

Port Credit BIA - MINUTES

	Board Meeting May 31, 2023 6:30pm Location: The Studio Paint Bar
Board Members	John Pappas, Brenda McGarrell, Marlene Baur, James Shipp, Ryan Long, Wassim Al-Roz, Dani Habbal, Julia Chatterji
Regrets	Lucie Zima, Councillor Stephen Dasko, Dorothy Hagel
Absent	n/a
Guests	n/a
Staff	Kelly Ralston, Stacey Oliver
Minutes by	Stacey Oliver
Item #	Item Description
1	Call to Order: 6:40 pm
2	Declaration of any Conflict of Interest: None stated.
3	Acceptance of Minutes from Board Meeting held on May 3/2023 Moved by Brenda McGarrell; Seconded by Wassim Al-Roz Add: Action items to Minutes each month to carry over until resolved.
4	Additions to and approval of Agenda Moved by Marlene Baur; Seconded by Julia Chatterji
5	Treasurer’s Report – Brenda McGarrell (report attached) <ul style="list-style-type: none"> • Brenda reviewed the year-to-date actual vs budget - in good shape. • For any item that is on top of the planned budget, monies must come in the form of sponsorships. • The Scotiabank balance is healthy and there are enough funds to fulfil the BIA mandates.
6	Chair’s Overview – John Pappas <ul style="list-style-type: none"> • John noted that the nicer weather is bringing more business to Port Credit. • The construction along the river is progressing well and the library construction is on schedule. • John congratulated the team on the Farmers Market beginning on June 3. • The patio program is proposed to be permanent, which is a big win for Port Credit. • There is a necessity to educate our businesses on the standards for patios. • The Pre Strat Plan Meeting took place on May 23 and the team decided on the top 5 most important issues for all committees. • June 28 is the last Board Meeting before the July break. Need to begin thinking about the 2024 budget which must be submitted in October. • Paint the Town Red celebration is taking place on July 1. The Board members can reserve 2 free tickets each to the event so anyone wanting tickets should let the office know. • Dani mentioned that there is a noticeable difference in how clean the Port is now that the Streetscape Ambassadors have started.

<p style="text-align: center;">7</p>	<p>Executive Director’s Report – Kelly Ralston</p> <ul style="list-style-type: none"> • Staffing: Patty Hayes will forward the candidates for the Content Creation Coordinator. • Kelly is coordinating the events and contacts with Karen Priest for the Market Square. The events will begin at the Farmers Market and then go to the Market Square and continue through the Port. Some ideas in the works include culture days for Italfest, Chinese, Latin, Indigenous. Trying to secure Shakespeare in the Port. • Kelly reviewed a list of concerts that will take place in the park including the Mississauga Symphony Orchestra, Junior Santos, Heather Christie, Tall Order and the British Invasion. • Frog in Hand is doing a performance at the Lighthouse on June 10. PCBIA will promote the event. • Kelly and Stephen are working with local fishing charters to promote tourism. • Kelly is partnering with Craig from Metalworks to have some new graduates play at the Farmers Market. • Walking Tours will begin on June 10th with Richard Collins. • The Clarke Hall 100th Anniversary is coming up. • The next Coffee & Community meeting will be hosted at the Crooked Cue and Safe City Mississauga will be speaking about the topics of shoplifting prevention, cannabis and a business watch portal. • Experience Ontario grant submitted. • Kelly went on a tour with Constable Higgs and Stephen of various locations (No Frills, Christ First Church) to find a suitable space for the police when they are not on paid-duty to have more of a presence in the Port. • Kelly discussed engaging the businesses (ex: businesses will benefit from sponsoring events). • PCBIA members will march in the July 1 parade. T-shirts will be ordered to wear in parade. • Kelly will meet with Karen CeCe to get an updated proposal for the Buskerfest street festival. • Kelly coordinating quotes for repainting light poles. The Beautification Committee will need to review and bring to the Board for a vote. A few can be done at a time to avoid overspending.
<p style="text-align: center;">8</p>	<p>Committees Overview</p> <p><u>Beautification</u></p> <ul style="list-style-type: none"> • Dani noted that while power washing was done in the Port, it was not able to clean the sidewalks as much as was hoped. Kelly followed up with SureGreen to discuss the next level (acid washing). • Dani will consult a company who only does power washing to get a quote. • Marlene mentioned faded art installations on the curbed seating. Kelly discussed engaging MAC for new themed project. • SureGreen is lending us a street vacuum for the season. Kelly drafting up an agreement.

Farmers Market

- Various arts and culture theme days were discussed. More funding is required for culture groups.
- A price point of \$250 per logo for the sponsored logo bags was discussed.
- Julia: a unified aesthetic is needed.
- James: brand-standard colours necessary for the bags.
- Kelly provided update on Farmers Market: the Artisans are being moved to a new location, the Logistics Lead has been hired and Kelly and Stacey will be at the first two markets to help set up.

Policies & Procedures

- Brenda sent copies of policies & procedures to the office.
- All finalized policies & procedures will be kept in a binder in the PCBIA office.
- Each policy & procedure will be reviewed and updated if necessary.

Budget Committee

- Brenda reminded the Board that everyone should have a copy of the budget and that it is also located on the website.

Advocacy Committee

- It has been mentioned that there are not many common spaces for people in the community to work. Kelly noted that the library will be open again once construction is finished providing these common spaces. The BIA cannot force businesses to provide these spaces.

Safety & Security Committee

- Wassim will create a template for businesses to report any safety concerns. It is necessary to train businesses to report all concerns and incidents so we receive accurate stats. Accurate stats are required to request additional enforcement.
- Kelly noted that Stephen is working with Welcoming Streets, and he also has social workers available to assist with crisis situations.
- Brenda noted that in the meantime, the OBIAA message regarding homelessness should be acknowledged and shared via the BIA socials.
- Brenda suggested that we hold another naloxone workshop to acknowledge that this is an issue within our community. Stephen is to provide a list of contacts and their phone numbers.
- If the Inclusivity Grant is approved, it will be used to replace 11 benches and add 10 additional benches with a middle arm in order to improve accessibility. As well, the finish of the bench includes a colour that will not show scratches.

Marketing Committee

- James - the Marketing Committee will work with the Beautification Committee to decide on brand colours.
- James drafted a template for businesses for sponsorship. He will send the presentation deck to the board once it is approved.

	<p><u>Advocacy Committee</u></p> <ul style="list-style-type: none"> • There have been concerns mentioned regarding mail tampering which is causing the mail boxes to be locked. Kelly to request additional information.
9	<p>Action Items to Carry Forward</p> <ul style="list-style-type: none"> • Kelly to do a blog on our dedicated team of Streetscape Ambassadors. • John to follow up with Trista James on the standards for patios in the Port. • Kelly to send list of Market Square events to Julia so she can synchronize. • Kelly to coordinate quotes for light pole painting. • Dani to follow up with a quote and timeline for acid washing. • Kelly to follow up with agreement for use of SureGreen’s street vacuum. • Kelly to request an update from Stephen on Welcoming Streets program. • Kelly to follow up with Stephen for the list of community contacts. • Stacey to follow up with Canada Post to request additional information regarding mail tampering.
10	<p>Other Business</p> <p><u>Strategic Plan Meeting</u></p> <ul style="list-style-type: none"> • Marlene is unable to attend Strat Plan Meeting. • The possibility of selling swag at the Farmers Market was discussed.
11	<p>Adjournment 9:02 Moved by Julia Chatterji Seconded by James Shipp</p>
Dates	Next Board Meeting: Wednesday, June 28, 6:30 pm

From: Brenda L. McGarrell

Date: May 24, 2022

Subject: Treasurer Report ending April 30, 2022

Attached:

April, 2022

Balance Sheet – April – 2 Pages

Budget VS Actuals – April – 3 pages

YTD – Jan.- Apr 2022 – 3 Pages

Notes:

Municipal Levy 30000 – income as monthly spread over year.

Deferred Income – Balance Sheet 2nd page – details Levy to come and any Grants to come at April 30/22

Under Levy 30010 credit to Under Levy repayment monthly – as was overestimated 2022 Budget.

Post Billing Tax Adjustments near end of 2022 – or contacting City Taxation – to gain helpful info. to better estimate 2023 Under Levy for next years budget.

Approved Budget 2022 is attached – for New Board Members, and refresh for existing Board Members. Approved Budget – By-Law 0077-2022 enacted by Council May 4, 2022 along with Port Credit BIA Final Taxes and Levy numbers attached.

Scotia Bank Balance healthy – leaves BIA in good Financial standing.

As 2022 Levy paid in Lump sum Feb. 4th/22; a Short term interest bearing investment to be signed prior to June 1, 2022 for floating funds in account.

After reviewing the Financial Statements, if any questions, kindly advise, I will have reviewed and return answers.

Thank you,



Brenda L. McGarrell

**Port Credit BIA
Balance Sheet
As of April 30, 2022**

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	Total
Assets	
Current Assets	
Cash and Cash Equivalent	
1000 C.I.B.C. Current Account	0.00
10000 Scotiabank	883,956.59
10200 Petty Cash (General)	204.75
10220 Petty Cash (Farmers Market)	683.71
14990 *Undeposited Funds	0.00
Total Cash and Cash Equivalent	\$ 884,845.05
Accounts Receivable (A/R)	
12000 Accounts Receivable	20,784.07
12001 Interest Receivable	55.63
Total Accounts Receivable (A/R)	\$ 20,839.70
1010 G.I.C.	40,073.52
Cash	0.06
Total 1010 G.I.C.	\$ 40,073.58
12100 GST Receivable	0.00
17655 Other current assets	220.00
Total Current Assets	\$ 945,978.33
Non-current Assets	
Property, plant and equipment	
17500 Machine & Equipment	37,620.10
17510 Acc. Amortization Machine & Eqp	-29,999.27
17520 Accum. Amortization - Planters	-34,867.60
17530 Accumulated Amortization - Sign	-4,581.61
17540 Accum amortization - Furniture	-17,328.24
17550 Accum Amortization - Leasehold	-9,489.88
17560 Office Furniture	21,837.76
17570 Leasehold improvements-	0.00
17580 Accum Amort. - Benches	-8,934.31
17590 Accumulated Amort - Decorations	-35,431.31
17595 Accumulated Amortization Light Poles	-438.75
17600 Capital Assets - Planters	42,454.78
17650 Sign Panel	4,581.61
17660 Banners	48,147.37
17670 Lighthouse Renovation 2019	22,775.00
17680 Benches / Muskoka Chair	22,265.89
17700 Accumulated Depn - Banners	-35,256.98
17710 Decorations	132,450.00
17720 Light poles	3,510.00
Total Property, plant and equipment	\$ 159,312.56

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Bal. Sheet
Apr. 22

13000 Prepaid Expense	9,601.80
Total Non Current Assets	\$ 168,914.36
Total Assets	\$ 1,114,892.69
Liabilities and Equity	
Liabilities	
Current Liabilities	
Accounts Payable (A/P)	
20000 Accounts Payable	8,803.13
Total Accounts Payable (A/P)	\$ 8,803.13
Credit Card	
20050 Scotiabank Visa	5,536.43
Total Credit Card	\$ 5,536.43
20100 Accounts Payable Other	0.00
20150 Accrued Liabilities	23,293.32
20150A Step up rent liability	2,781.19
20200 Due to the City of Mississauga	0.00
2100 Payroll Liabilities	0.00
2110 E.I. Payable	0.00
2120 CPP Payable	0.00
2130 Income Tax Payable	0.00
Total 2100 Payroll Liabilities	\$ 0.00
22000 GST Payable	-13,164.54
Deferred Income	612,490.85
Receiver General Suspense	0.00
Total Current Liabilities	\$ 639,740.38
Total Liabilities	\$ 639,740.38
Equity	
24500 Opening Bal Equity	0.06
24700 Reserve	0.00
Retained Earnings	434,334.85
Profit for the year	40,817.40
Total Equity	\$ 475,152.31
Total Liabilities and Equity	\$ 1,114,892.69

Port Credit BIA
Budget vs. Actuals: 2022 - FY22 P&L
April 2022

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	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Municipal Levy	68,684.15	68,750.00	-65.85	99.90%
30010 Under levy repayment		-3,333.33	3,333.33	0.00%
Total 30000 Municipal Levy	\$ 68,684.15	\$ 65,416.67	\$ 3,267.48	104.99%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
Total 30030 Sponsorship and Grants	\$ 0.00	\$ 0.00	\$ 0.00	
30040 Grants			0.00	
30041 City of Mississauga Grant	-1,000.00		-1,000.00	
Total 30040 Grants	-\$ 1,000.00	\$ 0.00	-\$ 1,000.00	
30050 Membership Dues		454.55	-454.55	0.00%
30060 Vendor Fees		0.00	0.00	
30080 Transfer from Reserves		14,725.00	-14,725.00	0.00%
80000 Interest Income	449.40	125.00	324.40	359.52%
Events			0.00	
30064 SpringIN the Port	15,000.00		15,000.00	
Total Events	\$ 15,000.00	\$ 0.00	\$ 15,000.00	
Fundraising and Other			0.00	
3006 Miscellaneous BIA Income		0.00	0.00	
3013 Project Sponsorship			0.00	
3014 Sponsorship		0.00	0.00	
Total 3013 Project Sponsorship	\$ 0.00	\$ 0.00	\$ 0.00	
Student Grant			0.00	
Total Fundraising and Other	\$ 0.00	\$ 0.00	\$ 0.00	
Total Income	\$ 83,133.55	\$ 80,721.22	\$ 2,412.33	102.99%
Gross Profit	\$ 83,133.55	\$ 80,721.22	\$ 2,412.33	102.99%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	17,702.73	19,583.33	-1,880.60	90.40%
40002 Additional Wages		0.00	0.00	
40003 Benefits	466.66	500.00	-33.34	93.33%
40004 Payroll Deductions	1,376.20	1,000.00	376.20	137.62%
40005 WSIB	90.85	75.00	15.85	121.13%
Total 40000 Salaries and Benefits	\$ 19,636.44	\$ 21,158.33	-\$ 1,521.89	92.81%
42000 Professional Services			0.00	
42001 Professional Fees	44.48	166.67	-122.19	26.69%
42002 Bookkeeping Services	955.00	1,000.00	-45.00	95.50%
Total 42000 Professional Services	\$ 999.48	\$ 1,166.67	-\$ 167.19	85.67%
43000 Finance Fee			0.00	
43001 Bank Charges	64.85	177.27	-112.42	36.58%

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43002 Provincial HST adjustment		0.00	0.00	
Total 43000 Finance Fee	\$ 64.85	\$ 177.27	-\$ 112.42	36.58%
44000 Audit			0.00	
44001 Audit	218.33	225.00	-6.67	97.04%
Total 44000 Audit	\$ 218.33	\$ 225.00	-\$ 6.67	97.04%
46000 Advertising and Promotion			0.00	
46001 Media Marketing	-427.30	0.00	-427.30	
46002 Promotional Materials		0.00	0.00	
46003 Signage	6,300.00	4,500.00	1,800.00	140.00%
46004 Website-hosting and maintance		0.00	0.00	
46006 Networking/Training/Conferences	1,471.26	1,500.00	-28.74	98.08%
4607 Events and Campaigns		0.00	0.00	
Total 46000 Advertising and Promotion	\$ 7,343.96	\$ 6,000.00	\$ 1,343.96	122.40%
47000 Project Expenses			0.00	
4626 Security			0.00	
4626-2 Duty Police		0.00	0.00	
Total 4626 Security	\$ 0.00	\$ 0.00	\$ 0.00	
47001 Farmers Market	573.34	580.00	-6.66	98.85%
47002 WinterIN the Port		0.00	0.00	
47003 SpringIN the Port	7,714.36	0.00	7,714.36	
47004 Portchella		0.00	0.00	
47010 Misc. X-Mas		0.00	0.00	
47011 Support the Port	100.00	434.09	-334.09	23.04%
Total 47000 Project Expenses	\$ 8,387.70	\$ 1,014.09	\$ 7,373.61	827.12%
47009 Classic Cars		0.00	0.00	
48000 Sponsorships			0.00	
48001 Busker Fest		0.00	0.00	
48003 Mississauga Waterfront Festival		17,500.00	-17,500.00	0.00%
48004 Canada Day - PTR	17,500.00	17,500.00	0.00	100.00%
48006 Southside Shuffle	17,500.00	17,500.00	0.00	100.00%
48007 Mississauga Marathon	2,000.00	2,000.00	0.00	100.00%
Misc	3,000.00	3,000.00	0.00	100.00%
Total 48000 Sponsorships	\$ 40,000.00	\$ 57,500.00	-\$ 17,500.00	69.57%
60000 Misc out of pocket expense	-372.70	-400.00	27.30	93.18%
Beautification & Maintenance			0.00	
45001 Streetscape Maint. and Decor	573.45	700.00	-126.55	81.92%
45002 Landscaping	3,800.00	4,000.00	-200.00	95.00%
45004 Banners	2,973.95	3,000.00	-26.05	99.13%
45005 Other Beautification		0.00	0.00	
Total Beautification & Maintenance	\$ 7,347.40	\$ 7,700.00	-\$ 352.60	95.42%
Business Development			0.00	
6000 Business Development			0.00	
6002 Networking Meetings		0.00	0.00	
Total 6000 Business Development	\$ 0.00	\$ 0.00	\$ 0.00	
Total Business Development	\$ 0.00	\$ 0.00	\$ 0.00	
Office and General Expenses			0.00	
41001 Rent	1,250.28	1,285.71	-35.43	97.24%

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41002 Phones, Fax, Mobile,Internet	460.00	583.33	-123.33	78.86%
41003 Insurance	533.93	916.67	-382.74	58.25%
41004 Repair, Maintenance		0.00	0.00	
41005 General Office Supplies	106.98	150.00	-43.02	71.32%
41006 Travel	65.66	70.00	-4.34	93.80%
41007 Board Meeting Expense	486.06	480.00	6.06	101.26%
41009 Memberships		0.00	0.00	
41011 Office Cleaning	208.00	263.64	-55.64	78.90%
41012 General IT Expense	658.41	700.00	-41.59	94.06%
Total Office and General Expenses	\$ 3,769.32	\$ 4,449.35	-\$ 680.03	84.72%
Total Expenses	\$ 87,394.78	\$ 98,990.71	-\$ 11,595.93	88.29%
Net Operating Income	-\$ 4,261.23	-\$ 18,269.49	\$ 14,008.26	23.32%
Other Expenses				
50000 Amortization	4,000.00	12,500.00	-8,500.00	32.00%
Total Other Expenses	\$ 4,000.00	\$ 12,500.00	-\$ 8,500.00	32.00%
Net Other Income	-\$ 4,000.00	-\$ 12,500.00	\$ 8,500.00	32.00%
Net Income	-\$ 8,261.23	-\$ 30,769.49	\$ 22,508.26	26.85%

Friday, May 20, 2022 09:11:57 a.m. GMT-7 - Accrual Basis

Port Credit BIA
Budget vs. Actuals: 2022 - FY22 P&L
 January - April, 2022

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	Actual	Budget	Total over Budget	% of Budget
Income				
30000 Municipal Levy	274,934.15	275,000.00	-65.85	99.98%
30010 Under levy repayment		-13,333.32	13,333.32	0.00%
Total 30000 Municipal Levy	\$ 274,934.15	\$ 261,666.68	\$ 13,267.47	105.07%
30030 Sponsorship and Grants			0.00	
30038 WinterIN the Port		0.00	0.00	
Total 30030 Sponsorship and Grants	\$ 0.00	\$ 0.00	\$ 0.00	
30040 Grants			0.00	
30041 City of Mississauga Grant	-1,000.00		-1,000.00	
Total 30040 Grants	-\$ 1,000.00	\$ 0.00	-\$ 1,000.00	
30050 Membership Dues		1,363.60	-1,363.60	0.00%
30060 Vendor Fees		0.00	0.00	
30080 Transfer from Reserves		58,900.00	-58,900.00	0.00%
80000 Interest Income	1,014.45	500.00	514.45	202.89%
Events			0.00	
30064 SpringIN the Port	15,000.00		15,000.00	
Total Events	\$ 15,000.00	\$ 0.00	\$ 15,000.00	
Fundraising and Other			0.00	
3006 Miscellaneous BIA Income		0.00	0.00	
3013 Project Sponsorship			0.00	
3014 Sponsorship	2,906.26	3,000.00	-93.74	96.88%
Total 3013 Project Sponsorship	\$ 2,906.26	\$ 3,000.00	-\$ 93.74	96.88%
Student Grant		0.00	0.00	
Total Fundraising and Other	\$ 2,906.26	\$ 3,000.00	-\$ 93.74	96.88%
Total Income	\$ 292,854.86	\$ 325,430.28	-\$ 32,575.42	89.99%
Gross Profit	\$ 292,854.86	\$ 325,430.28	-\$ 32,575.42	89.99%
Expenses				
40000 Salaries and Benefits			0.00	
40001 Salaries	71,777.28	78,333.32	-6,556.04	91.63%
40002 Additional Wages		0.00	0.00	
40003 Benefits	1,866.64	2,000.00	-133.36	93.33%
40004 Payroll Deductions	5,961.48	4,000.00	1,961.48	149.04%
40005 WSIB	368.22	300.00	68.22	122.74%
Total 40000 Salaries and Benefits	\$ 79,973.62	\$ 84,633.32	-\$ 4,659.70	94.49%
42000 Professional Services			0.00	
42001 Professional Fees	263.19	666.68	-403.49	39.48%
42002 Bookkeeping Services	3,655.00	4,000.00	-345.00	91.38%
Total 42000 Professional Services	\$ 3,918.19	\$ 4,666.68	-\$ 748.49	83.96%
43000 Finance Fee			0.00	
43001 Bank Charges	309.10	581.81	-272.71	53.13%

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43002 Provincial HST adjustment		0.00		0.00	
Total 43000 Finance Fee	\$ 309.10	\$ 581.81	-\$ 272.71		53.13%
44000 Audit				0.00	
44001 Audit	873.32	900.00	-26.68		97.04%
Total 44000 Audit	\$ 873.32	\$ 900.00	-\$ 26.68		97.04%
46000 Advertising and Promotion				0.00	
46001 Media Marketing	8,076.85	8,243.18	-166.33		97.98%
46002 Promotional Materials	1,178.15	1,200.00	-21.85		98.18%
46003 Signage	7,183.75	5,500.00	1,683.75		130.61%
46004 Website-hosting and maintance		0.00	0.00		
46006 Networking/Training/Conferences	5,722.57	5,800.00	-77.43		98.67%
4607 Events and Campaigns		0.00	0.00		
Total 46000 Advertising and Promotion	\$ 22,161.32	\$ 20,743.18	\$ 1,418.14		106.84%
47000 Project Expenses				0.00	
4626 Security				0.00	
4626-2 Duty Police		0.00	0.00		
Total 4626 Security	\$ 0.00	\$ 0.00	\$ 0.00		
47001 Farmers Market	2,293.36	2,360.00	-66.64		97.18%
47002 WinterIN the Port	11,237.30	10,000.00	1,237.30		112.37%
47003 SpringIN the Port	19,416.75	10,000.00	9,416.75		194.17%
47004 Portchella		0.00	0.00		
47010 Misc. X-Mas		0.00	0.00		
47011 Support the Port	879.68	1,527.27	-647.59		57.60%
Total 47000 Project Expenses	\$ 33,827.09	\$ 23,887.27	\$ 9,939.82		141.61%
47009 Classic Cars		0.00	0.00		
48000 Sponsorships				0.00	
48001 Busker Fest		0.00	0.00		
48003 Mississauga Waterfront Festival		17,500.00	-17,500.00		0.00%
48004 Canada Day - PTR	17,500.00	17,500.00	0.00		100.00%
48006 Southside Shuffle	17,500.00	17,500.00	0.00		100.00%
48007 Mississauga Marathon	2,000.00	2,000.00	0.00		100.00%
Misc	3,000.00	3,000.00	0.00		100.00%
Total 48000 Sponsorships	\$ 40,000.00	\$ 57,500.00	-\$ 17,500.00		69.57%
60000 Misc out of pocket expense	32.00	50.00	-18.00		64.00%
Beautification & Maintenance				0.00	
45001 Streetscape Maint. and Decor	14,391.45	14,700.00	-308.55		97.90%
45002 Landscaping	17,720.00	19,000.00	-1,280.00		93.26%
45004 Banners	2,973.95	3,000.00	-26.05		99.13%
45005 Other Beautification	178.84	150.00	28.84		119.23%
Total Beautification & Maintenance	\$ 35,264.24	\$ 36,850.00	-\$ 1,585.76		95.70%
Business Development				0.00	
6000 Business Development				0.00	
6002 Networking Meetings		0.00	0.00		
Total 6000 Business Development	\$ 0.00	\$ 0.00	\$ 0.00		
Total Business Development	\$ 0.00	\$ 0.00	\$ 0.00		
Office and General Expenses				0.00	
41001 Rent	5,001.12	5,142.84	-141.72		97.24%

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41002 Phones, Fax, Mobile,Internet	1,838.93	2,333.32	-494.39	78.81%
41003 Insurance	2,669.65	3,666.68	-997.03	72.81%
41004 Repair, Maintenance	106.26	120.00	-13.74	88.55%
41005 General Office Supplies	2,859.92	2,400.00	459.92	119.16%
41006 Travel	107.55	110.00	-2.45	97.77%
41007 Board Meeting Expense	502.86	500.00	2.86	100.57%
41009 Memberships	2,475.62	2,500.00	-24.38	99.02%
41011 Office Cleaning	708.00	890.92	-182.92	79.47%
41012 General IT Expense	3,436.88	3,618.18	-181.30	94.99%
Total Office and General Expenses	\$ 19,706.79	\$ 21,281.94	-\$ 1,575.15	92.60%
Total Expenses	\$ 236,065.67	\$ 251,094.20	-\$ 15,028.53	94.01%
Net Operating Income	\$ 56,789.19	\$ 74,336.08	-\$ 17,546.89	76.40%
Other Expenses				
50000 Amortization	16,000.00	50,000.00	-34,000.00	32.00%
Total Other Expenses	\$ 16,000.00	\$ 50,000.00	-\$ 34,000.00	32.00%
Net Other Income	-\$ 16,000.00	-\$ 50,000.00	\$ 34,000.00	32.00%
Net Income	\$ 40,789.19	\$ 24,336.08	\$ 16,453.11	167.61%

Friday, May 20, 2022 09:10:02 a.m. GMT-7 - Accrual Basis