



Dahlonega Downtown Development Authority/Main Street Program Meeting Agenda

October 05, 2023 8:30 AM

47 S. Park St. - The Historic Head House

Vision Statement

Downtown Dahlonega will retain its role as the heart of the region and the center for community and economic development. It will have an inviting appearance, highlighted by historic architecture. It will enhance the civic, cultural, and economic vitality of the entire community.

Mission Statement

The purpose of Downtown Dahlonega is to stimulate and sustain economic development in downtown area by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown.

Call to Order

Approval of Agenda

Approval of Minutes

- [1.](#) Dahlonega Downtown Development Authority/Main Street Program Meeting Minutes, September 7, 2023

Promotion

- a. Promotion Work Plan Items Update
Ariel Alexander, DDA Director

Design

- a. Design Work Plan Items Update
Ariel Alexander, DDA Director

Economic Vitality

- a. Economic Vitality Work Plan Items Update
Ariel Alexander, DDA Director

Organization

- a. Organization Work Plan Items Update
Ariel Alexander, DDA Director
- [b.](#) Intergovernmental Service Agreement- City of Dahlonega
Ariel Alexander, DDA Director
- [c.](#) Financials
- d. Discussion of Trams Purchase
Ariel Alexander, DDA Director
- e. Placer.ai Presentation and Discussion
Ariel Alexander, DDA Director

Partner Agencies

1. City of Dahlonega
2. University of North Georgia
3. Chamber of Commerce
4. Tourism/CVB
5. Development Authority of Lumpkin County
6. Downtown Dahlonega Business Association

Adjourn



Dahlonega Downtown Development Authority/Main Street Program Meeting Minutes

September 07, 2023, 8:30 AM

47 S. Park Street- The Head House

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PRESENT

Vice Chair Wendi Huguley

Board Member Deb Rowe

Board Member Awtrey Moore

Board Member Donna Logan

Call to Order

Vice Chair Huguley called the meeting to order at 8:31 a.m.

Approval of Agenda

Motion made by Board Member Logan, Seconded by Board Member Moore.

Voting Yea: Board Member Rowe, Board Member Logan, Board Member Rowe.

Approval of Minutes

1. Dahlonega Downtown Development Authority/Main Street Program Meeting Minutes, August 3, 2023

A quorum was not present at the August 3, 2023, meeting, so the board only reviewed the minutes.

2. Dahlonega Downtown Development Authority Special Called Meeting Minutes, August 4, 2023

Motion made by Board Member Moore, Seconded by Board Member Logan.

Voting Yea: Board Member Rowe, Board Member Moore, Board Member Logan.

Promotion

- a. Promotion Work Plan Items Update
Ariel Alexander, DDA Director

Director Alexander shared updates on the First Friday Concert Series, Appalachian Jam, and the Dahlonega Farmers Market. Halloween is also quickly approaching. The Dahlonega Dollars program is live and operational and there are 15 businesses participating so far.

Design

- a. Design Work Plan Items Update
Ariel Alexander, DDA Director

Director Alexander reported that the mural project with the University of North Georgia is progressing on track, as well as the Bears on the Square walking trail.

Organization

- a. Design Work Plan Items Update
Ariel Alexander, DDA Director

Director Alexander reported that all the organization work plan items are progressing on schedule. The program's social media presence continues to grow and attract more followers.

- b. Financials

Vice Chair Huguley asked for clarification on the fund balance for the downtown development authority. Director Alexander reported that the City has slowly been decreasing contributions to the DDA from the general fund, and the fund balance left from previous program years is being drawn from to start and maintain many of the work plan items. Vice Chair Huguley asked for a motion to approve the financial report.

Motion made by Board Member Rowe, Seconded by Board Member Moore.

Voting Yea: Board Member Rowe, Board Member Moore, Board Member Logan.

Partner Agencies

1. City of Dahlonega

Director Alexander reported that the East Main Street project is progressing on schedule and that there should be no negative impact to the businesses and the Gold Rush festival.

2. University of North Georgia

No report.

3. Chamber of Commerce
4. No report.
5. Tourism/CVB

C.C. Felty reported that the Tourism staff is working on new promotional campaigns and filming of some commercials that will be released next quarter.

5. Development Authority of Lumpkin County

Kerri Carson shared an update on the current development permits open in the county and announced that Publix will hold its groundbreaking next week.

6. Historic Preservation Commission

No report.

7. Planning & Zoning Commission

No report.

8. Downtown Dahlonega Business Association

No report.

Economic Vitality

- a. Economic Vitality Work Plan Items Update
Ariel Alexander, DDA Director

Director Alexander reported that all work plan items for economic vitality are progressing well. She is working on the “Job Opportunities” page of the DDA website and is continuing to attend plan review meetings and meet prospective business owners and developers.

b. Executive Session: Real Estate

Vice Chair Huguley stated that the DDA would now like to enter an executive session to discuss a real estate matter and requested a motion to move to an executive session at 9:15 a.m.

Motion made by Board Member Moore, Seconded by Board Member Rowe.

Voting Yea: Board Member Moore, Board Member Rowe, Board Member Logan.

Vice Chair Huguley resumed the regular DDA meeting at 10:15 a.m.

Vice Chair Huguley announced that no action was taken in the executive session.

Adjourn

Vice Chair Huguley called for a motion to adjourn the meeting at 10:16 a.m.

Motion made by Board Member Rowe, Seconded by Board Member Logan.

Voting Yea: Board Member Rowe, Board Member Logan, Board Member Moore.

**INTERGOVERNMENTAL SERVICE AGREEMENT
CITY OF DAHLONEGA DOWNTOWN DEVELOPMENT AUTHORITY**

THIS AGREEMENT is entered into as of the ____ day of _____, 2023, between the Downtown Development Authority of the City of Dahlonega, hereinafter referred to as "The Authority") and the City of Dahlonega (hereinafter referred to as "the City"), collectively referred to hereinafter as "the Parties".

WHEREAS, the Authority is an instrumentality of the City of Dahlonega, and whereas the City is desirous of funding the Authority for specific purposes in order to carry out tasks beneficial to the City, for which the Authority possesses certain special powers and skills necessary to carry out those purposes and which have been identified and noted in prior actions of the City enabling the Downtown Development Authority, and

WHEREAS, the purpose of the Authority is to stimulate and sustain economic development in Downtown Dahlonega by encouraging cooperation and building leadership; by advancing a positive image of downtown and promoting it as an exciting place to live, shop, and invest; by sustaining and improving the appearance of downtown; and by strengthening and expanding the economic base of downtown. Powers granted to the Authority to accomplish its purpose include: developing and promoting downtown; making long-range plans or proposals for downtown; financing (by loan, grant, lease, borrow, or otherwise) projects for the public good; executing contracts and agreements; and, purchasing, leasing and selling property.

WHEREAS, the Authority desires to pursue its work via a budgeted program approved by the City;

NOW THEREFORE, the parties agree as follows:

1. The Authority has provided a proposed budget for the fiscal year 2024 beginning October 1, 2023, to the City, and the City has reviewed that budget to determine whether the line items represented in the budget are consistent with the City's overall goals for the Authority.
2. The Authority's budget as presented in "Attachment A", attached hereto and incorporated herein as a part of this Agreement, has been approved at a revised amount of three-hundred six thousand, two-hundred nineteen and no/100's dollars (\$321,665). The Authority's expenditures are funded largely by intergovernmental revenue from the City of Dahlonega totaling \$184,875.
3. A transfer of \$100,000 is required from the City's general fund to fund operating expenditures presented in the budget. Unrestricted Hotel/Motel tax collections of \$84,875 are budgeted to partially fund expenditures related to tourism-related events. Intergovernmental revenue from the City of Dahlonega is accomplished by twelve, monthly cash transfers of an equal amount. At the conclusion of the fiscal year, any amount not required for actual expenditures is returned to the City of Dahlonega general fund unless otherwise identified as a multi-year commitment.
4. The City will provide administrative services and maintain the accounts and records for the Authority, and the Authority will follow City policies as applicable. The City currently provides as available the following staff support to the Authority: Executive Director (employee of the City on loan to the DDA), Main Street Manager (loaned employee for downtown business development, tourism/marketing, and public relations); Projects Coordinator, (employee of the City on loan to the DDA), Event Coordinator (employee of the City on loan to the DDA), City Manager (project management, as requested and available); Community Development Director (primary,

administrative and executive support); and Finance Director (account management, financial reports, audits, and other administrative functions).

5. The Authority will provide written activity reports to the city to include a monthly financial statement and a goals and accomplishments status report consistent with the monthly report required of City department directors.

6. The City's duty to fund the Authority's work in fiscal year 2024 shall be contingent upon the Authority's timely provision of the reports, compliance with its approved budget, and completion of projects.

7. This agreement shall terminate on September 30, 2024, unless otherwise renewed or modified.

IN WITNESS WHEREOF, the undersigned have hereunto set their hands and seals the day and year first above written.

For the City of Dahlonega:

For the Downtown Development Authority:

By: _____

By: _____

Title: _____

Title: _____

GL NUMBER	DESCRIPTION	2022-23 ORIGINAL BUDGET	YTD BALANCE 08/31/2023 NORMAL (ABNORMAL)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY				
	CHARGES FOR SERVICES	1,100.00	470.51	42.77
	INVESTMENT INCOME	400.00	8,395.32	2,098.83
	CONTRIBUTIONS AND DONATIONS	100.00	3,000.00	3,000.00
	MISCELLANEOUS REVENUE	200.00	4,777.90	2,388.95
	TRANSFERS IN FROM OTHER FUNDS	232,450.00	213,079.13	91.67
	APPROPRIATED FUND BALANCE	71,969.00	0.00	0.00
	TOTAL REVENUES	306,219.00	229,722.86	75.02
	DDA ADMINISTRATION	145,092.00	156,206.70	92.16
	TOURISM	103,284.00	71,971.58	69.68
	DOWNTOWN DEVELOPMENT	57,843.00	77,961.78	134.78
	TOTAL EXPENDITURES	306,219.00	306,140.06	92.59
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:				
	TOTAL REVENUES	306,219.00	229,722.86	75.02
	TOTAL EXPENDITURES	306,219.00	306,140.06	92.59
	NET OF REVENUES & EXPENDITURES	0.00	(76,417.20)	313.05

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA

PERIOD ENDING 08/31/2023
 % Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	YTD BALANCE 08/31/2022 NORM (ABNORM)	2022-23 ORIGINAL BUDGET	2022-23 MENDED BUDGET	ACTIVITY FOR MONTH 08/31/23 INCR (DECR)	YTD BALANCE 08/31/2023 NORM (ABNORM)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Revenues								
Dept 0000 - NON DEPARTMENTAL								
INTERGOVERNMENTAL REVENUE								
230.0000.33.9000	INTERGOVERNMENTAL REVENUES	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
	INTERGOVERNMENTAL REVENUE	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
CHARGES FOR SERVICES								
230.0000.34.5410	PARKING CHARGES	739.66	1,100.00	1,100.00	81.42	470.51	629.49	42.77
	CHARGES FOR SERVICES	739.66	1,100.00	1,100.00	81.42	470.51	629.49	42.77
INVESTMENT INCOME								
230.0000.36.1000	INTEREST REVENUES	342.64	400.00	400.00	0.00	8,395.32	(7,995.32)	2,098.83
	INVESTMENT INCOME	342.64	400.00	400.00	0.00	8,395.32	(7,995.32)	2,098.83
CONTRIBUTIONS AND DONATIONS								
230.0000.37.1000	CONTRIBUTIONS - PRIVATE SOURC	80.00	100.00	100.00	0.00	3,000.00	(2,900.00)	3,000.00
	CONTRIBUTIONS AND DONATIONS	80.00	100.00	100.00	0.00	3,000.00	(2,900.00)	3,000.00
MISCELLANEOUS REVENUE								
230.0000.38.1000	MISCELLANEOUS REVENUES	0.00	0.00	0.00	812.90	812.90	(812.90)	100.00
230.0000.38.9000	MISCELLANEOUS REVENUES	205.00	200.00	200.00	25.00	3,965.00	(3,765.00)	1,982.50
	MISCELLANEOUS REVENUE	205.00	200.00	200.00	837.90	4,777.90	(4,577.90)	2,388.95
TRANSFERS IN FROM OTHER FUNDS								
230.0000.39.1100	TRANSFERS IN - GENERAL FUND	252,433.50	150,000.00	150,000.00	12,500.00	137,500.00	12,500.00	91.67
230.0000.39.1275	TRANSFERS IN - HOTEL/MOTEL TAX	43,648.00	82,450.00	82,450.00	6,870.83	75,579.13	6,870.87	91.67
	TRANSFERS IN FROM OTHER FUNDS	296,081.50	232,450.00	232,450.00	19,370.83	213,079.13	19,370.87	91.67
APPROPRIATED FUND BALANCE								
230.0000.39.9100	APPROPRIATED FUND BALANCE	0.00	71,969.00	71,969.00	0.00	0.00	71,969.00	0.00
	APPROPRIATED FUND BALANCE	0.00	71,969.00	71,969.00	0.00	0.00	71,969.00	0.00
Total Dept 0000 - NON DEPARTMENTAL		308,371.80	306,219.00	306,219.00	20,290.15	229,722.86	76,496.14	75.02
TOTAL REVENUES		308,371.80	306,219.00	306,219.00	20,290.15	229,722.86	76,496.14	75.02
Expenditures								
Dept 0000 - NON DEPARTMENTAL								
OTHER COSTS								
230.0000.57.3000	PAYMENTS TO OTHERS	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
	OTHER COSTS	10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 0000 - NON DEPARTMENTAL		10,923.00	0.00	0.00	0.00	0.00	0.00	0.00
Dept 7510 - DDA ADMINISTRATION								
DDA ADMINISTRATION								
230.7510.51.1100	SALARIES AND WAGES	23,138.47	30,469.00	30,469.00	6,710.30	58,428.29	(27,959.2)	
230.7510.51.1300	OVERTIME	93.60	0.00	0.00	555.60	830.55	(830.55)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA

PERIOD ENDING 08/31/2023
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GL NUMBER	DESCRIPTION	YTD BALANCE	2022-23	2022-23	ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT
		08/31/2022	ORIGINAL	BUDGET	MONTH 08/31/23	08/31/2023	BALANCE	
		NORM (ABNORM)	BUDGET	MENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	USED
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
230.7510.51.2100	GROUP INSURANCE	2,247.70	3,700.00	3,700.00	888.10	6,668.91	(2,968.91)	180.24
230.7510.51.2200	FICA CONTRIBUTIONS	1,990.36	1,489.00	1,489.00	546.54	4,461.20	(2,972.20)	299.61
230.7510.51.2400	RETIREMENT CONTRIBUTIONS	15,730.99	12,871.00	12,871.00	1,207.17	13,278.87	(407.87)	103.17
230.7510.51.2700	WORKERS COMPENSATION	3,718.11	3,718.00	3,718.00	0.00	2,900.73	817.27	78.02
230.7510.52.1000	PROFESSIONAL/TECHNICAL SERVIC	1,417.81	12,079.00	12,079.00	0.00	5,256.68	6,822.32	43.52
230.7510.52.2000	PURCHASED PROPERTY SERVICES	120.00	0.00	0.00	0.00	0.00	0.00	0.00
230.7510.52.2200	REPAIRS AND MAINTENANCE	739.00	1,500.00	1,500.00	0.00	515.03	984.97	34.34
230.7510.52.2300	RENTALS	0.00	0.00	0.00	128.00	4,097.07	(4,097.07)	100.00
230.7510.52.3100	INSURANCE	4,375.00	5,000.00	5,000.00	0.00	4,375.08	624.92	87.50
230.7510.52.3200	COMMUNICATIONS	6,514.78	10,236.00	10,236.00	0.00	10,177.00	59.00	99.42
230.7510.52.3300	ADVERTISING	243.25	2,000.00	2,000.00	0.00	484.50	1,515.50	24.23
230.7510.52.3400	PRINTING	0.00	3,000.00	3,000.00	0.00	68.00	2,932.00	2.27
230.7510.52.3500	TRAVEL	3,682.41	0.00	0.00	0.00	1,394.77	(1,394.77)	100.00
230.7510.52.3600	DUES AND FEES	1,807.25	1,555.00	1,555.00	0.00	3,084.75	(1,529.75)	198.38
230.7510.52.3700	EDUCATION AND TRAINING	3,845.00	2,175.00	2,175.00	0.00	1,350.00	825.00	62.07
230.7510.53.1100	GENERAL SUPPLIES AND MATERIAL	2,430.32	1,500.00	25,910.83	0.00	30,847.14	(4,936.31)	119.05
230.7510.53.1210	WATER/SEWER	720.29	3,300.00	3,300.00	115.15	1,022.65	2,277.35	30.99
230.7510.53.1230	ELECTRICITY	5,458.38	9,500.00	9,500.00	678.75	6,816.48	2,683.52	71.75
230.7510.53.1600	SMALL EQUIPMENT	74.50	0.00	0.00	0.00	149.00	(149.00)	100.00
230.7510.54.9900	CAPITAL OUTLAYS	0.00	41,000.00	41,000.00	0.00	0.00	41,000.00	0.00
DDA ADMINISTRATION		78,347.22	145,092.00	169,502.83	10,829.61	156,206.70	13,296.13	92.16
Total Dept 7510 - DDA ADMINISTRATION		78,347.22	145,092.00	169,502.83	10,829.61	156,206.70	13,296.13	92.16
Dept 7540 - TOURISM								
TOURISM								
230.7540.51.1100	SALARIES AND WAGES	31,965.24	37,440.00	37,440.00	0.00	12,439.98	25,000.02	33.23
230.7540.51.1300	OVERTIME	374.94	0.00	0.00	0.00	148.50	(148.50)	100.00
230.7540.51.2100	GROUP INSURANCE	2,282.96	2,142.00	2,142.00	0.00	762.46	1,379.54	35.60
230.7540.51.2200	FICA CONTRIBUTIONS	2,509.35	2,864.00	2,864.00	0.00	963.01	1,900.99	33.62
230.7540.51.2400	RETIREMENT CONTRIBUTIONS	11,488.95	9,400.00	9,400.00	881.62	9,697.82	(297.82)	103.17
230.7540.52.1000	PROFESSIONAL/TECHNICAL SERVIC	31,988.89	46,850.00	46,850.00	1,340.00	38,035.94	8,814.06	81.19
230.7540.52.2300	RENTALS	0.00	0.00	0.00	0.00	3,401.76	(3,401.76)	100.00
230.7540.52.3300	ADVERTISING	0.00	500.00	500.00	0.00	1,861.50	(1,361.50)	372.30
230.7540.52.3400	PRINTING	487.25	500.00	500.00	0.00	1,115.60	(615.60)	223.12
230.7540.52.3500	TRAVEL	0.00	575.00	575.00	0.00	90.41	484.59	15.72
230.7540.52.3600	DUES AND FEES	0.00	513.00	513.00	0.00	163.59	349.41	31.89
230.7540.52.3700	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00	195.00	(195.00)	100.00
230.7540.53.1100	GENERAL SUPPLIES AND MATERIAL	1,305.48	2,000.00	2,000.00	0.00	3,096.01	(1,096.01)	154.80
230.7540.53.1270	MOTOR FUEL	398.12	500.00	500.00	0.00	0.00	500.00	0.00
TOURISM		82,801.18	103,284.00	103,284.00	2,221.62	71,971.58	31,312.42	69.68
Total Dept 7540 - TOURISM		82,801.18	103,284.00	103,284.00	2,221.62	71,971.58	31,312.42	69.68
Dept 7550 - DOWNTOWN DEVELOPMENT								
DOWNTOWN DEVELOPMENT								
230.7550.51.1100	SALARIES AND WAGES	34,459.10	38,480.00	38,480.00	4,428.40	44,333.36	(5,853.36)	115.21
230.7550.51.1300	OVERTIME	413.88	0.00	0.00	503.84	869.76	(869.76)	100.00
230.7550.51.2100	GROUP INSURANCE	7,989.66	10,709.00	10,709.00	181.02	4,828.29	5,880.71	
230.7550.51.2200	FICA CONTRIBUTIONS	2,624.17	2,944.00	2,944.00	377.32	3,418.60	(474.43)	
230.7550.51.2700	WORKERS COMPENSATION	0.00	0.00	0.00	0.00	217.16	(217.16)	

REVENUE AND EXPENDITURE REPORT FOR CITY OF DAHLONEGA

PERIOD ENDING 08/31/2023
 % Fiscal Year Completed: 91.78

GL NUMBER	DESCRIPTION	YTD BALANCE	2022-23		ACTIVITY FOR	YTD BALANCE	AVAILABLE	% BDGT USED
		08/31/2022	ORIGINAL	2022-23	MONTH 08/31/23	08/31/2023	BALANCE	
		NORM (ABNORM)	BUDGET	MENDED BUDGET	INCR (DECR)	NORM (ABNORM)	NORM (ABNORM)	
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY								
Expenditures								
230.7550.52.1000	PROFESSIONAL/TECHNICAL SERVIC	7,970.69	0.00	0.00	2,800.00	18,294.03	(18,294.03)	100.00
230.7550.52.2300	RENTALS	2,690.00	0.00	0.00	0.00	2,970.00	(2,970.00)	100.00
230.7550.52.3300	ADVERTISING	0.00	2,000.00	2,000.00	0.00	1,105.00	895.00	55.25
230.7550.52.3400	PRINTING	0.00	1,000.00	1,000.00	0.00	173.00	827.00	17.30
230.7550.52.3500	TRAVEL	892.14	0.00	0.00	0.00	0.00	0.00	0.00
230.7550.52.3600	DUES AND FEES	663.00	250.00	250.00	0.00	619.11	(369.11)	247.64
230.7550.52.3700	EDUCATION AND TRAINING	0.00	0.00	0.00	0.00	50.00	(50.00)	100.00
230.7550.53.1100	GENERAL SUPPLIES AND MATERIAL	306.91	1,500.00	1,500.00	0.00	350.00	1,150.00	23.33
230.7550.53.1270	MOTOR FUEL	702.89	960.00	960.00	114.81	733.47	226.53	76.40
230.7550.53.1790	OTHER SUPPLIES - VOLUNTEER AP	130.35	0.00	0.00	0.00	0.00	0.00	0.00
DOWNTOWN DEVELOPMENT		58,842.79	57,843.00	57,843.00	8,405.39	77,961.78	(20,118.78)	134.78
Total Dept 7550 - DOWNTOWN DEVELOPMENT		58,842.79	57,843.00	57,843.00	8,405.39	77,961.78	(20,118.78)	134.78
TOTAL EXPENDITURES		230,914.19	306,219.00	330,629.83	21,456.62	306,140.06	24,489.77	92.59
Fund 230 - DOWNTOWN DEVELOPMENT AUTHORITY:								
TOTAL REVENUES		308,371.80	306,219.00	306,219.00	20,290.15	229,722.86	76,496.14	75.02
TOTAL EXPENDITURES		230,914.19	306,219.00	330,629.83	21,456.62	306,140.06	24,489.77	92.59
NET OF REVENUES & EXPENDITURES		77,457.61	0.00	(24,410.83)	(1,166.47)	(76,417.20)	52,006.37	313.05