



August 10, 2018

Tammie Grossman
Village of Oak Park
123 Madison Street
Oak Park, IL 60302

Dear Tammie,

Per your request, please find attached the draft 2019 budget, 2018 budget and year-to-date expenditures, 2017 audit, and current staff salary and benefits for the Oak Park Economic Development Corporation (OPEDC).

Building on an active 2017, this year has been one of business openings and the commencement of construction on major development projects. Village-wide ground floor commercial vacancy is at a 10-year low of 3% and we are seeing encouraging levels of reinvestment in long neglected districts, such as Roosevelt Road, Harrison Street, and commercial areas east of Ridgeland Avenue.

Below are our organizational accomplishments for the past year:

- Attraction and business development assistance for 10 new businesses totaling approximately 30,000 square feet of leased space, \$2,000,000 in private investment, and 60 full-time equivalent jobs. Tenants open or expected in 2018 or early 2019 include:
 - Bricks Pizza
 - Poke Burrito
 - Rare Bird Preserves
 - Spero Crossfit
 - Centre Physical Therapy
 - Mulata
 - Club Pilates
 - Huntington Learning
 - Kalamata Kitchen
 - Oak Park School of Music
- Coordination of planning and negotiations with developers of, and prospective retailers for, the Village owned property at 700-728 Madison Street
- Assistance with promotion and identification of developers for key private redevelopment opportunities, including:
 - 1000 Lake Street by Albion Residential;
 - 801-809 Oak Park Avenue by The Community Builders;
 - 6936-6950 Roosevelt Road by Alcuin Montessori;
 - 6500 Roosevelt Road by Turano Baking;

- 844 Madison Street by Oak Park School of Music;
- 838 Madison Street by Leek Properties;
- 915 S Maple Avenue – former Mohr Concrete facility
- Continued support to Harrison Street Ventures, Ranquist Development, and Campbell Coyle Real Estate on Harrison Street, resulting in leases to Rare Bird Preserves and Centre Physical Therapy, construction of Flexhouse Oak Park, and the sale of 219 Harrison to Crossfit Spero
- Extensive coordination and stakeholder engagement for the planned Village-wide marketing/branding effort, which is set to be rolled-out during the Fall 2018. Marketing Manager Cameron Gearen led this effort along with development and design support from Sasaki Associates and a5, Inc.

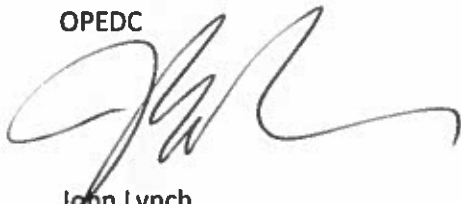
OPEDC's key indicators (actual and anticipated) for 2018:

- Private Investment: \$28,500,000
- New Full-Time Equivalent Employees: 190
- New Development Square Feet: 455,000
- New Business Square Feet: 30,000

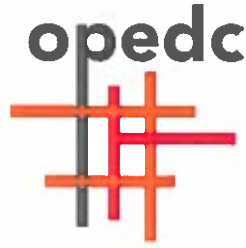
If you need anything else in advance of our budget meeting, please do not hesitate to contact us. We thank you for your support of the OPEDC and look forward to an enjoyable and productive 2019.

Sincerely,

OPEDC

A handwritten signature in black ink, appearing to read 'John Lynch', written over a horizontal line.

John Lynch
Executive Director



Oak Park Economic Development Corporation Budget Projection 2019

		2018 YTD Actual as of 8/7/2018	2019 Projected Budget
REVENUE	2018 Budget		
General Fund Admin Support	721,500.00	481,000.00	721,500.00
Other Revenue		12.44	-
TOTAL REVENUE	721,500.00	481,012.44	721,500.00
EXPENSES			
Auto/Parking	7,000.00	3,641.75	7,000.00
Business Expenses	4,000.00	902.89	4,000.00
Depreciation	2,500.00	587.66	2,500.00
Dues & Subscriptions	14,000.00	7,820.91	14,000.00
Employee Insurance	32,000.00	17,592.86	35,000.00
Insurance	9,500.00	5,260.42	9,500.00
Marketing/Advertising	80,000.00	90,138.11	60,000.00
Miscellaneous	1,000.00	90.00	1,000.00
Office Supplies	8,000.00	1,623.34	6,000.00
Payroll Expenses	490,000.00	264,483.87	495,000.00
Postage	1,000.00	23.76	400.00
Professional Fees/Audit	10,000.00	-	10,000.00
Professional Fees/Consulting	22,000.00	4,502.87	35,000.00
Rent	17,100.00	9,960.37	17,600.00
Service Contracts	8,000.00	2,941.95	8,000.00
Telephone	5,400.00	3,656.83	6,500.00
Workshops & Conferences	10,000.00	6,500.40	10,000.00
TOTAL EXPENSES	721,500.00	419,727.99	721,500.00

Existing Staff Salary & Benefit Information

Executive Director	John Lynch	Salary: \$180,000
Economic Development Director	Viktor Schrader	\$90,000
Marketing Manager	Cameron Gearen	\$60,840
Office Manager	Lisa Giacomino	\$48,000

Current benefits are 4% salary match for Safe Harbor 401K, health, dental and life insurance with employee contributions. All salaries and benefits are subject to change at any time.



June 27, 2018

Board of Directors

Oak Park Economic Development Corporation

We have audited the financial statements of OAK PARK ECONOMIC DEVELOPMENT CORPORATION for the year ended December 31, 2017, and have issued our report thereon dated June 27, 2018. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards (and, if applicable, *Government Auditing Standards* and the Uniform Guidance), as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated March 20, 2018. Professional standards also require that we communicate to you the following information related to our audit.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by OAK PARK ECONOMIC DEVELOPMENT CORPORATION are described in Note 1 to the financial statements. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.



Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 27, 2018.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

Please see Note 6 for discussion related to the new accounting pronouncements that are expected to impact the organization. We will provide additional information, particularly related to the new standard related to nonprofit financial statement disclosure as the effective date is closer.

This information is intended solely for the use of the Board of Directors and management of OAK PARK ECONOMIC DEVELOPMENT CORPORATION and is not intended to be, and should not be, used by anyone other than these specified parties.

Very truly yours,

Sassetti LLC

**OAK PARK ECONOMIC
DEVELOPMENT CORPORATION**

CONSOLIDATED FINANCIAL STATEMENTS

YEAR ENDED DECEMBER 31, 2017

**OAK PARK ECONOMIC DEVELOPMENT CORPORATION
CONSOLIDATED FINANCIAL STATEMENTS
YEAR ENDED DECEMBER 31, 2017**

TABLE OF CONTENTS

	<u>Page</u>
Independent Auditors' Report	1-2
Financial Statements -	
Consolidated Statement of Financial Position	3
Consolidated Statement of Activities	4
Consolidated Statement of Cash Flows	5
Notes to Consolidated Financial Statements	6-9
Supplemental Schedules -	
Schedule of Financial Position by Program	10
Schedule of Activities by Program	11



Board of Directors
Oak Park Economic Development Corporation
Oak Park, Illinois

INDEPENDENT AUDITORS' REPORT

Report on the Consolidated Financial Statements

We have audited the accompanying consolidated financial statements of OAK PARK ECONOMIC DEVELOPMENT CORPORATION (a not-for-profit organization) which comprise the consolidated statement of financial position as of December 31, 2017, and the related consolidated statements of activities and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated 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 consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated 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 consolidated 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 consolidated 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 consolidated financial statements referred to above present fairly, in all material respects, the consolidated financial position of OAK PARK ECONOMIC DEVELOPMENT CORPORATION at December 31, 2017, 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.

Report on Summarized Comparative Information

We have previously audited the OAK PARK ECONOMIC DEVELOPMENT CORPORATION'S 2016 consolidated financial statements, and our report dated May 30, 2017, expressed an unmodified opinion on those audited consolidated financial statements. In our opinion, the summarized comparative information presented herein as of and for the year ended December 31, 2016, is consistent, in all material respects, with the audited consolidated financial statements from which it has been derived.

Sassetti LLC

Oak Park, Illinois
June 27, 2018

OAK PARK ECONOMIC DEVELOPMENT CORPORATION

CONSOLIDATED STATEMENT OF FINANCIAL POSITION

DECEMBER 31, 2017, WITH COMPARATIVE TOTALS FOR DECEMBER 31, 2016

	2017	2016
ASSETS		
Cash and cash equivalents	\$ 174,358	\$ 171,909
Restricted cash	50,000	50,000
Prepaid expenses	7,988	7,109
Property and equipment, net	13,247	14,547
Total Assets	\$ 245,591	\$ 243,565
LIABILITIES		
Accounts payable and accrued expenses	\$ 48,468	\$ 41,720
Deferred revenue and advances	50,714	63,530
Total Liabilities	99,182	105,250
NET ASSETS		
Unrestricted	146,409	138,315
Total Net Assets	146,409	138,315
Total Liabilities and Net Assets	\$ 245,591	\$ 243,565

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

OAK PARK ECONOMIC DEVELOPMENT CORPORATION

CONSOLIDATED STATEMENT OF ACTIVITIES

YEAR ENDED DECEMBER 31, 2017, WITH COMPARATIVE TOTALS FOR 2016

	<u>Totals</u>	
	<u>2017</u>	<u>2016</u>
REVENUES AND OTHER SUPPORT		
Village of Oak Park	\$ 670,787	\$ 656,270
Rental income	-	19,935
In-kind donations	24,172	30,330
Interest income	31	32
Gain on sale of property	-	3,276
Other income	11,047	-
	<u>706,037</u>	<u>709,843</u>
Total Revenue and Other Support		
EXPENSES		
Salaries, taxes and benefits	469,581	459,636
Rent	27,000	27,000
Utilities	7,500	7,500
Insurance	8,485	9,783
Telephone	5,185	4,969
Professional fees	80,045	74,701
Supplies	4,174	8,911
Postage and delivery	55	317
Service contracts	4,100	3,157
Real estate taxes	-	29,539
Marketing and advertising	60,174	16,615
Auto	5,814	5,453
Dues and subscriptions	14,078	4,199
Business expenses	1,449	4,189
Interest	-	3,678
Depreciation	1,300	4,970
Workshops and conferences	6,984	10,700
Miscellaneous	2,019	6,406
	<u>697,943</u>	<u>681,723</u>
Total Expenses		
CHANGE IN NET ASSETS	8,094	28,120
NET ASSETS -		
Beginning of year	138,315	110,195
End of year	<u>\$ 146,409</u>	<u>\$ 138,315</u>

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

OAK PARK ECONOMIC DEVELOPMENT CORPORATION

CONSOLIDATED STATEMENT OF CASH FLOWS

YEAR ENDED DECEMBER 31, 2017, WITH COMPARATIVE TOTALS FOR 2016

	<u>2017</u>	<u>2016</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 8,094	\$ 28,120
Adjustment to reconcile change in net assets to net cash (used in) provided by operating activities -		
Gain on sale of property	-	(3,276)
Depreciation	1,300	4,970
(Increase) decrease in assets		
Prepaid expenses	(879)	161
Increase (decrease) in liabilities		
Security deposits	-	(3,150)
Accounts payable and accrued expenses	6,748	21,078
Deferred revenue and advances	<u>(12,816)</u>	<u>(124,810)</u>
Net Cash Provided (Used in) by Operating Activities	<u>2,447</u>	<u>(76,907)</u>
CASH FLOWS FROM INVESTING ACTIVITIES		
Sale of property	<u>-</u>	<u>100,000</u>
Net Cash Provided by Investing Activities	<u>-</u>	<u>100,000</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Repayment of debt	<u>-</u>	<u>(98,097)</u>
Net Cash Used in Financing Activities	<u>-</u>	<u>(98,097)</u>
NET INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	2,447	(75,004)
CASH AND CASH EQUIVALENTS -		
Beginning of year	<u>171,909</u>	<u>296,913</u>
End of year	<u><u>\$ 174,356</u></u>	<u><u>\$ 221,909</u></u>
SUPPLEMENTAL DATA:		
Interest paid	<u><u>\$ -</u></u>	<u><u>\$ 3,678</u></u>
Income taxes	<u><u>\$ -</u></u>	<u><u>\$ -</u></u>

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

OAK PARK ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Organization - The Oak Park Economic Development Corporation (the "Organization"), an Illinois not-for-profit corporation, was organized in 1974 to serve and function as a civic league for the economic development and betterment of the Village of Oak Park ("VOP"). The Organization is funded by a grant from the Village of Oak Park. The Supplemental Schedule of Financial Position by Program identifies the assets, liabilities and net assets of the Oak Park Economic Development Corporation as "OPEDC". The Supplemental Schedule of Activities by Program identifies the revenues and expenses of Oak Park Economic Development Corporation as "OPEDC".

During 1999, the Organization formed a subsidiary corporation, S.P.A., Inc. (the "Subsidiary") for the purpose of assembling and redeveloping property. The Organization is the sole shareholder of all 1,000 shares of \$1 par value stock that is authorized, issued and outstanding. In accordance with generally accepted accounting principles, the financial results of the Subsidiary are included in the Organization's financial statements. The Subsidiary generates rental income. All intercompany transactions and balances have been eliminated in consolidation. As of December 31, 2017, all assets of the Subsidiary have been transferred to the Organization. Other income totaling \$11,047 has been recognized as a result of this transaction.

Net Assets - The Organization is required to report information regarding its financial position and activities according to three classes of net assets: unrestricted net assets, temporarily restricted net assets and permanently restricted net assets. At December 31, 2017, the Organization had no permanently or temporarily restricted net assets.

Use of Accounting 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 reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Donated Services and Commodities - For the year ended December 31, 2017, contributed services, totaling \$24,172, are reflected as revenue and expense in the Statement of Activities. This total consisted of \$10,422 for rent, \$7,500 for utilities, and \$6,250 for professional services. These amounts are recorded at estimated fair value on the date of receipt of service.

OAK PARK ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017

Statement of Cash Flows - For purposes of the Statement of Cash Flows, the Organization considers all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

Restricted Cash - The operating agreement between the Organization and the Village of Oak Park states that the Organization may hold up to \$50,000 of unspent funds in a reserve account which shall be used for expenditures in special instances and shall be reported to the Village. The Organization had \$50,000 of restricted cash at December 31, 2017.

Subsequent Event - The Organization has evaluated subsequent events through June 27, 2018, the date of the financial statements.

Income Tax Status - The Organization is exempt from federal income taxes under the provisions of the Internal Revenue Code Section 501 (c) (4). However, organizations which are exempt may be subject to unrelated business income taxes when an organization generates revenues from activities which are unrelated to the exempt purpose of the organization. The Organization's Forms 990, Return of Organization Exempt from Income Tax, are subject to examination by the IRS, generally for three years after they were filed.

The Subsidiary of the Organization is a for profit entity and is subject to federal income tax. The Organization paid no federal income taxes as of December 31, 2017.

Basis of Accounting - The financial statements of the Organization have been prepared on the accrual basis of accounting and accordingly reflect all significant receivables, payables, and other liabilities.

Revenue Recognition - Contributions received are recorded as unrestricted, temporarily restricted, or permanently restricted support, depending on the existence and/or nature of any donor restrictions.

Property and Equipment - The Organization capitalizes asset additions greater than \$500. Property and equipment are being depreciated over their estimated useful lives, from their date of acquisition, using the straight line method. Useful lives are estimated to be 39 years for building and building improvements, 5 years for computer equipment and between 5 and 7 years for furniture and equipment. Depreciation expense totaled \$1,300 for the year ended December 31, 2017.

OAK PARK ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017

2. PROPERTY AND EQUIPMENT

Balances of major classes of depreciable assets are as follows (at cost) as of December 31, 2017:

Furniture and equipment	\$ 33,030
Less accumulated depreciation	<u>(19,783)</u>
	<u>\$ 13,247</u>

3. FUNCTIONAL EXPENSES

The following is a summary of functional expenses for the year ended December 31, 2017:

Direct Program Services - Subsidiary:	\$ 2,953
General services:	<u>694,990</u>
Total expenses	<u>\$ 697,943</u>

4. CONCENTRATIONS

The Organization maintains its cash balances at various financial institutions. The balances of all accounts may, at times, exceed federally insured credit limits.

During the year ended December 31, 2017, grants from the Organization's largest donor amounted to approximately ninety-five percent of total revenues and support.

5. RELATED PARTY TRANSACTIONS

During the year ended December 31, 2017, the Organization's nine member Board of Directors included a trustee for the Village of Oak Park, the Village President of the Village of Oak Park, and the Village Manager of the Village of Oak Park. Revenues from the Village of Oak Park totaled \$670,787 for the year ended December 31, 2017.

6. RECENT ACCOUNTING PRONOUNCEMENTS

In August 2016, the FASB issued Accounting Standards Update (ASU) 2016-14, Not-for-Profit Entities (Topic 958): Presentation of Financial Statements for Not-for-Profit Entities. Key elements of the ASU include a reduction in the number of asset categories from three to two, conforming requirements on releases of capital restrictions, several new requirements related

OAK PARK ECONOMIC DEVELOPMENT CORPORATION
NOTES TO THE CONSOLIDATED FINANCIAL STATEMENTS
DECEMBER 31, 2017

to expense presentation and disclosure (including investment expenses), and new required disclosures communicating information useful in assessing liquidity. The new standard will be effective for the Organization's December 31, 2018 financial statements. Early adoption is permitted.

In February 2016, the FASB issued ASU 2016-02, Leases (Topic 842). The guidance in this ASU supersedes the leasing guidance in Topic 840, Leases. Under the new guidance, lessees are required to recognize lease assets and lease liabilities on the balance sheet for all leases with terms longer than 12 months. Leases will be classified as either finance or operating, with classification affecting the pattern of expense recognition in the income statement. The new standard will be effective for the Organization's December 31, 2020 financial statements.

The Organization is currently evaluating the impact of the adoption of the above standards on its financial statements.

7. RETIREMENT PLAN

The Organization maintains a 401(k) retirement plan. The plan covers full-time employees who, if they elect to participate, are eligible to participate in employer contributions after attaining 21 years of age and six months of service. Employees may make contributions to the plan equal to the maximum amount allowed by the Internal Revenue Code. The Organization matches up to 4% of gross salaries for qualified employees. For the year ended December 31, 2017, the Organization contributed \$15,152 to the plan.

OAK PARK ECONOMIC DEVELOPMENT CORPORATION

SCHEDULE OF FINANCIAL POSITION BY PROGRAM

DECEMBER 31, 2017

	<u>OPEDC</u>	<u>Subsidiary</u>	<u>Totals</u>
CURRENT ASSETS			
Cash and cash equivalents	\$ 174,356	\$ -	\$ 174,356
Restricted cash	50,000	-	50,000
Prepaid expenses	7,988	-	7,988
Due from subsidiary	-	-	-
	<u>232,344</u>	<u>-</u>	<u>232,344</u>
PROPERTY AND EQUIPMENT			
Furniture and fixtures	33,030	-	33,030
Less accumulated depreciation	(19,783)	-	(19,783)
	<u>13,247</u>	<u>-</u>	<u>13,247</u>
Net Property and Equipment	<u>13,247</u>	<u>-</u>	<u>13,247</u>
Total Assets	<u>\$ 245,591</u>	<u>\$ -</u>	<u>\$ 245,591</u>
LIABILITIES			
Accounts payable and accrued expenses	\$ 48,468	\$ -	\$ 48,468
Deferred revenue and advances	50,714	-	50,714
	<u>99,182</u>	<u>-</u>	<u>99,182</u>
NET ASSETS			
Unrestricted	<u>146,409</u>	<u>-</u>	<u>146,409</u>
Total Net Assets	<u>146,409</u>	<u>-</u>	<u>146,409</u>
Total Liabilities and Net Assets	<u>\$ 245,591</u>	<u>\$ -</u>	<u>\$ 245,591</u>

OAK PARK ECONOMIC DEVELOPMENT CORPORATION

SCHEDULE OF ACTIVITIES BY PROGRAM

YEAR ENDED DECEMBER 31, 2017

	<u>OPEDC</u>	<u>Subsidiary</u>	<u>Total</u>
REVENUES AND OTHER SUPPORT			
Village of Oak Park	\$ 670,787	\$ -	\$ 670,787
Rental income	-	-	-
In-Kind donations	24,172	-	24,172
Interest income	31	-	31
Other income	-	11,047	11,047
	<u>694,990</u>	<u>11,047</u>	<u>706,037</u>
Total Revenue and Other Support	<u>694,990</u>	<u>11,047</u>	<u>706,037</u>
EXPENSES			
Salaries, taxes and benefits	469,581	-	469,581
Rent	27,000	-	27,000
Utilities	7,500	-	7,500
Insurance	8,485	-	8,485
Telephone	5,185	-	5,185
Professional fees	77,092	2,953	80,045
Supplies	4,174	-	4,174
Postage and delivery	55	-	55
Service contracts	4,100	-	4,100
Marketing and advertising	60,174	-	60,174
Auto	5,814	-	5,814
Dues and subscriptions	14,078	-	14,078
Business expenses	1,449	-	1,449
Depreciation	1,300	-	1,300
Workshops and conferences	6,984	-	6,984
Miscellaneous	2,019	-	2,019
	<u>694,990</u>	<u>2,953</u>	<u>697,943</u>
Total Expenses	<u>694,990</u>	<u>2,953</u>	<u>697,943</u>
CHANGE IN NET ASSETS	-	8,094	8,094
NET TRANSFERS	(45,446)	45,446	-
NET ASSETS -			
Beginning of year	<u>191,855</u>	<u>(53,540)</u>	<u>138,315</u>
End of year	<u>\$ 146,409</u>	<u>\$ -</u>	<u>\$ 146,409</u>