



## **Edmond Town Hall Board of Managers**

Regular Meeting

Tuesday, January 12, 2021 - 6:30 P.M.

This meeting was held remotely due to COVID-19 mandates and precautions.

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

**Present:** Jen Chaudhary, Marie Smith, Jen Guman, Margot Hall, Anna Wiedemann, Herb Rosenthal

**Absent:** none

**Also Present:** Operations Manager - Sheila Torres, Kim Chiappetta (clerk)

**Call to Order:** Ms. Chaudhary called the meeting to order at 6:30 p.m.

### **Public Participation:**

None

### **Chairman Report and Comment Chairman:**

Ms. Chaudhary had nothing to note.

### **Approval of Minutes:**

Mr. Rosenthal motioned to approve the minutes from December 8<sup>th</sup> 2020 regular meeting and the special meeting held on December 10<sup>th</sup> as presented. Seconded by Ms. Guman. All in favor.

### **Operations Manager/Theater Report (Refer to Attachment A):**

Ms. Torres told managers that there was not much new to report, except there is a new date for the Sir Paul band who is now scheduled for Friday, December 3rd. She asked that Ms. Guman follow-up with another band who can be scheduled before September or in early 2022.

Next, Ms. Torres updated the group work being done on the building. The ADA bathroom project has been taking a long time, but the vendor finally got back to her. Regarding the CIP exterior renovations, it was recommended to Ms. Torres that new external gutters may not be necessary. The town's Purchasing Agent has confirmed that the CIP funds can be used to inspect the existing internal gutter system to see if they only need to be cleaned. If the gutters can be salvaged they will need to be cleaned periodically go-forward.

There have been water issues in the area used by the Lathrop School of Dance. Issues in the walls have been resolved by insulating the pipes; however there is still an issue under the slate floor. Ms. Torres is working with a vendor who specializes in steam systems and the dance school owner to determine the best time for the repairs to be done. A de-humidifier is being run until the issue can be resolved. It has been recommended that a meter be added to the system



to determine if excess water is being pumped into the boiler which will flag that there may be a leak. Ms. Torres will be obtaining a quote for the meter.

**Unfinished Business:**

**COVID – Governor Guidelines:**

*Building Hours/Staffing Update:*

Ms. Torres said that she checks the State guidelines daily. She has received many calls especially from sports organizations. She has also received requests for the drive-in. Ms. Torres has been able to adjust hours to be creative with staffing.

**2021/22 Budget Update (Refer to Attachment B):**

Ms. Chaudhary, Ms. Guman and Ms. Torres have a meeting scheduled Friday, January 15<sup>th</sup> with First Selectman and Director of Finance to review the budget. The Board of Selectmen is scheduled to submit the budget to the Board of Finance on February 8<sup>th</sup>. The Board of Finance is scheduled to hold a public meeting on February 11<sup>th</sup>.

Ms. Chaudhary noted that the bills on the report were low. Ms. Torres said there will be bills coming in the near future for necessary repairs.

*Aging:*

No questions.

*P&L:*

No questions.

**Accounting Update:**

Ms. Chaudhary reminded members about past discussions regarding the possibility of the Edmond Town Hall moving onto the town's accounting system in order to make the budget process easier. Ms. DiMartino has been training with the Finance Director to determine if the town's system meets the ETH needs, and they have found that there are some things the system cannot do which would create duplicate work for Ms. DiMartino. Ms. Torres explained that the eFinance system is more of a payable system. The ETH collects fees often from customers, and the eFinance system is not really designed for that purpose. Ms. DiMartino will have to continue to use Quick Books to bill and collect from regular renters. Ms. Torres questioned the amount of extra work that would be required and if it would be worth the time. She asked if a monthly report could be submitted to Finance that could then be entered into eFinance. Mr. Rosenthal asked how Parks & Rec and the Community Center are integrated into the new system. Ms. Torres explained that Ms. DiMartino had asked the Finance Director and was told they use a separate system. Mr. Rosenthal noted that if they are able to accommodate Parks & Rec and the Community Center they should also be able to accommodate the ETH. Ms. Chaudhary said that when this was initially brought up, the assumption was that there would still be things that Lauren needed to do; however she does not want to duplicate Lauren's efforts. Ms. Torres updated the group that the conversion has been moved out to the next fiscal year which begins July 1<sup>st</sup>.

**Theater Project Completion:**



Ms. Torres reminded the group of the theater rigging that was the first theater project approved for CIP. As part of this project, funds that had been reserved for the barrier to cover the orchestra pit were approved to be used for lighting instead. The lights that were installed did not include integration with the sound system and projector. There is still some work that needs to be done to have a completely functional theater. Ms. Torres explained that the town said the integration must come out of the ETH budget and asked the managers if designated funds can be used as this qualifies as an improvement to the theater. The group discussed the need to have 3 quotes, and concluded that Ms. Torres will obtain two additional quotes from the three bidders on the original lighting project.

### **New Business:**

#### **Charter Revisions:**

Ms. Chaudhary explained that every 5 years the Legislative Council has to perform a Charter revision, so every 5 years they ask all groups to review their verbiage in the Charter. For the ETH, the Charter refers to the special act that created the Edmond Town Hall Board of Managers so it seems they are all set. Mr. Rosenthal explained that the Charter can supersede the special act. Ms. Chaudhary noted the two pieces: 1) 6 members, and 2) 6-year term. Ms. Torres asked if the length of the term makes it difficult to attract members. The group discussed the length of the term and how having a 6-year term ensures it is apolitical.

#### **Ticketing Platform Discussion:**

Ms. Torres reminded members that the ticketing platform that was used for live events, Vendini, was sold and the new company requires users to have a subscription. She is trying to find another ticketing platform that will suit the needs of the ETH. The ticketing platforms have fees, but they can be pushed to the ticket buyer. Ms. Torres expressed the importance of selecting a platform that can provide live support in a pinch for large events. She added that they may want to continue to use Eventbrite for the smaller events. Ms. Torres reviewed with the group various ticketing platforms and their benefits.

Mr. Rosenthal moved to table the discussion to the February meeting. Margot seconded. All in favor.

Ms. Torres noted the importance of making a decision soon in order to be prepared to promote events.

#### **Valentine's Day Contest:**

Ms. Chaudhary told members that she is excited ETH employees want to engage in something. They are working hard to come up with new and fun ways to do things to engage the public at minimal cost. Ms. Torres explained to the group that the Valentine's Day contest would request people send in letters about a story with their sweetheart for a fee of \$20. The most romantic letter will be awarded a birthday party at the theater. Staffers will use a form to score letters based upon pre-established criteria. Ms. Chaudhary said it is important that they have a well-executed plan in regards to judging and advertising. Ms. Wiedemann estimated that they need to have 13 entries at \$20 each to cover the cost of the birthday party. Ms. Torres said that a birthday party rental costs \$250, and the ETH has to pay the projectionist and may need to purchase the film if it is not in the library. Ms. Chaudhary asked if any permits were required for this type of contest. Members did not believe a permit was necessary, but Ms. Torres will



confirm. Ms. Guman recommended noting the value and that there is no expiration date on the prize when advertising.

Ms. Guman made a motion to move forward with the Valentine's Day writing contest. Ms. Wiedemann. seconded. All in favor.

**Comments from Board Members:**

Ms. Wiedemann told everyone that the Mary Hawley Society treasurer resigned. The Chair expressed there is not enough manpower so she working on recruiting members.

**Adjournment:**

Mr. Rosenthal motioned to adjourn at 7:40 p.m. Ms. Wiedemann seconded. All in favor.

*A recording of the meeting can be found using the link below, or contact  
[Kimberly.Chiappetta@newtown-ct.gov](mailto:Kimberly.Chiappetta@newtown-ct.gov).*

[Edmond Town Hall Board of Managers 1/12/2021 meeting](#)

## ETH MANAGER'S REPORT – 12 January 2021 – Sheila Torres

- **Music Series New Final Dates** – A new date has been set for the Motown band because a bandmember is getting married. I have also reached out to *Sir Paul* to set a date for Dec to replace Yellow Brick Road. These are the **new final dates** for the **2021 Music Series**: dates have been moved to Fall 2021 as follows: Motown Fri 17 Sep; Best of the Eagles **Sat 9 Oct**; A Brother's Revival **Sat 6 Nov**. Sir Paul Fri 3 Dec.
- **ADA Bathroom** – Rick signed purchase order but has not yet signed the contract for the vendor, so the vendor has been unable to start. Vendor is also waiting for doors which take four weeks to arrive. I have arranged to meet with Rick to discuss CIP projects in general.
- **CIP Exterior Renovations** – I met with two vendors to look at the exterior gutter possibility and at the roof. Vendor A did not recommend going to exterior gutters. He said the Yankee gutter system we have in place is designed to last many years and installing exterior gutters would be expensive, would alter the look of the building and would still require yearly maintenance. He believes annual maintenance of existing gutters is all that's needed. As for the roof, this vendor seemed to think that the repairs needed were extensive and would require quite a bit of change to the pitch, some of the plumbing and even the coating near the scupper drains. Vendor B did not look at the gutters as closely but offered to send out others who could. That vendor provided additional information about the roof and did not seem to think the renovations needed were as extensive.
- **Plumbing Issues** - We completed the insulation of hot pipes that were in the walls at Lathrop, replaced work insulation and covered external pipes that had never been covered with all new insulation. However, the steam issue continues. I had McKinney come out and provide a quote for the repair and also met with a vendor who specializes in steam systems. The recommendation is that the work be completed during a respite period for the school due to how messy it will be. I am trying to determine the best timing whether during Spring break or in summer. In the meantime we are running a dehumidifier and have closed up and finished the walls that were broken in order to find the issue.
- **eFinance System** - Lauren has been communicating with Bob Tait and performing remote training on the new accounting system, eFinance for the past six weeks. This software will integrate all of the Towns' accounting departments under one accounting system. Through Lauren's review of eFinance, she determined that the program is more focused on the payables side of accounting, and limits her ability to provide invoicing and reporting to customers. It does not allow us to create and email invoices to customers as we currently do in Quickbooks. Furthermore, eFinance is unable to provide open balance statements for repeat customers (tenants and seasonal renters). Therefore, we would need to maintain two accounting systems, eFinance and Quickbooks, in order to provide customers with invoices and statements. Lauren will input and request payment to vendors in eFinance and process customer payments/refunds in Quickbooks. At the end of the year, a final A/R number will be provided to Bob Tait so the accounting system can be reconciled. There are still kinks that need to be worked out. Lauren is training on the system on Jan. 12 and will provide additional details to questions such as monthly reconciliations and report processing. The system switch will probably happen on March 1, 2021.

- **Newsletter Changes** –Kat Moran did a price comparison for email newsletters. I have provided the information for Mailchimp and Constant Contact. Eventbrite does not provide a free newsletter, but it does integrate with Constant Contact. It would be helpful to look into the possibility of using Constant Contact, so that we can integrate as much as possible. I would also like to explore getting a professional design for the newsletter.
- **Ticketing Tool** – I have researched two other tools that may serve us better than Eventbrite for larger live events. One is Tix.com, which is geared for plays, etc. It allows for season tickets, etc. The other is Accesso, a tool that is used by the Paramount Hudson Valley Theater in Poughkeepsie. It was designed for amusement parks so it allows people to use virtual queuing that makes it easier for people to get up and go spend money on other things. They do about two live shows per month, which is more in keeping with our present level of live events. This tool offers a virtual line and other features. For our sponsored live concerts, we need a tool that provides support because we do not have box office staff or technical staff to help with issues. For free or general admission or movie events, we can probably continue to use Eventbrite. So, we may actually want to use more than one ticketing platform. I will come back with an actual recommendation by next meeting. I need to delve more deeply into costs and capabilities for Accesso and compare them to Tix.com.

**ETH MANAGER'S REPORT – 12 January 2021 – Sheila Torres – Page 2 of 2**

- **Rentals for Live Events/Movies/Bookings** – Getting more requests for the gym and events space but don't know when current restrictions will end. We remain at 25 people per event in all rooms, except in theater. Four people total for the organized sports groups. I frequently check for updates, but nothing new yet.
- **Staffing/Building Hours** – Have implemented temporary staffing program and revised building hours effective Dec. 29, 2020 to reduce costs. Will manage with current staffers and will not replace our custodian position until business picks up. We will not have the same level of expertise on hand, so we may need to call in vendors from time to time until we can hire a new staffer.

### **Work/Inspections Completed**

**Boiler Fire Inspections** – Hartford Steam Boiler, completed Oct 2020

**Kitchen Hood System (Ansul) Inspection** – All State Fire Equipment completed the required hydrotest in Dec. 2020 as well as the usual hood inspection. **Next time due is Dec. 2032.** They will return again in 6 months for the ordinary biannual hood inspection as required by law.

**Emergency Lights Inspection** – Completed Jan 12, 2021

**HVAC/Boiler Maintenance Inspections** – Completed January 2021, work and parts needed for the theater unit. The fan and belts need replacement.

## Edmond Town Hall - Board of Managers

# A/P Aging Summary

## As of December 31, 2020

	Current				
	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Allstate Fire Equip	\$1,187.00				\$1,187.00
Aquarion Water	\$145.80				\$145.80
Artech Water	\$325.00				\$325.00
Associated Refuse	\$381.00				\$381.00
BOM- Minutes	\$125.00				\$125.00
Chamber of Commerce	\$90.00				\$90.00
DNR Labs	\$3,325.00				\$3,325.00
Effective Pest	\$155.00				\$155.00
Eversource - Electric	\$2,807.04				\$2,807.04
Eversource - Flood	\$16.39	\$16.73			\$33.12
Eversource - Gas	\$2,136.55				\$2,136.55
Frontier Communications	\$43.07				\$43.07
Frontier Communications	\$158.19				\$158.19
Katart Graphics	\$27.50				\$27.50
McKenney Mechanical	\$4,461.95				\$4,461.95
MCR Construction	\$1,604.01				\$1,604.01
Newtown Hardware	\$302.50				\$302.50
Securtiy Deposits/Refunds	\$120.04				\$120.04
Silvermine	\$550.00				\$550.00
Spectrum	\$160.05				\$160.05
Town of Newtown (credit card)					\$0.00
Town of Newtown (payroll)					\$0.00
<b>Total Building Expenses</b>	<b>\$ 18,121.09</b>	<b>\$16.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,137.82</b>
Commissioner of Revenue Svc	\$0.00				\$0.00
Manchester Tobacco					\$0.00
Newtown Bee Publishing	\$161.48				\$161.48
Northeast Beverage					\$0.00
Terry's Popcorn					\$0.00
<b>Total Theater Expenses</b>	<b>161.48</b>	<b>0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>161.48</b>
<b>GRAND TOTAL</b>	<b>\$18,282.57</b>	<b>\$16.73</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$18,299.30</b>

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Accrual Basis

## Edmond Town Hall - Board of Managers

## Profit &amp; Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	% of Budget
Ordinary Income/Expense			
Income			
3000 · BUILDING INCOME			
3100 · ROOM RENTALS			
3110 · ALEXANDRIA ROOM			
3111 · Alexandria Room Rental	3,723.39	18,750.00	19.9%
3112 · Kitchen Rental	812.50	2,083.35	39.0%
3113 · China Rental	0.00	0.00	0.0%
3114 · Dressing Room Rental	0.00	208.31	0.0%
Total 3110 · ALEXANDRIA ROOM	4,535.89	21,041.66	21.6%
3120 · GYMNASIUM	3,213.00	22,738.10	14.1%
3130 · THEATRE	154.39	22,916.69	0.7%
3140 · MEETING ROOMS			
3141 · Lower Meeting Room	1,062.00	1,250.00	85.0%
3142 · Old Court Room	40.50	1,041.69	3.9%
3143 · Meeting Room 2	0.00	90.00	0.0%
3144 · Mary Hawley Room	0.00	83.31	0.0%
3145 · Suite 202	1,650.00	1,700.00	97.1%
3140 · MEETING ROOMS - Other	0.00	0.00	0.0%
Total 3140 · MEETING ROOMS	2,752.50	4,165.00	66.1%
3150 · A / V Equipment Rentals			
3151 · Microphone Rental	0.00	0.00	0.0%
3152 · Speaker Rental	0.00	0.00	0.0%
3153 · TV Rental	0.00	0.00	0.0%
3150 · A / V Equipment Rentals - Other	0.00	208.31	0.0%
Total 3150 · A / V Equipment Rentals	0.00	208.31	0.0%
3190 · Rent - Storage	110.00	166.69	66.0%
Total 3100 · ROOM RENTALS	10,765.78	71,236.45	15.1%
3200 · TENANT RENTALS			
3201 · Suite 200	6,375.00	6,666.69	95.6%
3202 · Suite 103	0.00	3,708.31	0.0%
3203 · Suite 201	1,883.75	2,083.31	90.4%
3205 · Suite 102	4,000.00	3,000.00	133.3%
3208 · Avielle Foundation	0.00	3,750.00	0.0%
3209 · Suite 101	5,620.00	0.00	100.0%
Total 3200 · TENANT RENTALS	17,878.75	19,208.31	93.1%
3300 · SPECIAL EVENTS			
3303 · Laser Spectacular Fundraiser	0.00	0.00	0.0%
3304 · Yale Whiffenpoofs&Whim n Rhythm	0.00	0.00	0.0%
3305 · Live Events (ETH Sponsored)	3,000.00	5,000.00	60.0%
3308 · Dark Night Cabaret	0.00	0.00	0.0%
3310 · Bar Sales	0.00	2,833.31	0.0%
3317 · Other Special Events (non ETH)	0.00	2,500.00	0.0%
Total 3300 · SPECIAL EVENTS	3,000.00	10,333.31	29.0%
3500 · OTHER INCOME			
3410 · Soda Machine	0.00	0.00	0.0%
3501 · Hawley Trust Interest	17,646.67	19,583.31	90.1%
3502 · Bank Interest	61.79	52.50	117.7%
3503 · Town of Newtown-Contrib			
3510 · Budgeted Allocations	0.00	0.00	0.0%
3503 · Town of Newtown-Contrib - Other	125,000.00	125,000.00	100.0%
Total 3503 · Town of Newtown-Contrib	125,000.00	125,000.00	100.0%



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Accrual Basis

## Edmond Town Hall - Board of Managers

## Profit &amp; Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	% of Budget
3504 · Credit Card Processing Fee	20.94		
3530 · Other Income	825.11	0.00	100.0%
3500 · OTHER INCOME - Other	24.00		
<b>Total 3500 · OTHER INCOME</b>	<b>143,578.51</b>	<b>144,635.81</b>	<b>99.3%</b>
3600 · DONATIONS TO SPECIAL PROJECTS			
3630 · Adopt-a-Chair Donations	0.00	0.00	0.0%
3640 · Theatre Sound System Donations	0.00	0.00	0.0%
3650 · Restoration Donations	0.00	833.31	0.0%
3680 · Building Donations	250.00	0.00	100.0%
<b>Total 3600 · DONATIONS TO SPECIAL PROJECTS</b>	<b>250.00</b>	<b>833.31</b>	<b>30.0%</b>
<b>Total 3000 · BUILDING INCOME</b>	<b>175,473.04</b>	<b>246,247.19</b>	<b>71.3%</b>
5000 · THEATRE INCOME			
5100 · TICKETS			
5110 · Ingersoll Auto	5,950.00	11,748.31	50.6%
5100 · TICKETS - Other	22,723.55	29,041.69	78.2%
<b>Total 5100 · TICKETS</b>	<b>28,673.55</b>	<b>40,790.00</b>	<b>70.3%</b>
5200 · CONCESSIONS	12,848.35	34,933.75	36.8%
5300 · GIFT CERTIFICATES	0.00	208.31	0.0%
5500 · Candy Rebate Income	0.00	0.00	0.0%
5600 · Advertising Income			
5601 · Screen Ads - Slides	300.00	625.00	48.0%
5602 · Screen Ads - Videos	800.00	2,083.31	38.4%
5603 · Movie Preview Sponsor	0.00	1,666.69	0.0%
5600 · Advertising Income - Other	0.00	0.00	0.0%
<b>Total 5600 · Advertising Income</b>	<b>1,100.00</b>	<b>4,375.00</b>	<b>25.1%</b>
5900 · OTHER INCOME - THEATRE			
5902 · Sunday Cinema Series	0.00	2,821.94	0.0%
5903 · Rooster Film Festival	0.00	0.00	0.0%
5900 · OTHER INCOME - THEATRE - Other	0.00	0.00	0.0%
<b>Total 5900 · OTHER INCOME - THEATRE</b>	<b>0.00</b>	<b>2,821.94</b>	<b>0.0%</b>
<b>Total 5000 · THEATRE INCOME</b>	<b>42,621.90</b>	<b>83,129.00</b>	<b>51.3%</b>
<b>Total Income</b>	<b>218,094.94</b>	<b>329,376.19</b>	<b>66.2%</b>
<b>Gross Profit</b>	<b>218,094.94</b>	<b>329,376.19</b>	<b>66.2%</b>
Expense			
4000 · BUILDING EXPENSES			
4100 · SALARIES			
4110 · Salaries			
4111 · Building Administrator	25,596.17	25,208.31	101.5%
4112 · Payroll-MGT-Office	9,559.00	13,333.31	71.7%
4114 · Payroll-MNT	34,246.64	35,123.31	97.5%
4115 · Payroll-NHT	11,042.30	14,583.31	75.7%
4116 · Employee Recognition	0.00	0.00	0.0%
4117 · Per Diem Staff	0.00	5,208.31	0.0%
<b>Total 4110 · Salaries</b>	<b>80,444.11</b>	<b>93,456.55</b>	<b>86.1%</b>
4120 · Employer FICA & Med.-BLDG	6,202.56	6,556.69	94.6%
4130 · State Unemployment	0.00	0.00	0.0%
4140 · Personnel Contingency	0.00	0.00	0.0%
<b>Total 4100 · SALARIES</b>	<b>86,646.67</b>	<b>100,013.24</b>	<b>86.6%</b>

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Accrual Basis

## Edmond Town Hall - Board of Managers

## Profit &amp; Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	% of Budget
<b>4400 · UTILITIES</b>			
4410 · Electricity	14,877.56	14,166.69	105.0%
4420 · Gas	5,140.91	9,166.65	56.1%
4430 · Water	805.10	1,458.31	55.2%
4450 · Telephone	1,623.82	1,166.69	139.2%
4460 · Internet	553.89	708.31	78.2%
<b>Total 4400 · UTILITIES</b>	<b>23,001.28</b>	<b>26,666.65</b>	<b>86.3%</b>
<b>4500 · OUTSIDE SERVICES</b>			
4510 · Refuse Removal	1,524.00	2,166.69	70.3%
4515 · Alarm System	345.00	833.31	41.4%
4520 · BOM Meeting Minutes	625.00	625.00	100.0%
4525 · Boiler	650.00	916.69	70.9%
4530 · HVAC	0.00	0.00	0.0%
4535 · Generator	0.00	0.00	0.0%
4540 · Pest Control	620.00	775.00	80.0%
4545 · Computer Servicing	3,377.60	2,500.00	135.1%
4546 · Web Site			
4546-01 · Web Hosting	0.00	0.00	0.0%
4546-02 · Live at ETH - Web Site Updates	0.00	0.00	0.0%
4546 · Web Site - Other	0.00	250.00	0.0%
<b>Total 4546 · Web Site</b>	<b>0.00</b>	<b>250.00</b>	<b>0.0%</b>
4550 · Landscaping	500.00	833.31	60.0%
4555 · Snow Removal	0.00	1,333.31	0.0%
4560 · Elevator	0.00	0.00	0.0%
4565 · Legal Services	288.00	2,083.31	13.8%
4566 · Consulting Fees	0.00	166.69	0.0%
4570 · Piano Tuning	0.00	280.00	0.0%
4580 · Fire Suppression System	0.00	0.00	0.0%
4585 · Electricians	0.00	0.00	0.0%
4595 · Plumbing	0.00	0.00	0.0%
<b>Total 4500 · OUTSIDE SERVICES</b>	<b>7,929.60</b>	<b>12,763.31</b>	<b>62.1%</b>
<b>4600 · REPAIRS AND MAINTENANCE</b>			
4610 · Building Repairs	4,356.99	14,583.31	29.9%
4620 · Building Supplies	2,366.38	10,416.69	22.7%
4625 · Equip Inspections/Maint.	290.00	1,250.00	23.2%
4640 · Maintenance			
4640-02 · Contract Renewals	3,606.00	2,916.69	123.6%
4640-03 · Regular Maintenance	0.00	0.00	0.0%
<b>Total 4640 · Maintenance</b>	<b>3,606.00</b>	<b>2,916.69</b>	<b>123.6%</b>
4645 · Landscaping	0.00	0.00	0.0%
4650 · Unexpected Repairs	0.00	0.00	0.0%
4660 · Capital Improvement Projects	0.00	4,701.25	0.0%
<b>Total 4600 · REPAIRS AND MAINTENANCE</b>	<b>10,619.37</b>	<b>33,867.94</b>	<b>31.4%</b>
<b>4700 · OFFICE</b>			
4710 · Office Supplies	241.95	1,875.00	12.9%
4721 · Credit Card Fees (Bank Charges)	427.31	1,250.00	34.2%
4722 · Permits	0.00	300.00	0.0%
4725 · Water Cooler	58.75	62.50	94.0%
4745 · Postage	0.00	125.00	0.0%
4750 · Dues and Subscriptions	179.00	625.00	28.6%
4751 · Advertising/Marketing	0.00	1,500.00	0.0%
4765 · Computer Supplies	556.34	208.31	267.1%
4775 · Continuing Education	0.00	350.00	0.0%
<b>Total 4700 · OFFICE</b>	<b>1,463.35</b>	<b>6,295.81</b>	<b>23.2%</b>

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Accrual Basis

## Edmond Town Hall - Board of Managers

## Profit &amp; Loss Budget vs. Actual

July through November 2020

	Jul - Nov 20	Budget	% of Budget
<b>4800 · BUILDING EXPENSES</b>			
4810 · Equipment	1,608.88	1,250.00	128.7%
4815 · Building Supplies	0.00	0.00	0.0%
4820 · Alexandria Room Supplies	0.00	0.00	0.0%
4825 · Bar/Liquor Items	0.00	2,500.00	0.0%
4870 · Seasonal Items	40.00	83.31	48.0%
4880 · Marketing Expense	0.00	0.00	0.0%
4885 · THR Birthday/Meeting Expenses	60.44	208.31	29.0%
4886 · Special Events (Non ETH Spons)	0.00	6,250.00	0.0%
4888 · Live Events (ETH Sponsored)	-3,925.00		
4890 · Other	0.00	0.00	0.0%
4800 · BUILDING EXPENSES - Other	0.00	0.00	0.0%
<b>Total 4800 · BUILDING EXPENSES</b>	<b>-2,215.68</b>	<b>10,291.62</b>	<b>-21.5%</b>
<b>4900 · SPECIAL PROJECTS</b>			
4953 · Theatre Revitalization Project			
4953-01 · Duane Langenwalter	0.00	0.00	0.0%
4953 · Theatre Revitalization Project - Other	0.00	0.00	0.0%
<b>Total 4953 · Theatre Revitalization Project</b>	<b>0.00</b>	<b>0.00</b>	<b>0.0%</b>
4971 · Office Renovations	0.00	0.00	0.0%
4982 · Theatre Improvements	1,250.00	0.00	100.0%
4986 · Security Cameras - THR	0.00	0.00	0.0%
<b>Total 4900 · SPECIAL PROJECTS</b>	<b>1,250.00</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 4000 · BUILDING EXPENSES</b>	<b>128,694.59</b>	<b>189,898.57</b>	<b>67.8%</b>
<b>7000 · THEATRE EXPENSES</b>			
7100 · FILMS			
7105 · FILM RENTALS	12,599.00	16,666.69	75.6%
7110 · Film Transport	0.00	416.69	0.0%
<b>Total 7100 · FILMS</b>	<b>12,599.00</b>	<b>17,083.38</b>	<b>73.8%</b>
<b>7200 · CONCESSIONS</b>			
7210 · Snacks	2,323.22	6,250.00	37.2%
7220 · Popcorn	2,004.64	4,166.69	48.1%
7230 · Beverages	1,407.79	4,166.69	33.8%
7270 · Paper Products	589.49	1,250.00	47.2%
7200 · CONCESSIONS - Other	0.00	0.00	0.0%
<b>Total 7200 · CONCESSIONS</b>	<b>6,325.14</b>	<b>15,833.38</b>	<b>39.9%</b>
<b>7300 · SALES AND USE TAX</b>	<b>873.00</b>	<b>2,500.00</b>	<b>34.9%</b>
<b>7400 · SALARIES</b>			
7410 · Payroll-MGT-Theatre	16,151.22	19,441.25	83.1%
7420 · Payroll-TKT	3,736.26	3,916.69	95.4%
7430 · Payroll-PRJ	10,722.24	3,333.31	321.7%
7440 · Payroll-CON	6,126.12	10,416.69	58.8%
7450 · Payroll - THR Inventory	2,929.57	1,666.69	175.8%
<b>Total 7400 · SALARIES</b>	<b>39,665.41</b>	<b>38,774.63</b>	<b>102.3%</b>
<b>7500 · Employer FICA &amp; Med.-THEA</b>	<b>3,059.41</b>	<b>2,714.19</b>	<b>112.7%</b>
<b>7600 · ADVERTISING</b>			
7601 · Advertising Expense	161.48	4,166.69	3.9%
7602 · Screen Advertising Commission	987.75	1,666.69	59.3%
7603 · Screen Advertising Expenses	0.00	208.31	0.0%
<b>Total 7600 · ADVERTISING</b>	<b>1,149.23</b>	<b>6,041.69</b>	<b>19.0%</b>

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Accrual Basis

**Edmond Town Hall - Board of Managers**  
**Profit & Loss Budget vs. Actual**  
 July through November 2020

	Jul - Nov 20	Budget	% of Budget
<b>7700 · OUTSIDE SERVICES</b>			
7710 · SECURITY	0.00	0.00	0.0%
7720 · Maintenance / Support Contracts	0.00	2,083.31	0.0%
7725 · Drive-In Support	17,818.74		
7700 · OUTSIDE SERVICES - Other	0.00	0.00	0.0%
<b>Total 7700 · OUTSIDE SERVICES</b>	<b>17,818.74</b>	<b>2,083.31</b>	<b>855.3%</b>
<b>7900 · OTHER EXPENSES</b>			
7910 · SUPPLIES	319.42	0.00	100.0%
7950 · EQUIPMENT	366.74	0.00	100.0%
7980 · Sunday Cinema Series	0.00	0.00	0.0%
7990 · OTHER EXPENSE	52.50		
<b>Total 7900 · OTHER EXPENSES</b>	<b>738.66</b>	<b>0.00</b>	<b>100.0%</b>
<b>Total 7000 · THEATRE EXPENSES</b>	<b>82,228.59</b>	<b>85,030.58</b>	<b>96.7%</b>
<b>Total Expense</b>	<b>210,923.18</b>	<b>274,929.15</b>	<b>76.7%</b>
<b>Net Ordinary Income</b>	<b>7,171.76</b>	<b>54,447.04</b>	<b>13.2%</b>
<b>Net Income</b>	<b>7,171.76</b>	<b>54,447.04</b>	<b>13.2%</b>