

# City of Copperas Cove City Council Agenda Item Report

## Quarterly Financial Statements.

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**SUBJECT: Financial Report for the month ending March 31, 2014**

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**1. PROJECT DESCRIPTION**

Attached are the Quarterly Financial Statements for the three months ending March 31, 2014. The statements are submitted to the City Council for review per Section 5.02 of the CCEDC Corporate Bylaws, which states, "Once a quarter, the Corporation shall submit to the Unit a Quarterly Report containing unaudited financial status and other significant activities of the Corporation."

**2. BACKGROUND/HISTORY**

None.

**3. FINDINGS/CURRENT ACTIVITY**

None.

**4. FINANCIAL IMPACT**

None.

Copperas Cove Economic Development Corporation  
Profit & Loss Budget vs. Actual  
October 2013 through March 2014

	Oct '13 - Mar 14	Budget	% of Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
<b>Income</b>			
Interest Income	1,134.43	1,800.00	63.0%
State Sales Tax	665,955.54	1,250,000.00	53.3%
Local Sales Tax	7,567.09	12,000.00	63.1%
Digital Sign - Outside Sales	3,750.00	15,000.00	25.0%
Property Sale		425,000.00	
Income - Other	7,765.54		
<b>Total Income</b>	<b>686,172.60</b>	<b>1,703,800.00</b>	<b>40.3%</b>
<b>Total Income</b>	<b>686,172.60</b>	<b>1,703,800.00</b>	<b>40.3%</b>
<b>Gross Profit</b>	<b>686,172.60</b>	<b>1,703,800.00</b>	<b>40.3%</b>
<b>Expense</b>			
Reconciliation Discrepancies	(0.82)		
<b>Personnel</b>			
Pension Plan	15,021.20	40,000.00	37.6%
Office Coordinator	6,187.50	20,000.00	30.9%
Business Retention Specialist	21,969.26	44,000.00	49.9%
Payroll Expenses	17,612.16	28,000.00	62.9%
Educational Assistance		1,500.00	
Executive Director Salary	46,161.30	96,000.00	48.1%
Exec. Director Car Allowance	3,000.00	6,000.00	50.0%
Business Development Director	22,381.16	49,000.00	45.7%
Office Admin. Salary	17,301.69	36,900.00	46.9%
Medical Plan/Emp. Insurance	18,158.04	42,000.00	43.2%
Workers Compensation Insurance	645.00	1,500.00	43.0%
<b>Total Personnel</b>	<b>168,437.31</b>	<b>364,900.00</b>	<b>46.2%</b>
<b>Business Retention</b>			
Business Workshops	3,323.50	5,000.00	66.5%
Entrepreneur Center			
Travel	2,514.59		
Misc.-(ent ctr)		900.00	
Receptionist			
Office Supplies	75.00	1,000.00	7.5%
Office Equipment		7,340.00	
Utilities		3,960.00	
Advertising		3,500.00	
Rent		26,400.00	
<b>Total Entrepreneur Center</b>	<b>2,589.59</b>	<b>43,100.00</b>	<b>6.0%</b>
Shop QA Program (Shop Coppe...	3,280.00	5,000.00	65.6%
Consultants(Business Retention)			
Advertising & Marketing	3,755.48	3,000.00	125.2%
Memberships		1,500.00	
Travel		1,500.00	
Incentive Fund		20,000.00	
<b>Total Business Retention</b>	<b>12,948.57</b>	<b>79,100.00</b>	<b>16.4%</b>
<b>Business Attraction</b>			
HOTDA-Military Rel. Eco. Dev.	25,037.06	50,000.00	50.1%
Prospective Generating Services		12,000.00	
Joint Image Camp.-Local Mktg.		2,500.00	
Texas One - Nat. Mrktg.		1,000.00	
Team Texas - Nat. Mrktg.	3,100.00	3,000.00	103.3%
Adv. & Marketing-Mktg. of Prop.	2,982.69	25,000.00	11.9%
Site Consultant Outreach	10,424.08	20,000.00	52.1%
Research/Studies/Demographics		600.00	
Bus. Attraction Travel	6,135.91	30,000.00	20.5%
Incentives	157.35	100,000.00	0.2%
Business Attraction Software	4,437.95	10,100.00	43.9%
<b>Total Business Attraction</b>	<b>52,275.04</b>	<b>254,200.00</b>	<b>20.6%</b>
<b>General Administration</b>			

Copperas Cove Economic Development Corporation  
Profit & Loss Budget vs. Actual

October 2013 through March 2014

	Oct '13 - Mar 14	Budget	% of Budget
Rent	2,500.00		
Alarm System (Bldg.)	1,053.63	600.00	175.6%
Audit-Financial Services	6,046.50	12,000.00	50.4%
Community Relations	9,756.32	14,000.00	69.7%
Bank Services Charges	1,656.08		
Consultant(s)	782.50	2,500.00	31.3%
Copier Lease	1,018.50	2,100.00	48.5%
Copier-Color Copy Charges	1,840.05	2,000.00	92.0%
Furniture/Office Decor	192.97	10,000.00	1.9%
<b>General Insurance</b>			
General Liability	2,440.00	2,000.00	122.0%
D & O Insurance	1,972.00	1,500.00	131.5%
<b>Total General Insurance</b>	<b>4,412.00</b>	<b>3,500.00</b>	<b>126.1%</b>
<b>Legal</b>	<b>4,470.00</b>	<b>10,000.00</b>	<b>44.7%</b>
<b>Membership-Dues</b>			
Rotary Club	330.00	660.00	50.0%
AUSA	211.06	150.00	140.7%
IEDC	795.00	765.00	103.9%
TEDC	450.00	1,350.00	33.3%
AAF		250.00	
CC Chamber	50.00	250.00	20.0%
Miscellaneous	653.32		
<b>Total Membership-Dues</b>	<b>2,489.38</b>	<b>3,425.00</b>	<b>72.7%</b>
<b>Office Supplies</b>	<b>1,628.87</b>	<b>5,000.00</b>	<b>32.6%</b>
<b>Office Equipment</b>		<b>1,000.00</b>	
Postage & Shipping	975.58	2,000.00	48.8%
Postage & Shipping	400.00		
Postage Machine Lease	428.80	1,200.00	35.7%
Seminar/Training/Prof. Dev.	167.24	6,000.00	2.8%
Subscriptions-Publications	45.93	1,000.00	4.6%
<b>Technology Equipment Services</b>			
Telephone System Purchase	5,314.64	6,000.00	88.6%
Equipment	9,437.18	8,300.00	113.7%
Internet	1,033.84	2,500.00	41.4%
Website	1,092.33	2,000.00	54.6%
Maintenance/Service Calls	4,728.35	7,200.00	65.7%
<b>Total Technology Equipment Se...</b>	<b>21,606.34</b>	<b>26,000.00</b>	<b>83.1%</b>
<b>Software</b>	<b>948.00</b>	<b>2,000.00</b>	<b>47.4%</b>
<b>Subscriptions/Publications</b>		<b>1,000.00</b>	
Telephone(s)	3,572.65	9,000.00	39.7%
Travel	1,737.66	4,000.00	43.4%
<b>Total General Administration</b>	<b>67,729.00</b>	<b>118,325.00</b>	<b>57.2%</b>
<b>Digital Sign</b>			
Design Services		2,000.00	
Electric Billing	1,617.18	6,000.00	27.0%
Maintenance	379.00	5,000.00	7.6%
Operating Equip. (Wireless)	249.63	2,000.00	12.5%
Insurance	4,083.00	3,800.00	107.4%
<b>Total Digital Sign</b>	<b>6,328.81</b>	<b>18,800.00</b>	<b>33.7%</b>
<b>Building Services</b>			
Bldg. Improvements (Capital)	21,072.46	100,000.00	21.1%
Supplies (Janitorial)		500.00	
Building Maint. (Non-Capital)	11,532.17	5,000.00	230.6%
Janitorial Services (Contract)	4,082.72	6,000.00	68.0%
Utilities (Bldg. Only) Wtr/Elec	9,430.08	10,000.00	94.3%
<b>Total Building Services</b>	<b>46,117.43</b>	<b>121,500.00</b>	<b>38.0%</b>
<b>Debt Service</b>			
2012 Sales Tax Bond Note - Int.	23,077.41	61,439.00	37.6%
Sales Tax Bond Note-Int.	14,578.09	88,704.00	16.4%
Reliever Route Infrastr.(New)In	15,925.00	131,850.00	12.1%

Copperas Cove Economic Development Corporation  
Profit & Loss Budget vs. Actual

October 2013 through March 2014

	Oct '13 - Mar 14	Budget	% of Budget
Total Debt Service	53,580.50	281,993.00	19.0%
Capital Projects			
Shops at Five Hills-Phase 1			
Legal Fees	150.00		100.0%
Engineering			
Total Shops at Five Hills-Phase 1	150.00		100.0%
Future Land Swap			
Legal Fees		10,000.00	
Appraisal/Survey		200,000.00	
Purchase of Land		2,000,000.00	
Total Future Land Swap		2,210,000.00	
Old Copperas Cove Road			
Legal Fees		2,000.00	
Engineering	7.01	80,450.00	0.0%
Consultants			
Construction	759.23		100.0%
Total Old Copperas Cove Road	766.24	82,450.00	0.9%
Business & Technology Park			
Legal Fees	1,520.00	20,000.00	7.6%
Engineering	40,996.03		100.0%
Design	2,500.00		100.0%
Construction	657,982.23	1,850,000.00	35.6%
Total Business & Technology Pa...	702,998.26	1,870,000.00	37.6%
Other/Contengency	500.00		
Total Capital Projects	704,414.50	4,162,450.00	16.9%
Total Expense	1,111,830.34	5,401,268.00	20.6%
Net Ordinary Income	(425,657.74)	(3,697,468.00)	11.5%
Net Income	(425,657.74)	(3,697,468.00)	11.5%

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Copperas Cove Economic Development Corporation

Balance Sheet

As of March 31, 2014

Mar 31, 14

ASSETS

Current Assets

Checking/Savings

Sweep Acct#20351847(for 5770)	1,704,895.45
Sweep Acct#20351839(for 2640)	353,997.44
Sweep Acct#20351821(for 2120)	340,791.84
Checking Account #56002120	112,427.53
Sales Tax Rev. Fund #57002640	10,000.00
Land Account #5770	10,000.00

Total Checking/Savings 2,532,112.26

Accounts Receivable

Accounts Receivable	(500.00)
Projected Sales Tax	225,090.00

Total Accounts Receivable 224,590.00

Total Current Assets 2,756,702.26

Fixed Assets

2012 Sales Tax Bond Expense

Accumulated Amortization	(4,578.14)
2012 Sales Tax Bond Expense - Ot...	45,781.25

Total 2012 Sales Tax Bond Expense 41,203.11

Building & Improvements

CIP - Building Improvements	292,222.01
Buildings & Improvements	179,220.57
Accum. Depr. - Bldg. & Impr.	(110,653.00)

Total Building & Improvements 360,789.58

Equipment

Equipment	21,196.40
Accum. Depr.-Equipment	(14,755.00)

Total Equipment 6,441.40

Improvements other than Bldgs.

Digital Sign	246,600.00
Accum. Depr.-Sign	(73,980.00)

Total Improvements other than Bldgs. 172,620.00

Land Property

Land Purchase	785,586.29
Land Property - Other	365,313.08

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**Copperas Cove Economic Development Corporation**  
**Balance Sheet**  
As of March 31, 2014

	<u>Mar 31, 14</u>
Total Land Property	1,150,899.37
Total Fixed Assets	1,731,953.46
Other Assets	
Deferred Contributions	2,375,815.00
Total Other Assets	2,375,815.00
<b>TOTAL ASSETS</b>	<b><u>6,864,470.72</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Pensions Payable	9,229.00
Accrued Wages	10,054.00
Accrued Interest	9,393.00
Payroll Liabilities	5,811.87
Total Other Current Liabilities	34,487.87
Total Current Liabilities	34,487.87
Long Term Liabilities	
Issuance of Debt	480,000.00
2012 Sales Tax Bond	1,490,000.00
Total Long Term Liabilities	1,970,000.00
Total Liabilities	2,004,487.87
Equity	
Committed Fund Balance	910,000.00
Restricted Fund Balance	2,531,865.00
Retained Earnings	1,843,775.59
Net Income	(425,657.74)
Total Equity	4,859,982.85
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>6,864,470.72</u></b>