

Finance Committee Agenda for 6-17-2021 2:30-4pm

1. Minutes from May meeting
2. April financials – DCC/ASM (EXHIBIT A)
3. 2021 DCC/ASM Budget (EXHIBIT B)
4. Financial Advisor Recommendations (EXHIBIT C provided at the meeting)
5. May financials - CFA (EXHIBIT D)
6. 2021 Budget Update (EXHIBIT E)
7. Procurement Policy (EXHIBIT F)
8. Other items as determined by members

**MONTGOMERY COUNTY CONVENTION FACILITIES  
AUTHORITY  
BOARD OF DIRECTORS**

Regular Meeting Minutes  
May 25, 2021 11:00 AM  
Via Telephonic/Electric Means

**BOARD OF DIRECTORS – Finance Committee Meeting**

**PRESENT:** Sean Fraunfelter, LaShea Lofton, Kevin Weckesser,

**ESCUSED:** Tom Whelley

**GUESTS:** Pam Plageman, Executive Director  
Kelly Smith, MCCFA Contractor

**I. Roll Call**

Mr. Fraunfelter called the meeting to order at 11:02 AM and called the roll.

**II. Minutes from April Meeting (Exhibit A)**

Mr. Fraunfelter asked members of the Committee if they had any edits to the minutes. Hearing none, Mr. Fraunfelter called for a motion to approve the minutes.

**MOTION:** It was then moved by Mr. Weckesser and seconded by Ms. Lofton and unanimously voted “to approve the April 15, 2021 Finance Committee meeting minutes as presented”.

**III. April Financials (Exhibit B)**

Mr. Fraunfelter presented the check report and current budget along with the actuals and variance. It was noted the Dayton Convention Center Operating account and the MCCFA Operating account are both now active. Ms. Cheryl Patterson is the Finance Director with ASM Global and will assist with the updated expenses to reflect on the budget. Mr. Fraunfelter also shared the Hotel/Motel Tax is now being collected for the month of April, however there were properties who either did not pay or sent their collections to the County for the month of March. The county will be sending the CFA roughly \$11,000 of what was accidentally sent to them.

Mr. Fraunfelter informed the committee the Actual Budget Report will continue to be updated and the July Board meeting will have an amendment to be considered.

**MOTION:** It was then moved by Ms. Lofton and seconded by Mr. Weckesser and unanimously voted “to approve the April 2021 Financials as presented”.

**IV. Proposed Accounting Policy Amendment (Exhibit C)**

The current accounting process between ASM and MCCFA requires an amendment to the MCCFA accounting policy to keep both processes in alignment. Mr. Fraunfelter informed the committee an added statement of adaptation explaining ASM has the check writing authority as the management company working as an agent of the CFA. The process of writing a check for \$15,000+ will still

require Board Approval. Ms. Plageman noted ASM is aware of this guideline. Ms. Lofton asked if these guidelines for ASM are in the Procurement Policy or in their contract. Ms. Plageman will be sending this verbiage to the Committee.

Mr. Weckesser asked how larger purchases that are broken into smaller increments of payments will be approved. Mr. Fraunfelter noted these payments will go before the Board. Ms. Lofton & Mr. Weckesser asked about the current procurement policy as the Board should be making approval on the purchase and not the payment of the purchase. Ms. Plageman stated Bricker & Eckler is currently reviewing this process and it should be completed soon.

Mr. Fraunfelter and Ms. Plageman will reconvene and continue to edit the policy based on today's conversation for approval during next month's Finance Committee Meeting.

**V. Lease of Lift and Boom (Exhibit D)**

Ms. Plageman informed the Committee the DCC currently has two forklifts, one can be repaired and the other will need to be replaced. Ms. Plageman also noted the DCC is currently renting a Lift and a Boom for ongoing projects and maintenance such as painting, leaks, and repairs. The MCCFA has received quotes from Miami Industrial Trucks, who is currently leasing the equipment to the Center. The main priority is to obtain a lease to own agreement for a Boom Lift.

Mr. Weckesser noted the best financial option would be the 60-month lease to own as these payments are lower than the 36-month option along with a low interest rate. Ms. Lofton asked what the life expectancy of these assets are which on average last about 20 years. Ms. Plageman also noted during the time of the lease, this will cover all service calls and repairs. This will be presented in front of the Board during the July meeting as this long-term expense will be over \$15,000.

**VI. Elevator Upgrades (Exhibit E) – ASM Capital Funds**

Ms. Plageman noted that ASM's capital investment included the lobby and refurbishment of the two passenger elevators. She stated Oracle works closely with SnapCab who renovates the interior of elevator cabs and recommended them as a vendor. The quote the MCCFA received was \$47,216 for both elevators, which does not include flooring. This expense will also need to go in front of the Board for approval.

Mr. Weckesser asked if the MCCFA was able to obtain more quotes. Ms. Plageman stated she will be reaching out to Oracle to see if they can source more vendors, however; SnapCab is a popular choice, and many companies do not do this line of work. Ms. Plageman stated she will make documentation if it is hard to find other local vendors or companies to inform the Board.

**VII. Other Business**

Ms. Plageman noted securing bond council for our purchases is imperative. She stated Mr. Walter Reynolds, Mr. Mike Burns and herself had a meeting yesterday to discuss and RFQ for Bond Council which will ideally be published by Friday, May 28, 2021. Once this is complete the MCCFA will gather proposals and present to the Finance Committee on the next meeting and have a recommendation for the Board.

Ms. Plageman presented the HVAC quote from Air Force One, who is the current provider. The technology of the chiller is no longer working efficiently and Air Force One is called to the Center often. There are two chillers in the Center both of which are over 20 years old, and one has been down for years and the current one operating has had many issues. To replace one of the chillers it would cost over \$300,000, not including installation which will be another large expense. Replacing the chillers is in the master plan however in the meantime, the Center would like to get the second chiller repaired. Air Force One has stated there is a line leaking that would cost around \$25,000 to fix. This is a critical need for the Center.

Ms. Lofton stated there should be an emergency declaration in procurement policy if there isn't already. This policy will allow one person to enact authority of purchasing during an emergency. Ms. Plageman stated there is language in the procurement policy and bylaws, will send out via email after the email.

**MOTION:** It was motioned by Ms. Lofton and seconded by Ms. Weckesser, and unanimously approved to adjourn regular session at 11:49 AM

### **CERTIFICATE**

The undersigned Chair of the Finance and Budget Committee of the Montgomery County Convention Facilities Authority hereby certifies that the foregoing is a true copy of the minutes of the April 15, 2021, meeting of the Board of Directors of said Convention Facilities Authority, as approved by the Board on May 25, 2021.

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Chair of the Finance and Budget Committee  
Montgomery County Convention  
Facilities Authority

# EXHIBIT A



**FINANCIAL STATEMENTS**  
**APRIL 30, 2021**  
**Date Distributed: May 26, 2021**



Distribution:

MCCFA:

Pam Plageman

Sean Fraunfelter

ASM Global:

John Page

Craig Liston

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**Dayton Convention Center**  
**Income Statement**  
**For the Four Months Ending April 30, 2021**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
Event Income								
Direct Event Income								
Ancillary Income								
Other Event Income								
Other Operating Income								
Retail Shop	\$7,821	\$7,821	\$0	\$0	\$7,821	\$7,821	\$0	\$0
Total Other Operating Income	7,821	7,821	0	0	7,821	7,821	0	0
Adjusted Gross Income	7,821	7,821	0	0	7,821	7,821	0	0
Operating Expenses								
Salaries and Wages	10,596	14,167	(3,571)	0	10,596	14,167	(3,571)	0
Payroll Taxes and Benefits	1,060	3,307	(2,247)	0	1,060	3,307	(2,247)	0
Net Salaries and Benefits	11,655	17,474	(5,819)	0	11,655	17,474	(5,819)	0
Contracted Services	14,577	15,000	(423)	0	14,577	15,000	(423)	0
General and Administrative	496	297	199	0	496	297	199	0
Operations	126	0	126	0	126	0	126	0
Food & Beverage Expense	397	0	397	0	397	0	397	0
Repair and Maintenance	7,804	6,982	822	0	7,804	6,982	822	0
Operational Supplies	3,181	0	3,181	0	3,181	0	3,181	0
Utilities	6,556	6,556	0	0	6,556	6,556	0	0
Total Operating Expenses	44,793	46,309	(1,516)	0	44,793	46,309	(1,516)	0
Net Income(Loss) From Operations	(36,972)	(38,488)	1,516	0	(36,972)	(38,488)	1,516	0
Other Expenses								
Net Income (Loss)	(36,972)	(38,488)	1,516	0	(36,972)	(38,488)	1,516	0



**Dayton Convention Center  
Balance Sheet  
For the Four Months Ending April 30, 2021**

**ASSETS**

**Current Assets**

Cash	100,000
Account Receivable	7,821
<b>Total Current Assets</b>	<u><u>107,821</u></u>

**Total Assets**

107,821

**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	33,138
Accrued Expenses	11,655
<b>Total Current Liabilities</b>	<u><u>44,793</u></u>

**Other Liabilities**

**Equity**

CY Funds Received From Authority	100,000
Current Year Equity	(36,972)
<b>Total Equity</b>	<u><u>63,028</u></u>
<b>Total Liabilities and Equity</b>	<u><u>107,821</u></u>

**Dayton Convention Center  
Balance Sheet Detail  
For the Four Months Ending April 30, 2021**

**ASSETS**

**Cash and Investments**

Cash - Operating	\$95,000
Petty Cash - Finance	500
Change Fund - Food & Beverage	4,500
Total Cash and Investments	<u>100,000</u>

**Accounts Receivable**

A/R	7,821
Total Accounts Receivable	<u>7,821</u>

<b>Total Assets</b>	<b><u>\$107,821</u></b>
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**Dayton Convention Center  
Balance Sheet Detail  
For the Four Months Ending April 30, 2021**

**LIABILITIES**

<b>Accounts Payable</b>	
A/P Control	27,751
A/P-Other	<u>5,387</u>
Total Accounts Payable	33,138
 <b>Accrued Expenses</b>	
Accrued Payroll	<u>11,655</u>
Total Accrued Expenses	11,655
 <b>Equity</b>	
CY Funds Received From Authority	100,000
Current Year Equity	<u>(36,972)</u>
Total Equity	63,028
 <b>Total Liabilities and Equity</b>	 <u><b>\$107,821</b></u>

**Dayton Convention Center**  
**Statement of Cash Flows**  
**For the Four Months Ending April 30, 2021**

	<u>April</u>	<u>Year to Date</u>
<b>Cash Flow from Operations</b>		
Excess of Operating Expense Before Operating Funding	(36,972)	(36,972)
Adjustments to Reconcile Excess of Operating expenses		
Before Operating Funding To Net Cash Provided By		
(Used In) Operating Activities		
Provision For Bad Debt	0	0
<b>Changes in Operating Assets And Liabilities</b>		
Accounts Receivable	(7,821)	(7,821)
Prepaid Expenses	0	0
Other Assets	0	0
Account Payable & Accrued Expenses	44,793	44,793
Deferred Income	0	0
Advance Deposits & Ticket Sales	0	0
<b>Net Cash (Used In) Provided by Operating Activities</b>	<u>36,972</u>	<u>36,972</u>
<b>Cash Flows From Financing Activities</b>		
Funding From The Authority	100,000	100,000
Equipment & Improvement Purchases to Be Funded By	0	0
The Authority		
<b>Net Cash (Used In) Provided by Financing Activities</b>	<u>100,000</u>	<u>100,000</u>
<b>Net Increase/(Decrease) in Cash &amp; Cash Equivalents</b>	<u>100,000</u>	<u>100,000</u>
<b>Cash &amp; Cash Equivalents - Beginning of Period</b>	<u>0</u>	<u>0</u>
<b>Cash &amp; Cash Equivalents - End of Period</b>	<u><u>100,000</u></u>	<u><u>100,000</u></u>

**Dayton Convention Center  
Other Operating Income Summary  
For the Four Months Ending April 30, 2021**

Other Operating Income  
Retail Shop  
Total Other Operating Income

<u>Current Month Actual</u>	<u>Current Month Budget</u>	<u>Variance</u>	<u>Current Month Prior Year</u>	<u>Year to Date Actual</u>	<u>Year to Date Budget</u>	<u>Variance</u>	<u>Year to Date Prior Year</u>
\$7,821	\$7,821			\$7,821	\$7,821		
7,821	7,821			7,821	7,821		

**Dayton Convention Center**  
**Indirect Expenses Detail**  
**For the Four Months Ending April 30, 2021**  
**Executive**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>SALARIES AND WAGES</b>								
Salaries Administration	\$8,173	\$10,417	(\$2,244)		\$8,173	\$10,417	(\$2,244)	
Total Salaries and Wages	8,173	10,417	(2,244)		8,173	10,417	(2,244)	
<b>PAYROLL TAXES AND EMPLOYEE BENEFITS</b>								
Payroll Taxes	817	1,042	(225)		817	1,042	(225)	
Benefits		1,050	(1,050)			1,050	(1,050)	
401 (k)		104	(104)			104	(104)	
Workers Compensation Insur.		313	(313)			313	(313)	
Vacation Expense		200	(200)			200	(200)	
Total Payroll Taxes and Employee Benefits	817	2,709	(1,892)		817	2,709	(1,892)	
<b>NET SALARIES AND BENEFITS</b>	<b>8,990</b>	<b>13,126</b>	<b>(4,136)</b>		<b>8,990</b>	<b>13,126</b>	<b>(4,136)</b>	
<b>Total Department Expenses</b>	<b>8,990</b>	<b>13,126</b>	<b>(4,136)</b>		<b>8,990</b>	<b>13,126</b>	<b>(4,136)</b>	

**Dayton Convention Center  
Indirect Expenses Detail  
For the Four Months Ending April 30, 2021  
Operations**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>CONTRACTED SERVICES</b>								
Contracted Security	\$2,872	\$3,000	(\$128)		\$2,872	\$3,000	(\$128)	
Contracted Cleaning	11,705	12,000	(295)		11,705	12,000	(295)	
Total Contracted Services	14,577	15,000	(423)		14,577	15,000	(423)	
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>								
Computer Expense	496	297	199		496	297	199	
Total General and Administrative Expenses	496	297	199		496	297	199	
<b>OPERATIONS EXPENSES</b>								
Trash Removal	27		27		27		27	
Exterminating	99		99		99		99	
Total Operations Expenses	126		126		126		126	
<b>REPAIRS AND MAINTENANCE</b>								
Machinery & Equipment	822		822		822		822	
Maintenance Agreements	6,982	6,982			6,982	6,982		
Total Repairs and Maintenance	7,804	6,982	822		7,804	6,982	822	
<b>OPERATIONAL SUPPLIES</b>								
General Building Supplies	2,660		2,660		2,660		2,660	
Janitorial	521		521		521		521	
Total Operational Supplies	3,181		3,181		3,181		3,181	
<b>Total Department Expenses</b>	<b>26,185</b>	<b>22,279</b>	<b>3,906</b>		<b>26,185</b>	<b>22,279</b>	<b>3,906</b>	

**Dayton Convention Center  
Indirect Expenses Detail  
For the Four Months Ending April 30, 2021  
Overhead**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>UTILITIES</b>								
Electricity	\$6,556	\$6,556	\$0		\$6,556	\$6,556	\$0	
Net Utilities	6,556	6,556	0		6,556	6,556	0	
<b>Total Department Expenses</b>	<b>6,556</b>	<b>6,556</b>	<b>0</b>		<b>6,556</b>	<b>6,556</b>	<b>0</b>	



**Dayton Convention Center  
Indirect Expenses Detail  
For the Four Months Ending April 30, 2021  
Food & Beverage**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>SALARIES AND WAGES</b>								
Salaries Administration	\$2,423	\$3,750	(\$1,327)		\$2,423	\$3,750	(\$1,327)	
Total Salaries and Wages	2,423	3,750	(1,327)		2,423	3,750	(1,327)	
<b>PAYROLL TAXES AND EMPLOYEE BENEFITS</b>								
Payroll Taxes	242	375	(133)		242	375	(133)	
401 (k)		38	(38)			38	(38)	
Workers Compensation Insur.		113	(113)			113	(113)	
Vacation Expense		72	(72)			72	(72)	
Total Payroll Taxes and Employee Benefits	242	598	(356)		242	598	(356)	
<b>NET SALARIES AND BENEFITS</b>	<b>2,665</b>	<b>4,348</b>	<b>(1,683)</b>		<b>2,665</b>	<b>4,348</b>	<b>(1,683)</b>	
<b>OPERATIONS EXPENSES</b>								
Uniforms - F&B	397		397		397		397	
Total Operations Expenses	397		397		397		397	
<b>Total Department Expenses</b>	<b>3,062</b>	<b>4,348</b>	<b>(1,286)</b>		<b>3,062</b>	<b>4,348</b>	<b>(1,286)</b>	

**Dayton Convention Center**  
**Indirect Expenses Detail**  
**For the Four Months Ending April 30, 2021**  
**Total Company Indirect Expenses**

	Current Month Actual	Current Month Budget	Variance	Current Month Prior Year	Year to Date Actual	Year to Date Budget	Variance	Year to Date Prior Year
<b>SALARIES AND WAGES</b>								
Salaries Administration	\$10,596	\$14,167	(\$3,571)		\$10,596	\$14,167	(\$3,571)	
Total Salaries and Wages	10,596	14,167	(3,571)		10,596	14,167	(3,571)	
<b>PAYROLL TAXES AND EMPLOYEE BENEFITS</b>								
Payroll Taxes	1,060	1,417	(357)		1,060	1,417	(357)	
Benefits		1,050	(1,050)			1,050	(1,050)	
401 (k)		142	(142)			142	(142)	
Workers Compensation Insur.		426	(426)			426	(426)	
Vacation Expense		272	(272)			272	(272)	
Total Payroll Taxes and Employee Benefits	1,060	3,307	(2,247)		1,060	3,307	(2,247)	
<b>NET SALARIES AND BENEFITS</b>	<b>11,655</b>	<b>17,474</b>	<b>(5,819)</b>		<b>11,655</b>	<b>17,474</b>	<b>(5,819)</b>	
<b>CONTRACTED SERVICES</b>								
Contracted Security	2,872	3,000	(128)		2,872	3,000	(128)	
Contracted Cleaning	11,705	12,000	(295)		11,705	12,000	(295)	
Total Contracted Services	14,577	15,000	(423)		14,577	15,000	(423)	
<b>GENERAL AND ADMINISTRATIVE EXPENSES</b>								
Computer Expense	496	297	199		496	297	199	
Total General and Administrative Expenses	496	297	199		496	297	199	
<b>OPERATIONS EXPENSES</b>								
Trash Removal	27		27		27		27	
Exterminating	99		99		99		99	
Uniforms - F&B	397		397		397		397	
Total Operations Expenses	523		523		523		523	
<b>REPAIRS AND MAINTENANCE</b>								
Machinery & Equipment	822		822		822		822	
Maintenance Agreements	6,982	6,982			6,982	6,982		
Total Repairs and Maintenance	7,804	6,982	822		7,804	6,982	822	
<b>OPERATIONAL SUPPLIES</b>								
General Building Supplies	2,660		2,660		2,660		2,660	
Janitorial	521		521		521		521	
Total Operational Supplies	3,181		3,181		3,181		3,181	
<b>UTILITIES</b>								
Electricity	6,556	6,556	0		6,556	6,556	0	
Net Utilities	6,556	6,556	0		6,556	6,556	0	
<b>Total Department Expenses</b>	<b>44,793</b>	<b>46,309</b>	<b>(1,516)</b>		<b>44,793</b>	<b>46,309</b>	<b>(1,516)</b>	

DAYTON CONVENTION CENTER  
ACCOUNTS RECEIVABLES  
BALANCE AS OF APRIL 30, 2021

**Current Receivable**

Conventions & Visitors Bureau

6,504.75

Dayton Regional Manufacturing Association

1,316.25

**Total Current Receivables**

\$ 7,821.00

DAYTON CONVENTION CENTER  
ACCOUNTS PAYABLE  
BALANCE AS OF APRIL 30, 2021

Vendor Name	Balance Due
A-1 ABLE	99.00
Air Force One	6,982.00
Aryes Staffing	728.00
Dayton Power and Light Company	6,556.28
Happy Chef	396.68
HarborLink Network LTD	496.00
Miami Industrial Trucks	3,481.77
Moonlight Security	1,444.84
Professional Cleaning Services	4,300.50
Robinson's Janitorial & Floor Care Services	2,717.00
Roby Supply	521.41
Rumpke	27.48
MCCFA (for Moonlight Security & Prof Cleaning Services)	<u>5,386.97</u>
 TOTAL	 \$ 33,137.93

# EXHIBIT B



## **OPERATING BUDGET FOR YEAR ENDING DECEMBER 31, 2021**



Distribution:

MCCFA:

Pam Plageman

Sean Fraunfelter

ASM Global:

John Page

Craig Liston

**DAYTON CONVENTION CENTER  
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Dayton Convention Center  
April 1, 2021 to December 31, 2021  
Lead Income Statement

	Total
Event Income	
Direct Event Income	
Rental Income	133,965
Service Income	27,730
Service Expenses	(27,080)
Total Direct Event Income	134,615
Ancillary Income - Food & Beverage	
Gross F & B Concessions	50,650
Gross F & B Catering	474,200
F & B Cost of Goods Concessions	(21,273)
F & B Cost of Goods Catering	(199,164)
Net Food & Beverage Income	304,413
Other Ancillary Income	
Electrical	20,000
Audio Visual	51,200
Internet Services	4,950
Equipment Rental	15,055
Other Ancillary	-
Total Other Ancillary Income	91,205
Total Event Income	530,233
Other Operating Income	
Sponsorship Income	333
Other Income	\$ 62,492
Other Operating Income	62,825
Adjusted Gross Income	593,058
Operating Expenses	
Employee Salaries and Wages	438,037
Taxes & Benefits	135,458
Net Employee Wages and Benefits	573,495
Contracted Services	104,700
General and Administrative	48,640
Operations	6,500
Food & Beverage Expense	68,582
Repair & Maintenance	106,444
Supplies	44,000
Insurance	29,120
Utilities	233,800
SMG Management Fees	80,000
Total Operating Expenses	1,295,281
Net Income (Loss) From Operations	(702,223)
Other Income (Expenses)	-
Net Income After Other Income (Expenses)	(702,223)



Dayton Convention Center  
April 1, 2021 to December 31, 2021  
Lead Income Statement - Monthly

	1	2	3	4	5	6	7	8	9	10	11	12	
	January	February	March	April	May	June	July	August	September	October	November	December	Total
Event Income													
Direct Event Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Rental Income	-	-	-	-	25,940	7,900	29,625	11,500	16,960	16,040	10,000	16,000	133,965
Service Income	-	-	-	-	6,218	2,125	4,600	1,500	4,700	3,912	1,000	3,675	27,730
Service Expenses	-	-	-	-	(6,218)	(2,125)	(4,600)	(1,500)	(4,700)	(3,912)	(1,000)	(3,025)	(27,080)
Total Direct Event Income	-	-	-	-	25,940	7,900	29,625	11,500	16,960	16,040	10,000	16,650	134,615
Ancillary Income - Food & Beverage													
Gross F & B Concessions	-	-	-	-	6,650	6,500	17,500	5,000	-	-	5,000	10,000	50,650
Gross F & B Catering	-	-	-	-	-	-	57,200	64,250	95,000	157,750	20,000	80,000	474,200
F&B Cost of Goods - Concessions	-	-	-	-	(2,793)	(2,730)	(7,350)	(2,100)	-	-	(2,100)	(4,200)	(21,273)
F&B Cost of Goods - Catering	-	-	-	-	-	-	(24,024)	(26,985)	(39,900)	(66,255)	(8,400)	(33,600)	(199,164)
Net Food & Beverage Income	-	-	-	-	3,857	3,770	43,326	40,165	55,100	91,495	14,500	52,200	304,413
Other Ancillary Income													
Electrical Services	-	-	-	-	-	150	4,150	3,500	2,500	4,000	3,000	2,700	20,000
Audio Visual	-	-	-	-	1,000	2,000	12,500	6,000	10,000	9,200	6,000	4,500	51,200
Internet Services	-	-	-	-	-	-	1,350	450	1,350	1,350	450	-	4,950
Equipment Rental	-	-	-	-	3,035	425	2,000	1,000	3,500	1,275	1,500	2,320	15,055
Other Ancillary	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Other Ancillary Income	-	-	-	-	4,035	2,575	20,000	10,950	17,350	15,825	10,950	9,520	91,205
Total Event Income	-	-	-	-	33,832	14,245	92,951	62,615	89,410	123,360	35,450	78,370	530,233
Other Operating Income	-	-	-	7,821	7,863	7,863	6,546	6,546	6,546	6,546	6,546	6,546	62,825
Adjusted Gross Income	-	-	-	7,821	41,695	22,108	99,497	69,161	95,956	129,906	41,996	84,916	593,058
Operating Expenses													
Employee Salaries and Wages	-	-	-	14,167	45,833	50,416	50,416	50,416	50,416	50,416	50,416	75,541	438,037
Benefits	-	-	-	3,307	14,648	16,427	16,427	16,427	16,427	16,427	16,427	18,939	135,458
Less: Event Labor Allocations	-	-	-	-	-	-	-	-	-	-	-	-	-
Net Employee Wages and Benefits	-	-	-	17,474	60,481	66,843	66,843	66,843	66,843	66,843	66,843	94,480	573,495
Contracted Services	-	-	-	15,000	11,125	11,225	11,225	11,225	11,225	11,225	11,225	11,225	104,700
General and Administrative	-	-	-	297	2,593	3,293	6,493	7,393	8,393	6,493	7,393	6,293	48,640
Operations	-	-	-	-	813	813	813	813	813	813	813	813	6,500
Food & Beverage Expense	-	-	-	-	1,266	1,260	8,931	7,569	14,006	25,494	3,000	7,056	68,582
Repair & Maintenance	-	-	-	6,982	12,433	12,433	12,433	12,433	12,433	12,433	12,433	12,431	106,444
Supplies	-	-	-	-	5,500	5,500	5,500	5,500	5,500	5,500	5,500	5,500	44,000
Insurance	-	-	-	-	-	4,160	4,160	4,160	4,160	4,160	4,160	4,160	29,120
Utilities	-	-	-	6,556	28,406	28,406	28,406	28,406	28,406	28,406	28,406	28,406	233,800
Other	-	-	-	-	-	-	-	-	-	-	-	-	-
SMG Management Fees	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000
Less: Expenses Allocated	-	-	-	-	-	-	-	-	-	-	-	-	-
Total Operating Expenses	-	-	-	46,309	132,616	143,932	154,803	154,341	161,778	171,366	149,772	180,363	1,295,281
Net Income (Loss) From Operations	-	-	-	(38,488)	(90,921)	(121,824)	(55,306)	(85,180)	(65,822)	(41,460)	(107,776)	(95,447)	(702,223)

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
DIRECT EVENT DETAIL

Event Date	Event Name	Event ID Number	Attendance	Events	Event Days	Total Rental Revenue	Total Billable Services	Total Service Expense	Direct Event Income	F&B Concessions Income	F&B Catering Income	Electrical Services Income	Audio Visual Income	Internet Services Income	Equipment Rental Income	Other Ancillary Income	Total Ancillary Income	Total Event Income
<b>January</b>																		
Total	January		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>February</b>																		
Total	February		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>March</b>																		
Total	March		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>April</b>																		
Total	April		-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
<b>May</b>																		
<b>Sporting Events - 45</b>																		
	Beyond the Stars	11347	600	1	3	4,200	1,550	(1,550)	4,200	377	-	-	-	-	300	-	677	4,877
	Ohio District AAU Championship	11422	700	1	2	8,650	1,750	(1,750)	8,650	1,740	-	-	-	-	1,310	-	3,050	11,700
	VIP Dance Competition	11448	900	1	3	7,490	1,743	(1,743)	7,490	1,740	-	-	500	-	1,200	-	3,440	10,930
	Turn It Up Dance		400	1	1	5,600	1,175	(1,175)	5,600	-	-	-	500	-	225	-	725	6,325
Total	Sporting Events - 45		2,600	4	9	25,940	6,218	(6,218)	25,940	3,857	-	-	1,000	-	3,035	-	7,892	33,832
Total	May		2,600	4	9	25,940	6,218	(6,218)	25,940	3,857	-	-	1,000	-	3,035	-	7,892	33,832
<b>June</b>																		
<b>Sporting Events - 45</b>																		
	NPC Julie Palmer Ultimate Showdown	11440	500	1	2	2,250	475	(475)	2,250	1,740	-	-	500	-	175	-	2,415	4,665
	Vicki Jo Dance Studio Recital		650	1	1	1,900	700	(700)	1,900	1,160	-	-	500	-	-	-	1,660	3,560
	Miami Valley Dance Center		300	1	1	1,000	300	(300)	1,000	-	-	-	500	-	-	-	500	1,500
	Hardrock MMA		500	1	2	2,750	650	(650)	2,750	870	-	150	500	-	250	-	1,770	4,520
Total	Sporting Events - 45		1,950	4	6	7,900	2,125	(2,125)	7,900	3,770	-	150	2,000	-	425	-	6,345	14,245
Total	June		1,950	4	6	7,900	2,125	(2,125)	7,900	3,770	-	150	2,000	-	425	-	6,345	14,245
<b>July</b>																		
<b>Consumer / Public Shows - 15</b>																		
	Gem City Comic Con	0	500	1	3	9,625	1,950	(1,950)	9,625	4,350	-	650	500	-	-	-	5,500	15,125
Total	Consumer / Public Shows - 15		500	1	3	9,625	1,950	(1,950)	9,625	4,350	-	650	500	-	-	-	5,500	15,125
<b>Conventions - 25</b>																		
	Wright Dialogue with Industry		300	1	4	-	650	(650)	-	-	21,576	500	6,000	450	-	-	28,526	28,526
Total	Conventions - 25		300	1	4	-	650	(650)	-	-	21,576	500	6,000	450	-	-	28,526	28,526
<b>Meetings - 40</b>																		
	Misc		500	2	4	10,000	1,000	(1,000)	10,000	-	11,600	1,000	4,000	900	1,000	-	18,500	28,500
Total	Meetings - 40		500	2	4	10,000	1,000	(1,000)	10,000	-	11,600	1,000	4,000	900	1,000	-	18,500	28,500
<b>Sporting Events - 45</b>																		
	Misc		1,600	2	4	10,000	1,000	(1,000)	10,000	5,800	-	2,000	2,000	-	1,000	-	10,800	20,800
Total	Sporting Events - 45		1,600	2	4	10,000	1,000	(1,000)	10,000	5,800	-	2,000	2,000	-	1,000	-	10,800	20,800
Total	July		2,900	6	15	29,625	4,600	(4,600)	29,625	10,150	33,176	4,150	12,500	1,350	2,000	-	63,326	92,951
<b>August</b>																		
<b>Banquets - 10</b>																		
	Jilani Wedding Reception	0	250	1	2	1,500	-	-	1,500	-	2,465	-	-	-	-	-	2,465	3,965
	Misc		300	1	2	-	500	(500)	-	-	29,000	500	2,000	-	-	-	31,500	31,500
Total	Banquets - 10		550	2	4	1,500	500	(500)	1,500	-	31,465	500	2,000	-	-	-	33,965	35,465
<b>Meetings - 40</b>																		
	Misc		500	1	2	5,000	500	(500)	5,000	-	5,800	1,000	2,000	450	500	-	9,750	14,750
Total	Meetings - 40		500	1	2	5,000	500	(500)	5,000	-	5,800	1,000	2,000	450	500	-	9,750	14,750
<b>Sporting Events - 45</b>																		
	Misc		1,000	1	2	5,000	500	(500)	5,000	2,900	-	2,000	2,000	-	500	-	7,400	12,400
Total	Sporting Events - 45		1,000	1	2	5,000	500	(500)	5,000	2,900	-	2,000	2,000	-	500	-	7,400	12,400
Total	August		2,050	4	8	11,500	1,500	(1,500)	11,500	2,900	37,265	3,500	6,000	450	1,000	-	51,115	62,615
<b>September</b>																		
<b>Conventions - 25</b>																		
	AV Tech/TETS		500	1	4	6,960	3,700	(3,700)	6,960	-	43,500	500	6,000	450	2,500	-	52,950	59,910
Total	Conventions - 25		500	1	4	6,960	3,700	(3,700)	6,960	-	43,500	500	6,000	450	2,500	-	52,950	59,910
<b>Meetings - 40</b>																		

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
DIRECT EVENT DETAIL

Event Date	Event Name	Event ID Number	Attendance	Events	Event Days	Total Rental Revenue	Total Billable Services	Total Service Expense	Direct Event Income	F&B Concessions Income	F&B Catering Income	Electrical Services Income	Audio Visual Income	Internet Services Income	Equipment Rental Income	Other Ancillary Income	Total Ancillary Income	Total Event Income
	Misc		2,000	2	4	10,000	1,000	(1,000)	10,000	-	11,600	2,000	4,000	900	1,000	-	19,500	29,500
Total	Meetings - 40		2,000	2	4	10,000	1,000	(1,000)	10,000	-	11,600	2,000	4,000	900	1,000	-	19,500	29,500
Total	September		2,500	3	8	16,960	4,700	(4,700)	16,960	-	55,100	2,500	10,000	1,350	3,500	-	72,450	89,410
<b>October</b>																		
<b>Banquets - 10</b>																		
	Black Tie Alumni Weekend Gala Formal		300	1	1	1,200	912	(912)	1,200	-	5,220	-	-	-	-	-	5,220	6,420
	President's Club		500	1	2	-	300	(300)	-	-	5,075	-	500	-	275	-	5,850	5,850
	Central State University 2021 Homecoming		500	1	2	-	1,200	(1,200)	-	-	11,600	-	500	-	-	-	12,100	12,100
	NAACP Freedom Fund Banquet		1,000	1	1	-	-	-	-	-	23,200	-	1,700	-	-	-	24,900	24,900
	Misc		500	1	2	-	500	(500)	-	-	29,000	-	2,000	-	-	-	31,000	31,000
Total	Banquets - 10		2,800	5	8	1,200	2,912	(2,912)	1,200	-	74,095	-	4,700	-	275	-	79,070	80,270
<b>Conventions - 25</b>																		
	Johnny Appleseed		700	1	1	2,840	-	-	2,840	-	2,900	-	500	450	-	-	3,850	6,690
Total	Conventions - 25		700	1	1	2,840	-	-	2,840	-	2,900	-	500	450	-	-	3,850	6,690
<b>Meetings - 40</b>																		
	Misc		2,000	2	4	10,000	1,000	(1,000)	10,000	-	11,600	4,000	4,000	900	1,000	-	21,500	31,500
Total	Meetings - 40		2,000	2	4	10,000	1,000	(1,000)	10,000	-	11,600	4,000	4,000	900	1,000	-	21,500	31,500
<b>Other - 60</b>																		
	Alesha Walker, Alumni Mixer		1,000	1	1	2,000	-	-	2,000	-	2,900	-	-	-	-	-	2,900	4,900
Total	Other - 60		1,000	1	1	2,000	-	-	2,000	-	2,900	-	-	-	-	-	2,900	4,900
Total	October		6,500	9	14	16,040	3,912	(3,912)	16,040	-	91,495	4,000	9,200	1,350	1,275	-	107,320	123,360
<b>November</b>																		
<b>Banquets - 10</b>																		
	Amer Temple #107		350	1	1	-	-	-	-	-	5,800	-	-	-	-	-	5,800	5,800
Total	Banquets - 10		350	1	1	-	-	-	-	-	5,800	-	-	-	-	-	5,800	5,800
<b>Meetings - 40</b>																		
	Misc		500	1	2	5,000	500	(500)	5,000	-	5,800	1,000	2,000	450	500	-	9,750	14,750
Total	Meetings - 40		500	1	2	5,000	500	(500)	5,000	-	5,800	1,000	2,000	450	500	-	9,750	14,750
<b>Sporting Events - 45</b>																		
	Misc		1,000	1	2	5,000	500	(500)	5,000	2,900	-	2,000	4,000	-	1,000	-	9,900	14,900
Total	Sporting Events - 45		1,000	1	2	5,000	500	(500)	5,000	2,900	-	2,000	4,000	-	1,000	-	9,900	14,900
Total	November		1,850	3	5	10,000	1,000	(1,000)	10,000	2,900	11,600	3,000	6,000	450	1,500	-	25,450	35,450
<b>December</b>																		
<b>Banquets - 10</b>																		
	Misc		2,000	2	4	-	1,000	(1,000)	-	-	46,400	1,485	3,500	-	500	-	51,885	51,885
Total	Banquets - 10		2,000	2	4	-	1,000	(1,000)	-	-	46,400	1,485	3,500	-	500	-	51,885	51,885
<b>Sporting Events - 45</b>																		
	Ultimate Cheer Experience		300	1	2	6,000	1,675	(1,025)	6,650	2,900	-	500	500	-	520	-	4,420	11,070
	Regional Bid Event/Deep South		300	1	2	10,000	1,000	(1,000)	10,000	2,900	-	715	500	-	1,300	-	5,415	15,415
Total	Sporting Events - 45		600	2	4	16,000	2,675	(2,025)	16,650	5,800	-	1,215	1,000	-	1,820	-	9,835	26,485
Total	December		2,600	4	8	16,000	3,675	(3,025)	16,650	5,800	46,400	2,700	4,500	-	2,320	-	61,720	78,370
Total	\$		22,950	37	73	133,965	27,730	(27,080)	134,615	29,377	275,036	20,000	51,200	4,950	15,055	-	395,618	530,233

Dayton Convention Center  
 April 1, 2021 to December 31, 2021  
 OTHER INCOME

300

Account Title	Itemized Amounts / Descriptions	Budget
Sponsorship	Pepsi conversion fees \$500 a year for 5 yrs starting 5/1/21 \$ 333	\$ 333
Tenant Rental	CVB \$6,504.75 a month \$ 58,543 DMRA \$1,316.25 a month (April, May, June only) 3,949	\$ 62,492
300	April 1, 2021 to December 31, 2021	\$ 62,825

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
OTHER INCOME  
300-00

Acct#	Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
60605	Sponsorship	333					42	42	42	42	42	42	42	42	333
61606	Tenant Rental	62,492				7,821	7,821	7,821	6,505	6,505	6,505	6,505	6,505	6,505	62,492
	300-00	\$ 62,825	\$ -	\$ -	\$ -	\$ 7,821	\$ 7,863	\$ 7,863	\$ 6,546	\$ 6,546	\$ 6,546	\$ 6,546	\$ 6,546	\$ 6,546	\$ 62,825

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
EXECUTIVE DEPARTMENT

801-00

Acct#	Account Title	Itemized Amounts / Descriptions	Budget
70005	Salaries Administration	\$ 93,753	\$ 93,753
70710	Bonus - General	\$ 18,750	\$ 18,750
71005	Payroll Taxes	\$ 11,253	\$ 11,253
71105	Benefits	\$ 9,450	\$ 9,450
71205	401 (k)	\$ 938	\$ 938
71505	Workers Compensation Insur.	\$ 2,813	\$ 2,813
71705	Vacation Expense	\$ 1,803	\$ 1,803
73010	Professional Fees - Legal	\$ 3,000	\$ 3,000
73055	Meals & Entertainment	\$ 1,000	\$ 1,000
73060	Meetings & Conventions	\$ 2,000	\$ 2,000
73065	Dues & Subscriptions	\$ 500	\$ 500
801-00			
April 1, 2021 to December 31, 2021			\$ 145,260

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
EXECUTIVE DEPARTMENT  
801-00

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration	\$ 93,753				\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 10,417	\$ 93,753
Bonus - General	18,750												18,750	18,750
Payroll Taxes	11,253				1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	1,042	11,253
Benefits	9,450				1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	9,450
401 (k)	938				104	104	104	104	104	104	104	104	104	938
Workers Compensation Insur.	2,813				313	313	313	313	313	313	313	313	313	2,813
Vacation Expense	1,803				200	200	200	200	200	200	200	200	200	1,803
Professional Fees - Legal	3,000						500	500	500	500	500	500		3,000
Meals & Entertainment	1,000							167	167		167	167	167	1,000
Meetings & Conventions	2,000									1,000		1,000		2,000
Dues & Subscriptions	500							83	83	83	83	83	83	500
Total	\$ 145,260	\$ -	\$ -	\$ -	\$ 13,126	\$ 13,126	\$ 13,626	\$ 13,876	\$ 13,876	\$ 14,876	\$ 13,876	\$ 14,876	\$ 34,001	\$ 145,260

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
FINANCE DEPARTMENT

802-00

Acct#	Account Title	Itemized Amounts / Descriptions	Budget
70005	Salaries Administration	\$ 46,664	\$ 46,664
71005	Payroll Taxes	\$ 4,664	\$ 4,664
71105	Benefits	\$ 8,400	\$ 8,400
71205	401 (k)	\$ 467	\$ 467
71505	Workers Compensation Insur.	\$ 1,400	\$ 1,400
71705	Vacation Expense	\$ 897	\$ 897
73120	Payroll Processing	\$ 6,000	\$ 6,000
73275	Computer Expense	\$ 6,000	\$ 6,000
802-00 April 1, 2021 to December 31, 2021			\$ 74,492



Dayton Convention Center  
April 1, 2021 to December 31, 2021  
FINANCE DEPARTMENT

802-00

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration	\$ 46,664					\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 5,833	\$ 46,664
Payroll Taxes	4,664					583	583	583	583	583	583	583	583	4,664
Benefits	8,400					1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	8,400
401 (k)	467					58	58	58	58	58	58	58	58	467
Workers Compensation Insur.	1,400					175	175	175	175	175	175	175	175	1,400
Vacation Expense	897					112	112	112	112	112	112	112	112	897
Payroll Processing	6,000							1,000	1,000	1,000	1,000	1,000	1,000	6,000
Computer Expense	6,000							1,000	1,000	1,000	1,000	1,000	1,000	6,000
Total	\$ 74,492	\$ -	\$ -	\$ -	\$ -	\$ 7,812	\$ 7,812	\$ 9,812	\$ 9,812	\$ 9,812	\$ 9,812	\$ 9,812	\$ 9,812	\$ 74,492

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
SALES DEPARTMENT

803-00

Acct#	Account Title	Itemized Amounts / Descriptions	Budget
70005	Salaries Administration	\$ 32,081	\$ 32,081
71005	Payroll Taxes	\$ 3,206	\$ 3,206
71105	Benefits	\$ 7,350	\$ 7,350
71205	401 (k)	\$ 321	\$ 321
71505	Workers Compensation Insur.	\$ 962	\$ 962
71705	Vacation Expense	\$ 617	\$ 617
73055	Meals & Entertainment	\$ 1,000	\$ 1,000
73060	Meetings & Conventions	\$ 1,000	\$ 1,000
73065	Dues & Subscriptions	\$ 500	\$ 500
73130	Advertising	\$ 3,000	\$ 3,000
73210	Printing Marketing	\$ 1,000	\$ 1,000
73215	Promotional Supplies	\$ 3,000	\$ 3,000
803-00 April 1, 2021 to December 31, 2021			\$ 54,037

E

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
SALES DEPARTMENT

803-00

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration	\$ 32,081						\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 4,583	\$ 32,081
Payroll Taxes	3,206						458	458	458	458	458	458	458	3,206
Benefits	7,350						1,050	1,050	1,050	1,050	1,050	1,050	1,050	7,350
401 (k)	321						46	46	46	46	46	46	46	321
Workers Compensation Insur.	962						137	137	137	137	137	137	137	962
Vacation Expense	617						88	88	88	88	88	88	88	617
Meals & Entertainment	1,000							167	167	167	167	167	167	1,000
Meetings & Conventions	1,000								1,000					1,000
Dues & Subscriptions	500							83	83	83		83	83	500
Advertising	3,000										1,000	1,000	1,000	3,000
Printing Marketing	1,000								1,000					1,000
Promotional Supplies	3,000							1,000	1,000	1,000				3,000
Total	\$ 54,037	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 6,362	\$ 7,612	\$ 8,612	\$ 8,612	\$ 7,612	\$ 7,612	\$ 7,612	\$ 54,037

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
EVENT MANAGEMENT DEPARTMENT  
824-00

Account Title	Itemized Amounts / Descriptions	Budget
Salaries Administration	\$ 80,000	\$ 80,000
Payroll Taxes	\$ 8,000	\$ 8,000
Benefits	\$ 16,800	\$ 16,800
401 (k)	\$ 800	\$ 800
Workers Compensation Insur.	\$ 2,400	\$ 2,400
Vacation Expense	\$ 1,538	\$ 1,538
824-00	April 1, 2021 to December 31, 2021	\$ 109,538

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
EVENT MANAGEMENT DEPARTMENT  
824-00

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration	\$ 80,000					\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 80,000
Payroll Taxes	8,000					1,000	1,000	1,000	1,000	1,000	1,000	1,000	1,000	8,000
Benefits	16,800					2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	16,800
401 (k)	800					100	100	100	100	100	100	100	100	800
Workers Compensation Insur.	2,400					300	300	300	300	300	300	300	300	2,400
Vacation Expense	1,538					192	192	192	192	192	192	192	192	1,538
Total	\$ 109,538	\$ -	\$ -	\$ -	\$ -	\$ 13,692	\$ 13,692	\$ 13,692	\$ 13,692	\$ 13,692	\$ 13,692	\$ 13,692	\$ 13,692	\$ 109,538

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
OPERATIONS DEPARTMENT  
805-00

Acct#	Account Title	Itemized Amounts / Descriptions	Budget
70005	Salaries Administration	\$ 96,664	\$ 96,664
71005	Payroll Taxes	\$ 9,664	\$ 9,664
71105	Benefits	\$ 16,800	\$ 16,800
71205	401 (k)	\$ 967	\$ 967
71505	Workers Compensation Insur.	\$ 2,900	\$ 2,900
71705	Vacation Expense	\$ 1,859	\$ 1,859
72005	Contracted Security	\$ 72,000	\$ 72,000
72105	Contracted Cleaning	\$ 32,000	\$ 32,000
73275	Computer Expense	Dude Solutions \$800, Harbor link \$297/mon Misc, Venue Ops \$1,333.33 \$ 3,473 12,667	\$ 16,140
74010	Trash Removal	\$ 5,200	\$ 5,200
74045	Exterminating Service	\$ 800	\$ 800
74075	Medical First Aid	\$ 500	\$ 500
75100	Machinery & Equipment R&M	\$ 20,000	\$ 20,000
75105	Maintenance Agreements	HVAS (Air Force 1) \$ 62,838 Elevator/Escalator (Oracle) \$ 22,500 Fire & Alarm monitoring (Shiver Security) 1,106	\$ 86,444
76005	General Building Supplies	\$ 10,000	\$ 10,000
76065	Plumbing	\$ 1,000	\$ 1,000
76080	First Aid	\$ 500	\$ 500
76115	Janitorial Supplies	\$ 28,500	\$ 28,500
76140	Uniforms	\$ 4,000	\$ 4,000
805-00		April 1, 2021 to December 31, 2021	\$ 405,938

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
OPERATIONS DEPARTMENT  
805-00

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration	\$ 96,664					\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 12,083	\$ 96,664
Payroll Taxes	9,664					1,208	1,208	1,208	1,208	1,208	1,208	1,208	1,208	9,664
Benefits	16,800					2,100	2,100	2,100	2,100	2,100	2,100	2,100	2,100	16,800
401 (k)	967					121	121	121	121	121	121	121	121	967
Workers Compensation Insur.	2,900					363	363	363	363	363	363	363	363	2,900
Vacation Expense	1,859					232	232	232	232	232	232	232	232	1,859
Contracted Security	72,000				3,000	8,625	8,625	8,625	8,625	8,625	8,625	8,625	8,625	72,000
Contracted Cleaning	32,000				12,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	32,000
Computer Expense	16,140				297	1,980	1,980	1,980	1,980	1,980	1,980	1,980	1,980	16,140
Trash Removal	5,200					650	650	650	650	650	650	650	650	5,200
Exterminating Service	800					100	100	100	100	100	100	100	100	800
Medical First Aid	500					63	63	63	63	63	63	63	63	500
Machinery & Equipment R&M	20,000					2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	20,000
Maintenance Agreements	86,444				6,982	9,933	9,933	9,933	9,933	9,933	9,933	9,933	9,933	86,444
General Building Supplies	10,000					1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,000
Plumbing	1,000					125	125	125	125	125	125	125	125	1,000
First Aid	500					63	63	63	63	63	63	63	63	500
Janitorial Supplies	28,500					3,563	3,563	3,563	3,563	3,563	3,563	3,563	3,563	28,500
Uniforms	4,000					500	500	500	500	500	500	500	500	4,000
Total	\$ 405,938	\$ -	\$ -	\$ -	\$ 22,279	\$ 47,958	\$ 47,958	\$ 47,958	\$ 47,958	\$ 47,958	\$ 47,958	\$ 47,958	\$ 47,958	\$ 405,938

Dayton Convention Center  
 April 1, 2021 to December 31, 2021  
 OVERHEAD DEPARTMENT

810-00

Acct#	Account Title	Itemized Amounts / Descriptions	Budget
72305	Contracted Armor Car Service	\$ 700	\$ 700
73035	Bank Service Charges	\$ 2,000	\$ 2,000
73100	Office Supplies	\$ 2,000	\$ 2,000
73105	Printing & Stationary	\$ 500	\$ 500
77035	General Liability Insurance	\$ 29,120	\$ 29,120
78005	Electricity	\$ 150,000	\$ 150,000
78105	Natural Gas	\$ 60,000	\$ 60,000
78205	Telephone Usage	\$ 6,400	\$ 6,400
78305	Water & Sewage	\$ 17,400	\$ 17,400
80005	Base Fee	\$ 80,000	\$ 80,000
810-00 April 1, 2021 to December 31, 2021			\$ 348,120



Dayton Convention Center  
April 1, 2021 to December 31, 2021  
OVERHEAD DEPARTMENT  
810-00

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Contracted Armored Car Service	700						100	100	100	100	100	100	100	700
Bank Service Charges	2,000					300	500	200	100	100	200	100	500	2,000
Office Supplies	2,000					250	250	250	250	250	250	250	250	2,000
Printing & Stationary	500					63	63	63	63	63	63	63	63	500
General Liability Insurance	29,120						4,160	4,160	4,160	4,160	4,160	4,160	4,160	29,120
Electricity	150,000				6,556	17,931	17,931	17,931	17,931	17,931	17,931	17,931	17,931	150,000
Natural Gas	60,000					7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	60,000
Telephone Usage	6,400					800	800	800	800	800	800	800	800	6,400
Water & Sewage	17,400					2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	17,400
Base Fee	80,000					10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000
Total	\$ 348,120	\$ -	\$ -	\$ -	\$ 6,556	\$ 39,018	\$ 43,478	\$ 43,178	\$ 43,078	\$ 43,078	\$ 43,178	\$ 43,078	\$ 43,478	\$ 348,120

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
FOOD & BEVERAGE DEPARTMENT  
814

Account Title	Itemized Amounts / Descriptions	Budget
Salaries Administration	\$ 63,750	\$ 63,750
Bonus - General	\$ 6,375	\$ 6,375
Payroll Taxes	\$ 7,012	\$ 7,012
Benefits	\$ 8,400	\$ 8,400
401 (k)	\$ 638	\$ 638
Workers Compensation Insur.	\$ 1,913	\$ 1,913
Vacation Expense	\$ 1,226	\$ 1,226
Other Operating Exp - F&B	\$ 47,588	\$ 47,588
Incentive Fee - F&B	\$ 20,994	\$ 20,994

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
FOOD & BEVERAGE DEPARTMENT  
814

Account Title	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration				\$ 3,750	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 7,500	\$ 63,750
Bonus - General												6,375	6,375
Payroll Taxes				375	750	750	750	750	750	750	750	1,387	7,012
Benefits				-	1,050	1,050	1,050	1,050	1,050	1,050	1,050	1,050	8,400
401 (k)				38	75	75	75	75	75	75	75	75	638
Workers Compensation Insur.				113	225	225	225	225	225	225	225	225	1,913
Vacation Expense				72	144	144	144	144	144	144	144	144	1,226
Other Operating Exp - F&B					1,000	1,000	5,943	4,799	10,206	19,184	2,000	3,456	47,588
Incentive Fee - F&B					266	260	2,988	2,770	3,800	6,310	1,000	3,600	20,994

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
ALL INDIRECT DEPARTMENTS

Account Title	Budget	January	February	March	April	May	June	July	August	September	October	November	December	Total
Salaries Administration	\$ 412,912	\$ -	\$ -	\$ -	\$ 14,167	\$ 45,833	\$ 50,416	\$ 50,416	\$ 50,416	\$ 50,416	\$ 50,416	\$ 50,416	\$ 50,416	\$ 412,912
Bonus - General	25,125	-	-	-	-	-	-	-	-	-	-	-	25,125	25,125
Payroll Taxes	43,799	-	-	-	1,417	4,583	5,041	5,041	5,041	5,041	5,041	5,041	7,553	43,799
Benefits	67,200	-	-	-	1,050	7,350	8,400	8,400	8,400	8,400	8,400	8,400	8,400	67,200
401 (k)	4,131	-	-	-	142	458	504	504	504	504	504	504	504	4,131
Workers Compensation Insur.	12,388	-	-	-	426	1,375	1,512	1,512	1,512	1,512	1,512	1,512	1,512	12,388
Vacation Expense	7,940	-	-	-	273	881	969	969	969	969	969	969	969	7,940
Contracted Security	72,000	-	-	-	3,000	8,625	8,625	8,625	8,625	8,625	8,625	8,625	8,625	72,000
Contracted Cleaning	32,000	-	-	-	12,000	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	32,000
Contracted Armor Car Service	700	-	-	-	-	-	100	100	100	100	100	100	100	700
Professional Fees - Legal	3,000	-	-	-	-	-	500	500	500	500	500	500	-	3,000
Bank Service Charges	2,000	-	-	-	-	300	500	200	100	100	200	100	500	2,000
Meals & Entertainment	2,000	-	-	-	-	-	-	333	333	333	333	333	333	2,000
Meetings & Conventions	3,000	-	-	-	-	-	-	-	-	2,000	-	1,000	-	3,000
Dues & Subscriptions	1,000	-	-	-	-	-	-	167	167	167	167	167	167	1,000
Office Supplies	2,000	-	-	-	-	250	250	250	250	250	250	250	250	2,000
Printing & Stationary	500	-	-	-	-	63	63	63	63	63	63	63	63	500
Payroll Processing	6,000	-	-	-	-	-	-	1,000	1,000	1,000	1,000	1,000	1,000	6,000
Advertising	3,000	-	-	-	-	-	-	-	-	-	1,000	1,000	1,000	3,000
Printing Marketing	1,000	-	-	-	-	-	-	-	1,000	-	-	-	-	1,000
Promotional Supplies	3,000	-	-	-	-	-	-	1,000	1,000	1,000	-	-	-	3,000
Computer Expense	22,140	-	-	-	297	1,980	1,980	2,980	2,980	2,980	2,980	2,980	2,980	22,140
Trash Removal	5,200	-	-	-	-	650	650	650	650	650	650	650	650	5,200
Exterminating Service	800	-	-	-	-	100	100	100	100	100	100	100	100	800
Medical First Aid	500	-	-	-	-	63	63	63	63	63	63	63	63	500
Other Operating Exp - F&B	47,588	-	-	-	-	1,000	1,000	5,943	4,799	10,206	19,184	2,000	3,456	47,588
Incentive Fee - F&B	20,994	-	-	-	-	266	260	2,988	2,770	3,800	6,310	1,000	3,600	20,994
Machinery & Equipment R&M	20,000	-	-	-	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	20,000
Maintenance Agreements	86,444	-	-	-	6,982	9,933	9,933	9,933	9,933	9,933	9,933	9,933	9,933	86,444
General Building Supplies	10,000	-	-	-	-	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	10,000
Plumbing	1,000	-	-	-	-	125	125	125	125	125	125	125	125	1,000
First Aid	500	-	-	-	-	63	63	63	63	63	63	63	63	500
Janitorial Supplies	28,500	-	-	-	-	3,563	3,563	3,563	3,563	3,563	3,563	3,563	3,563	28,500
Uniforms	4,000	-	-	-	-	500	500	500	500	500	500	500	500	4,000
General Liability Insurance	29,120	-	-	-	-	-	4,160	4,160	4,160	4,160	4,160	4,160	4,160	29,120
Electricity	150,000	-	-	-	6,556	17,931	17,931	17,931	17,931	17,931	17,931	17,931	17,931	150,000
Natural Gas	60,000	-	-	-	-	7,500	7,500	7,500	7,500	7,500	7,500	7,500	7,500	60,000
Telephone Usage	6,400	-	-	-	-	800	800	800	800	800	800	800	800	6,400
Water & Sewage	17,400	-	-	-	-	2,175	2,175	2,175	2,175	2,175	2,175	2,175	2,175	17,400
Base Fee	80,000	-	-	-	-	10,000	10,000	10,000	10,000	10,000	10,000	10,000	10,000	80,000
Total	\$ 1,295,281	\$ -	\$ -	\$ -	\$ 46,309	\$ 132,616	\$ 143,932	\$ 154,803	\$ 154,341	\$ 161,778	\$ 171,366	\$ 149,772	\$ 180,363	\$ 1,295,281

Dayton Convention Center  
April 1, 2021 to December 31, 2021  
FOOD & BEVERAGE INCOME STATEMENT

	January	February	March	April	May	June	July	August	September	October	November	December	Total Budget	% of Sales
Revenues														
Gross Concessions	-	-	-	-	6,650	6,500	17,500	5,000	-	-	5,000	10,000	50,650	10%
Gross Catering	-	-	-	-	-	-	57,200	64,250	95,000	157,750	20,000	80,000	474,200	90%
Total Revenues	-	-	-	-	6,650	6,500	74,700	69,250	95,000	157,750	25,000	90,000	524,850	100%
COGS, Event Labor & Supplies														
Concessions	-	-	-	-	(2,793)	(2,730)	(7,350)	(2,100)	-	-	(2,100)	(4,200)	(21,273)	-4%
Catering	-	-	-	-	-	-	(24,024)	(26,985)	(39,900)	(66,255)	(8,400)	(33,600)	(199,164)	-38%
Total COGS, Event Labor & Supplies	-	-	-	-	(2,793)	(2,730)	(31,374)	(29,085)	(39,900)	(66,255)	(10,500)	(37,800)	(220,437)	-42%
Net Sales	-	-	-	-	3,857	3,770	43,326	40,165	55,100	91,495	14,500	52,200	304,413	58%
Indirect Expenses														
Wages & Benefits - F&B	\$ -	\$ -	\$ -	\$ 4,348	\$ 9,744	\$ 9,744	\$ 9,744	\$ 9,744	\$ 9,744	\$ 9,744	\$ 9,744	\$ 16,756	89,314	17%
Other Operating - F&B	-	-	-	-	1,000	1,000	5,943	4,799	10,206	19,184	2,000	3,456	47,588	9%
Incentive Fee - F&B	-	-	-	-	266	260	2,988	2,770	3,800	6,310	1,000	3,600	20,994	4%
Total Indirect Expenses	-	-	-	4,348	11,010	11,004	18,675	17,313	23,750	35,238	12,744	23,812	157,896	30%
Net Income	-	-	-	(4,348)	(7,153)	(7,234)	24,651	22,852	31,350	56,257	1,756	28,388	146,517	28%
Gross Margin	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	58%	58%	58%	58%	58%	58%	58%	58%	58%	
Profit Margin	#DIV/0!	#DIV/0!	#DIV/0!	#DIV/0!	-108%	-111%	33%	33%	33%	36%	7%	32%	28%	

# EXHIBIT C

# EXHIBIT D

12:08 AM

06/11/21

**Montgomery County Convention Facilities Authority**  
**Reconciliation Summary**  
**Key Bank Operating, Period Ending 05/31/2021**

	<u>May 31, 21</u>
Beginning Balance	318,449.40
Cleared Transactions	
Checks and Payments - 26 items	-194,232.63
Deposits and Credits - 15 items	240,712.76
Total Cleared Transactions	<u>46,480.13</u>
Cleared Balance	<u><u>364,929.53</u></u>
Uncleared Transactions	
Checks and Payments - 2 items	-10,860.00
Total Uncleared Transactions	<u>-10,860.00</u>
Register Balance as of 05/31/2021	<u><u>354,069.53</u></u>
New Transactions	
Checks and Payments - 11 items	-76,919.45
Total New Transactions	<u>-76,919.45</u>
Ending Balance	<u><u>277,150.08</u></u>



12:08 AM

06/11/21

# Montgomery County Convention Facilities Authority

## Reconciliation Detail

Key Bank Operating, Period Ending 05/31/2021

Type	Date	Num	Name	Clr	Amount	Balance
<b>Beginning Balance</b>						318,449.40
<b>Cleared Transactions</b>						
<b>Checks and Payments - 26 items</b>						
Check	4/18/2021	1041	Kelly Smith	X	-64.15	-64.15
Check	4/28/2021	1050	MCCFA	X	-5,000.00	-5,064.15
Check	5/4/2021	1054	Bricker and Eckler	X	-25,485.56	-30,549.71
Check	5/4/2021	1061	Hobart Service	X	-12,260.90	-42,810.61
Check	5/4/2021	1057	Peck Heating AC & ...	X	-6,602.00	-49,412.61
Check	5/4/2021	1059	Solid Blend WMS	X	-4,618.00	-54,030.61
Check	5/4/2021	1051	Ohio PERS	X	-3,876.93	-57,907.54
Check	5/4/2021	1055	LWC Incorporated	X	-3,000.00	-60,907.54
Check	5/4/2021	1063	Sign Dynamics	X	-2,647.50	-63,555.04
Check	5/4/2021	1052	Fraunfelter Account...	X	-1,600.00	-65,155.04
Check	5/4/2021	1062	Koorsen Fire and S...	X	-1,019.20	-66,174.24
Check	5/4/2021	1058	Moonlight Security I...	X	-722.43	-66,896.67
Check	5/4/2021	1060	A-1 Able Pest Doct...	X	-300.00	-67,196.67
Check	5/4/2021	1053	Kelly Smith	X	-123.09	-67,319.76
Check	5/13/2021	1064	Best Plumbing Spe...	X	-14,891.85	-82,211.61
Check	5/13/2021	1065	Harborlink Network ...	X	-8,043.50	-90,255.11
Check	5/13/2021	1067	U! Creative	X	-1,250.00	-91,505.11
Check	5/13/2021	1066	Grunder Landscaping	X	-1,020.00	-92,525.11
Check	5/13/2021	1068	Miami Industrial Tru...	X	-770.00	-93,295.11
Check	5/13/2021			X	-312.97	-93,608.08
Check	5/14/2021	1070	Payroll	X	-7,270.22	-100,878.30
Check	5/24/2021	debit	ACCE	X	-262.09	-101,140.39
Transfer	5/27/2021			X	-53,716.02	-154,856.41
Transfer	5/27/2021			X	-15,642.00	-170,498.41
Check	5/28/2021	0528...	KeyBank	X	-16,799.00	-187,297.41
Check	5/28/2021	1071	Payroll	X	-6,935.22	-194,232.63
<b>Total Checks and Payments</b>					-194,232.63	-194,232.63
<b>Deposits and Credits - 15 items</b>						
Deposit	5/3/2021			X	5,446.49	5,446.49
Deposit	5/4/2021			X	13,131.00	18,577.49
Deposit	5/4/2021			X	39,416.02	57,993.51
Deposit	5/5/2021			X	5,650.17	63,643.68
Deposit	5/5/2021			X	10,611.66	74,255.34
Deposit	5/6/2021			X	5,736.08	79,991.42
Deposit	5/7/2021			X	1,053.27	81,044.69
Deposit	5/11/2021			X	6,689.93	87,734.62
Deposit	5/11/2021			X	7,821.00	95,555.62
Deposit	5/21/2021			X	39,628.02	135,183.64
Deposit	5/24/2021			X	5,341.90	140,525.54
Deposit	5/24/2021			X	54,849.50	195,375.04
Deposit	5/25/2021			X	2,937.57	198,312.61
Deposit	5/25/2021			X	7,949.70	206,262.31
Deposit	5/28/2021			X	34,450.45	240,712.76
<b>Total Deposits and Credits</b>					240,712.76	240,712.76
<b>Total Cleared Transactions</b>					46,480.13	46,480.13
<b>Cleared Balance</b>					46,480.13	364,929.53
<b>Uncleared Transactions</b>						
<b>Checks and Payments - 2 items</b>						
Check	5/4/2021	1056	Oracle Elevator		-9,860.00	-9,860.00
Check	5/13/2021	1069	CBD Advisors		-1,000.00	-10,860.00
<b>Total Checks and Payments</b>					-10,860.00	-10,860.00
<b>Total Uncleared Transactions</b>					-10,860.00	-10,860.00
<b>Register Balance as of 05/31/2021</b>					35,620.13	354,069.53



KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

Public Sector Statement  
May 31, 2021  
page 1 of 4

359681593729

19 T 908 00000 R EM T1  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY  
ONE CHAMBER PLAZA  
STE. A  
DAYTON OH 45402-2426

*Questions or comments?*  
Call our Key Business Resource Center  
1-888-KEY4BIZ (1-888-539-4249)

## KeyNotes

*At KeyBank, we want to be sure that you are aware of any changes to your deposit account agreement and disclosures.*

*Our Real Time Payments (RTP) Deposit Agreement has been updated to state that all receiving accounts for RTP must be located in the United States. If you receive an RTP transaction on behalf of someone else, they must be a resident of or have an account that resides in the United States.*

*For consumer accounts, if you have questions, you can visit your local branch or call us at 1-800-KEY@YOU®.*

*For business accounts, if you have questions, you can speak to your Relationship Manager or call us at 800-821-2829.*

*For clients using a TDD/TTY device, please call 1-800-539-8336.*

Public Transaction 359681593729  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY

Beginning balance 4-30-21	\$318,449.40
15 Additions	+240,712.76
29 Subtractions	-193,919.65
Net fees and charges	-312.98
<b>Ending balance 5-31-21</b>	<b>\$364,929.53</b>

## Additions

Deposits	Date	Serial #	Source	
	5-3		Forte 271859	✓ \$5,446.49
	5-4		Forte 271859	✓ 13,131.00
	5-5		Deposit Branch 0445 Ohio	✓ 39,416.02
	5-5		Deposit Branch 0445 Ohio	✓ 10,611.66
	5-5		Forte 271859	✓ 5,650.17
	5-6		Forte 271859	5,736.08

359681593729

**Additions**  
(con't)

Deposits	Date	Serial #	Source	
	5-7		Forte 271859	✓ 1,053.27
	5-11		Deposit Branch 0445 Ohio	✓ 7,821.00
	5-11		Deposit Branch 0445 Ohio	✓ 6,689.93
	5-21		Forte 271859	✓ 39,628.02
	5-24		Deposit Branch 0447 Ohio	✓ 54,849.50
	5-24	953	Deposit Branch 0447 Ohio	✓ 5,341.90
	5-25		Forte 271859	✓ 2,937.57
	5-26		Forte 271859	✓ 7,949.70
	5-28		Deposit Branch 0448 Ohio	✓ 34,450.45
<b>Total additions</b>				<b>\$240,712.76</b>

**Subtractions**

**Paper Checks**

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
✓ 1041	5-5	\$64.15	✓ 1057	5-10	6,602.00	✓ 1063	5-10	2,647.50
✓ *1050	5-6	5,000.00	✓ 1058	5-14	722.42	✓ 1064	5-21	14,891.85
✓ 1051	5-11	3,876.93	✓ 1059	5-21	4,618.00	✓ 1065	5-20	8,043.50
✓ 1052	5-5	1,600.00	✓ 1060	5-10	300.00	✓ 1066	5-19	1,020.00
✓ 1053	5-10	123.09	✓ 1061	5-10	12,260.90	✓ 1067	5-24	1,250.00
✓ 1054	5-10	25,485.56	✓ 1062	5-12	1,019.20	✓ 1068	5-19	770.00
✓ 1055	5-11	3,000.00						

**Paper Checks Paid \$93,295.10**

Withdrawals	Date	Serial #	Location	
	5-12		Montgomery Countnet Pay	\$6,143.60
	5-12		Montgomery Countimpoundtax	1,086.72
	5-12		Montgomery Countinvoice	39.90
	5-18		KeyBank Auto Pymt	16,799.00
	5-24		Agia Inc Acc Acce Insur	262.09
	5-26		Montgomery Countnet Pay	5,808.60
	5-26		Montgomery Countimpoundtax	1,086.72
	5-26		Montgomery Countinvoice	39.90

Transfers	Date	Serial #	Destination	
	5-27		Trf To DDA 0000359681617023 0101	\$53,716.02
	5-27		Trf To DDA 0000359681617023 0101	15,642.00
<b>Total subtractions</b>				<b>\$193,919.65</b>

**Fees and charges**

Date		Quantity	Unit Charge	
5-10-21	Apr Analysis Service Chg	1	312.98	-\$312.98
<b>Fees and charges assessed this period</b>				<b>-\$312.98</b>





KeyBank  
P.O. Box 93885  
Cleveland, OH 44101-5885

Public Sector Statement  
May 31, 2021  
page 1 of 3

359681617023

18 T 908 00000 R EM T1  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY  
DAYTON CC OPERATING ACCOUNT  
ONE CHAMBER PLAZA  
STE. A  
DAYTON OH 45402-2426

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Public Transaction 359681617023  
MONTGOMERY COUNTY CONVENTION  
FACILITIES AUTHORITY  
DAYTON CC OPERATING ACCOUNT

Beginning balance 4-30-21	\$100,002.09
10 Additions	+79,694.93
21 Subtractions	-56,485.99
<b>Ending balance 5-31-21</b>	<b>\$123,211.03</b>

## Additions

Deposits	Date	Serial #	Source	
	5-3		Merchant Bankcd Deposit 498334039886	\$0.16 ✓
	5-10		Merchant Bankcd Deposit 498334039886	1,425.00 ✓
	5-17		Merchant Bankcd Deposit 498334039886	932.00 ✓
	5-17		Merchant Bankcd Deposit 498334039886	368.00 ✓
	5-18		Merchant Bankcd Deposit 498334039886	364.00 ✓
	5-24		Deposit Branch 0447 Ohio	4,952.75
	5-28		Customer Deposit	1,489.00

*Advance Deposit*  
*XAU Cash Deposit*

359681617023

**Additions**  
(con't)

Deposits	Date	Serial #	Source	
	5-28		Customer Deposit	Vir Cysk 806.00 depos
Transfers	Date	Serial #	Source	
	5-27		Trf Fr DDA 0000359681593729 0101	\$53,716.02
	5-27		Trf Fr DDA 0000359681593729 0101	15,642.00
<b>Total additions</b>				<b>\$79,694.93</b>

**Subtractions**

**Paper Checks**

\* check missing from sequence

Check	Date	Amount	Check	Date	Amount	Check	Date	Amount
1000	5-17	\$99.00	1006	5-17	876.90	1012	5-17	4,803.53
1001	5-14	13,964.00	1007	5-17	103.50	1013	5-19	2,717.00
1002	5-17	728.00	1008	5-17	3,481.77	1014	5-18	1,375.42
1003	5-19	6,556.28	1009	5-20	2,290.60	*1016	5-19	2,351.08
1004	5-17	396.68	1010	5-20	4,300.50	1017	5-20	628.00
1005	5-19	793.00	1011	5-20	2,370.82	1018	5-17	452.84
						<b>Paper Checks Paid</b>		<b>\$48,288.92</b>

Withdrawals	Date	Serial #	Location	
	5-4		Merchant Bankcd Deposit 498334039886	\$29.93
	5-27		Adp Wage Pay Wage Pay 030070986131A7B	5,884.30
	5-27		Adp Tax Adp Tax 70A7B 052821A01	2,282.84
<b>Total subtractions</b>				<b>\$56,485.99</b>

**Fees and charges**

See your Account Analysis statement for details.

**MCCFA Budget versus Actual - YTD 2021 through May\***

	Jan-May*		
	Budget	Actual	Variance
Revenues	2021	2021	2021
City of Dayton Hotel Tax Contribution (1)	231,456		(231,456)
MCCFA Lodging Tax 3% (2)	1,227,859	291,172	(936,687)
Food and Beverage	337,808		(337,808)
Audio Visual			-
Events/Rental Income*	265,631	59,816	(205,815)
DCC Leases	92,664	15,642	(77,022)
Management Company Donation			
Other		2	
<b>Total Revenues</b>	<b>2,155,418</b>	<b>366,632</b>	<b>(1,788,788)</b>
<b>Expenses</b>			
Salary	140,000	59,231	80,769
Retirement	33,600	14,216	19,384
Medicare	2,030	853	1,177
Other Benefits	1,700	929	771
Assistant to ED (9m in 2021)	37,503	12,937	24,566
Office Related			-
Laptop	3,500	2,386	1,114
Supplies/COVID	2,000	5,936	(3,936)
Dues	10,000	660	9,340
Conferences and travel	10,000	716	9,284
Furniture		9,974	(9,974)
Website	5,000	1,250	3,750
Technology Software		3,049	(3,049)
Misc Convention Center items		5,007	(5,007)
Professional Services			-
Legal	90,000	84,956	5,044
Accounting	10,000	7,025	2,975
Audit	-		-
Mgmt Co (9m in 2021)	125,000		125,000
Hotel Tax Collection Expenses	36,836	15,086	21,750
Promotional Services/Advertising	20,000	1,250	18,750
Payroll and Bank Fees	5,000	1,785	3,215
Architectural Design		6,000	(6,000)
Other - CBD Advisors		1,000	(1,000)
Other- Energy Audit/Plants		1,961	(1,961)
Other - AV Services	5,000	4,461	539
Other - Facility Cleaning		3,460	(3,460)
Other - VM/Bev Selection assistance		7,609	(7,609)
Insurance			-
Directors and Officials	3,500		3,500
General Liability	25,000		25,000
Bonds	1,500		1,500
Convention Center Operation*	780,000	130,619	649,381
Special Assessments	65,000		65,000
City of Dayton Debt			-
Energy Conservation QCB			-
Principal	120,000		120,000
Interest	30,627		30,627
Contingency	50,000		50,000
<b>Total Expenses</b>	<b>1,612,796</b>	<b>382,356</b>	<b>1,230,440</b>
<b>Net Change</b>	<b>542,622</b>	<b>(15,724)</b>	<b>(3,019,228)</b>

\* The information for the convention center expenses doesn't include May payments or deposits from the shared account with ASM currently.

12:41 PM

06/14/21

**Montgomery County Convention Facilities Authority**  
**Check Detail**  
**May 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check		5/13/2021			Key Bank Operating		-312.97
					Bank Fees	-312.97	312.97
TOTAL						-312.97	312.97
Check	debit	5/24/2021	ACCE		Key Bank Operating		-262.09
					Health Benefits	-262.09	262.09
TOTAL						-262.09	262.09
Check	1051	5/4/2021	Ohio PERS		Key Bank Operating		-3,876.93
					PERS Retirement	-3,876.93	3,876.93
TOTAL						-3,876.93	3,876.93
Check	1052	5/4/2021	Fraunfelter Accou...		Key Bank Operating		-1,600.00
					Accounting Fees	-1,600.00	1,600.00
TOTAL						-1,600.00	1,600.00
Check	1053	5/4/2021	Kelly Smith		Key Bank Operating		-123.09
					Supplies	-123.09	123.09
TOTAL						-123.09	123.09
Check	1054	5/4/2021	Bricker and Eckler		Key Bank Operating		-25,485.56
					Legal Fees	-2,751.81	2,751.81
					Legal Fees	-2,300.00	2,300.00
					Legal Fees	-13,250.00	13,250.00
					Legal Fees	-7,183.75	7,183.75
TOTAL						-25,485.56	25,485.56
Check	1055	5/4/2021	LWC Incorporated		Key Bank Operating		-3,000.00
					Outside Contract Se...	-3,000.00	3,000.00
TOTAL						-3,000.00	3,000.00

12:41 PM

06/14/21

**Montgomery County Convention Facilities Authority**  
**Check Detail**  
**May 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1056	5/4/2021	Oracle Elevator		Key Bank Operating		-9,860.00
					Maintenance and R...	-9,860.00	9,860.00
TOTAL						-9,860.00	9,860.00
Check	1057	5/4/2021	Peck Heating AC &...		Key Bank Operating		-6,602.00
					Maintenance and R...	-6,602.00	6,602.00
TOTAL						-6,602.00	6,602.00
Check	1058	5/4/2021	Moonlight Security...		Key Bank Operating		-722.43
					Security	-722.43	722.43
TOTAL						-722.43	722.43
Check	1059	5/4/2021	Solid Blend WMS		Key Bank Operating		-4,618.00
					Maintenance and R...	-4,618.00	4,618.00
TOTAL						-4,618.00	4,618.00
Check	1060	5/4/2021	A-1 Able Pest Doct...		Key Bank Operating		-300.00
					Maintenance and R...	-300.00	300.00
TOTAL						-300.00	300.00
Check	1061	5/4/2021	Hobart Service		Key Bank Operating		-12,260.90
					Maintenance and R...	-12,260.90	12,260.90
TOTAL						-12,260.90	12,260.90
Check	1062	5/4/2021	Koorsen Fire and ...		Key Bank Operating		-1,019.20
					Maintenance and R...	-1,019.20	1,019.20
TOTAL						-1,019.20	1,019.20
Check	1063	5/4/2021	Sign Dynamics		Key Bank Operating		-2,647.50
					Equip Rental and M...	-2,647.50	2,647.50
TOTAL						-2,647.50	2,647.50



**Montgomery County Convention Facilities Authority**  
**Check Detail**  
**May 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1064	5/13/2021	Best Plumbing Sp...		Key Bank Operating		-14,891.85
					Maintenance and R...	-14,891.85	14,891.85
TOTAL						-14,891.85	14,891.85
Check	1065	5/13/2021	Harborlink Networ...		Key Bank Operating		-8,043.50
					Maintenance and R...	-8,043.50	8,043.50
TOTAL						-8,043.50	8,043.50
Check	1066	5/13/2021	Grunder Landscap...		Key Bank Operating		-1,020.00
					Equip Rental and M...	-1,020.00	1,020.00
TOTAL						-1,020.00	1,020.00
Check	1067	5/13/2021	U! Creative		Key Bank Operating		-1,250.00
					Marketing	-1,250.00	1,250.00
TOTAL						-1,250.00	1,250.00
Check	1068	5/13/2021	Miami Industrial Tr...		Key Bank Operating		-770.00
					Maintenance and R...	-770.00	770.00
TOTAL						-770.00	770.00
Check	1069	5/13/2021	CBD Advisors		Key Bank Operating		-1,000.00
					Outside Contract Se...	-1,000.00	1,000.00
TOTAL						-1,000.00	1,000.00
Check	1070	5/14/2021	Payroll		Key Bank Operating		-7,270.22
					Salary	-5,384.62	5,384.62
					Medicare	-77.15	77.15
					Payroll Processing ...	-39.90	39.90
					Contract Support St...	-1,150.00	1,150.00
					Contract Support St...	-682.50	682.50
					Health Benefits	63.95	-63.95
TOTAL						-7,270.22	7,270.22

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06/14/21

**Montgomery County Convention Facilities Authority**  
**Check Detail**  
**May 2021**

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Check	1071	5/28/2021	Payroll		Key Bank Operating		-6,935.22
				Salary		-5,384.62	5,384.62
				Medicare		-77.15	77.15
				Payroll Processing ...		-39.90	39.90
				Contract Support St...		-1,287.50	1,287.50
				Contract Support St...		-210.00	210.00
				Health Benefits		63.95	-63.95
TOTAL						-6,935.22	6,935.22
Check	0528...	5/28/2021	KeyBank		Key Bank Operating		-16,799.00
				Maintenance and R...		-13,883.00	13,883.00
				Conference, Conve...		-40.00	40.00
				Maintenance and R...		-631.51	631.51
				Supplies		-159.00	159.00
				Travel		-353.71	353.71
				Travel		-207.48	207.48
				Membership Dues		-69.00	69.00
				Meals		-105.99	105.99
				Equip Rental and M...		-667.01	667.01
				Travel		-9.50	9.50
				Office Furniture		-359.66	359.66
				Facilities and Equip...		-313.08	313.08
				Supplies		-0.06	0.06
TOTAL						-16,799.00	16,799.00

# EXHIBIT E

**Revised 2021 Budget - MCCFA**

	Current 2021	Revised 2021	Change	
<b>Revenues</b>				
City of Dayton Hotel Tax Contribution (1)	231,456	231,456	-	
MCCFA Lodging Tax 3% (2)	1,227,859	1,227,859	-	
Food and Beverage	337,808	524,850	187,042	Updated per the ASM budget
Food & Beverage Direct Costs		(220,437)		Updated per the ASM budget
Food and Beverage - Pepsi Contribution		333	333	Updated per the ASM budget
Agreement Support funds		15,000		
Audio Visual		91,205	91,205	Updated per the ASM budget
Events/Rental Income (includes City held deposits)	265,631	161,695	(103,936)	Updated per the ASM budget
Rental Income allocated expenses		(27,080)		Updated per the ASM budget
DCC Leases	92,664	70,389	(22,275)	
ASM Contribution - Capital		500,000	500,000	
Other		62,492	62,492	Updated per the ASM budget
<b>Total Revenues</b>	<b>2,155,418</b>	<b>2,637,762</b>	<b>714,861</b>	
<b>Expenses</b>				
<b>Personnel Services</b>				
Salary	140,000	140,000	-	
Retirement	33,600	41,300	7,700	Includes Jennifer
Medicare	2,030	2,030	-	
Other Benefits	1,700	6,336	4,636	Includes Jennifer
Assistant to ED (9m in 2021)	37,503	52,000	14,497	Kelly and Jennifer
<b>Purchased Services</b>				
Professional Services			-	
Legal	90,000	90,000	-	
Accounting	10,000	25,000	15,000	
Contracted Employees for cleaning		5,000	5,000	
Hotel Tax Collection Software		15,100	15,100	
Hotel Tax Collection Fee - Forte (est \$60/m)	36,836	540	(36,296)	
Promotional Services/Advertising	20,000	25,000	5,000	
Payroll and Bank Fees	5,000	5,000	-	
Other	5,000	5,000	-	
Insurance			-	
Directors and Officials	3,500	2,800	(700)	
General Liability	25,000	85,275	60,275	
Bonds	1,500	1,500	-	
Additional Insurance Coverages (Cyber)		3,000		
Convention Center Operation Balance	780,000		354,281	Updated per the ASM budget
Wages and Benefits		573,495		
Utilities		23,380		
Repairs and Maintenance		106,444		
Contracted Services		104,700		
Other		302,680		
ASM Venue Management - Food/Bev (4%)		68,582		
ASM Venue Management - Base	125,000	80,000		
<b>Materials and Supplies</b>				
Office Related			-	
Laptop	3,500	3,500	-	
Supplies	2,000	3,000	1,000	
COVID Supplies		10,000	10,000	
Dues	10,000	10,000	-	
Conferences and travel	10,000	10,000	-	
Website	5,000	5,000	-	
<b>Other Expenses</b>				
Special Assessments	65,000	65,000	-	
City of Dayton Debt			-	
Energy Conservation QCB			-	
Principal	120,000	120,000	-	
Interest	30,627	30,627	-	
Contingency	50,000	50,000	-	
<b>Total Expenses</b>	<b>1,612,796</b>	<b>2,071,289</b>	<b>455,493</b>	
<b>Net Income</b>	<b>542,622</b>	<b>566,473</b>	<b>259,368</b>	

# EXHIBIT F

# **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY**

## **PROCUREMENT POLICIES**

**Dated  
February 4, 2021**

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- I. Introduction
  - Purpose
  - Mission
  - Scope
  - Exceptions
  - Ethics in Purchasing
- II. Procurement Process
  - Purchase Order
  - Procurement Controls
  - Approval Process
  - Segregation of Duties
  - Vendor Diversity
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- III. Purchasing Thresholds
- IV. Non-Competitive Procurements
  - Sole Source Procurement
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  - Costs Under the Competitive Threshold
- V. Competitive Procurements
  - Request for Proposals
  - Quality-Based Selections
- VI. Guidelines for Promoting Sustainability Through the Purchasing Process

# MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES

## I. INTRODUCTION

### ▪ PURPOSE

This policy is intended to establish how the Montgomery County Convention Facilities Authority (MCCFA) or its Agent procures goods and services and enters into contracts. The overall purpose of procurement policies is to ensure that the MCCFA obtains the highest quality of goods and services at the lowest practical cost. Furthermore, the guidelines are aimed at streamlining the process of procurement while maintaining adequate controls. These procedures apply to all staff involved in the procurement and to all types of procurement.

THIS POLICY SERVES TO APPLY OHIO LAWS GOVERNING CONVENTION FACILITIES AUTHORITIES (R.C. CHAPTER 351), THEIR CONTRACTING AUTHORITY (R.C. 2921.41 AND R.C. SECTIONS 307.86 et seq.), AND RESTRICTIONS PLACED ON PUBLIC OFFICIALS (R.C. CHAPTER 102). IN ANY INSTANCE IN WHICH THIS POLICY IS AT ODDS WITH THOSE CITED AREAS OF OHIO LAW, THE CITED SECTIONS OF OHIO LAW CONTROL OUR ACTIONS.

### ▪ MISSION

Considering the MCCFA fiduciary responsibilities, the purchaser must assure the promotion of full and open competition in all procurement activities. In doing so, the purchaser must balance economy, efficiency, expediency, and environmental impact, ensuring that Departments receive sufficient quality and quantities of goods and services, delivered at the correct time, fulfilling the facility's operating requirements.

### ▪ SCOPE

The scope of this purchasing policy covers the procurement of most goods and services. The policy covers contractual and purchase agreements between the MCCFA and other legal entities for anything to be purchased, leased, leased with an option or agreement to purchase, or constructed, including, but not limited to, any product, structure, construction, reconstruction, improvement, maintenance, repair, or service at a cost **in excess of fifty thousand dollars**, except as otherwise provided below or at law. The procurement function includes the initial agreement/purchase, changes, and re-negotiations.

### ▪ EXCEPTIONS

Consistent with R.C. 307.86 et seq., the provisions of this policy do not apply in the following instances or procurements:

- The procurement is for services of an accountant, architect, attorney at law, physician, professional engineer, construction project manager, consultant, surveyor, or appraiser.
- The purchase consists of supplies or a replacement or supplemental part or parts for a product or equipment owned or leased by the MCCFA, and the only source of supply for the supplies, part, or parts is limited to a single supplier.
- The purchase consists of services related to information technology, such as programming services, that are proprietary or limited to a single source.



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- If permitted by law, a special emergency exists involving the health and safety of the people or their property.
  - The purchase is for property, including land, buildings, and other real property, leased for offices, storage, parking, or other purposes, and all of the following apply:
    - (a) The MCCFA is authorized by the Revised Code to lease the property.
    - (b) The MCCFA develops requests for proposals for leasing the property, specifying the criteria that will be considered prior to leasing the property, including the desired size and geographic location of the property.
    - (c) The MCCFA receives responses from prospective lessors with property meeting the criteria specified in the requests for proposals by giving notice in a manner substantially similar to the procedures established for giving notice under R.C. Section 307.87.
    - (d) The MCCFA negotiates with the prospective lessors to obtain a lease at the best and lowest price reasonably possible considering the fair market value of the property and any relocation and operational costs that may be incurred during the period the lease is in effect.
- With respect to the acquisition of such property, the MCCFA may use the services of a real estate appraiser to obtain advice, consultations, or other recommendations regarding the lease of property under this exception.
- The purchase is for:
    - Printed copyright material including published books, maps, periodicals, and technical pamphlets (not including software for computer systems), except where a quantity purchase can realize more significant savings.
    - Subscriptions, dues, and memberships, and board member fees established during the budget process.
    - Reimbursements provided directly to individual citizens and employees.

Purchases made under an exception to this policy are subject to 1st approval by the Fiscal Officer of the Board and 2nd approval by the MCCFA Executive Director.

### **▪ ETHICS IN PURCHASING**

Each person involved in the procurement process must adhere to a high standard of ethics and compliance with the requirements and ethical obligations of public officials pursuant to R.C. Section 102.03. In addition, to the extent not in conflict with existing laws:

- **Cash**

## **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES**

It is never permissible for an MCCFA Employee, Official, or its Agent to accept a gift in cash, cash equivalents, gift cards, stocks, or other forms of marketable securities of any amount.

- **Prohibition Against Contractor- Based Contingent Fees**

It shall be unethical for a person to be retained, or to retain a person, to solicit or secure a MCCFA contract upon any agreement or understanding for a commission, percentage, brokerage, or contingent fee, from a contractor, except for retention of bona fide employees or bona fide established commercial selling agencies to secure business.

- **Unauthorized Purchases**

No purchases of goods and services shall be made in the name of MCCFA, except as required for official use by the MCCFA.

- **Disclaimer of Responsibility for Improper Purchasing**

The MCCFA may disclaim responsibility and liability for any purchase, expenditure, or agreement for expenditure arising from a purchase made in its name by an unauthorized person or any person acting outside this policy or the authorization or delegation as provided in this policy. The expense of any such disclaimed transaction will become the personal liability of the individual who acted improperly.

## **II. PROCUREMENT PROCESS**

- **PURCHASE ORDER**

Each specific procurement procedure process to which this policy applies shall be initiated by purchase orders or request for proposal/request for qualifications and shall show detailed requirements for the item(s) requested.

- **Purchase Order Form Data:**

Each procurement requisition form requires the following information:

- Complete item description, including manufacturer's name, product brand name, manufacturer's model number, and product brand code number.
    - Quantities are required for each item listed on the procurement requisition.
    - Delivery dates and locations.
    - Accounting information to include department, cost code, and any additional accounting-related data.
    - Indication of whether the item(s) are in the budget, or an emergency or unplanned expense.
    - Signature of the person preparing the purchase order.
    - The purchase order will be assigned an internal number for tracking and invoicing purposes.

- **PROCUREMENT CONTROLS**

# **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES**

- Goods and services will only be procured within approved budgets except in emergencies, which will be approved by the Executive Director.
- The Executive Director will help conduct periodic checks on procurement activities to ensure they conform to budget guidelines.
- It is the person's responsibility that signs the procurement requisition to verify that the correct item (s) have been received in the right quantities, the quality and price of goods are accurate, and that the goods delivered are secure and inventory records are updated.
- Once confirmed, the packing slip will be forwarded to the Fiscal Officer to await the invoice.
- Purchases under petty cash must not exceed the maximum amount established and documented by the Board Treasurer.

## ▪ **APPROVAL PROCESS**

- Once the purchase order is created, it is submitted to the Executive Director, Board Chairperson, or Finance Committee or its Agent for approval. All purchase orders must have one signature; the positions listed above have approval authority. Once approved, the purchase order is forwarded to the Fiscal Officer or its Agent for certification. Once certified, the purchase order is sent to the vendor, and the order is placed.

## ▪ **SEGREGATION OF DUTIES**

There will be proper segregation of duties to maintain internal controls between:

- The Employee or its Agent places the order with the vendor.
- The Employee or its Agent confirms that the goods supplied are correct.
- The Employee or its Agent accepts the goods into the venue.
- The Employee or its Agent that authorizes payment.

## ▪ **VENDOR DIVERSITY**

MCCFA and its Agent are committed to providing equal access and meaningful opportunities to all vendors and to promoting diversity including minority business enterprises as defined under R.C. Section 122.71 as authorized pursuant to R.C. Section 307.921, as well as women owned enterprises and veterans. Our mission is to maximize the inclusion of minority, women, veteran, and small disadvantaged business enterprises and individuals in our supply chain. If the supplier is not diverse, they may be asked to report on relevant subcontracting (Tier II) activity with diverse suppliers. Supplier shall submit these reports at the frequency specified by MCCFA or its Agent.

### ○ **Company Ownership**

- Is your company publicly or privately held?
  - Public Company \_\_\_\_\_
  - Private Company \_\_\_\_\_
    - If your company is publicly held, please provide the stock symbol that your company's stock is traded under.
- **Please fill out the table below as it applies to your company's diversity status**
  - Women Business Enterprise (>=51% owned and controlled) *Yes / No*

## **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES**

- |  |                 |
|--|-----------------|
| ▪ Minority Business Enterprise ( $\geq 51\%$ owned and controlled) | <i>Yes / No</i> |
| ▪ Veteran Business Enterprise ( $\geq 51\%$ owned and controlled)  | <i>Yes / No</i> |
| ▪ Other (Specify)  |                 |
| ▪ If Diverse, is your business certified?                          |                 |
| ▪ If certified, by which organization/council?                     |                 |

### ▪ **VENDOR SELECTION**

In evaluating vendor bids, MCCFA or its Agent may consider the following in conjunction with the requirements set out in R.C. 307.862 (when applicable):

- Bidder's price.
- Confirmation that bidder item specifications match the purchase order or that an acceptable pre-approved substitution is provided.
- Bidder's ability to perform within the specified time limits.
- Bidder's previous records of performance and service.
- Bidder's ability to meet other terms and conditions, including insurance and bond requirements.
- Payment terms.
- Bidder's availability to provide future service, maintenance, and support.
- Nature and size of the bidder.
- Bidder's ability to provide samples and a warranty if applicable.
- Contract provisions are acceptable to MCCFA.
- Any other factors that the MCCFA determines are relevant in connection with the given project or scope of work.

### **III. PURCHASING THRESHOLDS**

- For goods and services applicable to this policy which are below \$2,500, the MCCFA shall obtain goods and services most advantageous to the organization by directly using a purchase order with a minimum of one written quote.
- For goods and services applicable to this policy between \$2,501 and \$15,000, the MCCFA shall obtain at least three written quotes.
- For goods and services applicable to this policy between \$15,001 and \$49,999, MCCFA or its Agent shall obtain at least three written quotes. If three written quotes are not received, a written justification is required.
- For goods and services applicable to this policy above \$50,000, MCCFA or its Agent will use a formal Request for Proposal (RFP) procurement process.
- For professional services applicable to this policy which are below \$5,000, MCCFA shall obtain goods and services most advantageous to the organization by directly using a purchase order with a minimum of one written bid.

## **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES**

- For professional services applicable to this policy between \$5,001 and \$15,000, MCCFA shall obtain at least three written quotes.
- For professional services applicable to this policy between \$15,001 and \$49,999, MCCFA or its Agent shall obtain at least three written quotes. If three written quotes are not received, a written justification is required.
- For all professional services above \$50,000, the MCCFA or its Agent will use a formal Request for Proposal (RFP) procurement process.

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### **GOODS AND SERVICES**

<b><u>\$ Threshold</u></b>	<b><u>Purchasing Method</u></b>	<b><u>Responsibility</u></b>
=/> \$50,000	Formal RFP Process	Executive Director or MCCFA Agent
\$15,001 - \$49,999	Three (3) Written Quotes	MCCFA or its Agent
\$2,501 - \$15,000	Three (3) Written Quotes	MCCFA
<\$2,500	One (1) Written Quote	MCCFA

### **PROFESSIONAL SERVICES**

<b><u>\$ Threshold</u></b>	<b><u>Purchasing Method</u></b>	<b><u>Responsibility</u></b>
=/> \$50,000	Formal RFP Process	Executive Director or MCCFA Agent
\$15,001-\$49,999	Three (3) Written Quotes	MCCFA or its Agent
\$5,001 - \$15,000	Three (3) Written Quotes	User Department
< \$5,000	One (1) Written Quote	User Department

- **COSTS UNDER THE COMPETITIVE THRESHOLD**
  - The applicable User Department of the MCCFA may acquire Goods and Services by Direct Negotiation or by some other non-competitive method when the dollar value of the purchase does not exceed \$2,500, and a properly executed and authorized purchase order is received, and other factors considered. The User Department may acquire Professional Services by Direct Negotiation or by some other non-competitive method when the dollar value of the purchase does not exceed \$5000, and an adequately executed purchase order is received. Under this non-competitive method, the User Department shall attempt to obtain the Goods and Services and Professional Services most advantageous to the MCCFA or its Agent.

## **IV. COMPETITIVE PROCUREMENTS**

Formal Solicitations will generally be solicited on a project-by-project basis in compliance with the requirements of R.C. 307.862.

## **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES**

### **▪ REQUEST FOR PROPOSALS (RFP)**

- The RFP will contain all information required pursuant to R.C. Section 307.862, including the criteria to be considered and evaluated as the basis of the award.
- Proposals submitted by Responsible and Responsive Proposers are evaluated by a Standing or Special Committee, based upon the criteria applicable to the RFP, and presented to the Board for final approval. All submissions (or the most acceptable proposals at the discretion of the committee evaluating proposals) will be ranked in order of their acceptability to the MCCFA or its Agent considering the criteria. The MCCFA or its Agent has no obligation to award the Contract to the Proposer who proposes the lowest price.
- The MCCFA or its Agent reserves the right to reject any and/or all proposals, waive any informalities or irregularities of proposals, request clarification of information submitted in any proposal, and further negotiate with a Responsive and Responsible Proposer who has been selected for Contract award or to reject any or all proposals for any reason whatsoever.
- The Contract award will be awarded, if the award is made, by the MCCFA or its Agent to the Responsive and Responsible Proposer whose proposal is determined, in the Authority's exclusive discretion, to be the most advantageous to the MCCFA, taking into consideration price, qualifications, and other factors as indicated in the RFP. The RFP will contain the basis on which the award is to be made.

### **▪ QUALITY BASED. SELECTIONS (RFQ)**

- Requests for Qualifications (RFQ) may be used when it is in the MCCFA's best interest to evaluate the experience and qualifications of a Service provider, without regard to price or before considering the price.
- The procedure for soliciting, opening, and evaluating statements of qualifications shall be the same as described herein for a request for proposals. Service providers whose qualifications meet the criteria established in the Request for Qualifications, at the sole discretion of the MCCFA or its Agent, may be considered for Contract award by participation in the completion of price negotiation. The MCCFA or its Agent shall attempt to negotiate a fee with the highest-ranked firm. If no agreement is reached, MCCFA or its Agent shall begin negotiations with the next highest-ranked firm. Negotiations will proceed in this manner until an agreement is reached. Alternatively, MCCFA or its Agent may, by Direct Negotiation, finalize terms with service providers who are selected for the award based on qualifications. MCCFA or its Agent reserves the right to reject any or all responses for any reason. The MCCFA or its Agent may request clarification of information.

## **V. GUIDELINES FOR PROMOTING SUSTAINABILITY THROUGH THE PURCHASING PROCESS**

## **MONTGOMERY COUNTY CONVENTION FACILITIES AUTHORITY PROCUREMENT POLICIES**

The MCCFA encourages the procurement of sustainable and environmentally preferred products and services. MCCFA and its Agent will take an active role to promote the analysis of life cycle costs for products and services to encourage the protection of the environment by considering sustainable products and services for use in MCCFA operations.

- In general, environmentally preferable products and services are those that would reduce negative effects on human health and the environment when compared with the competing products and services.
- In practice, the objective is to consider products that have been environmentally certified or eco-labeled because they have reduced environmental impact due to the way they are made, used, transported, stored, packaged, and disposed of.
- Reports will be provided to MCCFA Executive Director on an annual basis to track the procurement of sustainable and environmentally preferred products.