



**CITY OF WINDCREST ECONOMIC DEVELOPMENT CORPORATION
BOARD OF DIRECTORS**

Regular Meeting

**September 14, 2022
5:30 P.M.**

Windcrest City Hall

NOTICE IS HEREBY GIVEN THAT A REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE WINDCREST ECONOMIC DEVELOPMENT CORPORATION (WEDC) WILL BE HELD AT WINDCREST CITY HALL, 8601 MIDCROWN, WINDCREST, TEXAS ON THE 14TH DAY OF SEPTEMBER, 2022 STARTING AT 5:30 P.M. DURING THE MEETING, THE BOARD WILL CONSIDER, DELIBERATE AND MAY TAKE ACTION UPON ANY OF THE SUBJECTS LISTED BELOW.

"It is the intent of the Board to have a quorum physically present at the above address. Board members not physically present may participate by live two-way video and audio feed in accordance with the Texas Open Meetings Act."

Vision Statement: Nourish and develop a vibrant community that consistently pushes the limits.

Mission Statement: Facilitate interaction between business, city and other community organizations to nourish the economic health and well-being of Windcrest, its citizens, and the region.

Request all pagers and cell phones be turned off, except emergency on-call personnel. Citizens are asked to refrain from talking during proceedings unless recognized by the Presiding Officer.

CITIZEN COMMUNICATION: AS A COURTESY TO CITIZENS IN ATTENDANCE, AND AT THE DISCRETION OF THE PRESIDING OFFICER OF THE MEETING, CITIZENS WILL BE GIVEN A REASONABLE OPPORTUNITY TO STATE THEIR COMMENTS OR ASK QUESTIONS REGARDING ANY ITEM ON THE AGENDA, AND PRIOR TO THE BOARD TAKING ACTION ON ANY ACTION ITEMS LISTED. THE BOARD REQUESTS COMMENTS BE BRIEF, TO THE POINT, AND NO LONGER THAN 6 MINUTES. TIME CAN NOT BE YIELDED TO ANOTHER SPEAKER. PLEASE NOTE THAT THE BOARD MAY NOT BE PERMITTED TO RESPOND TO QUESTIONS OR COMMENTS.

Items will not necessarily be discussed or considered in the order they are printed on the agenda below. If during the course of the meeting, a discussion of any item on the agenda should be held in an executive or closed session, the Board will convene in such executive or closed session as permitted by and in accordance with Texas Government Code Chapters 551 and 551.

Consistent with Windcrest City Council Resolution No. 292, the WEDC Board elects to audio and video record its meetings. The recordings are preserved electronically as the official minutes of its meetings.

I. Call To Order

1. Determination of a Quorum
2. Pledge of Allegiance
3. Prayer
4. Vote to consider the excuse of absent board member(s), if applicable

II. Visitors/Presentations

1. Executive Directors Report regarding Economic Development Activities.
2. Current Financials (Balance, Revenue & Expense) ending July 2022.

III. Citizens to be Heard

1. Members of the public may sign up to provide public comments to the Board in accordance with Board and City ordinance and policy.

NOTE: Citizens may address the WEDC on topics not on the agenda for no more than three (3) minutes. An email statement may be sent to the WEDC Coordinator at knelson@windcrest-tx.gov to be read into the meeting to the WEDC Board.

IV. Discuss and Act

1. Compensation Committee Report

V. Executive Session

1. Govt. Code 551.072, 551.071, 551.087 Consultation with Legal Counsel regarding real estate transactions, discussion regarding purchase, lease or exchange of real property within City of Windcrest, and economic development/redevelopment of property.
2. Active and Confidential Economic Development Projects.

VI. Resume Open Session: Consider and take possible action on matters discussed in executive session, potential purchase of real property and economic incentives request.

VII. General Announcements and Future Agenda Items Requested

VIII. Adjournment

I, the undersigned authority, do hereby certify that the above Notice of Meeting of the Board of Directors of the WEDC is a true and correct copy of said Notice and I posted a true and correct copy of said Notice on the bulletin board at the Windcrest City Hall in a convenient place to the public. Said Notice was posted 72 hours prior to the 14th day of September, 2022.

By: _____

Dusty Dehoyos, Assistant City Secretary

Windcrest Economic Development Corporation
Statement of Financial Position
As of July 31, 2022

	<u>Total</u>
ASSETS	
Current Assets	
Bank Accounts	
1000 Frost - Checking 0485	\$ 1,487,483.20
Total Bank Accounts	<u>1,487,483.20</u>
Accounts Receivable	
1100 A/R Sales Tax	62,595.91
1101 Accrued Revenue	26,823.12
Total 1100 A/R Sales Tax	<u>89,419.03</u>
Total Accounts Receivable	<u>89,419.03</u>
Other Current Assets	
1300 Prepaid Expense	721.77
1302 Prepaid Sales Tax	0.26
1303 Prepaid Rent	1,145.00
Total 1300 Prepaid Expense	<u>1,867.03</u>
Total Other Current Assets	<u>1,867.03</u>
Total Current Assets	<u>1,578,769.26</u>
Fixed Assets	
1400 Computers & Monitors	2,280.34
1402 Furniture & Fixtures	11,993.99
1500 Accumulated Depreciation	(1,289.48)
Total Fixed Assets	<u>12,984.85</u>
Other Assets	
1600 EDC - Investment First Public	115,286.21
Total Other Assets	<u>115,286.21</u>
TOTAL ASSETS	\$ 1,707,040.32
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 A/P Sales Tax	\$ 69,348.47
Total Accounts Payable	<u>69,348.47</u>
Credit Cards	
2100 Commerce Bank 2199	3,516.31
Total Credit Cards	<u>3,516.31</u>
Other Current Liabilities	
2002 Wages Payable	15,422.75
2003 Accrued Expenditures	5,556.44
Total Other Current Liabilities	<u>20,979.19</u>
Total Current Liabilities	<u>93,843.97</u>
Total Liabilities	<u>93,843.97</u>
Equity	
3000 Net Assets	1,438,269.26
Net Revenue	174,927.09
Total Equity	<u>1,613,196.35</u>
TOTAL LIABILITIES AND EQUITY	\$ 1,707,040.32

Windcrest Economic Development Corporation**Statement of Activity**

October 2021 - July 2022

	<u>Total</u>
Revenue	
4000 Revenue	
4001 Income - Sales Tax	\$ 434,293.92
4004 Other Income	1,545.43
Total 4000 Revenue	435,839.35
Total Revenue	435,839.35
Gross Profit	435,839.35
Expenditures	
6000 Salaries, Benefits & Contract Labor	
6001 Salaries	35,375.82
6004 Social Security / Medicare Match	2,727.07
6005 Health Insurance-EDC	6,658.20
6006 Retirement--EDC	2,566.20
6008 Unemployment Comp	654.00
6009 Contract Labor	84,276.00
6021 Health Insurance - Life & Vision	225.96
6053 Cell Phone Allowance	290.78
Total 6000 Salaries, Benefits & Contract Labor	132,774.03
6010 BRE & Prospect Development Expenses	
6012 Collateral Material	2,358.77
6013 Travel	933.18
6014 Meals & Entertainment	919.26
6015 EDC Projects	803.48
6016 Promoting Windcrest(BRE Events)	14,738.98
6017 Sponsorships, Regional Marketing	4,691.60
6018 Commercial Revitalization/Store Front Grants	19,999.98
Total 6010 BRE & Prospect Development Expenses	44,445.25
6025 Administrative & Other Expenses	
6026 Rent	11,630.00
6029 Internet Services	1,508.40
6030 Computer Maintenance, Software, Website	2,300.25
6031 Accounting Services	12,389.35
6032 Barcom / IT	3,863.15
6033 Phone Services	855.28
6035 Public Relations	10,150.00
6036 Training Staff/Board	204.00
6037 Dues & Subscriptions	160.00
6038 Supplies	2,275.04
6039 Postage	120.43
6040 Copier	354.02
6042 Legal Expenses	20,453.44
6043 Audit	12,675.00
6045 Vehicle Expenses-EDC	3,212.63

Windcrest Economic Development Corporation
Statement of Activity
October 2021 - July 2022

	<u>Total</u>
6046 Vehicle Fuel-EDC	267.75
6047 Contingencies	1,821.92
Total 6025 Administrative & Other Expenses	84,240.66
Total Expenditures	261,459.94
Net Operating Revenue	174,379.41
Other Revenue	
4003 Revenue Income - Interest	547.68
Total Other Revenue	547.68
Net Other Revenue	547.68
Net Revenue	\$ 174,927.09

Windcrest Economic Development Corporation
Statement of Activity
July 2022

	<u>Total</u>
Revenue	
Total Revenue	
Gross Profit	\$ -
Expenditures	
6000 Salaries, Benefits & Contract Labor	
6001 Salaries	3,561.60
6004 Social Security / Medicare Match	275.64
6005 Health Insurance-EDC	725.10
6006 Retirement--EDC	259.42
6009 Contract Labor	8,427.60
6021 Health Insurance - Life & Vision	32.28
6053 Cell Phone Allowance	41.54
Total 6000 Salaries, Benefits & Contract Labor	<u>13,323.18</u>
6010 BRE & Prospect Development Expenses	
6014 Meals & Entertainment	107.43
6016 Promoting Windcrest(BRE Events)	3,429.51
6017 Sponsorships, Regional Marketing	416.66
Total 6010 BRE & Prospect Development Expenses	<u>3,953.60</u>
6025 Administrative & Other Expenses	
6026 Rent	1,145.00
6029 Internet Services	160.82
6030 Computer Maintenance, Software, Website	59.53
6031 Accounting Services	1,342.64
6032 Barcom / IT	393.77
6033 Phone Services	86.80
6035 Public Relations	1,450.00
6042 Legal Expenses	2,781.22
6043 Audit	1,500.00
6045 Vehicle Expenses-EDC	35.00
6046 Vehicle Fuel-EDC	58.50
6047 Contingencies	161.59
Total 6025 Administrative & Other Expenses	<u>9,174.87</u>
Total Expenditures	<u>26,451.65</u>
Net Operating Revenue	(26,451.65)
Other Revenue	
4003 Revenue Income - Interest	177.23
Total Other Revenue	<u>177.23</u>
Net Other Revenue	<u>177.23</u>
Net Revenue	\$ (26,274.42)

Windcrest Economic Development Corporation
Budget vs. Actuals: 2022 WEDC Budget (Copy) - FY22 P&L
October 2021 - July 2022

FOR MANAGEMENT PURPOSES ONLY

	Oct 2021				Nov 2021				Dec 2021				Jan 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue																
4000 Revenue			0.00				0.00				0.00				0.00	
4001 Income - Sales Tax	73,546.62	54,166.67	19,379.95	135.78%	68,124.66	54,166.67	13,957.99	125.77%	86,765.09	54,166.67	32,598.42	160.18%	63,707.99	54,166.67	9,541.32	117.61%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
4004 Other Income	1,545.43		1,545.43				0.00				0.00				0.00	
Total 4000 Revenue	\$ 75,092.05	\$ 63,666.67	\$ 11,425.38	117.95%	\$ 68,124.66	\$ 63,666.67	\$ 4,457.99	107.00%	\$ 86,765.09	\$ 63,666.67	\$ 23,098.42	136.28%	\$ 63,707.99	\$ 63,666.67	\$ 41.32	100.06%
Total Revenue	\$ 75,092.05	\$ 63,666.67	\$ 11,425.38	117.95%	\$ 68,124.66	\$ 63,666.67	\$ 4,457.99	107.00%	\$ 86,765.09	\$ 63,666.67	\$ 23,098.42	136.28%	\$ 63,707.99	\$ 63,666.67	\$ 41.32	100.06%
Gross Profit	\$ 75,092.05	\$ 63,666.67	\$ 11,425.38	117.95%	\$ 68,124.66	\$ 63,666.67	\$ 4,457.99	107.00%	\$ 86,765.09	\$ 63,666.67	\$ 23,098.42	136.28%	\$ 63,707.99	\$ 63,666.67	\$ 41.32	100.06%
Expenditures																
6000 Salaries, Benefits & Contract Labor			0.00				0.00				0.00				0.00	
6001 Salaries	3,603.14	3,916.67	-313.53	91.99%	3,603.14	3,916.67	-313.53	91.99%	3,603.14	3,916.67	-313.53	91.99%	3,379.20	3,916.67	-537.47	86.28%
6002 Admin Expenses		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6003 EDC Overtime		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6004 Social Security / Medicare Match	274.23	333.33	-59.10	82.27%	275.64	333.33	-57.69	82.69%	275.64	333.33	-57.69	82.69%	261.68	333.33	-71.65	78.50%
6005 Health Insurance-EDC	527.50	833.33	-305.83	63.30%	527.50	833.33	-305.83	63.30%	527.50	833.33	-305.83	63.30%	725.10	833.33	-108.23	87.01%
6006 Retirement--EDC	259.06	366.67	-107.61	70.65%	259.06	366.67	-107.61	70.65%	259.06	366.67	-107.61	70.65%	245.96	366.67	-120.71	67.08%
6007 Workers Comp-EDC		91.67	-91.67	0.00%		91.67	-91.67	0.00%		91.67	-91.67	0.00%		91.67	-91.67	0.00%
6008 Unemployment Comp		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%	294.18	41.67	252.51	705.98%
6009 Contract Labor	8,427.60	9,666.67	-1,239.07	87.18%	8,427.60	9,666.67	-1,239.07	87.18%	8,427.60	9,666.67	-1,239.07	87.18%	8,427.60	9,666.67	-1,239.07	87.18%
6021 Health Insurance - Life & Vision			0.00				0.00				0.00		32.28		32.28	
6053 Cell Phone Allowance			0.00				0.00				0.00		41.54		41.54	
Total 6000 Salaries, Benefits & Contract Labor	\$ 13,091.53	\$ 15,416.67	-\$ 2,325.14	84.92%	\$ 13,092.94	\$ 15,416.67	-\$ 2,323.73	84.93%	\$ 13,092.94	\$ 15,416.67	-\$ 2,323.73	84.93%	\$ 13,407.54	\$ 15,416.67	-\$ 2,009.13	86.97%
6010 BRE & Prospect Development Expenses			0.00				0.00				0.00				0.00	
6011 Consulting/Planning/Infrastructure		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%
6012 Collateral Material	1,822.93	833.33	989.60	218.75%		833.33	-833.33	0.00%	535.84	833.33	-297.49	64.30%		833.33	-833.33	0.00%
6013 Travel	881.22	833.33	47.89	105.75%	6.00	833.33	-827.33	0.72%		833.33	-833.33	0.00%	45.96	833.33	-787.37	5.52%
6014 Meals & Entertainment	15.00	416.67	-401.67	3.60%	289.36	416.67	-127.31	69.45%	15.00	416.67	-401.67	3.60%	104.27	416.67	-312.40	25.02%
6015 EDC Projects		12,991.66	-12,991.66	0.00%		12,991.66	-12,991.66	0.00%		12,991.66	-12,991.66	0.00%		12,991.66	-12,991.66	0.00%
6016 Promoting Windcrest(BRE Events)		5,416.67	-5,416.67	0.00%	4,518.29	5,416.67	-898.38	83.41%		5,416.67	-5,416.67	0.00%	54.12	5,416.67	-5,362.55	1.00%
6017 Sponsorships, Regional Marketing	416.66	833.33	-416.67	50.00%	416.66	833.33	-416.67	50.00%	941.66	833.33	108.33	113.00%	416.66	833.33	-416.67	50.00%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%	9,999.99	2,500.00	7,499.99	400.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 3,135.81	\$ 36,658.32	-\$ 33,522.51	8.55%	\$ 5,230.31	\$ 36,658.32	-\$ 31,428.01	14.27%	\$ 11,492.49	\$ 36,658.32	-\$ 25,165.83	31.35%	\$ 621.01	\$ 36,658.32	-\$ 36,037.31	1.69%
6025 Administrative & Other Expenses			0.00				0.00				0.00				0.00	
6026 Rent	1,190.00	1,250.00	-60.00	95.20%	1,157.00	1,250.00	-93.00	92.56%	1,223.00	1,250.00	-27.00	97.84%	1,190.00	1,250.00	-60.00	95.20%
6027 Furniture & Fixtures		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6029 Internet Services	130.66	150.00	-19.34	87.11%	155.79	150.00	5.79	103.86%	155.79	150.00	5.79	103.86%	106.27	150.00	-43.73	70.85%
6030 Computer Maintenance, Software, Website	59.53	500.00	-440.47	11.91%	959.38	500.00	459.38	191.88%	59.53	500.00	-440.47	11.91%	213.06	500.00	-286.94	42.61%
6031 Accounting Services	992.64	1,233.33	-240.69	80.48%	992.64	1,233.33	-240.69	80.48%	992.64	1,233.33	-240.69	80.48%	1,342.64	1,233.33	109.31	108.86%
6032 Barcom / IT	360.47	391.67	-31.20	92.03%	383.79	391.67	-7.88	97.99%	369.72	391.67	-21.95	94.40%	414.29	391.67	22.62	105.78%
6033 Phone Services	80.73	83.33	-2.60	96.88%	86.19	83.33	2.86	103.43%	86.19	83.33	2.86	103.43%	85.84	83.33	2.51	103.01%
6034 Mobile Telephone		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6035 Public Relations		500.00	-500.00	0.00%		500.00	-500.00	0.00%		500.00	-500.00	0.00%	1,450.00	500.00	950.00	290.00%
6036 Training Staff		583.33	-583.33	0.00%	79.00	583.33	-504.33	13.54%		583.33	-583.33	0.00%		583.33	-583.33	0.00%

NO ASSURANCE PROVIDED

Windcrest Economic Development Corporation
Budget vs. Actuals: 2022 WEDC Budget (Copy) - FY22 P&L
October 2021 - July 2022

FOR MANAGEMENT PURPOSES ONLY

	Oct 2021				Nov 2021				Dec 2021				Jan 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6037 Dues & Subscriptions		33.33	-33.33	0.00%	160.00	33.33	126.67	480.05%		33.33	-33.33	0.00%		33.33	-33.33	0.00%
6038 Supplies	68.18	333.33	-265.15	20.45%	771.15	333.33	437.82	231.35%	149.12	333.33	-184.21	44.74%	90.94	333.33	-242.39	27.28%
6039 Postage		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6040 Copier		83.33	-83.33	0.00%	147.10	83.33	63.77	176.53%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6041 Repairs & Maintenance		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6042 Legal Expenses	2,630.92	3,333.33	-702.41	78.93%	1,267.92	3,333.33	-2,065.41	38.04%	1,473.34	3,333.33	-1,859.99	44.20%	1,250.00	3,333.33	-2,083.33	37.50%
6043 Audit	3,000.00	1,583.33	1,416.67	189.47%		1,583.33	-1,583.33	0.00%	2,000.00	1,583.33	416.67	126.32%		1,583.33	-1,583.33	0.00%
6044 Sales Tax Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6045 Vehicle Expenses-EDC	830.00	291.66	538.34	284.58%	30.00	291.66	-261.66	10.29%	893.61	291.66	601.95	306.39%	34.00	291.66	-257.66	11.66%
6046 Vehicle Fuel-EDC	127.25	83.33	43.92	152.71%		83.33	-83.33	0.00%	82.00	83.33	-1.33	98.40%		83.33	-83.33	0.00%
6047 Contingencies	319.54	200.00	119.54	159.77%	20.56	200.00	-179.44	10.28%		200.00	-200.00	0.00%	311.59	200.00	111.59	155.80%
6049 General Liability Insurance		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.33	-33.33	0.00%		33.33	-33.33	0.00%		33.33	-33.33	0.00%		33.33	-33.33	0.00%
Total 6025 Administrative & Other Expenses	\$ 9,789.92	\$ 11,816.63	-\$ 2,026.71	82.85%	\$ 6,210.52	\$ 11,816.63	-\$ 5,606.11	52.56%	\$ 7,484.94	\$ 11,816.63	-\$ 4,331.69	63.34%	\$ 6,488.63	\$ 11,816.63	-\$ 5,328.00	54.91%
Total Expenditures	\$ 26,017.26	\$ 63,891.62	-\$ 37,874.36	40.72%	\$ 24,533.77	\$ 63,891.62	-\$ 39,357.85	38.40%	\$ 32,070.37	\$ 63,891.62	-\$ 31,821.25	50.19%	\$ 20,517.18	\$ 63,891.62	-\$ 43,374.44	32.11%
Net Operating Revenue	\$ 49,074.79	-\$ 224.95	\$ 49,299.74	-21815.87%	\$ 43,590.89	-\$ 224.95	\$ 43,815.84	-19378.04%	\$ 54,694.72	-\$ 224.95	\$ 54,919.67	-24314.17%	\$ 43,190.81	-\$ 224.95	\$ 43,415.76	-19200.18%
Other Revenue																
4003 Revenue Income - Interest	12.10	41.67	-29.57	29.04%	12.64	41.67	-29.03	30.33%	17.91	41.67	-23.76	42.98%	17.35	41.67	-24.32	41.64%
Total Other Revenue	\$ 12.10	\$ 41.67	-\$ 29.57	29.04%	\$ 12.64	\$ 41.67	-\$ 29.03	30.33%	\$ 17.91	\$ 41.67	-\$ 23.76	42.98%	\$ 17.35	\$ 41.67	-\$ 24.32	41.64%
Other Expenditures																
8000 Depreciation Expense		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%
Total Other Expenditures	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%
Net Other Revenue	\$ 12.10	-\$ 216,291.66	\$ 216,303.76	-0.01%	\$ 12.64	-\$ 216,291.66	\$ 216,304.30	-0.01%	\$ 17.91	-\$ 216,291.66	\$ 216,309.57	-0.01%	\$ 17.35	-\$ 216,291.66	\$ 216,309.01	-0.01%
Net Revenue	\$ 49,086.89	-\$ 216,516.61	\$ 265,603.50	-22.67%	\$ 43,603.53	-\$ 216,516.61	\$ 260,120.14	-20.14%	\$ 54,712.63	-\$ 216,516.61	\$ 271,229.24	-25.27%	\$ 43,208.16	-\$ 216,516.61	\$ 259,724.77	-19.96%

Windcrest Economic Development Corp
Budget vs. Actuals: 2022 WEDC Budget
October 2021 - July 2022

FOR MANAGEMENT PURPOSES ONLY

	Feb 2022				Mar 2022				Apr 2022				May 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue																
4000 Revenue			0.00				0.00				0.00				0.00	
4001 Income - Sales Tax	62,898.66	54,166.67	8,731.99	116.12%	79,250.90	54,166.67	25,084.23	146.31%		54,166.67	-54,166.67	0.00%		54,166.67	-54,166.67	0.00%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
4004 Other Income			0.00				0.00				0.00				0.00	
Total 4000 Revenue	\$ 62,898.66	\$ 63,666.67	-\$ 768.01	98.79%	\$ 79,250.90	\$ 63,666.67	\$ 15,584.23	124.48%	\$ 0.00	\$ 63,666.67	-\$ 63,666.67	0.00%	\$ 0.00	\$ 63,666.67	-\$ 63,666.67	0.00%
Total Revenue	\$ 62,898.66	\$ 63,666.67	-\$ 768.01	98.79%	\$ 79,250.90	\$ 63,666.67	\$ 15,584.23	124.48%	\$ 0.00	\$ 63,666.67	-\$ 63,666.67	0.00%	\$ 0.00	\$ 63,666.67	-\$ 63,666.67	0.00%
Gross Profit	\$ 62,898.66	\$ 63,666.67	-\$ 768.01	98.79%	\$ 79,250.90	\$ 63,666.67	\$ 15,584.23	124.48%	\$ 0.00	\$ 63,666.67	-\$ 63,666.67	0.00%	\$ 0.00	\$ 63,666.67	-\$ 63,666.67	0.00%
Expenditures																
6000 Salaries, Benefits & Contract Labor			0.00				0.00				0.00				0.00	
6001 Salaries	3,379.20	3,916.67	-537.47	86.28%	3,561.60	3,916.67	-355.07	90.93%	3,561.60	3,916.67	-355.07	90.93%	3,561.60	3,916.67	-355.07	90.93%
6002 Admin Expenses		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6003 EDC Overtime		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6004 Social Security / Medicare Match	261.68	333.33	-71.65	78.50%	275.64	333.33	-57.69	82.69%	275.64	333.33	-57.69	82.69%	275.64	333.33	-57.69	82.69%
6005 Health Insurance-EDC	725.10	833.33	-108.23	87.01%	725.10	833.33	-108.23	87.01%	725.10	833.33	-108.23	87.01%	725.10	833.33	-108.23	87.01%
6006 Retirement--EDC	245.96	366.67	-120.71	67.08%	259.42	366.67	-107.25	70.75%	259.42	366.67	-107.25	70.75%	259.42	366.67	-107.25	70.75%
6007 Workers Comp-EDC		91.67	-91.67	0.00%		91.67	-91.67	0.00%		91.67	-91.67	0.00%		91.67	-91.67	0.00%
6008 Unemployment Comp	294.18	41.67	252.51	705.98%	65.64	41.67	23.97	157.52%		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6009 Contract Labor	8,427.60	9,666.67	-1,239.07	87.18%	8,427.60	9,666.67	-1,239.07	87.18%	8,427.60	9,666.67	-1,239.07	87.18%	8,427.60	9,666.67	-1,239.07	87.18%
6021 Health Insurance - Life & Vision	32.28		32.28		32.28		32.28		32.28		32.28		32.28		32.28	
6053 Cell Phone Allowance	41.54		41.54		41.54		41.54		41.54		41.54		41.54		41.54	
Total 6000 Salaries, Benefits & Contract Labor	\$ 13,407.54	\$ 15,416.67	-\$ 2,009.13	86.97%	\$ 13,388.82	\$ 15,416.67	-\$ 2,027.85	86.85%	\$ 13,323.18	\$ 15,416.67	-\$ 2,093.49	86.42%	\$ 13,323.18	\$ 15,416.67	-\$ 2,093.49	86.42%
6010 BRE & Prospect Development Expenses			0.00				0.00				0.00				0.00	
6011 Consulting/Planning/Infrastructure		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%		3,333.33	-3,333.33	0.00%
6012 Collateral Material		833.33	-833.33	0.00%		833.33	-833.33	0.00%		833.33	-833.33	0.00%		833.33	-833.33	0.00%
6013 Travel		833.33	-833.33	0.00%		833.33	-833.33	0.00%		833.33	-833.33	0.00%		833.33	-833.33	0.00%
6014 Meals & Entertainment	41.75	416.67	-374.92	10.02%	33.69	416.67	-382.98	8.09%	175.11	416.67	-241.56	42.03%	117.65	416.67	-299.02	28.24%
6015 EDC Projects		12,991.66	-12,991.66	0.00%	803.48	12,991.66	-12,188.18	6.18%		12,991.66	-12,991.66	0.00%		12,991.66	-12,991.66	0.00%
6016 Promoting Windcrest(BRE Events)		5,416.67	-5,416.67	0.00%	6,337.82	5,416.67	921.15	117.01%		5,416.67	-5,416.67	0.00%		5,416.67	-5,416.67	0.00%
6017 Sponsorships, Regional Marketing	416.66	833.33	-416.67	50.00%	416.66	833.33	-416.67	50.00%	416.66	833.33	-416.67	50.00%	416.66	833.33	-416.67	50.00%
6018 Commercial Revitalization/Store Front Grants	9,999.99	2,500.00	7,499.99	400.00%		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 10,458.40	\$ 36,658.32	-\$ 26,199.92	28.53%	\$ 7,591.65	\$ 36,658.32	-\$ 29,066.67	20.71%	\$ 591.77	\$ 36,658.32	-\$ 36,066.55	1.61%	\$ 534.31	\$ 36,658.32	-\$ 36,124.01	1.46%
6025 Administrative & Other Expenses			0.00				0.00				0.00				0.00	
6026 Rent	1,145.00	1,250.00	-105.00	91.60%	1,145.00	1,250.00	-105.00	91.60%	1,145.00	1,250.00	-105.00	91.60%	1,145.00	1,250.00	-105.00	91.60%
6027 Furniture & Fixtures		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6029 Internet Services	155.79	150.00	5.79	103.86%	160.82	150.00	10.82	107.21%	160.82	150.00	10.82	107.21%	160.82	150.00	10.82	107.21%
6030 Computer Maintenance, Software, Website	551.60	500.00	51.60	110.32%	59.53	500.00	-440.47	11.91%	59.53	500.00	-440.47	11.91%	219.03	500.00	-280.97	43.81%
6031 Accounting Services	1,355.59	1,233.33	122.26	109.91%	1,342.64	1,233.33	109.31	108.86%	1,342.64	1,233.33	109.31	108.86%	1,342.64	1,233.33	109.31	108.86%
6032 Barcom / IT	383.79	391.67	-7.88	97.99%	380.56	391.67	-11.11	97.16%	389.22	391.67	-2.45	99.37%	393.77	391.67	2.10	100.54%
6033 Phone Services	85.84	83.33	2.51	103.01%	85.84	83.33	2.51	103.01%	85.95	83.33	2.62	103.14%	85.95	83.33	2.62	103.14%
6034 Mobile Telephone		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6035 Public Relations	1,450.00	500.00	950.00	290.00%	1,450.00	500.00	950.00	290.00%	1,450.00	500.00	950.00	290.00%	1,450.00	500.00	950.00	290.00%
6036 Training Staff Board		583.33	-583.33	0.00%		583.33	-583.33	0.00%		583.33	-583.33	0.00%	125.00	583.33	-458.33	21.43%

NO ASSURANCE PROVIDED

Windcrest Economic Development Corp
Budget vs. Actuals: 2022 WEDC Budget
October 2021 - July 2022

FOR MANAGEMENT PURPOSES ONLY

	Feb 2022				Mar 2022				Apr 2022				May 2022			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6037 Dues & Subscriptions		33.33	-33.33	0.00%		33.33	-33.33	0.00%		33.33	-33.33	0.00%		33.33	-33.33	0.00%
6038 Supplies	73.00	333.33	-260.33	21.90%	985.54	333.33	652.21	295.66%	32.46	333.33	-300.87	9.74%	104.65	333.33	-228.68	31.40%
6039 Postage	83.20	41.67	41.53	199.66%		41.67	-41.67	0.00%	37.23	41.67	-4.44	89.34%		41.67	-41.67	0.00%
6040 Copier		83.33	-83.33	0.00%	206.92	83.33	123.59	248.31%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6041 Repairs & Maintenance		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%		250.00	-250.00	0.00%
6042 Legal Expenses		3,333.33	-3,333.33	0.00%	2,839.35	3,333.33	-493.98	85.18%	4,691.97	3,333.33	1,358.64	140.76%		3,333.33	-3,333.33	0.00%
6043 Audit		1,583.33	-1,583.33	0.00%	1,500.00	1,583.33	-83.33	94.74%	500.00	1,583.33	-1,083.33	31.58%	1,450.00	1,583.33	-133.33	91.58%
6044 Sales Tax Services		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6045 Vehicle Expenses-EDC	34.00	291.66	-257.66	11.66%	34.00	291.66	-257.66	11.66%	35.00	291.66	-256.66	12.00%	1,252.02	291.66	960.36	429.27%
6046 Vehicle Fuel-EDC		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%		83.33	-83.33	0.00%
6047 Contingencies	161.59	200.00	-38.41	80.80%	161.59	200.00	-38.41	80.80%	161.59	200.00	-38.41	80.80%	331.98	200.00	131.98	165.99%
6049 General Liability Insurance		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%		41.67	-41.67	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%		75.00	-75.00	0.00%
6052 Auto Physical Damage Insurance		33.33	-33.33	0.00%		33.33	-33.33	0.00%		33.33	-33.33	0.00%		33.33	-33.33	0.00%
Total 6025 Administrative & Other Expenses	\$ 5,479.40	\$ 11,816.63	-\$ 6,337.23	46.37%	\$ 10,351.79	\$ 11,816.63	-\$ 1,464.84	87.60%	\$ 10,091.41	\$ 11,816.63	-\$ 1,725.22	85.40%	\$ 8,060.86	\$ 11,816.63	-\$ 3,755.77	68.22%
Total Expenditures	\$ 29,345.34	\$ 63,891.62	-\$ 34,546.28	45.93%	\$ 31,332.26	\$ 63,891.62	-\$ 32,559.36	49.04%	\$ 24,006.36	\$ 63,891.62	-\$ 39,885.26	37.57%	\$ 21,918.35	\$ 63,891.62	-\$ 41,973.27	34.31%
Net Operating Revenue	\$ 33,553.32	-\$ 224.95	\$ 33,778.27	-14915.90%	\$ 47,918.64	-\$ 224.95	\$ 48,143.59	-21301.91%	-\$ 24,006.36	-\$ 224.95	-\$ 23,781.41	10671.86%	-\$ 21,918.35	-\$ 224.95	-\$ 21,693.40	9743.65%
Other Revenue																
4003 Revenue Income - Interest	17.35	41.67	-24.32	41.64%	32.64	41.67	-9.03	78.33%	48.76	41.67	7.09	117.01%	89.70	41.67	48.03	215.26%
Total Other Revenue	\$ 17.35	\$ 41.67	-\$ 24.32	41.64%	\$ 32.64	\$ 41.67	-\$ 9.03	78.33%	\$ 48.76	\$ 41.67	\$ 7.09	117.01%	\$ 89.70	\$ 41.67	\$ 48.03	215.26%
Other Expenditures																
8000 Depreciation Expense		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%
Total Other Expenditures	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%
Net Other Revenue	\$ 17.35	-\$ 216,291.66	\$ 216,309.01	-0.01%	\$ 32.64	-\$ 216,291.66	\$ 216,324.30	-0.02%	\$ 48.76	-\$ 216,291.66	\$ 216,340.42	-0.02%	\$ 89.70	-\$ 216,291.66	\$ 216,381.36	-0.04%
Net Revenue	\$ 33,570.67	-\$ 216,516.61	\$ 250,087.28	-15.50%	\$ 47,951.28	-\$ 216,516.61	\$ 264,467.89	-22.15%	-\$ 23,957.60	-\$ 216,516.61	\$ 192,559.01	11.07%	-\$ 21,828.65	-\$ 216,516.61	\$ 194,687.96	10.08%

Windcrest Economic Development Corp
Budget vs. Actuals: 2022 WEDC Budget
October 2021 - July 2022

FOR MANAGEMENT PURPOSES ONLY

	Jun 2022				Jul 2022				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
Revenue												
4000 Revenue			0.00				0.00		0.00	0.00	0.00	
4001 Income - Sales Tax		54,166.66	-54,166.66	0.00%		54,166.66	-54,166.66	0.00%	434,293.92	541,666.68	-107,372.76	80.18%
4002 Proceeds from Reserves		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%	0.00	95,000.00	-95,000.00	0.00%
4004 Other Income			0.00				0.00		1,545.43	0.00	1,545.43	
Total 4000 Revenue	\$ 0.00	\$ 63,666.66	-\$ 63,666.66	0.00%	\$ 0.00	\$ 63,666.66	-\$ 63,666.66	0.00%	\$ 435,839.35	\$ 636,666.68	-\$ 200,827.33	68.46%
Total Revenue	\$ 0.00	\$ 63,666.66	-\$ 63,666.66	0.00%	\$ 0.00	\$ 63,666.66	-\$ 63,666.66	0.00%	\$ 435,839.35	\$ 636,666.68	-\$ 200,827.33	68.46%
Gross Profit	\$ 0.00	\$ 63,666.66	-\$ 63,666.66	0.00%	\$ 0.00	\$ 63,666.66	-\$ 63,666.66	0.00%	\$ 435,839.35	\$ 636,666.68	-\$ 200,827.33	68.46%
Expenditures												
6000 Salaries, Benefits & Contract Labor			0.00				0.00		0.00	0.00	0.00	
6001 Salaries	3,561.60	3,916.66	-355.06	90.93%	3,561.60	3,916.66	-355.06	90.93%	35,375.82	39,166.68	-3,790.86	90.32%
6002 Admin Expenses		83.34	-83.34	0.00%		83.34	-83.34	0.00%	0.00	833.32	-833.32	0.00%
6003 EDC Overtime		83.34	-83.34	0.00%		83.34	-83.34	0.00%	0.00	833.32	-833.32	0.00%
6004 Social Security / Medicare Match	275.64	333.34	-57.70	82.69%	275.64	333.34	-57.70	82.69%	2,727.07	3,333.32	-606.25	81.81%
6005 Health Insurance-EDC	725.10	833.34	-108.24	87.01%	725.10	833.34	-108.24	87.01%	6,658.20	8,333.32	-1,675.12	79.90%
6006 Retirement--EDC	259.42	366.66	-107.24	70.75%	259.42	366.66	-107.24	70.75%	2,566.20	3,666.68	-1,100.48	69.99%
6007 Workers Comp-EDC		91.66	-91.66	0.00%		91.66	-91.66	0.00%	0.00	916.68	-916.68	0.00%
6008 Unemployment Comp		41.66	-41.66	0.00%		41.66	-41.66	0.00%	654.00	416.68	237.32	156.95%
6009 Contract Labor	8,427.60	9,666.66	-1,239.06	87.18%	8,427.60	9,666.66	-1,239.06	87.18%	84,276.00	96,666.68	-12,390.68	87.18%
6021 Health Insurance - Life & Vision	32.28		32.28		32.28		32.28		225.96	0.00	225.96	
6053 Cell Phone Allowance	41.54		41.54		41.54		41.54		290.78	0.00	290.78	
Total 6000 Salaries, Benefits & Contract Labor	\$ 13,323.18	\$ 15,416.66	-\$ 2,093.48	86.42%	\$ 13,323.18	\$ 15,416.66	-\$ 2,093.48	86.42%	\$ 132,774.03	\$ 154,166.68	-\$ 21,392.65	86.12%
6010 BRE & Prospect Development Expenses			0.00				0.00		0.00	0.00	0.00	
6011 Consulting/Planning/Infrastructure		3,333.34	-3,333.34	0.00%		3,333.34	-3,333.34	0.00%	0.00	33,333.32	-33,333.32	0.00%
6012 Collateral Material		833.34	-833.34	0.00%		833.34	-833.34	0.00%	2,358.77	8,333.32	-5,974.55	28.31%
6013 Travel		833.34	-833.34	0.00%		833.34	-833.34	0.00%	933.18	8,333.32	-7,400.14	11.20%
6014 Meals & Entertainment	20.00	416.66	-396.66	4.80%	107.43	416.66	-309.23	25.78%	919.26	4,166.68	-3,247.42	22.06%
6015 EDC Projects		12,991.66	-12,991.66	0.00%		12,991.66	-12,991.66	0.00%	803.48	129,916.60	-129,113.12	0.62%
6016 Promoting Windcrest(BRE Events)	399.24	5,416.66	-5,017.42	7.37%	3,429.51	5,416.66	-1,987.15	63.31%	14,738.98	54,166.68	-39,427.70	27.21%
6017 Sponsorships, Regional Marketing	416.66	833.34	-416.68	50.00%	416.66	833.34	-416.68	50.00%	4,691.60	8,333.32	-3,641.72	56.30%
6018 Commercial Revitalization/Store Front Grants		2,500.00	-2,500.00	0.00%		2,500.00	-2,500.00	0.00%	19,999.98	25,000.00	-5,000.02	80.00%
6019 Infrastructure/Streets		9,500.00	-9,500.00	0.00%		9,500.00	-9,500.00	0.00%	0.00	95,000.00	-95,000.00	0.00%
Total 6010 BRE & Prospect Development Expenses	\$ 835.90	\$ 36,658.34	-\$ 35,822.44	2.28%	\$ 3,953.60	\$ 36,658.34	-\$ 32,704.74	10.78%	\$ 44,445.25	\$ 366,583.24	-\$ 322,137.99	12.12%
6025 Administrative & Other Expenses			0.00				0.00		0.00	0.00	0.00	
6026 Rent	1,145.00	1,250.00	-105.00	91.60%	1,145.00	1,250.00	-105.00	91.60%	11,630.00	12,500.00	-870.00	93.04%
6027 Furniture & Fixtures		250.00	-250.00	0.00%		250.00	-250.00	0.00%	0.00	2,500.00	-2,500.00	0.00%
6028 Equipment, Computers & Other		250.00	-250.00	0.00%		250.00	-250.00	0.00%	0.00	2,500.00	-2,500.00	0.00%
6029 Internet Services	160.82	150.00	10.82	107.21%	160.82	150.00	10.82	107.21%	1,508.40	1,500.00	8.40	100.56%
6030 Computer Maintenance, Software, Website	59.53	500.00	-440.47	11.91%	59.53	500.00	-440.47	11.91%	2,300.25	5,000.00	-2,699.75	46.01%
6031 Accounting Services	1,342.64	1,233.33	109.31	108.86%	1,342.64	1,233.33	109.31	108.86%	12,389.35	12,333.30	56.05	100.45%
6032 Barcom / IT	393.77	391.67	2.10	100.54%	393.77	391.67	2.10	100.54%	3,863.15	3,916.70	-53.55	98.63%
6033 Phone Services	85.95	83.34	2.61	103.13%	86.80	83.34	3.46	104.15%	855.28	833.32	21.96	102.64%
6034 Mobile Telephone		83.34	-83.34	0.00%		83.34	-83.34	0.00%	0.00	833.32	-833.32	0.00%
6035 Public Relations	1,450.00	500.00	950.00	290.00%	1,450.00	500.00	950.00	290.00%	10,150.00	5,000.00	5,150.00	203.00%
6036 Training Staff/Board		583.34	-583.34	0.00%		583.34	-583.34	0.00%	204.00	5,833.32	-5,629.32	3.50%

NO ASSURANCE PROVIDED

Windcrest Economic Development Corp
Budget vs. Actuals: 2022 WEDC Budget
October 2021 - July 2022

FOR MANAGEMENT PURPOSES ONLY

	Jun 2022				Jul 2022				Total			
	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget	Actual	Budget	over Budget	% of Budget
6037 Dues & Subscriptions		33.34	-33.34	0.00%		33.34	-33.34	0.00%	160.00	333.32	-173.32	48.00%
6038 Supplies		333.34	-333.34	0.00%		333.34	-333.34	0.00%	2,275.04	3,333.32	-1,058.28	68.25%
6039 Postage		41.66	-41.66	0.00%		41.66	-41.66	0.00%	120.43	416.68	-296.25	28.90%
6040 Copier		83.34	-83.34	0.00%		83.34	-83.34	0.00%	354.02	833.32	-479.30	42.48%
6041 Repairs & Maintenance		250.00	-250.00	0.00%		250.00	-250.00	0.00%	0.00	2,500.00	-2,500.00	0.00%
6042 Legal Expenses	3,518.72	3,333.34	185.38	105.56%	2,781.22	3,333.34	-552.12	83.44%	20,453.44	33,333.32	-12,879.88	61.36%
6043 Audit	2,725.00	1,583.33	1,141.67	172.11%	1,500.00	1,583.33	-83.33	94.74%	12,675.00	15,833.30	-3,158.30	80.05%
6044 Sales Tax Services		83.34	-83.34	0.00%		83.34	-83.34	0.00%	0.00	833.32	-833.32	0.00%
6045 Vehicle Expenses-EDC	35.00	291.66	-256.66	12.00%	35.00	291.66	-256.66	12.00%	3,212.63	2,916.60	296.03	110.15%
6046 Vehicle Fuel-EDC		83.34	-83.34	0.00%	58.50	83.34	-24.84	70.19%	267.75	833.32	-565.57	32.13%
6047 Contingencies	191.89	200.00	-8.11	95.95%	161.59	200.00	-38.41	80.80%	1,821.92	2,000.00	-178.08	91.10%
6049 General Liability Insurance		41.66	-41.66	0.00%		41.66	-41.66	0.00%	0.00	416.68	-416.68	0.00%
6050 E&O Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%	0.00	750.00	-750.00	0.00%
6051 Auto Liability Insurance		75.00	-75.00	0.00%		75.00	-75.00	0.00%	0.00	750.00	-750.00	0.00%
6052 Auto Physical Damage Insurance		33.34	-33.34	0.00%		33.34	-33.34	0.00%	0.00	333.32	-333.32	0.00%
Total 6025 Administrative & Other Expenses	\$ 11,108.32	\$ 11,816.71	-\$ 708.39	94.01%	\$ 9,174.87	\$ 11,816.71	-\$ 2,641.84	77.64%	\$ 84,240.66	\$ 118,166.46	-\$ 33,925.80	71.29%
Total Expenditures	\$ 25,267.40	\$ 63,891.71	-\$ 38,624.31	39.55%	\$ 26,451.65	\$ 63,891.71	-\$ 37,440.06	41.40%	\$ 261,459.94	\$ 638,916.38	-\$ 377,456.44	40.92%
Net Operating Revenue	-\$ 25,267.40	-\$ 225.05	-\$ 25,042.35	11227.46%	-\$ 26,451.65	-\$ 225.05	-\$ 26,226.60	11753.68%	\$ 174,379.41	-\$ 2,249.70	\$ 176,629.11	-7751.23%
Other Revenue												
4003 Revenue Income - Interest	122.00	41.66	80.34	292.85%	177.23	41.66	135.57	425.42%	547.68	416.68	131.00	131.44%
Total Other Revenue	\$ 122.00	\$ 41.66	\$ 80.34	292.85%	\$ 177.23	\$ 41.66	\$ 135.57	425.42%	\$ 547.68	\$ 416.68	\$ 131.00	131.44%
Other Expenditures												
8000 Depreciation Expense		216,333.33	-216,333.33	0.00%		216,333.33	-216,333.33	0.00%	0.00	2,163,333.30	-2,163,333.30	0.00%
Total Other Expenditures	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 216,333.33	-\$ 216,333.33	0.00%	\$ 0.00	\$ 2,163,333.30	-\$ 2,163,333.30	0.00%
Net Other Revenue	\$ 122.00	-\$ 216,291.67	\$ 216,413.67	-0.06%	\$ 177.23	-\$ 216,291.67	\$ 216,468.90	-0.08%	\$ 547.68	-\$ 2,162,916.62	\$ 2,163,464.30	-0.03%
Net Revenue	-\$ 25,145.40	-\$ 216,516.72	\$ 191,371.32	11.61%	-\$ 26,274.42	-\$ 216,516.72	\$ 190,242.30	12.14%	\$ 174,927.09	-\$ 2,165,166.32	\$ 2,340,093.41	-8.08%

EMPLOYEE: **Karen K. Nelson**

WEDC Coordinator Evaluation

Performance Competencies

Needs

Meets

Exceeds

Improvement

Expectations

Expectations

PLEASE USE NUMERICAL VALUE

Fail =1 Passable =2 Expected =3 Good =4 Excellent=5

	<u>1-2</u>	<u>3-4</u>	<u>5</u>
Provides general staff support to WEDC Board in daily administration, record keeping, files and overall operations. Weight = 1			
Demonstrates skills in decision making and using good judgment. Initiates ideas and projects that enhance the WEDC's operation and goals W=1.5			
Demonstrates skills in relating to members of WEDC Board and city administration W=.5			
Demonstrates skills in organizing and planning WEDC Board Meetings, Committee Meetings and other WEDC Programs W=1			
Keeps WEDC Board Members informed in a timely manner W= .5			
Performs weekly BRE visits and completes WEDC questionnaire. Demonstrates skill in public relations W=.5			
Demonstrates skills in verbal, written, and electronic communications. Supports the Executive Director in administrative work W= 1.5			
Works cooperatively with city, area, regional, state and federal agencies and organizations W= .5			
Works to retain, enhance and expand current city businesses and attract new business W= .5			
Maintains the status of all on-going WEDC Projects W= 1.5			
Maintains communication with the Board President and Executive Director to keep them updated on all WEDC concerns W=2.0			

Value X weight / 11 Total _____

Comments:

Signature: _____

WEDC Board Member: _____ Date: _____

Windcrest Economic Development Corporation

Economic Development Coordinator

General Description

Under the Direction of the Windcrest Economic Development Corporation (WEDC) Executive Director, the Coordinator is responsible for managing the activities of the WEDC Office and representing the organization with local businesses, the City and citizens.

Essential Job Functions

The Coordinator is supervised by the WEDC Executive Director and works closely with him or her in carrying out the essential job functions which include but are not limited to:

- Assisting the WEDC Executive Director with all aspects of Economic Development to include increasing the positive image and visibility of Windcrest
- Providing coverage, screening and evaluation of incoming correspondence and inquiries.
- Providing premier customer service to citizens, WEDC Board Members, current Windcrest businesses, and prospective businesses by responding to requests in a positive, timely, effective and professional manner
- Attending WEDC Board Meetings and City Council Meetings as requested

- Assisting with special projects and assuming responsibility for the development, administration, and promotion of specific projects as required
- Assisting with bookkeeping/accounting functions
- Ensuring that all external communications present a professional market-driven image for the WEDC
- Planning and coordinating meetings and events as requested
- Communicating effectively with the WEDC Executive Director, co-workers, the WEDC Board and others in order to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints
- Following WEDC and City policies and procedures
- Being punctual and in attendance
- Maintaining confidentiality with regard to all WEDC business
- Providing general staff support in the daily administration and management of the WEDC Office to include maintaining manual and electronic files and records, collateral material etc.
- Performing other duties as assigned

Job Requirements:

Education and Basic Requirements

- Formal training in office procedures and the use of office and technology equipment
- Ability to work well with others, establish good working relationships and make good, positive impressions on business owners, managers, citizens and leaders in the community
- Experience with office software technology, particularly Microsoft Office and PowerPoint

- Familiarity with Website creation and maintenance as well as Social Media knowledge (preferred)

Skills

In order to successfully achieve the goals of the WEDC, the Coordinator must possess the following skills, traits or abilities:

- **READING and COMPREHENDING:** memos; office communications; policies and procedures.
- **WRITING:** Ability to communicate effectively in writing and electronically.
- **REASONING:** Analyze, synthesize, troubleshoot, and act on a wide variety of sources and types of information on a daily basis. Skill in organizing resources and establishing priorities. Ability to respond quickly and appropriately. Self-starter and ability to initiate work and ideas
- **SPEAKING:** Effective verbal communication skill required
- **INTERPERSONAL:** Work with staff, the general public, Mayor, Windcrest City Council, WEDC Board of Directors and other agencies, clear verbal communication required, composure in emergency situations required.
- **EVENT PLANNING:** Skills in event planning and management
- **OTHER JOB SKILLS:** Skill in the use of computers to create work product for the successful completion of assigned duties. Ability to respond outside of normal working hours on an as needed basis. Knowledge and ability required to effectively carry out multiple job duties and responsibilities.

EMPLOYEE: **Mario Hernandez**

WEDC Executive Director Evaluation

Performance Competencies

Needs

Meets

Exceeds

Improvement

Expectations

Expectations

PLEASE USE NUMERICAL VALUE

Fail= 1 Passable = 2 Expected = 3 Good = 4 Excellent =5

	<i>1-2</i>	<i>3</i>	<i>4</i>	<i>5</i>
Provides general staff support and information to WEDC Board. Weight .5				
Demonstrates skills in decision making and using good judgment. W= 1				
Demonstrates skills in relating to members of WEDC Board and city administration. W= 1				
Demonstrates skills in planning WEDC Board Meetings, Committee Meetings and other WEDC Programs. W=.5				
Keeps WEDC Board Members informed in a timely manner. W.5				
Demonstrates knowledge of economic development trends skill in public relations. W=2.0				
Works cooperatively with developers, real estate brokers and business owners. W= 1.5				
Works cooperatively with city, area, regional, state and federal agencies and organizations W= 1.5				
Works to retain, enhance and expand current city businesses and attract new business. W=1.5				
Provides current status information about all on-going WEDC projects W=.5				
Demonstrates supervisory skills W=.5				

Value X Weight / 11 = Total _____

Comments:

Signature:

WEDC Board Member: _____ Date: _____

Executive Director Services

Per WEDC Contract

The WEDC agrees to engage the Director and the Director agrees to perform personally in a manner satisfactory to the WEDC, the following service(s):

- **Assisting the WEDC Board of Directors with all aspects of Economic Development including increasing the positive image and visibility of the City of Windcrest.**
- **Serving as liaison with public, private, and nonprofit organizations for business attraction, creation, expansion, and retention activities.**
- **Building and maintaining community relationships by representing WEDC as a liaison, responding, reporting, and/or presenting to City officials, residents, constituents, and community groups.**
- **Providing premier customer service to citizens, WEDC Board Members, current Windcrest businesses, and prospective businesses by responding to requests in a positive, timely, effective, and professional manner.**
- **Attending WEDC Board Meetings and City Council Meetings as requested.**
- **Overseeing and supervising WEDC special projects and assuming responsibility for the development, administration, and promotion of specific projects as required.**
- **Ensuring that all internal and external communications present a professional market drive image for the WEDC and City of Windcrest.**
- **Planning and coordinating meetings and events as requested and directed.**
- **Communicating effectively with the WEDC Board, City staff and officials, the WEDC Board, prospective business owners, current business owners, and others to provide, exchange, or verify information, answer inquiries, address issues, or resolve and/or report problems or complaints.**
- **Following WEDC and City policies, ordinances, and procedures.**
- **Being punctual and in attendance.**
- **Maintaining confidentiality with regard to all WEDC business and by State law.**
- **Performing other duties as assigned.**