contributions and expenses and reflect investments at fair market value.

Basis of presentation

The Organization reports information regarding its assets, liabilities, and net assets and revenues, expenses, and other changes in net assets according to two classes of net assets that are based upon the existence or absence of restrictions on use that are placed by its donors: net assets without donor restrictions and net assets with donor restrictions.

Net assets without donor restrictions are resources available to support operations and not subject to donor restrictions. The only limits on the use of net assets without donor restrictions are the broad limits resulting from the nature of the Organization, the environment in which it operates, the purposes specified in its corporate documents and its application for tax-exempt status, and any limits resulting from contractual agreements with creditors and others that are entered into in the course of its operations.

Net assets with donor restrictions are resources that are subject to donor-imposed restrictions. Some restrictions are temporary in nature, such as those that are restricted by a donor for use for a particular purpose or in a particular future period. Other restrictions may be perpetual in nature; such as those that are restricted by a donor that the resources be maintained in perpetuity.

When a donor's restriction is satisfied, either by using the resources in the manner specified by the donor or by the passage of time, the expiration of the restriction is reported in the financial statements by reclassifying the net assets from net assets with donor restrictions to net assets without donor restrictions.

Cash and cash equivalents

The Shelter considers all highly liquid investments with a maturity of three months or less when purchased to be cash equivalents.

Inventory

Inventory is stated at cost and is valued using the first in first out method. All inventory is considered finished

PRAIRIE PAWS ANIMAL SHELTER, INC.

NOTES TO FINANCIAL STATEMENTS

goods available for sale.

Property and equipment

Building and equipment are capitalized at cost. Generally, the Shelter will capitalize expenditures for those items in excess of \$500 and lesser amounts are expensed.

The range of estimated useful lives used in computing depreciation for financial statement purposes are as follows:

Buildings	39 years
Equipment	5-7 years
Furniture	7-15 years
Leasehold Improvements	15-20 years
Software	3 years

Investments

The Shelter's investments are stated at fair value. Fair value is the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at a measurement date. Unrealized gains and losses are included in the change in net assets in the accompanying statements of revenue, expenses, and other changes in net assets – modified cash basis.

Fair value measurements – definition and hierarchy

The Shelter has adopted the provisions of FASB ASC 820-10. Under this standard, fair value is defined as the price that would be received to sell an asset or paid to transfer a liability (i.e., the "exit price") in an orderly transaction between market participants at the measurement date.

In determining fair value, the Shelter uses various valuation approaches. FASB ASC 820-10 establishes a hierarchy for inputs used in measuring fair value that maximizes the use of observable inputs and minimizes the use of unobservable inputs by requiring that the most observable inputs be used when available. Observable inputs are inputs that market participants would use in pricing the asset or liability developed based on market data obtained from sources independent of the Shelter. Unobservable inputs are inputs that reflect the Shelter's assumptions about the assumption market participants would use in pricing the asset or liability developed based on the best information available in the circumstances. The hierarchy is broken down into three levels based on the observability of inputs as follows:

Level 1 – Valuations based on quoted prices in active markets for identical assets or liabilities that the Shelter has the ability to access. Valuation adjustments and block discounts are not applied to instruments at Level 1. Since valuations are based on quoted prices that are readily and regularly available in an active market, valuation of these products does not entail a significant degree of judgment.

Level 2 – Valuations based on one or more quoted prices in markets that are not active or for which all significant inputs are observable, either directly or indirectly.

Level 3 – Valuations based on inputs that are unobservable and significant to the overall fair value measurement.

PRAIRIE PAWS ANIMAL SHELTER, INC.

NOTES TO FINANCIAL STATEMENTS

The availability of observable inputs can vary from product to product and is affected by a wide variety of factors, including, for example, the type of product, whether the product is new and not yet established in the marketplace, the liquidity of markets and other characteristics particular to the transaction. To the extent that valuation is based on models or inputs that are less observable or unobservable in the market, the determination of fair value requires more judgment. Accordingly, the degree for judgment exercised by the Shelter in determining fair value is greatest for instruments categorized in Level 3.

In certain cases, the inputs used to measure fair value may fall into different levels of the fair value hierarchy. In such cases, for disclosure purposes the level in the fair value hierarchy within which the fair value measurement falls in its entirety is determined based on the lowest level input that is significant to the fair value measurement in its entirety.

Fair value is a market-based measure considered from the perspective of a market participant rather than an entity-specific measure. Therefore, even when market assumptions are not readily available, the Shelter's own assumptions are set to reflect those that the Shelter believes market participants would use in pricing the asset or liability at the measurement date.

Donated services and in-kind contributions

As described in the Basis of accounting footnote, management has elected to modify the cash basis of accounting to include donated services and in-kind contributions in accordance with generally accepted accounting principles. Accounting principles for non-profit organizations require donated services which require specific expertise or enhance a non-financial asset be recorded in the financial statements at their fair value. The Shelter receives a significant amount of donated services and supplies from unpaid volunteers who assist in fundraising, operations and special projects. For the years ended December 31, 2020 and 2019, the Shelter has recorded in-kind contributions as revenue and expense totaling \$93,473 and \$289,235, for donated services and goods, respectively. In addition, many individuals have volunteered over 7,000 hours of their time in organizational governance, program services and fundraising efforts for the years ended December 31, 2020 and 2019. No amounts have been reflected in the statements for these donated hours as they did not meet the accounting principles criteria for recognition.

Income taxes

The Shelter is exempt from income taxes under section 501(c)(3) of the Internal Revenue Code as provided by a determination letter received from the Internal Revenue Service.

The Shelter has adopted the provisions of FASB ASC 740-10, *Accounting for Income Taxes*. This standard clarifies the accounting for uncertainty in income taxes recognized in an organization's financial statements and prescribes recognition and measurement of tax positions taken or expected to be taken on a tax return that are not certain to be realized. The implementation of this standard had no impact on the Shelter's financial statements.

The Shelter files tax returns in the U.S. federal jurisdiction. The Shelter is not aware of any activities that are subject to tax on unrelated business income or excise or other taxes.

Use of estimates

Management uses estimates and assumptions in preparing the financial statements on a modified cash basis of accounting. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities, and the reported revenues and expenses. On an ongoing basis, management

PRAIRIE PAWS ANIMAL SHELTER, INC.

NOTES TO FINANCIAL STATEMENTS

evaluates the estimates and assumptions based on new information. Management believes that the estimates and assumptions are reasonable in the circumstances; however, actual results could differ from those estimates.

Support and revenues

The Shelter receives funding from donations, private individuals, local business and local grants and performs services for fees. Revenues are recognized when performance obligation of adoption services are transferred to the customer at a point in time.

Pending accounting pronouncements

In February 2016, FASB issued ASU 2016-02, *Leases*, which, among other things, requires the recognition of lease assets and lease liabilities for operating leases on the statement of assets, liabilities, and net assets for lessees, and the disclosure of key information about leasing arrangements. The standard is effective for fiscal years beginning after December 15, 2021. Early application is permitted. The standard will need to be applied retrospectively in the year adopted. It is management's responsibility to ensure appropriate adoption of ASU 2016-02.

Recently adopted accounting guidance

In May 2014, the FASB issued Accounting Standards Update (ASU) 2014-09, *Revenues from Contracts with Customers*, and has modified the standard thereafter. This standard replaces existing revenue recognition rules with a comprehensive revenue measurement and recognition standard and expanded disclosure requirements. ASU 2014-09 is effective for annual reporting periods in fiscal years that begin after December 15, 2019. It is management's responsibility to ensure appropriate adoption of ASU 2014-09. Accordingly, the Shelter has adopted this guidance as of January 1, 2020.

3. LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the statement of financial position date, comprise the following:

	2020		2019	
Cash and cash equivalents	\$	180,119	\$	142,063
Investments		5,273		5,074
Total financial assets available within one year	\$	185,392	\$	147,137

In addition to financial assets available to meet general expenditures over the next 12 months, the Shelter operates with a balanced budget and anticipates collecting sufficient revenue to cover general expenditures not covered by donor-restricted resources.

PRAIRIE PAWS ANIMAL SHELTER, INC.**NOTES TO FINANCIAL STATEMENTS****4. PROPERTY AND EQUIPMENT, NET**

Property, plant, and equipment consist of the following as of December 31:

	2020	2019
Vehicles	\$ 30,901	\$ 30,901
Buildings	1,560,876	1,560,876
Leasehold improvements	67,252	71,593
Land	144,138	144,138
Loan origination costs	10,321	10,321
Furniture, fixtures, and equipment	247,380	244,280
Total gross fixed assets	2,060,868	2,061,959
Less accumulated depreciation	(664,633)	(607,267)
Property and equipment, net	\$ 1,396,235	\$ 1,454,692

Depreciation expense was \$59,731 and \$59,662 for the years ended December 31, 2020 and 2019.

5. INVESTMENTS, AT FAIR VALUE

Investments are composed of the following as of December 31:

	2020		2019	
	Cost	Fair Value	Cost	Fair Value
Mutual funds	\$ 5,187	\$ 5,273	\$ 5,079	\$ 5,074

Total unrealized gains were \$198 and \$1,038 for the years ended December 31, 2020 and 2019, respectively. Total investment fees of \$15 were included in unrealized gains as of December 31, 2020 and 2019.

6. FAIR VALUE MEASUREMENTS

The following table represents the fair value of investments measured on a recurring basis as of December 31:

2020			
	Level 1	Level 2	Level 3
Mutual funds			
Large value	\$ 5,273	\$ -	\$ -
Total investments	\$ 5,273	\$ -	\$ -
2019			
	Level 1	Level 2	Level 3
Mutual funds			
Large value	\$ 5,074	\$ -	\$ -
Total investments	\$ 5,074	\$ -	\$ -

PRAIRIE PAWS ANIMAL SHELTER, INC.

NOTES TO FINANCIAL STATEMENTS

7. LINE OF CREDIT

At December 31, 2018, the Shelter had a revolving line of credit with Commerce Bank with total availability of \$100,000. Interest accrues on the outstanding balance at a variable rate of 1.5% plus the prime rate, but never less than 3.75%. The Shelter had total borrowings of \$10,000 and the interest rate was 4.75% and 7.00% at December 31, 2020 and 2019, respectively. The line of credit matured on March 31, 2020 and was renewed until March 31, 2021. During February 2021, the line of credit was renewed again with a maturity date of March 31, 2022. The line of credit is secured by substantially all assets of the Shelter.

8. NOTES PAYABLE

The Shelter entered into a note payable with Commerce Bank on March 31, 2017. At December 31, 2020 and 2019, the note held a balance of \$257,970 and \$269,646, respectively. On a monthly basis, interest accrues at a rate of 4.35% and payments of \$2,381 are made. Beginning April 30, 2022, payments of \$2,400 will be made and interest will accrue using an interest rate based on the US Swap Rate. The note matures on March 31, 2032 and is secured by substantially all assets of the Shelter. There are no restrictive covenants.

Estimated future principal maturities as of December 31, 2020 are as follows:

2021	\$	17,915
2022		19,106
2023		20,057
2024		20,925
2025		21,829
Thereafter		158,138
	\$	257,970

9. PAYCHECK PROTECTION PROGRAM LOAN

In April 2020, the Shelter received \$92,200 as a loan under the Paycheck Protection Program (PPP) through the U.S Small Business Administration (SBA). The PPP loan is designed to provide a direct incentive for small businesses to keep their workers on the payroll in response to the outbreak of the COVID-19 coronavirus in 2020. SBA will forgive loans if all employee retention criteria are met and the funds are used for eligible expenses. As of December 31, 2020, the Organization has applied for and been granted forgiveness for the entirety of the loan. During the year ended December 31, 2020, the Shelter recognized \$92,200 of revenue from the proceeds of the PPP.

10. BENEFICIAL INTEREST IN TRUST

The Shelter is named as a beneficiary of the Beatrice Martin Peck Trust and receives contributions at the discretion of the trustee as earnings of the trust are available. During 2020 and 2019, \$8,446 and \$7,795 was received, respectively, and payments from the trust are recognized as income when received in accordance with the modified cash basis of accounting.

PRAIRIE PAWS ANIMAL SHELTER, INC.

NOTES TO FINANCIAL STATEMENTS

11. FUNCTIONAL ALOCATION OF EXPENSES

The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include salaries and wages, benefits, payroll taxes, professional services, office expenses, information technology, insurance, and others, which are allocated on the basis of estimates of time and effort

12. SUBSEQUENT EVENTS

Management has evaluated subsequent events through March 14, 2022, the date which the financial statements were available to be issued.

In December 2020, Congress passed the Consolidated Appropriations Act 2021, which allowed for certain nonprofit organization to apply for the Paycheck Protection Program round two (PPP2). Businesses and organizations could apply for forgivable loan based its average monthly payroll. The Organization applied for and received \$85,700 through the PPP2 in February 2021. The note bears interest at a 1.00% and matures February 2026. Under the terms of the PPP2, certain amounts of the loan may be forgiven if they are used for qualifying expenses. In July 2021, the organization applied for and was granted forgiveness for the entirety of the loan.



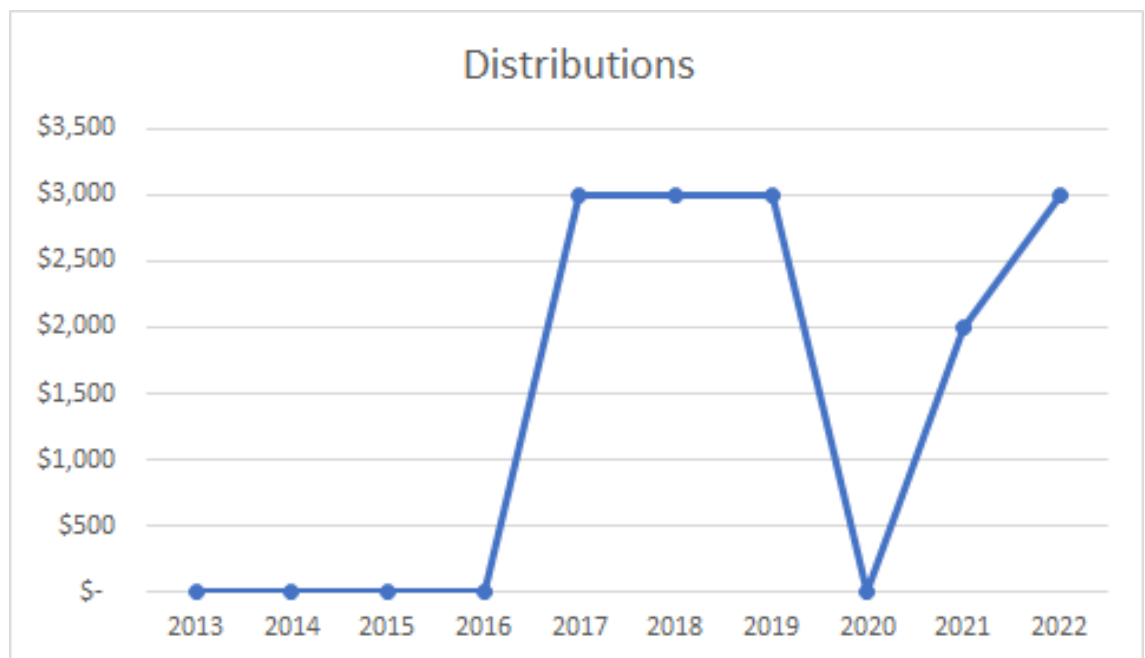
Mayor's Christmas Tree 011-5-1100-558.90

The 2023 Funding Request is submitted by Staff. This line has historically been used to give back to the Ottawa community through donations to local non-profits each year. These non-profits impact families in our community that may need an extra hand up in that particular year. Below is a table outlining the last ten years of funding from the City of Ottawa to the Mayor's Christmas Tree Fund.

	Distributions
2013	\$ -
2014	\$ -
2015	\$ -
2016	\$ 3,000
2017	\$ 3,000
2018	\$ 3,000
2019	\$ 3,000
2020	\$ 2,500
2021	\$ 3,000
2022	\$ 3,000

(Budgeted not distributed)

The current request of \$3,000.00 is placeholder in case a donation is received to allow the budget authority to distribute.



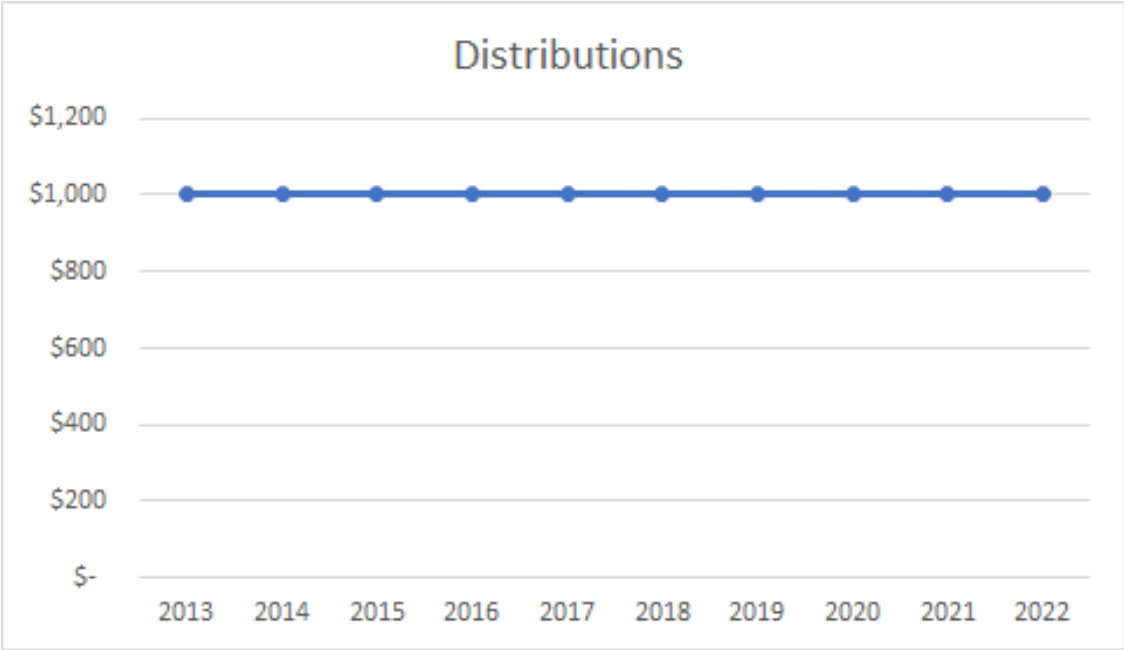


Veteran's Day Support
011-5-1100-564.00

The 2023 Funding Request is attached behind this introduction sheet. This line has historically been used to support the Veteran's Day Parade and other community celebratory events that are put on to honor Veteran's in our community. Below is a table outlining the last ten years of funding from the City of Ottawa to the Veteran's Day Support Fund.

	Distributions
2013	\$ 1,000
2014	\$ 1,000
2015	\$ 1,000
2016	\$ 1,000
2017	\$ 1,000
2018	\$ 1,000
2019	\$ 1,000
2020	\$ 1,000
2021	\$ 1,000
2022	\$ 1,000

The current request of \$1,000.00 is a continuation of this funding line. This fund has stayed flat from 2013- forward.



FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: Veterans Day Event
Org. Type: _____
Address: 1891 Montana Road
Ottawa

Website: N.A.
Years of Operation: 21
Fiscal Year End Date: _____

Primary Contact Information

Name: Ray Shumate
Email: rayshumate51@gmail.com

Phone #: 785-418-3106

Agency/Organization Credentials (if applicable)

EIN #: N.A.

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes ☐ No ☒
N/A ☐

Comments:

How many years org. has been certified as a
501 (c)(3) nonprofit: _____

Total \$ Requested: 1,000.00

Program Information

Program Name: Veterans Day Event

Describe what the funds would be used for:

Parade & Displays

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

- ☐ Yes
☐ No. The audit will be available at a later date. Provide estimated date: _____
☒ No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

2021

2022

2023

Beginning Cash Balance: 4,443.52

Revenues:	Actual	Estimated	Estimate
	2,816.00	3,500.00	4,000.00

Total Revenue:	2,690.00	3,000.00	4,000.00
----------------	----------	----------	----------

Expenditures:	Actual	Estimated	Estimate
	2,690.00	3,500.00	4,000.00

Total Expenditures:	2,690.00	3,500.00	4,000.00
---------------------	----------	----------	----------

Expected ending cash
balances:

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

Service Geography & Population

Target populations that benefit directly from the service: unknown

Total number of persons served by agency: unknown

Ottawa Residents served by agency: _____

Franklin County residents served: _____

Fund Usage

Without city funding, what challenges would your program face?

What are the top three measurable outcomes if funded?

Do you have the administrative or operational capacity to achieve these goals if funded?

Yes

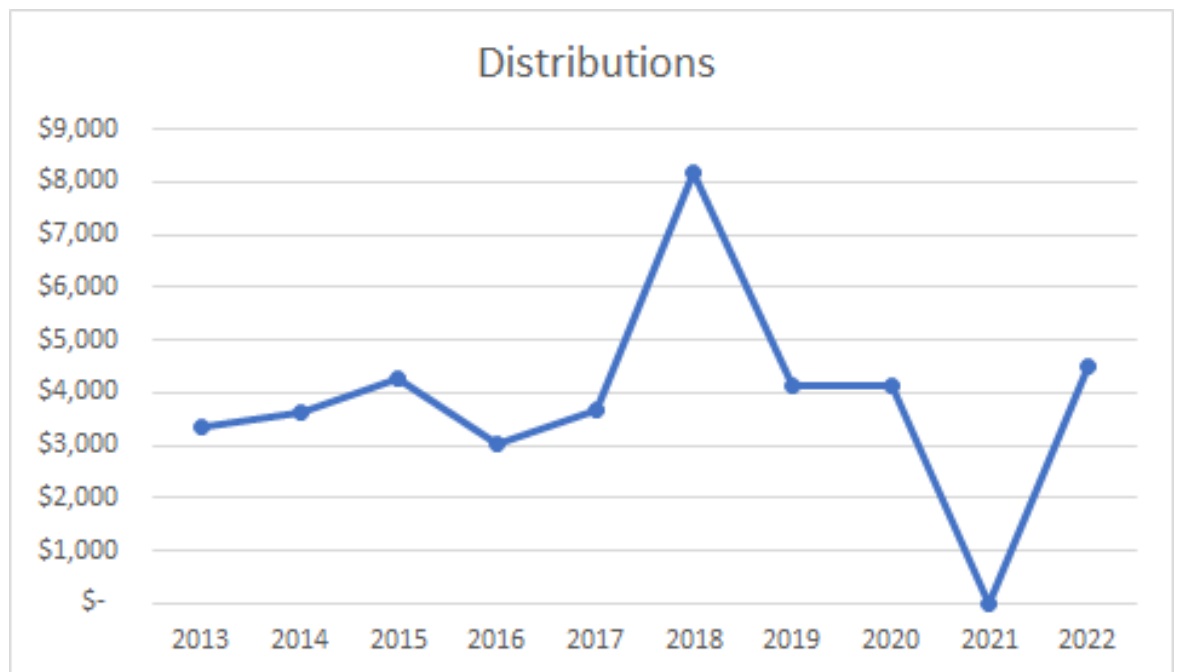


City Band Support 011-5-1100-569.00

The 2023 Funding Request is attached behind this introduction sheet. The City has maintained a strong relationship with The City Band. Funding allocations have taken place routinely from 2013 to 2022. Below is a table outlining the last ten years of funding from the City of Ottawa to the City Band Support Fund.

	Distributions
2013	\$ 3,362
2014	\$ 3,616
2015	\$ 4,285
2016	\$ 3,036
2017	\$ 3,669
2018	\$ 8,177
2019	\$ 4,110
2020	\$ 4,110
2021	\$ -
2022	\$ 4,520

The current request of \$4,865 is a small increase of 7.63% or \$345 over the last funding amount of \$4,520 in 2022. The allocation for The City Band has had a total increase from 2013 to 2022 of 34.44% or \$1,158.



FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: OTTAWA CITY BAND

Website: OTTAWA CITY BAND - Facebook

Org. Type: Community band

Years of Operation: 122 years (Since 1900)

Address: 745 S. Hickory St, Apt. 317
OTTAWA, KS 66067
(% Murle Mordy)

Fiscal Year End Date: December 31

Primary Contact Information

Name: Murle Mordy

Phone #: 785-242-2973

Email: mordymurle1@gmail.com

Agency/Organization Credentials (if applicable)

EIN #: 83-3663107

How many years org. has been certified as a

501(c)(3) nonprofit: 3 years

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes ☒ No ☐

N/A ☐

Comments:

Total \$ Requested: \$4,865

Program Information

Program Name: Weekly band concerts?

Describe what the funds would be used for:

provide weekly concerts during the summer (end of may → mid-July)
and a Christmas concert in December.

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

☐ Yes

☐ No. The audit will be available at a later date. Provide estimated date: _____

☒ No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2021 2021 (1-1-21)	2022 2022 (1-1-22)	2023 2023 NA.
Beginning Cash Balance:	\$ 8,047	\$ 4,263	
Revenues:	Actual	Actual Estimated	Estimate
allocation - City of Ottawa	\$ 4,110.00	\$ 4,520.00	\$ 4,865.00
Total Revenue:	\$ 4,110.00	\$ 4,520.00	\$ 4,865.00

Expenditures:	Actual	Estimated	Estimate
see attached paper			

Total Expenditures:

Expected ending cash
balances:

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Ottawa City Band

Expenditures-report for Ottawa City Commission

<u>Type of expenditure</u>	<u>Actual for 2021</u>	<u>Estimated for 2022</u>	<u>Estimated for 2023</u>
Director's salary	\$1,900	\$1,900	\$2,200
Librarian's salary	\$630	\$630	\$700
Load crew	\$451	\$480	\$500
New music	\$397	\$700	\$800
Band shirts	\$145	\$285	\$300
Advertising: Ottawa Herald	\$98	\$100	\$150
Advertising: KOFO spots	\$50	\$50	\$75
Miscellaneous (postage , Cups & ice for concerts, Velco strips for banner)	\$154	\$20	\$40
Non-profit corp. fees	\$80	\$80	\$100
New banner in City Park	<u>NA</u>	<u>\$350</u>	<u>NA</u>
 Total expenditures	 \$3,905	 \$4,595	 \$4,865
 Expected ending cash balances:	 \$4,103	 \$4,028	 \$4,028

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

Provide musical entertainment for the greater Ottawa community during part of the summer and in December (Christmas concert).

Service Geography & Population

Target populations that benefit directly from the service: greater Ottawa community

Total number of persons served by agency: 150 average attendance including Williamsburg

Ottawa Residents served by agency: No specific individuals

Franklin County residents served: those who enjoy band music

Fund Usage

Without city funding, what challenges would your program face?

Without city funding, we would probably stop holding concerts. We could not raise enough funds to cover expenses. Please note that this is primarily a volunteer band. Only the director and librarian are paid, plus small payment to members of the load crew.

What are the top three measurable outcomes if funded?

1. good turnout at our concerts
2. positive feedback from the audience as we ask them to vote on their favorite selection at each concert.
3. Acculturation of the Ottawa community.

Do you have the administrative or operational capacity to achieve these goals if funded?

yes

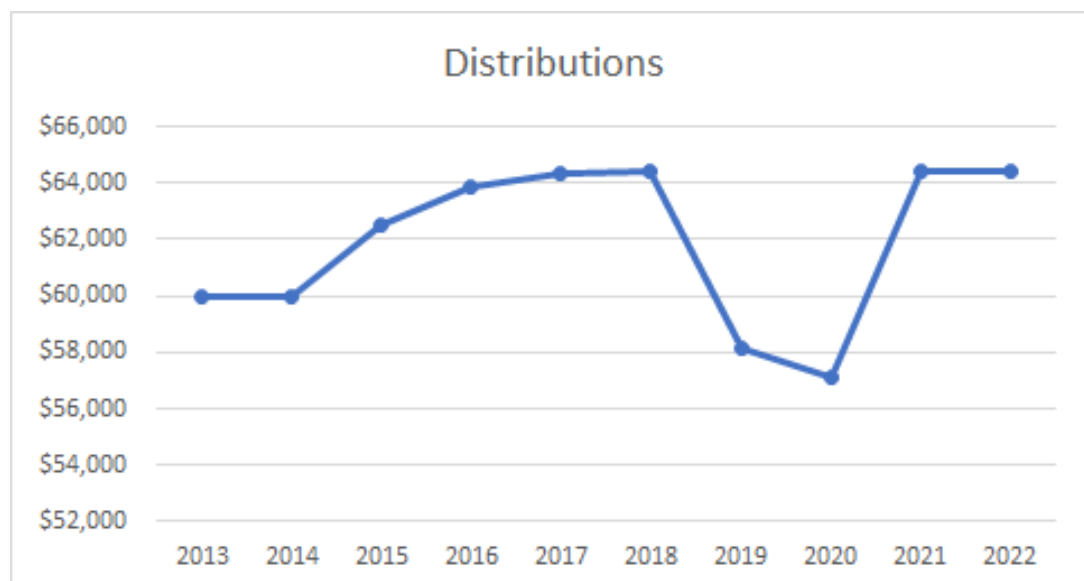


Economic Development
Franklin County Development Council (FCDC)
011-5-1100-572.00

The 2023 Funding Request is attached behind this introduction sheet. The City has maintained a strong and mutually beneficial relationship with the Franklin County Development Council since 2013. Below is a table outlining the last ten years of funding from the City of Ottawa to FCDC.

	Distributions
2013	\$ 60,000
2014	\$ 60,000
2015	\$ 62,500
2016	\$ 63,875
2017	\$ 64,365
2018	\$ 64,375
2019	\$ 58,165
2020	\$ 57,133
2021	\$ 64,375
2022	\$ 64,375

The current request of \$66,375.00 is an increase of 3% increase or \$2,000 over FY2022's budgeted funds of \$64,375. This is an even three way split between Ottawa, Franklin County, and membership dues. The allocation amount for FCDC has had a total increase from 2013 to 2022 of 7.29% increase or \$4,375.



FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: FCDC
Org. Type: 501(c)6
Address: 1428 S Main, Suite 2
Ottawa, KS 66067

Website: www.fcdckansas.org
Years of Operation: 68
Fiscal Year End Date: 2023

Primary Contact Information

Name: Paul Bean
Email: paul.bean@fcdckansas.org

Phone #: 785-229-3496

Agency/Organization Credentials (if applicable)

EIN #: 48-6107427

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes ☒ No ☐
N/A ☐

Comments:

How many years org. has been certified as a

501(c)(3) nonprofit: n/a

Total \$ Requested: \$66,375

Program Information

Program Name: Economic Development

Describe what the funds would be used for:

FCDC utilizes financial support to promote economic growth. This includes promotion of Proximity Park in partnership with KCSmart Port, Kansas Department of Commerce, and with direct marketing. FCDC also supports existing industry by assisting with grants, networking, and workforce development. Workforce development includes partnerships with local school districts and promotion of housing development. Funds also support recruitment of new members of FCDC, which has grown each of the past three years.

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

- ☐ Yes
- ☒ No. The audit will be available at a later date. Provide estimated date: May, 2022
- ☐ No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2021	2022	2023
Beginning Cash Balance:	276,652.64	273,467.53	277,000.00
Revenues:	Actual	Estimated	Estimate

See Attached			

Total Revenue:

Expenditures:	Actual	Estimated	Estimate
---------------	--------	-----------	----------

See Attached			

Total Expenditures:
Expected ending cash
balances:

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

The mission of FCDCC is to aggressively pursue targeted growth opportunities for Franklin County that will result in quality job creation and retention. FCDC will support targeted quality job creation and retention efforts through providing leadership on Franklin County workforce and community growth initiatives.

Service Geography & Population

Target populations that benefit directly from the service: Entire County

Total number of persons served by agency: Entire County

Ottawa Residents served by agency: Entire Community

Franklin County residents served: Entire County

Fund Usage

Without city funding, what challenges would your program face?

Without city funding FCDC would be seriously hindered in promoting Proximity Park and supporting existing industry and business in the City of Ottawa.

What are the top three measurable outcomes if funded?

Metrics for FCDC included number of RFP's managed through the FCDC office each year. Another metric is the retention and growth of membership with FCDC. Lastly, activity by FCDCC as leadership for workforce and community growth initiatives.

Do you have the administrative or operational capacity to achieve these goals if funded?

Yes. Our past record proves FCDC is a good investment by the City of Ottawa. In fact, during inflationary times, FCDC is not requesting an increase in funding.

From: Bean, Paul <paul.bean@fcdckansas.org>

Sent: Thursday, May 5, 2022 3:19 PM

To: Melanie Landis <mlandis@ottawaks.gov>

Subject: Community Partner Application

USE CAUTION - EXTERNAL EMAIL: *Please do not open attachments or click links from an unknown or suspicious source*

Melanie,

It appears I filled this out online so cannot edit it at this time.

I would ask for consideration of an additional \$2,000 from the City of Ottawa to assist with the cost of the SizeUp software. This software will help FCDC, The city of Ottawa, Franklin County, and the Ottawa Chamber provide enhanced assistance to business and industry that is looking to expand or locate in our community. FCDC is managing this agreement on behalf of all the parties listed above.

Thank you for consideration of an additional \$2,000 to the original request for funding for the year.

Paul

Paul Bean
Executive Director
Franklin County Development Council
Ottawa, Kansas
785-229-3496
www.fcdckansas.org

It's A Great Day to Live in Franklin County!



Franklin County Development Council Inc.
Budget vs. Actuals: 2021 Budget - FY21 P&L
January - December 2021

	Total			
	Actual	Budget	over Budget	% of Budget
Income				
3001 County Contribution	64,375.00	64,375.00	0.00	100.00%
3002 City Contribution	64,375.00	64,375.00	0.00	100.00%
3023 2021 Dues	44,550.00	45,000.00	(450.00)	99.00%
3700 Abatement (PILOT) Funding	10,413.42	10,200.00	213.42	102.09%
3810 Interest Income	418.82	2,000.00	(1,581.38)	20.93%
3850 Annual Meeting	2,000.00	4,000.00	(2,000.00)	50.00%
3890 Other Income	23,348.84	10,000.00	13,348.84	233.49%
3910 Transfers from Reserves		7,050.00	(7,050.00)	0.00%
Total Income	\$ 209,480.88	\$ 207,000.00	\$ 2,480.88	101.20%
Gross Profit	\$ 209,480.88	\$ 207,000.00	\$ 2,480.88	101.20%
Expenses				
4100 Auto/Travel/Conference	4,234.45	4,000.00	234.45	105.86%
5000 Administration	118.13	500.00	(381.87)	23.63%
5005 Donations & Gifts		500.00	(500.00)	0.00%
6030 Advertising Expenses	774.07	500.00	274.07	154.81%
5040 Website	725.85	2,000.00	(1,274.35)	36.28%
5050 Accounting Fees	8,500.85	8,500.00	0.85	100.01%
5051 Bank Service Charges	40.00	100.00	(60.00)	40.00%
5150 Postage	250.40	100.00	150.40	250.40%
5160 Operating Supplies	892.85	1,500.00	(607.15)	59.52%
5170 Photocopy Charges		1,000.00	(1,000.00)	0.00%
5250 Attorney Fees		1,000.00	(1,000.00)	0.00%
5300 Insurance	880.00	1,700.00	(840.00)	51.76%
5310 Annual Meeting Expense	610.44	1,500.00	(889.56)	40.70%
5315 Special Meeting Expense	4,254.89	100.00	4,154.89	4254.89%
5325 Membership Retention	1,247.79	4,000.00	(2,752.21)	31.19%
5330 Other expense		100.00	(100.00)	0.00%
5335 Prospect Costs/mktg	19,405.67	20,000.00	(594.33)	97.03%
5400 KCADC Membership	7,500.00	7,500.00	0.00	100.00%
5405 Team Kansas		1,000.00	(1,000.00)	0.00%
5410 KEDA Membership	300.00	300.00	0.00	100.00%
5430 KCADC SmartPort	3,500.00	3,500.00	0.00	100.00%
5500 Equipment		500.00	(500.00)	0.00%
5550 Software	6,200.41	1,500.00	4,700.41	413.36%
5600 Workforce Program Expenses	2,458.08	9,000.00	(6,541.92)	27.29%
5650 Executive Director Salary	138,805.09	130,000.00	8,805.09	106.77%
5655 Executive Director Benefits	4,098.12	6,600.00	(2,501.88)	62.09%
Payroll Expenses	10,632.32		10,632.32	
Unapplied Cash Bill Payment Expense	0.00		0.00	
Total Expenses	\$ 213,208.81	\$ 207,000.00	\$ 6,208.81	103.00%
Net Operating Income	\$ (3,727.93)	\$ -	\$ (3,727.93)	
Change in Unrestricted Net Assets	\$ (3,727.93)	\$ -	\$ (3,727.93)	

Franklin County Development Council Inc.
Statement of Assets, Liabilities & Net Assets--Modified Cash Basis
As of December 31, 2021

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1001 OakStar	25,100.00
1010 Bank Midwest Checking # 134066	22,178.58
1041 Patriots Bank CD #153460	56,916.94
1042 ICS Account 6000	59,583.25
1055 Goppert CD 35000078	14,879.41
1082 Great Southern CD #7356001248	27,954.27
1084 Kansas State Bank CD#62718	22,056.66
1085 Patriots Bank CD #153558	21,941.84
1086 Mid America Bank CD#40002708	22,856.58
Total Bank Accounts	\$ 273,467.53
Total Current Assets	\$ 273,467.53
TOTAL ASSETS	\$ 273,467.53
LIABILITIES AND NET ASSETS	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2100 Payroll Liabilities	5,973.10
Total Other Current Liabilities	\$ 5,973.10
Total Current Liabilities	\$ 5,973.10
Total Liabilities	\$ 5,973.10
Net Assets	
3900 Unrestricted Net Assets	271,220.36
Change in Unrestricted Net Assets	(3,725.93)
Total Net Assets	\$ 267,494.43
TOTAL LIABILITIES AND NET ASSETS	\$ 273,467.53

**Franklin County Development Council
Budget - 2022**

	2022 Budget	2023 Estimate Not Board Approved
<u>Revenue</u>		
3001 County Contribuitor	\$ 64,375.00	\$ 67,594
3002 City Contribution	\$ 64,375.00	\$ 67,594
3024 2020 Dues	\$ 47,000.00	\$ 49,000
3700 Abatement (Pilot) Funding	\$ 10,400.00	\$ 10,400
3810 Interest	\$ 5,000.00	\$ 5,000
3850 Annual Meeting	\$ 1,500.00	\$ 1,000
3890 Other Income	\$ -	\$ 4,000
3910 Transfer from Reserves	\$ -	
3960 Next Level Campaign	\$ -	
Total Revenue	\$ 192,650.00	\$ 204,588
<u>Expenses</u>		
4100 Auto/Travel/Conferences	\$ 4,000.00	4000
5000 Administration	\$ 300.00	300
5005 Donations and Gifts	\$ -	
5030 Advertising Expenses	\$ 1,000.00	1500
5040 Website	\$ 500.00	1000
5050 Accounting Fees	\$ 8,200.00	8400
5051 Bank Service Charges	\$ 120.00	120
5060 Rent Expense	\$ -	
5070 Utilities	\$ -	
5075 Telephone/Internet	\$ -	
5150 Postage	\$ 300.00	350
5160 Operating Supplies	\$ 800.00	1000
5170 Photocopy	\$ -	
5250 Legal Fees	\$ 500.00	500
5300 Insurance	\$ 1,700.00	1800
5310 Annual Meeting	\$ 500.00	500
5315 Special Meetings	\$ 500.00	800
5325 Technology Upgrade	\$ -	
5326 Membership Retention	\$ 2,000.00	2000
5328 Hospitality	\$ -	
5330 Other Expense	\$ -	
5335 Prospect Marketing	\$ 3,000.00	3000
5400 KCADC Membership	\$ 4,000.00	4000
5405 Team Kansas	\$ 500.00	500
5410 KEDA Membership	\$ 300.00	300
5430 KCADC SmartPort	\$ 3,500.00	3500
5500 Equipment	\$ 500.00	500
5550 Software	\$ 5,000.00	5000
5600 Workforce Programs	\$ 2,000.00	2000
5620 Industrial Park Marketing	\$ -	
5650 Day on the Job	\$ 1,000.00	3000
6550 Executive Director Salary	\$ 135,330.00	139000
6555 Executive Director Benefits	\$ 6,600.00	6600
6557 Executive Director Phone	\$ -	
6560 Support Staff	\$ -	
6570 Janitorial Service	\$ -	
Payroll Expense	\$ 10,196.00	10196
Reimbursements	\$ -	
Total Expenses	\$ 192,346.00	199866
Net Operating (Income/Loss)	\$ 304.00	\$ 4,722

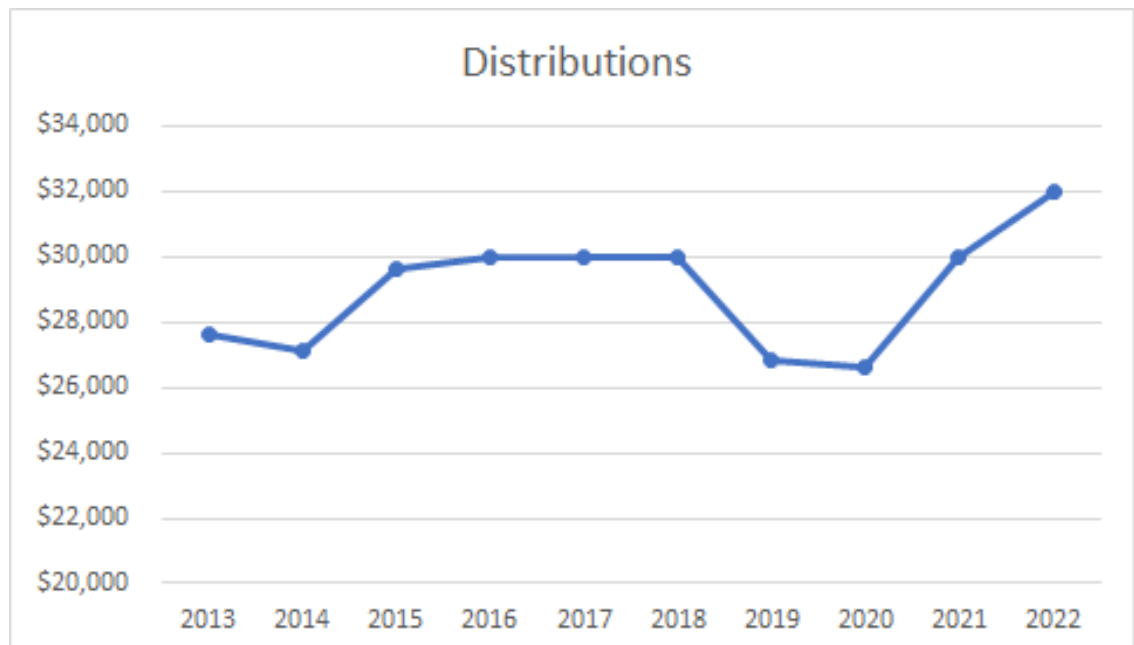


Downtown Development
Ottawa Main Street Association (OMSA)
011-5-1100-577.00

The 2023 Funding Request from Ottawa Main Street Association (OMSA) is attached behind this introduction sheet. The City has maintained a good standing relationship with the OMSA. Below is a table outlining the last ten years of funding from the City of Ottawa to OMSA.

	Distributions
2013	\$ 27,600
2014	\$ 27,100
2015	\$ 29,600
2016	\$ 30,000
2017	\$ 30,000
2018	\$ 30,000
2019	\$ 26,846
2020	\$ 26,625
2021	\$ 30,000
2022	\$ 32,000

The current request of \$32,000.00 remains the same as 2022. In 2022, City Manager Nienstedt requested the allocation be \$32,000.00 in an effort to more accurately represent the reoccurring yearly donation from the City of Ottawa in support of downtown corner decorations. This was not an increase in overall budget spending, but a more transparent representation of fund allocations.



FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: Ottawa Main Street Association, Inc
Org. Type: Not for profit
Address: 122B S. Main ST
Ottawa, KS 66067

Website: ottawamainstreet.org
Years of Operation: 22
Fiscal Year End Date: December 31

Primary Contact Information

Name: Cal Lantis
Email: cal@callantis.com

Phone #: 785-418-7576

Agency/Organization Credentials (if applicable)

EIN #: 2927739

How many years org. has been certified as a
501 (c) (3) nonprofit: 22

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes ☐ No ☒

N/A ☐

Comments: In the process of renewing

Total \$ Requested: 32,000.00

Program Information

Program Name: Ottawa Main Street

Describe what the funds would be used for:

Partially funding, which when combined with our other revenue streams, will allow the organization to support Ottawa's historic downtown district in accordance with the Kansas & National Main Street four point approach. The "4 Points Approach" addresses the four forces that effect real estate value; social, physical, political and economic. These forces are represented in the Main Street approach as Organization, Promotion, Economic Restructuring & Design.

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

- ☐ Yes
☐ No. The audit will be available at a later date. Provide estimated date: _____
☒ No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2021	2022	2023
Beginning Cash Balance:			
Revenues:	Actual	Estimated	Estimate
See comments below			

Total Revenue:

Expenditures:	Actual	Estimated	Estimate
see comments below			

Total Expenditures:

Expected ending cash
balances:

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

We promote a positive image of Historic Downtown Ottawa by preserving our unique character, strengthening the district's retail & economic base, and emphasizing the downtown as the center of community activity through a focused program of organization, design, promotion and business enhancement.

Service Geography & Population

Target populations that benefit directly from the service: the whole community

Total number of persons served by agency: downtown businesses

Ottawa Residents served by agency: all

Franklin County residents served: all

Fund Usage

Without city funding, what challenges would your program face?

We would be unable to retain the IWW funds, provide leadership for downtown events through our committees or have a paid director and a presence on Main Street from our office.

What are the top three measurable outcomes if funded?

Use of the IWW funds to promote job creation/retention

Number of Main Street sponsored downtown events

Continued growth and enhancement of the Corners program

Do you have the administrative or operational capacity to achieve these goals if funded?

We are currently in the process of reorganizing. As you know we started this process a few months before the onset of the pandemic. We have struggled for two years and the frugal use of city funds is a large part of what allowed us to continue. We are currently working attracting new members to the boards and committees, looking at innovative ways to fill the roll of the director, When we have this in place will will have the necessary operational capacity to achieve our goals. It should be noted that per our request payments of the 2022 contract with the city have been suspended. We are asking that our 2023 request be funded understanding that the release of those funds to the organization shall only be made after we have demonstrated to the Commission that we have, in fact, reorganized to their satisfaction. There is a copy of our 2020 RFP which clearly states what a reorganized Ottawa Main Street would provide to the community.



October 31, 2019

Ottawa City Commission
ATTN: Richard Nienstedt
101 S. Hickory Street
P.O. Box 60
Ottawa, KS 66067

Dear Mr. Nienstedt:

Thank you for the opportunity to respond to the City of Ottawa's request for a proposal to deliver downtown economic development. Please let this letter serve as notice that the Ottawa Main Street Association is interested in continuing to provide this service and our proposal is herein. We encourage you to not let the past several years affect your assessment and judgment of this plan... our 20-year organization is going through rebirth and a description of this revitalization will be included in our total proposal response. As part of our organization's renaissance we have a newly elected board of directors which includes a variety of downtown business and property owners as well as members of the community at large. Our board and members are committed to supporting and expanding the current investment in Downtown Ottawa and there is no other entity better positioned to oversee and employ these community tax dollars.

Part of our rebirth is a closer affiliation and working agreement with the Ottawa Area Chamber of Commerce...a letter of support and the Chamber's acknowledgement of this opportunity we have before us to work together to create a vibrant downtown community is included in this total response package. Beginning in January 2020, we will collocate in the Chamber's office to take advantage of office synergies and more completely create a team effort to provide services to our downtown businesses. These collaborations will include clerical assistance, assistance with website management and social media support and will be expanded as additional opportunities present themselves going forward from this relationship.

In partnership with the Chamber our new director will be responsible for Main Street economic development as well as event management and marketing of Legacy Square. Legacy Square management and the Main Street director should and will be symbiotic positions. Both events at the Square and on Main Street will increase overall activity in our downtown businesses.

109 E. 2nd Street | P.O. Box 580 | Ottawa, Kansas 66067
Phone-785.242.2085
Email - ottawamainstreetdirector@yahoo.com | www.ottawamainstreet.org

Through this proposal, the overarching goal is community transformation and downtown revitalization. To accomplish this primary aim we will embrace these four principals:

- Embrace economic vitality by building a diverse economic base and fostering an environment of entrepreneurship.
- Create an inviting, inclusive atmosphere which will celebrate our historic character and foster people-centered public spaces.
- Build strong organizational capacity by involving broad community engagement and forging partnerships in all major community organizations including the Chamber, Franklin County Development Council, Franklin County Tourism and the Community Arts Council to mention just a few.
- Promote our major marketing area, Downtown Ottawa, by communicating our unique story and encouraging and promoting the buy-local experience.

Additionally the OMSA is looking forward to re-establishing a positive relationship with the new director of the State Main Street organization and rejoining the National Main Street Association. Both of these organizations will be essential in helping our organization reestablish a strong community influence.

In closing we would like to encourage you to find in favor of continuing the longstanding relationship between OMSA and the Ottawa City Commission. We are asking for the opportunity to prove that in working closely with the Ottawa Area Chamber of Commerce we have the ability to adequately and efficiently communicate with the City Commission and our membership. Also our association with the Chamber will enhance our ability to manage a non-profit and maintain adequate financial records, recruit members and engage our volunteers.

We are Downtown Ottawa...it is not only our life...it's our livelihood. It is important for downtown businesses to remain in control of our future and the future of the primary Downtown Economic development organization in our community. We ask for your support.. .we stand ready to serve.

Respectfully Submitted,
Ottawa Main Street Association
Board of Directors

109 E. 2nd Street | P.O. Box 580 | Ottawa, Kansas 66067
Phone-785.242.2085
Email - ottawamainstreetdirector@yahoo.com | www.ottawamainstreet.org

Application to provide Downtown Economic Development Services

November 1, 2019

To:

The City of Ottawa Kansas

From:

Ottawa Main Street, Inc.

Our Vision

We promote a positive image of downtown by preserving our unique historic character, strengthening our district's retail and economic base, and emphasizing downtown as the center of community activity through a focused program of organization, design, promotion and business enhancement.

Ottawa Main Street, Inc. is recommitting to the vision and purpose as established when we first organized. The membership includes retail businesses, professional offices, service industries and private citizens devoted to a vital and prosperous downtown core. The newly elected 15 member board is excited to submit this proposal to the City of Ottawa for its consideration.

Ottawa Main Street, Inc. (OMSA) hereby requests that the City of Ottawa, Kansas grant its request to be the recipient of the \$30,000 annual budget commitment for Downtown Economic Development services.

The newly elected board of directors (Attachment 1), which includes a variety of downtown business and property owners as well as members of the community at large feels that there is no other entity better positioned to oversee these grant funds. We are committed to supporting and expanding the current investment in Downtown Ottawa.

If awarded the grant OMSA agrees to meet all of the requirements as set forth in the current funding agreement. (Attachment 2)

In addition OMSA agrees to the following:

OMSA will rejoin the National Main Street program as soon as the criteria to do so is established by the new director in the Kansas Department of Commerce. OMSA will work diligently to establish a positive relationship with the new state director. (Attachment 3)

OMSA will review and rewrite its bylaws where needed. (Attachment 4)

OMSA while keeping its autonomous identity will enter into an agreement with the Ottawa Area Chamber of Commerce (OACC) for Services including, but not limited to: office space, clerical assistance, office supplies and assistance with website maintenance and social media support. OACC, through its Board of Directors, has issued a Letter of Support for this proposal. (Attachment 5)

OMSA, once its new director is in place, enter in to a contract with OnWard Ottawa and OACC to oversee the operations of Legacy Square with the fees for such services to be used in the annual operating budget of OMSA.

OMSA will recommit to its monthly Main Street Mingles, introducing member businesses to the community

OMSA will establish and staff a monthly networking event, similar to a lunch and learn, where they will bring in speakers to help educate their members on the newest trends in small business.

OMSA will continue oversight of the IWW funds.

OMSA, in conjunction with OACC, FCVC, FCDC and any other interested parties, develop, plan and carry out downtown events that are of benefit to its businesses and the community at large. It will also work with the above described agencies to promote other community events when asked to do so.

Ottawa Main St, Inc. 2020 Model Budget

Revenue

Dues Revenue

6 Founders \$500.00 each	\$3,000.00
10 Sponsors \$250.00 each	\$2,500.00
40 Investors \$100.00 each	\$4,000.00
50 Boosters \$50.00 each	\$2,500.00

Total Dues Revenue \$12,000.00

Annual Event \$ 5,000.00

Downtown Economic Development Grant \$30,000.00

Legacy Square Management & Revenue Share \$15,000.00

Miscellaneous small events and sponsorships \$ 5,000.00

Total Revenue \$67,000.00

Expenses

Program Expenses

Promotion	\$ 7,000.00
Design	\$ 3,000.00
Economic Vitality	\$ 5,000.00
Organization	\$ 2,000.00

Total Program Expenses \$17,000.00

Operating Expenses

Director Salary & Employer Contribution	\$35,000.00
Insurance (Liability, Work Comp, O&D)	\$ 2,500.00
Legal Fees	\$ 1,000.00
Chamber MOI	\$ 7,200.00
Equipment lease/Replacement, Dues	<u>\$ 1,750.00</u>

Total Operating Expenses \$47,450.00

Total Expenses \$64,450.00

Net Revenue \$ 2,550.00

Promotion – \$7,000.00

Ottawa Main Street, Inc (OMSA) will continue to develop the brand “Historic Downtown Ottawa” along with the Ottawa Area Chamber of Commerce (OACC), Ottawa Municipal Auditorium (OMA), Franklin County Visitors Center (FCVC), Ottawa Arts Council (OAC) and other partners to communicate Downtown Ottawa's unique characteristics, business establishments and activities to visitors, shoppers, investors, potential businesses, and property owners. OMSA will work closely with our partners to promote events and draw visitors to our community through social media, signage, print advertising. We will develop a marketing plan to enhance existing events and bring new events to downtown venues including Legacy Square, OMA, Haley Park, City Park as well as the commercial spaces located in the district.

Design - \$3,000.00

OMSA will develop and communicate a plan to get Historic Downtown Ottawa into top physical shape creating a safe, inviting environment for shoppers, workers, and visitors. An appealing atmosphere, created through attention to all of the visual elements of a historic downtown conveys a positive message about the commercial district and what it has to offer. OMSA will promote the IWW grant program, the Neighborhood Revitalization tax rebate program and other available incentives to enhance the district's physical appearance through the rehabilitation of historic buildings. OMSA will encourage appropriate new construction and continued enhancement of the public spaces including the downtown corner project. We will promote additional street art and other outdoor amenities. OMSA will provide educational opportunities to enhance the marketing and seasonal display capabilities of the downtown businesses.

Economic Vitality - \$5,000.00

OMSA will work closely with Franklin County Development Council (FCDC) and our other partners to strengthen Historic Downtown Ottawa's existing economic assets while diversifying its economic base. This is accomplished by retaining and expanding successful businesses to provide a balanced commercial mix, attracting new businesses that the market can support, converting unused or underused commercial and residential space into economically productive property. The goal is to build a commercial district that responds to the needs of today's consumers. We will bring back the Main Street Mingles and promote networking at these events to strengthen our bond with our partners. We will organize and provide support for downtown merchant events such as the Flea Market & Sidewalk sale and continue our support for the annual Halloween and Christmas parades.

Organization - \$2,000.00

Through building partnerships among the various groups in the community that have a stake in the commercial district OMSA, by creating a clear vision and goals, can provide effective, ongoing management and advocacy for Historic Downtown Ottawa. This committee is also in charge of overall volunteer recruitment. A governing board of directors, a paid director and standing committees make up the fundamental organizational structure of volunteer-driven program. The knowledge of OMSA will be enhanced by encouraging attendance by board leadership attending statewide Main Street events, board retreats for visioning and planning. The OMSA board will pass along that knowledge through a series of lunch and learns to bring new ideas to the membership. We will develop strong relationships with USD 290 and Ottawa University to promote their events and introduce their students to the opportunities available to them in our organization.

Attachment 1

Board of Directors

**Ottawa Main Street,
2019 Board of Directors**

Name	Contact Email	Term Expires
Cathy Sutton, President	cathyjsutton@hotmail.com	June, 2020
Mary Raley, Vice-President	maggiespopcorn@gmail.com	June, 2022
Shawn Turner, Secretary	shawn@turnerflowers.com	June, 2022
Jason Berve, Treasurer	jimberve@gmail.com	June, 2021
Peggy Armstrong	paarmstrong48@gmail.com	June, 2020
Steve Geiss	steveageiss@gmail.com	June, 2020
Cal Lantis	cal@callantis.com	June, 2020
Brenda Hayden	brendahaydena@gmail.com	June 2021
Kyle Raley	kylennpitt02@gmail.com	June, 2021
Cathy Skeet	turtlelady63@hotmail.com	June, 2021
Becky Hastings	southern.blisscreations17@gmail.com	June, 2022
Julie Riggins	jlriggins@thegoatmilksoapstore.com	June, 2022
Sara Stauffer	sarcal76@hotmail.com	June, 2022

Ex-Officio

Position

Tom Weigand	tom1960whs@gmail.com	Ottawa City Commission
John Coen	john@ottawakansas.org	OACC President
TBD		Main Street Director
TBD		City of Ottawa Staff
TBD		FCVC Director
TBD		KS SBDC Member

Main Street Board Member Responsibilities

Policy Administration

- ◆ Establishing and/or continuing the legal existence of the program
- ◆ Ensuring that the program fulfills legal requirements in the conduct of its business and affairs
- ◆ Adopting and administering bylaws
- ◆ Adopting policies that determine the program's purposes, governing principles, functions and activities, and courses of action
- ◆ Assuming responsibility for internal policies governing the program

Finance

- ◆ Approving and monitoring the annual budget and financial operations of the program
- ◆ Ensuring that the program has sufficient revenue to meet its objectives
- ◆ Authorizing and approving an annual audit
- ◆ Assuming responsibility for all expenditures necessary for the operation of the program, other than those delegated by the board to the program manager

Public Relations

- ◆ Understanding and interpreting the program's work to the community
- ◆ Relating the services of the program to the work of other organizations and agencies
- ◆ Giving sponsorship and prestige to the program and inspiring confidence in its activities
- ◆ Serving as advocates of economic development through historic preservation in the downtown area

Program Direction and Evaluation

- ◆ Setting program goals and giving direction to each committee for meeting these goals
- ◆ Approving an annual work plan of goals, objectives, and activities for the program
- ◆ Regularly reviewing and evaluating the program's operations and maintaining standards of performance
- ◆ Monitoring the program's activities
- ◆ Counseling and providing good judgment on plans adopted by committees and the program manager

Personnel

- ◆ Selecting, hiring, and evaluating the program manager
- ◆ Approving personnel administration policies
- ◆ Participating in the recruitment, selecting, and development of individuals to serve on the board of directors, in cooperation with the nominating committee

From Main Street Guidelines: Board Members' Handbook. ©National Trust for Historic Preservation.

Attachment 2
Current City/OMSA
Funding Agreement

FUNDING AGREEMENT

THIS AGREEMENT is entered into by and between City of Ottawa, Kansas, hereinafter called "City," and the Ottawa Main Street, Inc., D/B/A Ottawa Main Street Association, hereinafter called "OMSA."

BACKGROUND: The City and OMSA agree, that in the interest of expanding the economic base of the Main Street district in the City of Ottawa they wish to contract with the Ottawa Main Street, Inc., D/B/A Ottawa Main Street Association; a third-party entity, to conduct the following development activities in their interest:

- a. Coordinate community resources to aid in the retention and expansion of existing commercial businesses and residential development in downtown Ottawa.
- b. Carry out development activities in harmony with the four key areas identified by the National Main Street Association: Economic Vitality, Design, Promotion, and Organization.
- c. Work cooperatively with other community organizations to accomplish the shared goals of increasing business, jobs and economic prosperity for the Ottawa community.
- d. Serve as an advisor to the City for its role in downtown development activity.
- e. Serve as a conduit for relevant economic data to the City and its development partners.
- f. Participate, along with other community organizations to conduct internal and external marketing campaigns for downtown Ottawa.
- g. Conduct other community development activities within the City as appropriate.

ADDITIONAL RESPONSIBILITIES: The following additional duties are required by the City as a mechanism for maintaining a funding relationship with OMSA for development services:

- a. Provide reporting and tracking of OMSA's activities consisting of the following:
 - 1.) Provide monthly electronic fiscal and activity reports to the City Commission, submitted by the 10th of each month
 - 2.) Provide an annual list of active members, in conjunction with the annual budget submission.
 - 3.) Provide a quarterly verbal report to the City Commission including financial and activity summaries.
- b. Conduct an annual planning session which shall include participation by appropriate City leadership.
- c. Conduct an annual financial review or audit that shall be submitted to the City Commission by June 15, 2019. If a financial review is completed in lieu of an audit, it shall be performed by an independent CPA.
- d. Prepare and submit a detailed annual budget for the following fiscal year to the City before May 15th, 2019. This budget shall include line item comparisons for revenues and expenditures for the two preceding fiscal years.
- e. Actively participate in discussions regarding ways to improve efficiency by partnering with other community organizations—CVB, FCDC, Chamber, etc.--and explore ways to reduce duplication of services.
FCVC

TERM: The term of this agreement shall be from July 1, 2019 to December 31, 2019 and may be extended for additional terms upon mutual written consent by the parties hereto.

FUNDING: The City agrees to pay \$ 11,846⁰⁰xx for the term of this agreement in equal monthly installments for economic and community development services as described above per the following conditions:

- a. The City retains the authority to withhold monthly payments with 30 days' written notice to OMSA. Prior to withholding any funds, the City shall notify both the director and President of the Board of OMSA in writing of the concerns leading to such withholding and allow the OMSA Board 30 days to address and remedy any violation of this agreement that would disqualify their receipt of continued funding.

- b. Should the City choose to discontinue funding before the completion of this contract term, it shall have the right to be repaid any City funds remaining in OMSA accounts, including any reserve contributions, based on a pro-rated portion of those funds paid into the OMSA accounts during that fiscal year only.

CONFIDENTIALITY: All parties involved in this agreement understand and agree that information related to economic development activity is of a sensitive nature and should be treated with confidentiality where appropriate. All parties also agree that any confidential information discussed regarding development activity shall not be used for any personal or professional profit.

AMENDMENTS AND ADDENDUMS: This Agreement may be amended at any time upon mutual written agreement by all parties. The parties may also agree to contract for the provision of additional services such as marketing or grant writing as an addendum to this Agreement. Such additional agreements shall be in writing and appended to this document.

RELATIONSHIP: It is understood and agreed that OMSA, its officers, employees, agents and assigns are engaged and retained as independent contractors and not as officers, agents or employees of the City and that OMSA has no authority to bind the City.

INDEMNIFICATION AND HOLD HARMLESS: OMSA agrees, as an independent contractor, to indemnify and hold harmless the City from any and all claims arising out of OMSA's or its agent(s) activities in the performance of this Agreement.

NOTICE: When any provision of this agreement requires a written notice, it shall be deemed to have been validly given if delivered in person, sent by facsimile or sent by registered or certified mail, postage prepaid, to the following:

OMSA
Attn: Director
129 S. Main
Ottawa, KS 66067
(785) 242-2085

City of Ottawa
Attn: City Manager
101 S. Hickory
Ottawa, KS 66067
(758) 229-3637

COMPLIANCE WITH FEDERAL, STATE AND LOCAL LAWS:

This Agreement is to be construed and enforced in accordance with the laws of the State of Kansas. The parties shall abide by all federal, state and local laws, ordinances and regulations, including compliance with applicable nondiscrimination provisions.

NOW, THEREFORE, the parties to this Agreement bind themselves, their heirs, successors and assigns to the performance of the terms set forth above and affix their signatures below:

City of Ottawa, Kansas

Mayor

Date: 06-19-19

Attest:

Myra Finch, City Clerk

Ottawa Main Street, Inc.

Chairperson

Date: 6-28-19

Attest:

Lydia Surra 6-28-19
Giggy A Armstrong 7-01-2019

Attachment 3
Four Pillars Graphic
National Main Street Website



Transformation Strategies – generated through meaningful community engagement and informed by an analysis of the district's market position — help to guide a revitalization program's work. An effective Transformation Strategy serves a particular customer segment, responds to an underserved market demand, or creates a differentiated destination.

Some "ready-to-use" strategies — called Catalyst Strategies — fall into two broad categories: those that are focused on a specific customer segment and those that are focused on an industry, product, or service segment.

Examples include:

- Workers and Residents
- Elder Friendly and Aging-in-Place
- Family-Friendly
- Agriculture Center
- Arts (performing and visual)
- College Town

Transformation Strategies are implemented through comprehensive work in four broad areas, known as the **Four Points**.

ECONOMIC VITALITY focuses on capital, incentives, and other economic and financial tools to assist new and existing businesses, catalyze property development, and create a supportive environment for entrepreneurs and innovators that drive local economies.

DESIGN supports a community's transformation by enhancing the physical and visual assets that set the commercial district apart.

PROMOTION positions the downtown or commercial district as the center of the community and hub of economic activity, while creating a positive image that showcases a community's unique characteristics.

ORGANIZATION involves creating a strong foundation for a sustainable revitalization effort, including cultivating partnerships, community involvement, and resources for

Attachment 4

Current OMSA Bylaws



Bylaws
of
Ottawa Main Street Association
A Kansas Non-Profit Corporation

Table of Contents

Mission Statement

Vision Statement

Article I: Name

Article II: Purpose

Article III: Program Area

Article IV: Membership

Article V: Board of Directors

Article VI: Committees

Article VII: Officers

Article VIII: Conflict of Interest

Article IX: Program Manager

Article X: Finances

Article XI: General Provisions

Article XII: Amendments

Mission Statement:

The Ottawa Main Street Association will promote a positive image of downtown by preserving our unique historic character: strengthening our district's retail and economic base: and emphasizing downtown as the center of community activity through a focused program of organization, design, promotion and economic restructuring/business enhancement.

Vision Statement:

The Ottawa Main Street Association is a non-profit organization dedicated to promoting a positive image of downtown while preserving its unique historic characteristics: strengthening our downtown retail and economic tax base: and emphasizing the downtown as the center of the community activity through a focused program of organization, design, promotion and business enhancement. By 2014, downtown Ottawa will continue to renovate the upper floors for residential/commercial use. Ottawa's central business district will remain a hub of shopping and dining experiences along with social, spiritual, and entertaining events. This organization will work to provide a strong program for retaining present business owners and recruiting new ones. With the success of the above goals we will be prepared for the change of Highway 59 to a county road.

Article I: Name

Section 1: The name of this organization shall be Ottawa Main Street Association, Inc., and shall be incorporated under the laws of the state of Kansas.

Article II: Purpose

Section 1: The purpose of this organization is to promote the development of retail, service and residential enterprises within the downtown Ottawa business district utilizing the Kansas Main Street Program and the Federal Main Street Program's four point approach consisting of organization, design, economic restructuring and promotion.

Section 2: In order to accomplish Section 1, the Ottawa Main Street Association (OMSA) will establish such committees and not-for-profit organizations as deemed necessary for the economic-restructuring of the downtown area, including what is needed to acquire, own, finance, lease, sublease or rent real estate or personal property for the purpose of attracting and accommodating such growth and development; to cooperate with other entities, private and governmental in accomplishing this purpose.

Section 3: It is the intent of this program to qualify and remain a nonprofit, tax-exempt entity pursuant to Section 501(C)(6) of the Internal Revenue Code of 1986, as now or hereafter amended. In order to effectuate such intent, no part of the net earnings of OMSA shall inure to the benefit of any of its members or any other individual; and OMSA shall not participate in, or intervene in, any political campaign on behalf of any candidate for public office.

Section 4: Upon dissolution of the corporation, the residual assets of the corporation shall be distributed to a private, nonprofit corporation which is an exempt organization as described in Section 501(C)(6) of the Internal Revenue Code of 1986 or corresponding sections of any prior or future law, selection of which corporation may be designated prior to dissolution.

Section 4.a: Upon dissolution, any funds forwarded to OMSA from the Kansas Department of Commerce's Incentives Without Walls (IWW) Program will be returned.

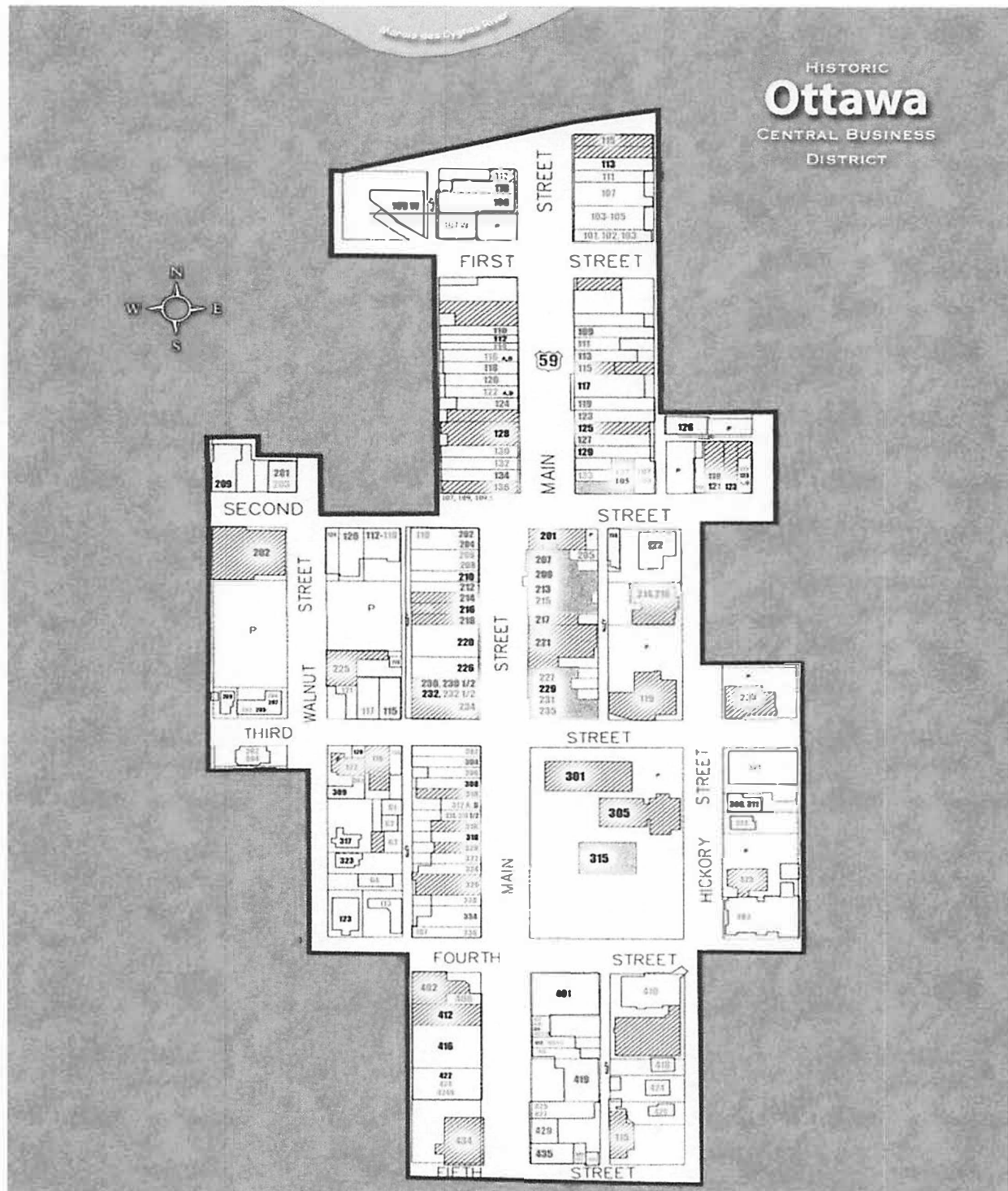
Section 4.b: Upon dissolution of the corporation, any outstanding loans given to businesses in the OMSA district will be turned over to the Kansas Department of Commerce.

Article III: Program Area

Section 1: The Program area of the Ottawa Main Street Association shall be that geographic area from the Marais des Cygnes River south to Park Street, the east side of Walnut Street to the west side of Hickory Street and adjacent properties.

Section 1.a: Exhibit A is a map of the OMSA Program Area.

Exhibit A:



Article IV: Membership

Section 1: Any business, organization or individual interested in supporting the purposes of the Ottawa Main Street Association may become a member by filing an application in such form as the Board of Directors shall prescribe, and subject to the payment of any dues as the Board of Directors may establish.

Section 2: The classes of Ottawa Main Street Association Membership shall be as follows:

- **Individual** (Individuals who work for a non-member business, are retired, or not affiliated with any business)
- **Direct Seller** (Local entrepreneurs not affiliated with any member business)
- **Business** (Businesses with 25 employees or fewer, or property owners)
- **Corporate** (Businesses with more than 25 employees, investors, or property owners with multiple downtown properties)
- **Investor** (Individuals, businesses, property owners and development groups who are major stakeholders in downtown)

Section 3: The Board of Directors shall establish annual dues, as it deems appropriate. Such establishment of dues shall include method of payment and application procedure.

Section 3.a: The Board of Directors will decide by vote if any business shall be given the status of "Membership In-Kind".

Section 3.b: Any "Membership In-Kind" given will be so listed in all membership directories.

Section 4: Any member may resign from membership upon giving written notice thereof to the Secretary. Members who resign from membership shall not be entitled to any refunds of dues paid.

Section 5: The Board of Directors may, at its discretion, may suspend the membership of any member who has been and remains in default of their financial obligations to Ottawa Main Street Association for a period of three (3) months or more.

Section 5.a: Any membership in default owned by a current member of the Board of Directors will result in a Board vacancy and will be filled in accordance with the current Bylaws.

Section 6: Memberships are non-transferrable.

Section 7: July 1 through June 30 shall be the fiscal year of Ottawa Main Street Association.

Article V: Board of Directors

Section 1: A Board of no less than eleven (11) and no more than fifteen (15) elected by the members eligible to vote shall govern the Ottawa Main Street Association. The term of office for each director shall be three (3) years, except that the term of office of the first Board of Directors after these by-laws are adopted shall be as follows:

- **Members with less than three years will continue to serve their term.**
- **Members with more than three years will be allowed to continue to serve on the Board for a term no longer than two (2) years.**
- **Members with more than three years wishing to depart the Board will be allowed to do so with written notice to the President.**
- **Current Board members are encouraged to leave no more than three (3) vacancies at the end of any fiscal year.**
- **Directors may rejoin the board after being off for a minimum of one year.**

Section 1.a: The appointments to the Board of Directors shall strive for a representation of the area's businesses divided between retail, service and professional businesses.

Section 2: Ex-officio members serve as liaisons with the organizations they represent and have voting rights. The Program Director of the Ottawa Main Street Association shall be an Ex-officio member without voting rights. Ex-officio organizations will be designated by the Board of Directors at their discretion. Current Board designated Ex-officio members shall include:

- **A current Ottawa City Commissioner**
- **One representative from the City of Ottawa**
- **One representative from the Franklin County Convention and Visitors Bureau**
- **One representative from a Small Business Development Center, ex. Kansas University's Small Business Development Center**
- **One representative from the Ottawa Chamber of Commerce**

Section 3: Directors will be elected by the membership at the June general meeting.

Section 3.a: A nominating committee made up of two (2) Directors and three members will present a slate of nominees to the membership

for consideration.

Section 3.b: Any member in good standing with the organization is allowed one (1) vote for new Directors.

Section 4: Any vacancy occurring on the Board of Directors (other than a vacancy resulting from the normal expiration of a term of office) may be filled by the affirmative majority vote of the current Board of Directors. A Director elected to fill a vacancy shall be elected for the unexpired term of their predecessor in office.

Section 5: Any Director may be removed from office at any time with cause by the affirmative vote of two-thirds of the Directors.

Section 6: The Ottawa Main Street Association Program Director will attend all meetings of the Board of Directors with the exception of Executive Sessions.

Section 7: A regular monthly meeting of the Board of Directors shall be held without notice at the Ottawa Area Chamber of Commerce office on the third (3rd) Wednesday of each month.

Section 6.a: If circumstance calls for a meeting to be moved or rescheduled the President and Secretary will give notice to all Directors.

Section 8: A special meeting of the Board of Directors may be called by or at the request of the President or any two (2) Directors. The person or persons authorized to call special meetings of the Board may fix any place for the special meeting.

Section 8.a: Notice of the time, place and agenda for special meetings shall be given to each director either by personal delivery, standard mail, email, phone or other accepted means no less than forty-eight (48) hours before the meeting.

Section 9: The duties of the Board of Directors shall begin upon election. After the annual meeting, outgoing and incoming Directors shall meet to confer and to elect Board Officers for the upcoming year. They shall elect a President, Vice-President, Secretary and Treasurer who shall serve for one year. The Directors shall exercise all general powers of the corporation and shall have power to fill all vacancies in membership on the Board until the next general election, to designate and extend authority to agents and hired consultants, and to generally supervise and conduct business of the corporation.

Section 9.a: At all meetings of the Board, a majority of the voting members thereof shall constitute a quorum for the transaction of business. If a quorum

is not present, the Directors present may adjourn the meeting without notice other than an announcement at the meeting that a quorum is not present.

Section 10: An Executive Board shall consist of officers and committee chairs. Others shall be invited as deemed necessary. The Executive Board shall prepare the agenda for the Board of Directors, set the goals for the Program Director, review the job performance of the Program Director, handle any emergency fiduciary responsibilities of the Ottawa Main Street Association and make recommendations to the Board of Directors as deemed necessary.

Section 11: The Ottawa Main Street Association is and shall remain a corporation where all powers are vested with the general membership.

Article VI: Officers

Section 1: The officers of the Ottawa Main Street Association shall be elected annually from and by the Board of Directors and shall consist of President, Vice President, Secretary and Treasurer.

Section 1a: The Board of Directors can create other officers deemed necessary.

Section 1b: Executive Board members must have served on the Board of Directors for no less than two (2) periods of one (1) year.

Section 2: Except as hereinafter provided, the officers of the Ottawa Main Street Association shall each have such powers and duties as generally pertains to their respective offices, as well as those that from time to time may be conferred by the membership or the Board of Directors.

- **President**—The President shall preside at all business meetings, but may at the discretion or suggestion of the Directors, arrange for another to preside. The president shall be an Ex-officio member of all committees and shall perform such duties as are usually incumbent upon that officer and such as may be directed by resolution of the Board of Directors. The term of the President shall be one year and no more than two consecutive terms.
 - At the termination of the President's term in office, all books, papers property of the organization shall be returned to the Board of Directors.
- **Vice President**—The Vice President shall act in the absence or disability of the President, and shall assist the President in official work. The term of the Vice President shall be one year and no more than two consecutive terms.

- The position of Vice President has the option to accept the position of President at the conclusion of the current President's term.
 - Once seated in the President's position, all applicable rules set forth by these by-laws are to be followed.
- If the President and Vice President are absent or disabled, the Board of Directors will elect a current Director to fill the position until the end of the current term.
- At the termination of the Vice President's term in office, all books, papers and property of the organization shall be returned to the Board of Directors.
- **Secretary**—The Secretary shall record and maintain in good order minutes of all meetings of the Board of Directors, Executive Board, General Meetings, attend to the giving and serving of all notices, and maintain all records and correspondence of the corporation. The term shall be for one year, with no term limits besides that of general Board matriculation.
 - At the termination of the Secretary's term in office, all books, papers property of the organization shall be returned to the Board of Directors.
- **Treasurer**—The Treasurer shall maintain, in good order, all financial records of the Ottawa Main Street Association. The Treasurer shall also receive and disburse the funds of the corporation under the direction of the Board of Directors. The term shall be for one year, with no term limits besides that of general Board matriculation.
 - The Treasurer will be expected to deliver reports on the current financial status at all Board of Directors and General Membership meetings.
 - At the termination of the Treasurer's term in office, all books, papers property of the organization shall be returned to the Board of Directors.
 - The Treasure, working with the program director, will ensure that all local, state, and Federal documents will be turned in on time and in a presentable manner.

Section 3: Directors inexcusably absent from three (3) meetings during a fiscal year may be considered to have resigned. Any absence, regardless of cause, not beforehand reported to any officer or the Program Director's office, shall be considered unexcused.

Section 4: Any officer of OMSA may be removed from such position for cause by majority vote. The following shall constitute cause:

- **Gross neglect of duty indicating that the member does not have the time or interest to carry out the minimum responsibilities of office.**
- **An overbearing, obstreperous or truculent manner with other members of the Board, staff or the public that prevents the Board from functioning properly or drives away public support for the aims of the Ottawa Main Street Association.**

Section 5: In order to meet its responsibilities, seventy-five percent (75%) of the Board of Directors shall attend one-hundred percent (100%) of the Board meetings and required Kansas Main Street Activities.

Article VII: Committees

Section 1: The Ottawa Main Street Association shall have at least the following standing committees:

- **Promotion**
- **Design**
- **Economic Restructuring**
- **Organization**

Each committee will consist of not less than four (4) members and at least one (1) at large Board member serving as a committee chairperson.

Section 1a: Each committee chair person shall be appointed annually by the President with the approval of the Board of Directors.

Section 1b: Directors should avoid serving in a current executive office as well as committee chairpersons.

Section 2: The Board of Directors may designate or appoint one or more ad hoc committees, in addition to the above named standing committees, including a Nominating Committee. Other committees not exercising any authority besides advisory to the Board of Directors may be designed and appointed by a resolution adopted by a majority of the Directors at a meeting when a quorum is present.

Article VIII: Conflict of Interest Policy

Section 1: The purpose of this Conflict of Interest Policy is to protect the interests of the Ottawa Main Street Association when it is entering into a transaction or arrangement that might benefit the private interests of an Officer or Director of OMSA or might result in a possible excess benefit transaction.

Section 2: This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest applicable to nonprofit and charitable organizations.

Section 3: Definitions

- **Interested Person**—Any Director, Officer or member of a committee with Board advisory powers, who has a direct or indirect financial interest, as defined below is an interested person.
- **Financial Interest**—A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
 - An ownership or investment in any entity with which OMSA has a transaction arrangement
 - A compensation arrangement with OMSA or with any entity or individual with which OMSA has a transaction arrangement
 - A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which OMSA is negotiating a transaction or arrangement.

Section 3a: Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial. A financial interest is not necessarily a conflict of interest. A person who has a financial interest may have a conflict of interest only if the Board of Directors decides that a conflict of interest exists in accordance with this policy.

Section 5: Procedures

- **Duty to Disclose**—In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the Board of Directors.
- **Recusal of Self**—Any Director may recuse himself or herself at any time from involvement in any decision or discussion in which the Director believes he or she has or may have a conflict of interest, without going through the process for determining whether a conflict of interest exists.
- **Determining Whether a Conflict of Interest Exists**—After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the Board of Directors meeting while the determination of a conflict of interest is discussed and voted upon. The remaining Board members shall decide if a conflict of interest exists.

Section 1: All checks, drafts and other instruments for the payment of money and all instruments of transfer of Securities shall be signed in the name and on behalf of Ottawa Main Street Association by the Treasurer.

Section 2: All funds of the Ottawa Main Street Association shall be deposited from time to time to the credit of OMSA in such banks, trust companies or other depositories as the Board of Directors may select.

Section 3: The Board of Directors may accept on behalf of the Ottawa Main Street Association any contribution, gift, bequest or device for the general purposes or for any special purpose of OMSA.

Section 4: Prior to thirty (30) days before the installation of a new Board of Directors each year, the Board shall approve an Ottawa Main Street Association budget for the fiscal year. The approved budget may be reviewed and revised periodically as deemed necessary by the board.

Section 5: If deemed necessary by local, state or federal grants, the Board of Directors can appoint an independent auditor to audit the financial records of the Ottawa Main Street Association.

Section 6: Not later than three (3) months after the close of each fiscal year, Ottawa Main Street Association shall prepare:

- **A balance sheet showing in reasonable detail the financial condition of OMSA at the close of the fiscal year**
- **An accounting of the source and application of funds showing the results of OMSA during the fiscal year**

Section 7: OMSA shall timely file with the Internal Revenue Service Form 990 or 990EZ as required by law.

Article XI: General Provisions

Article XII: Amendments

- **Addressing a Conflict of Interest**—An interested person may make a presentation at the Board of Directors meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
 - The President shall, if appropriate, appoint a disinterested person to investigate alternatives to the proposed transaction or arrangement.
 - After exercising due diligence, the Board of Directors shall determine whether OMSA can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
 - If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the Board of Directors shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in OMSA's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination, it shall make its decision as to whether to enter into the transaction or arrangement.

Section 6: Violations of the Conflict of Interest Policy—If the Board of Directors has reasonable cause to believe a Director has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose. After hearing the member's response and after making further investigation as warranted by the circumstances, the Board of Directors will determine if the Director failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action up to dismissal from the Board of Directors.

Article IX: Program Manager

Section 1: The Program Director of the Ottawa Main Street Association shall manage the daily operations of the organization under the direction of the Board President. The manager shall be responsible for coordinating the implementation of OMSA's policies and projects and such other duties as the Board of Directors may require. The Manager shall receive for their services such compensation as may be determined by the Board of Directors.

Article X: Finances

Attachment 5
Ottawa Area Chamber of Commerce
Letter of Support



LIGHTING THE WAY FOR OUR COMMUNITY

October 31, 2019

Ottawa City Commission
ATTN: Richard Nienstedt
101 South Hickory Street
P. O. Box 60
Ottawa, Kansas 66067

Dear Mr. Nienstedt:

Thank you for fostering good conversation and a spirit of cooperation regarding the request for proposal to deliver downtown economic development. The Ottawa Area Chamber of Commerce strongly believes the lifeblood of our community flows through Main Street which is evidenced by the vivacity and strength currently observed in our Downtown marketing district. Having an organization dedicate time and attention specifically to continued economic development of downtown is wise...money well spent. The results benefit the entire community at large.

The City and the Chamber have experienced a close working relationship with downtown development as we joined in a public/private partnership to build Legacy Square...and then even more recently as we signed a memorandum of understanding for the marketing and management of the event space. We feel going forward the Square will play an important role in downtown economic vitality. It also makes great sense to our organization that the Downtown Main Street Director and the individual responsible for the management and marketing of Legacy Square is the same person. The two positions should be a very symbiotic relationship.

Therefore, the Ottawa Area Chamber of Commerce is supporting the proposal put forth by the Ottawa Main Street Association to provide economic development for downtown; and, going forward our two organizations will team together to provide top economic services for Downtown Ottawa. The Chamber and OMSA will do this in a variety of ways but synergies will include clerical assistance, assistance with website management and social media support and will be expanded as additional opportunities present themselves going forward from this relationship.

Most importantly the alliance will focus on nurturing a good atmosphere in our downtown that will include the marketing of the area as a complete package creating the potential to bring visitors to Ottawa, promote our local citizens to shop local and encourage an environment of entrepreneurship. Working together is the only logical way forward. The Chamber encourages the City to bless this arrangement by awarding the downtown economic development responsibilities to the Ottawa Main Street Association. This can be the beginning of new relationships and a resurgence of longstanding partnerships.

Sincerely,



John C. Coen
President/CEO

109 East 2nd Street | PO Box 580 | Ottawa, KS 66067

Office: 785-242-1000 | Fax: 785-242-4792

Email: chamber@ottawakansas.org | Website: www.ottawakansas.org

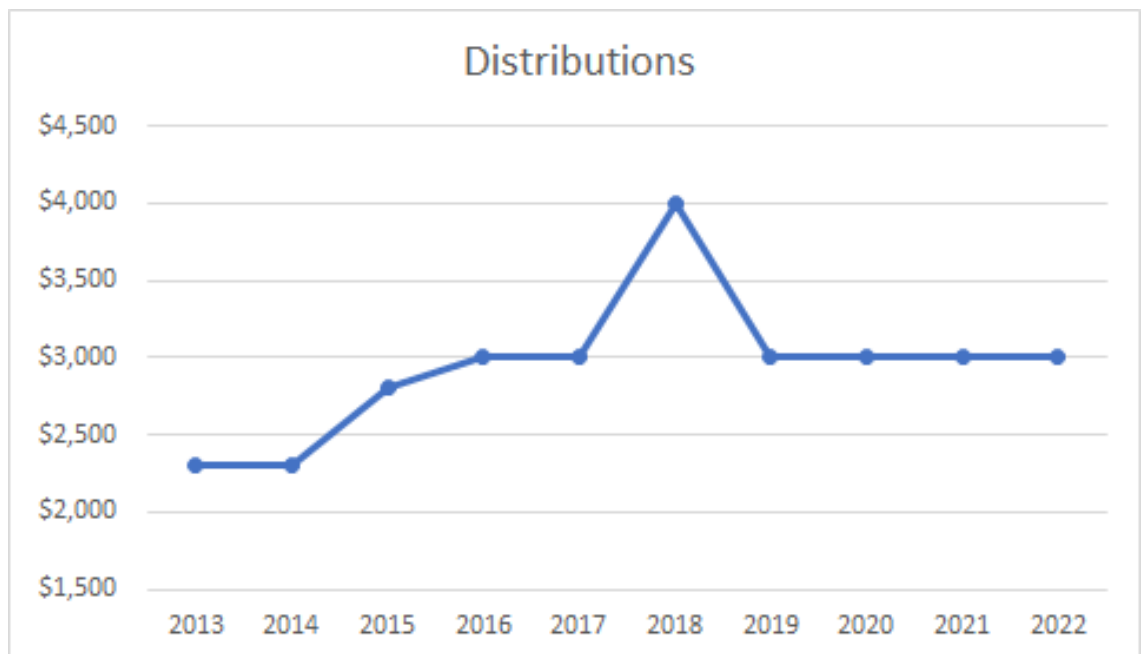


Donation to Ottawa Fireworks
011-5-1100-578.00

The 2023 Funding Request is attached behind this introduction sheet. This line has historically been used to support the Independence Day Celebration for the Ottawa community. Below is a table outlining the last ten years of funding from the City of Ottawa to the Ottawa Fireworks.

	Distributions
2013	\$ 2,300
2014	\$ 2,300
2015	\$ 2,800
2016	\$ 3,000
2017	\$ 3,000
2018	\$ 4,000
2019	\$ 3,000
2020	\$ 3,000
2021	\$ 3,000
2022	\$ 3,000

The current request of \$3,500 is a small increase of 16.66% or \$500 over the last funding amount of \$3,000 in 2022. The allocation for Ottawa Fireworks has had a total increase from 2013 to 2022 of 30.43% or \$700.



FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: Ottawa Chamber of Commerce- Chautauqua Festival
Org. Type: Non-Profit
Address: 109 E. 2nd P.O. Box 580
Ottawa, KS 66067

Website: www.ottawakansas.org
Years of Operation: 1930
Fiscal Year End Date: December 31st

Primary Contact Information

Name: Tiffany Evans
Email: tevans@ottawaks.gov

Phone #: 785-242-8810

Agency/Organization Credentials (if applicable)

EIN #: 48-0360625

How many years org. has been certified as a
501(c)(3) nonprofit: Feb 24, 2009

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes ☒ No

N/A

Comments:

Total \$ Requested: 3500.00

Program Information

Program Name: Chautauqua Festival Fireworks

Describe what the funds would be used for:

These funds are used to supplement the cost of purchasing fireworks for the annual 4th of July celebration in the City of Ottawa. The committee fund raises for the remainder of the cost. Franklin County has given \$1000 towards the purchase as well. We did increase our ask this year due to the rise in cost of fireworks and shipping. In 2022 we are spending almost \$2000 more than in 2021 and 2020, and have been told to not to expect those prices to go down for 2023.

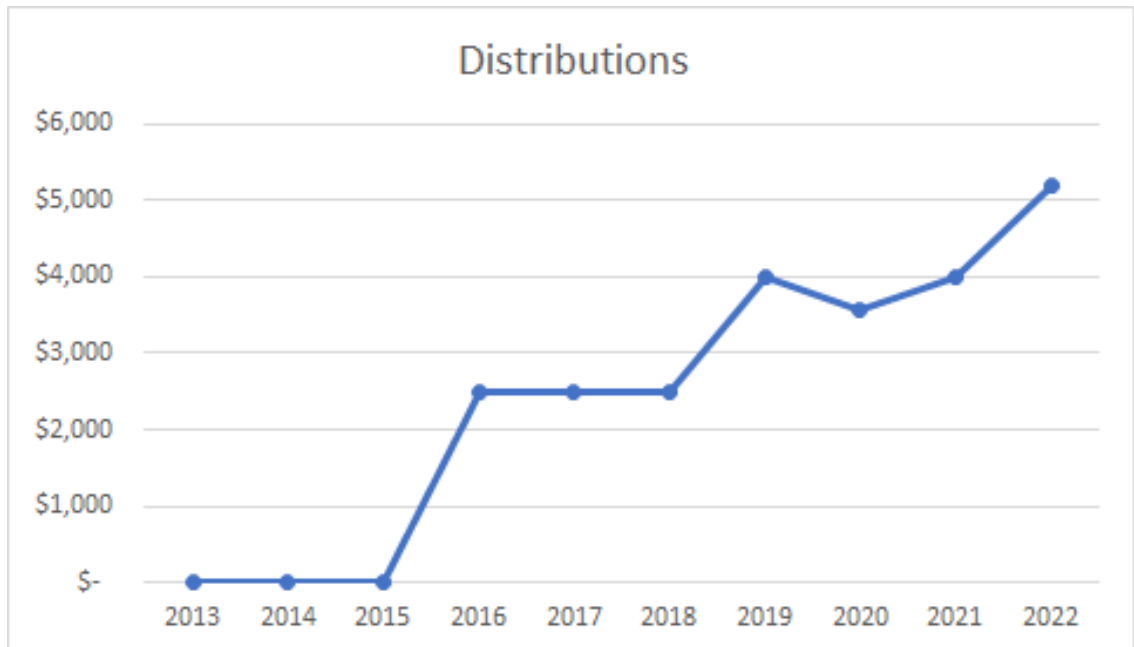


Mental Health Awareness
 Elizabeth Layton Center (ELC)
 011-5-1100-584.00

The 2023 Funding Request from Elizabeth Layton Center (ELC) is attached behind this introduction sheet. The City has maintained a good standing relationship with the ELC. Below is a table outlining the last ten years of funding from the City of Ottawa to ELC.

	Distributions
2013	\$ -
2014	\$ -
2015	\$ -
2016	\$ 2,500
2017	\$ 2,500
2018	\$ 2,500
2019	\$ 4,000
2020	\$ 3,550
2021	\$ 4,000
2022	\$ 5,200

The current request of \$6,890 is an increase of 32.50% increase or \$1,690 over FY 2022's budgeted funds of \$5,200.00. The allocation amount for ELC has had a total increase from 2016 to 2022 of 108% increase or \$2,700.00.



FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: _____

Website: _____

Org. Type: _____

Years of Operation: _____

Address: _____

Fiscal Year End Date: _____

Primary Contact Information

Name: _____

Phone #: _____

Email: _____

Agency/Organization Credentials (if applicable)

EIN #: _____

How many years org. has been certified as a

501(c)(3) nonprofit: _____

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes No

N/A

Comments: _____

Total \$ Requested: _____

Program Information

Program Name: _____

Describe what the funds would be used for:

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

Yes

No. The audit will be available at a later date. Provide estimated date: _____

No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2021	2022	2023
Beginning Cash Balance:			
Revenues:	Actual	Estimated	Estimate

Total Revenue:

Expenditures:	Actual	Estimated	Estimate

Total Expenditures:

Expected ending cash
balances:

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

Service Geography & Population

Target populations that benefit directly from the service: _____

Total number of persons served by agency: _____

Ottawa Residents served by agency: _____

Franklin County residents served: _____

Fund Usage

Without city funding, what challenges would your program face?

What are the top three measurable outcomes if funded?

Do you have the administrative or operational capacity to achieve these goals if funded?

Elizabeth Layton Center, Inc.
Budget Summary

	FY21 Budget	FY22 Budget
Income Statement:		
Patient Revenue:		
Medical	434,970	413,419
Outpatient Services	1,364,028	1,095,162
CSS Services	1,471,029	1,235,156
CBS Services	1,981,590	1,874,740
OCK Services		426,919
Total Patient Revenue	5,251,617	5,045,397
Other Operating Revenue		
State/Local Funding	1,655,077	1,749,132
Grants and Contributions	354,664	1,106,544
Other	100,244	67,897
Total Other Operating Revenue	2,109,985	2,923,572
Total Operating Revenues	7,361,602	7,968,970
Expenses:		
Salaries and Wages	4,781,609	4,998,773
Benefits	906,985	913,913
Supplies	81,753	85,136
Medical Specialist Fees	372,049	657,780
Purchased Services	90,676	122,053
Other Operating Expenses	867,737	1,056,898
Total Operating Expense	7,100,809	7,834,553
EBITDA	260,793	134,417
EBITDA %	3.54%	1.69%
Other Revenue (Expense)		
Depreciation and Amortization	(244,888)	(256,709)
Interest Expense	(83,397)	(72,913)
Grants- Non-Operating	-	298,841
Interest Income	22,593	3,905
Other Non-Operating Revenue	62,731	159,625
Total Other Expense	(242,961)	132,750
Net Income/(Loss)	17,832	267,167
Margin %	0.24%	3.35%

Elizabeth Layton Center
Income Statement- Actual to Budget Comparison
For the Period ended, December 31, 2020

December-20						YTD				
Actual	Budget	Var	Prior Year	Var		Actual	Budget	Var	Prior Year	Var
					Patient Revenue:					
32,009	37,250	-14.1%	31,989	0.1%	Medical Services	397,699	447,000	-11.0%	437,051	-9.0%
80,839	119,500	-32.4%	91,170	-11.3%	Outpatient Services	1,056,271	1,434,000	-26.3%	1,218,145	-13.3%
95,925	130,583	-26.5%	108,645	-11.7%	CSS Services	1,247,181	1,567,000	-20.4%	1,444,462	-13.7%
103,664	178,633	-42.0%	115,945	-10.6%	CBS Services	1,449,787	2,143,600	-32.4%	1,991,577	-27.2%
312,437	465,967	-32.9%	347,749	-10.2%	Total Patient Revenue	4,150,939	5,591,600	-25.8%	5,091,234	-18.5%
152,506	115,867	31.6%	125,885	21.1%	State/Local Funding	1,768,421	1,390,400	27.2%	1,271,076	39.1%
40,248	38,225	5.3%	85,522	-52.9%	Grants and Contributions	352,054	458,700	-23.2%	476,290	-26.1%
37,327	6,950	437.1%	857,590	-95.6%	Other	93,855	83,400	12.5%	949,803	-90.1%
230,082	161,042	42.9%	1,068,997	-78.5%	Total Other Operating Revenues	2,214,330	1,932,500	14.6%	2,697,169	-17.9%
542,518	627,008	-13.5%	1,416,746	-61.7%	Total Operating Revenues	6,365,269	7,524,100	-15.4%	7,788,404	-18.3%
					Operating Expenses:					
410,651	423,367	-3.0%	415,564	-1.2%	Salaries and Wages	4,168,654	5,080,400	-17.9%	4,773,852	-12.7%
16,757	75,708	-77.9%	74,595	-77.5%	Benefits	818,900	908,500	-9.9%	758,785	7.9%
7,041	4,000	76.0%	6,539	7.7%	Supplies	81,782	48,000	70.4%	103,194	-20.7%
30,578	20,833	46.8%	-	0.0%	Medical Specialist Fees	381,660	250,000	52.7%	1,968	19297.7%
8,795	6,333	38.9%	10,029	-12.3%	Purchased Services	105,250	76,000	38.5%	110,397	-4.7%
71,715	68,258	5.1%	77,589	-7.6%	Other Operating Expenses	707,785	819,100	-13.6%	739,786	-4.3%
545,537	598,500	-8.85%	584,315	-6.64%	Total Operating Expenses	6,264,031	7,182,000	-12.78%	6,487,982	-3.45%
(3,019)	28,508	-110.6%	832,431	-100.4%	Net Operating Income (EBITDA)	101,237	342,100	-70.4%	1,300,422	-92.2%
(34,354)	(20,833)	64.9%	(3,336)	929.8%	Depreciation and Amortization	(258,446)	(250,000)	3.4%	(250,836)	3.0%
1,139,863	-	0.0%	-	0.0%	Non-Operating Revenue- Grants	2,569,504	-	0.0%	-	0.0%
-	-	0.0%	-	0.0%	Non-Operating Revenue- Other	-	-	0.0%	-	0.0%
78,500	-	0.0%	-	0.0%	Unrealized Gain/Loss	78,500	-	0.0%	-	0.0%
6,101	(7,083)	-186.1%	(8,990)	-167.9%	Interest Expense	(76,479)	(85,000)	-10.0%	(107,168)	-28.6%
(794)	-	0.0%	1,224	-164.9%	Interest Income	20,939	-	0.0%	13,899	50.6%
1,186,297	592	200401.0%	821,329	44.4%	Net Income/(Loss)	2,435,255	7,100	34199.4%	956,317	154.6%

Elizabeth Layton Center
Balance Sheet
For the Period ended, December 31, 2021

	Last Fiscal Yr End	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21
ASSETS													
Current Assets:													
Cash and cash equivalents	2,563,164	2,274,729	2,554,597	1,521,608	1,816,780	1,789,333	1,739,806	1,618,688	2,003,798	1,872,416	2,101,064	2,298,916	2,147,628
Accounts Receivable- Client Services	417,588	597,179	550,189	501,884	407,745	529,249	457,148	426,760	350,317	334,095	348,101	313,259	273,768
Accounts Receivable- Other	115	115	115	115	115	115	115	115	115	115	115	115	115
Prepaid expenses	90,610	131,754	114,763	90,117	65,862	91,628	88,774	89,904	121,095	95,302	78,461	103,311	67,571
Other current assets	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Current Assets	3,071,478	3,003,777	3,219,663	2,113,724	2,290,503	2,410,325	2,285,844	2,135,467	2,475,325	2,301,928	2,527,741	2,715,601	2,489,082
Property & Equipment, at cost:													
Construction in Progress	-	-	-	-	-	-	-	-	-	-	-	-	-
Land and improvements	609,818	609,818	609,818	609,818	609,818	609,818	609,818	609,818	609,818	609,818	609,818	609,818	609,818
Buildings and improvements	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738	6,342,738
Equipment and fixtures	1,661,709	1,663,596	1,663,596	1,718,707	1,724,982	1,724,982	1,724,982	1,764,110	1,764,110	1,789,868	1,795,871	1,856,128	1,872,119
Total PP&E	8,614,265	8,616,153	8,616,153	8,671,264	8,677,539	8,677,539	8,677,539	8,716,666	8,716,666	8,742,424	8,748,427	8,808,685	8,824,676
Less accumulated depreciation and amortization	(3,513,695)	(3,537,604)	(3,561,330)	(3,581,425)	(3,604,868)	(3,628,151)	(3,651,420)	(3,674,689)	(3,698,044)	(3,721,235)	(3,744,842)	(3,768,404)	(3,792,478)
Net Property and Equipment	5,100,570	5,078,548	5,054,822	5,089,838	5,072,670	5,049,388	5,026,119	5,041,977	5,018,622	5,021,189	5,003,586	5,040,281	5,032,198
Other Assets:													
Investments	1,952,079	1,952,079	1,952,079	2,966,100	2,916,100	2,916,100	2,940,973	2,940,973	2,940,973	2,988,900	2,988,900	2,988,900	3,084,119
Goodwill	-	-	-	-	-	-	-	-	-	-	-	-	-
Restricted Cash	-	-	-	-	-	-	-	-	-	-	-	-	-
Other	7,306	7,306	7,306	7,306	7,306	7,306	7,306	7,306	7,306	7,306	7,306	7,306	7,306
Total Other Assets	1,959,385	1,959,385	1,959,385	2,973,406	2,923,406	2,923,406	2,948,279	2,948,279	2,948,279	2,996,206	2,996,206	2,996,206	3,091,425
Total Assets	10,131,433	10,041,711	10,233,871	10,176,968	10,286,579	10,383,119	10,260,242	10,125,723	10,442,226	10,319,323	10,527,532	10,752,087	10,612,705

Elizabeth Layton Center
Income Statement- Actual to Budget Comparison
For the Period ended, December 31, 2021

December-21						YTD				
Actual	Budget	Var	Prior Year	Var		Actual	Budget	Var	Prior Year	Var
					Patient Revenue:					
36,555	40,987	-10.8%	32,009	14.2%	Medical Services	508,596	434,970	16.9%	397,699	27.9%
67,766	96,463	-29.7%	80,839	-16.2%	Outpatient Services	1,054,322	1,364,028	-22.7%	1,056,271	-0.2%
91,761	118,720	-22.7%	95,925	-4.3%	CSS Services	1,202,094	1,471,029	-18.3%	1,247,181	-3.6%
96,588	139,151	-30.6%	103,664	-6.8%	CBS Services	1,789,107	1,981,590	-9.7%	1,449,787	23.4%
292,669	395,321	-26.0%	312,437	-6.3%	Total Patient Revenue	4,554,119	5,251,617	-13.3%	4,150,939	9.7%
141,658	145,633	-2.7%	152,506	-7.1%	State/Local Funding	1,944,367	1,747,591	11.3%	1,768,421	9.9%
13,995	18,959	-26.2%	40,248	-65.2%	Grants and Contributions	414,250	262,150	58.0%	352,054	17.7%
1,452	54,094	-97.3%	(459,349)	-100.3%	Other	38,832	100,244	-61.3%	93,845	-58.6%
157,105	218,686	-28.2%	(266,595)	-158.9%	Total Other Operating Revenues	2,397,449	2,109,985	13.6%	2,214,320	8.3%
449,774	614,007	-26.7%	45,842	881.1%	Total Operating Revenues	6,951,569	7,361,602	-5.6%	6,365,259	9.2%
					Operating Expenses:					
401,681	408,754	-1.7%	410,651	-2.2%	Salaries and Wages	4,167,075	4,781,609	-12.9%	4,168,654	0.0%
85,628	84,007	1.9%	22,161	286.4%	Benefits	749,257	906,985	-17.4%	820,300	-8.7%
3,411	6,746	-49.4%	7,041	-51.6%	Supplies	84,461	81,753	3.3%	81,782	3.3%
52,688	31,004	69.9%	35,757	47.4%	Medical Specialist Fees	409,120	372,049	10.0%	386,839	5.8%
11,270	7,435	51.6%	8,795	28.1%	Purchased Services	145,359	90,676	60.3%	105,250	38.1%
66,033	70,103	-5.8%	71,478	-7.6%	Other Operating Expenses	806,882	867,737	-7.0%	708,023	14.0%
620,712	608,050	2.08%	555,883	11.66%	Total Operating Expenses	6,362,154	7,100,809	-10.40%	6,270,849	1.46%
(170,938)	5,957	-2969.6%	(510,041)	-66.5%	Net Operating Income (EBITDA)	589,415	260,793	126.0%	94,410	524.3%
(24,074)	(21,071)	14.3%	(34,354)	-29.9%	Depreciation and Amortization	(282,249)	(244,888)	15.3%	(258,446)	9.2%
254,943	-	0.0%	1,139,863	-77.6%	Non-Operating Revenue- Grants	276,268	-	0.0%	2,569,504	-89.2%
59,503	5,228	1038.3%	-	0.0%	Non-Operating Revenue- Other	146,323	62,730	133.3%	-	0.0%
35,717	-	0.0%	78,500	-54.5%	Unrealized Gain/Loss	35,717	-	0.0%	78,500	-54.5%
(5,732)	(6,950)	-17.5%	(2,907)	97.2%	Interest Expense	(72,507)	(83,397)	-13.1%	(85,487)	-15.2%
92	1,883	-95.1%	(772)	-111.9%	Interest Income	3,482	22,593	-84.6%	21,041	-83.5%
149,510	(14,953)	-1099.9%	670,290	-77.7%	Net Income/(Loss)	696,448	17,831	3805.8%	2,419,522	-71.2%

Elizabeth Layton Center
Balance Sheet
For the Period ended, February 28, 2022

ASSETS

Current Assets:

Cash and cash equivalents	2,278,349	2,171,077	2,116,677
Accounts Receivable- Client Services	277,390	317,172	241,646
Accounts Receivable- Other	-	115	115
Prepaid expenses	67,571	110,267	87,246
Other current assets	-	-	-

Total Current Assets

2,623,310 2,598,631 2,445,685

Property & Equipment, at cost:

Construction in Progress	-	-	-
Land and improvements	609,818	609,818	609,818
Buildings and improvements	6,342,738	6,342,738	6,342,738
Equipment and fixtures	1,872,119	1,898,935	1,898,935
Total PP&E	8,824,676	8,851,491	8,851,491

Less accumulated depreciation
and amortization

(3,792,478) (3,816,754) (3,841,478)

Net Property and Equipment

5,032,198 5,034,737 5,010,013

Other Assets:

Investments	3,084,119	3,084,119	3,084,119
Goodwill	-	-	-
Restricted Cash	-	-	-
Other	7,306	7,306	7,306

Total Other Assets

3,091,425 3,091,425 3,091,425

Total Assets

10,746,933 10,724,792 10,547,123

LIABILITIES

Current Liabilities:

Current maturities of LTD

Accounts payable

Accrued Payroll

Short-term Notes

Accrued Liabilities

Total Current Liabilities

Long-Term Debt

Unearned Revenue

Fund Balances

Fund Balance- Prior Years

Fund Balance- Current Year

Total Fund Balances**Total Liabilities and Fund Balances**

Last Fiscal Yr End	Jan-22	Feb-22
-	-	-
67,474	26,315	59,335
175,909	252,193	256,072
-	-	-
80,442	77,608	90,939
-	-	-
323,825	356,116	406,347
1,929,441	1,925,034	1,920,129
318,638	343,959	177,756
7,466,983	8,163,431	8,163,431
708,045	(63,748)	(120,540)
8,175,028	8,099,683	8,042,891
10,746,933	10,724,793	10,547,123

Elizabeth Layton Center
Income Statement- Actual to Budget Comparison
For the Period ended, February 28, 2022

February-22						YTD				
Actual	Budget	Var	Prior Year	Var		Actual	Budget	Var	Prior Year	Var
					Patient Revenue:					
39,000	28,450	37.1%	41,420	-5.8%	Medical Services	75,947	57,339	32.5%	88,267	-14.0%
82,052	89,844	-8.7%	89,951	-8.8%	Outpatient Services	153,218	179,912	-14.8%	175,552	-12.7%
76,924	91,389	-15.8%	98,335	-21.8%	CSS Services	157,301	183,455	-14.3%	194,099	-19.0%
91,648	137,300	-33.3%	112,201	-18.3%	CBS Services	181,459	259,039	-29.9%	233,821	-22.4%
4,867	14,821	-67.2%	-	0.0%	OCK Services	11,499	26,695	-56.9%	-	0.0%
294,490	361,804	-18.6%	341,908	-13.9%	Total Patient Revenue	579,424	706,440	-18.0%	691,740	-16.2%
160,110	145,761	9.8%	137,923	16.1%	State/Local Funding	321,466	291,522	10.3%	295,149	8.9%
17,162	95,725	-82.1%	34,138	-49.7%	Grants and Contributions	28,503	191,449	-85.1%	56,397	-49.5%
1,778	5,658	-68.6%	1,746	1.9%	Other	6,339	11,316	-44.0%	8,231	-23.0%
179,050	247,144	-27.6%	173,807	3.0%	Total Other Operating Revenues	356,308	494,287	-27.9%	359,776	-1.0%
473,540	608,947	-22.2%	515,715	-8.2%	Total Operating Revenues	935,731	1,200,727	-22.1%	1,051,516	-11.0%
					Operating Expenses:					
297,105	369,057	-19.5%	301,402	-1.4%	Salaries and Wages	603,946	775,426	-22.1%	679,503	-11.1%
56,468	71,247	-20.7%	51,060	10.6%	Benefits	119,155	145,829	-18.3%	111,447	6.9%
8,462	6,721	25.9%	5,503	53.8%	Supplies	19,360	13,208	46.6%	15,146	27.8%
39,921	54,815	-27.2%	10,822	268.9%	Medical Specialist Fees	85,704	109,630	-21.8%	29,986	185.8%
19,451	10,147	91.7%	8,038	142.0%	Purchased Services	22,342	20,304	10.0%	19,881	12.4%
78,855	93,045	-15.3%	63,759	23.7%	Other Operating Expenses	146,083	185,990	-21.5%	122,093	19.6%
500,262	605,032	-17.32%	440,583	13.55%	Total Operating Expenses	996,589	1,250,388	-20.30%	978,056	1.89%
(26,722)	3,915	-782.5%	75,131	-135.6%	Net Operating Income (EBITDA)	(60,858)	(49,661)	22.5%	73,461	-182.8%
(24,724)	(19,536)	26.6%	(23,726)	4.2%	Depreciation and Amortization	(49,000)	(38,731)	26.5%	(47,636)	2.9%
-	(6,076)	-100.0%	25,000	-100.0%	Non-Operating Revenue- Grants	-	(12,152)	-100.0%	21,325	-100.0%
-	59,768	-100.0%	-	0.0%	Non-Operating Revenue- Other	-	119,536	-100.0%	-	0.0%
-	-	0.0%	-	0.0%	Unrealized Gain/Loss	-	-	0.0%	-	0.0%
(5,706)	325	-1853.3%	(5,884)	-3.0%	Interest Expense	(11,423)	651	-1854.9%	(11,783)	-3.1%
360	-	0.0%	385	-6.5%	Interest Income	741	-	0.0%	797	-7.0%
(56,792)	38,397	-247.9%	70,905	-180.1%	Net Income/(Loss)	(120,540)	19,644	-713.6%	36,163	-433.3%

ELIZABETH LAYTON CENTER, INC.

Ottawa, Kansas

FINANCIAL STATEMENTS
AND
INDEPENDENT AUDITOR'S REPORT

Years Ended December 31, 2020 and 2019

ELIZABETH LAYTON CENTER, INC.

December 31, 2020 and 2019

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INDEPENDENT AUDITOR'S REPORT

Board of Directors
Elizabeth Layton Center, Inc.
Ottawa, Kansas

Report on the Financial Statements

We have audited the accompanying financial statements of Elizabeth Layton Center, Inc., which comprise the statements of financial position as of December 31, 2020 and 2019 and the related statements of activities and cash flows for the years then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Elizabeth Layton Center, Inc. as of December 31, 2020 and 2019, and the changes in its net assets and its cash flows for the years then ended in accordance with accounting principles generally accepted in the United States of America.

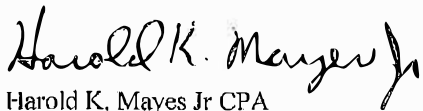


Report on Supplementary Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The schedules listed under supplemental information in the accompanying table of contents are presented for purposes of additional analysis and are not a required part of the financial statements. The accompanying Schedule of Expenditures of Federal Awards is also presented for purposes of additional analysis as required by *Title 2 U.S. code of Federal Regulations (CFR) Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the financial statements. Such information described above is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements taken as a whole.

Other Reporting Required by Government Auditing Standards

In accordance with Government Auditing Standards, we have also issued our report dated November 30, 2021 on our consideration of Elizabeth Layton Center, Inc. internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contract, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the result of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with Government Auditing Standards in considering Elizabeth Layton Center, Inc. and subsidiaries' internal control over financial reporting and compliance.



Harold K. Mayes Jr CPA
Agler & Gaeddert, Chartered
Ottawa, Kansas
November 30, 2021

ELIZABETH LAYTON CENTER, INC.
STATEMENTS OF NET POSITION

As of December 31,

Assets	<u>2020</u>	<u>2019</u>
Current Assets		
Cash and Cash Equivalents	\$ 2,489,187	\$ 2,467,292
Accounts Receivable (net of allowance for doubtful accounts of \$276,571 for 2020 and \$228,715 for 2019)	417,703	450,666
Investments	1,952,079	40,620
COP Funds	0	101
Interest Receivable	0	281
Prepaid Expenses	<u>90,610</u>	<u>65,515</u>
Total Current Assets	<u>4,949,579</u>	<u>3,024,475</u>
Restricted Cash		
COP Bond Reserve Fund	0	164,917
RD Reserve Account	<u>83,511</u>	<u>72,377</u>
	<u>83,511</u>	<u>237,294</u>
Property and Equipment - Without Donor Restrictions		
Equipment, Furniture and Vehicles	1,566,116	1,248,012
Buildings and Building Improvements	6,373,927	6,242,077
Land & Improvements	<u>609,818</u>	<u>609,817</u>
Subtotal	8,549,861	8,099,906
Less Accumulated Depreciation	<u>(3,499,120)</u>	<u>(3,258,094)</u>
	<u>5,050,741</u>	<u>4,841,812</u>
Property and Equipment - With Donor Restrictions		
Vehicles	64,404	64,404
Less Accumulated Depreciation	<u>(9,967)</u>	<u>(767)</u>
	<u>54,437</u>	<u>63,637</u>
Other Assets		
Deferred Lease Costs	60,403	58,703
Less Accumulated Amortization	<u>60,403</u>	<u>52,181</u>
Total Other Assets	<u>0</u>	<u>6,522</u>
Total Assets	<u>\$ 10,138,268</u>	<u>\$ 8,173,740</u>

	Liabilities and Net Position		2020	2019
Current Liabilities				
Accounts Payable	\$	337,753	\$	21,827
Compensated Absences		119,960		103,560
Wages and Other Wage Related Payables		74,890		256,519
Interest Payable		0		6,888
Current Portion of Long-Term Debt		101,290		323,061
Total Current Liabilities		<u>633,893</u>		<u>711,855</u>
Long-term Liabilities				
Mortgage Payable - 327th Street		181,989		187,939
Mortgage Payable - First Option		88,682		128,618
Mortgage Payable - Rural Development		1,640,931		1,692,076
Certificates of Participation		0		280,000
Total Long-Term Liabilities		<u>1,911,602</u>		<u>2,288,633</u>
Net Assets				
Without Donor Restrictions		6,525,299		4,022,321
With Donor Restrictions		1,067,474		1,150,931
Total Net Assets		<u>7,592,773</u>		<u>5,173,252</u>
Total Liabilities and Net Position	\$	<u>10,138,268</u>	\$	<u>8,173,740</u>

ELIZABETH LAYTON CENTER, INC.
STATEMENTS OF ACTIVITIES

For the Years Ended December 31,

CHANGES IN NET ASSETS WITHOUT DONOR RESTRICTIONS	2020	2019
Revenue		
Service Payments	\$ 4,274,991	\$ 5,285,718
Housing Rentals	19,084	10,790
Total Revenue	4,294,075	5,296,508
Support		
Tax Levies	541,533	433,000
Mental Health Reform	971,528	867,658
Interest Income	21,041	14,404
Unrealized Gains (Losses)	78,500	(505)
Other	94,317	21,600
Grants & Contracts	2,942,649	465,686
Total Support	4,649,568	1,801,843
Total Support and Revenue	8,943,643	7,098,351
Net Assets Released From Restrictions	174,117	767
Total Support, Revenues and Released From Restrictions	9,117,760	7,099,118
Expenditures		
Wages/Contract Staff	4,537,305	4,752,401
Benefits & Taxes	820,300	761,438
After Hours and Medicaid Screens	45,119	41,501
Telephone	101,921	87,505
Rent	25,245	21,283
Utilities	96,681	93,920
Repairs and Maintenance	83,988	73,654
Professional Fees	25,529	33,348
Continuing Education Fees	14,362	12,846
Dues and Subscriptions	55,014	50,327
Insurance	113,493	101,588
Supplies	31,758	52,166
Program Activities	47,761	84,959
Vehicle	53,686	108,393
Travel	10,099	38,280
Interest	85,487	107,168
Computer Support	197,908	177,779
Other	10,680	9,499
Amortization	8,222	3,914
Depreciation	250,224	249,620
Total Expenditures	6,614,782	6,861,589
INCREASE (DECREASE) IN NET ASSETS WITHOUT DONOR RESTRICTIONS	2,502,978	237,529

The accompanying notes are an integral part of these financial statements.

ELIZABETH LAYTON CENTER, INC.**STATEMENTS OF ACTIVITIES**

For the Years Ended December 31,

CHANGES IN NET ASSETS WITH DONOR RESTRICTIONS	2020	2019
Restricted Donations	\$ 90,660	\$ 861,106
Net Assets Released from Restrictions	<u>(174,117)</u>	<u>(767)</u>
INCREASE (DECREASE) IN NET ASSETS WITH DONOR RESTRICTIONS	<u>(83,457)</u>	<u>860,339</u>
INCREASE (DECREASE) IN TOTAL CHANGE IN NET ASSETS	2,419,521	1,097,868
NET ASSETS AT BEGINNING OF YEAR	<u>5,173,252</u>	<u>4,075,384</u>
NET ASSETS AT END OF YEAR	<u><u>\$ 7,592,773</u></u>	<u><u>\$ 5,173,252</u></u>

ELIZABETH LAYTON CENTER, INC.
STATEMENTS OF CASH FLOWS

For the Year Ended December 31,

	<u>2020</u>	<u>2019</u>
CASH FLOWS PROVIDED BY (USED IN) OPERATING ACTIVITIES		
Changes in Net Assets	\$ 2,419,521	\$ 1,097,868
Adjustments to Reconcile Change in Net Assets to Net Cash		
Provided by Operating Activities:		
Depreciation and Amortization	258,446	253,534
Unrealized Gains/Losses	0	505
Changes in Operating Assets and Liabilities:		
(Increase) Decrease in Accounts Receivable	33,244	(5,748)
(Increase) Decrease in Prepaid Expenses	(25,095)	57,195
(Increase) Decrease in Deferred Lease Cost	(1,700)	0
Increase (Decrease) in Accounts Payable	315,926	(69,121)
Increase (Decrease) in Accrued Liabilities	(172,116)	44,647
Increase (Decrease) in Deferred Revenue	0	(32,569)
Total Adjustments	<u>408,705</u>	<u>248,443</u>
Net Cash Provided by (Used In) Operating Activities	<u>2,828,226</u>	<u>1,346,311</u>
CASH FLOWS PROVIDED BY (USED IN) INVESTING ACTIVITIES		
(Increase) Decrease in Restricted Cash	(11,134)	(11,106)
(Increase) Decrease in Investments	(1,746,441)	(5,089)
Purchase of Property and Equipment	<u>(449,954)</u>	<u>(86,219)</u>
Net Cash Provided by (Used In) Investing Activities	<u>(2,207,529)</u>	<u>(102,414)</u>
CASH FLOWS PROVIDED BY FINANCING ACTIVITIES		
Principal Payments on Loans	(193,802)	(89,491)
Payments on Capital Lease	<u>(405,000)</u>	<u>(120,000)</u>
Net Cash Provided by (Used In) Financing Activities	<u>(598,802)</u>	<u>(209,491)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	21,895	1,034,406
BEGINNING CASH AND CASH EQUIVALENTS	<u>2,467,292</u>	<u>1,432,886</u>
ENDING CASH AND CASH EQUIVALENTS	<u>\$ 2,489,187</u>	<u>\$ 2,467,292</u>
 Cash Paid for Interest	 <u>\$ 92,374</u>	 <u>\$ 108,672</u>

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE A - SUMMARY OF ACCOUNTING POLICIES

A summary of the Corporation's accounting policies consistently applied in the preparation of the accompanying financial statements follows:

1. Nature of activities and history

Elizabeth Layton Center, Inc. (the Corporation) was incorporated as a nonprofit Corporation under the laws of the State of Kansas serving as a mental health center for Franklin and Miami Counties. Elizabeth Layton Center, Inc. contracts with the County Commissioners of Franklin and Miami Counties to provide mental health services.

2. Basis of accounting

The financial statements have been prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America (US GAAP). The Corporation is required to report information regarding its financial position and activities according to the following net asset classifications.

Net assets without donor restrictions – Net assets that are not subject to donor-imposed restrictions and may be expended for any purpose in performing the primary objective of the Corporation. These net assets may be used at the discretion of the Corporation's management and the board of directors.

Net assets with donor restrictions – Net assets subject to stipulations imposed by donors and grantors. Some donor restrictions are temporary in nature; those restrictions will be met by actions of the Corporation or by the passage of time. Other donor restrictions are perpetual in nature, whereby the donor has stipulated the funds to be maintained in perpetuity. The Corporation does not have any net assets with perpetual donor restrictions.

The costs of providing various programs and other activities have been summarized in the statements of activities. Accordingly, certain costs have been allocated, typically by time and effort to program or by using a percentage of benefit approach, among the programs and supporting services benefited.

In addition, the Corporation is required to present a statement of cash flows.

3. Contributions

Contributions received are recorded as net assets without donor restrictions or net assets with donor restrictions, depending on the existence and/or nature of any donor-imposed restrictions. Contributions that are restricted by the donor are reported as an increase in net assets without donor restrictions if the restriction expires in the reporting period in which the contribution is recognized. All other donor restricted contributions are reported as an increase in net assets with donor restrictions, depending on the nature of restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Contributed property and equipment are recorded at fair value at the date of donation. Contributions with donor-imposed stipulations regarding how long the contributed assets must be used are recorded as net assets with donor restrictions; otherwise, the contributions are recorded as net assets without donor restrictions.

4. Accounts Receivable

An allowance is provided for accounts receivable considered to be doubtful based on collection experience. Balances written off are charged against the allowance account.

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued

5. Equipment and Depreciation

When expenditures result in the purchase of an asset having an estimated useful life extending substantially beyond the year of acquisition and is greater than \$5,000, the expenditure is capitalized at cost and depreciated.

Depreciation and amortization of property and equipment (including assets recorded as capital leases or installment loans) are computed using the straight-line method over the estimated service life of the asset based upon the following service life for the major classes of depreciable assets:

<u>Major class of depreciable asset</u>	
Building and building improvements	7 to 40 years
Vehicles	5 to 7 years
Office Equipment, including computer software	3 to 10 years

Depreciation and amortization expense for the year ended December 31, 2020 and 2019 was \$258,446 and \$253,534 respectively.

6. Income Tax Status

The Corporation has obtained tax-exempt status under Internal Revenue Code Section 501(c) (3) and is not liable for income tax.

7. Cash and Cash Equivalents

For purposes of the statement of cash flows, the Corporation considers all deposits maintained in checking and savings accounts to be a cash equivalent.

8. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

9. Fair Value Measurements

Fair value is defined as the price that would be received to sell an asset in the principal or most advantageous market for the asset in an orderly transaction between market participants on the measurement date. Fair value should be based on the assumptions market participants would use when pricing an asset. US GAAP establishes a fair value hierarchy that prioritizes investments based on those assumptions. The fair value hierarchy gives the highest priority to quoted prices in active markets (observable inputs) and the lowest priority to an entity's assumptions (unobservable inputs). The Corporation groups assets at fair value in three levels, based on the markets in which the assets and liabilities are traded and the reliability of the assumptions used to determine fair value. These levels are:

- Level 1 Unadjusted quoted market prices for identical assets or liabilities in active markets as of the measurement date.

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE A - SUMMARY OF ACCOUNTING POLICIES - Continued

9. Fair Value Measurements - continued

- Level 2 Other observable inputs, either directly or indirectly, including:
- Quoted prices for similar assets/liabilities in active markets;
 - Quoted prices for identical or similar assets in non-active markets;
 - Inputs other than quoted prices that are observable for the asset/liability; and,
 - Inputs that are derived principally from or corroborated by other observable market data.

Level 3 Unobservable inputs that cannot be corroborated by observable market data.

Management is responsible for the determination of fair value. The following methods and assumptions were used to estimate the fair value for each class of financial instrument measured at fair value. There has been no change in the Levels or methodologies used from prior years as of December 31, 2020 and 2019.

Cash and Cash Equivalents

Cash and cash equivalents consist principally of cash on hand, checking, savings and short-term, interest-bearing instruments which are carried at cost plus accrued interest, which approximates fair value.

Accounts Receivable

Accounts receivable consist of items expected to be fully collected in varying terms. Amounts are due in less than one year and are recorded at net realizable value. The policy for writing off receivables requires the amount first be taken to collections and if those attempts to collect do not work then must be approved by the Executive Director to write off.

Current Liabilities

Current liabilities consist of payables due in less than one year and are recorded at amount due as of December 31, 2020 and 2019.

Notes Payable

The fair values of notes payable are significantly impacted by the terms of their agreements. The fair value of notes payable is estimated based on the current rates offered for debt of the same remaining maturities. Accordingly, the fair value of the notes payable approximates the amounts recorded in the financial statements.

The preceding methods described may produce a fair value calculation that may not be indicative of net realizable value or reflective of future fair values. Furthermore, although the Corporation believes the valuation methods are appropriate and consistent with other market participants, the use of different methodologies or assumptions to determine the fair value could result in a different fair value measurement.

10. Investments

The Corporation's securities investments that are bought and held principally for the purpose of selling them in the near term are classified as available for sale. All investments are considered available for sale. Available for sale securities are recorded at fair value on the statement of financial position in current assets, with the change in fair value during the period included in earnings. Investment return, including interest, dividends, unrealized and realized gains and losses on investments, is reported as increases or decreases in unrestricted net assets unless their use is restricted by explicit donor stipulations or by law.

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE B – AVAILABILITY AND LIQUIDITY

The following represents the Corporation's financial assets at December 31, 2020 and 2019:

	<u>2020</u>	<u>2019</u>
<u>Financial assets at year end:</u>		
Cash and cash equivalents	\$ 2,489,187	\$ 2,467,292
Accounts receivable	417,703	450,666
Investments	1,952,079	40,620
COP /funds	0	101
Interest receivable	0	281
Prepaid expenses	<u>90,610</u>	<u>65,515</u>
Total financial assets	<u>4,949,579</u>	<u>3,024,475</u>
 <u>Less amounts not available to be used within one year:</u>		
Net assets with donor restrictions	<u>1,067,474</u>	<u>1,150,931</u>
	<u>1,067,474</u>	<u>1,150,931</u>
 Financial assets available to meet		
general expenditures within one year	<u>\$ 3,882,105</u>	<u>\$ 1,873,544</u>

The Corporation's goal is to structure financial assets to be available as general expenditures, liabilities and other obligations come due.

NOTE C - CASH

Restricted cash

The Corporation is required to have a Rural Development reserve account. The balance of this account at December 31, 2020 and 2019 was \$83,511 and \$72,377, respectively.

Deposits

As of December 31, 2020 the carrying amount of the Corporation's cash was \$2,572,698, which includes \$83,511 in the Rural Development reserve account and \$603 in petty cash. As of December 31, 2019, the carrying amount was \$2,704,586, including \$72,377 in the Rural Development reserve account. The bank balance was \$2,762,201 and \$1,993,880 as of December 31, 2020 and 2019 respectively. The difference between the carrying amount and the bank balance was outstanding checks and deposits in transit. The bank balance was secured FDIC coverage of \$256,395 and \$936,654 for years ended 2020 and 2019 respectively. The bank balance was also secured by pledged securities in the amount of \$2,896,651 and \$1,014,347 for the year ended 2020 and 2019 respectively. For December 31, 2019 the bank balance of \$42,879 was under secured as of December 31, 2019.

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE D - INVESTMENTS

The Corporation treats the entire amount invested at Edward Jones as investments although some of the investments in the account are cash equivalent.

Investments at December 31, 2020 consisted of the following types of securities:

Level 1	Cost	Fair Value	Gross Unrealized Gain/(Loss)	Ratings
Mutual Funds	\$ 1,873,577	\$ 1,952,077	\$ 78,500	
Money Market Funds	2	2	0	
	\$ 1,858,230	\$ 1,952,079	\$ 78,500	

Investments at December 31, 2019 consisted of the following types of securities:

Level 1	Cost	Fair Value	Gross Unrealized Gain/(Loss)	Ratings
Corporate Bonds				
US West Communications	\$ 14,549	\$ 14,044	\$ (505)	BBB
Money Market Funds	26,576	26,576	0	
	\$ 41,125	\$ 40,620	\$ (505)	

Contractual maturities of available-for-sale debt securities are as follows:

	2020	2019
Due after five years	\$ 1,952,077	\$ 14,044
Total fixed income securities	\$ 1,952,077	\$ 14,044

Investment return for the years ended 2020 and 2019 consists of the following:

	2020	2019
Interest and dividends	\$ 21,041	\$ 14,404
Realized gain	0	0
Unrealized gain	78,500	(505)
Investment fees	0	0
Total investment return	\$ 99,541	\$ 13,899

Realized gains and losses are determined by sales price less costs of purchase. During December 31, 2020 and 2019, there were no sales.

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE E - ACCOUNTS RECEIVABLE

The Corporation receives the majority of its revenue from governmental funding and fees charged for the Corporation's program services. Program service fees are set based on the client's ability to pay, therefore, accounts receivable is recorded at the expected amount that will be received for these services. The Corporation receives approximately 85% of its program service fees from third party reimbursements, i.e., insurance companies, Medicaid, Medicare, etc. The accounts receivable balance was \$694,274 and \$679,381 with an allowance for doubtful accounts valued at \$276,571 and \$228,714 as of December 31, 2020 and 2019, respectively.

NOTE F - REPLACEMENT RESERVE

In accordance with provisions of the regulatory agreement covering the USDA community residences, restricted cash is held in a separate trust account at Peoples Bank and can be used only with the written approval of Rural Development for the replacement of property. Activity in the Replacement Reserve is as follows:

	2020	2019
Balance at January 1,	\$ 72,377	\$ 61,271
Total Deposits	11,134	11,106
Total USDA Approved Withdrawals	0	0
Balance at December 31,	\$ 83,511	\$ 72,377

NOTE G - COMPENSATED ABSENCES

Employees of the Corporation that are considered full-time who work 40 hours per week, are entitled to Paid Time Off (PTO) based on the following schedule of duration of employment:

0-4 years; 17 days (136 hours) per year; 5.23 hours per full pay period
5-9 years; 20 days (160 hours) per year; 6.15 hours per full pay period
10+ years; 25 days (200 hours) per year; 7.69 hours per full pay period

The PTO accrual rate is pro-rated for benefit-eligible employees working 36-39 hours per week on a regular basis. Employees can carryover PTO into the next calendar year at a maximum of 80 hours. PTO hours that are not used or are not carried-over are forfeited by the employee. Terminated employees are entitled to receive pay for PTO hours accrued but unused in the calendar year. Accrued PTO pay is valued at \$119,960 and \$103,560 as of December 31, 2020 and 2019, respectively.

NOTE H – LONG-TERM DEBT

1. Capital Lease

The Corporation entered into a capital lease agreement to finance the purchase of its Eisenhower Drive facilities. This lease is accounted for as a capital lease with a term of 15 years with the final lease payment paid in February 2020. Interest payments, in addition to principal requirements, are based on the underlying Certificates of Participation rates that vary from 4.25% to 4.75%. Improvements are capitalized and included with the capitalized cost of the building.

	2020	2019
Balance due at December 31,	\$ 280,000	\$ 405,000
Less: Current portion	280,000	125,000
Total long-term debt	\$ 0	\$ 280,000

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE H – LONG-TERM DEBT - Continued

2. Note Payable - Houses

At December 31, 2019, the Corporation had two loan agreements payable to the State of Kansas Department of Commerce and Housing totaling \$104,366. The loan terms require payment of 25% of the annual cash flow when the debt service coverage ratio (OCR) exceeds 1.25% for any year during the term of the mortgage. The OCR is determined by dividing the net operating income (NOI) by the annual debt service required by the first mortgage. NOI is net income minus operating costs. Interest is charged at 3% per annum until the loans mature in 2020. Any balance due at the termination of the loan agreement shall be forgiven. Loans are secured by a deposit to purchase residential property. No payment was due on the loan in 2019. Loans were paid off in 2020.

	2020	2019
Balance due at December 31,	\$ <u>0</u>	\$ <u>104,366</u>

3. Rural Development Mortgage Loan Payable - 327th Street

At December 31, the Corporation had a mortgage loan agreement with Rural Development for the new facility on 327th Street. The loan amount financed was \$2,025,600 at 3.5% interest for 30 years.

	2020	2019
Balance due at December 31,	\$ <u>1,692,062</u>	\$ <u>1,741,305</u>
Less: Current portion	<u>51,131</u>	<u>49,229</u>
	\$ <u>1,640,931</u>	\$ <u>1,692,076</u>

4. Mortgage Loan Payable - 327th Street

At December 31, the Corporation had a mortgage loan agreement with Peoples National Bank for a portion of the new facility on 327th Street not funded by the Rural Development mortgage. The loan amount financed was \$225,067 at 6% interest for 25 years.

	2020	2019
Balance due at December 31,	\$ <u>188,332</u>	\$ <u>194,098</u>
Less: Current portion	<u>6,343</u>	<u>6,159</u>
	\$ <u>181,989</u>	\$ <u>187,939</u>

5. Mortgage Loan Payable – 102 Baptise Drive

At December 31, the Corporation had a mortgage loan agreement with First Option Bank for the new facility on 102 Baptise Drive. The loan amount financed was \$252,000 at 5.1% interest for 5 years

	2020	2019
Balance due at December 31,	\$ <u>132,498</u>	\$ <u>166,926</u>
Less: Current portion	<u>43,816</u>	<u>38,308</u>
	\$ <u>88,682</u>	\$ <u>128,618</u>

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE H – LONG-TERM DEBT - Continued

Aggregate maturities of long-term debt for the five years following December 31, 2020 are as follows:

2021	\$	101,290
2022		102,347
2023		108,053
2024		64,430
2025		72,636
2026-2030		377,374
2031-2035		466,504
2036-2040		507,989
2041-2042		212,269
Total		<u>2,012,892</u>
Less: Current Portion		<u>(101,290)</u>
Total	\$	<u><u>1,911,602</u></u>

NOTE I – CONCENTRATIONS OF RISK

The Corporation sends billings for services to individuals and corporations including insurance companies and governmental units. The ability to collect amounts due for billings is affected by these entities' ability to pay. For the year ended December 31, 2020 and 2019, Medicaid revenue was approximately 32.7% and 66% of total revenue, respectively.

NOTE J - NET ASSETS WITH DONOR RESTRICTIONS

The Corporation's net assets with donor restrictions consist of the following: 1. vehicles purchased with matching grants (for which the title to the vehicles do not pass to the Corporation until they have been in service for five years) 2. required reserves for replacement 3. bond reserve requirements and 4. the Winter Fund.

	2020	2019
KDOT Vehicles	\$ 54,437	\$ 63,637
Rural Development Replacement Reserve	83,511	72,377
Bond Reserve Fund	0	164,917
Winter Foundation	929,526	850,000
Total temporarily restricted net assets	<u>\$ 1,067,474</u>	<u>\$ 1,150,931</u>

The detail in changes in net assets with donor restrictions as follows:

	2020	2019
Beginning Net Assets With Donor Restrictions	\$ 1,150,931	\$ 221,271
KDOT Grant	46,862	5,000
KDOT Vehicle purchase	0	64,404
Winter Fund donation	0	850,000
Gain/loss on Winter Fund	79,526	0
Bond reserve income	0	4,917
Transfers to reserve for replacements	11,134	11,106
Depreciation expense incurred on restricted vehicles	(9,200)	(767)
COP paid off	(164,917)	0
Expense incurred for transportation	(46,862)	(5,000)
Ending Net Assets With Donor Restrictions	<u>\$ 1,067,474</u>	<u>\$ 1,150,931</u>

ELIZABETH LAYTON CENTER, INC.
NOTES TO FINANCIAL STATEMENTS

For the Years Ended December 31, 2020 and 2019

NOTE K - ADVERTISING COSTS

The Corporation uses advertising to promote its programs among the audience it serves. The production costs of advertising are expensed as incurred. Advertising costs totaled \$1,317 and \$12,071 for 2020 and 2019, respectively.

NOTE L - CONTINGENCIES

Elizabeth Layton Center, Inc. receives significant financial assistance from numerous federal and state governmental agencies in the form of grants and state pass-through aid. The disbursement of funds received under these programs generally requires compliance with terms and conditions specified in the grant agreements and are subject to audit. Any disallowed claims resulting from such audits could become a liability.

NOTE M -- INCOME TAXES

The Corporation was founded as a non-profit corporation under Section 501(c) (3) of the Internal Revenue Service code. As a non-profit Corporation there is no income tax liability. The Corporation (a not for profit) recognizes any interest and penalties as incurred. For December 31, 2020, no interest or penalties have been recognized. There are no other unrecognized tax benefits to be disclosed as the result of tax positions taken during the year. The Corporation is not at the present time under examination by any taxing authority. Effectively, all years for federal and state income examinations are closed for any year prior to December 31, 2016. The Corporation does not believe that there are any tax planning strategies or positions presently being taken that would affect the Corporation.

NOTE N -- RETIREMENT PLAN

The Corporation maintains a 403(b) retirement plan for eligible employees. Employer contributions were made to the plan in 2020 and 2019 in the amounts of \$59,676 and \$69,568, respectively.

NOTE O – FUNCTIONAL EXPENSES

	2020	2019
Management and general expenses	\$ 945,042	\$ 941,889
Program services – mental health services	5,661,518	5,915,786
Amortization Expense	8,222	3,914
	<u>\$ 6,614,782</u>	<u>\$ 6,861,589</u>

Based on same split as tax return

The cost of providing program services and management/general services on a functional basis in the statement of activities requires the allocation of cost to these services. Such allocations are determined by management on an equitable basis. The expenses that are allocated include the following: Salaries, benefits, continuing education fees and program activities are allocated based on time and effort. Rent, utilities, repairs, maintenance and insurance are allocated based upon square footage. All other expenses are allocated based upon usage.

NOTE P -- SUBSEQUENT EVENTS

The Corporation evaluated subsequent events through November 30, 2021, the date the financial statements were available to be issued. The effect of Covid-19 on the Corporations activities has not been fully determined, however the Corporation has applied and received aid from the federal government to assist in maintaining operations.

SUPPLEMENTAL INFORMATION

ELIZABETH LAYTON CENTER, INC.

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS
For the Year Ended December 31, 2020

Federal Grant Pass Through Grantor/Program Title	Federal CFDA Number	Revenues	Expenditures
U.S. Department of Transportation			
Pass thru Kansas Dept. of Transportation			
Enhance Mobility for Seniors and Individuals			
with Disabilities	20.513	\$ 46,862	\$ 46,862
U.S. Department of the Treasury			
Pass thru Kansas Dept. for Aging and Disability Services			
Coronavirus Relief Fund	21.019	871,181	871,181
Pass thru Miami County			
Coronavirus Relief Fund	21.019	<u>183,837</u>	<u>183,837</u>
Total Department of the Treasury		<u>1,055,018</u>	<u>1,055,018</u>
Small Business Administration			
Direct Aid			
Paycheck Protection Program	59.073	<u>1,037,100</u>	<u>1,037,100</u>
U.S. Department of Health and Human Services			
Direct Aid			
COVID-19 Testing for the Uninsured	93.461	<u>315,625</u>	<u>315,625</u>
Total revenues and expenditures of federal awards		\$ <u>2,454,605</u>	\$ <u>2,454,605</u>

The Corporation did not provide federal awards to sub recipients for the year ended December 31, 2020

ELIZABETH LAYTON CENTER, INC.

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

For the year ended December 31, 2020

NOTE A. BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards (the schedule) includes the federal grant activity of Elizabeth Layton Center, Inc. under programs of the federal government for the year ended December 31, 2020. The information in this schedule is presented in accordance with the requirements of the Office of Management and Budget (OMB) Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a select portion of the operations of Elizabeth Layton Center, Inc., it is not intended to and does not present the summary of receipts, expenditures and unencumbered cash of Elizabeth Layton Center, Inc.

NOTE B. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures are reported on the accrual basis of accounting. Such expenditures are recognized under the cost principles contained in Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and the Audit Requirements for Federal Awards (Uniform Guidance), wherein certain types of expenditures are not allowed or are limited as to reimbursement. The Corporation has elected not to use the 10% de minimus indirect cost rate as allowed under the Uniform Guidance.

NOTE C. NON-CASH ASSISTANCE, INSURANCE AND LOANS

The Corporation did not receive or expend any Federal awards in the form of noncash assistance, insurance, loans or loan guarantees for the year ended December 31, 2020.

NOTE D. SUB-GRANTEES

There were no federal funds passed through to sub-recipients during the fiscal year.

SPECIAL REPORTS

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF THE FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

Board of Trustees
Elizabeth Layton Center, Inc.
Ottawa, Kansas

We have audited, in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statement of Elizabeth Layton Center, Inc. as of and for the year ended December 31, 2020, and the related notes to the financial statement, which comprise the Corporation's financial statements and have issued our report thereon dated November 30, 2021.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statement, we considered the Corporation's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statement, but not for the purpose of expressing our opinion on the effectiveness of the Corporation's internal control. Accordingly, we do not express an opinion on the effectiveness of the Corporation's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the Corporation's financial statement will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

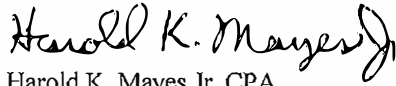
Our consideration of the internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in the internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Corporation's financial statement is free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of this Report

The purpose of this report is intended solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the Corporation's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Corporation's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.



Harold K. Mayes Jr. CPA
Agler & Gaeddert, Chartered
Ottawa, Kansas
November 30, 2021

**INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR PROGRAM AND ON
INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE**

Board of Trustees
Elizabeth Layton Center, Inc.
Ottawa, Kansas

Report on Compliance for Each Major Federal Program

We have audited Elizabeth Layton Center, Inc.'s compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the Corporation's major federal programs for the year ended December 31, 2020. The Corporation's major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of the Corporation's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal awards* (Uniform Guidance). Those standards and Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the District's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the District's compliance.

Opinion on each Major Federal Program

In our opinion, the Corporation complied in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended December 31, 2020.

Report Internal Control over Compliance

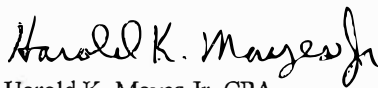
Management of the Corporation is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the Corporation's internal control over compliance with requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly we do not express an opinion on the effectiveness of the Corporation's internal control over compliance.



A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. A *material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. A *significant deficiency in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based upon requirements of Uniform Guidance. Accordingly, this report is not suitable for any other purpose.



Harold K. Mayes Jr. CPA
Agler & Gaeddert, Chartered
Ottawa, Kansas
November 30, 2021

ELIZABETH LAYTON CENTER, INC.

SCHEDULE OF FINDINGS AND QUESTIONED COSTS
For the Year Ended December 31, 2020

SUMMARY OF AUDITOR'S RESULTS

Financial Statements

Type of report the auditor issued on whether the financial statement audited was prepared in accordance with GAAP

Unmodified

Internal control over financial reporting:

Material weakness(es) identified?

No

Significant deficiencies identified not considered to be material weaknesses:

None reported

Noncompliance material to financial statements noted?

No

Federal Awards

Internal control over major programs:

Material weakness(es) identified?

No

Significant deficiencies identified not considered to be material weaknesses:

None noted

Type of auditor's report issued on compliance for major programs:

Unmodified

Any audit findings disclosed that are required to be reported in accordance with Title 2

U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements,

Cost principles, and Audit Requirements for Federal awards

No

Identification of major programs:

CFDA Number's Name of Federal Program or Cluster

Amount

U.S. Department of the Treasury

21.019 Coronavirus Relief Fund - KDADS

\$ 871,181

21.019 Coronavirus Relief Fund - Miami County

183,837

1,055,018

Small Business Administration

59.073 Paycheck Protection Program

1,037,100

U.S. Department of Health and Human Services

93.461 COVID-19 Testing for the Uninsured

315,625

\$ 2,407,743

Dollar threshold used to distinguish between Type A and Type B programs

\$ 750,000

Auditee qualified as a low-risk auditee?

No



Blessing Box Foundation
New Request for 2023

The 2023 Funding Request is attached behind this introduction sheet. This is a new request for funding.

FY 2023 City of Ottawa Community Partner Funding Application

Submission Deadline: Monday, April 18th, 2022, 5:00 PM

By Mail: City of Ottawa
Attn: City Clerk
P.O. Box 60
Ottawa, KS 66067

By Email: Melissa Reed, City Clerk
mreed@ottawaks.gov

Organization Information

Org. Name: Blessing Box Foundation
Org. Type: 501c3
Address: 1171 Rock Creek Rd
Pomona, KS 66076

Website: www.blessingboxks.org
Years of Operation: 3
Fiscal Year End Date: 01/23

Primary Contact Information

Name: Julie Riggins
Email: director@blessingboxks.org

Phone #: 785-317-0497

Agency/Organization Credentials (if applicable)

EIN #: 854142956

How many years org. has been certified as a
501 (c) (3) nonprofit: 15

Is your agency registered with the Kansas
Secretary of State as Current or Active?

Yes ☒ No ☐

N/A ☐

Comments:

Total \$ Requested: \$5, 0 0 00

Program Information

Program Name: Warming/Cooling Station

Describe what the funds would be used for:

If granted, the money would be used to help offset the cost of rent and utilities for a small space on the North side of downtown. This would allow the unhoused to get warm/cool depending on the weather, use a microwave to heat food, get something to drink during our open hours and use the restroom. This would also allow us to have a storage space for donations, including things that are temperature sensitive, have resource information to entities that can in a larger scale. Our ultimate goal is to help anyone in need to get back on their feet, which often requires assistance in getting a new ID or social security card.

Financial Summary

Audited Financial Statements

Do you have independently CPA-audited financial statements for fiscal/calendar year 2021 or 2022? The most recent audited statements should be included with this application.

- ☐ Yes
☐ No. The audit will be available at a later date. Provide estimated date: _____
☒ No. We do not and will not have an audit.

Agency Budget & Funding

Table should show how requested City funds support your program expenses

	2021	2022	2023
Beginning Cash Balance:	\$500	\$1693.37	
Revenues:	Actual	Estimated	Estimate
Fundraising	\$536.77	\$700.00	\$1,000.00
Grants	\$2,500.00	\$5,000.00	\$3500.00
Donations	\$6,375.00	\$2500.00	\$8,000.00
		Donations	
Total Revenue:	\$5872.71	\$8200.00	\$11,000.00
Expenditures:	Actual	Estimated	Estimate
Food/Hygiene/hotel	\$5872.71	\$4,000	\$5,000
Community Meals	\$935.17	\$1,200.00	1500.00
Hot Meal Monday's	\$257.03	0.00	0.00
Spook Parade Lunch	\$274.25	\$350.00	\$400.00
Medication help	\$126.43	\$150.00	\$200.00
Utilities Help	\$252.81	\$300.00	\$400.00
Total Expenditures:	\$7718.40	\$6,000	\$7500.00
Expected ending cash balances:	\$3500.00	\$3500.00	\$3500.00

Please provide any additional supporting documentation that you would like to share with the Governing Body, including brochures, additional financial support, etc.

Program Overview

Program Mission & Goals

Please provide a summary of the mission & vision statement(s) and programming goals of the organization or program.

To help those in need, with no questions asked.

Our goal is to assist with food and other items that are not covered by SNAP.

Service Geography & Population

Target populations that benefit directly from the service: Low Income

Total number of persons served by agency: est. 1,000

Ottawa Residents served by agency: est. 950

Franklin County residents served: est. 50

Fund Usage

Without city funding, what challenges would your program face?

Currently all storage including refrigeration is at 204 S. Main and staffed by the employees of the store.

We would not be able to take donations that need to be temperature controlled, take in larger donations, utilize food donations from the KC metro area without a physical address

What are the top three measurable outcomes if funded?

Help the unhoused become healthier.

Help citizens find jobs.

Be a place where anyone can come to get a hot meal, first aid, or help re-connecting with family.

Do you have the administrative or operational capacity to achieve these goals if funded?

Yes.

We would utilize board members, volunteers, and possibly someone in need of community hours
-with strict guidelines



City of Ottawa
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MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: MELANIE LANDIS, FINANCE DIRECTOR
DENNIS THARP, DIRECTOR OF UTILITIES

SUBJECT: **FIRST REVIEW OF 2023 ELECTRIC FUND BUDGET**

DATE: MAY 23, 2022

The City owns and operates an electric utility which includes production and distribution. Revenues generated from user fees support the operational expenditures of the utility and are deposited into the electric fund (037). Utility administration expenditures and Broadband utility revenue and expenditures are also a part of this budgeted fund.

The draft 2023 Electric Utility budget was developed by the staff working closest with the day-to-day operations, coordinated with the Finance Department, and accompanied by an in-depth review of current and future infrastructure needs and capital costs. The following table summarizes the change in the proposed 2023 budget over the 2022 budget. Revenue and expenditure estimates for 2022 drive the projected beginning fund balance for 2023. As can be seen in the impact of the draft budget, adjustments need to be made to ensure that the utility has an adequate fund balance at the end of 2023. Reduction of operational expenditures, debt financing of normal capital projects and equipment purchases, delay of purchases, or rate adjustments are some of the vital decisions that need to be explored.

Beginning Fund Balance \$ 4,580,075 \$ 4,190,380 \$ 3,658,265

Electric Fund - 2023 Budget - Revenue Summary					
	2022 Budget	2022 Projected	2023 Budget	% change	\$ change
LICENSE & PERMITS	\$ 180,475	\$ 200,400	\$ 200,400	11.04%	\$ 19,925
CHARGES FOR SERVICE	\$ 14,905,000	\$ 15,679,795	\$ 15,537,995	4.25%	\$ 632,995
INVESTMENT INCOME	\$ 20,000	\$ 6,000	\$ 8,000	-60.00%	\$ (12,000)
OTHER REVENUE	\$ 60,000	\$ 77,000	\$ 60,000	0.00%	\$ -
BROADBAND - CHARGES FOR SERVICE	\$ 170,000	\$ 164,000	\$ 164,000	-3.53%	\$ (6,000)
Grand Total	\$ 15,335,475	\$ 16,127,195	\$ 15,970,395.00	4.14%	\$ 634,920.00

Electric Fund - 2023 Budget - Expenditure Summary									
Electric - Department/Division	2022 Budget	2022 Projected	2023 Dept. Req.	% change	\$ change	New Personnel	Payroll Changes	Inc./(Dec.) Operations	New Capital
3703 ELECTRIC PRODUCTION	\$ 10,817,535	\$ 10,249,714	\$ 11,729,739	8.43%	\$ 912,204	-	59,175	710,529	142,500
3704 ELECTRIC DISTRIBUTION	\$ 1,939,465	\$ 1,867,665	\$ 2,815,315	45.16%	\$ 875,850	-	54,450	571,400	250,000
3705 ELECTRIC WAREHOUSE	\$ 457,150	\$ 455,700	\$ 573,425	25.43%	\$ 116,275	-	22,275	10,500	83,500
3707 ELECTRIC PROJECT	\$ 150,000	\$ 150,000	\$ 150,000	0.00%	\$ -	-	-	-	-
3710 ELECTRIC ADMINISTRATION	\$ 1,204,315	\$ 1,241,150	\$ 1,255,950	4.29%	\$ 51,635	-	63,750	25,385	(37,500)
3712 ELECTRIC NON-OPERATING	\$ 6,000	\$ 3,500	\$ 6,000	0.00%	\$ -	-	-	-	-
3715 BROADBAND	\$ 219,550	\$ 194,925	\$ 221,325	0.81%	\$ 1,775	-	1,775	-	-
TRANSFERS TO OTHER FUNDS	\$ 2,496,656	\$ 2,496,656	\$ 2,529,950	1.33%	\$ 33,294	-	-	-	-
Grand Total	\$ 17,290,671	\$ 16,659,310	\$ 19,281,704.00	11.52%	\$ 1,991,033.00	-	201,425	1,317,814	438,500

Ending Fund Balance \$ 2,624,879 \$ 3,658,265 \$ 346,956

Planning for future operational needs and capital infrastructure improvements is key to maintaining a utility that can best serve our community. Key upcoming capital projects include:

- Continued replacement of AMI meters;
- Replacement of mower;
- Replacement of racking and lighting system for warehouse;
- Replacement of 2 ½ ton Bucket Truck;
- Replace Muffler / Catalyst for Engine 6 & 7



MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: DAVID HUNSAKER ELECTRIC PRODUCTION SUPERINTENDENT

SUBJECT: 2023 BUDGET REQUESTS – UTILITIES/ELECTRIC PRODUCTION (037-3703)

DATE: May 16, 2022

Electric Production goal is to provide reliable and cost-effective electrical energy to the City of Ottawa. We have collected information with the assistance of Kansas Municipal Energy Agency (KMEA) for 2023 energy costs forecast and working with Power Plant Compliance staying in compliance with the National Emission Standards for Hazardous Air Pollutants for Stationary Reciprocating Internal Combustion Engines (RICE NESHAP).

2023 BUDGET REQUESTS SUMMARY

The Electric Production budget request increase \$982,524 or 9% over the published 2022 budget.

OPERATING EXPENSE CHANGES

Line items 605 (Purchase Power) and 606 (Demand Power) makeup 72% of the Electric Production budget. Due to an increase in Grand River Dam Authority (GRDA) and Western Area Power Administration (WAPA) we are asking for an increase of \$878,000 or 15% for 605 (Purchase Power).

Increased 533 (machine & equipment repair) by \$25,000; spent \$52,805 in 2021. Increased 553 (service agreements/compliance) by \$20,000; new contracts for Daupler Response Management and Health Map outage map. Added \$50,000 to 558 (other contractual services) engineering services on 4.160 to 12.47 conversion in addition to scheduled maintenance on generators. Set up new 161 SCADA network for NERC compliance and remove asbestos from building 3.

Increased 610 (fuel oil for generators) \$50,000 due to fuel cost increase. Also maintaining approximately 90,000 gallons in tanks, that would run all 4 units 72 hours on diesel only.

PERSONNEL REQUESTS

Part time seasonal help for mowing.

CAPITAL PURCHASES

\$400,000 for 710 (equipment) Purchasing and installing new muffler/catalyst combination for generator units 6 and 7, to maintain our compliance with the RICE NESHAP ruling. The units are recertified every 3 years, in 2021 consultant Donna Ohem with Power Plant Compliance did the recertification testing, units are required to reduce emissions by 70% or greater, in 2021 units 6 & 7 barley passed. Power Plant Compliance said they will not pass in 2024, if we are not in compliance the units are reduced to emergency use only. Purchasing and installing new batteries at SE substation, had NE substation batteries tested 2022 they failed and had to be replaced. The SE substation batteries are older than the NE batteries were.

CAPITAL PROJECTS

4.16 kV to 12.47 kV conversion. If it is not going to be converted for several years, then a by-pass at the 2nd Street substation is needed or the possibility exists for extended outages on the 4.16 kV lines.

TRANSFERS

Start a vehicle reserve of \$20,000 for 2023, 2024 and 2025 to replace pick-up #007 that will be 20 years old in 2025.

City of Ottawa

101 S. Hickory
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2023 Vehicle / Equipment Request Form

Fund / Department / Division: 3703-710 Utilities/Electric Production
Vehicle / Equipment Requested: Engine 6 & 7 Muffler/Catalyst Replacement

New addition to fleet

Describe need for addition to the fleet:

What additional costs should be considered:

Replacement of existing unit

Unit being replaced: Muffler/Catalyst for Engine 6 & 7

Describe need for replacement:

Generator units staying compliant with the National Emission Standards for Hazardous Air Pollutants for Stationary Reciprocating Internal Combustion Engines (RICE NESHAP). The units are re certified every 3 years, in 2021 consultant Donna Ohem with Power Plant Compliance did the recertification testing. The units are required to reduce emissions by 70% or higher, in 2021 units 6 & 7 barely passed and they will not pass in 2024. Relocating the new catalyst in side new mufflers will increase our emissions reductions while decreasing back pressure on the units allowing the units to increase output to the nameplate 6.0 kW. If we do not pass the requirements the units will be placed in emergency use and be limited to 100 hours annually.

What additional costs should be considered:

A quote for new stainless steel mufflers and catalyst was received February 2022 at a cost of \$150,000 each. All metal shops are reserving the right to change pricing on quotes and orders due to high fluctuation on metal costs.

Financial impact calculation (Developed by Finance and Department):



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MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: ED THOMPSON ELECTRIC DISTRIBUTION SUPERINTENDENT

SUBJECT: 2023 BUDGET REQUESTS – UTILITIES/ELECTRIC DISTRIBUTION (037-3704)

DATE:

Electric Distribution's goal is to ensure every customer is supplied with power efficiently and correctly

2023 BUDGET REQUESTS SUMMARY

The electric distribution budget request increased \$1,196,000 over the published 2022 budget.

OPERATING EXPENSE CHANGES

We are asking for additional money in other contractional services for tree trimming, \$80k. We are almost 4 years behind. Also, additional costs for GIS mapping updates, and AMI outage map fees, \$40k. Labor to install new traffic signal at 23rd & Main, \$45k. Asking an additional \$150k for transformers, due to increased prices these are for commercial and residential.

CAPITAL PURCHASES

We are asking to replace in 2023: 1 bucket truck, estimated at \$275k ,and 1 SUV with a pickup, estimated at \$45k.

CAPITAL PROJECTS

In the Capital Improvement 745 line, lighting, is for replacing old lights with new LED lights. New developments that are hard to predict and any unforeseen damage. Replacing the lights over the 68 bypass bridge. The quote we got for this project 2 years ago was \$250,000. In 749 Line Construction, this is where we get materials for our day-to-day operation, storm damage on a small scale, and. any unforeseen new projects. All materials except poles, transformers and metering. Also any contracted projects.

2023 Vehicle / Equipment Request Form

Fund / Department / Division: Electric/Distribution
Vehicle / Equipment Requested: Unit6 #12

New addition to fleet

Describe need for addition to the fleet:

What additional costs should be considered:

Replacement of existing unit

Unit being replaced: Truck#12 2 1/2 Ton Bucket Truck

Describe need for replacement:

This truck is on a 10 year replacement plan it is 16 years old
Frequent repairs and maintenance are making it costly to own
We are asking \$275,000.00 to be allocated for the purchase of a replacement Truck

What additional costs should be considered:

Financial impact calculation (Developed by Finance and Department):



MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: Curt Altic Warehouse Superintendent

SUBJECT: 2023 BUDGET REQUESTS –UTILITIES/WAREHOUSE 037-3705

DATE: March 11, 2022

2023 BUDGET REQUESTS SUMMARY

The Warehouse budget shows increase of \$83,300.00 over the 2022 budget. This will allow the warehouse to maintain normal operations and install needed assets to improve accuracy, safety, and increase part capacity in the warehouse.

OPERATING EXPENSE CHANGES

\$1,800.00 To keep up with increasing costs.

PERSONNEL REQUESTS

No changes requested.

CAPITAL PURCHASES

705. \$3,000.00 To replace laptops used in the warehouse for inventory.

710. \$80,000.00 To start replacing racking and lighting in the warehouse that will increase accuracy and safety.

710. \$20,000.00 To replace a 2009 mower with 2,500 hours that was given to us from the Parks Department.

715. \$25,000.00 To replace the concrete drive area East of the electrical bay doors. This will decrease wear on the bucket truck tires and suspension, and will help decrease slips, trips and falls for employees walking to/from the parking lot to the warehouse.

2023 Vehicle / Equipment Request Form

Fund / Department / Division: 612 / Warehouse / Utility

Vehicle / Equipment Requested: Kubota Mower

New addition to fleet

Describe need for addition to the fleet:

What additional costs should be considered:

Replacement of existing unit

Unit being replaced: #65 2009 Grasshopper mower

Describe need for replacement:

Unit #65 is a 2009 60" Grasshopper mower with 2500 hours that was passed down to the warehouse 3 years ago. It replaced a mower that broke down and was not able to be repaired. We would like to use the same specs the Parks department used for the mowers they have purchased. if they would happen to need an extra mower they would be able to use this mower with no additional training and parts can be purchased in bulk to save on cost.

We are asking for \$20,000.00

What additional costs should be considered:

Financial impact calculation (Developed by Finance and Department):

2023 Vehicle / Equipment Request Form

Fund / Department / Division: 3705-710 Electric Utility Warehouse
Vehicle / Equipment Requested: Racking / Lighting

New addition to fleet

Describe need for addition to the fleet:

What additional costs should be considered:

Replacement of existing unit

Unit being replaced: Racking / Lighting in the Warehouse

Describe need for replacement:

The Warehouse is asking for \$80,000.00 for the following. Racking: The racking in the warehouse is around 32 years old. Some of the racking is bent or needs to be adjusted to accommodate new parts. Some parts are not able to be stored on the current racking due to weight restrictions.

Lighting: LED lights were installed in the warehouse 10 years ago. These fixtures contain 3 - 4 lights in each fixture. 40% of the fixtures are not operating at full capacity. The light can not be replaced, the fixture itself has to be replaced.

Replacing the racking and lighting will increase inventory accuracy, safety and production.

What additional costs should be considered:



MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: MELANIE LANDIS, FINANCE DIRECTOR

SUBJECT: 2023 BUDGET REQUESTS – UTILITY ADMINISTRATION (3710)

DATE: May 19, 2022

2023 BUDGET REQUESTS SUMMARY

The utility billing division of the Finance department provides customer service, meter reading and repair, and utility billing for the water, wastewater, stormwater, and electric utilities. These operational activities are covered by funds from the Electric-Administration (037-3710) budget, except for some salaries which are split for those who support this division with other departments. The division budget proposes a 2023 budget increase of \$51,635, or 4.2%.

OPERATING EXPENSE CHANGES

Operating cost increases are reflected in annual service agreements and professional services such as audit expense. The City of Ottawa will be subject, in addition to the routine audit of our financial statements, to a single audit due to being awarded both ARPA (the American Rescue Plan Act) and BASE (Building a Stronger Economy) grant funds in 2023. Operating costs are proposed to increase by 5% over 2022, or \$24,785.

PERSONNEL REQUESTS

No additional personnel requests, at this time. Increases in salary and benefits align with normal increases due to MERIT, COLA awards, and benefit cost increases over time.

CAPITAL PURCHASES

No major capital purchases are planned for 2023.

TRANSFERS

There is a request to transfer \$100,000 to reserves for future upgrade to accounting software as has been presented to the Commission. The impact to the Electric utility is proposed to be \$25,000 for a proportionate share of the cost.

City of Ottawa

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Ottawa, KS 66067

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MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: PAUL SOMMER, INFORMATION TECHNOLOGY DIRECTOR

SUBJECT: 2023 BUDGET REQUESTS

DATE: MAY 4, 2022

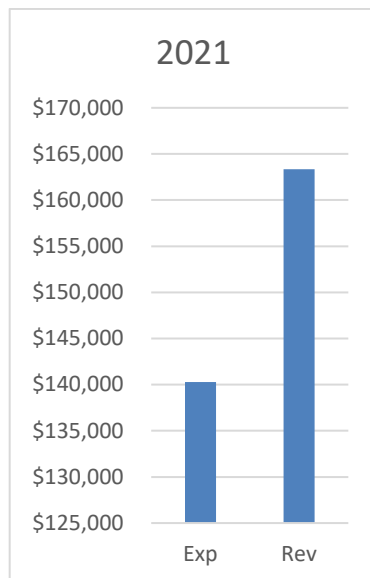
2023 BUDGET REQUESTS SUMMARY

The City of Ottawa Broadband Utility provides fiber optic high speed internet access to 23 customers.

The 2022 Broadband Utility Budget remains at 2021 levels except for an increase in Personnel Services for any COLA or merit adjustments.

2021 Revenue: \$163,339

2021 Expenses: \$140,298





MEMORANDUM

TO: RICHARD U. NIENSTEDT AND THE HONORABLE CITY COMMISSION

FROM: DENNIS THARP, DIRECTOR & STAFF

SUBJECT: 2023 BUDGET REQUESTS – STORMWATER FUND (2900)

DATE: MAY 19, 2022

Funds for the Stormwater Utility are received from the monthly Stormwater Utility fee assessed to each property in the City. We will be increasing our time spent with public education and outreach, while continuing our inspections of construction sites.

2023 BUDGET REQUESTS SUMMARY

This fund is showing a decrease since we have no scheduled projects for 2023.

OPERATING EXPENSE CHANGES

We have moved funds from personnel to contractual services as we are not replacing the Stormwater Coordinator position in 2023. We currently have a contract with an engineering firm to manage the stormwater plan and to assist us with the MS4 permit.

PERSONNEL REQUESTS

N/A

CAPITAL PURCHASES

CAPITAL PROJECTS

TRANSFERS

OTHER INFORMATION

City of Ottawa

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STORMWATER FUND (030) SUMMARY		2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
BEGINNING FUND BALANCE		\$ 1,100,400	\$ 1,254,112	\$ 954,475	\$ 1,345,858	\$ 1,400,650
LICENSES & PERMITS		\$ 3,780	\$ 4,157	\$ 4,800	\$ 4,200	\$ 4,500
CHARGES FOR SERVICE		\$ 474,215	\$ 486,820	\$ 470,000	\$ 470,000	\$ 470,000
INVESTMENT INCOME		\$ 14,131	\$ 3,979	\$ 7,500	\$ 4,000	\$ 4,000
OTHER REVENUE		\$ 60	\$ -	\$ -	\$ -	\$ -
TRANSFERS IN		\$ -	\$ 63,338	\$ -	\$ -	\$ -
TOTAL REVENUE		\$ 492,186	\$ 558,294	\$ 482,300	\$ 478,200	\$ 478,500
AVAILABLE RESOURCES		\$ 1,592,586	\$ 1,812,406	\$ 1,436,775	\$ 1,824,058	\$ 1,879,150
		2020 Actual	2021 Actual	2022 Budget	2022 Projected	2023 Budget
PERSONNEL SERVICES		\$ 43,524	\$ 54,995	\$ 90,300	\$ -	\$ -
CONTRACTUAL SERVICES		\$ 84,887	\$ 56,403	\$ 176,335	\$ 214,750	\$ 231,750
COMMODITIES		\$ 14,433	\$ 19,373	\$ 30,200	\$ 28,150	\$ 31,000
CAPITAL EXPENSES		\$ 1,606	\$ 67,793	\$ 40,000	\$ 38,595	\$ -
CAPITAL IMPROVEMENTS		\$ 73,209	\$ 74,143	\$ 520,815	\$ -	\$ 30,000
TRANSFERS		\$ 120,813	\$ 193,863	\$ 141,915	\$ 141,915	\$ 145,370
TOTAL EXPENDITURES		\$ 338,472	\$ 466,571	\$ 999,565	\$ 423,410	\$ 438,120
ENDING FUND BALANCE		\$ 1,254,114	\$ 1,345,835	\$ 437,210	\$ 1,400,648	\$ 1,441,030

STORMWATER FUND (029)		2020 Actual	2021 Actual	2022 Budget	2022 Estimate	2023 Budget
BEGINNING FUND BALANCE		\$ 1,100,400	\$ 1,254,112	\$ 954,475	\$ 1,345,858	\$ 1,400,650
REVENUES						
LICENSES & PERMITS						
4-2900-324.00	FINES AND FEES	\$ 3,780	\$ 4,157	\$ 4,800	\$ 4,200	\$ 4,500
TOTAL LICENSES & PERMITS		\$ 3,780	\$ 4,157	\$ 4,800	\$ 4,200	\$ 4,500
CHARGES FOR SERVICES						
4-2900-368.00	SERVICE CHARGE	\$ 474,215	\$ 473,677	\$ 470,000	\$ 470,000	\$ 470,000
4-2900-369.00	IMPACT FEES	\$ -	\$ 13,142	\$ -	\$ -	\$ -
TOTAL CHARGES FOR SERVICES		\$ 474,215	\$ 486,820	\$ 470,000	\$ 470,000	\$ 470,000
INVESTMENT INCOME						
4-2900-390.00	INTEREST INCOME	\$ 14,131	\$ 3,979	\$ 7,500	\$ 4,000	\$ 4,000
TOTAL INVESTMENT INCOME		\$ 14,131	\$ 3,979	\$ 7,500	\$ 4,000	\$ 4,000
OTHER REVENUE						
4-2900-392.01	REIMBURSED EXPENSE INCOME	\$ 60	\$ -	\$ -	\$ -	\$ -
TOTAL OTHER REVENUE		\$ 60	\$ -	\$ -	\$ -	\$ -
OTHER FINANCING USES						
5-2900-398.07	TRANSFER FROM CAPITAL IMP	\$ -	\$ 63,338	\$ -	\$ -	\$ -
TOTAL OTHER FINANCING USES		\$ -	\$ 63,338	\$ -	\$ -	\$ -
MISCELLANEOUS						
5-2900-399.00	MISCELLANEOUS REVENUE	\$ -	\$ 23	\$ -	\$ -	\$ -
TOTAL MISCELLANEOUS		\$ -	\$ 23	\$ -	\$ -	\$ -
TOTAL REVENUES		\$ 492,186	\$ 558,317	\$ 482,300	\$ 478,200	\$ 478,500

EXPENDITURES						
		2020 Actual	2021 Actual	2022 Budget	2022 Estimate	2023 Budget
PERSONNEL SERVICES						
5-2900-410.00	SALARIES	\$ 36,584	\$ 40,536	\$ 54,000	\$ -	\$ -
5-2900-410.04	SALARIES-SEASONAL	\$ -	\$ -	\$ 7,000	\$ -	\$ -
5-2900-411.00	OVERTIME	\$ 493	\$ 2,185	\$ 2,500	\$ -	\$ -
5-2900-412.00	SOCIAL SECURITY-ST.CONT.FUND-F	\$ 2,796	\$ 3,246	\$ 5,000	\$ -	\$ -
5-2900-413.00	RETIREMENT-STATE-KPERS	\$ 3,413	\$ 4,063	\$ 4,500	\$ -	\$ -
5-2900-414.00	HEALTH INSURANCE	\$ 20	\$ 4,610	\$ 15,000	\$ -	\$ -
5-2900-415.00	DENTAL INSURANCE	\$ 172	\$ 301	\$ 600	\$ -	\$ -
5-2900-417.00	VISION INSURANCE	\$ 46	\$ 54	\$ 200	\$ -	\$ -
5-2900-418.30	HSA EMPLOYER CONTRIBUTION	\$ -	\$ -	\$ 1,500	\$ -	\$ -
TOTAL PERSONNEL SERVICES		\$ 43,524	\$ 54,995	\$ 90,300	\$ -	\$ -
CONTRACTUAL SERVICES						
5-2900-502.00	POSTAGE	\$ 20	\$ 122	\$ 1,000	\$ 1,000	\$ 1,000
5-2900-503.00	TELEPHONE	\$ 1,645	\$ 1,589	\$ 1,335	\$ 1,750	\$ 1,750
5-2900-505.00	PROFESS DEVELOP-STAFF	\$ 54	\$ 825	\$ 1,500	\$ 1,500	\$ 1,500
5-2900-533.00	MACHINE & EQUIPMENT REPAIR	\$ -	\$ -	\$ 1,000	\$ -	\$ 1,000
5-2900-539.00	OTHER REPAIRS	\$ 1,619	\$ -	\$ 10,000	\$ 5,000	\$ 10,000
5-2900-539.50	STORMWATER TESTING	\$ 1,942	\$ 1,762	\$ 10,500	\$ 5,000	\$ 10,500
5-2900-543.00	LEASE PAYMENTS	\$ -	\$ 120	\$ 1,000	\$ 500	\$ 1,000
5-2900-553.00	SERVICE AGREEMENTS/COMPLIANCE	\$ 900	\$ 900	\$ 15,000	\$ 15,000	\$ 15,000
5-2900-554.00	ENGINEERING SERVICES	\$ 23,000	\$ 10,776	\$ 70,000	\$ 70,000	\$ 70,000
5-2900-558.00	OTHER CONTRACTUAL SERVICES	\$ 34,944	\$ 18,458	\$ 35,000	\$ 90,000	\$ 90,000
5-2900-569.00	ENVIRONMENTAL COMPLIANCE	\$ 20,763	\$ 21,852	\$ 30,000	\$ 25,000	\$ 30,000
TOTAL CONTRACTUAL SERVICES		\$ 84,887	\$ 56,403	\$ 176,335	\$ 214,750	\$ 231,750
COMMODITIES						
5-2900-600.00	OFFICE SUPPLIES	\$ 162	\$ 1,180	\$ 1,000	\$ -	\$ -
5-2900-600.02	PUBLIC EDUCATION SUPPLIES	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ 2,000
5-2900-608.00	GASOLINE & DIESEL FUEL EXPENSE	\$ 151	\$ 454	\$ 1,500	\$ 500	\$ -
5-2900-611.00	CHEMICAL SUPPLIES	\$ -	\$ -	\$ 3,000	\$ -	\$ -
5-2900-612.00	EQUIPMENT/REPAIR SUPPLIES	\$ 2,695	\$ 409	\$ 2,000	\$ 1,000	\$ 2,000
5-2900-615.00	UNIFORMS	\$ 673	\$ 222	\$ 700	\$ -	\$ -
5-2900-617.00	SEED & FERTILIZER EXPENSE	\$ 216	\$ 184	\$ 5,000	\$ 2,500	\$ 5,000
5-2900-620.00	GENERAL SUPPLIES	\$ 7,061	\$ 10,155	\$ 3,000	\$ 10,150	\$ 10,000
5-2900-622.00	HAND TOOLS	\$ -	\$ -	\$ -	\$ -	\$ -
5-2900-624.00	ASPHALT SUPPLIES - ROAD	\$ -	\$ -	\$ -	\$ -	\$ -
5-2900-628.00	SIGNS AND MATERIALS	\$ 422	\$ 1,136	\$ 2,000	\$ 2,000	\$ 2,000
5-2900-629.00	ROAD ROCK, CEMENT & GRAVEL	\$ 3,053	\$ 5,633	\$ 10,000	\$ 10,000	\$ 10,000
TOTAL COMMODITIES		\$ 14,433	\$ 19,373	\$ 30,200	\$ 28,150	\$ 31,000
CAPITAL EXPENSES						
5-2900-705.00	COMPUTER EQUIPMENT	\$ 1,606	\$ -	\$ -	\$ -	\$ -
5-2900-710.00	EQUIPMENT	\$ -	\$ 67,793	\$ 40,000	\$ 38,595	\$ -
5-2900-725.99	SPECIAL FUNDS	\$ -	\$ -	\$ -	\$ -	\$ -
TOTAL CAPITAL EXPENSES		\$ 1,606	\$ 67,793	\$ 40,000	\$ 38,595	\$ -
CAPITAL IMPROVEMENTS						
5-2900-730.00	CAPITAL IMPROVEMENTS	\$ -	\$ -	\$ -	\$ -	\$ -
5-2900-735.00	LEGAL, FISCAL, MISC	\$ -	\$ 96		\$ -	\$ -
5-2900-742.00	STORM SEWER IMPROVEMENT	\$ -	\$ 74,047	\$ 490,815	\$ -	\$ -
5-2900-762.00	EASEMENT ACQUISITION	\$ 73,209	\$ -	\$ 30,000	\$ -	\$ 30,000
TOTAL CAPITAL IMPROVEMENTS		\$ 73,209	\$ 74,143	\$ 520,815	\$ -	\$ 30,000
OTHER FINANCING USES						
5-2900-900.00	TRANSFER TO BOND & INTEREST	\$ 120,813	\$ 118,863	\$ 116,915	\$ 116,915	\$ 120,370
5-2900-918.00	TRANSFER	\$ -	\$ 75,000	\$ 25,000	\$ 25,000	\$ 25,000
TOTAL OTHER FINANCING USES		\$ 120,813	\$ 193,863	\$ 141,915	\$ 141,915	\$ 145,370
TOTAL EXPENDITURES		\$ 338,472	\$ 466,571	\$ 999,565	\$ 423,410	\$ 438,120
ENDING FUND BALANCE - STORMWATER FUND		\$ 1,254,114	\$ 1,345,858	\$ 437,210	\$ 1,400,648	\$ 1,441,030



Memorandum

To: City Manager Richard Nienstedt and the Honorable City Commission

From: Terry Chartier, Executive Director

Date: May 17, 2022

RE: 2023 Ottawa Library Budget

2023 Budget Priorities/Needs

Good Stewards of Taxpayer Funds

- City of Ottawa Partner
- Community partnerships
- Seek and apply for available grants
- Accept donations
- Volunteers utilized

Meet Requirements

Pass one of two state test requirements to receive state funds and NEKLS funds (K.S.A. 75-2556 et seq. and NEKLS Accreditation Standards)

- Budget for same or more funds as previous year
- Budget for same mill levy or higher mill levy than previous year

NEKLS prime budget requirements for accreditation and funds

- Major Service Center II Library
- Minimum 65% of expenditures spent on employees (wages and benefits)
- Minimum 12% of expenditures on materials
- Pass state two test requirements
- Employ a minimum of 2 full-time employees with a MLS degree
 - Two individuals enrolled for MLS degrees
 - Emporia State University Grant, NEKLS Grants, Ottawa Library professional development funds
- Employ a minimum of 1 full-time employee for technical support

City of Ottawa

- 10 mill limit (Charter Ordinance No. 12-95, September 6, 1995)
- Meet with Finance Director annually
- Decreased uncollected taxes estimate to 2.3% of ad valorem

Staffing

- Committed to excellent staffing
- 2022 Part-time Youth Services Librarian added
 - Franklin County Literature Festival responsibilities
 - Marks return to 3 full-time
- One volunteer that works a desk position
- Executive Director – responsibilities include Business Manager position
- Consideration given to remain open on Saturday afternoons until 5:00 pm
- Consideration given to open on Sunday afternoons from 1:00 to 5:00 pm

Community Reads Program (O-Town Reads)

- Larger donors have moved to other library projects
 - New building
 - Franklin County Literature Festival

Beginning balance needs

- Two January payrolls
- January bills
- Restricted funds are taken out of budget numbers

Other Changes

- Google email no longer free to libraries 6/2022
- Increased overhead cost
- City ad valorem increase \$39,649 (3.9%)

Capital Improvement

- Includes donations (memorials, miscellaneous, Amazon Smile, etc.)
- Includes lease remittances for three rentals
- Statute allows up to 10% of tax funds annually
- Real estate taxes paid out
 - 228 W. 15th Street & 240 W. 15th Street
- Capital improvement needs (shelving, equipment, etc.)
- New library building land, plans, assessments, and fundraising expenditures
- Unplanned damages and repairs
- Homebound delivery expenditures
- Future bookmobile

Endowment Fund (1971): 501©3 organization (2010)

- Tax funds not allowed
- Support future of Ottawa Library
- Money deposited must be normal to fund operations and purpose
- Advocate/fundraise for Ottawa Library
- Accept donations and memorials for Ottawa Library

Friends of the Ottawa Library (1973): 501©3 organization

- Fund library Summer Reading programs for children, teens, & adults
- Donate to Franklin County Literature Festival
- Franklin County Literature Festival sponsor (Since 11/1/2017)
- Advocate/fundraise for Ottawa Library
- Accepts donations and memorials for Ottawa Library
- Bookstore 209 E. 2nd Street
 - Open Mondays 1-2:30 pm, 1st & 3rd Saturday 9am-noon
 - Previous annual Skunk Run Book Sale

Since this budget is presented prior to available estimates for motor vehicle taxes and without the assessed valuation reported, changes may result when this information becomes obtainable.

This budget was studied and approved by the Ottawa Library Board of Trustees at their meeting held on April 25, 2022. The 2023 Ottawa Library Budget is respectfully submitted for your consideration.

LIBRARY - GENERAL FUND					
CITY REVENUE	Actual	Actual	Approved	Adjusted	Proposed
	2020	2021	2022	2022	2023
Unencumbered Cash	\$133,597	\$189,663	\$55,000	\$165,449	\$77,263
City ad valorem	\$909,762	\$941,330	\$1,004,096	\$1,004,096	\$1,043,745
Back Tax	\$25,859	\$36,193	\$25,000	\$25,000	\$25,000
Motor vehicle tax	\$113,382	\$101,954	\$96,388	\$96,388	\$104,000
Interest					
Uncollected Taxes (Est. 2.3%) (old5%)			(\$56,272)	(\$56,272)	(\$24,006)
TOTAL REVENUE FROM CITY	\$1,049,003	\$1,079,477	\$1,069,212	\$1,069,212	\$1,148,739
APPROPRIATIONS	\$1,049,003	\$1,079,477	\$1,069,212	\$1,069,212	\$1,148,739
OTHER REVENUE	2020	2021	2022	2022	2023
State aid (state, Erate)	\$5,030	\$7,424	\$3,500	\$3,500	\$3,500
Grants	\$59,044	\$61,056	\$36,017	\$36,017	\$36,017
Fines & Fees	\$14,640	\$19,136	\$22,000	\$17,000	\$17,000
Endowment Interest	\$0	\$0	\$8,400	\$8,400	\$8,400
Interest	\$630	\$677	\$625	\$625	\$650
Gifts	\$1,188	\$6,780	\$200	\$200	\$200
Program Income	\$81	\$123	\$100	\$100	\$100
Reserve	\$0	\$0	\$0	\$0	\$0
Reimbursements/Misc	\$1,272	\$1,695	\$0	\$0	\$0
TOTAL OTHER REVENUE	\$81,885	\$96,891	\$70,842	\$65,842	\$65,867
TOTAL ALL SOURCES	\$1,264,485	\$1,366,031	\$1,195,054	\$1,300,503	\$1,291,869
EXPENDITURE SUMMARY					
	Actual	Actual	Proposed	Adjusted	Proposed
PERSONNEL SERVICES	2020	2021	2022	2022	2023
Staff Salaries	\$588,893	\$621,834	\$660,880	\$670,030	\$707,691
Employee benefits	\$131,973	\$142,514	\$175,619	\$177,259	\$180,465
Subtotal	\$720,866	\$764,348	\$836,499	\$847,289	\$888,156
MATERIALS AND PROGRAMS					
Books/Periodicals	\$75,302	\$83,599	\$88,443	\$90,312	\$93,320
AV Materials	\$40,110	\$40,263	\$42,360	\$43,491	\$44,973
Programs	\$5,000	\$5,000	\$5,000	\$5,000	\$7,000
Special Materials/Programming Grants	\$9,967	\$11,385	\$0	\$0	\$0
Gifts	\$6,746	\$108	\$0	\$0	\$0
Subtotal	\$137,125	\$140,355	\$135,803	\$138,803	\$145,293
OPERATIONS					
Officer & Director Ins/Emp Prac Ins.	\$1,636	\$2,922	\$3,000	\$3,000	\$3,000
Building insurance	\$5,725	\$5,745	\$7,177	\$7,177	\$6,500
Audit	\$3,788	\$3,854	\$3,900	\$3,900	\$4,000
Utilities	\$20,180	\$26,267	\$25,100	\$27,100	\$27,100
Telephone	\$5,477	\$5,360	\$5,600	\$5,600	\$4,500
Postage	\$1,763	\$1,226	\$2,000	\$2,000	\$2,000
Public Relations	\$2,838	\$2,654	\$3,000	\$8,000	\$5,000
Custodial Supplies & Bldg Maint.	\$21,267	\$9,605	\$12,000	\$12,000	\$12,000
Office Supplies & Copy Machine Exp	\$13,914	\$19,849	\$18,000	\$18,000	\$18,000
Prof.Mtgs., Mbrshps, & Mi. Expenses	\$10,000	\$10,258	\$11,000	\$14,025	\$20,000
Equip. Purchase	\$7,131	\$6,631	\$7,000	\$7,000	\$7,000
Equip. Rental & Repair	\$8,274	\$8,686	\$8,300	\$8,300	\$8,300
Miscellaneous	\$497	\$455	\$500	\$500	\$500
Automation Support	\$6,278	\$6,205	\$6,600	\$6,600	\$6,600
Electronic Access Expenditures	\$859	\$820	\$825	\$825	\$850
Collection Agency	\$63	\$1,038	\$1,100	\$1,100	\$1,100
Computer Stwr. Upgrades	\$2,241	\$2,632	\$2,650	\$5,100	\$6,970
Transfer Out	\$0	\$2,599	\$0	\$0	\$0
Expended Reserve	\$0	\$0	\$0	\$0	\$0
Equipment Reserve (CIF)	\$0	\$0	\$0	\$0	\$0
Subtotal	\$111,931	\$116,806	\$117,752	\$130,227	\$133,420
Equipment Reserve (CIF)	\$104,900	\$107,947	\$50,000	\$106,921	\$60,000
Reserve/Cash Carryover	\$189,663	\$236,575	\$55,000	\$77,263	\$65,000
Total Budgeted Reserves	\$294,563	\$344,522	\$105,000	\$184,184	\$125,000
Reserve					
TOTAL EXPENDITURES	\$969,922	\$1,021,509	\$1,090,054	\$1,116,319	\$1,166,869
Contingency Reserves	\$294,563	\$344,522	\$105,000	\$184,184	\$125,000
	\$1,264,485	\$1,366,031	\$1,195,054	\$1,300,503	\$1,291,869
	\$0	\$0	\$0	\$0	\$0

**CARD HOLDERS
MAY 2022
12,045**

