

**DBIA Services
Financial Report
January 2024 YTD**

Income:

Income variances are based on timing of billing to City for MID, BRV and Downtown Activation Plan funds. No major variances projected for year end forecast. Have not drawn Parks partner funding yet (line 4130).

Expenses:

Open ambassador positions are being filled at a pace that supports proper training and improved retention; we hired 25 people in January and turnover remains down year over year. We currently have 36 more ambassadors on staff than same time last year (148 vs 112). We have ramped up spending in Security and Program Services (contract pressure washing) to utilize savings from open positions to date.

Forecast:

We are working with managers to finalize detailed reforecasts for year end. At this point, we are forecasting significant savings in wages and benefits reflecting the year to date savings, and reallocating most of that to additional contract pressure washing and security patrols.



DBIA Services
Statement of Revenue & Expenses
July - January 2024

	Monthly			YTD			Full Year		
	Actual - Current & Previous Months			Actual	Budget	Variance	Forecast	Budget	Variance
	Jan 24	Dec 23	Nov 23	7/1/23 - 1/31/24			7/1/23 - 6/30/24		
INCOME									
4000 - Assessments	1,243,844	2,023,468	1,254,503	11,230,797	12,396,933	(1,166,136)	18,257,704	18,257,704	-
4010 - Voluntary		59,670	9,144	105,388	120,750	(15,362)	207,000	207,000	-
4120 - Donor Unrestricted Partner Funding		10,000		20,000		20,000			-
4130 - Donor Restricted Partner Funding					175,000	(175,000)	300,000	300,000	-
4400 - Sponsorship	22,500	46,500	20,355	202,000	257,500	(55,500)	267,500	267,500	-
4700 - Private Fees for Services	-13,912	16,791	260,088	125,122	180,151	(55,029)	298,112	298,112	-
4720 - Public Fees for Services	297,876	53,122		670,455	1,014,320	(343,865)	2,159,310	2,159,310	-
49xx - Other Income				132	-	132			-
Total Income	1,550,308	2,209,551	1,544,090	12,353,894	14,144,654	(1,790,760)	21,489,626	21,489,626	-
EXPENSES									
Salaries/Benefits									
5000 - Salaries Management	175,276	192,074	174,827	1,332,363	1,370,957	38,594	2,525,023	2,525,023	-
5010 - Benefits Management	21,863	21,099	20,864	149,412	164,655	15,243	289,450	289,450	-
5020 - 401k Management	6,981	6,080	6,072	45,337	64,759	19,422	112,255	112,255	-
5030 - Salaries Line Staff	485,209	523,407	458,973	3,599,475	4,328,083	728,608	7,146,286	7,526,286	380,000
5040 - Benefits Line Staff	127,734	102,192	107,291	786,765	1,071,269	284,504	1,670,086	1,855,086	185,000
5050 - 401k Line Staff	4,277	3,965	4,484	34,577	54,268	19,691	94,079	94,079	-
5060 - Payroll Taxes	81,697	84,234	74,466	605,731	762,435	156,704	1,319,814	1,354,814	35,000
Total 500 - Salaries/Benefits	903,037	933,051	846,977	6,553,660	7,816,426	1,262,766	13,156,993	13,756,993	600,000
Professional Services									
6000 - Accounting Services		10,684		10,684	11,500	816	11,500	11,500	-
6010 - Consulting Services			500	64,500	74,956	10,456	78,500	78,500	-
6030 - IT Support / Websites/ Domains	25,751	34,630	22,169	181,611	178,886	(2,725)	309,166	309,166	-
6040 - Legal	-	153,684	153,684	0	0	-	0	0	-
6050 - Management Services	153,698			1,075,807	1,075,793	(14)	1,844,213	1,844,213	-
6060 - Payroll Services	4,865	4,996	3,481	28,378	22,750	(5,628)	39,000	39,000	-
6070 - Temp Staffing				0	40,960	40,960	60,960	60,960	-
6100 - Other Prof Services	2,192	58	2,351	8,144	21,420	13,276	36,720	36,720	-
Total 600 - Professional Services	186,506	204,052	182,185	1,369,124	1,426,265	57,141	2,380,059	2,380,059	-
General & Administrative									
7000 - Bank / Credit Card Fees	65	746	1,375	3,467	66,982	63,515	8,125	8,125	-
7010 - Computers / Technology				4,355	9,624	5,269	16,500	16,500	-
7020 - Dues / Subscriptions	229	87	95	3,261	12,723	9,462	22,215	22,215	-
7030 - Employee Recognition	6,656	10,741	7,688	44,212	54,740	10,528	80,250	80,250	-
7040 - Insurance	9,103	9,103	9,103	63,721	47,898	(15,823)	82,116	82,116	-
7050 - Leasing & Maint	1,393	1,503	1,351	8,983	10,500	1,517	18,000	18,000	-
7060 - Licenses & Permits		1,976	798	6,010	3,500	(2,510)	5,400	5,400	-
7070 - Meeting & Board Exp	3,049	698	1,414	19,288	20,409	1,121	32,450	32,450	-
7080 - Misc				270	290	20	500	500	-
7100 - Maintenance & Repairs Office		80	76	1,936	2,947	1,011	5,050	5,050	-
7110 - Office Supplies	4,051	2,698	2,515	21,510	17,500	(4,010)	30,000	30,000	-
7120 - Postage & Delivery		45		70	181	111	300	300	-
7130 - Printing	62	2,111	143	3,696	4,155	459	7,200	7,200	-
7140 - Recruitment Staff	1,439	3,206	852	15,042	21,942	6,900	37,250	37,250	-
7150 - Rent / Storage	36,249	36,282	36,249	253,707	262,759	9,052	450,444	450,444	-
7160 - Tax Expense	10,426	5	6,105	22,202	29,233	7,031	49,149	49,149	-
7170 - Telephone Expense	12,554	15,081	10,722	79,467	88,095	8,628	151,020	151,020	-
7180 - Training	4,673	1,800	1,840	34,778	41,290	6,512	61,500	61,500	-
7190 - Travel	0		431	20,792	29,090	8,298	29,500	29,500	-
7900 - Bad Debt						-			-
Total 700 - General & Administrative	89,949	86,162	80,757	606,767	723,858	117,091	1,086,969	1,086,969	-

	Monthly			YTD			Full Year		
	Actual - Current & Previous Months			Actual	Budget	Variance	Forecast	Budget	Variance
	Jan 24	Dec 23	Nov 23	7/1/23 - 1/31/24			7/1/23 - 6/30/24		
Program Expenses									
8000 · Activation	31,799	256,975	65,347	959,172	1,142,222	183,050	1,602,640	1,602,640	-
8010 · Equipment - Programs	19,672	12,599	19,740	152,437	132,650	(19,787)	223,900	223,900	-
8020 · Marketing & Promo *In Oct exp moved to St	5,756	37,021	2,459	84,933	142,507	57,574	180,000	180,000	-
8030 · Outreach	2,993	(208)	4,039	19,014	35,000	15,986	60,000	60,000	-
8040 · Radios	0		2,216	6,530	14,585	8,055	25,000	25,000	-
8050 · Leasing / Rentals	2,618	152,751	1,360	175,120	245,000	69,880	245,000	245,000	-
8060 · Security	203,357	302,269	210,074	1,410,529	1,354,588	(55,941)	2,545,000	2,295,000	(250,000)
8070 · Services - Program	42,942	129,971	56,492	507,378	416,250	(91,128)	787,000	587,000	(200,000)
8080 · Supplies - Programs	18,528	36,787	24,725	166,040	203,970	37,930	331,800	331,800	-
8090 · Trash Removal / Water Clean-up	6,712	48,631	25,582	179,689	267,500	87,811	430,000	430,000	-
8100 · Uniforms	4,901	6,682	13,104	60,519	62,257	1,738	122,030	122,030	-
8190 · Other Program Exp	89	2,810	265	6,471	6,459	(12)	7,500	7,500	-
Total 800 · Program Expenses	339,367	986,288	425,403	3,727,832	4,022,988	295,156	6,559,870	6,109,870	(450,000)
9000 - Depreciation	31,450		8,769	96,511	215,117	118,606	368,765	368,765	-
Total Expense	1,550,309	2,209,553	1,544,091	12,353,894	14,204,654	1,850,760	23,552,656	23,702,656	150,000
Change in Net Assets	-	-	-	-	(60,000)	60,000	(2,063,030)	(2,213,030)	150,000

YTD Actual Expenses by program	\$	%
Cleaning program	4,088,274	33.1%
Community, Safety, Hospitality & Outreach	1,973,197	16.0%
Public Space, PRO & Events	1,972,423	16.0%
Westlake & Occidental Parks	1,198,402	9.7%
Economic Development	277,318	2.2%
Communications	284,629	2.3%
Parking & Transportation	151,666	1.2%
Downtown Activation Plan	249,672	2.0%
Operations	1,543,572	12.5%
Management	614,741	5.0%
		0.0%
	12,353,894	100.0%

FUND BALANCE SUMMARY	
Uncommitted DBIA Services Fund balance @ 6/30/23	1,965,454
Uncommitted City Held Fund balance @ 6/30/23	2,636,338
Total Fund Balance @ 6/30/23	4,601,792
Forecast net gain/loss @ 6/30/24	(2,063,030)
add back depreciation	368,765
COMMITTED FUNDS SUMMARY	
Less: Fund Reserve Policy-Operating expenses 9%	(1,496,162)
Less: Increase in Fixed assets	(282,500)
FORECAST UNCOMMITTED FUND BALANCE June 2024	1,128,865

DBIA Services

Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	better/(worse) than budget	
Ordinary Income/Expense				
Income				
Contribution Income				
4000 · Assessments	11,230,797	12,396,933	(1,166,136)	Timing; reimbursement based on actual exp
4010 · Voluntary	105,388	120,750	(15,362)	Timing of payments
4120 · Part Fund Unrestricted	20,000			Donation from MID supporter
4130 · Part Fund- Donor Restricted	0	175,000	(175,000)	Timing of request to core funders
4400 · Sponsorship	202,000	257,500	(55,500)	Holiday and DSS
4600 · Interest Income	112	0	112	
4630 · Reserve	0	0	0	
Contribution Income - Other	0	0	0	
Total Contribution Income	11,558,297	12,950,183	(1,391,886)	
Fees for Services Taxable				
4700 · Private Fees for Services	125,122	180,151	(55,029)	Timing 2+U, McGraw and SPD patrols
4720 · Public Fees for Services	670,455	1,014,320	(343,865)	Timing of BRV, DAP funding from City in process (will be collected as billed);
4900 · Misc Income	20			
Total Fees for Services Taxable	795,597	1,194,471	(398,874)	
Total Income	12,353,894	14,144,654	(1,790,760)	
Expense				
Salaries/Benefits				
5000 · Salaries Management	1,332,363	1,370,957	38,594	Open position Ec Dev, HR (both now filled)
5010 · Benefits Management	149,412	164,655	15,243	
5011 · Transit Mgmt	0	0	0	
5020 · 401k Retirement Management	45,337	64,759	19,422	
5030 · Salaries Line Staff	3,599,475	4,328,083	728,608	Ambassador Open position, turnover
5040 · Benefits Line Staff	786,765	1,071,269	284,504	
5041 · Transit Ambassadors	0	0	0	
5050 · 401k Retirement Line Staff	34,577	54,268	19,691	
5060 · Payroll Taxes	605,731	762,435	156,704	
Total Salaries/Benefits	6,553,660	7,816,426	1,262,766	
Professional Services				
6000 · Accounting	10,684	11,500	816	
6010 · Consulting	64,500	74,956	10,456	BRV Expenses
6030 · IT Support / Websites/ Domains	181,611	178,886	(2,725)	
6050 · Management Services	1,075,807	1,075,793	(14)	
6060 · Payroll Services	28,378	22,750	(5,628)	
6070 · Temp Staffing	0	40,960	40,960	DSS interns reflected in 5000; no Uplift staffing
6100 · Other Prof Services	8,144	21,420	13,276	Ascensus 401k fees lower than budgeted, timing
Total Professional Services	1,369,124	1,426,265	57,141	

DBIA Services

Profit & Loss Budget vs. Actual

July 2023 through January 2024

	Jul '23 - Jan 24	Budget	better/(worse) than budget	
General & Administrative				
7000 · Bank / Credit Card Fees	3,467	6,982	3,515	
7010 · Computers / Technology	4,355	9,624	5,269	
7020 · Dues / Subscriptions	3,261	12,723	9,462	Timing vs budget spread
7030 · Employee Recognition	44,212	54,740	10,528	Timing of events
7040 · Insurance	63,721	47,898	(15,823)	Cyberpolicy, renewals higher than budgeted
7050 · Leasing & Maint	8,983	10,500	1,517	
7060 · Licenses & Permits	6,010	3,500	(2,510)	
7070 · Meeting & Board Exp	19,288	20,409	1,121	
7080 · Misc	270	290	20	
7100 · Maintenance & Repairs Office	1,936	2,947	1,011	
7110 · Office Supplies	21,510	17,500	(4,010)	
7120 · Postage & Delivery	70	181	111	
7130 · Printing	3,696	4,155	459	
7140 · Recruitment Staff	15,042	21,942	6,900	more partner referrals at no cost
7150 · Rent / Storage	253,707	262,759	9,052	CAM less than budgeted
7160 · Tax Expense	22,202	29,233	7,031	Timing of FFS income,/ relate B&O tax
7170 · Telephone Expense	79,467	88,095	8,628	Timing vs budget spread
7180 · Training	34,778	41,290	6,512	Timing vs budget spread
7190 · Travel	20,792	29,090	8,298	Timing vs budget spread
Total General & Administrative	606,767	663,858	57,091	
Program Expenses				
8000 · Activation	959,172	1,142,222	183,050	Timing - dependent on activation projects
8010 · Equipment - Programs	152,437	132,650	(19,787)	Timin of parts purchase, ATLV repairs
8020 · Marketing & Promotions	84,933	142,507	57,574	Timing - dependent on activation schedules
8030 · Outreach	19,014	35,000	15,986	Timing- depends on needed services
8040 · Radios	6,530	14,585	8,055	
8050 · Leasing / Rentals	175,120	245,000	69,880	Timing - dependent on activation schedules Seasonal coverage for holidays; more robust scheduling / offset wage savings
8060 · Security / SPD	1,410,529	1,354,588	(55,941)	Increased contract pressure washing of alleys (offsetting open positions); Holiday spending
8070 · Services - Program	507,378	416,250	(91,128)	Timing - dependent on activation schedules
8080 · Supplies - Programs	166,040	203,970	37,930	Timing of invoices, less leaf pick-up expense
8090 · Trash Removal / Water Clean-up	179,689	267,500	87,811	
8100 · Uniforms	60,519	62,257	1,738	
8190 · Other Program Exp	6,471	6,459	(12)	
Total Program Expenses	3,727,832	4,022,988	(295,156)	
9901 · Depreciation	96,511	215,117	118,606	Timing of budgeted remodel
Total Expense	12,353,894	14,144,654	(1,790,760)	
Net Income	0	0	0	

DBIA Services
 Profit & Loss Budget vs. Actual
 July 2023 - January 2024

	YTD TOTAL		Clean		Community, Safety, Hospitality & Outreach		Westlake & Occidental		Public Space & Events		Econ Dev		Communications		Parking & Transp		Downtown Activation Plan		Ops & Mgmt			
	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget		
Ordinary Income/Expense																						
Income																						
4000 - Assessments	11,230,797	12,396,933																	11,230,797	12,396,933		
4010 - Voluntary	105,388	120,750																	105,388	120,750		
4130 - Donor Restricted /Unrestricted Funding	20,000	175,000						175,000											20,000			
4400 - Sponsorship	202,000	257,500					42,000	10,000	160,000	247,500												
4700 - Private Fees for Services	125,122	180,151	4,356	5,082	46,601	95,900	26,476	29,169	47,689	50,000												
4720 - Public Fees fo Services	670,455	1,014,320	52,075	54,155	0	25,085	145,838	145,830	239,250	226,750					233,292	562,500						
49xx - Other Income	132	0																	132			
Total Income	12,353,894	14,144,654	56,431	59,237	46,601	120,985	214,314	359,999	446,939	524,250	0	0	0	0	0	0	233,292	562,500	0	0	11,356,317	12,517,683
Expense																						
500 - Salaries/Benefits	6,553,661	7,816,426	3,273,480	3,597,349	727,885	940,196	725,522	1,029,508	621,078	665,701	210,412	328,413	243,841	269,721			143,726	483,000			607,717	502,538
600 - Professional Services	1,369,124	1,426,265	40,868	72,485	6,676	5,075			60,140	1,212,635	7,549		10,692	10,647							1,243,199	125,423
700 - General & Administrative	606,767	663,858	185,916	203,230	50,547	59,039	20,623	15,086	35,118	42,059	9,357	18,826	4,824	10,915			5,079	17,500			295,303	297,203
800 - Program Expenses	3,727,830	4,022,988	530,986	563,085	1,188,089	1,124,065	452,257	481,338	1,226,531	1,297,192	50,000	62,300	25,272	29,169	151,666	151,669	100,867	313,585			2,162	585
910 - Depreciation Expense	96,512	215,117	57,024	69,797		9,114			101,110	29,556	1,001										9,932	34,095
Total Expense	12,353,894	14,144,654	4,088,274	4,505,946	1,973,197	2,137,489	1,198,402	1,627,042	1,972,423	3,218,588	277,318	409,539	284,629	320,452	151,666	151,669	249,672	814,085	0	0	2,158,313	959,844
Net Income	0	0	(4,031,843)	(4,446,709)	(1,926,596)	(2,016,504)	(984,088)	(1,267,043)	(1,525,484)	(2,694,338)	(277,318)	(409,539)	(284,629)	(320,452)	(151,666)	(151,669)	(16,380)	(251,585)	0	0	9,198,004	11,557,839