

**REGULAR MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

**Tuesday, January 6, 2015 – 10:00 AM
Staff Conference Room – Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

1. Call to Order
2. Roll Call
3. Approval of Minutes of the Board meeting of December 2, 2014.
4. Review/approval of November 2014 financial report.
5. Update of DBA Executive Director recruitment efforts.
6. Consideration of contract with Steele Wotkyns for chronicling of the FDBIRD through the past calendar year.
7. Approval of an Independent Contract with Brandi Suda for district treasurer services for calendar year 2015.
8. Update on February 25, 2015, Board of Director Election.
9. PUBLIC PARTICIATION

Public Participation enables the public to address the Board about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed.
10. Report of Board of Directors.
11. Adjournment

CERTIFICATE OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at Flagstaff City Hall on _____, at _____ a.m./p.m. in accordance with the statement filed by the Board with the District Clerk.

Dated this ____ day of _____, 2015.

Elizabeth A. Burke, MMC, District Clerk

**REGULAR MEETING OF THE
FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT
AND REVITALIZATION DISTRICT**

**Tuesday, December 2, 2014 – 10:00 AM
Staff Conference Room – Second Floor
Flagstaff City Hall – 211 West Aspen, Flagstaff, Arizona**

MINUTES

1. Call to Order

Chairman VanLandingham called the meeting to order at 10:06 a.m.

2. Roll Call

Members Present:

Members Absent:

Chairman John VanLandingham
Member David Stilley

Member Antoinette Beiser

Others present: District Attorney Dana Kjellgren; District Clerk Elizabeth Burke.

3. Approval of Minutes of the Board meeting of November 4, 2014.

Member Stilley moved to approve the minutes of November 4, 2014; seconded; passed unanimously.

4. Review/approval of October 2014 financial report.

Member Stilley moved to approve the October 2014 financial report; seconded; passed unanimously.

5. Update of DBA Executive Director recruitment efforts.

Chairman VanLandingham reported that there were two finalists in town today for in-person interviews and two “meet and greets.”

6. Consideration of chronicling of the FDBIRD through the past calendar year.

Chairman VanLandingham said that the District has been in legal existence since February; they have had their first tax bill sent out and collected as of October/November and they were coming up quickly on one year in existence. They will soon be having a new election for Board of Director members and he believed it

was prudent to put together a report to chronicle their first year. Additionally, he believed that it was part of the IGA to do a more formal version.

He proposed that they engage someone who could do the legwork and put it together. Ms. Kjellgren suggested that they also review the resolutions as they often include information.

Chairman VanLandingham said that he knew of a gentleman in town that does this sort of work. He had not spoken to him yet, but if the Board agreed he would move forward with contacting him and bringing forth a contract to consider at next month's meeting. Members agreed.

7. Approval of an Independent Contract with Elizabeth A. Burke for district clerk services for calendar year 2015.

Member Stilley moved to approve the Independent Contract Agreement with Elizabeth A. Burke for district clerk services for calendar year 2015; seconded; passed unanimously.

8. Consideration of Resolution No. 2014-11 - A RESOLUTION OF THE DISTRICT BOARD OF THE FLAGSTAFF DOWNTOWN BUSINESS IMPROVEMENT AND REVITALIZATION DISTRICT CALLING A SPECIAL ELECTION FOR FEBRUARY 25, 2015, FOR THE PURPOSE OF SUBMITTING TO THE PROPERTY OWNERS AND QUALIFIED ELECTORS OF THE DISTRICT THE ELECTION OF BOARD OF DIRECTORS AND ISSUES RELATED THERETO

Member Stilley moved to adopt Resolution No. 2014-11 and authorize the District Attorney and Clerk to take whatever actions were necessary to effectuate said resolution; seconded; passed unanimously.

9. PUBLIC PARTICIATION

Public Participation enables the public to address the Board about an item that is not on the agenda. Comments relating to items that are on the agenda will be taken at the time that the item is discussed.

None

10. Report of Board of Directors.

None

11. Adjournment

The Regular Meeting of the Flagstaff Downtown Improvement and Revitalization
District Board of December 2, 2014, adjourned at 10:25 a.m.

John VanLandingham, Chairman

ATTEST:

Elizabeth A. Burke, District Clerk

Johanna Klomann, CPA, PLLC

419 W Aspen Ave, Flagstaff, AZ 86001

Phone: (928) 774-8995

Fax (866) 706-1017

johannak.klomanncpa@gmail.com

Flagstaff Downtown Business Improvement
Flagstaff, AZ

Dear Board of Directors:

ACCOUNTANTS COMPILATION REPORT

I have compiled the accompanying balance sheet for Flagstaff Downtown Business Improvement (a not for profit organization) as of October 31, 2014, and the related budget to actual income statement on the accrual basis of accounting, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with U.S. generally accepted accounting principles.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Flagstaff Downtown Business Improvement as of and for the month ended October 31, 2014, because I performed certain accounting services that impaired my independence.



Johanna Klomann, CPA
November 13, 2014

FDBIRD

Profit & Loss Budget vs. Actual

July through October 2014

	Jul - Oct 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	0.00	63,749.00	-63,749.00
BID Prop. Tax Assess. Nov.	7,833.00	63,749.00	-55,916.00
Carry Forwards	0.00	0.00	0.00
City of Flagstaff	12,373.00	11,870.00	503.00
Coconino County	28,888.00	29,132.00	-244.00
Interest Earned	228.77		
Other Contributions			
City of Flagstaff IGA	127,000.00	127,000.00	0.00
One Time Infrastructure Project	0.00	0.00	0.00
Total Other Contributions	<u>127,000.00</u>	<u>127,000.00</u>	<u>0.00</u>
Total Income	176,322.77	295,500.00	-119,177.23
Expense			
Accounting (Audit & Tax)	0.00	9,000.00	-9,000.00
Bookkeeping	237.50	1,800.00	-1,562.50
Legal Fees	17,231.45	18,700.00	-1,468.55
Management Expenses	1,575.00	218,900.00	-217,325.00
Website	0.00	9,300.00	-9,300.00
Total Expense	<u>19,043.95</u>	<u>257,700.00</u>	<u>-238,656.05</u>
Net Ordinary Income	<u>157,278.82</u>	<u>37,800.00</u>	<u>119,478.82</u>
Net Income	<u><u>157,278.82</u></u>	<u><u>37,800.00</u></u>	<u><u>119,478.82</u></u>

7:24 AM
11/13/14
Accrual Basis

FDBIRD
Balance Sheet
As of October 31, 2014

	<u>Oct 31, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	28,162.05
BBVA Money Mkt	<u>129,116.77</u>
Total Checking/Savings	<u>157,278.82</u>
Total Current Assets	<u>157,278.82</u>
TOTAL ASSETS	<u>157,278.82</u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>157,278.82</u>
Total Equity	<u>157,278.82</u>
TOTAL LIABILITIES & EQUITY	<u>157,278.82</u>

FDBIRD
General Ledger
As of October 31, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									30,760.38
Check	10/08/2014	905		Kjellgren & Speed				753.35	30,007.03
Check	10/14/2014	1001		Flagstaff DBA				9,440.48	20,566.55
Deposit	10/15/2014				Deposit		7,833.00		28,399.55
Check	10/23/2014	906		Johanna Klomann C...				237.50	28,162.05
Total BBVA Checking							7,833.00	10,431.33	28,162.05
BBVA Money Mkt									129,030.51
Deposit	10/01/2014				Interest	Interest Earned	86.26		129,116.77
Total BBVA Money Mkt							86.26	0.00	129,116.77
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									0.00
Total Unrestricted Net Assets									0.00
BID Prop. Tax Assess. May									0.00
Total BID Prop. Tax Assess. May									0.00
BID Prop. Tax Assess. Nov.									0.00
Deposit	10/15/2014			Coconino County	Through mont...	BBVA Checking		7,833.00	-7,833.00
Total BID Prop. Tax Assess. Nov.							0.00	7,833.00	-7,833.00
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-12,373.00
Total City of Flagstaff									-12,373.00
Coconino County									-28,888.00
Total Coconino County									-28,888.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-142.51
Deposit	10/01/2014				Interest	BBVA Money Mkt		86.26	-228.77
Total Interest Earned							0.00	86.26	-228.77
Other Contributions									-127,000.00
City of Flagstaff IGA									-127,000.00
Total City of Flagstaff IGA									-127,000.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									-127,000.00
Sponsorships									0.00
Total Sponsorships									0.00
Accounting (Audit & Tax)									0.00
Total Accounting (Audit & Tax)									0.00
Bookkeeping									0.00
Check	10/23/2014	906		Johanna Klomann C...		BBVA Checking	237.50		237.50
Total Bookkeeping							237.50	0.00	237.50

7:24 AM

11/13/14

Accrual Basis

FDBIRD
General Ledger
As of October 31, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Legal Fees									7,037.62
Check	10/08/2014	905		Kjellgren & Speed		BBVA Checking	753.35		7,790.97
Check	10/14/2014	1001		Flagstaff DBA	-MULTIPLE-	BBVA Checking	9,440.48		17,231.45
Total Legal Fees							10,193.83	0.00	17,231.45
Management Expenses									1,575.00
Total Management Expenses									1,575.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No acct									0.00
Total no acct									0.00
TOTAL							<u>18,350.59</u>	<u>18,350.59</u>	<u>0.00</u>

Johanna Klomann, CPA, PLLC

419 W Aspen Ave, Flagstaff, AZ 86001

Phone: (928) 774-8995Fax (866) 706-1017johannak.klomanncpa@gmail.com

Flagstaff Downtown Business Improvement
Flagstaff, AZ

Dear Board of Directors:

ACCOUNTANTS COMPILATION REPORT

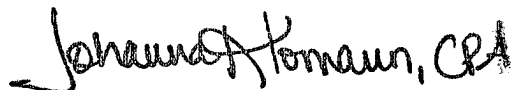
I have compiled the accompanying balance sheet for Flagstaff Downtown Business Improvement (a not for profit organization) as of November 30, 2014, and the related budget to actual income statement on the accrual basis of accounting, in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited or reviewed the accompanying financial statements and, accordingly, do not express an opinion or provide any assurance about whether the financial statements are in accordance with U.S. generally accepted accounting principles.

Management is responsible for the preparation and fair presentation of the financial statements in accordance with U.S. generally accepted accounting principles and for designing, implementing, and maintaining internal control relevant to the preparation and fair presentation of the financial statements.

My responsibility is to conduct the compilation in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. The objective of a compilation is to assist management in presenting financial information in the form of financial statements without undertaking to obtain or provide any assurance that there are no material modifications that should be made to the financial statements.

Management has elected to omit substantially all of the disclosures ordinarily included in financial statements prepared in accordance with U.S. generally accepted accounting principles. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the organization's assets, liabilities, net assets, revenue, and expenses. Accordingly, the financial statements are not designed for those who are not informed about such matters.

I am not independent with respect to Flagstaff Downtown Business Improvement as of and for the month ended November 30, 2014, because I performed certain accounting services that impaired my independence.



Johanna Klomann, CPA
December 9, 2014

FDBIRD
Profit & Loss Budget vs. Actual
 July through November 2014

	Jul - Nov 14	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
BID Prop. Tax Assess. May	0.00	63,749.00	-63,749.00
BID Prop. Tax Assess. Nov.	39,934.46	63,749.00	-23,814.54
Carry Forwards	0.00	0.00	0.00
City of Flagstaff	12,373.00	11,870.00	503.00
Coconino County	28,888.00	29,132.00	-244.00
Interest Earned	338.43		
Other Contributions			
City of Flagstaff IGA	127,000.00	127,000.00	0.00
One Time Infrastructure Project	0.00	0.00	0.00
Total Other Contributions	<u>127,000.00</u>	<u>127,000.00</u>	<u>0.00</u>
Total Income	208,533.89	295,500.00	-86,966.11
Expense			
Accounting (Audit & Tax)	0.00	9,000.00	-9,000.00
Bookkeeping	337.50	1,800.00	-1,462.50
Legal Fees	17,231.45	18,700.00	-1,468.55
Management Expenses	1,575.00	218,900.00	-217,325.00
Website	0.00	9,300.00	-9,300.00
Total Expense	<u>19,143.95</u>	<u>257,700.00</u>	<u>-238,556.05</u>
Net Ordinary Income	<u>189,389.94</u>	<u>37,800.00</u>	<u>151,589.94</u>
Net Income	<u><u>189,389.94</u></u>	<u><u>37,800.00</u></u>	<u><u>151,589.94</u></u>

8:48 AM
12/09/14
Accrual Basis

FDBIRD
Balance Sheet
As of November 30, 2014

	<u>Nov 30, 14</u>
ASSETS	
Current Assets	
Checking/Savings	
BBVA Checking	60,163.51
BBVA Money Mkt	<u>129,226.43</u>
Total Checking/Savings	<u>189,389.94</u>
Total Current Assets	<u>189,389.94</u>
TOTAL ASSETS	<u>189,389.94</u>
LIABILITIES & EQUITY	
Equity	
Net Income	<u>189,389.94</u>
Total Equity	<u>189,389.94</u>
TOTAL LIABILITIES & EQUITY	<u>189,389.94</u>

FDBIRD
General Ledger
As of November 30, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
BBVA Checking									28,162.05
Check	11/12/2014	1002		Johanna Klomann C...		Bookkeeping		100.00	28,062.05
Deposit	11/14/2014				Deposit	BID Prop. Tax ...	32,101.46		60,163.51
Total BBVA Checking							32,101.46	100.00	60,163.51
BBVA Money Mkt									129,116.77
Deposit	11/03/2014				Interest	Interest Earned	109.66		129,226.43
Total BBVA Money Mkt							109.66	0.00	129,226.43
Furniture and Equipment									0.00
Total Furniture and Equipment									0.00
Marketable Securities									0.00
Total Marketable Securities									0.00
Other Assets									0.00
Total Other Assets									0.00
Security Deposits Asset									0.00
Total Security Deposits Asset									0.00
Payroll Liabilities									0.00
Total Payroll Liabilities									0.00
Other Liabilities									0.00
Total Other Liabilities									0.00
Opening Balance Equity									0.00
Total Opening Balance Equity									0.00
Perm. Restricted Net Assets									0.00
Total Perm. Restricted Net Assets									0.00
Temp. Restricted Net Assets									0.00
Total Temp. Restricted Net Assets									0.00
Unrestricted Net Assets									0.00
Total Unrestricted Net Assets									0.00
BID Prop. Tax Assess. May									0.00
Total BID Prop. Tax Assess. May									0.00
BID Prop. Tax Assess. Nov.									-7,833.00
Deposit	11/14/2014				October Prop...	BBVA Checking		32,101.46	-39,934.46
Total BID Prop. Tax Assess. Nov.							0.00	32,101.46	-39,934.46
Carry Forwards									0.00
Total Carry Forwards									0.00
City of Flagstaff									-12,373.00
Total City of Flagstaff									-12,373.00
Coconino County									-28,888.00
Total Coconino County									-28,888.00
Events									0.00
Total Events									0.00
Grants									0.00
Total Grants									0.00
Interest Earned									-228.77
Deposit	11/03/2014				Interest	BBVA Money Mkt		109.66	-338.43
Total Interest Earned							0.00	109.66	-338.43
Other Contributions									-127,000.00
City of Flagstaff IGA									-127,000.00
Total City of Flagstaff IGA									-127,000.00
One Time Infrastructure Project									0.00
Total One Time Infrastructure Project									0.00
Other Contributions - Other									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									-127,000.00
Sponsorships									0.00
Total Sponsorships									0.00
Accounting (Audit & Tax)									0.00
Total Accounting (Audit & Tax)									0.00
Bookkeeping									237.50
Check	11/12/2014	1002		Johanna Klomann C...		BBVA Checking	100.00		337.50
Total Bookkeeping							100.00	0.00	337.50
Legal Fees									17,231.45

8:48 AM

12/09/14

Accrual Basis

FDBIRD
General Ledger
As of November 30, 2014

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
Total Legal Fees									17,231.45
Management Expenses									1,575.00
Total Management Expenses									1,575.00
Payroll Expenses									0.00
Total Payroll Expenses									0.00
Website									0.00
Total Website									0.00
Ask My Accountant									0.00
Total Ask My Accountant									0.00
No acct									0.00
Total no acct									0.00
TOTAL							32,311.12	32,311.12	0.00