

CREATIVE PORTLAND^{ME}

Board of Directors Meeting

Wednesday, September 2, 2015

3:30 to 5:00 p.m.

Room 209, Portland City Hall

AGENDA

1. Welcome & President's Comments (Kornhauser)
2. Presentation: Consent agenda (ED report, financials, May minutes, committee reports) (Kornhauser)
 - a. **ACTION:** Vote to approve
3. Presentation: CP FY16 Budget (Bass)
 - a. **ACTION:** Vote to approve
4. Presentation & Discussion: 2 Degrees Portland survey results (Hutchins)
5. Update: Oct 3 "Challenge of Change" event w PSA and GrowSmart Maine (Bass)
6. Next full board meeting – Wednesday, October 7, 2015

Executive Director's Report: September 2015

ADMINISTRATION/FUNDRAISING: We will discuss the year-end financials for FY15 and the proposed budget for FY16 at the September 2 meeting.

We have transferred responsibility for the management of the 2 Degrees program in-house to the program assistant from an independent consultant, resulting in some cost savings and better strategic alignment. The program assistant position has been increased from 20 to 30 hours per week, and Jess is working now Monday – Thursday in the office.

The fundraising committee met on August 24 and outlined a plan for the various revenue lines that you will find in the proposed budget for FY16. Sondra Bogdonoff has prepared a separate fundraising committee update for your review.

FINANCIALS: At the September meeting, we will discuss the year-end actuals for FY15 which closed on June 30. There is an anticipated deficit of about \$17,000 for FY15 whereas we planned on a \$12,660 deficit. It's difficult to provide only one reason for this difference since many projects are difficult to always predict in terms of start/end times. But, here's just one example: Last fall, we applied to the City's PEDPIP to receive \$10k to pay a consultant to manage the UNESCO application and asset mapping. This request was approved but the additional \$10k in match funding must be spent BEFORE the city will reimburse Creative Portland. We did not include the \$20k project in last year's budget nor have we yet raised an additional \$10k as the match. Nonetheless, in order to get the application submitted on time in July, we had to pay the consultant half of her fee. The consultant is responsible for raising the remaining funds this fall and once she completes the project she can receive the second part of her contract and we can be reimbursed by the City.

FIRST FRIDAY ART WALK: Jess is working with Open Bench Project on sandwich board signs that will start showing up at the Sept and Oct Art Walks. She has also had conversations with PDD and the City about proactive ways to mitigate over-crowding on the sidewalks. The October Art Walk will be the 15th birthday!

TWO DEGREES PORTLAND: The graduate student, Jennifer Witherell, conducted an online survey of the 2 Degrees program and I will be sharing results with you at the September meeting. The next 2 Degrees event is on Fri Sept 25 at Kingspoke marketing company. Jess will have materials available at the meeting.

LIVWORK PORTLAND_WEBSITE: Andy Graham is leading the charge to make improvements to the LiveWork Portland website with assistance from various outside marketing professionals as volunteers. The focus will be on improvements to navigation and SEO as well as more video content.

EQUITABLE DEVELOPMENT: Peter Bass and I are working with the Portland Society for Architecture and GrowSmart Maine to pull together a free community forum at USM on Saturday, October 3 from 9:30 – 4:30. Entitled "The Challenge of Change: Are We Loving

Portland to Death?,” guest speakers and panelists will share information and various perspectives on the positive and negative results of growth and change in Portland. We hope that all of the Council candidates will participate and offer brief reactions at the close of the event.

I have had preliminary conversations with Jessica Tomlinson about offering a “Creative Conversations” in the spring about how to access or create affordable space for artists in the city. Using the new SPACE building ownership has one of the models, we would give people a chance to learn about how best to approach ownership, shared resources, or whatever works.

CITY BRANDING: Greg Mitchell, City Eco Dev director, has asked me to reorganize the group of Portland agencies focused on promoting the City in an effort to pursue a few new marketing opportunities that have emerged. The agencies include CP, the CVB, the Chamber, PDD and Greg’s office. In addition to updates to our own site, David Puelle is working on a relocation guide, the City is interested in a mobile app and there is an emerging initiative around social media as well.

UNESCO APPLICATION: The application was submitted in July. We are expecting to hear in early December. In the meantime, we are continuing to pursue funds to complete the asset-mapping portion of the program with outside consultant Sue Sturtevant.

PARTNERSHIPS:

- **ME/New Brunswick Cultural Exchange Task Force:** Maine Arts Commission director Julie Richard asked me to sit on this task force, which has regular phone meetings, and will be coming to Portland in October for the semi-annual meeting in person. I will be helping MAC organize their experience while here and provide updates to this board.
- **Circus Conservatory:** The City of Portland and Creative Portland have agreed to be the lead applicants to the NEA’s Our Town grant for the design of the Circus’ building on Thompson’s Pt. The full application will be due in early October.
- **SPACE Gallery/Pickwick:** In August, Creative Portland applied to the NEA for an Art Works grant in the local arts agency category to offer artist residencies in SPACE’s new building.
- **Current/recent fiscal sponsorships:**
 - o The TEMP Mural Project (Tessa O’Brien)
 - o Hearts, Minds and Homes (Marty Pottenger)
 - o TEMPO Public Art Project (Alice Spencer)
 - o Maine Startup and Create Week (Jess Knox)

Creative Portland
Balance Sheet
As of August 25, 2015
Aug 25, 15

ASSETS

Current Assets

Checking/Savings

1010 · Creative Portland Checking 29,805.98

1015 · Petty Cash 287.43

1030 · Investment Account 8.04

Total Checking/Savings 30,101.45

Accounts Receivable

1100 · Accounts Receivable 2,295.00

Total Accounts Receivable 2,295.00

Other Current Assets

1300 · Security Deposit 600.00

Total Other Current Assets 600.00

Total Current Assets 32,996.45

Fixed Assets

1400 · Fixed Assets 176.81

Total Fixed Assets 176.81

TOTAL ASSETS **33,173.26**

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

2106-01 · Accrued Earned Time 4,123.35

Total Other Current Liabilities 4,123.35

Total Current Liabilities 4,123.35

Total Liabilities 4,123.35

Equity

31000 · Unrest'd Net Assets 11,369.53

32000 · Temporarily Rest'd Net Assets 10,622.04

Net Income 7,058.34

Total Equity 29,049.91

TOTAL LIABILITIES & EQUITY **33,173.26**

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 1 through August 25, 2015

	Jul 1 - Aug 25, 15
Ordinary Income/Expense	
Income	
4100 · Operations (unrestricted)	
4120 · Business Partnerships	2,000.00
4140 · Corporate Sponsorships	1,750.00
Total 4100 · Operations (unrestricted)	3,750.00
4200 · Programs (restricted)	
4250 · PEDPIP Committee Match	670.00
4270 · Grants & Foundations	20,000.00
Total 4200 · Programs (restricted)	20,670.00
5100 · Fiscal Sponsorship Income	
5170 · Mural Project	8,005.15
Total 5100 · Fiscal Sponsorship Income	8,005.15
Total Income	32,425.15
Expense	
69800 · Uncategorized Expenses	5.26
7100 · Personnel	
7101 · Executive Director	7,615.38
7102 · Program Assistant	2,685.00
7103 · Employee Benefits	2,678.66
7104 · Payroll Fee	176.00
7105 · Payroll Taxes	724.73
Total 7100 · Personnel	13,879.77
7500 · Professional Services	
7520 · Graphic Design	400.00
7560 · Accounting	862.50
Total 7500 · Professional Services	1,262.50
8110 · Rent	
8112 · Electricity	27.18
8110 · Rent - Other	1,200.00
Total 8110 · Rent	1,227.18
8120 · Telecommunications	
8123 · Landline	101.42
8125 · Email	70.00
8126 · Internet	70.47
Total 8120 · Telecommunications	241.89
8180 · Postage and Delivery	9.80
8200 · Professional Development	
8210 · Staff Development	74.98
Total 8200 · Professional Development	74.98
8230 · Dues & Memberships	200.00
8240 · Insurance	
8241 · Workmen's Compensation	147.75
Total 8240 · Insurance	147.75
8260 · Marketing	
8261 · Advertising	224.49

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 1 through August 25, 2015

	<u>Jul 1 - Aug 25, 15</u>
Total 8260 · Marketing	224.49
8300 · Projects	
8310 · Website	195.00
Total 8300 · Projects	195.00
9000 · Fiscal Sponsorship Disbursement	
9900 · Mural Project	7,600.00
Total 9000 · Fiscal Sponsorship Disbursement	7,600.00
9500 · Temporary Distribution	298.19
Total Expense	25,366.81
Net Ordinary Income	7,058.34
Net Income	<u><u>7,058.34</u></u>

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

	Jul '14 - Jun 15	Budget
Ordinary Income/Expense		
Income		
4100 · Operations (unrestricted)		
4110 · Annual Fund		
4111 · Individual	1,605.79	-
4112 · Board Challenge	3,529.54	-
4113 · Portland Framed Event	500.00	-
4110 · Annual Fund - Other	-	9,500.00
Total 4110 · Annual Fund	5,635.33	9,500.00
4114 · Special Event	1,368.75	15,000.00
4115 · Arts District TIF Funding	100,000.00	100,000.00
4120 · Business Partnerships		
4120 · Business Partnerships - Other	4,725.00	10,000.00
4120 · Business Partnerships	4,725.00	10,000.00
4140 · Corporate Sponsorships	25,250.02	25,000.00
Total 4100 · Operations (unrestricted)	136,979.10	159,500.00
4200 · Programs (restricted)		
4250 · PEDPIP Committee Match		
4250 · PEDPIP Committee Match - Other	3,500.00	21,000.00
4250 · PEDPIP Committee Match	3,500.00	21,000.00
4270 · Grants & Foundations	12,500.00	15,000.00
Total 4200 · Programs (restricted)	16,000.00	36,000.00
5100 · Fiscal Sponsorship Income		
5120 · Portland Temp Pub Art Committee	2,000.00	
5140 · Maine Startup	10,000.00	
5150 · Peaks Creative Coalition	4,500.00	
5160 · TEMPO	7,050.00	
5170 · Mural Project	1,000.00	
Total 5100 · Fiscal Sponsorship Income	24,550.00	
5300 · Interest	85.56	
Total Income	177,614.66	195,500.00
Expense		
7100 · Personnel		
7101 · Executive Director	61,515.16	60,000.00
7102 · Program Assistant	18,261.21	18,000.00
7103 · Employee Benefits	15,058.32	16,500.00
7104 · Payroll Fee	1,240.90	1,200.00
7105 · Payroll Taxes	5,441.47	7,000.00
Total 7100 · Personnel	101,517.06	102,700.00
7500 · Professional Services		
7510 · Consulting	13,055.00	
7520 · Graphic Design	7,750.00	15,100.00
7530 · Legal Fees	70.00	70.00
7540 · Photography & Video	1,250.00	150.00
7545 · Project Management	11,000.00	12,000.00
7560 · Accounting	9,442.83	12,000.00

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

	Jul '14 - Jun 15	Budget
7565 · Fundraising	287.50	
7570 · Technical Support	-	1,500.00
7575 · Website Editing and Bloggin	3,950.00	13,170.00
7580 · Other	-	2,000.00
Total 7500 · Professional Services	46,805.33	55,990.00
8110 · Rent		
8111 · Office Rent	5,200.00	7,200.00
8112 · Electricity	279.70	250.00
Total 8110 · Rent	5,479.70	7,450.00
8120 · Telecommunications		
8122 · Cell Phone Reimbursements	480.00	480.00
8123 · Landline	295.25	400.00
8124 · Software	181.12	
8125 · Email	385.00	
8126 · Internet	244.46	600.00
8127 · Website	432.87	125.00
Total 8120 · Telecommunications	2,018.70	1,605.00
8130 · Printing and Reproduction	535.24	11,850.00
8140 · Food and Venue		
8141 · Venue	-	7,200.00
8142 · Food	2,764.55	4,900.00
Total 8140 · Food and Venue	2,764.55	12,100.00
8170 · Supplies & Equipment		
8171 · Major Equipment & Furniture	199.00	2,500.00
8172 · Office Supplies	656.67	1,500.00
8170 · Supplies & Equipment - Other	-	2,700.00
Total 8170 · Supplies & Equipment	855.67	6,700.00
8180 · Postage and Delivery	117.50	300.00
8200 · Professional Development		
8210 · Staff Development	1,023.83	1,750.00
8215 · Travel	435.43	
Total 8200 · Professional Development	1,459.26	1,750.00
8230 · Dues & Memberships	935.00	1,000.00
8235 · Board Expense	10.09	30.00
8240 · Insurance		
8241 · Workmen's Compensation	584.50	600.00
8242 · D & O	1,040.00	1,100.00
8243 · General Liability Insurance	2,048.00	2,700.00
Total 8240 · Insurance	3,672.50	4,400.00
8250 · Bank Service Charges	2.37	
8260 · Marketing		
8261 · Advertising	1,365.57	-
8262 · Promotion	75.00	
8260 · Marketing - Other	-	780.00
Total 8260 · Marketing	1,440.57	780.00
8270 · Depreciation Expense	530.28	500.00

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

	Jul '14 - Jun 15	Budget
8400 · Miscellaneous	195.75	1,000.00
8600 · Write-offs	29.55	
8800 · Event Sponsorship	3,000.00	
9000 · Fiscal Sponsorship Disbursement		
9400 · Portland Temp Public Art Commit	1,900.00	
9600 · Maine Startup and Create Week	9,500.00	
9700 · Peaks Creative Coalition	4,275.00	
9800 · TEMPO	6,600.00	
9900 · Mural Project	950.00	
Total 9000 · Fiscal Sponsorship Disbursement	23,225.00	
Total Expense	194,594.12	208,155.00
Net Ordinary Income	(16,979.46)	(12,655.00)
Net Income	(16,979.46)	(12,655.00)

Creative Portland

Profit & Loss Budget vs. Actual FY15

July 2014 through June 2015

	<u>\$ Over Budget</u>
Ordinary Income/Expense	
Income	
4100 · Operations (unrestricted)	
4110 · Annual Fund	
4111 · Individual	1,605.79
4112 · Board Challenge	3,529.54
4113 · Portland Framed Event	500.00
4110 · Annual Fund - Other	(9,500.00)
Total 4110 · Annual Fund	(3,864.67)
4114 · Special Event	(13,631.25)
4115 · Arts District TIF Funding	-
4120 · Business Partnerships	
4120 · Business Partnerships - Other	(5,275.00)
4120 · Business Partnerships	(5,275.00)
4140 · Corporate Sponsorships	250.02
Total 4100 · Operations (unrestricted)	(22,520.90)
4200 · Programs (restricted)	
4250 · PEDPIP Committee Match	
4250 · PEDPIP Committee Match - Other	(17,500.00)
4250 · PEDPIP Committee Match	(17,500.00)
4270 · Grants & Foundations	(2,500.00)
Total 4200 · Programs (restricted)	(20,000.00)
5100 · Fiscal Sponsorship Income	
5120 · Portland Temp Pub Art Committee	
5140 · Maine Startup	
5150 · Peaks Creative Coalition	
5160 · TEMPO	
5170 · Mural Project	
Total 5100 · Fiscal Sponsorship Income	
5300 · Interest	
Total Income	(17,885.34)
Expense	
7100 · Personnel	
7101 · Executive Director	1,515.16
7102 · Program Assistant	261.21
7103 · Employee Benefits	(1,441.68)
7104 · Payroll Fee	40.90
7105 · Payroll Taxes	(1,558.53)
Total 7100 · Personnel	(1,182.94)
7500 · Professional Services	
7510 · Consulting	
7520 · Graphic Design	(7,350.00)
7530 · Legal Fees	-
7540 · Photography & Video	1,100.00
7545 · Project Management	(1,000.00)
7560 · Accounting	(2,557.17)

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

	<u>\$ Over Budget</u>
7565 · Fundraising	
7570 · Technical Support	(1,500.00)
7575 · Website Editing and Bloggin	(9,220.00)
7580 · Other	(2,000.00)
Total 7500 · Professional Services	(9,184.67)
8110 · Rent	
8111 · Office Rent	(2,000.00)
8112 · Electricity	29.70
Total 8110 · Rent	(1,970.30)
8120 · Telecommunications	
8122 · Cell Phone Reimbursements	-
8123 · Landline	(104.75)
8124 · Software	
8125 · Email	
8126 · Internet	(355.54)
8127 · Website	307.87
Total 8120 · Telecommunications	413.70
8130 · Printing and Reproduction	(11,314.76)
8140 · Food and Venue	
8141 · Venue	(7,200.00)
8142 · Food	(2,135.45)
Total 8140 · Food and Venue	(9,335.45)
8170 · Supplies & Equipment	
8171 · Major Equipment & Furniture	(2,301.00)
8172 · Office Supplies	(843.33)
8170 · Supplies & Equipment - Other	(2,700.00)
Total 8170 · Supplies & Equipment	(5,844.33)
8180 · Postage and Delivery	(182.50)
8200 · Professional Development	
8210 · Staff Development	(726.17)
8215 · Travel	
Total 8200 · Professional Development	(290.74)
8230 · Dues & Memberships	(65.00)
8235 · Board Expense	(19.91)
8240 · Insurance	
8241 · Workmen's Compensation	(15.50)
8242 · D & O	(60.00)
8243 · General Liability Insurance	(652.00)
Total 8240 · Insurance	(727.50)
8250 · Bank Service Charges	
8260 · Marketing	
8261 · Advertising	1,365.57
8262 · Promotion	
8260 · Marketing - Other	(780.00)
Total 8260 · Marketing	660.57
8270 · Depreciation Expense	30.28

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

	<u>\$ Over Budget</u>
8400 · Miscellaneous	(804.25)
8600 · Write-offs	
8800 · Event Sponsorship	
9000 · Fiscal Sponsorship Disbursement	
9400 · Portland Temp Public Art Commit	
9600 · Maine Startup and Create Week	
9700 · Peaks Creative Coalition	
9800 · TEMPO	
9900 · Mural Project	
Total 9000 · Fiscal Sponsorship Disbursement	
Total Expense	<u>(13,560.88)</u>
Net Ordinary Income	<u>(4,324.46)</u>
Net Income	<u><u>(4,324.46)</u></u>

Creative Portland Board Meeting
June 4th, 2015
City Hall Rm 209

In attendance: Alice Kornhauser, Pat May, Peter Bass, Zeke Callanan, Arthur Fink, Nadeen Daniels, Sondra Bogdonoff, Mark Rubin, Penny Harris, Randy Ferrell, Genie O'Brien, Alex Jaegerman, Patric Costin

Staff in Attendance: Jennifer Hutchins, Jess Lauren Lipton

Meeting called to order at 3:40pm

Welcome and Comments

Ms. Kornhauser reported that Creative Portland received a Creative Economy award from NEFA at CCX. She noted that board member Mr. Cote has resigned from CP and that Ms. Pottenger is leaving due to receiving an NEA grant being fiscally sponsored by CP. Mr. Jaegerman may be leaving due to a new position he has taken in Yarmouth.

Mr. Fink offered the suggestion that many organizations have advisory boards with no voting rights that help with visioning and goals made up of former members.

Ms. Hutchins noted the wrong agenda had been printed but the financials would be presented.

Ms. Kornhauser suggested an agenda of minutes, ed report, budget, and work plan.

Motion to accept minutes made by Ms. Bogdonoff; seconded by Mr. May; unanimous.

ED Report and June Financials

Ms. Hutchins noted that tomorrow is the FFAW with 26 discrete art happenings including the circus are programmed for the fourth closing of Congress St. There will also be a prototype sandwich board fabricated by Open Bench Project on view. MSCW is scheduled for the last week in June. Ms. Hutchins has been serving on the steering committee. On Tuesday June 23rd, 2 Degrees will be hosting an event at the PMA in conjunction with MSCW.

Budget

Ms. Hutchins noted that the board approved a deficit budget the year before due to carrying a surplus that would carry over. With expected funding coming in, CP will still be running at a deficit. She noted that the staff does not have the capacity to do effective fundraising and will need either more staff or more board involvement.

Ms. Kornhauser reminded the board that 100% board support looks good to outside funders. The fiscal year ends June 30th.

Motion to accept the budget by Mr. Ferrell, seconded by Ms. O'Brien, unanimous.

Budget FY16

Ms. Hutchins noted that she did not want to pass the FY16 budget at this time but wanted to close out June's financials based on end of month shifts in expenses and employee wages and benefits. She is currently reducing the expected corporate giving.

Ms. O'Brien asked about the city's view of CP as a successful organization and the possibility of becoming a city agency.

Ms. Hutchins reminded the board that CP was specifically set up external from the city to ensure flexibility. The concern is long term financial stability. Ms. Hutchins noted a plan to take summer into fall to do program evaluations over CP's 5 years in existence. A subcommittee will be needed to think

through what has been invested and are the benefits leading to a public value statement for CP.

Ms. Kornhauser said this budget is a retrenchment; budgeting for what we can do until we've taken time to know what, how, and whys.

Ms. O'Brien asked if the tiff was capped at 100K.

Ms. Kornhauser noted that the council would be voting on that in August.

Ms. Hutchins noted that the PEDPIP grant is no longer available due to maxing out the cycle. This is not a reflection of lost corporate support.

Ms. Hutchins presented a draft work plan open for questions and comments. The core focus would be to 'sustain' in an effort to look at equitable development and gentrification.

- LiveWorkPortland already tracks hits but it is time to reevaluate the information on the site.
- The UNESCO grant is due June 15th.
- Relocation guide – slow prototype being developed with PDD and CVB
- 2 Degrees is alive and well. A grad student will be evaluating the program over the summer.
- FFAW – will continue
- Fall Forum – looking to be scheduled for October 3rd.
- City Cultural Planning – working on best practices of creative economy funding and big idea projects while looking at city policies to support our constituents.
- Creative Space Database – review what it is, what is needed, and how it could be better.
- Work In Place Summit – CP is the fiscal agent and sponsor.
- Research on existing programs – Americans for the Arts and remote workers.
- Administration – board development and strategy/funding.

Ms. O'Brien questioned adding a representative from schools.

Ms. Hutchins noted that CP's role in education is unclear as to how active the organization is expected to be.

Ms. Kornhauser noted the gap between CP's branding and visibility.

Meeting adjourn 5:05pm

Minute submitted by Jess Lauren

Fundraising Committee: September 2015

The committee, Sondra Bogdonoff, Alice Kornhauser, Dee Dee Germain and Jennifer H met last week to begin a review of draft goals and plans for FY16. Among the new initiatives under consideration are:

- Developing a leadership circle that would both raise money (there would be a cost to be a member) and bring together key people across the creative economy to build community and develop strategies on the role of Creative Portland. If you have names of those you think are the movers and shakers of the creative arts in Portland, please send them to Sondra.
- Exploring an informal bean super community event for next March. This is still in the early stages as we research its fund-raising potential, and when and where it might be held.

This year's fund-raising goals for business partners are focused on talent attraction and First Friday Art Walk. Those asks are underway, and Jen has already reached half of our goal for talent attraction.

We plan to focus discussion at the October meeting on fund-raising, and will share more developed plans for committee input. The September meeting discussion, the mayoral election in November, as well as ongoing conversations with the new city manager, may affect our strategic thinking moving forward.

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

Ordinary Income/Expense

Income

4100 · Operations (unrestricted)

4110 · Annual Fund

Total 4110 · Annual Fund

9,000.00

4114 · Special Event

7,000.00

4115 · Arts District TIF Funding

100,000.00

4120 · Business Partnerships

15,000.00

4140 · Corporate Sponsorships

22,500.00

Total 4100 · Operations (unrestricted)

153,500.00

4200 · Programs (restricted)

4250 · PEDPIP Committee Match

4270 · Grants & Foundations

12,500.00

Total 4200 · Programs (restricted)

12,500.00

5300 · Interest

Total Income

166,000.00

Expense

7100 · Personnel

7101 · Executive Director

60,000.00

7102 · Program Assistant

26,880.00

7103 · Employee Benefits

18,000.00

7104 · Payroll Fee

1,300.00

7105 · Payroll Taxes

5,500.00

Total 7100 · Personnel

111,680.00

7500 · Professional Services

7510 · Consulting

7520 · Graphic Design

11,000.00

7530 · Legal Fees

250.00

7540 · Photography & Video

7545 · Project Management

7560 · Accounting

10,000.00

7565 · Fundraising

500.00

7570 · Technical Support

1,000.00

7575 · Website Editing and Bloggin

5,000.00

7580 · Other

5,000.00

Total 7500 · Professional Services

32,750.00

8110 · Rent

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

	2016 Budget
8111 · Office Rent	5,000.00
8112 · Electricity	300.00
Total 8110 · Rent	5,300.00
8120 · Telecommunications	
8122 · Cell Phone Reimbursements	480.00
8123 · Landline	300.00
8124 · Software	200.00
8125 · Email	350.00
8126 · Internet	375.00
8127 · Website	500.00
Total 8120 · Telecommunications	2,205.00
8130 · Printing and Reproduction	1,000.00
8140 · Food and Venue	
8141 · Venue	
8142 · Food	5,500.00
Total 8140 · Food and Venue	5,500.00
8170 · Supplies & Equipment	
8171 · Major Equipment & Furniture	500.00
8172 · Office Supplies	500.00
8170 · Supplies & Equipment - Other	
Total 8170 · Supplies & Equipment	1,000.00
8180 · Postage and Delivery	200.00
8200 · Professional Development	
8210 · Staff Development	250.00
8215 · Travel	
Total 8200 · Professional Development	250.00
8230 · Dues & Memberships	1,000.00
8235 · Board Expense	50.00
8240 · Insurance	
8241 · Workmen's Compensation	600.00
8242 · D & O	1,100.00
8243 · General Liability Insurance	2,000.00
Total 8240 · Insurance	3,700.00
8260 · Marketing	
8261 · Advertising	
8262 · Promotion	

Creative Portland
Profit & Loss Budget vs. Actual FY15
July 2014 through June 2015

		2016 Budget
8260 · Marketing - Other		
Total 8260 · Marketing		-
8270 · Depreciation Expense	500.00	
8400 · Miscellaneous	500.00	
8600 · Write-offs		
9000 · Fiscal Sponsorship Disbursements		
9400 · Portland Temp Public Art Commit		
9600 · Maine Startup and Create Week		
9700 · Peaks Creative Coalition		
9800 · TEMPO		
9900 · Mural Project		
Total 9000 · Fiscal Sponsor		-
Total Expense	165,635.00	
Net Ordinary Income	365.00	
Net Income	365.00	