



Cheyenne Downtown Development Authority

2101 O'Neil Ave., Room 205, Cheyenne, WY 82001

307-433-9730

MEMO

To: DDA Board

From: Thom Gabrukiewicz, DDA Administrator

Subject: DDA Balance Sheet/Budget vs. Actual through May 31, 2023

Date: June 12, 2023

Enclosed, please find two documents, the DDA Balance Sheet through May 31, 2023, and the DDA Budget vs. Actual through May 31, 2023.

These were prepared by City Treasurer Robin Lockman, and we thank her for her work and dedication in taking this task on.

Downtown Development Authority

Balance Sheet

As of May 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
100 Jonah Bank (2595)	300,015.58
101 Jonah Wildcatter (0230)	652,224.02
102 Jonah Savings (1398)	296,737.96
103 WGFI	509,705.25
Total Bank Accounts	\$1,758,682.81
Accounts Receivable	
Accounts Receivable (A/R)	0.00
Total Accounts Receivable	\$0.00
Total Current Assets	\$1,758,682.81
TOTAL ASSETS	\$1,758,682.81
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	29,499.03
Total Accounts Payable	\$29,499.03
Credit Cards	
147 Jonah Credit Card	396.52
Total Credit Cards	\$396.52
Other Current Liabilities	
115 Due to Visit Cheyenne	95,600.76
Total Other Current Liabilities	\$95,600.76
Total Current Liabilities	\$125,496.31
Total Liabilities	\$125,496.31
Equity	
251 Retained Earnings	785,502.84
290 Committed	95,578.00
291 Committed - FIP	232,151.31
292 Committed - CIG	1.00
293 Committed - Sponsorship	2,500.00
295 Restricted	390,000.00
Net Income	127,453.35
Total Equity	\$1,633,186.50
TOTAL LIABILITIES AND EQUITY	\$1,758,682.81

Downtown Development Authority

Budget vs. Actuals: Budget 2023 - FY23 P&L

July 2022 - May 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Income				
365 Other Income	31,870.35	18,333.37	13,536.98	173.84 %
368 City of Cheyenne	294,595.71	229,166.63	65,429.08	128.55 %
Jonah Bank-Carry Forward		687,500.00	-687,500.00	
Laramie County		4,583.37	-4,583.37	
LCEDJPB	46,495.30	18,333.37	28,161.93	253.61 %
Mill Levy	339,562.30	354,750.00	-15,187.70	95.72 %
Sales	250,000.00		250,000.00	
Total Income	\$962,523.66	\$1,312,666.74	\$ -350,143.08	73.33 %
GROSS PROFIT	\$962,523.66	\$1,312,666.74	\$ -350,143.08	73.33 %
Expenses				
405 Administrative Salaries	73,897.25	67,833.37	6,063.88	108.94 %
415 FICA	5,858.94	5,408.37	450.57	108.33 %
430 Rent	22,875.00	22,000.00	875.00	103.98 %
435 Utilities	5,997.60	8,250.00	-2,252.40	72.70 %
450 Insurance - Liability	674.53	2,750.00	-2,075.47	24.53 %
455 Insurance - Employee Health	14,991.54	13,750.00	1,241.54	109.03 %
480 Computer Equip & Software	1,021.99		1,021.99	
485 Accounting/Audit	7,252.00	9,166.63	-1,914.63	79.11 %
490 Legal		4,583.37	-4,583.37	
495 Maintenance/Repairs		1,833.37	-1,833.37	
520 Telephone	99.99		99.99	
550 Office Supplies	6,213.75	9,166.63	-2,952.88	67.79 %
580 Education & Training	1,968.00	18,333.37	-16,365.37	10.73 %
585 Auto/Travel	8,967.57	18,333.37	-9,365.80	48.91 %
597 Membership & subscriptions	1.23	4,583.37	-4,582.14	0.03 %
600 Advertising-marketing	7,986.84	7,333.37	653.47	108.91 %
603 Large projects	12,620.00		12,620.00	
607 Website	1,965.76	2,291.63	-325.87	85.78 %
625 Postage	6,423.08		6,423.08	
655 Production Services	3,000.00		3,000.00	
663 Retirement	13,556.19	13,383.37	172.82	101.29 %
715 Professional Services	45,709.46	45,833.37	-123.91	99.73 %
725 Grant	307,305.00	724,166.63	-416,861.63	42.44 %
727 Sponsorship	49,514.16	27,500.00	22,014.16	180.05 %
730 Community Events	23,582.04	32,083.37	-8,501.33	73.50 %
791 Convention Supplies	3,475.72		3,475.72	
825 Printing - Misc	7,998.36	6,875.00	1,123.36	116.34 %
860 Promotional Items	1,076.11	4,583.37	-3,507.26	23.48 %
Melio Credit card fee	49.50		49.50	
Office expenses	916.37		916.37	
Payroll expenses				

Downtown Development Authority

Budget vs. Actuals: Budget 2023 - FY23 P&L

July 2022 - May 2023

	TOTAL			
	ACTUAL	BUDGET	OVER BUDGET	% OF BUDGET
Employee Leasing	222,150.59	262,166.63	-40,016.04	84.74 %
Total Payroll expenses	222,150.59	262,166.63	-40,016.04	84.74 %
Total Expenses	\$857,148.57	\$1,312,208.59	\$ -455,060.02	65.32 %
NET OPERATING INCOME	\$105,375.09	\$458.15	\$104,916.94	23,000.13 %
Other Income				
920 Interest Earned	22,078.26		22,078.26	
Total Other Income	\$22,078.26	\$0.00	\$22,078.26	0.00%
NET OTHER INCOME	\$22,078.26	\$0.00	\$22,078.26	0.00%
NET INCOME	\$127,453.35	\$458.15	\$126,995.20	27,819.13 %