

**FRIDAY, OCTOBER 13, 2023, 11:30 AM  
MANCHESTER-COFFEE COUNTY CONFERENCE CENTER**

**ATTENDEES**

**Members**

Zach Lowry  
Jake Shelton  
Holly Jones  
Ken Huddleston  
Tiffany Hillsman  
Megan Jackson

**Office**

Chairman  
Secretary/Treasurer  
Public Relations Officer

**Guests**

Rebecca French

6 members /2 guests

**CALL TO ORDER**

The October 13, 2023, regular meeting of the Public Building Authority of the City of Manchester, Tennessee was called to order at 11:30 AM by Zach Lowry, Chairman, presiding. Minutes were recorded by Oslin Gulick from recording.

**APPROVAL OF THE MINUTES OF THE PREVIOUS MEETING**

- **Ken Huddleston moved to approve the September 2023 meeting minutes as presented.** Megan Jackson seconded the motion. With no further discussion, the minutes were approved.

**CITIZEN COMMENTS**

- None made.

**REPORTS**

**Treasurer's Report: J. Shelton**

- Depreciation is at \$105,000.
- Total cash on hand is \$117,000.
- Chairman Lowry asked for an update for the depreciation account review. Mrs. French said she would prepare an update.

**Conference Center Report: R. French**

- GM Report is attached to the minutes.
- P&L was provided.
- Income was up over projections.
- Cost of goods was high due to first week of October's order being received in September.
- Line 505. 30% variable labor to income. Great number.
- Line 635. Rentals offset to the customer.
- Line 685. Repairs and Maintenance is concerning. The largest part of this number is the electrical panel breakers being replaced.

- 
- Line 695. Mileage and Travel. Budgeted for October and November. It should flesh out in the next two months.
  - Need to have a proactive approach to maintenance. Working to build a relationship with the City before the next budget cycle.
  - Sales were at \$108,000. Required sales to meet budget is \$129,000. Minimum stretch goal is \$174,921.
  - For the first quarter, the City was underbilled by \$27,000. IF this trend continued, it would only amount to \$108,000. So no matter what, MCCCC budget will be over allocation for the City's budget. No matter what, a budget amendment will be necessary.
  - It is also an audit violation to underbill the requirements for operations.
  - It was disappointing that the September 18 Work Session was not attended by any elected officials. Mrs. French sent all elected officials the presentation.
  - Catering closes the sales gap. A breakdown of catering profit will be provided for the board to review.
  - Mrs. French attended the Governor's Conference for Tourism.
  - From Gov-Con, it they asked that all tourism representatives go back to their municipalities and ask them to continue funding tourism because it does have a return on investment locally and state level.

#### **OLD BUSINESS:**

##### **PBA Employee Review and Bonus Policy**

- New objectives turned in in March. They were turned in and not approved.
- **Tiffany Hillsman moved to approve the compensation and bonus policy as presented.** Ken Huddleston seconded the motion.
  - Mrs. French clarified that the idea behind the policy was for 5 goals to total up to 6% of the salary. Each goal would be weighted within that.
  - The calendar for how items would be turned in during the year was clarified.
  - Goals tabled for work session.
  - Comparable job salaries have been provided for research and information.
- **Holly Jones moved to amend the previous motion to include up to 6%.** Ken Huddleston seconded the motion. With no further discussion, the motion was approved.
- **Tiffany Hillsman moved to approve the compensation and bonus policy up to 6%.** Ken Huddleston seconded the motion. With no further discussion, the motion was approved.

#### **NEW BUSINESS**

##### **Absenteeism: Chairman Lowry**

- **Jake Shelton moved to approve the absence of David Bradley.** Megan Jackson seconded the motion. With no further discussion, the motion passed.

##### **Work Session**

- Thursday, October 26, 2023, at 12:00.
- Review FY 23 completed goals.
- Discussing FY 24 Goals.
- Draft employment contract requirements for Brent Keeton.

**ADJOURN**

- Chairman Lowry adjourned the meeting at 12:53 pm.

---

Signed, Zach Lowry, Chairman

Minutes completed and typed by Oslin Gulick October 11, 2023.





MANCHESTER | COFFEE COUNTY  
CONFERENCE CENTER

- Professional Event Management
- Spacious Ballroom
- Fully Integrated Executive Board Rooms
- Outdoor Event Space

**September Monthly Performance Review**

23 – Event Days

2067 – People attended events

103 – Hotel Rooms

*(in conjunction to convention center events)*

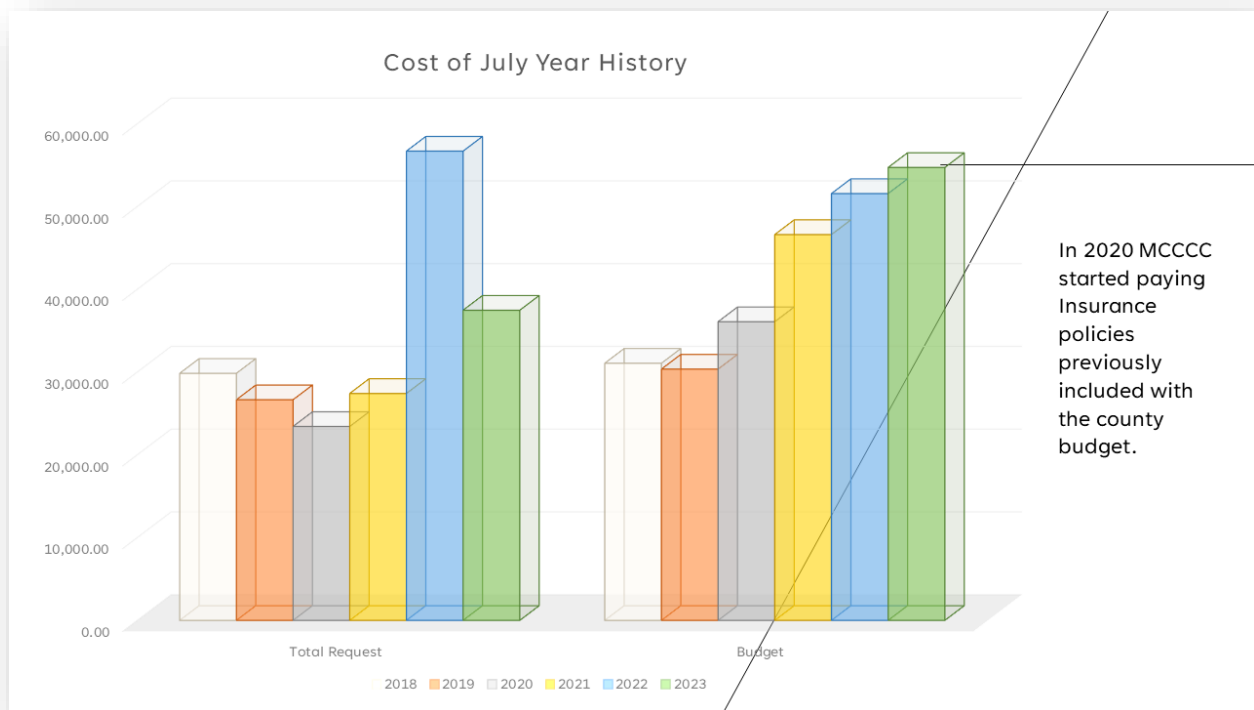


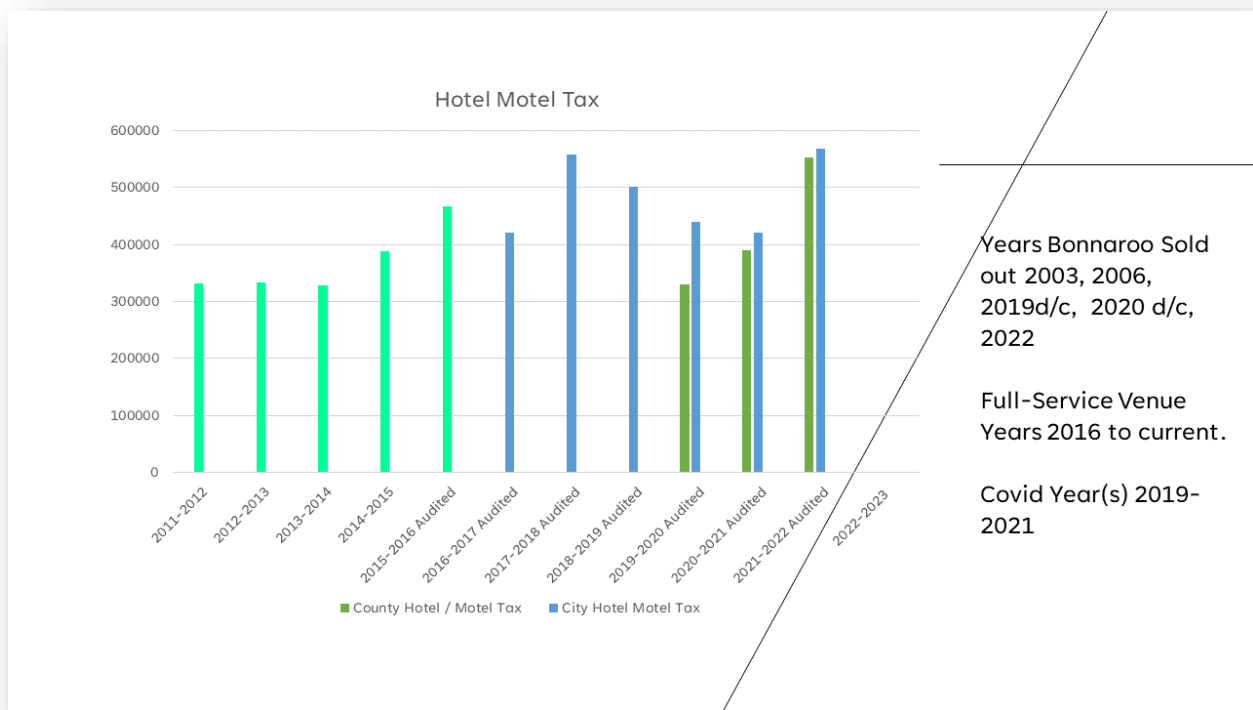
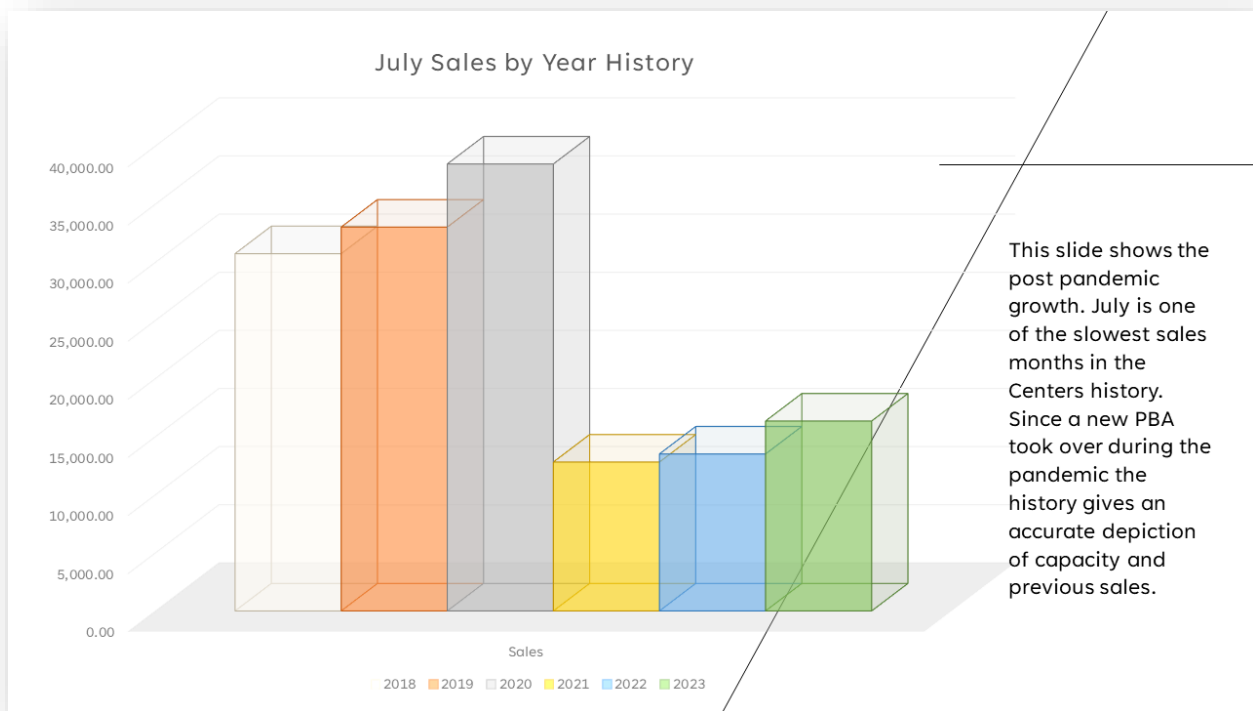
To learn more about the conference center visit [www.mcccc.com](http://www.mcccc.com)

<p><b>July</b></p> <p>Event Days: 20 Hotel Rooms: 30 Guests: 1484 \$6,807.00 Direct Impact</p>	<p><b>August</b></p> <p>Event Days: 23 Hotel Rooms: 664 Guests: 2886 \$150,661.60 Direct Impact</p>	<p><b>September</b></p> <p>Event Days: 23 Hotel Rooms: 103 Guests: 2067 \$ Direct Impact</p>	<p><b>October</b></p> <p>Event Days: Hotel Rooms: Guests: \$ Direct Impact</p>
<p><b>November</b></p> <p>Event Days: Hotel Rooms: Guests: \$ Direct Impact</p>	<p><b>December</b></p> <p>Event Days: Hotel Rooms: Guests: \$ Direct Impact</p>	<p><b>January</b></p> <p>Event Days: Hotel Rooms: Guests: \$ Direct Impact</p>	<p><b>February</b></p> <p>Event Days: Hotel Rooms: Guests: \$ Direct Impact</p>

March	April	May	June
Event Days: Hotel Rooms: Guests: \$ Direct Impact	Event Days: Hotel Rooms: Guests: \$ Direct Impact	Event Days: Hotel Rooms: Guests: \$ Direct Impact	Event Days: Hotel Rooms: Guests: \$ Direct Impact

“Because Tourism is Real Money”- Commissioner Mark Ezell



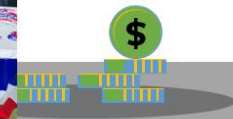


A **State of the Center** address was created and delivered. The presentation covered much needed collaboration between the City and County and presented facts supported from the Department of Tourism and the Department of Revenue.

Full details were included in the **State of the Center** address. Available on the City's website and the presentation was emailed to all elected officials in the City and County.



- We volunteered at a local event
- We golfed with Cubic.
- We got second place in the second flight.





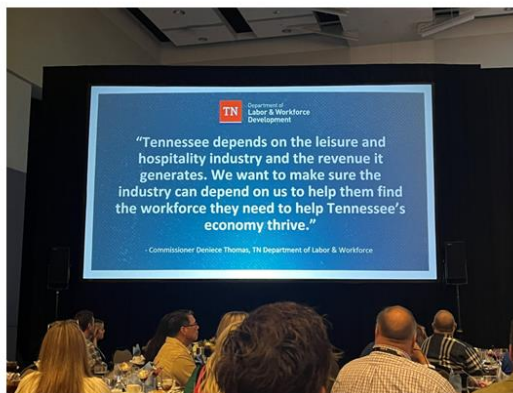
- We catered 4 times.
- We catered with other local caterers at some events.
- Catering is closing the gap for our sales.



Attended the Governors Conference.

Best #'s reported this year.

Full details were included in the State of the Center address.



BUSY.

FOLLOWING UP ON SO MANY MOVING PARTS IN  
DIFFERENT DIRECTIONS.

**FREEZER ISSUES!!**

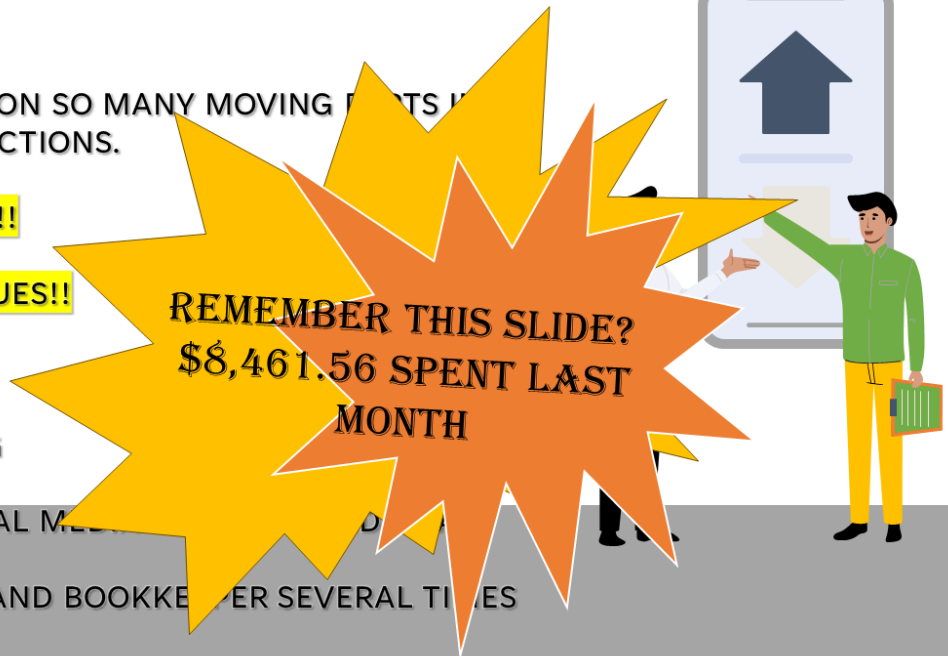
**ELECTRICAL ISSUES!!**

**HVAC ISSUES!!**

HIPAA TRAINING

MET WITH SOCIAL MEDIA

MET WITH CPA AND BOOKKEEPER SEVERAL TIMES



### Budget Spin Down

#### 1<sup>st</sup> Quarter

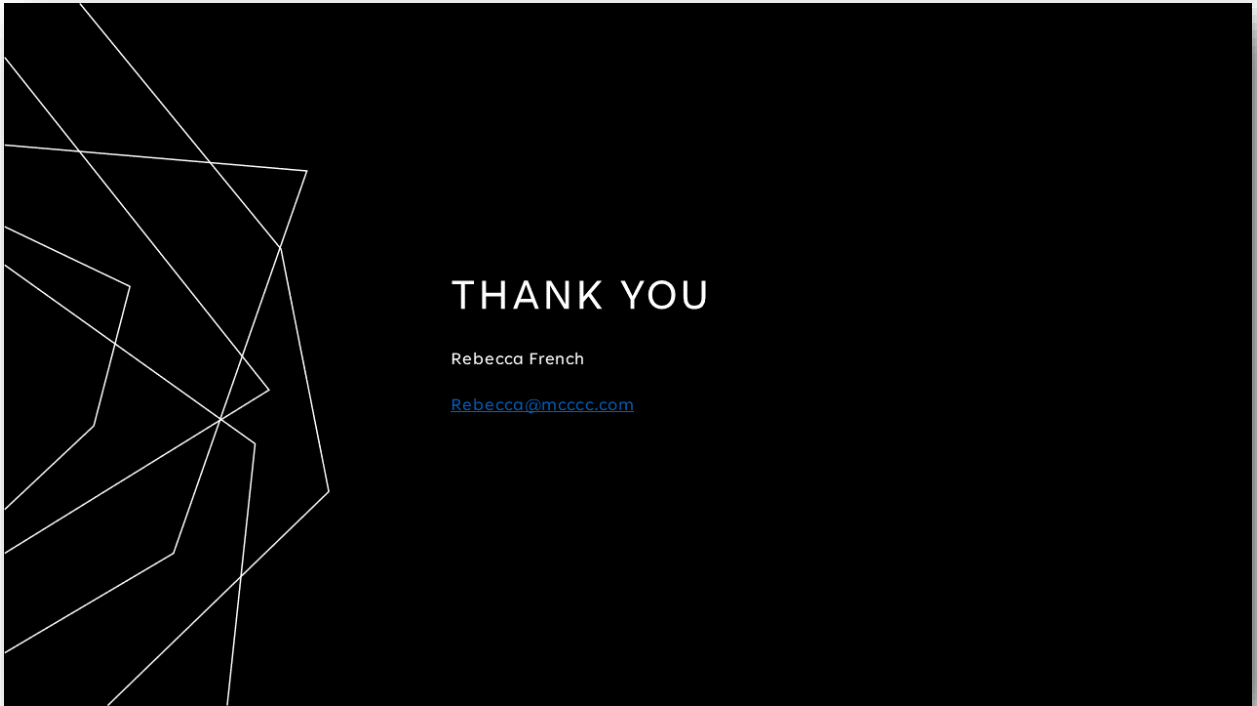
Sales: \$108,417.58

Required sales for each quarter to meet budget: \$129,840.00 to meet minimum stretch goals  
\$174,921.00

Expense: \$201,490 expense cap per quarter to meet budget

Billed for 1<sup>st</sup> quarter: Underbilled the City \$27,191.00 for the 1<sup>st</sup> quarter- if this trend continues it would be \$108,764.00 for the fiscal year. **Underbidding the City will cause an Audit Violation in the next Audit. With current trends and projections, the 36% budget cut to the original budget from the City of Manchester will require a budget amendment in March.**





PM  
9/23  
Annual Basis

**Public Building Authority of the City of Manchester Tennessee**  
**Profit & Loss Budget vs. Actual**  
September 2023

	Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income	54,759.73	36,985.00	17,774.73	148.1%
Cost of Goods Sold	11,676.37	9,197.00	2,479.37	127.0%
Gross Profit	43,083.36	27,788.00	15,295.36	155.0%
Expense				
Fuel Surcharge	32.80			
505 - Labor (variable)	19,386.96	14,000.00	5,386.96	138.5%
509 - Hourly Accounting	1,186.50			
580 - Payroll Administrative (fixed)	31,162.44	30,175.00	987.44	103.3%
585 - Contract Labor	314.52	0.00	314.52	100.0%
602 - Advertising	1,885.65	4,000.00	-2,114.35	47.1%
605 - Automobile Expense	0.00	0.00	0.00	0.0%
610 - Bank Service Charges	0.00	0.00	0.00	0.0%
611 - Cash Short/Over	0.00	0.00	0.00	0.0%
612 - Credit Card Fees	201.06	0.00	201.06	100.0%
617 - Computer Expenses	248.15	150.00	98.15	165.4%
630 - Dues and Subscriptions	250.00	150.00	100.00	166.7%
635 - Equipment Rental	971.14	0.00	971.14	100.0%
640 - Insurance Expense	684.90	1,700.00	-1,015.10	40.3%
644 - Interest Expense	0.00	0.00	0.00	0.0%
649 - Office Supplies	0.00	0.00	0.00	0.0%
650 - Licenses and Permits	0.00	0.00	0.00	0.0%
655 - Miscellaneous	0.00	100.00	-100.00	0.0%
66000 - Payroll Expenses	1,465.01			
665 - Postage and Delivery	0.00	54.00	-54.00	0.0%
66900 - Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%
675 - Professional Fees	0.00	1,950.00	-1,950.00	0.0%
685 - Repairs and Maintenance	8,461.56	3,300.00	5,161.56	256.4%
695 - Travel & Entertainment	2,654.41	400.00	2,254.41	663.6%
700 - Utilities	5,507.07	4,800.00	707.07	114.7%
720 - Supplies	680.46	500.00	180.46	136.1%
720.5 - Durable Supplies	31.76	300.00	-268.24	10.6%
725 - Laundry & Linen	0.00	0.00	0.00	0.0%
775 - Alarms & Monitoring	0.00	0.00	0.00	0.0%
Total Expense	75,124.39	62,179.00	12,945.39	120.8%
Net Ordinary Income	-32,041.03	-34,391.00	2,349.97	93.2%
Other Income/Expense				
Other Income	47,799.50	0.00	47,799.50	100.0%
Other Expense	971.98	2,448.00	-1,476.02	39.7%
Net Other Income	46,827.52	-2,448.00	49,275.52	-1,912.9%
Net Income	14,786.49	-36,839.00	51,625.49	-40.1%

- Liquor License  
- Auditors

---

	<b>Notes</b>
<b>Sales</b>	
	Knocked it out!
<b>Cost of Goods</b>	
	Too high because 1st weekend in October order was ordered the last week of Sept. in order to receive in time. The total for the October order was \$5015.00
<b>Expense</b>	
Line 505	35%- this is great.
Line 602	This line is fluid.
Line 635	Offset to the customer.
Line 640	This line is fluid
Line 685	This repair billing is due to the electrical problems the building had. Three new breakers were installed.
Line 695	Budgeted for October and November but had to be paid for in this month.
Total Expense	Under budget. Excellent work by all. Something has to be created for a proactive approach to maintenance. \$8,000 in one month for maint/ repairs is not sustainable.

Public Building Authority of the City Of Manchester Tennessee  
Profit & Loss Budget vs. Actual  
July through September 2023

	Jul 23	Budget	\$ Over Budget	% of Budget	Aug 23	Budget	\$ Over Budget	% of Budget	Sep 23	Budget	\$ Over Budget	% of Budget	Jul - Sep 23	Budget	\$ Over Budget	% of Budget	TOTAL	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense	9,151.97	18,000.00	-8,848.03	57.2%	42,865.88	18,000.00	26,865.88	267.5%	54,259.73	36,985.00	17,774.73	148.1%	108,717.58	68,985.00	37,732.58	148.1%	108,717.58	68,985.00	37,732.58	148.1%
Cost of Goods Sold	4,893.10	5,584.00	-1,020.90	82.1%	15,727.03	5,015.00	10,712.03	313.6%	11,876.37	9,197.00	2,479.37	127.0%	31,986.50	19,796.00	12,190.50	127.0%	31,986.50	19,796.00	12,190.50	127.0%
Gross Profit	4,258.87	12,416.00	-8,157.13	43.3%	27,078.85	10,985.00	15,993.85	246.5%	43,083.36	27,788.00	15,295.36	155.0%	74,731.08	49,189.00	25,542.08	155.0%	74,731.08	49,189.00	25,542.08	155.0%
Expenses	57,301.21	62,841.00	-5,539.79	91.2%	84,344.84	68,848.00	15,496.84	122.5%	75,243.39	62,179.00	12,944.39	120.8%	218,770.44	193,868.00	22,902.44	120.8%	218,770.44	193,868.00	22,902.44	120.8%
Net Ordinary Income	-52,732.34	-50,425.00	-3,017.34	100.6%	-57,265.99	-57,863.00	597.01	99.0%	-32,041.03	-34,391.00	2,349.97	93.2%	-142,039.36	-144,679.00	2,639.64	93.2%	-142,039.36	-144,679.00	2,639.64	93.2%
Other Income/Expense	39,124.72	0.00	39,124.72	100.0%	173,950.50	0.00	173,950.50	100.0%	47,799.50	0.00	47,799.50	100.0%	260,874.72	0.00	260,874.72	100.0%	260,874.72	0.00	260,874.72	100.0%
Other Income	0.00	2,448.00	-2,448.00	0.0%	32,076.76	2,448.00	29,628.76	1,310.4%	971.98	2,448.00	-1,476.02	39.7%	33,050.74	7,344.00	25,706.74	39.7%	33,050.74	7,344.00	25,706.74	39.7%
Other Expense	39,124.72	-2,448.00	41,572.72	-1,598.2%	141,871.74	-2,448.00	144,319.74	-5,795.4%	46,827.52	-2,448.00	49,275.52	-1,512.9%	227,823.98	-7,344.00	235,167.98	-1,512.9%	227,823.98	-7,344.00	235,167.98	-1,512.9%
Net Income	-13,607.62	-54,873.00	41,265.38	24.8%	84,552.75	-60,311.00	144,916.75	-140.3%	14,788.49	-36,839.00	51,626.49	-40.1%	85,784.82	-152,023.00	237,807.82	-40.1%	85,784.82	-152,023.00	237,807.82	-40.1%

Running  
98.2% of Budget  
Projected  
152,023.<sup>00</sup>  
Billed  
124,832.<sup>00</sup>  
Did not request under-funding of \$27,191.<sup>00</sup>

Public Building Authority of the City Of Manchester Tennessee  
Profit & Loss Budget Performance  
July 2023 through June 2024

	Jul '23 - Jun 24	Budget	Jul '23 - Jun 24	YTD Budget	Annual Budget
Ordinary Income/Expense	110,237.29	499,757.00	110,237.29	499,757.00	499,757.00
Cost of Goods Sold	32,126.50	122,182.90	32,126.50	122,182.90	122,182.90
Gross Profit	78,110.79	377,574.10	78,110.79	377,574.10	377,574.10
Expense	244,318.09	848,788.00	244,318.09	848,788.00	848,788.00
Net Ordinary Income	-166,207.30	-471,213.90	-166,207.30	-471,213.90	-471,213.90
Other Income/Expense	260,874.72	1.58	260,874.72	1.58	1.58
Other Income	35,690.70	29,376.00	35,690.70	29,376.00	29,376.00
Other Expense	225,184.02	-29,374.42	225,184.02	-29,374.42	-29,374.42
Net Other Income	58,976.72	-500,588.32	58,976.72	-500,588.32	-500,588.32
Net Income					

Public Building Authority of the City Of Manchester  
 Tennessee  
 147 Hospitality Blvd  
 TN 37355

# Invoice

Date	Invoice #
10/11/2023	2449-2

<b>Bill To</b>
Manchester Budget & Finance Director City Hall 200 West Fort St. Manchester, TN 37355

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	MCCCC Operations	0.00	0.00T
1	MPBA Fixed Cost	22,555.00	22,555.00T
1	Building Deprec.	2,448.00	2,448.00T
	Projected Billed Amount		25,003.00
	Out-of-state sale, exempt from sales tax	0.00%	0.00
<i>Thank you! Rebecca</i>			
		<b>Total</b>	\$25,003.00

Public Building Authority of the City Of Manchester Tennesse								
Profit & Loss Budget vs. Actual								
July through September 2023								
	Sep 23	Budget	\$ Over Budget	% of Budget	Jul - Sep 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income	56,459.73	36,985.00	19,474.73	152.7%	108,417.58	68,985.00	39,432.58	✓ 157.2%
Cost of Goods Sold	11,676.37	9,197.00	2,479.37	127.0%	31,986.50	19,796.00	12,190.50	✓ 161.6%
Gross Profit	44,783.36	27,788.00	16,995.36	161.2%	76,431.08	49,189.00	27,242.08	✓ 155.4%
Expense								
Employee Meeting	0.00				196.28			
Fuel Surcharge	32.80				81.40			
505 - Labor (variable)	19,386.96	14,000.00	5,386.96	138.5%	54,230.12	44,000.00	10,230.12	✓ 123.3%
509 - Hourly Accounting	1,186.50				5,050.50			
580 - Payroll Administrative (fixed)	31,162.44	30,175.00	987.44	103.3%	96,804.26	92,820.00	3,984.26	✓ 104.3%
585 - Contract Labor	314.52	0.00	314.52	100.0%	5,406.18	240.00	5,166.18	✓ 2,252.6%
602 - Advertising	2,125.65	4,000.00	-1,874.35	53.1%	6,603.80	12,000.00	-5,396.20	55.0%
605 - Automobile Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
610 - Bank Service Charges	0.00	0.00	0.00	0.0%	200.00	0.00	200.00	100.0%
611 - Cash Short/Over	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
612 - Credit Card Fees	201.06	0.00	201.06	100.0%	1,036.68	0.00	1,036.68	100.0%
617 - Computer Expenses	248.15	150.00	98.15	165.4%	1,865.73	900.00	965.73	207.3%
630 - Dues and Subscriptions	250.00	150.00	100.00	166.7%	2,275.00	2,850.00	-575.00	79.8%
635 - Equipment Rental	971.14	0.00	971.14	100.0%	1,781.14	0.00	1,781.14	100.0%
640 - Insurance Expense	684.90	1,700.00	-1,015.10	40.3%	1,839.75	5,100.00	-3,260.25	36.1%
644 - Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0.0%
649 - Office Supplies	0.00	0.00	0.00	0.0%	359.23	400.00	-40.77	89.8%
650 - Licenses and Permits	0.00	0.00	0.00	0.0%	20.00	0.00	20.00	100.0%
655 - Miscellaneous	0.00	100.00	-100.00	0.0%	162.89	300.00	-137.11	54.3%
66000 - Payroll Expenses	1,465.01				4,283.63			
665 - Postage and Delivery	0.00	54.00	-54.00	0.0%	5.01	108.00	-102.99	4.6%
66900 - Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%	0.00	1,800.00	-1,800.00	0.0%
66901 - *Reconciliation Discrepancies	0.00				16.02			
675 - Professional Fees	0.00	1,950.00	-1,950.00	0.0%	0.00	5,850.00	-5,850.00	0.0%
685 - Repairs and Maintenance	8,461.56	3,300.00	5,161.56	256.4%	13,938.46	9,900.00	4,038.46	140.8%
695 - Travel & Entertainment	2,654.41	400.00	2,254.41	663.6%	2,863.39	400.00	2,463.39	715.8%
700 - Utilities	5,507.07	4,800.00	707.07	114.7%	15,764.05	14,550.00	1,214.05	108.3%
720 - Supplies	680.46	500.00	180.46	136.1%	2,175.66	1,400.00	775.66	155.4%
720.5 - Durable Supplies	31.76	300.00	-268.24	10.6%	51.26	900.00	-848.74	5.7%
725 - Laundry & Linen	0.00	0.00	0.00	0.0%	0.00	200.00	-200.00	0.0%
775 - Alarms & Monitoring	0.00	0.00	0.00	0.0%	0.00	150.00	-150.00	0.0%
Total Expense	75,364.39	62,179.00	13,185.39	121.2%	217,010.44	193,868.00	23,142.44	111.9%
Ordinary Income	-30,581.03	-34,391.00	3,809.97	88.9%	-140,579.36	-144,679.00	4,099.64	97.2%
Other Income/Expense								
Other Income	49,049.50	0.00	49,049.50	100.0%	262,124.72	0.00	262,124.72	100.0%
Other Expense	2,221.98	2,448.00	-226.02	90.8%	34,300.74	7,344.00	26,956.74	467.1%
Other Income	46,827.52	-2,448.00	49,275.52	-1,912.9%	227,823.98	-7,344.00	235,167.98	-3,102.2%
Income	16,246.49	-36,839.00	53,085.49	-44.1%	87,244.62	-152,023.00	239,267.62	-57.4%

Total Expense for  
Quarter  
Utilities  
Repairs

Public Building Authority of the City Of Manchester Tennesse								
Profit & Loss Budget vs. Actual								
July through September 2023								
	Jul 23	Budget	\$ Over Budget	% of Budget	Aug 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense								
Income	9,151.97	16,000.00	-6,848.03	57.2%	42,805.88	16,000.00	26,805.88	267
Cost of Goods Sold	4,583.10	5,584.00	-1,000.90	82.1%	15,727.03	5,015.00	10,712.03	313
Gross Profit	4,568.87	10,416.00	-5,847.13	43.9%	27,078.85	10,985.00	16,093.85	246
Expense								
Employee Meeting	0.00				196.28			
Fuel Surcharge	17.80				30.80			
505 - Labor (variable)	11,075.65	14,000.00	-2,924.35	79.1%	23,767.51	16,000.00	7,767.51	148
509 - Hourly Accounting	1,643.25				2,220.75			
580 - Payroll Administrative (fixed)	30,279.02	28,467.00	1,812.02	106.4%	35,362.80	34,178.00	1,184.80	103
585 - Contract Labor	3,366.65	120.00	3,246.66	2,805.6%	1,725.00	120.00	1,605.00	1,437
602 - Advertising	1,925.81	4,000.00	-2,074.19	48.1%	2,552.34	4,000.00	-1,447.66	63
605 - Automobile Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0
610 - Bank Service Charges	0.00	0.00	0.00	0.0%	200.00	0.00	200.00	100
611 - Cash Short/Over	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0
612 - Credit Card Fees	156.90	0.00	156.90	100.0%	678.72	0.00	678.72	100
617 - Computer Expenses	654.21	600.00	54.21	109.0%	963.37	150.00	813.37	642
630 - Dues and Subscriptions	99.00	1,800.00	-1,701.00	5.5%	1,926.00	900.00	1,026.00	214
635 - Equipment Rental	810.00	0.00	810.00	100.0%	0.00	0.00	0.00	0
640 - Insurance Expense	0.00	1,700.00	-1,700.00	0.0%	1,154.85	1,700.00	-545.15	67
644 - Interest Expense	0.00	0.00	0.00	0.0%	0.00	0.00	0.00	0
649 - Office Supplies	0.00	200.00	-200.00	0.0%	359.23	200.00	159.23	179
650 - Licenses and Permits	20.00	0.00	20.00	100.0%	0.00	0.00	0.00	0
655 - Miscellaneous	0.00	100.00	-100.00	0.0%	162.89	100.00	62.89	162
66000 - Payroll Expenses	1,003.29				1,815.33			
665 - Postage and Delivery	0.00	54.00	-54.00	0.0%	5.01	0.00	5.01	100
66900 - Reconciliation Discrepancies	0.00	600.00	-600.00	0.0%	0.00	600.00	-600.00	0
66901 - *Reconciliation Discrepancies	16.02				0.00			
675 - Professional Fees	0.00	1,950.00	-1,950.00	0.0%	0.00	1,950.00	-1,950.00	0
685 - Repairs and Maintenance	923.21	3,300.00	-2,376.79	28.0%	4,553.69	3,300.00	1,253.69	138
695 - Travel & Entertainment	124.62	0.00	124.62	100.0%	84.36	0.00	84.36	100
700 - Utilities	4,707.62	4,950.00	-242.38	95.1%	5,549.36	4,800.00	749.36	115
720 - Supplies	458.65	450.00	8.65	101.9%	1,036.55	450.00	586.55	230
720.5 - Durable Supplies	19.50	300.00	-280.50	6.5%	0.00	300.00	-300.00	0
725 - Laundry & Linen	0.00	100.00	-100.00	0.0%	0.00	100.00	-100.00	0
775 - Alarms & Monitoring	0.00	150.00	-150.00	0.0%	0.00	0.00	0.00	0
Total Expense	57,301.21	62,841.00	-5,539.79	91.2%	84,344.84	68,848.00	15,496.84	122
Ordinary Income	-52,732.34	-52,425.00	-307.34	100.6%	-57,265.99	-57,863.00	597.01	99
Other Income/Expense								
Other Income	39,124.72	0.00	39,124.72	100.0%	173,950.50	0.00	173,950.50	100
Other Expense	0.00	2,448.00	-2,448.00	0.0%	32,078.76	-2,448.00	29,630.76	1,310
Other Income	39,124.72	-2,448.00	41,572.72	-1,598.2%	141,871.74	-2,448.00	144,319.74	-5,795
Income	-13,607.62	-54,873.00	41,265.38	24.8%	84,605.75	-60,311.00	144,916.75	-140

*Total Expense for quarter with income*