



Date: July 9, 2015
To: Mayor and City Council
From: Michael Chandler, Senior Management Analyst
Subject: Chamber of Commerce 2015-16 Contract

Recommendation

Approve a resolution authorizing the City Manager to execute a contract with the Chamber of Commerce.

Background

The City's FY 2015-16 contract with the Chamber of Commerce was introduced at the July 1, 2015 Council Meeting. Council requested to see the Chamber's closeout report before voting on the new contract and as a result, this item has been continued to July 15.

The Chamber has provided copies of its 4th quarter report and financials and copies are attached for reference.

Fiscal Impact

\$45,000 is budgeted for this contract in FY 2015-16.

Attachments

- Contract
- Resolution
- 4th Quarter Report and Financials

APPROVED BY: 
Rob Braulik, City Manager

AGREEMENT FOR PROFESSIONAL SERVICES
WITH THE MARTINEZ CHAMBER OF COMMERCE

This Agreement is made this 1st day of July, 2015, between the City of Martinez, a general law city, (“CITY”), and the Martinez Chamber of Commerce (“CHAMBER”) a non-profit corporation.

RECITALS

- A. The CITY acknowledges the CHAMBER’S central role in promoting the economic health -and-well-being of the Martinez business community, marketing the City of Martinez to our residents and visitors, and promoting a better quality of life for Martinez residents.
- B. The CITY recognizes that the CHAMBER provides a variety of services that benefit the economic health of Martinez, provides for a better experience for visitors, and works to promote tourism in Martinez, thereby benefiting both visitor-related businesses and the community as a whole.
- C. CHAMBER represents to CITY that it is fully qualified to continue to provide quality visitor services and to promote tourism within Martinez.
- D. The CITY and the CHAMBER have agreed upon the terms under which these services will be provided and have reduced such terms to writing.

AGREEMENT

NOW, THEREFORE, the CITY and CHAMBER agree:

1. **SCOPE OF SERVICE & DELIVERABLES**

CHAMBER shall provide CITY with the following services from July 1, 2015, through June 30, 2016: (1) provide information, maps, and brochures to all visitors arriving at the Visitor’s Center, as well as responding to all phone and written requests for visitor-related assistance; (2) maintain a complete selection of brochures and information related to visitor attractions and tourism amenities within the City, including hotels, restaurants, transportation and tour services, gift and souvenir shops and other relevant businesses; (3) maintain the Visitor

Center facility, providing the general public with walk-in services to visitors during regularly scheduled office hours (Monday thru Thursday, 9am to 5pm and Friday, 10am to 2pm); (4) maintain a Chamber Executive Director position and sufficient staff position(s) to perform the day-to-day activities of the Visitor Center; (5) research, produce & make available up-to date Visitor/Relocation Guide and an bi-annual Business Directory, including linking both documents to the CHAMBER' S website; (6) provide a City of Martinez map (6,000 copies); (7) work with other local organizations to plan, advertise and carry out promotional events designed to attract area residents and visitors to Martinez and to showcase local amenities; (8) work with the CITY to create exit surveys for participants of said promotional events, distribute the surveys at one (1) event per year, and report the results of the surveys to the CITY (9) provide the CITY with promotional economic development video spots and advertising content suitable for airing on the City Channel and I-680 digital billboard, respectively. Said video spots and advertising content shall become the CITY's content and may be aired/posted at the CITY's sole discretion; (10) maintain an up-to-date website with information about Visitor Center location, hours, services and materials, including helpful links to relevant visitor attractions and tourism services; (11) in order to perform its oversight function, the CHAMBER shall conduct regularly-scheduled meetings of the Board of Directors of CHAMBER ("Board") with a quorum of Board Members, enforce the Chamber's policy that requires Board Members to attend all Board Meetings unless granted an excused absence, in accordance with CHAMBER bylaws, and ensure that all Board Members maintain up-to-date memberships in the Martinez Chamber of Commerce, (12) annually prepare and adopt a budget and provide the CITY with a copy, attached as Exhibit A of this agreement, (13) work with businesses to help obtain compliance with the City's ban on single-use plastic carryout bags and any other City laws and regulations affecting the business community. CHAMBER and CITY agree the aforementioned deliverables are subject to further refinement and revision to establish more clearly defined qualitative and quantitative measures. Any such changes shall be made in accordance with Section 8 of this Agreement.

CHAMBER shall provide a quarterly written report to the CITY that summarizes work accomplished, specifically the number of visitor contacts, description of services rendered, events and celebrations held that attracted visitors and tourists to Martinez, type and volume of materials distributed (City Maps, brochures, Relocation Guides, Business Directories, etc.) and

other relevant activities that accomplish the CHAMBER'S visitor and tourism function. The CITY and CHAMBER will develop a mutually agreeable format for this quarterly report.

CHAMBER will make bi-annual presentations to the City Council during regularly scheduled City Council meetings to inform the Council about the Chamber's Visitor Center accomplishments, activities, and services performed during the prior six months.

2. COMPENSATION

(a) The CITY will pay to the CHAMBER a total of \$45,000 for FY 2015-16 in performance of this Agreement. Said compensation shall be paid by the CITY in equal quarterly installments, (\$11,250 each quarter), only after receipt of each quarterly report, as set forth in Section 1, a written invoice as described in Section 3(a), and after receipt of the financial information as required in Section 3(b).

(b) Payments prescribed herein shall constitute all compensation to CHAMBER for services performed as set forth in Section 1 hereof, Scope of Service & Deliverables.

(c) CHAMBER shall use these funds for the purpose of providing all necessary services as set forth in Section 1, Scope of Service & Deliverables. In accordance with Section 1, the CHAMBER shall expend the CITY's funds for the following: (1) applicable salaries; (2) promotional materials such as brochures, the City map, and business directory; (3) promotional activities related to attracting visitors through events and special celebrations; (4) maintenance of website containing Visitor Center information, location, hours, and services; (5) working with CHAMBER members through promotional and educational activities to foster economic development in Martinez; and (6) a percentage of applicable office expenses related to performing the services described in Section 1, Scope of Service & Deliverables.

(d) CHAMBER shall keep accounting records of all Visitor Center related activities funded with the CITY funds it receives and expends.

3. DOCUMENTATION: RETENTION OF MATERIALS

(a) CHAMBER shall submit to the CITY a quarterly written report on all Visitor Center related activities, in a format mutually agreed upon, detailing the performance of the

Scope of Service & Deliverables, as set forth in Section 1, and a written invoice that substantiates the use of the CITY'S grant monies, as required by Section 2 of this Agreement.

(b) CHAMBER shall keep and maintain full and complete documentation and accounting records of all Visitor Center related activities and expenditures concerning all services performed by it and shall make such documents and records available to authorized representatives of CITY for inspection at any reasonable time. In addition, the CHAMBER shall provide the following specific financial records in accordance with the timeline identified herein:

1. the most current profit and loss statement of the CHAMBER on a form approved by the City, within thirty (30) days of execution of this Agreement and quarterly thereafter.
2. the most current balance sheet for the CHAMBER on a form approved by the City, within thirty (30) days of execution of this Agreement and quarterly thereafter.

(c) CHAMBER shall maintain its Visitor Center related records and shall allow CITY access to such records for a period of four (4) years.

4. INDEMNITY/LIABILITY/INSURANCE

(a) The status of the CHAMBER is that of an independent contractor operating and having control of its work and the manner in which it is performed. CHAMBER is not considered to be an officer, an employee, or an agent of CITY, nor shall it hold itself out as or represent that it is an officer, employee, or agent of the CITY.

(b) CHAMBER assumes all responsibility for damages to property or injury or death to persons caused by the negligent performance, acts, errors or omissions of the CHAMBER and/or his/her agents or employees. To the extent permitted by law, the CHAMBER shall indemnify, hold harmless, release and defend CITY, its officers, employees and agents from and against any and all actions, claims, demands, damages, disability, losses, failure to comply with any current or prospective laws, and expenses including attorneys' fees and other defense costs or liabilities of any nature that may be asserted by any person or entity including the CHAMBER from any cause whatsoever including another's concurrent negligence arising out of or in any way connected with the activities of the CHAMBER, its employees and agents hereunder and regardless of CITY'S passive negligence. CITY agrees to provide the CHAMBER with

reasonable notification of legal claims and/or lawsuits which CITY may receive and for which CITY will request indemnification under this paragraph.

This indemnification obligation is not limited in any way by any limitation on the amount or type of damages or compensation payable by or for the CHAMBER under Workers' Compensation, disability or other employee benefits acts, acceptance of insurance certificates required under this Agreement, or the terms, applicability or limitations of any insurance held by the CHAMBER.

(c) **INSURANCE**

Without limiting CHAMBER'S indemnification provided hereunder, CHAMBER shall take out and maintain or cause to be taken out and maintained, at all times during the term of this Agreement, the following policies of insurance in connection with the performance of the work hereunder by CHAMBER, its agents, employees, representatives, sub-consultants, contractors, sub-contractors and vendors:

1. **Commercial General Liability (CGL)**

Commercial general liability insurance for all activities of CHAMBER and its sub-consultants, contractors, sub-contractors and vendors, arising out of or in connection with this Agreement, written on a commercial general liability form. Coverage shall be at least as broad as Insurance Services Office (ISO) Form CG 00 01 covering CGL on an "occurrence" basis, including products and completed operations, property damage, bodily injury and personal and advertising injury with limits no less than One Million Dollars (\$1,000,000) per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to the performance under this Agreement or the general aggregate limit shall be twice the required occurrence limit. At the time the Agreement is entered into the CITY may require higher limits depending on the nature of the services being provided by CHAMBER. Such determination shall be made by the City's Risk Manager.

2, **Automobile Liability**

Coverage shall be at least as broad as, ISO Form Number CA 0001 covering Code 1 (any auto), or if CHAMBER has no owned autos, Code 8 (hired) and 9 (non-owned), with limits no less One Million Dollars (\$1,000,000) per accident for bodily injury and property damage. At the time the Agreement is entered into the City may require higher limits depending on the nature of the service being provided by CHAMBER. Such determination shall be made by the CITY'S Risk Manager.

3. **Workers' Compensation**

Workers' Compensation insurance to cover its employees, and CHAMBER shall require all sub-consultants, contractors, sub-contractors and vendors, performing work or present at or on CITY property pursuant to the terms of this Agreement, similarly to provide Workers' Compensation insurance as required by the Labor Code of the State of California for all of the said person or entity's employees. All Workers' Compensation policies shall be endorsed with the provision that it will not be canceled without first giving thirty (30) days prior notice to the CITY.

In the event any class of employees engaged in hazardous work under the Contract is not protected under Workers' Compensation Statutes, CHAMBER shall provide, and shall cause all sub-consultants to provide adequate and suitable insurance for the protection of its employees not otherwise protected. Such policy must be acceptable to CITY and shall provide that it will not be canceled without first giving thirty (30) days notice to the CITY.

All Workers' Compensation insurance as required herein shall be endorsed to include the following language: "All rights of subrogation are hereby waived against the CITY, its officers and employees when acting within the scope of their appointment or employment."

To the extent that CHAMBER utilizes or authorizes sub-consultants, contractors, sub-contractors or vendors, relating to, arising out of, or in connection with this Agreement CHAMBER shall either provide the required insurance(s) for the type of service being provided by such sub-consultants, contractors, sub-contractors or vendors or shall provide evidence acceptable to the CITY demonstrating that such sub-consultants, contractors, sub-contractors or vendors has in effect the required insurance(s).

If CHAMBER maintains higher limits than the minimums shown above, the CITY requires and shall be entitled to coverage for the higher limits maintained by CHAMBER. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the CITY.

The insurance policies are to contain, or be endorsed to contain, the following provisions:

- (i) The CITY, its officers, officials, employees, agents and volunteers are to be covered as additional insureds on the CGL policy with respect to liability arising out of work performed by or on behalf of CHAMBER including materials, parts or equipments furnished in connection with such work. General liability coverage can be provided in the form of an endorsement to CHAMBER'S insurance at least as broad as ISO form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms.
- (ii) For any claims related to this Agreement, CHAMBER'S insurance coverage shall be primary insurance as respects the CITY, its officers, officials, employees, agents and volunteers. Any insurance or self-insurance maintained by the CITY, its officers, officials, employees, agents or volunteers shall be excess of CHAMBER'S insurance and shall not contribute with it.
- (iii) CHAMBER hereby grants to CITY a waiver of any right to subrogation which any insurer thereof may acquire against the CITY by virtue of the payment of any loss under such insurance. CHAMBER agrees to obtain any endorsement that

may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the CITY received a waiver of subrogation endorsement from the insurer.

- (iv) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to the CITY, its officers, officials, employees or volunteers.
- (v) All Coverages. Each insurance policy required in this item shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in coverage or in limits except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the CITY. Current certification of such insurance shall be kept on file with the City Clerk at all times during the term of this Agreement.

Deductibles and Self-Insured Retentions. Any deductibles or self-insured retentions must be declared to and approved by the CITY. At the option of the CITY, either the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the CITY, its officers, officials, employees and volunteers, or CHAMBER shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

Acceptability of Insurers. Insurance is to be placed with insurers with a Best's rating of no less than A:VII.

5. ASSIGNMENT

The CHAMBER shall not assign any rights or duties under this Agreement to a third party without the prior express written consent of CITY.

6. TERMINATION

(a) This Agreement may be terminated at any time, with or without cause, by the CITY within its sole discretion upon written notice to the CHAMBER. The CHAMBER may terminate this Agreement upon thirty (30) days' written notice to the CITY only for good cause.

The CHAMBER'S written notice of termination shall contain a full explanation of the facts and circumstances constituting good cause. In the event of termination by the CHAMBER, the CHAMBER shall only be compensated for all work the CHAMBER satisfactorily performs prior to the time the CHAMBER delivers to the CITY the termination notice, unless other arrangements are agreed to by the CITY. In the event of termination by the CITY, the CHAMBER shall be compensated for all work satisfactorily performed prior to the time the CHAMBER receives the termination notice, and shall be compensated for all materials ordered by the CHAMBER, and services of others ordered by the CHAMBER prior to receipt of the CITY'S termination notice, whether or not such materials or instruments of services of others have actually been delivered to the CHAMBER or the CITY, provided that the CHAMBER is not able to cancel such orders for materials or services of others. In the event this Agreement is terminated pursuant to this section, the CHAMBER shall not be entitled to any additional compensation over that provided herein; nor shall the CHAMBER be entitled to payment for alleged damages or injuries (including lost opportunity damages) purportedly caused by the termination of this Agreement by the CITY pursuant to this section.

Should the CHAMBER fail to perform any of its obligations hereunder, within the time and in the manner provided or otherwise violate any of the terms of this Agreement, the CITY may terminate this Agreement by giving written notice of such termination, stating the reasons for such termination in such event. The CHAMBER shall be compensated as above, provided, however, there shall be deducted from such amount the amount of damage, if any, sustained by CITY by virtue of the CHAMBER'S breach of this Agreement.

7. NOTICES

Except as otherwise specifically provided in this Agreement, any notice, submittal or communication required or permitted to be served on a party, may be served by personal delivery to the person or the office of the person identified below. Service may also be made by mail, by placing first-class postage, and addressed as indicated below, and depositing in the United States mail to:

CITY:

Michael Chandler
Senior Management Analyst
City of Martinez
525 Henrietta Street
Martinez, CA 94553

CHAMBER:

Executive Director
Chamber of Commerce
603 Marina Vista
Martinez, CA 94553

8. ADDITIONAL SERVICES

If CITY makes a decision to change the Scope of Service & Deliverables, as delineated in Section 1 above, all such changes shall be by written amendment to this Agreement.

9. SUCCESSORS AND ASSIGNS

CITY and CHAMBER each binds itself, its partners, successors, legal representatives and assigns to the other party to this Agreement and to the partners, successors, legal representatives and assigns of such other party in respect of all promises and agreements contained herein.

10. ENTIRE AGREEMENT

This Agreement is the entire Agreement between the parties.

11. MODIFICATION

This Agreement shall not be modified except in writing executed by all parties.

12. NON-DISCRIMINATION

CHAMBER shall comply with all Federal, State and Local laws, statutes, ordinances, rules and regulations, and the orders and decrees of any courts or administrative bodies or tribunals in any manner affecting the performance of this Agreement, including without limitation laws requiring licensing and non-discrimination in employment because of race, creed, color, sex, age, marital status, physical or mental disability, national origin or other prohibited bases.

13. TIME OF PERFORMANCE

CHAMBER shall begin work effective July 1, 2015, and shall thereupon work diligently and continuously to provide all the required services and activities described herein until June 30, 2016.

14. This Agreement shall be construed in accordance with the law of the State of California. Venue shall be in the County of Contra Costa.

15. In the event either party to this Agreement brings an action to enforce or interpret this Agreement, the prevailing party in such action shall be entitled to attorney's and witness fees as well as other costs.

16. SIGNATURES

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day and year first above written.

CHAMBER

CITY OF MARTINEZ

By _____

By _____

Rob Braulik
City Manager

Name _____

Title _____

Attest _____

Deputy City Clerk

RESOLUTION NO. -15

**AUTHORIZING THE CITY MANAGER TO EXECUTE A CONTRACT
WITH CHAMBER OF COMMERCE**

WHEREAS, the City of Martinez recognizes the importance of economic development throughout the City; and

WHEREAS, to help achieve its goals, the City has included annual funding for the Martinez Area Chamber of Commerce (“Chamber”) within its adopted FY 2015-17 Budget; and

WHEREAS, as a condition of providing said annual funding, the City requires a formal contract with Chamber; and

WHEREAS, the Chamber plays a central role supporting the economic health and well-being of the business community by marketing the City and promoting tourism in Martinez; and

WHEREAS, through these and other efforts, the Chamber provides services that benefit businesses and the community and therefore help to improve the quality of life in Martinez; and

WHEREAS, the parties have agreed upon terms under which these services will be provided for FY 2015-16 in the form of the attached contract.

NOW, THEREFORE, BE IT RESOLVED the City Council of the City of Martinez hereby authorizes the City Manager to execute a contract with the Chamber upon the mutually agreeable terms, considerations, covenants, and conditions as set forth in the form attached to this resolution.

* * * * *

I HEREBY CERTIFY the foregoing is a true and correct copy of a resolution duly adopted by the City Council of the City of Martinez, at a Regular Meeting of said Council held on the 15th day of July, 2015, by the following vote:

AYES:

NOES:

ABSENT:

RICHARD G. HERNANDEZ, CITY CLERK
CITY OF MARTINEZ

Martinez Visitors Bureau
Quarterly Report 4th Quarter, 2014-2015 Year

Circulation of Visitors Bureau Information

Business Directories	860
Downtown Directories	320
Martinez Maps	350
Misc. Travel Brochures	365
Visit Historic Martinez Guide	150
Martinez Rec. Brochures	Linked to our Website
Hotel Referrals	260
Relocation Guide	Available on Chamber Web site
Bus Tickets	500
Walk-ins	2000
Phone Calls	3000
E-mails requests	600
General Referrals	550

*These are approximate figures

Core Values

- Provide and promote strong leadership
- Perform with integrity and ethics in all actions
- Embrace diversity
- Demonstrate and promote fiscally responsible practices
- Embrace and advocate for the community
- Provide educational opportunities
- Promoting networking and professional outreach
- Support and continue to develop a vibrant business community
- Foster collaboration and partnerships with and among members and other elements of the community
- Effective and transparent communication

Mission Statement

The mission of the Martinez Chamber of Commerce is to support and continue to develop a progressive business community that provides and promotes strong leadership and advocates for members. The chamber will embrace diversity; demonstrate transparency through open and effective communication, operate with ethics and integrity in all actions, and actively engage in fiscally responsible practices. We will foster opportunities for collaboration, partnerships, networking, professional growth and education.

Vision Statement

To be a superior Chamber of Commerce providing our members with the best possible opportunities for stability and growth, enticing new businesses, promoting tourism and the arts, and creating a quality environment for our community that will lead to strong economic development.

This year the Chamber worked diligently to produce a new event to support the businesses of Martinez and promote our City. The event, Studios on the Streets, was held on May 9, from Noon to 6:00 pm on Main Street. The day featured artists actively sculpting, painting, wood-carving, and more. We had activities planned that engaged people of all ages; however many activities were primarily directed toward youth. In addition, there was music, beer and wine.

Other recent activities of the Chamber have included attending many of the Commission and Council meetings.

Our current professionally published Martinez Community Profile and Business Directory, is in its final production stage and is due out in the next few months.

Last year, we began offering a new service to promote events in Martinez. We upgraded our email blast capability so that we could list events and link those notifications to the web sites of others for more information. As a result we have been able to more effectively promote local businesses and events.

The Martinez Chamber of Commerce continues to welcome visitors to the Chamber office and Visitors Bureau. During the 4th quarter of F.Y. 2014-15, April 1 – June 30, 2015, visitors came in from AMTRAK, schools, jury duty, and local businesses to look at our Visitors Bureau to see what information we had available and to view the informational panels which include the history of Martinez and encompasses John Muir, recreation, dining, the arts, local businesses, natural resources, and celebrities who have called Martinez their home. Those celebrities include Joe DiMaggio, Norv Turner, and Sara “Del Ray” Amato. Our primary goal as the Visitors

Center is to convey to visitors the richness and diversity of our community and to encourage more visits to shop, dine, and recreate in our unique community. The visitors who we greet are from many places, often from other states or countries who are inquiring about Martinez and its history.

In our effort to drive more business and encourage people to visit Martinez we have developed our material to go on the new lighted billboard. In addition, we are currently in the production stage of a video to promote Martinez and the events hosted by the Chamber.

Among our most important tasks the Chamber Staff is a resource for visitors and new and potential new residents of our community. We spend a good deal of our time referring people to realtors, motels, hotels, taxi services, local businesses, buses and Amtrak. We have also become a significant source for people to obtain County Connection bus passes, including those for senior, disabled, and student riders.

Martinez businesses bring their fliers, brochures, and menus to advertise their products and services. Furthermore, we sell items to promote Martinez, including hats and post cards, martini glasses and pins. Selling tickets and merchandise brings people in that we talk to about the wonderful jewels that Martinez holds.

We continue to hold our Ambassador meetings at local restaurants and businesses to support them and be visible in our community.

We distribute transit schedules and bus information for County Connection, WestCAT, and Tri Delta Transit. We also keep in stock AMTRAK brochures and timetables and refer visitors to the train station if they need additional information. In collaboration with Main Street Martinez, we refer visitors to Main Street Martinez events and hang the event posters and keep fliers on hand for distribution.

We also distribute the Regional Park's brochures which have maps of hiking and biking trails. In addition, we provide information about bike lanes on the main thoroughfares of Martinez. Many people have been contacting us about hiking since the article in the San Francisco Chronicle in December which highlighted the opening of the trail heading toward Port Costa.

As the Chamber of Commerce, we strive to add value for our members by offering networking opportunities and recognition of their businesses, accomplishments, and contributions to our community. Our mixers continue to grow and shows even more promise with new ideas that have been brought forth. We have found that having two or three members collaborate on the

mixers helps to create a bigger draw and it allows them to pool their funds to elevate the quality of events. At the mixers we highlight local businesses and honor the selected Business of the Month.

We track trends, decisions, and legislation that might affect our members by attending City Council and Planning meetings as well as other legislative activities. We continue to develop strong relationships with Congressman Mike Thompson, Supervisor Federal Glover and the offices of Assemblywoman Bonilla and Senator Wolk, as well as a new and developing relationship with Congressman Mark DeSaulnier. Furthermore, the Chamber has a representative from Eco Services, as well as two members on the Shell CAP.

The 9th Annual King of the County was held on June 20-21, 2015. There were several family attractions, as well as, a variety of commercial vendors. This year we had Kinders, Slow Hand BBQ and Beaver Creek Smokehouse serve as the primary food vendors. The two day event also featured local bands, wine and beer booths.

The Chamber has a goal to keep in contact with our residents, visitors, businesses, and government agencies. In going forward we intend to improve and find new ways to provide value to each of these. As always, we are open to hearing new ideas about how we may better serve the community.

The Chamber greatly appreciates our partnership with the City and the funding that it provides to help us represent the City as a quality place to live, work, and visit.

MARTINEZ CHAMBER OF COMMERCE**Profit & Loss**

April through June 2015

	<u>Apr - Jun 15</u>
Income	
4000 · Membership	
4010 · New Membership Dues	10,645.00
4020 · Renewal Membership Dues	15,325.00
4030 · Application Fee	20.00
Total 4000 · Membership	<u>25,990.00</u>
4100 · City Funds Income	11,250.00
4200 · Sponsorships	
4220 · General Sponsorship	2,000.00
4240 · Visitor Center	2,000.00
4255 · Educational Series Spons	1,000.00
Total 4200 · Sponsorships	<u>5,000.00</u>
5000 · Event Income	
5100 · Mixers	
5115 · Raffle Sales	316.00
Total 5100 · Mixers	<u>316.00</u>
5200 · Cit of Year Award Dinner	
5210 · Dinner Sales	3,330.00
5215 · Beverage Sales	544.00
5220 · Sponsorship Sales	600.00
Total 5200 · Cit of Year Award Dinner	<u>4,474.00</u>
5500 · King of the County BBQ	
5502 · Arts & Crafts	3,790.00
5510 · Beverage Sales	30,077.51
5530 · Sponsorship Sales	9,750.00
5540 · Commercial Vendor Booth	10,200.00
5541 · Arts/Member/NP Vendors	2,775.00
5542 · Food/Snack Vendors	2,690.00
5550 · Children's Entertainment	150.00
5570 · BBQ Contestants	5,050.00
Total 5500 · King of the County BBQ	<u>64,482.51</u>
5760 · Martinis In The Plaza	
5768 · Sponsorship Sales	4,000.00
Total 5760 · Martinis In The Plaza	<u>4,000.00</u>
5725 · Studios on the Streets	
Artists Space	150.00
Beer/Wine	820.00
Sponsors	1,000.00
Total 5725 · Studios on the Streets	<u>1,970.00</u>
Total 5000 · Event Income	75,242.51
5800 · Advertising Income	
5810 · Martinez Living Sales	250.00
Total 5800 · Advertising Income	<u>250.00</u>
5955 · Educational Series Incom	10.00
6100 · Miscellaneous Income	60.00
Total Income	<u>117,802.51</u>
Gross Profit	117,802.51
Expense	
7000 · Event Expenses	
7100 · Mixers Expenses	178.92
7200 · Awards Cit/Year Expense	4,306.36
7500 · Barbeque Expense	
7510 · Advertising	
7511 · Media	208.50
7512 · Signage/Printed Material	1,062.41

MARTINEZ CHAMBER OF COMMERCE**Profit & Loss**

April through June 2015

	<u>Apr - Jun 15</u>
7513 · Marketing/PublicRelation	8,977.53
Total 7510 · Advertising	10,248.44
7515 · Beer Expense	5,164.00
7520 · Wine Expense	570.50
7525 · Licenses/Permits	2,813.00
7530 · Entertainment	3,226.00
7535 · Rental	4,641.03
7540 · Volunteer Expenses	411.42
7545 · Vendor Setup	3,000.00
7550 · BBQ Event Supplies	4,501.81
7560 · Amateur BBQ Awards	2,100.00
7570 · Security BBQ	468.00
Total 7500 · Barbeque Expense	37,144.20
7690 · Martini's Plaza Expense	
7694 · Supplies	8.56
Total 7690 · Martini's Plaza Expense	8.56
7750 · Studios on the Streets Expense	
7766 · Day Labor	100.00
7767 · Event Supplies	581.47
7765 · Entertainment	200.00
7764 · Common Glass Ware	60.85
7751 · Equipment Rental	684.80
7752 · Lincenses & Permits	864.00
7754 · Wine/Beer	2,246.91
7755 · Soft Drinks	141.54
7756 · Umbrellas	338.58
7758 · Ads	968.30
7759 · Printing	27.13
7761 · Ice	90.00
7762 · Wine Glasses	1,354.51
Total 7750 · Studios on the Streets Expense	7,658.09
Total 7000 · Event Expenses	49,296.13
7700 · Payroll Expense	
7710 · Salaries	31,847.79
7715 · Commissions	4,375.50
7730 · Misc Payroll Expenses	1,405.09
7740 · Payroll Tax Expense	2,723.46
Total 7700 · Payroll Expense	40,351.84
7750 - Change (\$) for Events	0.00
7800 · Operating Expenses	
7803 · Bad Debt	210.00
7805 · Depreciation	1,516.32
7810 · Office Supplies	1,469.49
7815 · Printing	28.26
7823 · Business Lunches/Dinners	110.28
7825 · Telephone	413.40
7830 · Equipment Rep & Maint.	150.00
7835 · Utilities	497.26
7845 · Bank Charges	61.00
7847 · Merchant Card Fees	693.01
7849 · Finance Charges	15.00
7855 · Storage & Office Rent	60.00
7860 · Taxes & Licenses	50.00
7862 · Sales Tax	204.68
7875 · Miscellaneous Expense	210.00
7880 · Insurance	
7885 · General Liability	945.56
7890 · Directors & Officers Ins	337.50
7895 · Workers Compensation	231.46

MARTINEZ CHAMBER OF COMMERCE**Profit & Loss**

April through June 2015

	<u>Apr - Jun 15</u>
Total 7880 · Insurance	1,514.52
Total 7800 · Operating Expenses	7,203.22
7900 · Legal & Accounting	
7910 · Accounting Services	4,380.00
7915 · Legal Services	55.00
Total 7900 · Legal & Accounting	4,435.00
7920 · Advertising	
7927 · General Advertising	616.57
Total 7920 · Advertising	616.57
7960 · Website	
7968 · Website Hosting & Maint	1,905.00
Total 7960 · Website	1,905.00
8000 · Discounted Membrshp/Trad	0.00
Total Expense	103,807.76
Net Income	<u><u>13,994.75</u></u>

MARTINEZ CHAMBER OF COMMERCE
Interim Balance Sheet
 As of June 30, 2015

INTERIM:
 Need the April, May, and
 June Bank Statements for
 the Money Market Account

	Jun 30, 15
ASSETS	
Current Assets	
Checking/Savings	
1000 · Bank Accounts	
1500 - Union Bank Acct - 3627	21,752.98
1610 - Westamerica MM Acct 2968	40,663.15
1700 - Petty Cash	100.00
Total 1000 · Bank Accounts	62,516.13
Total Checking/Savings	62,516.13
Accounts Receivable	
1200 · 1800 - Accounts Receivable	18,600.00
Total Accounts Receivable	18,600.00
Other Current Assets	
1900 · Prepaid Insurance	675.00
Total Other Current Assets	675.00
Total Current Assets	81,791.13
Fixed Assets	
2050 · Fixed Assets	
2100 - Office Equipment	18,287.75
2530 - Computer Equipment	2,776.26
2540 - Fixtures & Furniture	7,128.97
2900 - Accumulated Depreciation	-20,122.77
Total 2050 · Fixed Assets	8,070.21
Total Fixed Assets	8,070.21
TOTAL ASSETS	89,861.34
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Credit Cards	
2425 · Union Cr Card-5783	945.00
Total Credit Cards	945.00
Other Current Liabilities	
3000 - Payroll Liabilities	
3010 - Payroll Liabilities	1,401.85
3400 - Vacation Accrual	5,468.75
Total 3000 - Payroll Liabilities	6,870.60
Total Other Current Liabilities	6,870.60
Total Current Liabilities	7,815.60
Total Liabilities	7,815.60
Equity	
3900 · 2535 - Retained Earnings	79,644.82
Net Income	2,400.92
Total Equity	82,045.74
TOTAL LIABILITIES & EQUITY	89,861.34

MARTINEZ CHAMBER OF COMMERCE Profit & Loss Budget Overview January through December 2015

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15
Income								
3995 · Interest Income	2.00	1.00	1.00	3.00	2.00	3.00	3.50	3.00
4000 · Membership								
4010 · New Membership Dues	1,000.00	1,200.00	1,500.00	1,600.00	1,700.00	3,500.00	1,200.00	900.00
4020 · Renewal Membership Dues	3,000.00	3,900.00	5,300.00	4,500.00	4,600.00	4,000.00	4,000.00	3,500.00
4030 · Application Fee	60.00	60.00	60.00	80.00	140.00	80.00	40.00	20.00
4000 · Membership - Other	0.00	0.00	0.00	0.00	0.00	0.00	800.00	0.00
Total 4000 · Membership	4,060.00	5,160.00	6,860.00	6,180.00	6,440.00	7,580.00	6,040.00	4,420.00
4100 · City Funds Income	11,250.00	0.00	0.00	11,250.00	0.00	0.00	11,250.00	0.00
4200 · Sponsorships								
4220 · General Sponsorship	0.00	1,000.00	0.00	0.00	1,000.00	1,000.00	0.00	1,000.00
4240 · Visitor Center	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
4245 · Website Sponsorship	0.00	0.00	0.00	1,000.00	0.00	0.00	1,000.00	0.00
4255 · Educational Series Spons	1,000.00	0.00	0.00	0.00	250.00	0.00	0.00	0.00
Total 4200 · Sponsorships	3,000.00	1,000.00	0.00	1,000.00	1,250.00	1,000.00	1,000.00	1,000.00
5000 · Event Income								
5100 · Mixers								
5110 · Beverage Sales	325.00	155.00	300.00	275.00	0.00	0.00	0.00	300.00
5100 · Mixers - Other	0.00	0.00	0.00	0.00	145.00	0.00	0.00	0.00
Total 5100 · Mixers	325.00	155.00	300.00	275.00	145.00	0.00	0.00	300.00
5200 · Cit of Year Award Dinner								
5210 · Dinner Sales	0.00	0.00	100.00	5,100.00	300.00	0.00	0.00	0.00
5220 · Sponsorship Sales	0.00	250.00	3,000.00	750.00	0.00	0.00	0.00	0.00
Total 5200 · Cit of Year Award Dinner	0.00	250.00	3,100.00	5,850.00	300.00	0.00	0.00	0.00
5300 · State of the City Brkfst								
5310 · Breakfast Sales	1,050.00	1,550.00	0.00	0.00	0.00	0.00	0.00	0.00
5320 · Sponsorship Sales	0.00	500.00	1,900.00	0.00	0.00	0.00	0.00	0.00
Total 5300 · State of the City Brkfst	1,050.00	2,050.00	1,900.00	0.00	0.00	0.00	0.00	0.00
5500 · King of the County BBQ								
5510 · Beverage Sales	0.00	0.00	0.00	0.00	0.00	38,000.00	0.00	0.00
5530 · Sponsorship Sales	3,000.00	0.00	3,300.00	3,200.00	1,550.00	250.00	450.00	250.00
5540 · Commercial Vendor Booth	0.00	350.00	350.00	3,000.00	2,500.00	1,500.00	300.00	0.00
5541 · Arts/Member/NP Vendors	0.00	0.00	0.00	2,500.00	2,300.00	2,200.00	0.00	0.00
5542 · Food/Snack Vendors	0.00	1,000.00	1,000.00	2,730.00	3,000.00	770.00	0.00	0.00
5550 · Children's Entertainment	0.00	0.00	0.00	0.00	0.00	900.00	1,700.00	400.00
5570 · BBQ Contestants	0.00	0.00	0.00	100.00	2,750.00	1,300.00	250.00	600.00
Total 5500 · King of the County BBQ	3,000.00	1,350.00	4,650.00	11,530.00	12,100.00	44,920.00	2,700.00	1,250.00
5600 · Business Expo								
5610 · Vendor Booths	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5600 · Business Expo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

MARTINEZ CHAMBER OF COMMERCE Profit & Loss Budget Overview January through December 2015

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15
5760 · Martinis In The Plaza								
5761 · Ticket Sales	0.00	0.00	0.00	0.00	0.00	0.00	450.00	1,000.00
5762 · Silent Auction	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5765 · Beverage Sales	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
5768 · Sponsorship Sales	5,000.00	0.00	0.00	0.00	0.00	1,750.00	500.00	3,750.00
Total 5760 · Martinis In The Plaza	5,000.00	0.00	0.00	0.00	0.00	1,750.00	950.00	4,750.00
5790 · Martini Happy Hour	0.00	0.00	0.00	0.00	0.00	0.00	200.00	400.00
5725 · Studios on the Streets								
Artists Space	0.00	0.00	300.00	450.00	0.00	0.00	0.00	0.00
Business Fees	0.00	0.00	450.00	300.00	0.00	0.00	0.00	0.00
Beer/Wine	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00	0.00
Soft Drinks	0.00	0.00	0.00	0.00	200.00	0.00	0.00	0.00
Umbrellas	0.00	0.00	475.00	400.00	0.00	0.00	0.00	0.00
Sponsors	3,000.00	0.00	1,000.00	0.00	0.00	0.00	0.00	0.00
Total 5725 · Studios on the Streets	3,000.00	0.00	2,225.00	1,150.00	2,000.00	0.00	0.00	0.00
Total 5000 · Event Income	12,375.00	3,805.00	12,175.00	18,805.00	14,545.00	46,670.00	3,850.00	6,700.00
5800 · Advertising Income								
5810 · Martinez Living Sales	120.00	0.00	250.00	180.00	0.00	250.00	200.00	0.00
5800 · Advertising Income - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 5800 · Advertising Income	120.00	0.00	250.00	180.00	0.00	250.00	200.00	0.00
5955 · Educational Series Incom	60.00	60.00	100.00	80.00	0.00	0.00	0.00	0.00
6100 · Miscellaneous Income	0.00	0.00	0.00	0.00	0.00	100.00	0.00	0.00
Total Income	30,867.00	10,026.00	19,386.00	37,498.00	22,237.00	55,603.00	22,343.50	12,123.00
Gross Profit	30,867.00	10,026.00	19,386.00	37,498.00	22,237.00	55,603.00	22,343.50	12,123.00
Expense								
7000 · Event Expenses								
7100 · Mixers Expenses	70.00	10.00	0.00	0.00	30.00	85.00	50.00	490.00
7150 · Holiday Event Expense	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7200 · Awards Cit/Year Expense	0.00	0.00	0.00	6,500.00	0.00	0.00	0.00	0.00
7300 · State of City Breakfast	250.00	1,510.00	240.00	0.00	0.00	0.00	0.00	0.00
7450 · Business of the Month	9.00	0.00	10.00	0.00	0.00	0.00	25.00	25.00
7500 · Barbeque Expense								
7510 · Advertising								
7511 · Media	0.00	0.00	0.00	0.00	7,800.00	1,275.00	925.00	0.00
7512 · Signage/Printed Material	0.00	0.00	35.00	0.00	1,300.00	765.00	0.00	0.00
7513 · Marketing/PublicRelation	0.00	0.00	0.00	100.00	0.00	1,100.00	0.00	0.00
Total 7510 · Advertising	0.00	0.00	35.00	100.00	9,100.00	3,140.00	925.00	0.00
7515 · Beer Expense	0.00	0.00	0.00	0.00	0.00	0.00	6,500.00	0.00
7520 · Wine Expense	0.00	0.00	0.00	400.00	0.00	400.00	0.00	300.00
7525 · Licenses/Permits	0.00	0.00	0.00	0.00	2,000.00	0.00	0.00	0.00

MARTINEZ CHAMBER OF COMMERCE Profit & Loss Budget Overview January through December 2015

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15
7530 · Entertainment	0.00	0.00	0.00	0.00	800.00	5,200.00	0.00	0.00
7535 · Rental	0.00	0.00	0.00	0.00	0.00	1,800.00	0.00	0.00
7540 · Volunteer Expenses	0.00	0.00	0.00	0.00	0.00	650.00	50.00	0.00
7545 · Vendor Setup	0.00	0.00	0.00	0.00	0.00	3,000.00	0.00	0.00
7550 · BBQ Event Supplies	0.00	0.00	0.00	0.00	2,800.00	3,135.00	65.00	0.00
7560 · Amateur BBQ Awards	0.00	0.00	0.00	0.00	0.00	2,100.00	0.00	0.00
7570 · Security BBQ	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00
7590 · Event Beneficiary	0.00	0.00	0.00	0.00	0.00	1,200.00	0.00	0.00
7500 · Barbeque Expense - Other	329.00	1,520.00	250.00	6,500.00	30.00	85.00	75.00	515.00
Total 7500 · Barbeque Expense	329.00	1,520.00	285.00	7,000.00	14,730.00	21,210.00	7,615.00	815.00
7600 · Business Expo Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7640 · C C Council Dinner Expen	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00
7645 · Earth Day Expense	0.00	0.00	15.00	0.00	0.00	0.00	0.00	0.00
7650 · Educational Series	390.00	120.00	390.00	210.00	390.00	0.00	0.00	0.00
7690 · Martini's Plaza Expense								
7691 · Marketing/Advertising	0.00	0.00	0.00	0.00	0.00	0.00	100.00	0.00
7692 · Entertainment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	735.00
7693 · Drinks/Food	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,120.00
7694 · Supplies	0.00	0.00	0.00	0.00	0.00	0.00	200.00	4.00
7695 · Permits/Licenses	0.00	0.00	250.00	0.00	250.00	300.00	0.00	0.00
7696 · Security	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7697 · Event Beneficiary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7690 · Martini's Plaza Expense - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	250.00
Total 7690 · Martini's Plaza Expense	0.00	0.00	250.00	0.00	250.00	300.00	300.00	2,109.00
7698 · Martini Happy Hour Expen	0.00	0.00	0.00	0.00	0.00	0.00	0.00	573.00
7750 · Studios on the Streets Expense								
7753 · Beverage Tickets	0.00	0.00	20.00	0.00	0.00	0.00	0.00	0.00
7754 · Wine/Beer	0.00	0.00	750.00	0.00	530.00	0.00	0.00	0.00
7755 · Soft Drinks	0.00	0.00	75.00	0.00	0.00	0.00	0.00	0.00
7756 · Umbrellas	0.00	0.00	1,360.00	0.00	0.00	0.00	0.00	0.00
7757 · Graphics	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
7758 · Ads	0.00	0.00	0.00	150.00	550.00	0.00	0.00	0.00
7759 · Printing	0.00	100.00	0.00	0.00	0.00	0.00	0.00	0.00
7760 · City Water Mailer	0.00	60.00	0.00	0.00	0.00	0.00	0.00	0.00
7761 · Ice	0.00	0.00	0.00	0.00	100.00	0.00	0.00	0.00
7762 · Wine Glasses	0.00	0.00	750.00	0.00	0.00	0.00	0.00	0.00
7763 · Beer Glasses	0.00	0.00	300.00	0.00	0.00	0.00	0.00	0.00
Total 7750 · Studios on the Streets Expense	0.00	160.00	3,355.00	150.00	1,180.00	0.00	0.00	0.00
Total 7000 · Event Expenses	1,048.00	3,320.00	4,545.00	14,260.00	16,580.00	21,595.00	7,990.00	4,012.00
7700 · Payroll Expense								
7710 · Salaries	9,792.00	9,792.00	9,792.00	9,792.00	10,192.00	10,632.00	9,792.00	9,792.00
7715 · Commissions	330.00	400.00	500.00	550.00	750.00	1,100.00	300.00	325.00
7720 · Employee Benefits								

MARTINEZ CHAMBER OF COMMERCE
Profit & Loss Budget Overview
 January through December 2015

	Jan 15	Feb 15	Mar 15	Apr 15	May 15	Jun 15	Jul 15	Aug 15
7721 · Vacation Expense	650.00	650.00	650.00	650.00	650.00	650.00	650.00	650.00
7722 · Sick Pay	400.00	400.00	400.00	400.00	400.00	400.00	400.00	400.00
7720 · Employee Benefits - Other	300.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 7720 · Employee Benefits	1,350.00	1,050.00						
7730 · Misc Payroll Expenses	540.00	540.00	540.00	540.00	580.00	580.00	580.00	0.00
7740 · Payroll Tax Expense	950.00	950.00	950.00	1,000.00	1,100.00	1,150.00	950.00	950.00
Total 7700 · Payroll Expense	12,962.00	12,732.00	12,832.00	12,932.00	13,672.00	14,512.00	12,672.00	12,117.00
7800 · Operating Expenses								
7803 · Bad Debt	550.00	50.00	500.00	1,100.00	1,200.00	1,100.00	600.00	550.00
7805 · Depreciation	20.00	20.00	20.00	20.00	20.00	0.00	0.00	0.00
7810 · Office Supplies	200.00	200.00	200.00	200.00	300.00	300.00	150.00	150.00
7813 · Membership Welcome Broch	0.00	0.00	100.00	0.00	0.00	0.00	0.00	100.00
7815 · Printing	250.00	150.00	0.00	0.00	100.00	35.00	150.00	0.00
7820 · Postage	75.00	75.00	0.00	0.00	350.00	100.00	18.00	0.00
7823 · Business Lunches/Dinners	0.00	0.00	75.00	75.00	75.00	75.00	70.00	75.00
7825 · Telephone	205.00	205.00	205.00	210.00	205.00	210.00	210.00	210.00
7829 · Equipment	50.00	50.00	60.00	60.00	60.00	60.00	60.00	60.00
7830 · Equipment Rep & Maint.	100.00	50.00	0.00	0.00	100.00	0.00	0.00	0.00
7835 · Utilities	220.00	220.00	200.00	170.00	170.00	210.00	250.00	250.00
7840 · Computer/Printer Supp	0.00	0.00	100.00	0.00	200.00	0.00	0.00	100.00
7845 · Bank Charges	5.00	0.00	5.00	5.00	5.00	0.00	0.00	0.00
7847 · Merchant Card Fees	20.00	50.00	200.00	200.00	180.00	300.00	10.00	200.00
7855 · Storage & Office Rent	30.00	30.00	30.00	30.00	30.00	30.00	0.00	30.00
7860 · Taxes & Licenses	0.00	0.00	0.00	0.00	0.00	0.00	40.00	0.00
7862 · Sales Tax	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7865 · Software	170.00	170.00	160.00	170.00	170.00	170.00	160.00	160.00
7880 · Insurance								
7885 · General Liability	320.00	320.00	315.00	320.00	315.00	315.00	320.00	315.00
7890 · Directors & Officers Ins	120.00	120.00	120.00	120.00	125.00	120.00	120.00	125.00
7895 · Workers Compensation	65.00	65.00	65.00	70.00	65.00	65.00	65.00	70.00
Total 7880 · Insurance	505.00	505.00	500.00	510.00	505.00	500.00	505.00	510.00
Total 7800 · Operating Expenses	2,400.00	1,775.00	2,355.00	2,750.00	3,670.00	3,090.00	2,223.00	2,395.00
7900 · Legal & Accounting								
7910 · Accounting Services	950.00	950.00	950.00	950.00	950.00	950.00	950.00	950.00
7915 · Legal Services	85.00	85.00	85.00	85.00	85.00	85.00	80.00	80.00
Total 7900 · Legal & Accounting	1,035.00	1,035.00	1,035.00	1,035.00	1,035.00	1,035.00	1,030.00	1,030.00
7920 · Advertising								
7921 · Martinez Living Expense	0.00	0.00	525.00	0.00	0.00	614.00	0.00	0.00
7927 · General Advertising	250.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total 7920 · Advertising	250.00	0.00	525.00	0.00	0.00	614.00	0.00	0.00
7930 · Visitor's Center								

1:28 PM

07/01/15

Accrual Basis

MARTINEZ CHAMBER OF COMMERCE
Profit & Loss Budget Overview
January through December 2015

	<u>Jan 15</u>	<u>Feb 15</u>	<u>Mar 15</u>	<u>Apr 15</u>	<u>May 15</u>	<u>Jun 15</u>	<u>Jul 15</u>	<u>Aug 15</u>
7932 - Remodel	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00
Total 7930 - Visitor's Center	100.00	100.00	100.00	100.00	100.00	0.00	0.00	0.00
7940 - Merchandise Expense	0.00	50.00	0.00	0.00	0.00	0.00	0.00	0.00
7960 - Website								
7968 - Website Hosting & Maint	600.00	0.00	0.00	600.00	0.00	0.00	600.00	0.00
Total 7960 - Website	600.00	0.00	0.00	600.00	0.00	0.00	600.00	0.00
7970 - Board Expenses	0.00	200.00	0.00	0.00	0.00	0.00	0.00	200.00
Total Expense	18,395.00	19,212.00	21,392.00	31,677.00	35,057.00	40,846.00	24,515.00	19,754.00
Net Income	<u>12,472.00</u>	<u>-9,186.00</u>	<u>-2,006.00</u>	<u>5,821.00</u>	<u>-12,820.00</u>	<u>14,757.00</u>	<u>-2,171.50</u>	<u>-7,631.00</u>

MARTINEZ CHAMBER OF COMMERCE Profit & Loss Budget Overview January through December 2015

	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL Jan - Dec 15
Income					
3995 · Interest Income	0.00	1.00	0.50	0.00	20.00
4000 · Membership					
4010 · New Membership Dues	700.00	700.00	400.00	600.00	15,000.00
4020 · Renewal Membership Dues	3,000.00	3,000.00	2,500.00	3,700.00	45,000.00
4030 · Application Fee	40.00	0.00	20.00	0.00	600.00
4000 · Membership - Other	0.00	0.00	0.00	0.00	800.00
Total 4000 · Membership	3,740.00	3,700.00	2,920.00	4,300.00	61,400.00
4100 · City Funds Income	0.00	11,250.00	0.00	0.00	45,000.00
4200 · Sponsorships					
4220 · General Sponsorship	0.00	1,000.00	1,000.00	0.00	6,000.00
4240 · Visitor Center	0.00	0.00	0.00	0.00	2,000.00
4245 · Website Sponsorship	1,000.00	0.00	0.00	0.00	3,000.00
4255 · Educational Series Spons	250.00	0.00	0.00	0.00	1,500.00
Total 4200 · Sponsorships	1,250.00	1,000.00	1,000.00	0.00	12,500.00
5000 · Event Income					
5100 · Mixers					
5110 · Beverage Sales	0.00	290.00	230.00	125.00	2,000.00
5100 · Mixers - Other	0.00	0.00	0.00	0.00	145.00
Total 5100 · Mixers	0.00	290.00	230.00	125.00	2,145.00
5200 · Cit of Year Award Dinner					
5210 · Dinner Sales	0.00	0.00	0.00	0.00	5,500.00
5220 · Sponsorship Sales	0.00	0.00	0.00	0.00	4,000.00
Total 5200 · Cit of Year Award Dinner	0.00	0.00	0.00	0.00	9,500.00
5300 · State of the City Brkfst					
5310 · Breakfast Sales	0.00	0.00	0.00	0.00	2,600.00
5320 · Sponsorship Sales	0.00	0.00	0.00	0.00	2,400.00
Total 5300 · State of the City Brkfst	0.00	0.00	0.00	0.00	5,000.00
5500 · King of the County BBQ					
5510 · Beverage Sales	0.00	0.00	0.00	0.00	38,000.00
5530 · Sponsorship Sales	0.00	13,000.00	0.00	0.00	25,000.00
5540 · Commercial Vendor Booth	0.00	0.00	0.00	0.00	8,000.00
5541 · Arts/Member/NP Vendors	0.00	0.00	0.00	0.00	7,000.00
5542 · Food/Snack Vendors	0.00	0.00	0.00	0.00	8,500.00
5550 · Children's Entertainment	0.00	0.00	0.00	0.00	3,000.00
5570 · BBQ Contestants	0.00	0.00	0.00	0.00	5,000.00
Total 5500 · King of the County BBQ	0.00	13,000.00	0.00	0.00	94,500.00
5600 · Business Expo					
5610 · Vendor Booths	0.00	600.00	900.00	0.00	1,500.00
Total 5600 · Business Expo	0.00	600.00	900.00	0.00	1,500.00

MARTINEZ CHAMBER OF COMMERCE
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 January through December 2015

	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL Jan - Dec 15
5760 · Martinis In The Plaza					
5761 · Ticket Sales	1,000.00	23,250.00	800.00	0.00	26,500.00
5762 · Silent Auction	970.00	1,530.00	0.00	0.00	2,500.00
5765 · Beverage Sales	8,240.00	160.00	100.00	0.00	8,500.00
5768 · Sponsorship Sales	250.00	0.00	0.00	0.00	11,250.00
Total 5760 · Martinis In The Plaza	10,460.00	24,940.00	900.00	0.00	48,750.00
5790 · Martini Happy Hour	1,200.00	0.00	0.00	0.00	1,800.00
5725 · Studios on the Streets					
Artists Space	0.00	0.00	0.00	0.00	750.00
Business Fees	0.00	0.00	0.00	0.00	750.00
Beer/Wine	0.00	0.00	0.00	0.00	1,800.00
Soft Drinks	0.00	0.00	0.00	0.00	200.00
Umbrellas	0.00	0.00	0.00	0.00	875.00
Sponsors	0.00	0.00	0.00	0.00	4,000.00
Total 5725 · Studios on the Streets	0.00	0.00	0.00	0.00	8,375.00
Total 5000 · Event Income	11,660.00	38,830.00	2,030.00	125.00	171,570.00
5800 · Advertising Income					
5810 · Martinez Living Sales	250.00	0.00	0.00	250.00	1,500.00
5800 · Advertising Income - Other	250.00	0.00	0.00	0.00	250.00
Total 5800 · Advertising Income	500.00	0.00	0.00	250.00	1,750.00
5955 · Educational Series Incom	100.00	0.00	0.00	0.00	400.00
6100 · Miscellaneous Income	100.00	0.00	0.00	0.00	200.00
Total Income	17,350.00	54,781.00	5,950.50	4,675.00	292,840.00
Gross Profit	17,350.00	54,781.00	5,950.50	4,675.00	292,840.00
Expense					
7000 · Event Expenses					
7100 · Mixers Expenses	0.00	15.00	0.00	0.00	750.00
7150 · Holiday Event Expense	0.00	0.00	0.00	350.00	350.00
7200 · Awards Cit/Year Expense	0.00	0.00	0.00	0.00	6,500.00
7300 · State of City Breakfast	0.00	0.00	0.00	0.00	2,000.00
7450 · Business of the Month	0.00	10.00	10.00	11.00	100.00
7500 · Barbeque Expense					
7510 · Advertising					
7511 · Media	0.00	0.00	0.00	0.00	10,000.00
7512 · Signage/Printed Material	0.00	0.00	0.00	0.00	2,100.00
7513 · Marketing/PublicRelation	0.00	0.00	0.00	0.00	1,200.00
Total 7510 · Advertising	0.00	0.00	0.00	0.00	13,300.00
7515 · Beer Expense	0.00	0.00	0.00	0.00	6,500.00
7520 · Wine Expense	0.00	0.00	0.00	0.00	1,100.00
7525 · Licenses/Permits	0.00	0.00	0.00	0.00	2,000.00

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	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL Jan - Dec 15
7530 · Entertainment	0.00	0.00	0.00	0.00	6,000.00
7535 · Rental	0.00	0.00	0.00	0.00	1,800.00
7540 · Volunteer Expenses	0.00	0.00	0.00	0.00	700.00
7545 · Vendor Setup	0.00	0.00	0.00	0.00	3,000.00
7550 · BBQ Event Supplies	0.00	0.00	0.00	0.00	6,000.00
7560 · Amateur BBQ Awards	0.00	0.00	0.00	0.00	2,100.00
7570 · Security BBQ	0.00	0.00	0.00	0.00	500.00
7590 · Event Beneficiary	0.00	0.00	0.00	0.00	1,200.00
7500 · Barbeque Expense - Other	0.00	25.00	10.00	361.00	9,700.00
Total 7500 · Barbeque Expense	0.00	25.00	10.00	361.00	53,900.00
7600 · Business Expo Expenses	0.00	0.00	500.00	0.00	500.00
7640 · C C Council Dinner Expen	0.00	0.00	0.00	0.00	400.00
7645 · Earth Day Expense	0.00	0.00	0.00	0.00	15.00
7650 · Educational Series	0.00	0.00	0.00	0.00	1,500.00
7690 · Martini's Plaza Expense					
7691 · Marketing/Advertising	1,475.00	125.00	0.00	0.00	1,700.00
7692 · Entertainment	1,465.00	0.00	0.00	0.00	2,200.00
7693 · Drinks/Food	3,880.00	0.00	0.00	0.00	5,000.00
7694 · Supplies	1,996.00	8,500.00	0.00	0.00	10,700.00
7695 · Permits/Licenses	0.00	0.00	0.00	0.00	800.00
7696 · Security	450.00	0.00	0.00	0.00	450.00
7697 · Event Beneficiary	2,000.00	0.00	0.00	0.00	2,000.00
7690 · Martini's Plaza Expense - Other	0.00	0.00	0.00	0.00	250.00
Total 7690 · Martini's Plaza Expense	11,266.00	8,625.00	0.00	0.00	23,100.00
7698 · Martini Happy Hour Expen	277.00	0.00	0.00	0.00	850.00
7750 · Studios on the Streets Expense					
7753 · Beverage Tickets	0.00	0.00	0.00	0.00	20.00
7754 · Wine/Beer	0.00	0.00	0.00	0.00	1,280.00
7755 · Soft Drinks	0.00	0.00	0.00	0.00	75.00
7756 · Umbrellas	0.00	0.00	0.00	0.00	1,360.00
7757 · Graphics	0.00	0.00	0.00	0.00	100.00
7758 · Ads	0.00	0.00	0.00	0.00	700.00
7759 · Printing	0.00	0.00	0.00	0.00	100.00
7760 · City Water Mailer	0.00	0.00	0.00	0.00	60.00
7761 · Ice	0.00	0.00	0.00	0.00	100.00
7762 · Wine Glasses	0.00	0.00	0.00	0.00	750.00
7763 · Beer Glasses	0.00	0.00	0.00	0.00	300.00
Total 7750 · Studios on the Streets Expense	0.00	0.00	0.00	0.00	4,845.00
Total 7000 · Event Expenses	11,543.00	8,675.00	520.00	722.00	94,810.00
7700 · Payroll Expense					
7710 · Salaries	9,792.00	9,792.00	9,792.00	11,048.00	120,000.00
7715 · Commissions	225.00	225.00	135.00	160.00	5,000.00
7720 · Employee Benefits					

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	Sep 15	Oct 15	Nov 15	Dec 15	TOTAL Jan - Dec 15
7721 · Vacation Expense	650.00	650.00	650.00	650.00	7,800.00
7722 · Sick Pay	400.00	400.00	350.00	350.00	4,700.00
7720 · Employee Benefits - Other	0.00	0.00	0.00	0.00	300.00
Total 7720 · Employee Benefits	1,050.00	1,050.00	1,000.00	1,000.00	12,800.00
7730 · Misc Payroll Expenses	660.00	640.00	640.00	660.00	6,500.00
7740 · Payroll Tax Expense	950.00	950.00	950.00	1,150.00	12,000.00
Total 7700 · Payroll Expense	12,677.00	12,657.00	12,517.00	14,018.00	156,300.00
7800 · Operating Expenses					
7803 · Bad Debt	400.00	400.00	300.00	250.00	7,000.00
7805 · Depreciation	0.00	0.00	0.00	0.00	100.00
7810 · Office Supplies	200.00	100.00	200.00	0.00	2,200.00
7813 · Membership Welcome Broch	0.00	0.00	0.00	0.00	200.00
7815 · Printing	50.00	0.00	0.00	265.00	1,000.00
7820 · Postage	150.00	0.00	100.00	32.00	900.00
7823 · Business Lunches/Dinners	150.00	125.00	100.00	80.00	900.00
7825 · Telephone	210.00	210.00	210.00	210.00	2,500.00
7829 · Equipment	60.00	60.00	60.00	60.00	700.00
7830 · Equipment Rep & Maint.	0.00	50.00	0.00	0.00	300.00
7835 · Utilities	240.00	200.00	150.00	120.00	2,400.00
7840 · Computer/Printer Supp	0.00	0.00	0.00	0.00	400.00
7845 · Bank Charges	10.00	0.00	10.00	10.00	50.00
7847 · Merchant Card Fees	300.00	100.00	20.00	20.00	1,600.00
7855 · Storage & Office Rent	0.00	30.00	0.00	20.00	260.00
7860 · Taxes & Licenses	0.00	0.00	10.00	0.00	50.00
7862 · Sales Tax	0.00	0.00	0.00	0.00	0.00
7865 · Software	170.00	170.00	170.00	160.00	2,000.00
7880 · Insurance					
7885 · General Liability	315.00	315.00	315.00	315.00	3,800.00
7890 · Directors & Officers Ins	120.00	120.00	120.00	120.00	1,450.00
7895 · Workers Compensation	70.00	65.00	70.00	65.00	800.00
Total 7880 · Insurance	505.00	500.00	505.00	500.00	6,050.00
Total 7800 · Operating Expenses	2,445.00	1,945.00	1,835.00	1,727.00	28,610.00
7900 · Legal & Accounting					
7910 · Accounting Services	950.00	950.00	950.00	950.00	11,400.00
7915 · Legal Services	80.00	80.00	85.00	85.00	1,000.00
Total 7900 · Legal & Accounting	1,030.00	1,030.00	1,035.00	1,035.00	12,400.00
7920 · Advertising					
7921 · Martinez Living Expense	650.00	0.00	0.00	611.00	2,400.00
7927 · General Advertising	0.00	0.00	0.00	0.00	250.00
Total 7920 · Advertising	650.00	0.00	0.00	611.00	2,650.00
7930 · Visitor's Center					

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Accrual Basis

MARTINEZ CHAMBER OF COMMERCE
Profit & Loss Budget Overview
January through December 2015

	<u>Sep 15</u>	<u>Oct 15</u>	<u>Nov 15</u>	<u>Dec 15</u>	<u>TOTAL</u> <u>Jan - Dec 15</u>
7932 · Remodel	0.00	0.00	0.00	0.00	500.00
Total 7930 · Visitor's Center	0.00	0.00	0.00	0.00	500.00
7940 · Merchandise Expense	0.00	0.00	50.00	0.00	100.00
7960 · Website					
7968 · Website Hosting & Maint	0.00	600.00	0.00	0.00	2,400.00
Total 7960 · Website	0.00	600.00	0.00	0.00	2,400.00
7970 · Board Expenses	0.00	0.00	0.00	0.00	400.00
Total Expense	28,345.00	24,907.00	15,957.00	18,113.00	298,170.00
Net Income	<u>-10,995.00</u>	<u>29,874.00</u>	<u>-10,006.50</u>	<u>-13,438.00</u>	<u>-5,330.00</u>