

**DBIA Services  
Financial Report  
October 2023**

**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.

**Expenses:**

Wage and benefit savings from open ambassador positions. Recruiting efforts continue. Some expense savings in Security based on SPD staffing shortages (for budgeted supplemental patrols). Timing variances for some line items based on even scheduling and supply purchases. No major variance projected for year end forecast, however, we plan to reallocate some savings (\$200K) from wages and benefits savings toward contract services for additional pressure washing in high-need alleys throughout downtown.

DBIA Services  
Statement of Revenue & Expenses  
July - October 2023

	Monthly			YTD			Full Year		
	Actual - Current & Previous Months			Actual	Budget	Variance	Forecast	Budget	Variance
	October 23	Sept 23	Aug 23	7/1/23 - 10/31/23			7/1/23 - 6/30/24		
<b>INCOME</b>									
4000 · Assessments	1,537,742	1,871,587	1,599,905	6,709,899	7,490,013	(780,114)	18,257,704	18,257,704	-
4010 · Voluntary	9,143	16,459	10,972	36,574	69,000	(32,426)	207,000	207,000	-
4120 · Donor Unrestricted Partner Funding				10,000	-	10,000			-
4130 · Donor Restricted Partner Funding					100,000	(100,000)	300,000	300,000	-
4400 · Sponsorship	42,500	20,500	22,500	110,500	152,500	(42,000)	267,500	267,500	-
4700 · Private Fees for Services	30,737	30,193	32,390	124,388	110,372	14,016	298,112	298,112	-
4720 · Public Fees for Services	8,333	34,371	8,333	59,370	307,741	(248,371)	2,159,310	2,159,310	-
49xx · Other Income	67	103		132	-	132			-
<b>Total Income</b>	<b>1,628,522</b>	<b>1,973,213</b>	<b>1,674,100</b>	<b>7,050,863</b>	<b>8,229,626</b>	<b>(1,178,763)</b>	<b>21,489,626</b>	<b>21,489,626</b>	<b>-</b>
<b>EXPENSES</b>									
<b>Salaries/Benefits</b>									
5000 · Salaries Management	173,226	272,874	175,562	790,187	820,366	30,179	2,525,023	2,525,023	-
5010 · Benefits Management	21,442	21,361	22,559	87,716	93,130	5,414	289,450	289,450	-
5020 · 401k Management	5,973	8,903	5,826	26,205	38,859	12,654	112,255	112,255	-
5030 · Salaries Line Staff	465,222	705,586	469,262	2,131,886	2,599,649	467,763	7,396,286	7,526,286	130,000
5040 · Benefits Line Staff	100,938	120,653	110,342	448,481	603,272	154,791	1,795,086	1,855,086	60,000
5050 · 401k Line Staff	4,858	7,374	4,739	21,850	32,559	10,709	94,079	94,079	-
5060 · Payroll Taxes	84,156	119,629	79,461	365,334	454,112	88,778	1,344,814	1,354,814	10,000
<b>Total 500 · Salaries/Benefits</b>	<b>855,815</b>	<b>1,256,380</b>	<b>867,751</b>	<b>3,871,659</b>	<b>4,641,947</b>	<b>770,288</b>	<b>13,556,993</b>	<b>13,756,993</b>	<b>200,000</b>
<b>Professional Services</b>									
6000 · Accounting Services	0	0	0	0	0	-	11,500	11,500	-
6010 · Consulting Services	2,500	500	30,500	64,000	72,832	8,832	78,500	78,500	-
6030 · IT Support / Websites/ Domains	20,371	28,157	21,555	99,061	102,221	3,160	309,166	309,166	-
6040 · Legal	0	0	0	0	0	-	0	0	-
6050 · Management Services	153,684	153,684	153,684	614,740	614,740	-	1,844,213	1,844,213	-
6060 · Payroll Services	4,270	3,753	3,651	15,036	13,000	(2,036)	39,000	39,000	-
6070 · Temp Staffing	0	0	0	0	28,960	28,960	60,960	60,960	-
6100 · Other Prof Services	1,473	589	1,422	3,542	12,240	8,698	36,720	36,720	-
<b>Total 600 · Professional Services</b>	<b>182,298</b>	<b>186,683</b>	<b>210,812</b>	<b>796,379</b>	<b>843,993</b>	<b>47,614</b>	<b>2,380,059</b>	<b>2,380,059</b>	<b>-</b>
<b>General &amp; Administrative</b>									
7000 · Bank / Credit Card Fees	21	699	56	1,281	5,307	4,026	8,125	8,125	-
7010 · Computers / Technology	0	4,355	0	4,355	5,499	1,144	16,500	16,500	-
7020 · Dues / Subscriptions	793	80	896	2,850	7,185	4,335	22,215	22,215	-
7030 · Employee Recognition	5,070	4,443	3,879	19,128	28,427	9,299	80,250	80,250	-
7040 · Insurance	9,103	9,103	9,103	36,412	27,369	(9,043)	82,116	82,116	-
7050 · Leasing & Maint	1,351	1,395	1,351	4,737	6,000	1,263	18,000	18,000	-
7060 · Licenses & Permits	1,110	664	-172	3,236	2,000	(1,236)	5,400	5,400	-
7070 · Meeting & Board Exp	6,190	4,271	2,615	14,127	10,796	(3,331)	32,450	32,450	-
7080 · Misc	20	0	230	270	164	(106)	500	500	-
7100 · Maintenance & Repairs Office	1,170	259	0	1,780	1,684	(96)	5,050	5,050	-
7110 · Office Supplies	2,669	2,907	3,070	12,246	10,000	(2,246)	30,000	30,000	-
7120 · Postage & Delivery	0	25	0	25	102	77	300	300	-
7130 · Printing	918	63	146	1,380	2,378	998	7,200	7,200	-
7140 · Recruitment Staff	1,285	1,357	1,697	9,546	12,754	3,208	37,250	37,250	-
7150 · Rent / Storage	36,282	33,115	37,748	144,927	150,148	5,221	450,444	450,444	-
7160 · Tax Expense	3,256	1,406	0	5,522	17,284	11,762	49,149	49,149	-
7170 · Telephone Expense	8,561	11,710	11,776	41,109	50,340	9,231	151,020	151,020	-
7180 · Training	15,050	3,778	4,300	26,409	29,165	2,756	61,500	61,500	-
7190 · Travel	18,451	565	224	20,355	28,844	8,489	29,500	29,500	-
7900 · Bad Debt	0	0	0			-			-
<b>Total 700 · General &amp; Administrative</b>	<b>111,300</b>	<b>80,195</b>	<b>76,919</b>	<b>349,695</b>	<b>395,446</b>	<b>45,751</b>	<b>1,086,969</b>	<b>1,086,969</b>	<b>-</b>

	Monthly			YTD			Full Year		
	Actual - Current & Previous Months			Actual	Budget	Variance	Forecast	Budget	Variance
	October 23	Sept 23	Aug 23	7/1/23 - 10/31/23			7/1/23 - 6/30/24		
<b>Program Expenses</b>									
8000 · Activation	69,002	121,028	155,677	605,051	717,976	112,925	1,602,640	1,602,640	-
8010 · Equipment - Programs	39,015	24,964	18,027	100,426	77,925	(22,501)	223,900	223,900	-
8020 · Marketing & Promo *In Oct exp moved to Sv	(21,096)	16,986	31,927	39,697	80,004	40,307	180,000	180,000	-
8030 · Outreach	2,835	6,008	3,232	12,190	20,000	7,810	60,000	60,000	-
8040 · Radios	193	471	475	4,314	8,336	4,022	25,000	25,000	-
8050 · Leasing / Rentals	17,142	1,250	0	18,392	10,000	(8,392)	245,000	245,000	-
8060 · Security	217,961	160,264	157,713	694,828	752,336	57,508	2,295,000	2,295,000	-
8070 · Services - Program	72,443	56,968	63,512	278,659	254,800	(23,859)	787,000	587,000	(200,000)
8080 · Supplies - Programs	26,905	19,154	21,634	85,314	107,272	21,958	331,800	331,800	-
8090 · Trash Removal / Water Clean-up	27,965	18,742	49,092	98,825	150,000	51,175	430,000	430,000	-
8100 · Uniforms	10,193	9,970	3,114	35,832	43,334	7,502	122,030	122,030	-
8190 · Other Program Exp	2,479	78	140	3,309	3,332	23	7,500	7,500	-
<b>Total 800 · Program Expenses</b>	<b>465,037</b>	<b>435,883</b>	<b>504,543</b>	<b>1,976,837</b>	<b>2,225,315</b>	<b>248,478</b>	<b>6,309,870</b>	<b>6,109,870</b>	<b>(200,000)</b>
9000 - Depreciation	14,073	14,073	14,073	56,292	122,926	66,634	368,765	368,765	-
<b>Total Expense</b>	<b>1,628,523</b>	<b>1,973,214</b>	<b>1,674,098</b>	<b>7,050,862</b>	<b>8,229,627</b>	<b>1,178,765</b>	<b>23,702,656</b>	<b>23,702,656</b>	<b>-</b>
<b>Change in Net Assets</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>(2,213,030)</b>	<b>(2,213,030)</b>	<b>-</b>

YTD Actual Expenses by program	\$	%
Cleaning program	2,437,807	34.6%
Community, Safety, Hospitality & Outreach	1,257,832	17.8%
Public Space, PRO & Events	1,075,498	15.3%
Westlake & Occidental Parks	614,390	8.7%
Economic Development	150,326	2.1%
Communications	183,886	2.6%
Parking & Transportation	86,668	1.2%
Downtown Activation Plan	-	0.0%
Operations	629,714	8.9%
Management	614,741	8.7%
	0.0%	
	<b>7,050,862</b>	<b>100.0%</b>

<b>FUND BALANCE SUMMARY</b>	
Uncommitted DBIA Services Fund balance @ 6/30/23	1,965,454
Uncommitted City Held Fund balance @ 6/30/23	2,636,338
<b>Total Fund Balance @ 6/30/23</b>	<b>4,601,792</b>
Forecast net gain/loss @ 6/30/24	(2,213,030)
add back depreciation	368,765
<b>COMMITTED FUNDS SUMMARY</b>	
Less: Fund Reserve Policy-Operating expenses 9%	(1,532,162)
Less: Increase in Fixed assets	(282,500)
<b>FORECAST UNCOMMITTED FUND BALANCE June 2024</b>	<b>942,865</b>

DBIA Services  
Profit & Loss Budget vs. Actual  
July through October 2023

	Jul - Oct 23	Budget	better/(worse) than budget	
<b>Income</b>				
<b>Contribution Income</b>				
4000 · Assessments	6,709,899	7,490,013	(780,114)	Timing: reimbursement based on actual exp
4010 · Voluntary	36,574	69,000	(32,426)	Timing - 4 out of 5 paid
4120 · Part Fund Unrestricted	10,000			Donation from MID supporter
4130 · Part Fund- Donor Restricted	0	100,000	(100,000)	Timing of request to core funders
4400 · Sponsorship	110,500	152,500	(42,000)	DSS timing year to year shift
4600 · Interest Income	112	0	112	
Contribution Income - Other	0	0	0	
<b>Total Contribution Income</b>	<b>6,867,085</b>	<b>7,811,513</b>	<b>(944,428)</b>	
<b>Fees for Services Taxable</b>				
4700 · Private Fees for Services	124,388	110,372	14,016	McGraw Square permit - not originally budgeted
4720 · Public Fees for Services	59,370	307,741	(248,371)	Timing of BRV, DAP funding from City in process;
4900 · Misc. Income	20			
<b>Total Fees for Services Taxable</b>	<b>183,778</b>	<b>418,113</b>	<b>(234,335)</b>	
<b>Total Income</b>	<b>7,050,863</b>	<b>8,229,626</b>	<b>(1,178,763)</b>	
<b>Expense</b>				
<b>Salaries/Benefits</b>				
5000 · Salaries Management	790,187	820,366	30,179	Open position Ec Dev, HR (both now filled)
5010 · Benefits Management	87,716	93,130	5,414	
5011 · Transit Mgmt	0	0	0	
5020 · 401k Retirement Management	26,205	38,859	12,654	
5030 · Salaries Line Staff	2,131,886	2,599,649	467,763	Open positions
5040 · Benefits Line Staff	448,481	603,272	154,791	
5041 · Transit Ambassadors	0	0	0	
5050 · 401k Retirement Line Staff	21,850	32,559	10,709	
5060 · Payroll Taxes	365,334	454,112	88,778	
<b>Total Salaries/Benefits</b>	<b>3,871,659</b>	<b>4,641,947</b>	<b>770,288</b>	
<b>Professional Services</b>				
6000 · Accounting	0	0	0	
6010 · Consulting	64,000	72,832	8,832	
6030 · IT Support / Websites/ Domains	99,061	102,221	3,160	
6050 · Management Services	614,741	614,740	(1)	
6060 · Payroll Services	15,036	13,000	(2,036)	
6070 · Temp Staffing	0	28,960	28,960	Temp Clean hiring slow, DSS intern in wages
6100 · Other Prof Services	3,542	12,240	8,698	Ascensus fees lower than budgeted
<b>Total Professional Services</b>	<b>796,380</b>	<b>843,993</b>	<b>47,613</b>	

<b>General &amp; Administrative</b>			
7000 · Bank / Credit Card Fees	1,281	5,307	4,026
7010 · Computers / Technology	4,355	5,499	1,144
7020 · Dues / Subscriptions	2,850	7,185	4,335
7030 · Employee Recognition	19,128	28,427	9,299
			Timing of events
			Cyberpolicy, renewals higher than
7040 · Insurance	36,412	27,369	(9,043)
			budgeted
7050 · Leasing & Maint	4,737	6,000	1,263
7060 · Licenses & Permits	3,236	2,000	(1,236)
7070 · Meeting & Board Exp	14,127	10,796	(3,331)
			All hands meetings
7080 · Misc.	270	164	(106)
7100 · Maintenance & Repairs Office	1,780	1,684	(96)
7110 · Office Supplies	12,246	10,000	(2,246)
7120 · Postage & Delivery	25	102	77
7130 · Printing	1,380	2,378	998
7140 · Recruitment Staff	9,546	12,754	3,208
7150 · Rent / Storage	144,927	150,148	5,221
7160 · Tax Expense	5,522	17,284	11,762
			Timing of FFS income, B&O tax
7170 · Telephone Expense	41,109	50,340	9,231
7180 · Training	26,409	29,165	2,756
7190 · Travel	20,355	28,844	8,489
<b>Total General &amp; Administrative</b>	<b>349,695</b>	<b>395,446</b>	<b>45,751</b>
<b>Program Expenses</b>			
8000 · Activation	605,051	717,976	112,925
			Timing - dependent on activation projects
8010 · Equipment - Programs	100,426	77,925	(22,501)
			Timing - dependent on activation
8020 · Marketing & Promotions	39,697	80,004	40,307
			schedules
8030 · Outreach	12,190	20,000	7,810
8040 · Radios	4,314	8,336	4,022
8050 · Leasing / Rentals	18,392	10,000	(8,392)
8060 · Security / SPD	694,828	752,336	57,508
			SPD staffing shortage, unable to fill all
8070 · Services - Program	278,659	254,800	(23,859)
8080 · Supplies - Programs	85,314	107,272	21,958
			Timing
8090 · Trash Removal / Water Clean-up	98,825	150,000	51,175
			timing of invoices
8100 · Uniforms	35,832	43,333	7,501
			Timing
8190 · Other Program Exp	3,309	3,332	23
<b>Total Program Expenses</b>	<b>1,976,837</b>	<b>2,225,314</b>	<b>248,477</b>
9901 · Depreciation	56,292	122,926	66,634
			Timing of capital expenditures
<b>Total Expense</b>	<b>7,050,863</b>	<b>8,229,626</b>	<b>1,178,763</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>0</b>

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

	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	6,709,899	7,490,013																	6,709,899	7,490,013
4010 - Voluntary	36,574	69,000																	36,574	69,000
4130 - Donor Restricted /Unrestricted Funding	10,000	100,000						100,000											10,000	
4400 - Sponsorship	110,500	152,500							17,000	5,000	93,500	147,500								
4700 - Private Fees for Services	124,388	110,372		2,904	18,842	54,800			26,766	16,668	78,780	36,000								
4720 - Public Fees fo Services	59,370	307,741	26,038	27,077		14,336			33,332	83,328		183,000								
49xx - Other Income	132	0																		132
<b>Total Income</b>	<b>7,050,863</b>	<b>8,229,626</b>	<b>26,038</b>	<b>29,981</b>	<b>18,842</b>	<b>69,136</b>	<b>77,098</b>	<b>204,996</b>	<b>172,280</b>	<b>366,500</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6,756,605</b>	<b>7,559,013</b>
Expense																				
500 - Salaries/Benefits	3,871,661	4,641,947	1,954,335	2,186,827	506,694	600,237	405,050	611,120	375,438	395,328	114,423	195,818	160,086	160,460				193,200	355,635	298,957
600 - Professional Services	796,380	853,993	20,378	41,420	4,415	2,900	0	0	60,126	83,460	209		4,837	6,084				10,000	706,415	710,129
700 - General & Administrative	349,693	584,782	106,730	120,000	25,150	37,502	12,809	8,657	17,742	31,707	7,694	12,412	4,462	9,017				199,336	175,106	166,151
800 - Program Expenses	1,976,836	2,025,978	316,216	314,136	721,573	641,841	196,531	297,336	612,396	629,393	28,000	39,600	14,501	16,668	86,668	86,668			951	336
910 - Depreciation Expense	56,292	122,926	40,148	39,884	0	5,208	0	57,778	9,796	572									6,348	19,484
<b>Total Expense</b>	<b>7,050,862</b>	<b>8,229,626</b>	<b>2,437,807</b>	<b>2,702,267</b>	<b>1,257,832</b>	<b>1,287,688</b>	<b>614,390</b>	<b>974,891</b>	<b>1,075,498</b>	<b>1,140,460</b>	<b>150,326</b>	<b>247,830</b>	<b>183,886</b>	<b>192,229</b>	<b>86,668</b>	<b>86,668</b>	<b>0</b>	<b>402,536</b>	<b>1,244,455</b>	<b>1,195,057</b>
<b>Net Income</b>	<b>0</b>	<b>0</b>	<b>(2,411,769)</b>	<b>(2,672,286)</b>	<b>(1,238,990)</b>	<b>(1,218,552)</b>	<b>(537,292)</b>	<b>(769,895)</b>	<b>(903,218)</b>	<b>(773,960)</b>	<b>(150,326)</b>	<b>(247,830)</b>	<b>(183,886)</b>	<b>(192,229)</b>	<b>(86,668)</b>	<b>(86,668)</b>	<b>0</b>	<b>(402,536)</b>	<b>5,512,150</b>	<b>6,363,956</b>