



Edmond Town Hall Board of Managers

Regular Meeting

Tuesday, May 12, 2020 - 6:30 P.M.

Mary Hawley Room, Edmond Town Hall
45 Main Street, Newtown, Connecticut

THESE MINUTES ARE SUBJECT TO APPROVAL AT THE NEXT REGULAR MEETING.

Present: Jen Chaudhary, Jen Guman, Margot Hall, Lisa Schwartz, Herb Rosenthal

Absent: Marie Smith

Also Present: Operations Manager - Sheila Torres, ETH Bookkeeper/Finance – Ms. DiMartino, Kim Chiappetta (clerk)

Call to Order: Ms. Chaudhary called the meeting to order at 6:33 p.m.

Report from Theater Coordinator:

Ms. Torres presented the update in Mr. Mahoney's absence. She explained that Mr. Mahoney has found distributors who can do virtual cinema. So far the ETH has streamed a Brazilian film title *Bacurau* and is now streaming *Spaceship Earth*. A third film will also be offered. Ms. Torres will be working on setting up a page on the town website for viewers to select the movie they would like to watch. This may be something the BOM may want to consider go-forward. Every film has a different price, but revenue is typically split 50/50 between the distributor and the ETH.

Report and Comment from Chairman:

Thank you:

Ms. Chaudhary told members that she is staying in contact with the First Selectman's office and is keeping up on social distancing requirements as things move along. She thanked Ms. Guman for stepping in and helping out in her absence.

Approval of Minutes:

Ms. Chaudhary brought to members' attention that on page 1 of the minutes under the section, *Report and Comment from Chairman* it incorrectly states "police department" and should read as "PD".

Ms. Hall motioned to approve the minutes from March 10th with the noted corrections.

Seconded by Mr. Rosenthal. All in favor.

Report from Operations Manager (Refer to Attachment A):

Ms. Torres presented the Manager's Report.

Financial Review (Refer to Attachments B):

P&L / Aging Report:



Aging report:

Members reviewed details of the report. Ms. Guman questioned the line item for Hearst Media since the ETH has been closed. Ms. Torres confirmed billing was paused and has been cut in half. Mr. Rosenthal asked if tenants were forgiven rent for April & May. Ms. DiMartino replied that all tenants have been paying rents. Ms. Schwartz noted that she did not see payroll on the report. Ms. DiMartino explained that based upon guidance from the town, they are hold off on payments to payroll and the credit card until the end of the fiscal year.

P&L:

Members reviewed details of the report.

COVID-19 related losses and expenses:

Ms. Chaudhary noted losses on rentals being fairly significant. Cancellations are being tracked. Ms. Torres told members that she reached out to The Kate Theater and all of their shows have been moved from June to start in the fall. Mr. Rosenthal asked if they have to pay DNR for months when they are not working. Ms. Torres explained that they are currently assisting her with the drive-in concept. She added that ETH will need to extend advertisers contracts and the possibility of showing ads before the drive-in films. Ms. DiMartino noted the largest hit is the postponement of the dance groups. The effects on cash flow make it difficult to run day to day operations. It was noted that the bright side is that these are postponements and not cancellations.

New Business:

Drive In:

Ms. Chaudhary told members that Ms. Torres was looking into having a drive-in theater at the ETH. Ms. Chaudhary has discussed this with the First Selectman's office and expressed that they will make sure to follow all state guidelines and move forward in a safe and responsible way. The First Selectman suggested starting small to see what works and what doesn't. Ms. Guman and Ms. Chaudhary asked Ms. Torres to put together a detailed report and then will meeting with the Health Director, Ms. Culbert, to ensure everything is in accordance with safety requirements. Mr. Rosenthal reminded the group that they will also need to contact the Borough and Town Zoning. It was also mentioned that sound may be an issue with King Street and homes neighboring the ETH. Ms. Torres explained that they will only be using the upper lot and people will be using their radios for sound. They will be performing a trial run and based upon what they hear from the neighbors will determine whether to continue or not. The cost is between 200 - \$250 to show a movie. Another consideration is to ensure Eversource can turn off and on the lights. The hope is to launch on Memorial Day weekend.

Mr. Rosenthal motioned to authorize Ms. Chaudhary and Ms. Torres to work on the drive-in concept as long as they work with the town and Borough. Ms. Hall seconded. All in favor.

Re-opening Draft Plan:



Ms. Chaudhary explained that the plan is a draft and only if the ETH is able to re-open on May 20th. The re-opening will be in phases with May 20th being the re-opening for tenants to be there full-time. The next phase may be meeting spaces if the gathering size is increased. One piece of the plan that stays consistent is the Health and Safety of everyone in the building. The group continued to discuss plans for keeping the building safe and clean and other possible considerations for revenue that fall within guidelines. Ms. Torres informed members that she is planning to complete the self-certification on the State DECD website and work with the town's Health department. Tenants will be required to wear masks when in common areas and will be asked to adhere to the Governor's guidelines.

Unfinished Business:

Music Series/Sponsorship Update:

Ms. Torres told sponsors everything will be pushed out until the fall. Ms. Guman said they need to see how other organizations are re-opening like the Ridgefield Playhouse and The Kate. Ms. Torres said they may need to discuss changes in contracts to adjust to social distancing requirements. The group continued to discuss possible adjustments that may need to be made.

Lighting Update (Refer to Attachment A):

Ms. Torres presented the lighting update. She ensured members that vendors will be required to follow social distancing guideline requirements.

Movie Schedule Analysis:

To be discussed at a later date.

Comments from Board Members:

Mr. Rosenthal thanked Ms. Torres, Ms. DiMartino and the rest of the staff for what they have done over the past few months. Ms. Hall agreed with Mr. Rosenthal and thanked the staff. Ms. Chaudhary also thanked the staff for working through this difficult time and their willingness to jump in.

Adjournment:

Ms. Guman motioned to adjourn at 7:55. Ms. Schwartz seconded. All in favor.

Respectfully Submitted,

Kimberly Chiappetta, Clerk

ETH MANAGER'S REPORT – 12 May 2020 – Sheila Torres

Summary/Highlights

- **Staff Work** – Our staff has been completing a lot of work around the building. I am focusing on work they can do with relatively inexpensive materials, e.g. paint, spackle, etc. There is important work that needs to be done by trades people, but due to financial constraints I am holding off. This includes replacement of hardware in theater dressing room bathrooms, which will be used more frequently when the live events begin and especially in December.
- **Music Series** – We have agreed on new dates for the upcoming series. If all goes well, we will have concerts as follows: Aug 22, A Brother's Revival; Sep 19, Best of the Eagles; Oct 3, Alpaca Gnomes; Nov 7, Destination Motown; January – Sir Paul

Work in Progress and Completed

- **Theater Lighting** – Sound Stage has ordered materials and will be custom making 100 cables for the project. They expect to start installation work in our theater around the last week in May, provided all goes as planned.
- **Draft Reopening Plan** – Attached plan is based on phase 1 opening. Also have some ideas for when we are finally able to open the theater but they are only ideas, since final procedures will be based on public health guidelines. **See Attachment A**
- **Trying to Implement a Drive-in Theater** – Have asked Claris for assistance with a construction trailer to house the projector. DNR will donate the projector and will help hang our old screen. I asked Doug Lord about using the library license to minimize cost, but the license he has is limited and we would be unable to charge for the movie. **See Attachment B**
- **Ticket machine for live events** – It's probably best to put off buying this machine due to financial constraints. For the time being, we can continue to operate as we have in the past.
- **Co-Fundraising Event with Library** – This Fungi event never took place because the studio did not follow up on our request to participate. They said they would contact us, but never did. Perhaps after COVID emergency these efforts will start again.
- **ADA Bathroom** – I requested an update from Rick Spreyer, but have not heard from him as of 5/11/20. On March 10 the vendor told me he would be submitting a proposal to Rick. I have requested several updates from both the vendor and Rick, but as of 5/11/20 I have not heard from either.
- **Web Site** – Will not be moving forward with changes to the website based on current financial constraints. We will work with what we have for now.
- **Plumbing Needs** – I am trying to secure a plumbing quote for a sink in the old tax collector's tenant space due to a request. At the same time I will secure a quote for the most necessary hardware in the theater bathrooms.

ETH MANAGER'S REPORT – 12 May 2020 – Sheila Torres

Attachment A

DRAFT Plan for Implementing Drive-in Theater at ETH

This draft plan addresses the reopening of ETH tenant offices on May 20 based on state and local guidelines

Action Plan for Phase 1 Opening

1. The building remains closed to the public, but open to tenants as follows:
 - Tenants can enter their offices and use their space based on gov. guidelines, e.g. 5 visitors maximum, etc., follow guidelines in their spaces and in the common spaces
 - ETH is responsible for regular cleaning, disinfecting of common spaces
 - Tenants have access to the bathroom and common space closest to their space.
 - First floor tenants use first floor bathrooms only
 - Ground level tenants use ground level bathroom and common space only
 - Keep inner lobby doors locked
 - Until we open fully, tenants will continue to get their mail in the main office lobby rather than in their mailboxes.
 - Visitors, customers to Rock Elite Academy will have to use the front lobby restrooms.
2. Keep sign outside door that states building is closed to public.
3. Put signs inside common spaces and outside building doors explaining that masks and social distancing is required for all. Post ETH Reopen CT Badge.
4. Put sign stating that only two people at a time can use elevator. Mark standing area with tape on elevator floor.
5. Continue to get mail and packages outside, rather than having delivery personnel enter
6. Continue current schedule with most staff here M – F and minimal staff weekends until demand ramps up.

May 13 – Send communication to building tenants explaining the reopening and what is expected including the rules regarding use of common spaces, masks being worn inside the building and use of specific bathrooms only. Explain the increased cleaning protocols that will be followed. Include link to the ReOpen CT guide. Let tenants know that you have a re-open CT certification badge.

May 14 – Staff meeting to discuss:

- The reopening and the schedule (Initially, the building can open M – F and depending on demand, we may extend to the weekends, I think we will need to see what demand

Attachment A

- Use of masks and appropriate wearing of the mask so that both mouth and nose are covered.
- Procedures related to the cleaning of bathrooms and common surfaces, including doorknobs, light switches and hand rails. The plan is to clean these surfaces every two hours with a disinfecting spray solution. The floor will be mopped daily with bleach at the beginning of the day. The other surfaces will be treated with hydrogen peroxide and or/alcohol.
- A cleaning/disinfecting schedule will be posted outside bathrooms and staffer responsible for the cleaning will need to initial that the bathroom was cleaned during the specific shift.

May 15 – Post announcement about phase 1 opening on our website and Facebook and let local media know.

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Attachment B

DRAFT Plan for Implementing Drive-in Theater at ETH

Edmond Town Hall Drive-In Plan Details

Here are some thoughts on the idea and plan to implement the drive-in. Keep in mind that this is an idea to bring the community together safely, to keep our theater alive in people's hearts and provide people with an opportunity to show their support, also to generate interest and some revenue at least enough to cover costs plus hopefully more. It should not cost money, and making money would be terrific, but we were losing money already on the regular movies, so covering costs and achieving the other two goals would be a plus.

Preparation

- Obtain permission and approval from the town and the borough if necessary.
- The first trial movie would only involve 25 cars. Get approval from Donna Culbert after the first trial. Then we can open the movies up to a maximum of 75 cars.
- Mark every other parking space - these marked spaces will be the only ones available for tickets
- Obtain a loaner vehicle to store the "mobile movie" projector. (Ingersoll has donated a cargo van loaner.)
- Test the movie, projector and parking spots for visibility, etc.
- Work with Eversource to change the timing of our light so it does not interfere with the movie.
- Developed a schedule of movies for an entire summer. Tom has provided ideas and so has Jennifer Rogers. There would be two movies offered each night depending on length. (The early movie is for the "Pajama Party" (kid friendly). The movie that follows could be for an older audience. The parents can let the kids sleep in the back or they can choose to leave.
- Let the community vote on which of the movies on our line-up they would like and perhaps suggesting others. Provide them with a way to vote on the movies and we may revise or change the order of the schedule accordingly.
- The cost would be \$10 per car for both movies. One show each night starting after dark. Tickets sold online through Vendini. Tickets must be printed at home.
- Limited concession packages available (pre-packaged) by phone and you pay through Venmo, PayPal or some other touchless way. No cash.
- I will speak with our popcorn provider about repackaging the popcorn we have on hand and moving the warmer downstairs.
- A staffer would provide the food curbside at the gym door or deliver it to the car.
- Our night manager would allow people inside to use the gym bathroom if necessary. Only the gym bathrooms would be available. This will make it tough for people with a disability.
- The gym bathrooms will be thoroughly sanitized each night after the movie.
- A ticket checker would be at the top of the driveway and in the parking lot checking printed tickets from theater goers, wearing mask and gloves.
- Develop strict rules about what is allowed and what will get you removed from the movie. For example, you must stay **in your car**. If you leave to use facilities, you must wear a mask,

if you don't follow rules you will be asked to leave and you will not get your money back, etc. Put these rules up on screen as part of the ads before each movie.

Implementation

- Implement the marketing of the idea and the planned list.
- Obtain input about the movies and communicate any changes you made as a result of community input.
- Set up ticket sales online through Vendini with print at home tickets only.
- Advertise the upcoming show the way we advertise our regular movies: the papers, the marquee, our website, etc.
- Encourage movie goers to post their "Pajama Party" pictures to our social media.
- Assess results weekly and inform community. Also, make any necessary changes, including stopping the program if after one month we do not receive the kind of support we had hoped for.
- Remind our audiences that the drive-in is temporary and once our building and theater can return to normal operations we will do so.
- Develop a fun video ad about the rules for each movie.

Edmond Town Hall - Board of Managers

A/P Aging Summary

As of April 30, 2020

Attachment B

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Alliance Locksmiths	330.00				330.00
All Star Cleaning	124.16	154.21			278.37
Aquarion	188.53				188.53
Artech	325.00				325.00
Associated Refuse	381.00				381.00
BOM- Minutes					-
Crystal Rock	23.00				23.00
DJ Melodia Plumbing	2,294.45				2,294.45
Dumouchel Paper	586.29	158.44			744.73
Effective Pest	155.00				155.00
Eversource - Electric	2,870.58				2,870.58
Eversource - Flood	16.92	17.15			34.07
Eversource -Gas	4,927.48				4,927.48
Frontier Communications	224.51				224.51
Frontier Communications	51.56	180.18			231.74
Hearst	330.00				330.00
McKenney Mechanical	512.98				512.98
Meador, Amanda	480.00				480.00
Mulvey & Korotash	240.00				240.00
Newtown Color Center	300.39				300.39
Newtown Hardware	273.54				273.54
Sensible Cinema	150.00				150.00
Sheila Torres	1,598.86				1,598.86
Silvermine	550.00				550.00
Spectrum	104.98				104.98
Town of Newtown (credit card)					-
Town of Newtown (payroll)					-
Transclean Corp	425.00				425.00
Total Building Expenses	\$17,134.23	\$509.98	\$0.00	\$0.00	\$17,219.21
Commissioner of Revenue Svc	0.00				0.00
Deluxe Echostar	39.95	119.85			159.80
Manchester Tobacco	51.60				51.60
Prime Publishers	213.69				213.69
Sony Pictures	764.40				764.40
Terry's Popcorn	325.00				325.00
The Bee Publishing	293.60				293.60
Total Theater Expenses	\$1,688.24	\$119.85	\$0.00	\$0.00	1,808.09
GRAND TOTAL	\$18,822.47	\$629.83	\$0.00	\$0.00	\$19,027.30

3 Mo Social Media

Expenses to personal card

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05/07/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss YTD Comparison

July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	% Change
Ordinary Income/Expense			
Income			
3000 · BUILDING INCOME			
3100 · ROOM RENTALS			
3110 · ALEXANDRIA ROOM			
3111 · Alexandria Room Rental	29,943.32	32,421.25	-7.6%
3112 · Kitchen Rental	4,167.00	4,700.00	-11.3%
3113 · China Rental	75.00	150.00	-50.0%
3114 · Dressing Room Rental	250.00	280.00	-10.7%
3110 · ALEXANDRIA ROOM - Other	7,412.50	0.00	100.0%
Total 3110 · ALEXANDRIA ROOM	41,847.82	37,551.25	11.4%
3120 · GYMNASIUM	30,894.40	44,449.00	-30.5%
3130 · THEATRE	39,115.00	19,970.00	95.9%
3140 · MEETING ROOMS			
3141 · Lower Meeting Room	1,093.50	3,298.00	-66.8%
3142 · Old Court Room	1,278.50	2,708.00	-52.8%
3143 · Meeting Room 2	60.00	60.00	0.0%
3144 · Mary Hawley Room	13.50	270.00	-95.0%
3145 · Meeting Room 3	2,970.00	3,300.00	-10.0%
Total 3140 · MEETING ROOMS	5,415.50	9,636.00	-43.8%
3150 · A / V Equipment Rentals			
3151 · Microphone Rental	170.00	97.50	74.4%
3152 · Speaker Rental	0.00	122.50	-100.0%
3154 · Projector Rental	0.00	60.00	-100.0%
3150 · A / V Equipment Rentals - Other	175.00	0.00	100.0%
Total 3150 · A / V Equipment Rentals	345.00	280.00	23.2%
3190 · Rent - Storage	275.00	120.00	129.2%
Total 3100 · ROOM RENTALS	117,892.72	112,006.25	5.3%
3200 · TENANT RENTALS			
3201 · LSOD studio	10,200.00	12,380.00	-17.6%
3202 · Enrichment Club	5,071.71	7,034.50	-27.9%
3203 · Chamber of Commerce	3,390.75	3,657.80	-7.3%
3205 · Borough	3,000.00	5,000.00	-40.0%
3207 · Historian Office	0.00	0.00	0.0%
3208 · Avielle Foundation	6,306.24	13,200.00	-52.2%
3209 · Catherine Hubbard Foundation	2,248.00	0.00	100.0%
Total 3200 · TENANT RENTALS	30,216.70	41,272.30	-26.8%
3300 · SPECIAL EVENTS			
3303 · Laser Spectacular Fundraiser	1,720.00	1,567.34	9.7%
3304 · Yale Whiffenpoofs&Whim n Rhythm	0.00	7,518.82	-100.0%
3305 · Live Events (ETH Sponsored)	33,598.75	1,428.51	2,252.0%
3306 · Joni Mitchell Tribute 10/13/18	0.00	-1,268.71	100.0%
3307 · David Wax Museum 10/19/18	0.00	-491.67	100.0%
3308 · Dark Night Cabaret	0.00	1,420.00	-100.0%
3309 · Paul Green Rock Academy	0.00	10.00	-100.0%
3310 · Bar Sales	5,882.85	3,685.00	59.6%
3300 · SPECIAL EVENTS - Other	0.00	115.00	-100.0%
Total 3300 · SPECIAL EVENTS	41,201.60	13,984.29	194.6%
3500 · OTHER INCOME			
3501 · Hawley Trust Interest	37,822.89	37,565.17	0.7%
3502 · Bank Interest	92.26	97.12	-5.0%
3503 · Town of Newtown-Contrib			
3510 · Budgeted Allocations	0.00	95,000.00	-100.0%
3520 · CIP Allocations	3,538.73	0.00	100.0%
3503 · Town of Newtown-Contrib - Other	125,000.00	0.00	100.0%

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05/07/20

Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss YTD Comparison

July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	% Change
Total 3503 · Town of Newtown-Contrib	128,538.73	95,000.00	35.3%
3530 · Other Income	0.00	40.00	-100.0%
Total 3500 · OTHER INCOME	166,453.88	132,702.29	25.4%
3600 · DONATIONS TO SPECIAL PROJECTS			
3630 · Adopt-a-Chair Donations	300.00	0.00	100.0%
3650 · Restoration Donations	794.42	1,601.89	-50.4%
3660 · "Light Up The Theater"	820.00	0.00	100.0%
3680 · Building Donations	534.00	0.00	100.0%
Total 3600 · DONATIONS TO SPECIAL PROJECTS	2,448.42	1,601.89	52.9%
3000 · BUILDING INCOME - Other	0.00	0.00	0.0%
Total 3000 · BUILDING INCOME	358,213.32	301,567.02	18.8%
5000 · THEATRE INCOME			
5100 · TICKETS			
5110 · Ingersoll Auto	21,375.00	21,603.00	-1.1%
5100 · TICKETS - Other	53,888.25	65,999.25	-18.4%
Total 5100 · TICKETS	75,263.25	87,602.25	-14.1%
5200 · CONCESSIONS	68,964.31	72,481.21	-4.9%
5300 · GIFT CERTIFICATES	324.00	592.00	-45.3%
5600 · Advertising Income			
5601 · Screen Ads - Slides	2,845.00	1,105.00	157.5%
5602 · Screen Ads - Videos	2,325.00	5,650.00	-58.9%
5603 · Movie Preview Sponsor	2,340.00	300.00	680.0%
Total 5600 · Advertising Income	7,510.00	7,055.00	6.5%
5900 · OTHER INCOME - THEATRE			
5902 · Sunday Cinema Series	2,955.00	4,560.65	-35.2%
Total 5900 · OTHER INCOME - THEATRE	2,955.00	4,560.65	-35.2%
Total 5000 · THEATRE INCOME	155,016.56	172,291.11	-10.0%
Total Income	513,229.88	473,858.13	8.3%
Gross Profit	513,229.88	473,858.13	8.3%
Expense			
4000 · BUILDING EXPENSES			
4100 · SALARIES			
4110 · Salaries			
4111 · Building Administrator	48,865.53	44,211.67	10.5%
4112 · Payroll-MGT-Office	21,624.74	16,510.42	31.0%
4114 · Payroll-MNT	63,463.73	55,053.21	15.3%
4115 · Payroll-NHT	27,267.52	25,394.02	7.4%
4116 · Employee Recognition	450.00	450.00	0.0%
Total 4110 · Salaries	161,671.52	141,619.32	14.2%
4120 · Employer FICA & Med.-BLDG	12,277.67	10,564.76	16.2%
4140 · Personnel Contingency	0.00	350.00	-100.0%
Total 4100 · SALARIES	173,949.19	152,534.08	14.0%
4400 · UTILITIES			
4410 · Electricity	32,053.59	24,400.93	31.4%
4420 · Gas	14,302.60	19,957.77	-28.3%
4430 · Water	2,175.16	2,136.83	1.8%
4450 · Telephone	1,775.61	1,912.44	-7.2%
4460 · Internet	706.88	1,017.59	-30.5%
Total 4400 · UTILITIES	51,013.84	49,425.56	3.2%
4500 · OUTSIDE SERVICES			

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Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss YTD Comparison

July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	% Change
4510 · Refuse Removal	3,810.00	3,429.00	11.1%
4515 · Alarm System	3,059.50	1,146.25	166.9%
4520 · BOM Meeting Minutes	1,250.00	1,250.00	0.0%
4525 · Boiler	1,300.00	1,850.00	-29.7%
4530 · HVAC	0.00	4,190.31	-100.0%
4540 · Pest Control	1,550.00	1,240.00	25.0%
4545 · Computer Servicing	5,200.99	3,300.00	57.6%
4546 · Web Site			
4546-01 · Web Hosting	0.00	110.00	-100.0%
4546-02 · Live at ETH - Web Site Updates	0.00	27.50	-100.0%
4546 · Web Site - Other	562.50	0.00	100.0%
Total 4546 · Web Site	562.50	137.50	309.1%
4555 · Snow Removal	1,892.00	1,499.44	26.2%
4560 · Elevator	240.00	0.00	100.0%
4565 · Legal Services	240.00	8,415.20	-97.2%
4566 · Consulting Fees	392.00	0.00	100.0%
4570 · Piano Tuning	280.00	280.00	0.0%
4595 · Plumbing	7,186.92	549.40	1,208.1%
Total 4500 · OUTSIDE SERVICES	26,963.91	27,287.10	-1.2%
4600 · REPAIRS AND MAINTENANCE			
4610 · Building Repairs	14,197.92	1,443.62	883.5%
4620 · Building Supplies	10,198.46	12,419.62	-17.9%
4625 · Equip Inspections/Maint.	615.00	6,150.00	-90.0%
4640 · Maintenance			
4640-02 · Contract Renewals	6,661.90	5,169.38	28.9%
4640-03 · Regular Maintenance	3,330.00	5,339.97	-37.6%
4640 · Maintenance - Other	0.00	1,396.40	-100.0%
Total 4640 · Maintenance	9,991.90	11,905.75	-16.1%
4645 · Landscaping	0.00	12.99	-100.0%
4650 · Unexpected Repairs	0.00	3,548.10	-100.0%
4660 · Capital Improvement Projects	3,502.76	36.87	9,400.3%
4600 · REPAIRS AND MAINTENANCE - Other	0.00	27.96	-100.0%
Total 4600 · REPAIRS AND MAINTENANCE	38,506.04	35,544.91	8.3%
4700 · OFFICE			
4710 · Office Supplies	2,773.55	2,116.99	31.0%
4720 · Bank charges	32.00	116.25	-72.5%
4721 · Credit Card Fees (Bank Charges)	1,833.25	1,250.40	46.6%
4722 · Permits	561.10	340.00	65.0%
4725 · Water Cooler	226.84	77.00	194.6%
4745 · Postage	220.00	197.51	11.4%
4750 · Dues and Subscriptions	3,293.15	1,161.01	183.7%
4751 · Advertising/Marketing	2,782.83	1,775.49	56.7%
4765 · Computer Supplies	0.00	353.45	-100.0%
4775 · Continuing Education	0.00	350.00	-100.0%
Total 4700 · OFFICE	11,722.72	7,738.10	51.5%
4800 · BUILDING EXPENSES			
4810 · Equipment	9,102.80	0.00	100.0%
4815 · Building Supplies	7,593.67	933.95	713.1%
4820 · Alexandria Room Supplies	0.00	59.46	-100.0%
4825 · Bar/Liquor Items	2,419.69	2,198.47	10.1%
4850 · Refunds	0.00	0.00	0.0%
4870 · Seasonal Items	278.27	145.99	90.6%
4880 · Marketing Expense	0.00	427.18	-100.0%
4885 · THR Birthday/Meeting Expenses	223.50	329.21	-32.1%
4886 · Special Events (Non ETH Spons)	7,505.75	3,056.52	145.6%
4887 · Jukebox 45	6,368.26	0.00	100.0%
4888 · Live Events (ETH Sponsored)	18,901.68	0.00	100.0%
4890 · Other	0.00	0.00	0.0%

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Accrual Basis

Edmond Town Hall - Board of Managers

Profit & Loss YTD Comparison

July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	% Change
4800 · BUILDING EXPENSES - Other	-69.00	138.00	-150.0%
Total 4800 · BUILDING EXPENSES	52,324.62	7,288.78	617.9%
4900 · SPECIAL PROJECTS			
4953 · Theatre Revitalization Project			
4953-01 · Duane Langenwalter	0.00	2,950.00	-100.0%
Total 4953 · Theatre Revitalization Project	0.00	2,950.00	-100.0%
4971 · Office Renovations	-1,475.00	5,535.00	-126.7%
4979 · Balcony Seating	2,039.40	0.00	100.0%
4982 · Theatre Improvements	300.00	0.00	100.0%
Total 4900 · SPECIAL PROJECTS	864.40	8,485.00	-89.8%
4000 · BUILDING EXPENSES - Other	0.00	0.00	0.0%
Total 4000 · BUILDING EXPENSES	355,344.72	288,303.53	23.3%
7000 · THEATRE EXPENSES			
7100 · FILMS			
7105 · FILM RENTALS	32,348.13	35,070.35	-7.8%
7110 · Film Transport	1,518.10	958.80	58.3%
Total 7100 · FILMS	33,866.23	36,029.15	-6.0%
7200 · CONCESSIONS			
7210 · Snacks	9,362.75	7,270.08	28.8%
7220 · Popcorn	9,336.42	6,642.97	40.6%
7230 · Beverages	5,295.33	8,064.71	-34.3%
7270 · Paper Products	640.23	2,893.13	-77.9%
7200 · CONCESSIONS - Other	0.00	15.25	-100.0%
Total 7200 · CONCESSIONS	24,634.73	24,886.14	-1.0%
7300 · SALES AND USE TAX	5,220.00	4,934.00	5.8%
7400 · SALARIES			
7410 · Payroll-MGT-Theatre	37,686.18	34,097.02	10.5%
7420 · Payroll-TKT	6,933.96	7,575.54	-8.5%
7430 · Payroll-PRJ	7,743.24	7,490.58	3.4%
7440 · Payroll-CON	22,527.72	21,289.44	5.8%
7450 · Payroll - THR Inventory	3,660.00	3,420.00	7.0%
Total 7400 · SALARIES	78,551.10	73,872.58	6.3%
7500 · Employer FICA & Med.-THEA	5,980.42	5,530.34	8.1%
7600 · ADVERTISING			
7601 · Advertising Expense	12,763.10	7,543.31	69.2%
7602 · Screen Advertising Commission	3,278.25	3,860.25	-15.1%
7603 · Screen Advertising Expenses	310.90	399.81	-22.2%
Total 7600 · ADVERTISING	16,352.25	11,803.37	38.5%
7700 · OUTSIDE SERVICES			
7710 · SECURITY	0.00	87.50	-100.0%
7720 · Maintenance / Support Contracts	514.52	0.00	100.0%
7700 · OUTSIDE SERVICES - Other	0.00	71.56	-100.0%
Total 7700 · OUTSIDE SERVICES	514.52	159.06	223.5%
7900 · OTHER EXPENSES			
7910 · SUPPLIES	1,215.44	0.00	100.0%
7930 · Permits & Fees	0.00	60.00	-100.0%
7950 · EQUIPMENT	6,099.00	0.00	100.0%
7960 · Repairs	0.00	60.00	-100.0%
7980 · Sunday Cinema Series	791.85	1,388.10	-43.0%
Total 7900 · OTHER EXPENSES	8,106.29	1,508.10	437.5%

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Accrual Basis

Edmond Town Hall - Board of Managers
Profit & Loss YTD Comparison
 July 2019 through March 2020

	Jul '19 - Mar 20	Jul '18 - Mar 19	% Change
Total 7000 · THEATRE EXPENSES	173,225.54	158,722.74	9.1%
Total Expense	528,570.26	447,026.27	18.2%
Net Ordinary Income	-15,340.38	26,831.86	-157.2%
Net Income	-15,340.38	26,831.86	-157.2%

March 10, 2020 Updated: 5/7/20						
BUSINESS LOSSES DUE TO COVID- 19						
Customer	Cancelled or Postponed?	Event Room	Event Date	Postponed /Credit	Cancelled Amount	Notes
	Postponed	Theater	3/11/20	\$250		no name on ST notebook
Pomperaug Woods	Postponed	THR	3/1/20	\$250		
Rocking Roosters	Canceled	Gym	3/20, 4/3, 4/17		\$150	
Clocks						
Jimenez	Canceled	ALX w/KIT	4/9		\$300	
Scalzo	Postponed	ALX	6/26	\$275		
Fabrizzi	Canceled	THR	3/14		\$250	
Newtown Wrestling	Canceled	Gym	3/12		\$87	
Ingersoll	Canceled	THR	3/13-3/15		\$2,672	Avg. amount this fiscal year
Armato	Postponed	Gym	3/14	\$123		
McCleary	Canceled	Gym	mid Mar/April		\$625	
Park & Rec	Postponed	Gym	3/16-3/30		\$189	
Oconnor	Canceled	Gym	5/16		\$140	
SNBL	Canceled	Gym	3/15,3/22, 3/29		\$184	April TBD
Sentementes	Canceled	Gym	3/14		\$105	
Vickers	Canceled	ALX	3/14		\$275	
Luff	Canceled	Gym	4/5		\$175	
Grace Church	Postponed		3/29	\$145		
Zoot	Canceled	THR	May events		4,100	
Eigen	Canceled	Gym	4/4		155	
Lathrop	Canceled	Gym	3/14, 3/21, 3/28		150	
Bridge Group	Canceled	ALX	March/April		2900	
Rock Elite	Canceled	ALX	4/19		1200	
Kelkar	Canceled	ALX	6/27		247.5	
Sanchez	Canceled	ALX	5/23		275	
Matos	Canceled	ALX	4/4		275	

Flagpole Radio	Canceled	THR	3/21		2340	
Rock Elite	Canceled	MR3	April		330	
P.Damasceno	Canceled	ALX	5/30		425	
NCTPW	Canceled	LMR	4/8		45	
Womens Hoops	Canceled	Gym	3/15-4/30		490	
Angela Downey	Postponed	Gym	3/21			
Vega	Canceled	ALX	4/26		425	
Rodriguez	Canceled	ALX	5/2		275	
Portillo	Canceled	ALX	10/25		1225	wedding
Bridge Group	Canceled	ALX	May		2000	
Womens Hoops	Canceled	Gym	May		350	
Kennel Group	Canceled	Gym	May		300	
Lathrop	Postponed	THR	May/June		5,000	rescheduled for August
Wurtze BBall	Canceled	Gym	April&May		360	
Rock Elite	Canceled	MR3	May		330	
Rocking Roosters	Canceled	Gym	May		200	
SNBL	Canceled	Gym	April&May		406	
St. Rose	Postponed	THR	May		1,800	TBD with Reschedule
Lori's Dance		THR	May		2,000	
Graceful Planet		THR	May		788	
Newtown Wrestling	Canceled	Gym	April		383	
Totals:				\$1,042	\$33,926	\$34,968
Prepaid Events	Mar/April/May					
Clocks	252					
Hepp	140					
Kennel	300					
To Be Returned/Cr	\$692.00				TOTAL	\$35,660

EDMOND TOWN HALL COVID-19 SANITATION EXPENSES

				Subtotal
Bleach	13.00	25.51		38.51
Food Grade Disinfectant	71.25			71.25
Floor Disinfectant	63.40			63.40
Gloves	88.75			88.75
Hand Sanitizer	22.34			22.34
Hand Soap	57.54			57.54
4 Health Stations	59.43			59.43
Lysol Spray	100.56			100.56
Masks	79.52			79.52
Sanitizer Wall Dispensers	87.98	235.56		323.54
Dispenser Refills	1,079.82			1,079.82
Terry Cleaning Cloths	22.30	20.94	16.00	59.24
Tissues	52.64			52.64
Wipes	34.53			34.53
				2,131.07
				TOTAL