



Little Italy Association of San Diego – Finance Committee
Thursday, February 16, 2023 at 9:00am
Little Italy Association Office – Conference Room (2210 Columbia Street)

1. Introductions / Bryan Thompson, Chair
2. Next Meeting: _____
3. Non-Agenda: Public Comment & Announcements
4. Review January 19, 2023 Minutes *Action Item* P. 2-5
5. YTD Financials / Jeri Keiller & Bryan *Action Item* P. 6-19
6. New Holiday Tree Frame for Piazza Tree / Chris Gomez *Action Item*
7. San Diego Rescue Mission Continuation of Contract – \$12K a Month / Chris *Action Item*
8. Amici House Painting, Utilities & Trash / Chris *Action Item* P. 20-21
9. Piazza Basilone Repairs & Improvements *Action Item*
10. San Diego Hospitality Group Contract for Little Italy Tours *Action Item*
11. Marine Corps Trials: American Experience Luncheon *Action Item*
12. Piazza della Famiglia Entertainment Budget *Action Item*
13. FY24 Budget Preparation / Chris
14. Fidelity Investment – Update / Jeri
15. Employee Retention Tax Credit – Update / Dianne
16. California Relief Grant Awarded – \$25K / Chris
17. Collaborative Group Fundraising Proposal / Marco Li Mandri P. 22-24
18. Chief Executive Administrator Report
19. Old Business – Add or Remove Items
It is the practice of the LIA to formally request that an item under Old Business be pulled from the Agenda and placed on a future Agenda for Discussion and/or Action.
 - a. San Diego Unified School District State Street Water Meter Update
20. Adjournment *Action Item*

BROWN ACT. Government Code 54950 (The Brown Act) requires that a brief description of each item to be transacted or discussed be posted at least 72-hours prior to a regular meeting. The Corporation posts all Board and Committee agendas at 2210 Columbia Street, San Diego, CA 92101 and on the LIA website. Action may not be taken on items not identified as such and posted on the agenda. Meeting facilities may be accessible to persons with disabilities. If you require special assistance to participate in the meeting, notify Chris Gomez at 619-233-3898 or via email at chris@littleitalysd.com at least 48-hours prior to the meeting.

LITTLE ITALY ASSOCIATION OF SAN DIEGO

2210 Columbia Street ▪ San Diego, CA 92101 ▪ Phone: 619-233-3898 ▪ Fax: 619-233-4866
Email: mail@littleitalysd.com ▪ Website: www.littleitalysd.com
Facebook / Twitter / Instagram / LinkedIn: LittleItalySD ▪ #LittleItalySD



Little Italy Association of San Diego- Finance Committee

Thursday, January 19, 2023, 2022, at 9:00am

Zoom Virtual 9:30am Meeting: <https://us02web.zoom.us/j/86336091108>

or call 1-669-900-6833 / Meeting ID: 863 3609 1108 / Password: 3898

Committee Steve Galasso, Bryan Thompson, Luke Vinci, Lou Palestini, Danny Mocerri, Jeri Keiller, Annette Casemero, Catt Fields White, Curt Brooker, Jack Pecoraro, David Rodger, Lisa Gerson

Staff Marco Li Mandri, Chris Gomez, Dianne T. Serna De León, Rosie DeLuca

Excused Clarissa Estevez

MINUTES

Item	Discussion	Action Taken?
1. Introductions-Bryan Thompson, Chair	The meeting was called to order at 09:00am.	No action taken
2. Continuing Virtual Meetings Pursuant to AB 361	2. Chris stated that the Board and Committee need to ratify a vote during each meeting that states that we will continue to meet via Zoom until The Board and Committee are comfortable with resuming in-person meetings.	2. Lou Palestini moved to accept the vote to continue meeting via Zoom. Bryan Thompson seconded the motion. Unanimously approved.
3. Next Meeting	3. The next Finance Committee Meeting will be held on Thursday, February 16, 2023, at 9:00am	3. The date and time of the meeting were approved by consensus.
4. Non-Agenda: Public Comments & Announcements	4. Nothing to report	4. No action taken
5. Review November 18, 2022, Minutes	5. The minutes from November 18, 2022, were reviewed.	5. Danny Mocerri moved to accept the minutes. Jeri Keiller seconded the motion.

		Unanimously approved.
6. YTD Financials	6. Jeri Keiller gave an update on the YTD Financials on pages 6-18 of the packet.	6. Steve Galasso moved to accept the YTD Financials. Danny Mocerri seconded the motion. Jeri Keiller and Catt Fields White abstained. Motion passes.
7. FY24 BID Budget & Budget Preparation	7. Chris gave an update on the FY24 BID Budget & Budget Preparation. Chris stated there is no change at this time. Bryan Thompson, Catt Fields White, Curt Brooker, and Jeri Keiller will go over the Budget with staff.	7. No action taken
8. Amici Park Redesign Consultant Proposal for Construction Estimate	8. Chris shared the Consultant Proposal for the Amici Park Redesign on pages 20-28.	8. Bryan Thompson moved to accept the proposal up to \$13,000. Jeri Keiller seconded the motion. Unanimously approved.
9. New Holiday Tree Frame for Pizza Tree	9. Chris asked to table this discussion at this time.	9. No action taken
10. Investment Opportunities & Selection of Option	10. Jeri Keiller and Bryan Thompson reported on the Investment Opportunities on pages 29-33. Jeri suggested investing \$160,000 from savings and \$80,000 from checking. Jeri and Bryan will research investment opportunities at Torrey Pines, Fidelity & Charles Schwab, for the best rate possible.	10. Luke Vinci moved to approve for Jeri Keiller and Bryan Thompson to research the most flexible opportunity for investing \$160K from savings & \$80K from checking. Bryan Thompson seconded the motion. Unanimously approved.
11. San Diego Rescue Mission Continuation of Contract-\$12K a Month	11. Chris reported on the continuation of the Rescue Mission contract. Jeri suggested that the Rescue Mission present to the committee at the	11. Jeri Keiller moved to approve the continuation of the RM Contract until they give their presentation, and

	<p>February Board meeting.</p> <p>Following the Board meeting, Finance will determine how to move forward with the Rescue Mission Contract.</p>	<p>a determination is made. Jack Pecoraro seconded the motion. Unanimously approved.</p>
12. Amici House Painting & Utilities	12. Chris reported that this discussion will be brought up ant the next Finance meeting.	12. No action taken
13. Employee Retention Tax Credit-Update	13. Chris shared that there is no update on the ERTC at this time.	13. No action taken
14. Chief Executive Administrator Report	<p>14. Marco Li Mandri gave an update on General Liability Insurance. Once the contract wording has been amended, our agent is willing to try and rebid with an admitted carrier.</p> <p>Marco gave an update on the Amici Park Redesign. The initial bid was approved for \$3 million prior to COVID. At this time, we will obtain new quotes to rebid for the work.</p> <p>Marco gave an update on General vs. Special Benefits. LIA has a 4% general benefit, which is currently about \$38,000. Other districts have a 10, 11 or 12% benefit. The city does not pick up trash in Little Italy or maintain landscaping, with the exception of the palm trees. LIA's general benefit percentage should be higher. LIA also manages the Piazza della Famiglia, which is a city park, yet the city does not contribute to the upkeep.</p> <p>Marco is working on a Busker Ordinance.</p> <p>Marco is working on a Special Events Ordinance that will allow LIA to use Parking Meter Revenue to hire Off Duty Police Officers to patrol the district.</p> <p>Marco gave an update on the unhoued citizens under Grape Street Bridge. Central Division is responsible for keeping the bridges cleared.</p>	14. No action taken

	<p>Marco congratulated Catt for the continued success of the Mercato.</p> <p>Marco thanked Fuse Events/Artwalk for their great work.</p> <p>Marco shared that he is unsure about closing India Street for Bella Vita, Chalk Art Event. The Finance committee will further discuss events that require street closures due to the loss of revenue.</p> <p>Marco gave an update on Amici Park.</p>	
15. Old Business	15. Nothing to Report	15. No action taken
16. Adjournment	16. Meeting was adjourned	16. Meeting was adjourned by consensus.

Minutes taken by: Dianne T. Serna De León, Staff

Balance Sheet

As of December 31, 2022

	Dec 31, 22	Dec 31, 21
ASSETS		
Current Assets		
Checking/Savings		
BID Acct / Torrey Pines	13,949.54	20,863.69
Programs Acct / Torrey Pines	213,953.08	203,105.15
Mercato / Torrey Pines	29,165.44	20,664.61
Parking District / Torrey Pines	75,575.09	262,086.19
MAD Acct / Torrey Pines	149,442.91	475,192.63
Payroll Acct / Torrey Pines	42,695.05	20,789.27
Savings Acct / Torrey Pines	279,484.70	276,435.53
Total Checking/Savings	804,265.81	1,279,137.07
Accounts Receivable		
Accts Rec - MAD	6,505.40	-94,502.66
Accts Rec - Parking District	273,300.06	78,082.24
Accts Rec - Programs	21,599.33	7,328.00
Total Accounts Receivable	301,404.79	-9,092.42
Other Current Assets		
Endowment Fund	12,161.56	13,202.18
Total Other Current Assets	12,161.56	13,202.18
Total Current Assets	1,117,832.16	1,283,246.83
Fixed Assets		
Machinery and Equipment	127,331.00	127,331.00
Improvements-Building/Nursery	56,777.00	56,777.00
Auto/Transport Equipment	106,215.00	106,215.00
Program Equipment	12,000.00	12,000.00
Improvements	2,400.00	0.00
Website design	10,400.00	10,400.00
Accumulated depreciation	-232,607.74	-205,547.35
Total Fixed Assets	82,515.26	107,175.65
Other Assets		
Rent deposit	8,450.73	8,450.73
Total Other Assets	8,450.73	8,450.73
TOTAL ASSETS	1,208,798.15	1,398,873.21
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
Total Accounts Payable	33,245.57	39,764.31
Other Current Liabilities		
Payable to New City America	12,419.00	0.00
Unearned Grants	0.00	17,000.00
Bollard Advance	92,309.24	167,252.94
Accrued Interest Liability	1,016.00	1,016.00
Second PPP Loan	0.00	274,105.00
MAD Advance	0.00	190,725.93
Total Other Current Liabilities	105,744.24	650,099.87
Total Current Liabilities	138,989.81	689,864.18
Long Term Liabilities		
EIDL LOAN	148,475.73	148,475.73
Loan Payable #3 F-150 V8	0.00	1,687.63
Loan Payable #4 F-150 V6	0.00	1,674.92
Total Long Term Liabilities	148,475.73	151,838.28
Total Liabilities	287,465.54	841,702.46
Equity		
Net unrestricted assets	905,764.09	576,528.59
Net Income	15,568.52	-19,357.84
Total Equity	921,332.61	557,170.75
TOTAL LIABILITIES & EQUITY	1,208,798.15	1,398,873.21

7:43 AM

01/17/23

Accrual Basis

Little Italy Association of San Diego

Profit & Loss

July through December 2022

	BID	MAD	Maintenance Non-Assessment	Total Parking District	Programs & Operations	TOTAL
Income						
SBEP - SBEP Management Grant	18,356.00	0.00	0.00	0.00	0.00	18,356.00
PROGRAM INCOME	0.00	0.00	8,000.00	0.00	191,903.97	199,903.97
BID INCOME	44,668.35	0.00	0.00	0.00	0.00	44,668.35
MAINTENANCE DISTRICT INCOME	0.00	606,893.50	0.00	0.00	0.00	606,893.50
MAINTENANCE NON-ASSESS INC...	0.00	0.00	75,380.00	0.00	0.00	75,380.00
MERCATO INCOME	0.00	0.00	0.00	0.00	488,165.50	488,165.50
PARKING DISTRICT INCOME	0.00	0.00	0.00	302,361.42	0.00	302,361.42
PARKING DISTRICT REVENUES	0.00	0.00	0.00	55,540.64	0.00	55,540.64
Total Income	63,024.35	606,893.50	83,380.00	357,902.06	680,069.47	1,791,269.38
Gross Profit	63,024.35	606,893.50	83,380.00	357,902.06	680,069.47	1,791,269.38
Expense						
MISC MAINT EXPENSE	0.00	0.00	0.10	0.00	0.00	0.10
OFFICE OPERATIONS	19,545.67	99,700.92	239.35	0.00	27,607.04	147,092.98
LANDSCAPE OPERATIONS	0.00	38,357.91	1,114.25	0.00	0.00	39,472.16
ASSESS DIST OPERATIONAL EXP	0.00	81,088.59	27,149.19	0.00	1,140.07	109,377.85
PERSONNEL EXPENSE	0.00	437,824.08	3,315.18	-1,270.40	-3,464.93	436,403.93
ACCOUNTANT EXPENSE ENTRIES	0.00	0.00	5,164.49	0.00	7,630.75	12,795.24
PROGRAM EXPENSE	10.65	449.33	19,830.31	0.00	188,778.56	209,068.85
Maintenance Personnel	0.00	0.00	-9,636.00	0.00	909.06	-8,726.94
NCA Management	23,881.38	12,000.00	0.00	0.00	111,480.00	147,361.38
Office Operational	0.00	1,056.86	6,755.57	0.00	5,260.65	13,073.08
Consulting Services	16,500.00	0.00	0.00	0.00	0.00	16,500.00
SBEP EXPENSES	6,118.62	0.00	0.00	0.00	2,606.00	8,724.62
MERCATO EXPENSE	0.00	0.00	0.00	0.00	285,695.95	285,695.95
PARKING DISTRICT EXPENSE	0.00	0.00	0.00	358,937.07	-75.41	358,861.66
Total Expense	66,056.32	670,477.69	53,932.44	357,666.67	627,567.74	1,775,700.86
Net Income	-3,031.97	-63,584.19	29,447.56	235.39	52,501.73	15,568.52

11:41 AM

Little Italy Association of San Diego
BID Profit & Loss Budget Performance

01/13/23

December 2022

Accrual Basis

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Income					
SBEP · SBEP Management Grant	0.00		18,356.00		
BID INCOME					
Carry-forward	0.00	0.00	0.00	6,213.31	6,213.31
BID Dues	0.00	0.00	600.00	0.00	0.00
BID Disbursements	12,279.70	10,500.00	50,681.68	63,000.00	126,000.00
Total BID INCOME	12,279.70	10,500.00	51,281.68	69,213.31	132,213.31
Total Income	12,279.70	10,500.00	69,637.68	69,213.31	132,213.31
Gross Profit	12,279.70	10,500.00	69,637.68	69,213.31	132,213.31
Expense					
OFFICE OPERATIONS					
Accounting	0.00	333.33	2,000.00	1,999.98	3,999.96
Computer Service	957.00	375.00	4,785.00	2,250.00	4,500.00
Dues & subscriptions	0.00	125.00	900.00	750.00	1,500.00
Insurance	1,300.00	333.33	2,633.32	1,999.98	3,999.96
Office supplies	360.00	575.00	3,527.03	3,450.00	6,900.00
Printing	0.00	41.67	0.00	250.02	500.04
Phone & Internet	181.08	216.67	1,093.62	1,300.02	2,600.04
Postage	0.00	83.33	1,606.70	499.98	999.96
Rent	500.00	500.00	3,000.00	3,000.00	6,000.00
Web Maintenance	0.00	166.67	0.00	1,000.02	2,000.04
Total OFFICE OPERATIONS	3,298.08	2,750.00	19,545.67	16,500.00	33,000.00
PROGRAM EXPENSE					
Merchant Services	0.00		10.65		
Total PROGRAM EXPENSE	0.00		10.65		
NCA Management					
Staff Administration	2,960.46	5,000.00	23,881.38	30,000.00	60,000.00
Total NCA Management	2,960.46	5,000.00	23,881.38	30,000.00	60,000.00
Consulting Services					
PR	2,750.00	2,750.00	16,500.00	16,500.00	33,000.00
Total Consulting Services	2,750.00	2,750.00	16,500.00	16,500.00	33,000.00
Contingency	0.00	517.78	0.00	3,106.68	6,213.31
SBEP EXPENSES					
Management Grant	2,039.54	0.00	6,118.62	0.00	0.00
Total SBEP EXPENSES	2,039.54	0.00	6,118.62	0.00	0.00
Total Expense	11,048.08	11,017.78	66,056.32	66,106.68	132,213.31
Net Income	1,231.62	-517.78	3,581.36	3,106.63	0.00

Little Italy Association of San Diego
MAD Profit & Loss Budget Performance

Accrual Basis

December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Income					
MAINTENANCE DISTRICT INCOME					
MAD Assessments	101,148.92	101,550.50	606,893.50	609,303.00	1,218,606.00
MAD Gas Tax	0.00	326.33	0.00	1,958.02	3,916.00
MAD General Benefit Income	0.00	4,002.92	0.00	24,017.48	48,035.00
MAD City Administration	0.00	-291.66	0.00	-1,750.04	-3,500.00
MAD Spec Dist Lighting	0.00	-2,916.66	0.00	-17,500.04	-35,000.00
MAD Delinquency Factor 1.5%	0.00	-1,522.50	0.00	-9,135.00	-18,270.00
Total MAINTENANCE DISTRICT INCOME	101,148.92	101,148.93	606,893.50	606,893.42	1,213,787.00
Total Income	101,148.92	101,148.93	606,893.50	606,893.42	1,213,787.00
Gross Profit	101,148.92	101,148.93	606,893.50	606,893.42	1,213,787.00
Expense					
OFFICE OPERATIONS					
Accounting	0.00	416.66	2,600.00	2,500.04	5,000.00
Computer Service	0.00	583.33	0.00	3,500.02	7,000.00
Insurance	29,343.87	10,416.66	63,360.80	62,500.00	125,000.00
Office supplies	256.88	833.33	2,571.40	5,000.02	10,000.00
Payroll Service	688.03	416.66	2,884.72	2,500.04	5,000.00
Rent					
Storage	814.00	833.33	4,884.00	5,000.02	10,000.00
Rent - Other	3,900.00	3,333.33	23,400.00	20,000.02	40,000.00
Total Rent	4,714.00	4,166.66	28,284.00	25,000.04	50,000.00
Repairs & Maintenance	0.00	500.00	0.00	3,000.00	6,000.00
Utilities	0.00	291.66	0.00	1,750.04	3,500.00
Total OFFICE OPERATIONS	35,002.78	17,624.96	99,700.92	105,750.24	211,500.00
LANDSCAPE OPERATIONS					
Nursery & Landscape Supplies	3,700.69	2,166.67	18,098.51	12,999.98	26,000.00
Tree Supplies & Services	471.60	2,083.33	10,341.26	12,500.02	25,000.00
Outside Landscaping Service	0.00	83.33	0.00	500.02	1,000.00
Tools & Equipment	60.33	333.33	1,040.86	2,000.02	4,000.00
Dumpster	71.00	166.66	847.00	1,000.04	2,000.00
Uniforms	805.84	416.66	805.84	2,500.04	5,000.00
Equipment Rental	0.00	208.33	7,092.88	1,250.02	2,500.00
Total LANDSCAPE OPERATIONS	5,109.46	5,458.31	38,226.35	32,750.14	65,500.00
ASSESS DIST OPERATIONAL EXP					
MAD / BID OPERATIONS					
Dumpster	2,442.25	2,500.00	14,653.50	15,000.00	30,000.00
Tools & Equipment	0.00	125.00	751.60	750.00	1,500.00
Auto expenses	1,905.14	1,000.00	4,642.63	6,000.00	12,000.00
Gas & electricity	19.73	500.00	3,332.32	3,000.00	6,000.00
Gasoline	3,374.81	2,333.33	20,876.50	14,000.02	28,000.00
Equipment Rentals	0.00	83.33	0.00	500.02	1,000.00
Cell Phones / Radios	244.00	400.00	1,464.00	2,400.00	4,800.00
Electrical Work/Street Lights	0.00	83.33	0.00	500.02	1,000.00
Water	82.03	1,333.33	5,777.31	8,000.02	16,000.00
Uniforms	2,201.64	583.33	2,201.64	3,500.02	7,000.00
Cleaning & Janitorial Supplies	3,730.22	2,916.66	23,250.34	17,500.04	35,000.00
Total MAD / BID OPERATIONS	13,999.82	11,858.31	76,949.84	71,150.14	142,300.00
PRESSURE-WASHING OPERATIONS					
Tools & Equipment	0.00	83.33	0.00	500.02	1,000.00
Pressure Washer / Water Trailer	797.82	416.66	4,338.75	2,500.04	5,000.00
Total PRESSURE-WASHING OPERATI...	797.82	499.99	4,338.75	3,000.06	6,000.00
Total ASSESS DIST OPERATIONAL EXP	14,797.64	12,358.30	81,288.59	74,150.20	148,300.00
PERSONNEL EXPENSE					
EE MEDICAL CONTRIBUTION					
Consultant Salary Expense	1,507.87		6,163.47		
EE MEDICAL CONTRIBUTION - Other	-1,203.08		-3,533.76		0.00
Total EE MEDICAL CONTRIBUTION	304.79		2,629.71		0.00
Office Administrator					
Health/Dental Insurance	1,610.31	0.00	3,461.86	0.00	0.00
Payroll Taxes	231.62	0.00	700.62	0.00	0.00
WC Insurance	21.59	0.00	95.20	0.00	0.00
Salary Expense	4,230.76	1,800.00	12,692.28	10,800.00	21,600.00
Total Office Administrator	6,094.28	1,800.00	16,949.96	10,800.00	21,600.00
Landscape Crew					
Salary Expense	17,835.45	23,200.00	76,969.49	139,200.00	278,400.00
Health/Dental Insurance	1,462.78	0.00	8,510.26	0.00	0.00
WC Insurance	896.07	0.00	7,143.67	0.00	0.00
Payroll Taxes	1,472.01	0.00	6,392.32	0.00	0.00
Total Landscape Crew	21,666.31	23,200.00	99,015.74	139,200.00	278,400.00
Maintenance Crew					

11:47 AM

01/13/23

Little Italy Association of San Diego
MAD Profit & Loss Budget Performance

Accrual Basis

December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Salary Expense	47,682.52	43,000.00	201,330.89	258,000.00	516,000.00
Payroll Taxes	3,775.53	0.00	16,534.27	0.00	0.00
WC Insurance	2,261.05	0.00	17,290.20	0.00	0.00
Health/Dental Insurance	2,894.88	0.00	23,902.70	0.00	0.00
Total Maintenance Crew	56,613.98	43,000.00	259,058.06	258,000.00	516,000.00
Pressure-Washing Crew					
Salary Expense	12,110.99	9,583.33	50,335.92	57,500.02	115,000.00
Payroll Taxes	971.82	0.00	4,062.09	0.00	0.00
WC Insurance	517.50	0.00	3,707.89	0.00	0.00
Health/Dental Benefits	206.36	0.00	2,064.71	0.00	0.00
Total Pressure-Washing Crew	13,806.67	9,583.33	60,170.61	57,500.02	115,000.00
Total PERSONNEL EXPENSE	98,486.03	77,583.33	437,824.08	465,500.02	931,000.00
PROGRAM EXPENSE					
Landscaping & Nursery Supplies	0.00		449.33		
Total PROGRAM EXPENSE	0.00		449.33		
NCA Management					
Staff Administration	2,000.00	2,000.00	12,000.00	12,000.00	24,000.00
Total NCA Management	2,000.00	2,000.00	12,000.00	12,000.00	24,000.00
Office Operational					
Employee Screening Services	89.97	133.33	1,056.86	800.02	1,600.00
Total Office Operational	89.97	133.33	1,056.86	800.02	1,600.00
Total Expense	155,485.88	115,158.23	670,546.13	690,950.62	1,381,900.00
Net Income	-54,336.96	-14,009.30	-63,652.63	-84,057.20	-168,113.00

2:55 PM

Little Italy Association of San Diego

01/13/23

Maintenance Non-Assessment Profit & Loss Budget Performance

Accrual Basis

December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Income					
PROGRAM INCOME					
NCA Fundraising (Sponsorships)	0.00		2,000.00		
Sponsors	0.00	1,000.00	6,000.00	6,000.00	12,000.00
Total PROGRAM INCOME	0.00	1,000.00	8,000.00	6,000.00	12,000.00
MAINTENANCE NON-ASSESS INCOME					
Mercato Services	10,000.00	5,000.00	30,000.00	30,000.00	60,000.00
Other Income / Special Events	0.00	600.00	0.00	3,600.00	7,200.00
Supplemental Services	4,420.00	6,250.00	45,380.00	37,500.00	75,000.00
Total MAINTENANCE NON-ASSESS INCO...	14,420.00	11,850.00	75,380.00	71,100.00	142,200.00
Total Income	14,420.00	12,850.00	83,380.00	77,100.00	154,200.00
Gross Profit	14,420.00	12,850.00	83,380.00	77,100.00	154,200.00
Expense					
MISC MAINT EXPENSE					
Misc Maintenance Expense	0.00	50.00	0.00	300.00	600.00
School Dist Property Taxes	0.00		0.00		17,500.00
MISC MAINT EXPENSE - Other	0.00		0.10		0.00
Total MISC MAINT EXPENSE	0.00	50.00	0.10	300.00	18,100.00
OFFICE OPERATIONS					
Office supplies	0.00	0.00	239.35	0.00	0.00
Total OFFICE OPERATIONS	0.00	0.00	239.35	0.00	0.00
LANDSCAPE OPERATIONS					
Nursery & Landscape Supplies	114.25	0.00	114.25	0.00	0.00
Tree Supplies & Services	0.00	0.00	1,000.00	0.00	0.00
Total LANDSCAPE OPERATIONS	114.25	0.00	1,114.25	0.00	0.00
ASSESS DIST OPERATIONAL EXP					
MAD / BID OPERATIONS					
Meals & Entertainment	0.00	50.00	125.06	300.00	600.00
Late Fees	0.00	8.25	49.46	50.50	100.00
Liability Claims	23,466.05		26,216.92		3,000.00
Auto expenses	500.00	50.00	500.00	300.00	600.00
Cell Phones / Radios	0.00		104.00		
Total MAD / BID OPERATIONS	23,966.05	108.25	26,995.44	650.50	4,300.00
PRESSURE-WASHING OPERATIONS					
Pressure Washer / Water Trailer	0.00		153.75		
Total PRESSURE-WASHING OPERATI...	0.00		153.75		
Total ASSESS DIST OPERATIONAL EXP	23,966.05	108.25	27,149.19	650.50	4,300.00
PERSONNEL EXPENSE					
Staff reimbursement	0.00	-600.00	-6,352.00	-3,600.00	-7,200.00
EE MEDICAL CONTRIBUTION					
Consultant Salary Expense	0.00		220.00		
Total EE MEDICAL CONTRIBUTION	0.00		220.00		
Office Administrator					
Salary Expense	0.00	350.00	1,361.48	2,100.00	4,200.00
Total Office Administrator	0.00	350.00	1,361.48	2,100.00	4,200.00
Landscape Crew	272.00		272.00		
Maintenance Crew					
Staff Bonuses	9,000.00	10,000.00	9,000.00	10,000.00	10,000.00
Payroll Taxes	0.00		-1,186.30		
Total Maintenance Crew	9,000.00	10,000.00	7,813.70	10,000.00	10,000.00
Total PERSONNEL EXPENSE	9,272.00	9,750.00	3,315.18	8,500.00	7,000.00
ACCOUNTANT EXPENSE ENTRIES					
Depreciation	-4,985.96	2,416.67	5,164.49	14,500.02	29,000.04
Total ACCOUNTANT EXPENSE ENTRIES	-4,985.96	2,416.67	5,164.49	14,500.02	29,000.04
PROGRAM EXPENSE					
Liability Claim	6,119.72		19,667.74		3,000.00

2:55 PM

Little Italy Association of San Diego

01/13/23

Maintenance Non-Assessment Profit & Loss Budget Performance

Accrual Basis

December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budget
Meals / Entertainment / Travel	0.00	85.00	94.11	510.00	1,020.00
Misc					
Late fees	0.00		68.46		
Total Misc	0.00		68.46		
Total PROGRAM EXPENSE	6,119.72	85.00	19,830.31	510.00	4,020.00
Maintenance Personnel					
Workers compensation	0.00		-9,636.00		
Total Maintenance Personnel	0.00		-9,636.00		
Office Operational					
Legal	0.00	500.00	6,155.00	3,000.00	6,000.00
Total Office Operational	0.00	500.00	6,155.00	3,000.00	6,000.00
Total Expense	34,486.06	12,909.92	53,331.87	27,460.52	68,420.04
Net Income	-20,066.06	-59.92	30,048.13	49,639.48	85,779.96

7:25 AM

01/17/23

Accrual Basis

Little Italy Association of San Diego
PARKING DISTRICT Profit & Loss Budget Performance

December 2022

	Dec 22	Budget	Jul - Dec 22	YTD Budget	Annual Budg...
Income					
PARKING DISTRICT INCOME					
Parking District Reimbursement	66,723.97	62,500.00	273,175.06	375,000.00	750,000.00
City Bollard funds	3,313.17	9,303.59	29,186.35	36,693.56	92,515.10
Parking District	0.00		0.01		
Total PARKING DISTRICT INCOME	70,037.14	71,803.59	302,361.42	411,693.56	842,515.10
PARKING DISTRICT REVENUES					
Valet Program Revenues	5,763.56	9,720.00	52,132.44	58,320.00	116,640.00
Valet Subsidies from Businesses	0.00		3,408.20		
Total PARKING DISTRICT REVENUES	5,763.56	9,720.00	55,540.64	58,320.00	116,640.00
Total Income	75,800.70	81,523.59	357,902.06	470,013.56	959,155.10
Gross Profit	75,800.70	81,523.59	357,902.06	470,013.56	959,155.10
Expense					
PERSONNEL EXPENSE					
Staff reimbursement	0.00		-1,270.40		
Total PERSONNEL EXPENSE	0.00	0.00	-1,270.40	0.00	0.00
PARKING DISTRICT EXPENSE					
In House Valet Program					
Valet Employee Payroll	18,526.17	19,583.33	79,474.06	117,499.98	234,999.96
Valet Employee Payroll Taxes	1,543.10	2,083.33	6,169.39	12,499.98	24,999.96
Equipment & Uniforms	324.36	666.67	1,439.08	4,000.02	8,000.04
Cell/Tech services	0.00	166.67	763.28	1,000.02	2,000.04
Permits	0.00	333.33	0.00	1,999.98	3,999.96
Program Management	3,425.00	3,425.00	20,550.00	20,550.00	41,100.00
Total In House Valet Program	23,818.63	26,258.33	108,395.81	157,549.98	315,099.96
Lot Rental/Insurance					
Workers' Comp	631.06	1,250.00	5,449.07	7,500.00	15,000.00
Liability Insurance	12,000.00	4,000.00	28,000.00	24,000.00	48,000.00
Parking Lot Rentals	5,042.23	9,166.67	28,211.15	55,000.02	110,000.04
Program Management	2,162.50	2,162.50	12,975.00	12,975.00	25,950.00
Lot Rental/Insurance - Other	0.00		2,342.23		
Total Lot Rental/Insurance	19,835.79	16,579.17	76,977.45	99,475.02	198,950.04
Marketing and Promotions					
Website Parking Component	0.00	866.67	0.00	5,200.02	10,400.04
Printed Material	902.63	416.67	6,981.69	2,500.02	5,000.04
PR Firm	3,400.00	3,333.33	20,400.00	19,999.98	39,999.96
Program Mgmt	695.00	695.00	4,170.00	4,170.00	8,340.00
Total Marketing and Promotions	4,997.63	5,311.67	31,551.69	31,870.02	63,740.04
New Initiatives& Special Proj					
City of SD Insourcing	0.00	50.00	0.00	300.00	600.00
Feasibility Study-W.Grape	0.00	416.67	0.00	2,500.02	5,000.04
Planters/Beautification	0.00	5,833.33	0.00	34,999.98	69,999.96
Enhanced Pedestrian Lighting	0.00	2,416.67	0.00	14,500.02	29,000.04
Ped Transition Safety	0.00	2,083.33	9,303.00	12,499.98	24,999.96
Transportation Support	0.00		1,353.94		
Ped Barrier Planters, Lighting	2,635.25	0.00	2,635.25	0.00	0.00
Removable Bollard System					
Bollards	2,458.17	6,532.75	25,102.51	20,068.52	59,265.02
Removable Bollard System - Other	0.00		633.84		
Total Removable Bollard System	2,458.17	6,532.75	25,736.35	20,068.52	59,265.02
Bollard Program Management	0.00	2,770.84	0.00	16,625.04	33,250.08
Rescue Mission Security	12,000.00	6,000.00	54,000.00	36,000.00	72,000.00
Program Management	2,562.50	2,562.50	15,375.00	15,375.00	30,750.00

7:25 AM

01/17/23

Accrual Basis

Little Italy Association of San Diego
PARKING DISTRICT Profit & Loss Budget Performance
December 2022

	<u>Dec 22</u>	<u>Budget</u>	<u>Jul - Dec 22</u>	<u>YTD Budget</u>	<u>Annual Budg...</u>
Total New Initiatives& Special Proj	19,655.92	28,666.09	108,403.54	152,868.56	324,865.10
LIA Management					
Rent	2,000.00	1,000.00	12,000.00	6,000.00	12,000.00
Utilities	299.00	1,000.00	3,873.64	6,000.00	12,000.00
Vehicle Subsidy & Maintenance	6,780.11	833.33	7,933.94	4,999.98	9,999.96
Storage	1,196.00	1,000.00	6,351.00	6,000.00	12,000.00
Program Mgmt	575.00	575.00	3,450.00	3,450.00	6,900.00
Total LIA Management	<u>10,850.11</u>	<u>4,408.33</u>	<u>33,608.58</u>	<u>26,449.98</u>	<u>52,899.96</u>
Total PARKING DISTRICT EXPENSE	<u>79,158.08</u>	<u>81,223.59</u>	<u>358,937.07</u>	<u>468,213.56</u>	<u>955,555.10</u>
Total Expense	<u>79,158.08</u>	<u>81,223.59</u>	<u>357,666.67</u>	<u>468,213.56</u>	<u>955,555.10</u>
Net Income	<u>-3,357.38</u>	<u>300.00</u>	<u>235.39</u>	<u>1,800.00</u>	<u>3,600.00</u>

Little Italy Association of San Diego
PROGRAM - BUDGET TO ACTUAL
July through December 2022

	Dog Park		Grounds		Art Appreciation Projects		Art Walk		Banner		Casino de Piazza	
	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget
Income												
PROGRAM INCOME	6,000	4,500	4,250	4,253	0		0	0	1,000	0	27,795	3,000
MERCATO INCOME	0		0		0		0		0		0	
Total Income	6,000	4,500	4,250	4,253	0	0	0	0	1,000	0	27,795	3,000
Expense												
OFFICE OPERATIONS	107		1,006	600	0		0		0		0	
LANDSCAPE OPERATIONS	0		0		0		0		0		0	
ASSESS DIST OPERATIONAL EXP	0		117	2,850	0		0		0		0	
PERSONNEL EXPENSE	0		0		0		0		0		0	
ACCOUNTANT EXPENSE ENTRIE	240	400	0		0		0		0		0	
PROGRAM EXPENSE	0	2,500	6,675	6,120	1,096	0	500		6,084	1,000	28,084	
Maintenance Personnel	0		0		0		0		0		755	
Maintenance Non-Personnel	0		0		0		0		0		0	
NCA Management	0		0		0		0		0		0	
Office Operational	0		0		0		0		0		0	
SBEP EXPENSES	0		0		0		0		0		0	
MERCATO EXPENSE	0		0		0		0		0		0	
PARKING DISTRICT EXPENSE	0		0		0		0		0		0	
Total Expense	347	2,900	7,798	9,570	1,096	0	500		6,084	1,000	28,840	
Net Income	5,653	1,600	-3,548	-5,318	-1,096	0	-500	0	-5,084	-1,000	-1,044	3,000
ANNUAL BUDGET		3,200		-10,625		-21,575		5,000		-1,000		3,000

Little Italy Association of San Diego
PROGRAM - BUDGET TO ACTUAL
July through December 2022

	Christmas Programs		Convivio Events		County Grants		General & Administration		Italian Heritage Concerts		Total Little Italy Tours	
	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget		Budget	Jul - Dec 22	Budget
Income												
PROGRAM INCOME	44,805	70,000	2,575		0	1	24,330	3,650			14,329	
MERCATO INCOME	0		0		0		0				0	
Total Income	44,805	70,000	2,575	0	0	1	24,330	3,650			14,329	
Expense												
OFFICE OPERATIONS	0		0		0		26,924	9,875			0	
LANDSCAPE OPERATIONS	0		0		0		0				0	
ASSESS DIST OPERATIONAL EXP	14		0		0		1,009	675			0	
PERSONNEL EXPENSE	0		0		0		-4,941	4,040			0	
ACCOUNTANT EXPENSE ENTRIE	3,833	0	0		0		3,558	5,820			0	
PROGRAM EXPENSE	22,950	65,000	0		0	1	37,797	19,883			10,941	
Maintenance Personnel	154		0		0		0				0	
Maintenance Non-Personnel	0		0		0		0				0	
NCA Management	0		0		0		111,480	111,480			0	
Office Operational	0		0		0		5,261	2,500			0	
SBEP EXPENSES	0		0		0		0				0	
MERCATO EXPENSE	0		0		0		0				0	
PARKING DISTRICT EXPENSE	0		0		0		-75	0			0	
Total Expense	26,951	65,000	0		0	1	181,011	154,272			10,941	
Net Income	17,854	5,000	2,575	0	0	0	-156,681	-150,622	0	0	3,388	
ANNUAL BUDGET		5,000		0		0		-330,844		7,500		0

Little Italy Association of San Diego
PROGRAM - BUDGET TO ACTUAL
July through December 2022

	Total Mercato		Merchandise		Military Events		Misc Events		Officer's Budget		Piazza Basilone	
	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget
Income												
PROGRAM INCOME	0	0	135	2,500	3,600	2,500	6,884	5,000	0	0	0	1,000
MERCATO INCOME	488,166	417,250	0		0		0		0		0	
Total Income	488,166	417,250	135	2,500	3,600	2,500	6,884	5,000	0	0	0	1,000
Expense												
OFFICE OPERATIONS	0		0		0		0		0		0	
LANDSCAPE OPERATIONS	0		0		0		0		0		0	300
ASSESS DIST OPERATIONAL EXP	0		0		0		0		0	1,000	0	
PERSONNEL EXPENSE	0		0		0		0		0		0	
ACCOUNTANT EXPENSE ENTRIE	0		0		0		0		0		0	
PROGRAM EXPENSE	18,660		0	2,500	745	1,400	4,605		0		657	3,000
Maintenance Personnel	0		0		0		0		0		0	
Maintenance Non-Personnel	0		0		0		0		0		0	
NCA Management	0		0		0		0		0		0	
Office Operational	0		0		0		0		0		0	
SBEP EXPENSES	0		0		0		0		0		0	
MERCATO EXPENSE	285,696	270,623	0		0		0		0		0	
PARKING DISTRICT EXPENSE	0		0		0		0		0		0	
Total Expense	304,356	270,623	0	2,500	745	1,400	4,605	0	0	1,000	657	3,300
Net Income	183,809	146,627	135	0	2,855	1,100	2,278	5,000	0	-1,000	-657	-2,300
ANNUAL BUDGET		309,842		0		1,100		5,000		-2,000		-4,600

Little Italy Association of San Diego
PROGRAM - BUDGET TO ACTUAL
July through December 2022

	Total Piazza della Famiglia		SBEP Bookkeeping Grant		SBEP City Services		Seasonal Displays		State of the Neighborhood		Summer Film Festival	
	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget
Income												
PROGRAM INCOME	1,350	26,750	0		0		9,552	2,500	9,503	4,000	2,372	2,500
MERCATO INCOME	0		0		0		0		0		0	
Total Income	1,350	26,750	0		0		9,552	2,500	9,503	4,000	2,372	2,500
Expense												
OFFICE OPERATIONS	0		0		0		0		0		0	
LANDSCAPE OPERATIONS	0		0		0		0		0		0	
ASSESS DIST OPERATIONAL EXP	0		0		0		0		0		0	
PERSONNEL EXPENSE	0		205		0		0		0		0	
ACCOUNTANT EXPENSE ENTRIE	0		0		0		0		0		0	
PROGRAM EXPENSE	22,325	24,550	0		0		9,875	1,000	9,895	4,000	30	500
Maintenance Personnel	0		0		0		0		0		0	
Maintenance Non-Personnel	0	5,000	0		0		0		0		0	
NCA Management	0		0		0		0		0		0	
Office Operational	0		0		0		0		0		0	
SBEP EXPENSES	0		2,000		606		0		0		0	
MERCATO EXPENSE	0		0		0		0		0		0	
PARKING DISTRICT EXPENSE	0		0		0		0		0		0	
Total Expense	22,325	29,550	2,205		606		9,875	1,000	9,895	4,000	30	500
Net Income	-20,975	-2,800	-2,205		-606		-322	1,500	-393	0	2,342	2,000
ANNUAL BUDGET		-5,600		0		0		3,000		0		2,000

Little Italy Association of San Diego
PROGRAM - BUDGET TO ACTUAL
July through December 2022

	TOLI		Trick or Treat		Venue Rentals		TOTAL	
	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget	Jul - Dec 22	Budget
Income								
PROGRAM INCOME			1,000	1,000	30,205	28,500	189,683	161,654
MERCATO INCOME			0		0		488,166	417,250
Total Income	0	0	1,000	1,000	30,205	28,500	677,849	578,904
Expense								
OFFICE OPERATIONS			0		0		28,036	10,475
LANDSCAPE OPERATIONS			0		0		0	300
ASSESS DIST OPERATIONAL EXP			0		0		1,140	4,525
PERSONNEL EXPENSE			0		0		-4,735	4,040
ACCOUNTANT EXPENSE ENTRIE			0		0		7,631	6,220
PROGRAM EXPENSE			5,110	1,000	3,000	0	189,030	132,454
Maintenance Personnel			0		0		909	0
Maintenance Non-Personnel			0		0		0	5,000
NCA Management			0		0		111,480	111,480
Office Operational			0		0		5,261	2,500
SBEP EXPENSES			0		0		2,606	0
MERCATO EXPENSE			0		0		285,696	270,623
PARKING DISTRICT EXPENSE			0		0		-75	0
Total Expense	0	0	5,110	1,000	3,000	0	626,978	547,616
Net Income	0	0	-4,110	0	27,205	28,500	50,871	31,288
ANNUAL BUDGET		28,000		0		57,000		53,388

RW Handyman Services

Rugene Williams, Owner
 Business Phone (619) 918-5783
salt.life.rzw71@gmail.com

Job Estimate

Date 2-8-23
 Customer Name Chris Gomez
 Phone Number 619-454-1596
 Email Address _____
 Customer Location Amici House

Item	Scope of Work	Amount
------	---------------	--------

- ① clean prep Flaking paint thru-out
- ② New Seal ~~and~~ caulking on ④ windows
- ③ ~~Scrub~~ pressure wash house
- ④ prep/repair front doors ②
- ⑤ Inspect wood for Damage
- ⑥ Total inspection
- ⑦ Recheck last step repair.
- ⑧ Clean-up

Total parts/labour 5000⁰⁰

Convivio Utilities**Base Covered by LIA: \$248.00 (Electric \$162 / Water \$86)**

Month	Convivio	Service
Jan-22	\$172.50	E
Feb-22	\$172.82	E
Mar-22	\$164.49	E
Apr-22	\$164.31	E/W
May-22	\$179.85	E/W
Jul-22	\$145.88	E/W
Jun-22	\$248.57	E/W
Aug-22	\$187.25	E
Sep-22	\$314.19	E/W
Oct-22	\$203.93	E
Nov-22	\$152.63	E/W
Dec-22	\$173.40	E/W
Total	\$2,279.82	
Average	\$189.99	



PROPOSAL

LITTLE ITALY ASSOCIATION

The Collaborative Group (TCG) is excited to have the opportunity to partner with the Little Italy Association to relaunch the fundraising campaign for the Piazza della Famiglia. We are honored to submit the below proposal for your review.

CORE COMPETENCIES

We are a team of passionate professionals dedicated to helping non-profits achieve their goals and strengthen their brand presence through board development, consulting, and fundraising and development. At TCG, we are committed to building strong, trusted relationships and partnerships that will enable greater impact and support your association.

Our process begins with a thorough consultation to understand your organization's mission, culture, challenges, and opportunities. We then assess your needs and develop a tailored project plan with timelines and cost analysis to help you achieve your goals.

As a boutique consulting firm, we are comprised of a team of professionals with diverse backgrounds in education, healthcare, arts and culture, social services, and philanthropy. Our expertise and experience make us uniquely qualified to assist you in developing and executing the plan that will drive your campaign forward.

ACTIVITIES CAN INCLUDE

- Fundraising Strategy
- Donor Cultivation and Stewardship
- Grant Writing
- Board Training
- Creative Campaign Branding
- Community Outreach
- Message Development/Training
- Special Event Planning

WHAT WE BRING TO THE TABLE

- A team of senior-level development professionals with deep experience in the San Diego community and philanthropy.
- Ability to work independently and fulfill staff / team void with our expertise.
- Transparent, cost-efficient, collaborative, responsive.
- Creative, connected, results oriented.
- Our work is recognized by several industry-leading organizations, including the Association of Fundraising Professionals and the North County Philanthropy Council
- Our clients can count on us to provide strategic advice and counsel.



YOUR CAMPAIGN TEAM

Each of our team members are senior-level and will be excellent stewards of your account and resources. Typically, our founding partners, Andrea Muir and Kathy Fremdling are involved in all strategy and executive visibility work. Our entire team is well respected and have deep knowledge and expertise in strategic fund development and philanthropy.

Learn more about our core team by visiting thecollabgrp.com.

ANTICIPATED STRATEGY AND ACTIVITIES TO SUPPORT YOUR CAMPAIGN GOALS

We recommend creating a reboot and comprehensive campaign strategy to reignite the fundraising around not only the Piazza della Famiglia, but the other community piazzas as well. The end goal to raise a minimum of \$1 million dollars to support the Little Italy Association.

We do anticipate there will be some "divide and conquer" to implement the initial recommendations below, as well as an alignment of processes with your association board and team. We are dedicated to creating a cohesive and collaborative working relationship. A solid scope will be outlined in our contract, to ensure all parties are focused on priority activities, and to stay within your budget.

PROJECT METHODOLOGY

Phase 1: March 1 - June 30, 2023*

- Create timeline to prioritize efforts and guide work.
- Review of current donor lists and procedures.
- Review current sponsorship decks, and proposals for donors.
- Weekly meetings either in person or virtually, to provide coaching on donor prospecting, donor stewardship and planning, campaign management and priority setting.
- Establish projected revenue goal for FYE24.

*Additional time is needed the first two months to develop strategy, review past efforts, identify opportunities, create and refine key messages, establish processes and other foundational activities.

Phase 2: July 1 – September 30, 2023

- Ongoing donor cultivation and stewardship
- Participate with donor meetings and solicitations.
- Evaluate program and plan at the end of the first quarter FYE24.

COST ESTIMATE

Based on information from our meeting on January 31st, we anticipate the total campaign can be accomplished within 3 years. However, we propose to initiate the first part of the project for seven months.



- 7-month contract.
- Minimum 35 hours per month.
- \$165 per hour.
- \$5,775 monthly

In addition, we propose a bonus of 10% to paid at the completion of the contract term, and provided the campaign goals are met.

ANTICIPATED RETURN ON INVESTMENT

When we engage with you, we will confirm your goals and objectives. Typically, clients experience the following ROI:

- High performance on campaign key performance indicators (KPI)
- Thoughtful, achievable fundraising and stewardship plans.
- Attract and maintain sponsors, donors, and community partners.
- Increase in donations of time, talent, and treasure.

References Available Upon Request

NEXT STEPS

We recommend a follow up in-person meeting or a call to discuss the content presented here as well as learn from you any updates, additional challenges, objectives, and resources. This will help us confirm a solid scope of work. Then we will draft a contract for review and signature.

Contract should be signed, and first deposit received before any work would begin.

CONTACT INFORMATION

Andrea Muir, CFRE, President
andrea@thecollabgrp.com | Cell: (619)244-8459

The Collaborative Group
thecollabgrp.com