



St. Johns Principal Shopping District
109 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

AGENDA
Principal Shopping District Meeting
February 1, 2023
11: 30 am, PSD Office/Fire Hall

BOARD OF DIRECTORS
2022 - 2023

Chairman
Jason Butler
Butler Financial

Vice-Chairman
Tyler Barlage
Community Christian Church

Secretary-Treasurer
Bruce DeLong
Clinton County

Directors
Ed Brandon
Gilroy's Hardware

Amber Haubert
Global Coffee

Erika Hayes
Jackson & Hayes, PC

Tracy Kossaras
Kurt's Appliance

Dave Kudwa
City of St. Johns, MI

Nancy McKinley
Castle Resident

Corinne Trimbach
Mint Door

Craig Smith
Main Street Café

Mariah Leiby
Salon 989

Marketing
Tyler Barlage-Chair
Erica Hayes
Ethan Painter
Emily Baudoux
Kim Zuehlke
Vickie Schaffer

Design
Amber Haubert-Chair
Kim Zuehlke
Mariah Leiby

Events
Corrine Trimbach-Chair
Tracy Kossaras-Chair
Mariah Leiby
Nancy McKinley
Jason Butler

Executive, Finance, Strategic Planning

Tyler Barlage
Bruce DeLong
Dave Kudwa
Jason Butler
Corinne Trimbach
Tracy Kossaras
Amber Haubert

CONTACT INFO

Executive Director
Heather Hanover
989-224-8944:
psdcityofsj@gmail.com

* Indicates an attachment

1. **Call to Order 11:30am**
2. **Additions to the Agenda 11:30am (2 minutes)**
3. **Approval of the Consent Agenda: 11:32am (5 minutes)**
 - A. *Minutes of meeting dated Dec 7,2022
 - B. *Minutes from Executive, Marketing and Event Meetings
 - C. *City of St Johns monthly financial report through January
 - D. *Director's Report
4. **Communications**
 - A. Events Committee 11:37am (5 minutes)
 - B. Marketing Committee: 11:42am (5 minutes)
5. **Old Business**
 - A. CRM Website 11:47am(3 Minutes)
6. **New Business**
 - A. Give Old White Speakers to the Fire Department 11:50am (2 minutes)
 - B. Budget Committee Fiscal Year (July 2023-June 2024) 11:52am(5 minutes)

Next Regular PSD Board Meeting March 1, 2023



St. Johns Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944ext. 233

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AGENDA

Downtown Development Authority Meeting

Feb 1, 2023

Immediately After 11:30 PSD Meeting at DDA Office

* Indicates an attachment

1. Call to Order 11:57am

2. Additions to the Agenda 11:58am

3. Approval of the Consent Agenda: 11:59am(2 minutes)

- A. *Minutes of meeting dated December 7,2022
- B. *City of St Johns monthly financial report through January 20,2023

4. Communications

- A. Design Committee Up Date 12:01 pm(10 minutes)
 - i. Façade Grant Program

5. Old Business

- A. *Parking Recommendations 12:11pm(10 minutes)

6. New Business

A. Capital Improvement Program ideas: Way Finding Signs, benches and trashcans, bike racks on Brush and Spring, Electric Notice Board, Play Structure at Depot, Property Acquisitions, Public Bathrooms, Centralized Dumpsters, event fencing, storage facility near downtown. 12:21pm(10 minutes)

B. Capital Region Community Foundation Grant 12:31pm (5 minutes)

C. Match on Main Grant 12:36pm (5 minutes)

7. Public Comment (please keep to under 3 minutes) 12:41 pm (5 minutes)

Adjournment 12:46pm

Next Regular DDA Board Meeting March 1, 2023



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Events Committee Meeting Minutes

January 12 , 2022

Members Attending: Nancy McKinley, Tracy Kossaras, Corinne Trimbach, Jason Butler and Heather Hanover

- 1.** Winter Holiday Review. The event went very well. A lot of attendance. The committee discussed changes for next year which are on the attached list. Jason also stated that it would be nice to have the Fire Department earlier in the parade
- 2.** Mint Fest Bands: Miranda and the M 80's is set for Friday Night. The committee felt it would nice to have different sort of band on Saturday night. Jason got the name of a country band, The Bronks Bros. The committee listened to some of their music and liked it. They have quite a few followers on Facebook. Jason will check on their availability and fee. Jason is also working on the same stage as last year. Everyone enjoyed the change. We need more security by the stage and the bathrooms and the food needs to be inside the band area. The city has offered to bring more vehicles down to block roads. It might be nice to contact some businesses that have trucks with their logo on the side as advertising. The committee also would like to have 2 bands again this year. Heather will contact CJ Lowe and Darin Larner for the warm up acts. Jason also discussed having a St Johns Idol search. Maybe work with the Arts Council or the Rotary group to run it. We could have competitions in nearby cities and then the Semi Finals on Friday and Finals on Saturday. The group agreed that it would be a fun idea if we can get another group to help run it.
- 3.** Spring Fling is set for May 13th. The meeting was running long and so we will discuss how we can work with the chamber on the event at our next meeting.
- 4.** Thursdays and Other Events: The Senior Center is having a Chocolate Fantasy event on Feb 9th. It would be nice to collaborate a downtown Valentines event with their event but it might too late. We need to have more small events that don't block of roads but bring down customers. St Patrick's day, Once a month Thursday Markets, Easter Bonnet Parade, Sip and Shop. More ideas will be discussed.



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St Nick Parade 2022 Notes

Parade on Friday Night 6:30

Activities start 5pm.(don't limit parking until 3pm)

Light Up toy(put prices in large letters on Buckets)

Dinosaurs 20 cost \$4 Change to 25

Horses 20 cost \$4 Change to 25 \$10 toys

Swords 25 cost \$3.80

Snowflakes 96 cost \$3.60

Wands 50 cost \$1.10 More of these \$5 toys

Batons 50 cost \$ 1.00

Don't take credit cards

Gingerbread no peppermint, bubble gum was popular, don't do sucker tree, Cedar Creek Sponsorship 3 people table chairs?

Parade make sure court house parking lot is blocked off. Use ropes to block off crowds.

Block off Railroad Street from Spring to Brush.

At Depot need a rope to control kids waiting for Santa.

Have the train sooner in the parade and add more people.

Choose Saint earlier so that we can advertise. Have the committee chose the Saint.

Executive Committee Meeting Minutes

January 9, 2023

Members attending: Jason Butler, Bruce Delong, Dave Kudwa and Heather Hanover

1. CRM: Heather talked about how to transition from the old website to the new. Ethan Painter who designed the old website will be helping with the look and would like to make the downtown website a fount of information for the whole community. Jason asked about adding files and yes there is an area if you have administrative authority to check and add files.
2. Speaker Questions: Since we replaced all the downtown speakers; we have a bunch of old speakers that still work. The white speakers are now in the basement of the Depot. The fire department would like to have some speakers for the garage to have music while they are working. Jason felt that we should have the whole board vote on giving them to the Fire Department. Bruce commented that it would be nice to give back to them after everything they have done for the community. The newer black speakers will be used on Brush or Spring whenever possible.
3. CIP Ideas: Historic Downtown Wayfaring Signs(placed around city directing visitors to downtown), Billboard on City Compost Site that abuts 127, Bruce stated that the State is not allowing any new billboards even on your own property. To get a permit you would have to buy someone else's and that is expensive. Art Benches and trash cans, Up lights for Trees, Bike Racks on Brush and Spring, Electric Notice Sign(placement to be determined), Play Structure that looks like art (at the depot or possibly behind the library), Building Acquisition, Public Bathrooms(possibly collaborating with the Legion to up grade their restrooms and have them available to the public), Trash Containers for the parking lots(one per block to be used by all), fencing/barricades (could be used by the city, the Mint Fest Beverage Tent, The St Nick Parade and other events), a storage facility that is closer to downtown and for the downtown use only, semipermanent downtown decorations(i.e. snowflakes for winter)
4. Pride Event: Heather asked how she is to handle the review of events that are sent around by the city. After much discussion it was decided that this is not an agenda item. The Pride group is not asking for anything from the downtown. In the future Heather will BCC the event as informational for the downtown stake holders and gather any comments she receives to share with the city. .
5. Parking Committee. Heather has a few dates that work and she will send out an email setting up the meeting. Dave, Bruce and Jason agreed that the meeting should focus on a few issues to get the ball rolling and try a couple of the changes. The changes can all be modified later if needed. Main issues are permits and costs.
6. Budget Meeting: We need to approve our budget at the March Board Meeting. In February we will discuss how to handle the budget. Jason would like to hear from the different committee chairs as to how much they need for the year.
7. Citizens Committee: With the new TIF we are required to hold one Citizens Committee a year. Heather will set that up with the committee for February and convene the meeting at the PSD office.
8. Executive Meeting Times: Two weeks before the board meeting on Tuesday 8am at Butler.



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Marketing Committee Minutes
January 5, 11:30 am
PSD Office

Present: Tyler Barlage , Ethan Painter, Vicki Schafer, Erica Hayes, Emily Baudoux and Heather Hanover

Ethan provided the committee with a blank marketing plan to fill in. The group discussed the variety of perceptions of downtown, both positive and negative, with the intention of accentuating the positive as part of a marketing plan for this year. The filled in plan is below.

Downtown St. Johns 2023 Marketing Plan

Overview

1. Strategic Objectives
 - A. Awareness
 - B. Rebrand Marketing Strategy
 - C. Bring more people downtown
 - D. Promote Interest in events
 - E. How do we get information out
2. Target Markets
 - a. Demographic -All ages and incomes
 - b. Geographic: All of Clinton County
 - c. Psychographic : People like to know what things there are to do, they like having experiences. People like to have a place to belong. Customer service, making people feel welcome and letting them know that Downtown St Johns is friendly and welcoming is key. How do we educate people as to what is available?
 - d. Perceptions: Solve perception issues through other avenues, i.e., branding, being welcoming
3. Branding: Create a comprehensive plan for all aspects relating to downtown and how it is promoted and perceived. Activities and restaurants on a flyer. QR code, hashtag for all things downtown.
4. Marketing Channels: We will discuss the channels after we work on branding
5. Milestones for 2023
 - a. Create a Downtown St Johns Brand within the first six months of the year.
 - b. Apply the new brand to the Website and make the website a focal point for the community
 - c. Campaign to promote the newly branded Downtown St Johns and Website.

Next Meeting will be February 9th 11:30am at the Firehall. Bring to this meeting branding ideas for discussion/ placement on the visioning board. It would also be helpful to share some ideas through email before the next meeting whenever possible so that the other members have time to consider.



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Parking Meeting Minutes

January 17, 2023

10:00 am PSD Office

Parking Committee Members: Jason Butler, Erika Hayes, Ed Brandon and Dave Kudwa

Others in Attendance: Tracy Kossaras and Heather Hanover

City Manager Dave Kudwa talked about the proposed plan and how he is working to improve capacity for the parking in the downtown. He also presented a plan that was discussed with the county about adding more capacity around their current parking lot by adding angled parking along Cass Street. There was discussion about the ingress and egress and the traffic follow problems in that area. The committee felt that instead of closing the entrances on Cass Street, the entrances off of Linden and Maple could be closed. This would make a less hectic path for pedestrians and an easy loop for cars and delivery trucks. Over all everyone thought the angled parking was a great idea and were happy that the county has weighed in and is feeling better about the changes.

The committee discussed permits only in the parking lots. Permits only would make for easy enforcement but would lower the number of spaces for short term parking. The committee would like to keep the parking lots as is but make sure that they are at least being enforced at night.

There was discussion on overnight parking on Clinton Avenue. Only Dave Kudwa was in favor if giving this a try. After much discussion the committee felt the best compromise would be to allow only overnight parking on Clinton Ave for Hotel customers who have a handicap parking permit. Those customers would be given a special pass to park long-term in the handicap spaces on the east side of Clinton in the first block.

There was discussion on the on street long-term parking and if certain spots should be permit only in those areas. It was felt that those spaces should still be available for short term parking but if left for more than 2 hours or overnight, a permit would be required.

The costs of the permits were discussed. It was decided that to encourage some use of the newly available on street long-term parking on the edges of downtown, there needs to be a significant difference in the price of the parking lot permits versus the on-street permits. It was decided that \$200 a year for parking lot permits and long term permits on Clinton Ave in the handicapper spots. Long Term on street parking on the edges of town could be \$100 or less?

The group felt at the end of the meeting that they still needed to iron out some details before they present this plan to the DDA board for their approval. Another Parking Committee Meeting was scheduled for the January 24th , 10 am at the PSD office.



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Parking Meeting Minutes

January 24, 2023

10:00 am PSD Office

Parking Committee Members: Jason Butler, Erika Hayes and Dave Kudwa

Others in Attendance: Chief Kirk, Tracy Kossaras and Heather Hanover

The previous week's meeting discussed , costs, on street long term, on street long term on Clinton Ave. and rules for the lots. From the last meeting the group still likes the idea of overnight on Clinton Ave only for hotel guests with handicap permits. Chief Kirk attended the meeting to discuss enforcement. Without tire chalking, enforcement is a struggle. The police department can more readily enforce parking restrictions that are definitive. If a lot is permit only, that is easy to enforce. If the lot is 2 hours without a permit and long-term requiring a permit, that is hard to enforce. The group discussed making some lots permit only. They also discussed making some lots 2 hour only. The Chief felt that would be easier to enforce. City Manager Dave Kudwa also talked about allocating some of the property maintenance enforcement employee's time to help with parking enforcement in the downtown. After discussing each parking lot individually, the group came up with different recommendations for each lot. City Manager Kudwa will write up the new plan. There was also discussion on the big price increase. It was discussed to start with a smaller increase for this year, \$150/\$50. With the idea that people will be getting used to the new program and then implement the higher \$200/ \$100 permits in 2024. The new plan will be written up by City Manager Kudwa, included in the DDA board packet for presentation and recommendation to the city council at the February PSD/DDA Meeting

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Revenues							
Dept 000 - REVENUE							
681-000-544.005	GRANTS	0.00	25,000.00	26,500.00	0.00	(1,500.00)	106.00
681-000-665.000	INTEREST EARNED/INVESTMENTS	187.65	0.00	37.82	0.00	(37.82)	100.00
681-000-671.000	MISCELLANEOUS REVENUE	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.007	FARMERS' MARKET	1,351.00	1,300.00	1,906.00	0.00	(606.00)	146.62
681-000-671.010	CAR SHOWS	2,380.00	2,000.00	1,968.07	0.00	31.93	98.40
681-000-671.018	MINT FESTIVAL	22,058.00	20,000.00	26,611.96	0.00	(6,611.96)	133.06
681-000-671.024	WINTER FESTIVAL	4,920.00	4,750.00	4,038.75	100.00	711.25	85.03
681-000-671.026	SOAP BOX DERBY	11,150.00	0.00	0.00	0.00	0.00	0.00
681-000-671.028	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.031	MARKETING CO-OP	4,500.00	5,000.00	2,850.00	0.00	2,150.00	57.00
681-000-671.032	FALL FESTIVAL	0.00	0.00	0.00	0.00	0.00	0.00
681-000-671.033	SPRING FESTIVAL	3,750.00	0.00	0.00	0.00	0.00	0.00
681-000-672.000	SPECIAL ASSESSMENTS	0.00	0.00	0.00	0.00	0.00	0.00
681-000-672.006	DOWNTOWN BUSINESS DISTRICT	32,575.00	36,225.00	33,092.18	0.00	3,132.82	91.35
681-000-675.005	CORPORATE SPONSORS	3,750.00	600.00	0.00	0.00	600.00	0.00
681-000-675.008	MURALS & SCULPTURES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.001	FUND BALANCE/RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
681-000-699.035	TRANSFER FROM GENERAL	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		86,621.65	94,875.00	97,004.78	100.00	(2,129.78)	102.24
TOTAL REVENUES		86,621.65	94,875.00	97,004.78	100.00	(2,129.78)	102.24
Expenditures							
Dept 173 - ADMINISTRATION DEPARTMENT							
681-173-729.000	POSTAGE	0.00	0.00	0.00	0.00	0.00	0.00
681-173-730.000	OFFICE SUPPLIES/ADM	0.00	100.00	0.00	0.00	100.00	0.00
681-173-751.000	EVENT COSTS	1,040.00	1,200.00	808.07	0.00	391.93	67.34
681-173-751.001	FARMERS' MARKET	1,350.00	1,000.00	800.00	0.00	200.00	80.00
681-173-751.002	CAR SHOWS	1,606.24	1,500.00	980.00	0.00	520.00	65.33
681-173-751.003	MINT FESTIVAL	14,299.98	15,000.00	12,565.50	0.00	2,434.50	83.77
681-173-751.007	WINTER FESTIVAL	4,095.00	5,500.00	2,457.37	0.00	3,042.63	44.68
681-173-751.008	SOAP BOX DERBY	15,515.32	0.00	0.00	0.00	0.00	0.00
681-173-751.009	BALL DROP	0.00	0.00	0.00	0.00	0.00	0.00
681-173-751.010	FALL FESTIVAL	590.00	600.00	0.00	0.00	600.00	0.00
681-173-751.011	SPRING FESTIVAL	2,427.00	500.00	0.00	0.00	500.00	0.00
681-173-804.000	ADMINISTRATION CHARGES	2,635.00	2,740.00	0.00	0.00	2,740.00	0.00
681-173-814.002	WEBSITE	300.00	300.00	648.00	0.00	(348.00)	216.00
681-173-818.000	CONTRACTUAL SERVICES	18,450.00	10,500.00	5,250.00	0.00	5,250.00	50.00
681-173-818.040	DOWNTOWN IMPROVEMENT	17,485.57	7,000.00	1,376.00	0.00	5,624.00	19.66
681-173-826.086	AUDIT FEES	200.00	410.00	0.00	0.00	410.00	0.00
681-173-853.004	MONTHLY & LONG DISTANCE SERV	473.00	300.00	482.10	80.35	(182.10)	160.70
681-173-870.001	MARKETING INCENTIVE	12,335.48	10,000.00	7,465.00	0.00	2,535.00	74.65
681-173-870.007	GRANTS	0.00	25,000.00	25,000.00	0.00	0.00	100.00
681-173-870.008	MUSIC	1,346.00	1,000.00	1,089.24	0.00	(89.24)	108.92
681-173-900.000	PRINT AND PUBLISHING	0.00	0.00	0.00	0.00	0.00	0.00
681-173-956.000	MISCELLANEOUS	2,241.96	1,000.00	0.00	0.00	1,000.00	0.00
681-173-960.000	EDUCATION AND TRAINING	0.00	1,000.00	0.00	0.00	1,000.00	0.00
681-173-961.000	PROFESSIONAL DUES	225.00	1,125.00	0.00	0.00	1,125.00	0.00
Total Dept 173 - ADMINISTRATION DEPARTMENT		96,615.55	85,775.00	58,921.28	80.35	26,853.72	68.69

REVENUE AND EXPENDITURE REPORT FOR CITY OF ST. JOHNS
 PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 681 - PRINCIPAL SHOPPING DISTRICT							
Expenditures							
TOTAL EXPENDITURES		96,615.55	85,775.00	58,921.28	80.35	26,853.72	68.69
Fund 681 - PRINCIPAL SHOPPING DISTRICT:							
TOTAL REVENUES		86,621.65	94,875.00	97,004.78	100.00	(2,129.78)	102.24
TOTAL EXPENDITURES		96,615.55	85,775.00	58,921.28	80.35	26,853.72	68.69
NET OF REVENUES & EXPENDITURES		(9,993.90)	9,100.00	38,083.50	19.65	(28,983.50)	418.50
TOTAL REVENUES - ALL FUNDS							
TOTAL REVENUES - ALL FUNDS		86,534.63	134,275.00	162,489.09	100.00	(28,214.09)	121.01
TOTAL EXPENDITURES - ALL FUNDS		117,383.18	113,315.00	77,520.52	80.35	35,794.48	68.41
NET OF REVENUES & EXPENDITURES		(30,848.55)	20,960.00	84,968.57	19.65	(64,008.57)	405.38

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-002.000 CASH - IMM/PRI ACCT 1289							
				(Continued)			
07/15/2022	CD	CHK	Check: 03 6194	6194 (A)		100.00	126,058.86
07/15/2022	CD	CHK	Check: 03 6195	6195 (A)		150.00	125,908.86
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486	4,025.00		129,933.86
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022		505.00		130,438.86
07/21/2022	CD	CHK	Check: 03 6209	6209 (A)		80.20	130,358.66
07/26/2022	CD	CHK	Check: 03 61423	61423		525.00	129,833.66
07/26/2022	CD	CHK	Check: 03 61425	61425		150.00	129,683.66
07/26/2022	CD	CHK	Check: 03 61436	61436		150.00	129,533.66
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022		550.00		130,083.66
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	129,208.66
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493	11,850.00		141,058.66
08/09/2022	CD	CHK	Check: 03 61459	61459		400.00	140,658.66
08/09/2022	CD	CHK	Check: 03 61469	61469		6,638.60	134,020.06
08/09/2022	CD	CHK	Check: 03 61470	61470		500.00	133,520.06
08/09/2022	CD	CHK	Check: 03 61480	61480		1,250.00	132,270.06
08/09/2022	CD	CHK	Check: 03 61481	61481		130.00	132,140.06
08/09/2022	CD	CHK	Check: 03 61482	61482		1,200.00	130,940.06
08/09/2022	CD	CHK	Check: 03 61489	61489		150.00	130,790.06
08/09/2022	CD	CHK	Check: 03 61493	61493		1,200.00	129,590.06
08/09/2022	CD	CHK	Check: 03 61505	61505		250.00	129,340.06
08/10/2022	CD	CHK	Check: 03 61506	61506		1,560.00	127,780.06
08/12/2022	CD	CHK	Check: 03 6288	6288 (A)		100.00	127,680.06
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2022		1,000.00		128,680.06
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501	15,150.00		143,830.06
08/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/15/2022		3,526.96		147,357.02
08/16/2022	CD	CHK	Check: 03 61507	61507		3,719.20	143,637.82
08/16/2022	CD	VOID	Check: 03 61470	61470	500.00		144,137.82
08/16/2022	CD	VOID	Check: 03 61469	61469	6,638.60		150,776.42
08/17/2022	CD	CHK	Check: 03 61508	61508		400.00	150,376.42
08/23/2022	CD	CHK	Check: 03 61514	61514		1,226.00	149,150.42
08/23/2022	CD	CHK	Check: 03 61516	61516		200.00	148,950.42
08/23/2022	CD	CHK	Check: 03 61522	61522		150.00	148,800.42
08/23/2022	CD	CHK	Check: 03 61523	61523		150.00	148,650.42
08/23/2022	CD	CHK	Check: 03 61526	61526		500.00	148,150.42
08/23/2022	CD	CHK	Check: 03 61528	61528		150.00	148,000.42
08/23/2022	CD	CHK	Check: 03 61546	61546		325.00	147,675.42
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022		22,335.00		170,010.42
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022		43.07		170,053.49
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022		1,349.00		171,402.49
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)		875.00	170,527.49
08/26/2022	CD	CHK	Check: 03 6335	6335 (A)		80.35	170,447.14
08/30/2022	CD	VOID	Check: 03 61522	61522	150.00		170,597.14
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508	946.95		171,544.09
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/2022		100.00		171,644.09
09/13/2022	CD	CHK	Check: 03 61569	61569		74.05	171,570.04
09/13/2022	CD	CHK	Check: 03 61587	61587		189.24	171,380.80
09/13/2022	CD	CHK	Check: 03 61591	61591		808.07	170,572.73
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/2022		25,000.00		195,572.73
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672	280.55		195,853.28
09/16/2022	CD	CHK	Check: 03 6354	6354 (A)		311.25	195,542.03
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/2022		50.00		195,592.03
09/23/2022	CD	CHK	Check: 03 100009	100009 (E)		80.35	195,511.68
09/27/2022	CD	CHK	Check: 03 61630	61630		325.00	195,186.68
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)		875.00	194,311.68
09/28/2022	CD	CHK	Check: 03 6422	6422 (A)		1,050.00	193,261.68
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	168,261.68
09/29/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/29/2022		900.00		169,161.68
09/30/2022	GJ	JE	RECORD CASH TRANSFERS	13715	303.07		169,464.75
10/11/2022	CD	CHK	Check: 03 61632	61632		300.00	169,164.75
10/11/2022	CD	CHK	Check: 03 61653	61653		576.00	168,588.75
10/15/2022	GJ	JE	RECORD CASH TRANSFERS	13841	291.11		168,879.86
10/19/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/19/2022		450.00		169,329.86
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022		325.00		169,654.86
10/25/2022	CD	CHK	Check: 03 61687	61687		150.00	169,504.86
10/25/2022	GJ	JE	CLEAR DUE TO/FROM ACCOUNTS	13843		121,425.38	48,079.48
10/26/2022	CD	CHK	Check: 03 100016	100016 (E)		80.35	47,999.13
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)		875.00	47,124.13
10/31/2022	GJ	JE	RECORD CASH TRANSFERS	13848		283.32	47,407.45
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022		2,977.00		50,384.45
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022		1,150.00		51,534.45
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022		1,350.00		52,884.45
11/25/2022	CD	CHK	Check: 03 100024	100024 (E)		80.35	52,804.10
11/29/2022	CD	CHK	Check: 03 61727	61727		200.00	52,604.10
11/29/2022	CD	CHK	Check: 03 61735	61735		100.00	52,504.10
11/29/2022	CD	CHK	Check: 03 61740	61740		200.00	52,304.10
11/29/2022	CD	CHK	Check: 03 61748	61748		500.00	51,804.10
11/29/2022	CD	CHK	Check: 03 61756	61756		200.00	51,604.10
11/29/2022	CD	CHK	Check: 03 61763	61763		650.00	50,954.10
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)		2,730.37	48,223.73
12/06/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/06/2022		400.00		48,623.73
12/09/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/09/2022		1,595.00		50,218.73
12/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/12/2022		168.75		50,387.48
12/13/2022	CD	CHK	Check: 03 61774	61774		50.00	50,337.48
12/16/2022	CD	CHK	Check: 03 6611	6611 (A)		915.00	49,422.48
12/20/2022	CD	CHK	Check: 03 61799	61799		6,000.00	43,422.48
12/23/2022	CD	CHK	Check: 03 6620	6620 (A)		875.00	42,547.48
12/23/2022	CD	CHK	Check: 03 100032	100032 (E)		80.35	42,467.13
01/13/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/13/2023		100.00		42,567.13
01/31/2023			681-000-002.000	END BALANCE	104,293.38	187,885.11	42,567.13

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
07/01/2022			681-000-002.007 DEBIT CARD-CASH			BEG. BALANCE	(23.79)
01/31/2023			681-000-002.007	END BALANCE	0.00	0.00	(23.79)
07/01/2022			681-000-084.001 DUE FROM GENERAL FUND			BEG. BALANCE	(121,425.38)
01/31/2023			681-000-084.001	END BALANCE	0.00	0.00	(121,425.38)
07/01/2022			681-000-084.015 DUE FROM CURRENT TAX COLLECT			BEG. BALANCE	0.00
07/15/2022	GJ	JE	RECORD CASH TRANSFERS	13486		4,025.00	(4,025.00)
07/15/2022	GJ	JE	RECORD TAX REVENUES	13487	4,025.00		0.00
07/31/2022	GJ	JE	RECORD CASH TRANSFERS	13493		11,850.00	(11,850.00)
07/31/2022	GJ	JE	RECORD TAX REVENUES	13494	11,850.00		0.00
08/15/2022	GJ	JE	RECORD CASH TRANSFERS	13501		15,150.00	(15,150.00)
08/15/2022	GJ	JE	RECORD TAX REVENUES	13502	15,150.00		0.00
08/31/2022	GJ	JE	RECORD CASH TRANSFERS	13508		946.95	(946.95)
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509	946.95		0.00
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670	280.55		280.55
09/15/2022	GJ	JE	RECORD CASH TRANSFERS	13672		280.55	0.00
09/30/2022	GJ	JE	RECORD CASH TRANSFERS	13715		303.07	(303.07)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716	303.07		0.00
10/15/2022	GJ	JE	RECORD CASH TRANSFERS	13841		291.11	(291.11)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842	291.11		0.00
10/31/2022	GJ	JE	RECORD CASH TRANSFERS	13848		283.32	(283.32)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849	283.32		0.00
01/31/2023			681-000-084.015	END BALANCE	33,130.00	33,130.00	0.00
07/01/2022			681-000-202.000 ACCOUNTS PAYABLE			BEG. BALANCE	(330.20)
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022		150.00	(480.20)
07/07/2022	AP	INV	REIBMURSE; LIQUOR LICENSE FOR MINT FI	07/07/2022		100.00	(580.20)
07/15/2022	CD	CHK	Check: 03 6194	6194 (A)	100.00		(480.20)
07/15/2022	CD	CHK	Check: 03 6195	6195 (A)	150.00		(330.20)
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022		875.00	(1,205.20)
07/17/2022	AP	INV	POLICY #SE1046082; 08/13-08/16 2022	421717		525.00	(1,730.20)
07/19/2022	AP	INV	THURSDAY SINGER	07/25/2022		150.00	(1,880.20)
07/19/2022	AP	INV	THURSDAY SINGER	07/18/2022		150.00	(2,030.20)
07/21/2022	CD	CHK	Check: 03 6209	6209 (A)	80.20		(1,950.00)
07/26/2022	CD	CHK	Check: 03 61423	61423	525.00		(1,425.00)
07/26/2022	CD	CHK	Check: 03 61425	61425	150.00		(1,275.00)
07/26/2022	CD	CHK	Check: 03 61436	61436	150.00		(1,125.00)
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)	875.00		(250.00)
08/01/2022	AP	INV	LIVE REMOTE; DAN STEWART	07/26/2022		100.00	(350.00)
08/04/2022	AP	INV	MINT FESTIVAL CAR SHOW FLYERS	45380		130.00	(480.00)
08/04/2022	AP	INV	MINT FESTIVAL BEVERAGES	W945036		6,638.60	(7,118.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		500.00	(7,618.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		400.00	(8,018.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		1,200.00	(9,218.60)
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022		1,200.00	(10,418.60)
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022		1,250.00	(11,668.60)
08/04/2022	AP	INV	THURSDAY SINGER	08/03/2022		150.00	(11,818.60)
08/09/2022	CD	CHK	Check: 03 61459	61459	400.00		(11,418.60)
08/09/2022	CD	CHK	Check: 03 61469	61469	6,638.60		(4,780.00)
08/09/2022	CD	CHK	Check: 03 61470	61470	500.00		(4,280.00)
08/09/2022	CD	CHK	Check: 03 61480	61480	1,250.00		(3,030.00)
08/09/2022	CD	CHK	Check: 03 61481	61481	130.00		(2,900.00)
08/09/2022	CD	CHK	Check: 03 61482	61482	1,200.00		(1,700.00)
08/09/2022	CD	CHK	Check: 03 61489	61489	150.00		(1,550.00)
08/09/2022	CD	CHK	Check: 03 61493	61493	1,200.00		(350.00)
08/09/2022	CD	CHK	Check: 03 61505	61505	250.00		(100.00)
08/10/2022	AP	INV	STAGING & ROOF; REMAINING BALANCE	34718 #2		1,560.00	(1,660.00)
08/10/2022	CD	CHK	Check: 03 61506	61506	1,560.00		(100.00)
08/12/2022	CD	CHK	Check: 03 6288	6288 (A)	100.00		0.00
08/16/2022	AP	INV	MINT FESTIVAL BEVERAGES	W-945036		3,719.20	(3,719.20)
08/16/2022	CD	CHK	Check: 03 61507	61507	3,719.20		0.00
08/16/2022	AP	VOID	Void Invoice 08/03/2022 01-12-0172	08/03/2022	500.00		500.00
08/16/2022	CD	VOID	Check: 03 61470	61470		500.00	0.00
08/16/2022	AP	VOID	Void Invoice W945036 02-04-0156	W945036	6,638.60		6,638.60
08/16/2022	CD	VOID	Check: 03 61469	61469		6,638.60	0.00
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998		400.00	(400.00)
08/16/2022	AP	INV	MINT FESTIVAL; SETUP/CANCELLATION	08/15/2022		200.00	(600.00)
08/16/2022	AP	INV	PORTAPOTTIES/BEVERAGE TENT	12		1,226.00	(1,826.00)
08/16/2022	AP	INV	THURSDAY SINGER	08/23/2022		150.00	(1,976.00)
08/16/2022	AP	INV	THURSDAY SINGER	09/06/2022		150.00	(2,126.00)
08/16/2022	AP	INV	THURSDAY SINGER	09/13/2022		150.00	(2,276.00)
08/17/2022	CD	CHK	Check: 03 61508	61508	400.00		(1,876.00)
08/17/2022	AP	INV	PROMOTION, AD, WEBSITE FEES 08/25/22	02/08/2022		500.00	(2,376.00)
08/17/2022	AP	INV	TELEPHONE SERVICE - 08/2022	08/10/2022		80.35	(2,456.35)
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022		875.00	(3,331.35)
08/18/2022	AP	INV	AIRED SPOTS; SJPDFARMKT2215	3572698-2		225.00	(3,556.35)
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS MI	3563351-2		100.00	(3,656.35)
08/23/2022	CD	CHK	Check: 03 61514	61514	1,226.00		(2,430.35)
08/23/2022	CD	CHK	Check: 03 61516	61516	200.00		(2,230.35)
08/23/2022	CD	CHK	Check: 03 61522	61522	150.00		(2,080.35)
08/23/2022	CD	CHK	Check: 03 61523	61523	150.00		(1,930.35)
08/23/2022	CD	CHK	Check: 03 61526	61526	500.00		(1,430.35)
08/23/2022	CD	CHK	Check: 03 61528	61528	150.00		(1,280.35)
08/23/2022	CD	CHK	Check: 03 61546	61546	325.00		(955.35)
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)	875.00		(80.35)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
681-000-202.000 ACCOUNTS PAYABLE							
				(Continued)			
08/26/2022	CD	CHK	Check: 03 6335	6335(A)	80.35		0.00
08/30/2022	AP	VOID	Void Invoice 08/23/2022 01-16-1036	08/23/2022	150.00		150.00
08/30/2022	CD	VOID	Check: 03 61522	61522		150.00	0.00
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022		808.07	(808.07)
09/07/2022	AP	INV	DOWNTOWN RADIO RENEWAL	7TEZZ20HY		189.24	(997.31)
09/07/2022	AP	INV	REIMBURSE; ICE/POP	09/01/2022		74.05	(1,071.36)
09/07/2022	AP	INV	REIMBURSE; WRIST BANDS, TIES, ICE POI	09/01/2022		311.25	(1,382.61)
09/13/2022	CD	CHK	Check: 03 61569	61569	74.05		(1,308.56)
09/13/2022	CD	CHK	Check: 03 61587	61587	189.24		(1,119.32)
09/13/2022	CD	CHK	Check: 03 61591	61591	808.07		(311.25)
09/15/2022	AP	INV	TELEPHONE SERVICE - 09/2022	09/10/2022		80.35	(391.60)
09/16/2022	CD	CHK	Check: 03 6354	6354(A)	311.25		(80.35)
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022		875.00	(955.35)
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3563351-3		100.00	(1,055.35)
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3572698-3		225.00	(1,280.35)
09/20/2022	AP	INV	ACT #1398; ADVERTISING MINT FEST 2022	1280020689		1,050.00	(2,330.35)
09/23/2022	CD	CHK	Check: 03 100009	100009(E)	80.35		(2,250.00)
09/27/2022	CD	CHK	Check: 03 61630	61630	325.00		(1,925.00)
09/28/2022	CD	CHK	Check: 03 6396	6396(A)	875.00		(1,050.00)
09/28/2022	CD	CHK	Check: 03 6422	6422(A)	1,050.00		0.00
10/04/2022	AP	INV	HARDY MUMS	10/04/2022		576.00	(576.00)
10/06/2022	AP	INV	PUMPKINS	10/06/2022		300.00	(876.00)
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022		875.00	(1,751.00)
10/11/2022	CD	CHK	Check: 03 61632	61632	300.00		(1,451.00)
10/11/2022	CD	CHK	Check: 03 61653	61653	576.00		(875.00)
10/18/2022	AP	INV	TELEPHONE SERVICE - 10/2022	10/10/2022		80.35	(955.35)
10/20/2022	AP	INV	WEB PREROLL/POSTROLL CPM	3563351-4		150.00	(1,105.35)
10/25/2022	CD	CHK	Check: 03 61687	61687	150.00		(955.35)
10/26/2022	CD	CHK	Check: 03 100016	100016(E)	80.35		(875.00)
10/27/2022	CD	CHK	Check: 03 6479	6479(A)	875.00		0.00
11/04/2022	AP	INV	TELEPHONE SERVICE - 11/2022	11/10/2022		80.35	(80.35)
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022		875.00	(955.35)
11/18/2022	AP	INV	AIRE SPOTS 14	3750168-1		500.00	(1,455.35)
11/18/2022	AP	INV	WEB PREROLL/POSTROLL CPM ROS	3563351-5		150.00	(1,605.35)
11/22/2022	AP	INV	REIMBURSE; WILD APRICOT WEBSITE	11/22/2022		648.00	(2,253.35)
11/22/2022	AP	INV	REIMBURSE; CHRISTMAS ITEMS - DWNTWN	11/22/2022		1,207.37	(3,460.72)
11/22/2022	AP	INV	HOLIDAY POLE SIGNS & ST NICK SIGN	19395		500.00	(3,960.72)
11/22/2022	AP	INV	ST. NICK/ WINTER FESTIVAL 2022	11/22/2022		100.00	(4,060.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,260.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,460.72)
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022		200.00	(4,660.72)
11/25/2022	CD	CHK	Check: 03 100024	100024(E)	80.35		(4,580.37)
11/29/2022	CD	CHK	Check: 03 61727	61727	200.00		(4,380.37)
11/29/2022	CD	CHK	Check: 03 61735	61735	100.00		(4,280.37)
11/29/2022	CD	CHK	Check: 03 61740	61740	200.00		(4,080.37)
11/29/2022	CD	CHK	Check: 03 61748	61748	500.00		(3,580.37)
11/29/2022	CD	CHK	Check: 03 61756	61756	200.00		(3,380.37)
11/29/2022	CD	CHK	Check: 03 61763	61763	650.00		(2,730.37)
11/30/2022	CD	CHK	Check: 03 6560	6560(A)	2,730.37		0.00
12/06/2022	AP	INV	ORDER #21256	12N0021256		915.00	(915.00)
12/07/2022	AP	INV	FOR WINTER FESTIVAL - 2022	6746		50.00	(965.00)
12/13/2022	CD	CHK	Check: 03 61774	61774	50.00		(915.00)
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022		875.00	(1,790.00)
12/15/2022	AP	INV	TELEPHONE SERVICE - 12/2022	12/10/2022		80.35	(1,870.35)
12/16/2022	CD	CHK	Check: 03 6611	6611(A)	915.00		(955.35)
12/19/2022	AP	INV	DOWNTOWN PROMOTIONS	12/19/2022		6,000.00	(6,955.35)
12/20/2022	CD	CHK	Check: 03 61799	61799	6,000.00		(955.35)
12/23/2022	CD	CHK	Check: 03 6620	6620(A)	875.00		(80.35)
12/23/2022	CD	CHK	Check: 03 100032	100032(E)	80.35		0.00
01/15/2023	AP	INV	TELEPHONE SERVICE - 01/2023	01/10/2023		80.35	(80.35)
01/31/2023			681-000-202.000	END BALANCE	48,748.33	48,498.48	(80.35)
681-000-214.001 DUE TO GENERAL FUND							
07/01/2022				BEG. BALANCE			0.00
10/25/2022	GJ	JE	CLEAR DUE TO/FROM ACCOUNTS	13843	121,425.38		121,425.38
01/31/2023			681-000-214.001	END BALANCE	121,425.38	0.00	121,425.38
681-000-390.000 Fund Balance							
07/01/2022				BEG. BALANCE			(4,379.49)
01/31/2023			681-000-390.000	END BALANCE	0.00	0.00	(4,379.49)
681-000-544.005 GRANTS							
07/01/2022				BEG. BALANCE			0.00
09/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/15/2022			25,000.00	(25,000.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			1,500.00	(26,500.00)
01/31/2023			681-000-544.005	END BALANCE	0.00	26,500.00	(26,500.00)
681-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2022				BEG. BALANCE			0.00
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509		9.44	(9.44)
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670		5.55	(14.99)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716		5.97	(20.96)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842		8.54	(29.50)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849		8.32	(37.82)
01/31/2023			681-000-665.000	END BALANCE	0.00	37.82	(37.82)
681-000-671.007 FARMERS' MARKET							
07/01/2022				BEG. BALANCE			0.00
07/18/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/18/2022			505.00	(505.00)
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022			424.00	(929.00)

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
(Continued)							
11/01/2022	CR	RCPT	681-000-671.007 FARMERS' MARKET			977.00	(1,906.00)
01/31/2023			PRINCIPAL SHOPPING DISTRICT 11/01/2022				
			681-000-671.007	END BALANCE	0.00	1,906.00	(1,906.00)
07/01/2022			681-000-671.010 CAR SHOWS		BEG. BALANCE		0.00
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			800.00	(800.00)
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			43.07	(843.07)
08/25/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/25/2022			925.00	(1,768.07)
09/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/12/2022			100.00	(1,868.07)
09/21/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/21/2022			50.00	(1,918.07)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			50.00	(1,968.07)
01/31/2023			681-000-671.010	END BALANCE	0.00	1,968.07	(1,968.07)
07/01/2022			681-000-671.018 MINT FESTIVAL		BEG. BALANCE		0.00
07/28/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 07/28/2022			550.00	(550.00)
08/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/12/2022			1,000.00	(1,550.00)
08/15/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/15/2022			3,526.96	(5,076.96)
08/24/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 08/24/2022			21,535.00	(26,611.96)
01/31/2023			681-000-671.018	END BALANCE	0.00	26,611.96	(26,611.96)
07/01/2022			681-000-671.024 WINTER FESTIVAL		BEG. BALANCE		0.00
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022			25.00	(25.00)
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022			850.00	(875.00)
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022			1,050.00	(1,925.00)
12/06/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/06/2022			250.00	(2,175.00)
12/09/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/09/2022			1,595.00	(3,770.00)
12/12/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/12/2022			168.75	(3,938.75)
01/13/2023	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 01/13/2023			100.00	(4,038.75)
01/31/2023			681-000-671.024	END BALANCE	0.00	4,038.75	(4,038.75)
07/01/2022			681-000-671.031 MARKETING CO-OP		BEG. BALANCE		0.00
09/29/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 09/29/2022			900.00	(900.00)
10/19/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/19/2022			450.00	(1,350.00)
10/20/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 10/20/2022			300.00	(1,650.00)
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/2022			450.00	(2,100.00)
11/17/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/17/2022			300.00	(2,400.00)
11/23/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/23/2022			300.00	(2,700.00)
12/06/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 12/06/2022			150.00	(2,850.00)
01/31/2023			681-000-671.031	END BALANCE	0.00	2,850.00	(2,850.00)
07/01/2022			681-000-672.006 DOWNTOWN BUSINESS DISTRICT		BEG. BALANCE		0.00
07/15/2022	GJ	JE	RECORD TAX REVENUES	13487		4,025.00	(4,025.00)
07/31/2022	GJ	JE	RECORD TAX REVENUES	13494		11,850.00	(15,875.00)
08/15/2022	GJ	JE	RECORD TAX REVENUES	13502		15,150.00	(31,025.00)
08/31/2022	GJ	JE	RECORD TAX REVENUES	13509		937.51	(31,962.51)
09/15/2022	GJ	JE	RECORD TAX REVENUES	13670		275.00	(32,237.51)
09/30/2022	GJ	JE	RECORD TAX REVENUES	13716		297.10	(32,534.61)
10/15/2022	GJ	JE	RECORD TAX REVENUES	13842		282.57	(32,817.18)
10/31/2022	GJ	JE	RECORD TAX REVENUES	13849		275.00	(33,092.18)
01/31/2023			681-000-672.006	END BALANCE	0.00	33,092.18	(33,092.18)
07/01/2022			681-173-751.000 EVENT COSTS		BEG. BALANCE		0.00
08/30/2022	AP	INV	SALES TAX RETURN FOR SPECIAL EVENTS	08/30/2022	808.07		808.07
01/31/2023			681-173-751.000	END BALANCE	808.07	0.00	808.07
07/01/2022			681-173-751.001 FARMERS' MARKET		BEG. BALANCE		0.00
08/18/2022	AP	INV	AIRD SPOTS; SJPDFARMKT2215	3572698-2	225.00		225.00
08/18/2022	AP	INV	WEB 320X50 728X90 300X250, FARMERS MI	3563351-2	100.00		325.00
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3563351-3	100.00		425.00
09/19/2022	AP	INV	2022 FARMERS MARKET PROMOTION	3572698-3	225.00		650.00
10/20/2022	AP	INV	WEB PREROLL/POSTROLL CPM	3563351-4	150.00		800.00
01/31/2023			681-173-751.001	END BALANCE	800.00	0.00	800.00
07/01/2022			681-173-751.002 CAR SHOWS		BEG. BALANCE		0.00
08/01/2022	AP	INV	LIVE REMOTE; DAN STEWART	07/26/2022	100.00		100.00
08/04/2022	AP	INV	MINT FESTIVAL CAR SHOW FLYERS	45380	130.00		230.00
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022	250.00		480.00
08/17/2022	AP	INV	PROMOTION, AD, WEBSITE FEES 08/25/22	02/08/2022	500.00		980.00
01/31/2023			681-173-751.002	END BALANCE	980.00	0.00	980.00
07/01/2022			681-173-751.003 MINT FESTIVAL		BEG. BALANCE		0.00
07/07/2022	AP	INV	REIMURSE; LIQUOR LICENSE FOR MINT FI	07/07/2022	100.00		100.00
07/17/2022	AP	INV	POLICY #SE1046082; 08/13-08/16 2022	421717	525.00		625.00
08/04/2022	AP	INV	MINT FESTIVAL BEVERAGES	W945036	6,638.60		7,263.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	500.00		7,763.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	400.00		8,163.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	1,200.00		9,363.60
08/04/2022	AP	INV	MINT FESTIVAL BAND; 2022	08/03/2022	1,200.00		10,563.60
08/04/2022	AP	INV	CASH FOR MINT FESTIVAL; 2022	08/03/2022	1,000.00		11,563.60
08/10/2022	AP	INV	STAGING & ROOF; REMAINING BALANCE	34718 #2	1,560.00		13,123.60
08/16/2022	AP	INV	MINT FESTIVAL BEVERAGES	W-945036	3,719.20		16,842.80
08/16/2022	AP	VOID	Void Invoice 08/03/2022 01-12-0172	08/03/2022		500.00	16,342.80
08/16/2022	AP	VOID	Void Invoice W945036 02-04-0156	W945036		6,638.60	9,704.20
08/16/2022	AP	INV	MINT FESTIVAL; SETUP/CANCELLATION	08/15/2022	200.00		9,904.20
08/16/2022	AP	INV	PORTAPOTTIES/BEVERAGE TENT	12	1,226.00		11,130.20

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
			681-173-751.003 MINT FESTIVAL	(Continued)			
09/07/2022	AP	INV	REIMBURSE; ICE/POP	09/01/2022	74.05		11,204.25
09/07/2022	AP	INV	REIMBURSE; WRIST BANDS, TIES, ICE POI	09/01/2022	311.25		11,515.50
09/20/2022	AP	INV	ACT #1398; ADVERTISING MINT FEST 202	1280020689	1,050.00		12,565.50
01/31/2023			681-173-751.003	END BALANCE	19,704.10	7,138.60	12,565.50
			681-173-751.007 WINTER FESTIVAL	BEG. BALANCE			0.00
07/01/2022							
11/22/2022	AP	INV	REIMBURSE; CHRISTMAS ITEMS - DWNTWN	11/22/2022	1,207.37		1,207.37
11/22/2022	AP	INV	HOLIDAY POLE SIGNS & ST NICK SIGN	19395	500.00		1,707.37
11/22/2022	AP	INV	ST. NICK/ WINTER FESTIVAL 2022	11/22/2022	100.00		1,807.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,007.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,207.37
11/22/2022	AP	INV	MARCHING BAND; WINTER FESTIVAL 2022	11/22/2022	200.00		2,407.37
12/07/2022	AP	INV	FOR WINTER FESTIVAL - 2022	6746	50.00		2,457.37
01/31/2023			681-173-751.007	END BALANCE	2,457.37	0.00	2,457.37
			681-173-814.002 WEBSITE	BEG. BALANCE			0.00
07/01/2022							
11/22/2022	AP	INV	REIMBURSE; WILD APRICOT WEBSITE	11/22/2022	648.00		648.00
01/31/2023			681-173-814.002	END BALANCE	648.00	0.00	648.00
			681-173-818.000 CONTRACTUAL SERVICES	BEG. BALANCE			0.00
07/01/2022							
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022	875.00		1,750.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022	875.00		2,625.00
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022	875.00		3,500.00
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022	875.00		4,375.00
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022	875.00		5,250.00
01/31/2023			681-173-818.000	END BALANCE	5,250.00	0.00	5,250.00
			681-173-818.040 DOWNTOWN IMPROVEMENT	BEG. BALANCE			0.00
07/01/2022							
10/04/2022	AP	INV	HARDY MUMS	10/04/2022	576.00		576.00
10/06/2022	AP	INV	PUMPKINS	10/06/2022	300.00		876.00
11/18/2022	AP	INV	AIRD SPOTS 14	3750168-1	500.00		1,376.00
01/31/2023			681-173-818.040	END BALANCE	1,376.00	0.00	1,376.00
			681-173-853.004 MONTHLY & LONG DISTANCE SERV	BEG. BALANCE			0.00
07/01/2022							
08/17/2022	AP	INV	TELEPHONE SERVICE - 08/2022	08/10/2022	80.35		80.35
09/15/2022	AP	INV	TELEPHONE SERVICE - 09/2022	09/10/2022	80.35		160.70
10/18/2022	AP	INV	TELEPHONE SERVICE - 10/2022	10/10/2022	80.35		241.05
11/04/2022	AP	INV	TELEPHONE SERVICE - 11/2022	11/10/2022	80.35		321.40
12/15/2022	AP	INV	TELEPHONE SERVICE - 12/2022	12/10/2022	80.35		401.75
01/15/2023	AP	INV	TELEPHONE SERVICE - 01/2023	01/10/2023	80.35		482.10
01/31/2023			681-173-853.004	END BALANCE	482.10	0.00	482.10
			681-173-870.001 MARKETING INCENTIVE	BEG. BALANCE			0.00
07/01/2022							
08/16/2022	AP	INV	SPONSOR TEE SIGN; 4 FREE PASSES	58998	400.00		400.00
11/18/2022	AP	INV	WEB PREROLL/POSTROLL CPM ROS	3563351-5	150.00		550.00
12/06/2022	AP	INV	ORDER #21256	12N0021256	915.00		1,465.00
12/19/2022	AP	INV	DOWNTOWN PROMOTIONS	12/19/2022	6,000.00		7,465.00
01/31/2023			681-173-870.001	END BALANCE	7,465.00	0.00	7,465.00
			681-173-870.007 GRANTS	BEG. BALANCE			0.00
07/01/2022							
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		25,000.00
01/31/2023			681-173-870.007	END BALANCE	25,000.00	0.00	25,000.00
			681-173-870.008 MUSIC	BEG. BALANCE			0.00
07/01/2022							
07/07/2022	AP	INV	THURSDAY SINGER	07/07/2022	150.00		150.00
07/19/2022	AP	INV	THURSDAY SINGER	07/25/2022	150.00		300.00
07/19/2022	AP	INV	THURSDAY SINGER	07/18/2022	150.00		450.00
08/04/2022	AP	INV	THURSDAY SINGER	08/03/2022	150.00		600.00
08/16/2022	AP	INV	THURSDAY SINGER	08/23/2022	150.00		750.00
08/16/2022	AP	INV	THURSDAY SINGER	09/06/2022	150.00		900.00
08/16/2022	AP	INV	THURSDAY SINGER	09/13/2022	150.00		1,050.00
08/30/2022	AP	VOID	Void Invoice 08/23/2022 01-16-1036	08/23/2022		150.00	900.00
09/07/2022	AP	INV	DOWNTOWN RADIO RENEWAL	7TEZ20HY	189.24		1,089.24
01/31/2023			681-173-870.008	END BALANCE	1,239.24	150.00	1,089.24

PERIOD ENDING 01/31/2023

GL NUMBER	DESCRIPTION	END BALANCE 06/30/2022	2022-23 AMENDED BUDGET	YTD BALANCE 01/31/2023	ACTIVITY FOR MONTH 01/31/23	AVAILABLE BALANCE	% BDGT USED
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY							
Revenues							
Dept 000 - REVENUE							
248-000-404.000	CURRENT PROPERTY TAX	0.00	39,400.00	64,792.47	0.00	(25,392.47)	164.45
248-000-543.010	GRANTS	0.00	0.00	700.00	0.00	(700.00)	100.00
248-000-665.000	INTEREST EARNED/INVESTMENTS	(87.02)	0.00	(8.16)	0.00	8.16	100.00
248-000-699.034	FROM RESERVES	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 000 - REVENUE		(87.02)	39,400.00	65,484.31	0.00	(26,084.31)	166.20
TOTAL REVENUES		(87.02)	39,400.00	65,484.31	0.00	(26,084.31)	166.20
Expenditures							
Dept 451 - NEW CONSTRUCTION							
248-451-804.000	ADMINISTRATION CHARGES	987.00	1,040.00	0.00	0.00	1,040.00	0.00
248-451-818.000	CONTRACTUAL SERVICES	4,206.96	10,500.00	5,250.00	0.00	5,250.00	50.00
248-451-818.040	DOWNTOWN IMPROVEMENT	14,720.69	6,000.00	13,349.24	0.00	(7,349.24)	222.49
248-451-880.007	FACADE GRANTS	0.00	10,000.00	0.00	0.00	10,000.00	0.00
248-451-956.000	MISCELLANEOUS	852.98	0.00	0.00	0.00	0.00	0.00
248-451-976.001	LAND PURCHASE	0.00	0.00	0.00	0.00	0.00	0.00
Total Dept 451 - NEW CONSTRUCTION		20,767.63	27,540.00	18,599.24	0.00	8,940.76	67.54
TOTAL EXPENDITURES		20,767.63	27,540.00	18,599.24	0.00	8,940.76	67.54
Fund 248 - DOWNTOWN DEVELOPMENT AUTHORITY:							
TOTAL REVENUES		(87.02)	39,400.00	65,484.31	0.00	(26,084.31)	166.20
TOTAL EXPENDITURES		20,767.63	27,540.00	18,599.24	0.00	8,940.76	67.54
NET OF REVENUES & EXPENDITURES		(20,854.65)	11,860.00	46,885.07	0.00	(35,025.07)	395.32

Date	JNL	Type	Description	Reference #	Debits	Credits	Balance
Fund 248 DOWNTOWN DEVELOPMENT AUTHORITY							
07/01/2022			248-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		50,609.12
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)		875.00	49,734.12
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	23,860.77		73,594.89
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504	40,931.70		114,526.59
07/31/2022	GJ	JE	03 INTEREST ALLOCATION	13817		8.16	114,518.43
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)		875.00	113,643.43
09/15/2022	CD	CHK	Check: 03 61603	61603		25,000.00	88,643.43
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)		875.00	87,768.43
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702	25,000.00		112,768.43
10/25/2022	GJ	JE	CLEAR DUE TO/FROM	13846		987.00	111,781.43
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)		875.00	110,906.43
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202		700.00		111,606.43
11/15/2022	CD	CHK	Check: 03 61721	61721		4,349.24	107,257.19
11/16/2022	CD	CHK	Check: 03 61723	61723		9,000.00	98,257.19
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)		875.00	97,382.19
12/23/2022	CD	CHK	Check: 03 6620	6620 (A)		875.00	96,507.19
01/31/2023			248-000-002.000	END BALANCE	90,492.47	44,594.40	96,507.19
248-000-202.000 ACCOUNTS PAYABLE							
07/01/2022					BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022		875.00	(875.00)
07/29/2022	CD	CHK	Check: 03 6224	6224 (A)	875.00		0.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022		875.00	(875.00)
08/26/2022	CD	CHK	Check: 03 6315	6315 (A)	875.00		0.00
09/15/2022	AP	INV	GRANT MONEY; DOWNTOWN IMPROVMENTS	09/15/2022		25,000.00	(25,000.00)
09/15/2022	CD	CHK	Check: 03 61603	61603	25,000.00		0.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022		875.00	(875.00)
09/28/2022	CD	CHK	Check: 03 6396	6396 (A)	875.00		0.00
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022		875.00	(875.00)
10/27/2022	CD	CHK	Check: 03 6479	6479 (A)	875.00		0.00
11/01/2022	AP	INV	REEL OF DIRECT BURIAL SPEAKER WIRE 14	102222.3		803.52	(803.52)
11/01/2022	AP	INV	MAKE CONNECTION TO DWNTWN SYSTEM FOR	102222.2		845.00	(1,648.52)
11/01/2022	AP	INV	REPLACE MISSING MOBILE RACK	102222.1		2,700.72	(4,349.24)
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022		875.00	(5,224.24)
11/15/2022	CD	CHK	Check: 03 61721	61721	4,349.24		(875.00)
11/16/2022	AP	INV	DEPOSIT TO START PROJECT	111522.1		9,000.00	(9,875.00)
11/16/2022	CD	CHK	Check: 03 61723	61723	9,000.00		(875.00)
11/30/2022	CD	CHK	Check: 03 6560	6560 (A)	875.00		0.00
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022		875.00	(875.00)
12/23/2022	CD	CHK	Check: 03 6620	6620 (A)	875.00		0.00
01/31/2023			248-000-202.000	END BALANCE	43,599.24	43,599.24	0.00
248-000-214.001 DUE TO GENERAL FUND							
07/01/2022					BEG. BALANCE		(987.00)
10/25/2022	GJ	JE	CLEAR DUE TO/FROM	13846	987.00		0.00
01/31/2023			248-000-214.001	END BALANCE	987.00	0.00	0.00
248-000-390.000 Fund Balance							
07/01/2022					BEG. BALANCE		(49,622.12)
01/31/2023			248-000-390.000	END BALANCE	0.00	0.00	(49,622.12)
248-000-404.000 CURRENT PROPERTY TAX							
07/01/2022					BEG. BALANCE		0.00
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504		23,860.77	(23,860.77)
07/31/2022	GJ	JE	TO PAY DDA TAX CAPTURE	13504		40,931.70	(64,792.47)
01/31/2023			248-000-404.000	END BALANCE	0.00	64,792.47	(64,792.47)
248-000-543.010 GRANTS							
07/01/2022					BEG. BALANCE		0.00
11/01/2022	CR	RCPT	PRINCIPAL SHOPPING DISTRICT 11/01/202			700.00	(700.00)
01/31/2023			248-000-543.010	END BALANCE	0.00	700.00	(700.00)
248-000-665.000 INTEREST EARNED/INVESTMENTS							
07/01/2022					BEG. BALANCE		0.00
07/31/2022	GJ	JE	03 INTEREST ALLOCATION	13817	8.16		8.16
01/31/2023			248-000-665.000	END BALANCE	8.16	0.00	8.16
248-451-818.000 CONTRACTUAL SERVICES							
07/01/2022					BEG. BALANCE		0.00
07/15/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 07/2022	JUL2022	875.00		875.00
08/18/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 08/2022	AUG2022	875.00		1,750.00
09/16/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 09/2022	SEP2022	875.00		2,625.00
10/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 10/2022	OCT2022	875.00		3,500.00
11/07/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 11/2022	NOV2022	875.00		4,375.00
12/13/2022	AP	INV	EXECUTIVE DIRECTOR PAYROLL; 12/2022	DEC2022	875.00		5,250.00
01/31/2023			248-451-818.000	END BALANCE	5,250.00	0.00	5,250.00
248-451-818.040 DOWNTOWN IMPROVEMENT							
07/01/2022					BEG. BALANCE		0.00
09/15/2022	AP	INV	GRANT MONEY; DOWNTOWN IMPROVMENTS	09/15/2022	25,000.00		25,000.00
09/29/2022	GJ	JE	TO RECLASS GRANT EXPENSE	13702		25,000.00	0.00
11/01/2022	AP	INV	REEL OF DIRECT BURIAL SPEAKER WIRE 14	102222.3	803.52		803.52
11/01/2022	AP	INV	MAKE CONNECTION TO DWNTWN SYSTEM FOR	102222.2	845.00		1,648.52
11/01/2022	AP	INV	REPLACE MISSING MOBILE RACK	102222.1	2,700.72		4,349.24
11/16/2022	AP	INV	DEPOSIT TO START PROJECT	111522.1	9,000.00		13,349.24
01/31/2023			248-451-818.040	END BALANCE	38,349.24	25,000.00	13,349.24
Fund 681 PRINCIPAL SHOPPING DISTRICT							
07/01/2022			681-000-002.000 CASH - IMM/PRI ACCT 1289		BEG. BALANCE		126,158.86



Principal Shopping District and Downtown Development Authority
100 E. State, PO Box 477 – St. Johns, MI – 48879 (989) 224-8944 ext. 233

www.DowntownStJohnsMi.com
psdcityofsj@gmail.com

Executive Director Activity for Dec 22 and January 23

- A. Added Agenda to City Website
- B. Posted events and happenings on Downtown and Community Facebook pages
- C. Collected funds for Commercial promo
- D. Collected funds for Pole Sponsors
- E. Set up tables and chairs for Gingerbread house and parade announcement
- F. Set up downtown peekaboo
- G. Candy in Gingerbread house and added lights.
- H. Meet with YAC kids for Crowd Control.
- I. Meet with and paid High School Bands.
- J. Paid St Nick
- K. Set up the Rotary in the Depot.
- L. Worked with volunteers for the parade.
- M. Worked with the Knights and Lions for the Chili
- N. Worked with Bob's to get sleigh and St Nick for the Parade
- O. Signed up a lot of last-minute parade entries
- P. Canceled Cars for Parade, using Jason's Train for Saint, Mayor, King and Queen
- Q. Talked with new Mayor for parade
- R. Made gift basket for Saint of the Year
- S. Made parade script
- T. Made award ceremony script
- U. Clean up after the parade
- V. Worked with contractor and city to get speakers ready for the parade.
- W. Moved mobile amp in to place for the parade.
- X. Talked with Fire chief about burn barrels
- Y. Talked with Ferralls about when and where to put the wood.
- Z. Talked with Sharon for face painting
- AA. Events Committees meeting, agenda and minutes
- BB. Executive Committee meeting, agenda and minutes
- CC. Board Meeting, Minutes and agenda
- DD. Turned in Bills and deposits to the City Treasurer
- EE. Chamber Meetings
- FF. City Council Meeting
- GG. Started work on new CRM Website
- HH. Added events to Chamber Calendar
- II. Sent out weekly update emails
- JJ. Parking Committee Meetings, agenda, minutes
- KK. Organized Yearly Citizen Committee Meeting