



Cheyenne Downtown Development Authority

October 2023 Financial Report

Prepared by:

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Prepared on:

November 8, 2023

Downtown Development Authority

Balance Sheet

As of October 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100 Jonah Bank (2595)	32,180.00
103 WGIF	525,091.48
105 Jonah Wildcatter (0230)	321,215.71
110 Jonah Savings (1398)	300,070.96
Total Bank Accounts	\$1,178,558.15
Accounts Receivable	
130 Accounts Receivable (A/R)	25,000.00
Total Accounts Receivable	\$25,000.00
Total Current Assets	\$1,203,558.15
TOTAL ASSETS	\$1,203,558.15
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
200 Accounts Payable (A/P)	0.00
Total Accounts Payable	\$0.00
Credit Cards	
205 Jonah Credit Card	1,435.35
Total Credit Cards	\$1,435.35
Other Current Liabilities	
210 Due to Visit Cheyenne	0.00
275 Deferred Revenue	0.00
Total Other Current Liabilities	\$0.00
Total Current Liabilities	\$1,435.35
Total Liabilities	\$1,435.35
Equity	
305 Committed	95,578.00
310 Committed - CIG	1.00
315 Committed - Sponsorship	2,500.00
320 Committed - FIP	232,151.31
335 Unassigned	1,014,095.44
Net Income	-142,202.95
Total Equity	\$1,202,122.80
TOTAL LIABILITIES AND EQUITY	\$1,203,558.15

Downtown Development Authority

Profit and Loss Detail

October 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
Ordinary Income/Expenses			
Income			
405 Laramie County			
10/31/2023	Laramie County Treasurer	General Support - Fiscal Year 2024	5,000.00
Total for 405 Laramie County			\$5,000.00
410 LCEDJPB			
10/31/2023	Cheyenne-Laramie Co. Economic Development JPB	Grant to support Capital Improvement Grant program	20,000.00
Total for 410 LCEDJPB			\$20,000.00
425 Mill Levy			
10/17/2023	Laramie County Treasurer	September 2023 Mill Levy	28,553.30
Total for 425 Mill Levy			\$28,553.30
430 Wyoming Business Council			
10/19/2023	Wyoming Business Council	Wyoming Working Together Training Funds Grant	1,000.00
Total for 430 Wyoming Business Council			\$1,000.00
445 Other Income			
10/26/2023		Restitution	105.00
Total for 445 Other Income			\$105.00
Total for Income			\$54,658.30
Expenses			
Administration			
500 Computer Hardware & Software			
10/09/2023	Geek Garage	HDMI Adapter for computer	31.80
10/21/2023	Intuit	QuickBooks Online Subscription	85.00
Total for 500 Computer Hardware & Software			\$116.80
506 Website Renewal & Maintenance			
10/01/2023	Google	Google Doman Fee - October 2023	90.00
10/06/2023	Whittemore	Website Maintenance - September 2023	99.00
Total for 506 Website Renewal & Maintenance			\$189.00
525 Rent			
10/25/2023	Bayledge Properties LLC	Office Rent - November 2023	1,650.00
Total for 525 Rent			\$1,650.00
550 Office Supplies			
10/05/2023	Office Depot	Partition boards for voting privacy	37.49
10/06/2023	Amazon	Computer monitors for front desk	189.16
10/13/2023	Walmart	Election volunteers supplies	36.32
10/21/2023	Amazon	Office chair for Irene Parsons	148.39
10/24/2023	Walmart	Frame and sharpie pens 4 pack	30.74
10/26/2023	Walmart	Poster frame	8.46
10/26/2023	Go Slo Apparel	Office Art	39.91
10/26/2023	Office Depot	Webcam front desk	23.31
10/26/2023	Trophy Creative	Name tag	11.00
Total for 550 Office Supplies			\$524.78
555 Credit Card & Bank Fees			

Downtown Development Authority

Profit and Loss Detail

October 2023

DATE	NAME	MEMO/DESCRIPTION	AMOUNT
10/19/2023	AMS	Credit Card Processing Fee	2.95
Total for 555 Credit Card & Bank Fees			\$2.95
591 Utilities			
10/17/2023	Black Hills Energy	Utilities - September 2023	93.25
10/19/2023	Board Of Public Utilities	Water and Sewer October 2023	31.28
Total for 591 Utilities			\$124.53
Total for Administration			\$2,608.06
Operations			
702 Printing			
10/20/2023	PBR Printing	Business Cards Irene Parsons	51.50
Total for 702 Printing			\$51.50
703 Membership & Subscriptions			
10/11/2023	Downtown Business Collective	Investor Funding	15,000.00
Total for 703 Membership & Subscriptions			\$15,000.00
705 Advertising and Marketing			
10/04/2023	Constant Contact	Email Marketing	91.00
Total for 705 Advertising and Marketing			\$91.00
706 Professional Services			
10/11/2023	Two Men and a Truck	Move office furniture and supplies	262.50
Total for 706 Professional Services			\$262.50
745 Community Events			
10/17/2023	Mort's Bagels	Election volunteers food	26.11
10/18/2023	The Albany	Election lunch for volunteers and staff	139.43
Total for 745 Community Events			\$165.54
Total for Operations			\$15,570.54
Total for Expenses			\$18,178.60
Net Ordinary Income			\$36,479.70
Other Income/Expense			
Other Income			
920 Interest Earned			
10/31/2023		Interest	591.32
10/31/2023		Interest	2,357.40
Total for 920 Interest Earned			\$2,948.72
Total for Other Income			\$2,948.72
Net Other Income			\$2,948.72
Net Income			\$39,428.42

Downtown Development Authority
Budget vs. Actuals
July 1 - October 31, 2023

	Total			
	Actual	Annual Budget	Available	% of Budget
Income				
405 Laramie County	\$ 5,000.00	\$ 5,000.00	\$ -	100.00%
410 LCEDJPB	20,000.00	20,000.00	-	100.00%
415 City of Cheyenne	40,000.00	0.00	(40,000.00)	
425 Mill Levy	39,521.94	387,000.00	347,478.06	10.21%
430 Wyoming Business Council	1,000.00	0.00	(1,000.00)	
440 Fundraising	0.00	10,000.00	10,000.00	0.00%
445 Other Income	205.00	10,000.00	9,795.00	2.05%
450 Revenue from Reserves	0.00	784,150.00	784,150.00	0.00%
Total Income	\$ 105,726.94	\$ 1,216,150.00	\$ 1,110,423.06	8.69%
Gross Profit	\$ 105,726.94	\$ 1,216,150.00	\$ 1,110,423.06	8.69%
Expenses				
Administration				
500 Computer Hardware & Software	\$ 371.80	\$ 750.00	\$ 378.20	49.57%
505 Telephone & Internet	131.91	0.00	(131.91)	
506 Website Renewal & Maintenance	848.95	2,100.00	1,251.05	40.43%
510 Accounting & Audit	0.00	24,400.00	24,400.00	0.00%
525 Rent	6,600.00	9,900.00	3,300.00	66.67%
550 Office Supplies	616.21	1,000.00	383.79	61.62%
555 Credit Card & Bank Fees	19.40	100.00	80.60	19.40%
575 Insurance - Directors & Officers	500.00	0.00	(500.00)	
580 Education & Training	755.00	10,000.00	9,245.00	7.55%
591 Utilities	457.13	1,300.00	842.87	35.16%
598 Postage	133.59	700.00	566.41	19.08%
Total Administration	\$ 10,433.99	\$ 50,250.00	\$ 39,816.01	20.76%
Operations				
702 Printing	2,181.50	6,000.00	3,818.50	36.36%
703 Membership & Subscriptions	15,000.00	15,900.00	900.00	94.34%
705 Advertising and Marketing	2,384.00	8,000.00	5,616.00	29.80%
706 Professional Services	262.50	40,000.00	39,737.50	0.66%
707 Logo Design Pilot Program	0.00	20,000.00	20,000.00	0.00%
708 Event Management	43,000.00	50,000.00	7,000.00	86.00%
709 Downtown Mural/Arts District Program	0.00	15,000.00	15,000.00	0.00%
710 Downtown Planter Program	12,620.00	25,000.00	12,380.00	50.48%
711 Downtown Banner Initiative	0.00	2,000.00	2,000.00	0.00%
712 Graffiti Removal	360.00	3,000.00	2,640.00	12.00%
720 Sponsorship	4,600.00	56,000.00	51,400.00	8.21%
735 Façade Improvement Program Grants (FIP)	0.00	250,000.00	250,000.00	0.00%
736 Capital Improvement Grants (CIG)	165,228.50	150,000.00	(15,228.50)	110.15%
737 Large Projects	0.00	500,000.00	500,000.00	0.00%
745 Community Events	265.54	35,000.00	34,734.46	0.76%
750 Market Research	0.00	10,000.00	10,000.00	0.00%
775 COVID Rental Assistance Program	5,000.00	0.00	(5,000.00)	

	Total			
	Actual	Annual Budget	Available	% of Budget
Total Operations	\$ 250,902.04	\$ 1,185,900.00	\$ 934,997.96	21.16%
Total Expenses	\$ 261,336.03	\$ 1,236,150.00	\$ (974,813.97)	21.14%
Net Operating Income	\$ (155,609.09)	\$ (20,000.00)	\$ (135,609.09)	778.05%
Other Income				
920 Interest Earned	13,406.14	20,000.00	6,593.86	67.03%
Total Other Income	\$ 13,406.14	\$ 20,000.00	\$ 6,593.86	\$ 0.67
Net Other Income	\$ 13,406.14	\$ 20,000.00	\$ 6,593.86	67.03%
Net Income	\$ (142,202.95)	\$ -	\$ 142,202.95	