

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

**Tuesday, April 13, 2021 – 10:00 AM**

**To reduce the spread of COVID-19 and protect the safety of district members and the public, in person attendance at the district meeting has been suspended until further notice.**

**The public and the board members may access the online meeting via Zoom Video Conference at:**

**<https://us02web.zoom.us/j/89937291429?pwd=RjB3eUIKRktnNFpUjJpRTZUMjJ2dz09>**

**Meeting ID: 899 3729 1429**

**Password: 530959**

**A G E N D A**

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FDBIRD Board of Directors and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the District's attorney on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A) (3).*

1. Call to Order
2. Roll Call
3. Approval of Minutes of the Regular Board Meeting of January 12, 2021.
4. Acceptance and Approval of Monthly Financial Reports:
  - A. September 2020
  - B. October 2020
  - C. November 2020
5. Review of 2021 Budget Calendar
6. Consideration and Possible Action to Approve Payment of the Semi-annual payment to the FDBA in the amount of \$88,250
7. FDBA Director Report
8. PUBLIC PARTICIPATION

*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.*

8. 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.

\_\_\_\_\_ Stacy Saltzburg, MMC, District Clerk

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

**Tuesday, January 12, 2021 – 10:00 AM**

**To reduce the spread of COVID-19 and protect the safety of district members and the public, in person attendance at the district meeting has been suspended until further notice.**

**MINUTES**

**NOTICE OF OPTION TO RECESS INTO EXECUTIVE SESSION**

*Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the FDBIRD Board of Directors and to the general public that, at this meeting, the Board may vote to go into executive session, which will not be open to the public, for legal advice and discussion with the District's attorney on any item listed on the following agenda, pursuant to A.R.S. §38-431.03(A) (3).*

1. Call to Order

Chairman Stilley called the Regular Meeting of October 13, 2020 to order at 10:03 a.m.

2. Roll Call

**MEMBERS PRESENT:**

**MEMBERS ABSENT:**

Chairman David Stilley (virtually)  
Vice Chairwoman Karen Kinne-Herman (10:08)  
Member Steve Chatinsky (virtually)  
Member Jerry McLaughlin (virtually)  
Member John VanLandingham (virtually)

3. Approval of Minutes of the Regular Board Meeting of October 13, 2020

**Member John VanLandingham moved to approve the minutes of October 13, 2020; seconded by Member Jerry McLaughlin; passed unanimously.**

4. Acceptance and Approval of Monthly Financial Reports:

- A. July 2020
- B. August 2020

Ms. Suda explained that the reports are straight forward with nothing unusual to report. She indicated that the reports for the remainder of 2020 should be ready for approval at the next meeting.

**Member Jerry McLaughlin moved to accept the monthly financial reports; seconded by Member Steve Chatinsky; passed unanimously.**

5. Acceptance and Approval of the FY 2020 Financial Statements

Ms. Suda stated that the reviews went very well. The District ended the year slightly below last year with \$103,368. The main reason for the decrease was because there were larger expenses for the infrastructure projects in 2020.

**Member Jerry McLaughlin moved to accept the approve the FY 2020 Financial Statements; seconded by Vice Chairwoman Kinne-Herman; passed unanimously.**

6. Review of Board Terms and 2021 Calendar

Ms. Saltzburg briefly reviewed the Board Member terms and the 2021 meeting calendar.

7. FDDB Director Report

Ms. Madeksza reported that the DBA's efforts were a little different this year than in years past. A number of community events were cancelled due to the pandemic and rising cases towards the end of the year. Their efforts were focused on supporting the downtown businesses and promoting spending. There were 13 businesses that participated in the Holiday Passport and it appears that these businesses had good activity as a result. Other promotions included a bingo event as well as Take Out Tuesdays.

To further support the restaurants downtown the DBA added winterized outdoor seating and the addition of four open air structures with tables in Heritage Square to allow people to grab meals and coffee and sit outdoors. They have been very well received and heavily utilized. The wine barrels used with the outdoor seating along Aspen were repurposed and used around the gazebos. They were filled with blue spruce trees and decorated with lights. They plan to continue efforts to better support businesses and they are already looking to how spring and summer might look. It is critical to provide outdoor seating and they are looking to expand and utilize the alleys as well as Aspen Avenue once the weather improves.

Ms. Madeksza reported that the Clean Team has been busy removing graffiti, picking up trash, and clearing sidewalks of snow. They are using an environmentally friendly ice melt in the crosswalks, on sidewalks, and in the alleys. It is working well and keeping things walkable even in snowy weather.

She also reported that the Downtown Vision continues to advance and there was a presentation to City Council on December 8, 2020 providing an update. She recently received the Draft Plan and she will send that out to the Board soon. The DBA Board will also be discussing the Draft Plan in the near future. There is opportunity for input and comment, and she will be engaging with the new City Council to make sure that they are on board with the direction things are going.

Ms. Madeksza stated that she is in the process of scheduling one-on-one meetings with the new City Councilmembers. She indicated that it is important to make sure that there continues to be good access to and interaction with the Mayor and Council going forward.

She also reported that her team is working on developing a full campaign related to Park Flag. The kiosks are supposed to come back on in March and there needs to be a lot of effort put into create messaging that supports parking and why it is important.

Member McLaughlin asked if March 1, 2021 is the official start date for paid parking. Ms. Madeksza indicated that she will have to clarify that detail as the Council just indicated March 2021. Member McLaughlin noted that he would like to see the parking hold off until after the winter months.

Chairman Stilley asked Ms. Madeksza if she has a feel for the new Mayor and Councilmembers and their thoughts about downtown. Ms. Madeksza offered that there may be a learning curve with the new Mayor as she did not get a sense of strong familiarity or passion about downtown. There is some relationship building that needs to happen and

communicating what is important for downtown. The new Councilmembers are coming in with a good understanding of the downtown issues. She added that she is seeing increased support from Councilmembers Shimoni and Aslan with regard to downtown and its relevancy to the city.

Chairman Stilley asked if it might help for individual board members to reach out. Ms. Madeksza replied yes, and that she will notify the Board about the upcoming appointments with the Councilmembers so they may attend if they would like. She indicated that she met monthly with the former Mayor City Manager which was very helpful and critical to keeping communication open and allowed the City to keep a pulse on what is happening in downtown. She is hopeful that a similar meeting can be maintained with the new Mayor. She added that any meetings between Board Members and the Council are welcomed and she would be happy to provide any talking points if desired.

Vice Chairwoman Kinne-Herman indicated that she and Ms. Madeksza had been discussing efforts to revitalize Leroux Street. Ms. Madeksza stated that the downtown is in flux right now with many retailers adjusting their operations in response to the pandemic. Many have been able to evolve since last spring and they are seeing strong sales. Restaurants have not been so fortunate and while some are starting to reopen, they are still struggling and the increase in minimum wage is an additional hit that is affecting them more than retail. That being said, there is some movement on Leroux with three new businesses underway. The Market has been vacant for awhile and a new restaurant will be coming in soon. The second is across the street in the former home décor store called Old British Chippies, which is a fish and chips restaurant. It is hoped that they will open up in the coming month. The third is in the old Will McNabb space and it will be an alterations and craft store. They will be offering classes and take-home crafting kits. New business is coming in and as she knows more, she will pass that information along.

8. PUBLIC PARTICIPATION

There were no members of the public in attendance.

9. Adjournment

The Regular Meeting of the Flagstaff Downtown Business Improvement District of January 12, 2021 adjourned at 10:32 a.m.

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David Stilley, Chairman

ATTEST:

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Stacy Saltzburg, District Clerk



# Johanna Klomann, CPA, PLLC

ITEM 4A

419 W Aspen Ave, Flagstaff, AZ 86001

(Office) [928-774-8995](tel:928-774-8995) (Fax) [866-706-1017](tel:866-706-1017) [KlomannCPA.com](http://KlomannCPA.com)

## Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of September 30, 2020, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed or compiled 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.

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.

Johanna Klomann, CPA  
January 11, 2021

**FDBIRD**  
**Balance Sheet**  
As of September 30, 2020

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	<u>Sep 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BBVA Checking	6,226.27
BBVA Money Mkt	69,504.07
Total Checking/Savings	<u>75,730.34</u>
Total Current Assets	<u>75,730.34</u>
<b>TOTAL ASSETS</b>	<b><u>75,730.34</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	175,591.41
Net Income	-99,861.07
Total Equity	<u>75,730.34</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>75,730.34</u></b>

**FDBIRD**  
**Budget to Actual Income Statement**  
 July through September 2020

	Jul - Sep 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>BID Prop. Tax Assess. May</b>	3,726.00	77,967.00	-74,241.00
<b>BID Prop. Tax Assess. Nov.</b>	0.00	77,967.00	-77,967.00
<b>Carry Forwards</b>	0.00	100,363.00	-100,363.00
<b>City of Flagstaff</b>	0.00	9,863.00	-9,863.00
<b>Coconino County</b>	0.00	25,295.00	-25,295.00
<b>Interest Earned</b>	61.68	150.00	-88.32
<b>Total Income</b>	3,787.68	291,605.00	-287,817.32
<b>Expense</b>			
<b>Contingency</b>	0.00	30,000.00	-30,000.00
<b>District Formation Expenses</b>			
<b>One Time Infrastructure Project</b>	10,000.00		
<b>Total District Formation Expenses</b>	10,000.00		
<b>Management Overhead</b>	88,250.00	176,500.00	-88,250.00
<b>Advertising</b>	0.00	600.00	-600.00
<b>Dues &amp; Subscriptions</b>	0.00	450.00	-450.00
<b>Insurance</b>	1,663.00	1,800.00	-137.00
<b>Total Overhead</b>	1,663.00	2,850.00	-1,187.00
<b>Professional Services</b>			
<b>Accounting (Audit &amp; Tax)</b>	0.00	3,500.00	-3,500.00
<b>Bookkeeping</b>	232.00	1,200.00	-968.00
<b>Contract Clerk &amp; Treasurer</b>	2,263.75	3,500.00	-1,236.25
<b>Legal Counsel</b>	1,240.00	2,500.00	-1,260.00
<b>Total Professional Services</b>	3,735.75	10,700.00	-6,964.25
<b>Total Expense</b>	103,648.75	220,050.00	-116,401.25
<b>Net Ordinary Income</b>	-99,861.07	71,555.00	-171,416.07
<b>Net Income</b>	<b>-99,861.07</b>	<b>71,555.00</b>	<b>-171,416.07</b>

**FDBIRD**  
**General Ledger**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>BBVA Checking</b>									6,598.27
Check	09/01/2020	1141		Flagstaff Law Group		Legal Counsel		140.00	6,458.27
Check	09/06/2020	1136		Johanna Klomann C...		Bookkeeping		29.00	6,429.27
Check	09/06/2020	1142		Johanna Klomann C...		Bookkeeping		203.00	6,226.27
Total BBVA Checking							0.00	372.00	6,226.27
<b>BBVA Money Mkt</b>									68,403.02
Deposit	09/01/2020				Interest	Interest Earned	11.55		68,414.57
Deposit	09/15/2020				Deposit	BID Prop. Tax ...	1,089.50		69,504.07
Total BBVA Money Mkt							1,101.05	0.00	69,504.07
<b>Accounts Receivable</b>									0.00
Total Accounts Receivable									0.00
<b>Undeposited Funds</b>									0.00
Total Undeposited Funds									0.00
<b>Furniture and Equipment</b>									0.00
Total Furniture and Equipment									0.00
<b>Marketable Securities</b>									0.00
Total Marketable Securities									0.00
<b>Other Assets</b>									0.00
Total Other Assets									0.00
<b>Security Deposits Asset</b>									0.00
Total Security Deposits Asset									0.00
<b>Accounts Payable</b>									0.00
Total Accounts Payable									0.00
<b>Payroll Liabilities</b>									0.00
Total Payroll Liabilities									0.00
<b>Other Liabilities</b>									0.00
Total Other Liabilities									0.00
<b>Opening Balance Equity</b>									0.00
Total Opening Balance Equity									0.00
<b>Perm. Restricted Net Assets</b>									0.00
Total Perm. Restricted Net Assets									0.00
<b>Temp. Restricted Net Assets</b>									0.00
Total Temp. Restricted Net Assets									0.00
<b>Unrestricted Net Assets</b>									-175,591.41
Total Unrestricted Net Assets									-175,591.41
<b>BID Prop. Tax Assess. May</b>									-2,636.50
Deposit	09/15/2020				Deposit	BBVA Money Mkt		1,089.50	-3,726.00
Total BID Prop. Tax Assess. May							0.00	1,089.50	-3,726.00
<b>BID Prop. Tax Assess. Nov.</b>									0.00
Total BID Prop. Tax Assess. Nov.									0.00
<b>Carry Forwards</b>									0.00
Total Carry Forwards									0.00
<b>City of Flagstaff</b>									0.00
Total City of Flagstaff									0.00
<b>Coconino County</b>									0.00
Total Coconino County									0.00
<b>Events</b>									0.00
Total Events									0.00
<b>Grants</b>									0.00
Total Grants									0.00
<b>Interest Earned</b>									-50.13
Deposit	09/01/2020				Interest	BBVA Money Mkt		11.55	-61.68
Total Interest Earned							0.00	11.55	-61.68
<b>Other Contributions</b>									0.00
<b>City of Flagstaff IGA</b>									0.00
Total City of Flagstaff IGA									0.00
<b>One Time Infrastructure Project</b>									0.00
Total One Time Infrastructure Project									0.00
<b>Other Contributions - Other</b>									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
<b>Sponsorships</b>									0.00
Total Sponsorships									0.00



**FDBIRD**  
**General Ledger**  
**As of September 30, 2020**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>Contingency</b>									0.00
Total Contingency									0.00
<b>District Formation Expenses</b>									10,000.00
<b>Election Expenses</b>									0.00
Total Election Expenses									0.00
<b>One Time Infrastructure Project</b>									10,000.00
Total One Time Infrastructure Project									10,000.00
<b>District Formation Expenses - Other</b>									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									10,000.00
<b>Management</b>									88,250.00
Total Management									88,250.00
<b>Overhead</b>									1,663.00
<b>Advertising</b>									0.00
Total Advertising									0.00
<b>Dues &amp; Subscriptions</b>									0.00
Total Dues & Subscriptions									0.00
<b>Insurance</b>									1,663.00
Total Insurance									1,663.00
<b>Overhead - Other</b>									0.00
Total Overhead - Other									0.00
Total Overhead									1,663.00
<b>Payroll Expenses</b>									0.00
Total Payroll Expenses									0.00
<b>Professional Services</b>									3,363.75
<b>Accounting (Audit &amp; Tax)</b>									0.00
Total Accounting (Audit & Tax)									0.00
<b>Bookkeeping</b>									0.00
Check	09/06/2020	1136		Johanna Klomann C...		BBVA Checking	29.00		29.00
Check	09/06/2020	1142		Johanna Klomann C...		BBVA Checking	203.00		232.00
Total Bookkeeping							232.00	0.00	232.00
<b>Contract Clerk &amp; Treasurer</b>									2,263.75
Total Contract Clerk & Treasurer									2,263.75
<b>Legal Counsel</b>									1,100.00
Check	09/01/2020	1141		Flagstaff Law Group		BBVA Checking	140.00		1,240.00
Total Legal Counsel							140.00	0.00	1,240.00
<b>Parking Development</b>									0.00
Total Parking Development									0.00
<b>Professional Services - Other</b>									0.00
Total Professional Services - Other									0.00
Total Professional Services							372.00	0.00	3,735.75
<b>Website</b>									0.00
Total Website									0.00
<b>Ask My Accountant</b>									0.00
Total Ask My Accountant									0.00
<b>No acct</b>									0.00
Total no acct									0.00
<b>TOTAL</b>							<b>1,473.05</b>	<b>1,473.05</b>	<b>0.00</b>



# Johanna Klomann, CPA, PLLC

ITEM 4B

419 W Aspen Ave, Flagstaff, AZ 86001

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## Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of October 31, 2020, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed or compiled 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.

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.

Johanna Klomann, CPA  
January 11, 2021

**FDBIRD**  
**Balance Sheet**  
As of October 31, 2020

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	<u>Oct 31, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BBVA Checking	97,226.27
BBVA Money Mkt	5,816.73
Total Checking/Savings	<u>103,043.00</u>
Total Current Assets	<u>103,043.00</u>
<b>TOTAL ASSETS</b>	<b><u>103,043.00</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	175,591.41
Net Income	-72,548.41
Total Equity	<u>103,043.00</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>103,043.00</u></b>

**FDBIRD**  
**Budget to Actual Income Statement**  
 July through October 2020

	Jul - Oct 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>BID Prop. Tax Assess. May</b>	5,311.00	77,967.00	-72,656.00
<b>BID Prop. Tax Assess. Nov.</b>	0.00	77,967.00	-77,967.00
<b>Carry Forwards</b>	0.00	100,363.00	-100,363.00
<b>City of Flagstaff</b>	0.00	9,863.00	-9,863.00
<b>Coconino County</b>	25,722.00	25,295.00	427.00
<b>Interest Earned</b>	67.34	150.00	-82.66
<b>Total Income</b>	31,100.34	291,605.00	-260,504.66
<b>Expense</b>			
<b>Contingency</b>	0.00	30,000.00	-30,000.00
<b>District Formation Expenses</b>			
<b>One Time Infrastructure Project</b>	10,000.00		
<b>Total District Formation Expenses</b>	10,000.00		
<b>Management Overhead</b>	88,250.00	176,500.00	-88,250.00
<b>Advertising</b>	0.00	600.00	-600.00
<b>Dues &amp; Subscriptions</b>	0.00	450.00	-450.00
<b>Insurance</b>	1,663.00	1,800.00	-137.00
<b>Total Overhead</b>	1,663.00	2,850.00	-1,187.00
<b>Professional Services</b>			
<b>Accounting (Audit &amp; Tax)</b>	0.00	3,500.00	-3,500.00
<b>Bookkeeping</b>	232.00	1,200.00	-968.00
<b>Contract Clerk &amp; Treasurer</b>	2,263.75	3,500.00	-1,236.25
<b>Legal Counsel</b>	1,240.00	2,500.00	-1,260.00
<b>Total Professional Services</b>	3,735.75	10,700.00	-6,964.25
<b>Total Expense</b>	103,648.75	220,050.00	-116,401.25
<b>Net Ordinary Income</b>	-72,548.41	71,555.00	-144,103.41
<b>Net Income</b>	<b>-72,548.41</b>	<b>71,555.00</b>	<b>-144,103.41</b>

**FDBIRD**  
**General Ledger**  
**As of October 31, 2020**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>BBVA Checking</b>									6,226.27
Transfer	10/28/2020				Funds Transfer	BBVA Money Mkt	91,000.00		97,226.27
Total BBVA Checking							91,000.00	0.00	97,226.27
<b>BBVA Money Mkt</b>									69,504.07
Deposit	10/01/2020				Interest	Interest Earned	5.66		69,509.73
Deposit	10/15/2020				Deposit	BID Prop. Tax ...	1,585.00		71,094.73
Deposit	10/20/2020				Deposit	Coconino County	25,722.00		96,816.73
Transfer	10/28/2020				Funds Transfer	BBVA Checking		91,000.00	5,816.73
Total BBVA Money Mkt							27,312.66	91,000.00	5,816.73
<b>Accounts Receivable</b>									0.00
Total Accounts Receivable									0.00
<b>Undeposited Funds</b>									0.00
Total Undeposited Funds									0.00
<b>Furniture and Equipment</b>									0.00
Total Furniture and Equipment									0.00
<b>Marketable Securities</b>									0.00
Total Marketable Securities									0.00
<b>Other Assets</b>									0.00
Total Other Assets									0.00
<b>Security Deposits Asset</b>									0.00
Total Security Deposits Asset									0.00
<b>Accounts Payable</b>									0.00
Total Accounts Payable									0.00
<b>Payroll Liabilities</b>									0.00
Total Payroll Liabilities									0.00
<b>Other Liabilities</b>									0.00
Total Other Liabilities									0.00
<b>Opening Balance Equity</b>									0.00
Total Opening Balance Equity									0.00
<b>Perm. Restricted Net Assets</b>									0.00
Total Perm. Restricted Net Assets									0.00
<b>Temp. Restricted Net Assets</b>									0.00
Total Temp. Restricted Net Assets									0.00
<b>Unrestricted Net Assets</b>									-175,591.41
Total Unrestricted Net Assets									-175,591.41
<b>BID Prop. Tax Assess. May</b>									-3,726.00
Deposit	10/15/2020				Deposit	BBVA Money Mkt		1,585.00	-5,311.00
Total BID Prop. Tax Assess. May							0.00	1,585.00	-5,311.00
<b>BID Prop. Tax Assess. Nov.</b>									0.00
Total BID Prop. Tax Assess. Nov.									0.00
<b>Carry Forwards</b>									0.00
Total Carry Forwards									0.00
<b>City of Flagstaff</b>									0.00
Total City of Flagstaff									0.00
<b>Coconino County</b>									0.00
Deposit	10/20/2020				Deposit	BBVA Money Mkt		25,722.00	-25,722.00
Total Coconino County							0.00	25,722.00	-25,722.00
<b>Events</b>									0.00
Total Events									0.00
<b>Grants</b>									0.00
Total Grants									0.00
<b>Interest Earned</b>									-61.68
Deposit	10/01/2020				Interest	BBVA Money Mkt		5.66	-67.34
Total Interest Earned							0.00	5.66	-67.34
<b>Other Contributions</b>									0.00
<b>City of Flagstaff IGA</b>									0.00
Total City of Flagstaff IGA									0.00
<b>One Time Infrastructure Project</b>									0.00
Total One Time Infrastructure Project									0.00
<b>Other Contributions - Other</b>									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00

**FDBIRD**  
**General Ledger**  
As of October 31, 2020

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>Sponsorships</b>									0.00
Total Sponsorships									0.00
<b>Contingency</b>									0.00
Total Contingency									0.00
<b>District Formation Expenses</b>									10,000.00
<b>Election Expenses</b>									0.00
Total Election Expenses									0.00
<b>One Time Infrastructure Project</b>									10,000.00
Total One Time Infrastructure Project									10,000.00
<b>District Formation Expenses - Other</b>									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									10,000.00
<b>Management</b>									88,250.00
Total Management									88,250.00
<b>Overhead</b>									1,663.00
<b>Advertising</b>									0.00
Total Advertising									0.00
<b>Dues &amp; Subscriptions</b>									0.00
Total Dues & Subscriptions									0.00
<b>Insurance</b>									1,663.00
Total Insurance									1,663.00
<b>Overhead - Other</b>									0.00
Total Overhead - Other									0.00
Total Overhead									1,663.00
<b>Payroll Expenses</b>									0.00
Total Payroll Expenses									0.00
<b>Professional Services</b>									3,735.75
<b>Accounting (Audit &amp; Tax)</b>									0.00
Total Accounting (Audit & Tax)									0.00
<b>Bookkeeping</b>									232.00
Total Bookkeeping									232.00
<b>Contract Clerk &amp; Treasurer</b>									2,263.75
Total Contract Clerk & Treasurer									2,263.75
<b>Legal Counsel</b>									1,240.00
Total Legal Counsel									1,240.00
<b>Parking Development</b>									0.00
Total Parking Development									0.00
<b>Professional Services - Other</b>									0.00
Total Professional Services - Other									0.00
Total Professional Services									3,735.75
<b>Website</b>									0.00
Total Website									0.00
<b>Ask My Accountant</b>									0.00
Total Ask My Accountant									0.00
<b>No acct</b>									0.00
Total no acct									0.00
<b>TOTAL</b>							<u>118,312.66</u>	<u>118,312.66</u>	<u>0.00</u>



# Johanna Klomann, CPA, PLLC

ITEM 4C

419 W Aspen Ave, Flagstaff, AZ 86001

(Office) [928-774-8995](tel:928-774-8995) (Fax) [866-706-1017](tel:866-706-1017) [KlomannCPA.com](http://KlomannCPA.com)

## Flagstaff Downtown Business Improvement

Dear Board of Directors:

I have prepared the accompanying balance sheet of Flagstaff Downtown Business Improvement (a not for profit organization) as of November 30, 2020, as well as a Budget to Actual Income Statement and General Ledger in accordance with Statements on Standards for Accounting and Review Services issued by the American Institute of Certified Public Accountants. I have not audited, reviewed or compiled 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.

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.

Johanna Klomann, CPA  
January 11, 2021

**FDBIRD**  
**Balance Sheet**  
As of November 30, 2020

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	<u>Nov 30, 20</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
BBVA Checking	5,576.27
BBVA Money Mkt	41,239.41
Total Checking/Savings	<u>46,815.68</u>
Total Current Assets	<u>46,815.68</u>
<b>TOTAL ASSETS</b>	<b><u>46,815.68</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Equity	
Unrestricted Net Assets	175,591.41
Net Income	<u>-128,775.73</u>
Total Equity	<u>46,815.68</u>
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>46,815.68</u></b>



**FDBIRD**  
**Budget to Actual Income Statement**  
 July through November 2020

	Jul - Nov 20	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>BID Prop. Tax Assess. May</b>	40,729.50	77,967.00	-37,237.50
<b>BID Prop. Tax Assess. Nov.</b>	0.00	77,967.00	-77,967.00
<b>Carry Forwards</b>	0.00	100,363.00	-100,363.00
<b>City of Flagstaff</b>	0.00	9,863.00	-9,863.00
<b>Coconino County</b>	25,722.00	25,295.00	427.00
<b>Interest Earned</b>	71.52	150.00	-78.48
<b>Total Income</b>	66,523.02	291,605.00	-225,081.98
<b>Expense</b>			
<b>Contingency</b>	0.00	30,000.00	-30,000.00
<b>District Formation Expenses</b>			
<b>One Time Infrastructure Project</b>	10,000.00		
<b>Total District Formation Expenses</b>	10,000.00		
<b>Management Overhead</b>	176,500.00	176,500.00	0.00
<b>Advertising</b>	0.00	600.00	-600.00
<b>Dues &amp; Subscriptions</b>	0.00	450.00	-450.00
<b>Insurance</b>	1,663.00	1,800.00	-137.00
<b>Total Overhead</b>	1,663.00	2,850.00	-1,187.00
<b>Professional Services</b>			
<b>Accounting (Audit &amp; Tax)</b>	3,400.00	3,500.00	-100.00
<b>Bookkeeping</b>	232.00	1,200.00	-968.00
<b>Contract Clerk &amp; Treasurer</b>	2,263.75	3,500.00	-1,236.25
<b>Legal Counsel</b>	1,240.00	2,500.00	-1,260.00
<b>Total Professional Services</b>	7,135.75	10,700.00	-3,564.25
<b>Total Expense</b>	195,298.75	220,050.00	-24,751.25
<b>Net Ordinary Income</b>	-128,775.73	71,555.00	-200,330.73
<b>Net Income</b>	<b>-128,775.73</b>	<b>71,555.00</b>	<b>-200,330.73</b>

**FDBIRD**  
**General Ledger**  
As of November 30, 2020

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>BBVA Checking</b>									97,226.27
Check	11/16/2020	1144		Flagstaff DBA		Management		88,250.00	8,976.27
Check	11/18/2020	1145		Hinton Burdick		Accounting (Au...		3,400.00	5,576.27
Total BBVA Checking							0.00	91,650.00	5,576.27
<b>BBVA Money Mkt</b>									5,816.73
Deposit	11/01/2020				Interest	Interest Earned	4.18		5,820.91
Deposit	11/13/2020				Deposit	BID Prop. Tax ...	35,418.50		41,239.41
Total BBVA Money Mkt							35,422.68	0.00	41,239.41
<b>Accounts Receivable</b>									0.00
Total Accounts Receivable									0.00
<b>Undeposited Funds</b>									0.00
Total Undeposited Funds									0.00
<b>Furniture and Equipment</b>									0.00
Total Furniture and Equipment									0.00
<b>Marketable Securities</b>									0.00
Total Marketable Securities									0.00
<b>Other Assets</b>									0.00
Total Other Assets									0.00
<b>Security Deposits Asset</b>									0.00
Total Security Deposits Asset									0.00
<b>Accounts Payable</b>									0.00
Total Accounts Payable									0.00
<b>Payroll Liabilities</b>									0.00
Total Payroll Liabilities									0.00
<b>Other Liabilities</b>									0.00
Total Other Liabilities									0.00
<b>Opening Balance Equity</b>									0.00
Total Opening Balance Equity									0.00
<b>Perm. Restricted Net Assets</b>									0.00
Total Perm. Restricted Net Assets									0.00
<b>Temp. Restricted Net Assets</b>									0.00
Total Temp. Restricted Net Assets									0.00
<b>Unrestricted Net Assets</b>									-175,591.41
Total Unrestricted Net Assets									-175,591.41
<b>BID Prop. Tax Assess. May</b>									-5,311.00
Deposit	11/13/2020				Deposit	BBVA Money Mkt		35,418.50	-40,729.50
Total BID Prop. Tax Assess. May							0.00	35,418.50	-40,729.50
<b>BID Prop. Tax Assess. Nov.</b>									0.00
Total BID Prop. Tax Assess. Nov.									0.00
<b>Carry Forwards</b>									0.00
Total Carry Forwards									0.00
<b>City of Flagstaff</b>									0.00
Total City of Flagstaff									0.00
<b>Coconino County</b>									-25,722.00
Total Coconino County									-25,722.00
<b>Events</b>									0.00
Total Events									0.00
<b>Grants</b>									0.00
Total Grants									0.00
<b>Interest Earned</b>									-67.34
Deposit	11/01/2020				Interest	BBVA Money Mkt		4.18	-71.52
Total Interest Earned							0.00	4.18	-71.52
<b>Other Contributions</b>									0.00
<b>City of Flagstaff IGA</b>									0.00
Total City of Flagstaff IGA									0.00
<b>One Time Infrastructure Project</b>									0.00
Total One Time Infrastructure Project									0.00
<b>Other Contributions - Other</b>									0.00
Total Other Contributions - Other									0.00
Total Other Contributions									0.00
<b>Sponsorships</b>									0.00
Total Sponsorships									0.00

**FDBIRD**  
**General Ledger**  
**As of November 30, 2020**

Type	Date	Num	Adj	Name	Memo	Split	Debit	Credit	Balance
<b>Contingency</b>									0.00
Total Contingency									0.00
<b>District Formation Expenses</b>									10,000.00
<b>Election Expenses</b>									0.00
Total Election Expenses									0.00
<b>One Time Infrastructure Project</b>									10,000.00
Total One Time Infrastructure Project									10,000.00
<b>District Formation Expenses - Other</b>									0.00
Total District Formation Expenses - Other									0.00
Total District Formation Expenses									10,000.00
<b>Management</b>									88,250.00
Check	11/16/2020	1144		Flagstaff DBA		BBVA Checking	88,250.00		176,500.00
Total Management							88,250.00	0.00	176,500.00
<b>Overhead</b>									1,663.00
<b>Advertising</b>									0.00
Total Advertising									0.00
<b>Dues &amp; Subscriptions</b>									0.00
Total Dues & Subscriptions									0.00
<b>Insurance</b>									1,663.00
Total Insurance									1,663.00
<b>Overhead - Other</b>									0.00
Total Overhead - Other									0.00
Total Overhead									1,663.00
<b>Payroll Expenses</b>									0.00
Total Payroll Expenses									0.00
<b>Professional Services</b>									3,735.75
<b>Accounting (Audit &amp; Tax)</b>									0.00
Check	11/18/2020	1145		Hinton Burdick		BBVA Checking	3,400.00		3,400.00
Total Accounting (Audit & Tax)							3,400.00	0.00	3,400.00
<b>Bookkeeping</b>									232.00
Total Bookkeeping									232.00
<b>Contract Clerk &amp; Treasurer</b>									2,263.75
Total Contract Clerk & Treasurer									2,263.75
<b>Legal Counsel</b>									1,240.00
Total Legal Counsel									1,240.00
<b>Parking Development</b>									0.00
Total Parking Development									0.00
<b>Professional Services - Other</b>									0.00
Total Professional Services - Other									0.00
Total Professional Services							3,400.00	0.00	7,135.75
<b>Website</b>									0.00
Total Website									0.00
<b>Ask My Accountant</b>									0.00
Total Ask My Accountant									0.00
<b>No acct</b>									0.00
Total no acct									0.00
<b>TOTAL</b>							<b>127,072.68</b>	<b>127,072.68</b>	<b>0.00</b>

**Flagstaff Downtown Business Alliance**

6 E. Aspen, Suite 200  
Flagstaff, AZ 86001 US  
terry@downtownflagstaff.org  
www.downtownflagstaff.org

**Item 6**

# INVOICE

**BILL TO**  
FDBIRD Customer

**INVOICE #** 04-1333  
**DATE** 05/01/2021  
**DUE DATE** 05/31/2021  
**TERMS** Net 30

ACTIVITY	QTY	RATE	AMOUNT
<b>Management Fee</b> Semi-annual payment for services delivered as set forth in the Agreement for Management Services between the Flagstaff Downtown Business Improvement and Revitalization District and the Flagstaff Downtown Business Alliance signed 6/25/2019.	1	88,250.00	88,250.00

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Semi-annual payment for services delivered as set forth in the Agreement for Management Services between the Flagstaff Downtown Business Improvement and Revitalization District and the Flagstaff Downtown Business Alliance signed 6/25/2019.	<b>BALANCE DUE</b>	<b>\$88,250.00</b>
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