

SALINA DOWNTOWN 2,INC

Balance Sheet

As of December 31, 2009

	<u>Dec 31, 09</u>	<u>Dec 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
ASSETS				
Current Assets				
Checking/Savings				
CD FIRST BANK	51,123.35	0.00	51,123.35	100.0%
CERTIFICATE OF DEPOSIT	0.00	50,000.00	-50,000.00	-100.0%
OPERATING ACCOUNT	5,003.80	3,601.86	1,401.94	38.92%
PETTY CASH	60.00	60.00	0.00	0.0%
SCOUT BROKERAGE	82,998.59	86,969.71	-3,971.12	-4.57%
Total Checking/Savings	<u>139,185.74</u>	<u>140,631.57</u>	<u>-1,445.83</u>	<u>-1.03%</u>
Other Current Assets				
ACCOUNTS RECEIVABLE SDI	0.00	2,394.20	-2,394.20	-100.0%
PREPAID	0.00	570.00	-570.00	-100.0%
Total Other Current Assets	<u>0.00</u>	<u>2,964.20</u>	<u>-2,964.20</u>	<u>-100.0%</u>
Total Current Assets	<u>139,185.74</u>	<u>143,595.77</u>	<u>-4,410.03</u>	<u>-3.07%</u>
Fixed Assets				
ACCUMULATED DEPRECIATION	-7,858.64	-7,858.64	0.00	0.0%
FURNITURE & FIXTURES	12,436.76	9,220.75	3,216.01	34.88%
Total Fixed Assets	<u>4,578.12</u>	<u>1,362.11</u>	<u>3,216.01</u>	<u>236.11%</u>
Other Assets				
NOTE RECEIVABLE-StartUp Kansas	23,206.25	10,236.25	12,970.00	126.71%
Total Other Assets	<u>23,206.25</u>	<u>10,236.25</u>	<u>12,970.00</u>	<u>126.71%</u>
TOTAL ASSETS	<u>166,970.11</u>	<u>155,194.13</u>	<u>11,775.98</u>	<u>7.59%</u>
LIABILITIES & EQUITY				
Liabilities				
Current Liabilities				
Accounts Payable				
ACCOUNTS PAYABLE	604.60	0.00	604.60	100.0%
Total Accounts Payable	<u>604.60</u>	<u>0.00</u>	<u>604.60</u>	<u>100.0%</u>
Other Current Liabilities				
ACCOUNTS PAYABLE- FACADE GRANT	21,942.86	30,235.81	-8,292.95	-27.43%
ACCOUNTS PAYABLE SDI	0.00	4,411.15	-4,411.15	-100.0%
FEDERAL WITHHOLDING PAYABLE	0.00	558.00	-558.00	-100.0%
FICA PAYABLE (Social Security)	0.00	758.54	-758.54	-100.0%
MEDICARE WITHHOLDING PAYABLE	0.00	43.44	-43.44	-100.0%
STATE WITHHOLDING PAYABLE	0.00	189.00	-189.00	-100.0%
UNEMPLOYMENT TAXES PAYABLE	0.00	60.46	-60.46	-100.0%
Total Other Current Liabilities	<u>21,942.86</u>	<u>36,256.40</u>	<u>-14,313.54</u>	<u>-39.48%</u>

SALINA DOWNTOWN 2,INC

Balance Sheet

As of December 31, 2009

	<u>Dec 31, 09</u>	<u>Dec 31, 08</u>	<u>\$ Change</u>	<u>% Change</u>
Total Current Liabilities	22,547.46	36,256.40	-13,708.94	-37.81%
Long Term Liabilities				
NOTES PAYABLE-STARTUP KS	23,206.25	10,350.00	12,856.25	124.22%
Total Long Term Liabilities	<u>23,206.25</u>	<u>10,350.00</u>	<u>12,856.25</u>	<u>124.22%</u>
Total Liabilities	45,753.71	46,606.40	-852.69	-1.83%
Equity				
UNRESTRICTED NET ASSETS	108,587.73	88,779.59	19,808.14	22.31%
Net Income	12,628.67	19,808.14	-7,179.47	-36.25%
Total Equity	<u>121,216.40</u>	<u>108,587.73</u>	<u>12,628.67</u>	<u>11.63%</u>
TOTAL LIABILITIES & EQUITY	<u><u>166,970.11</u></u>	<u><u>155,194.13</u></u>	<u><u>11,775.98</u></u>	<u><u>7.59%</u></u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
Ordinary Income/Expense				
Income				
GRANT INCOME	59,807.00	50,500.00	9,307.00	18.43%
INTEREST INCOME	1,152.23	2,379.20	-1,226.97	-51.57%
ORGANIZATION CONTRIBUTION	55,000.00	55,000.00	0.00	0.0%
PROGRAM INCOME	31,100.90	8,857.22	22,243.68	251.14%
SERVICE FEES	84,143.97	92,734.20	-8,590.23	-9.26%
Total Income	<u>231,204.10</u>	<u>209,470.62</u>	<u>21,733.48</u>	<u>10.38%</u>
Expense				
ADMINISTRATIVE ALLOCATION	0.00	0.00	0.00	0.0%
BANK SERVICE CHARGES	203.41	95.32	108.09	113.4%
BUILDING REPAIR/MAINTENANCE	420.12	987.50	-567.38	-57.46%
COMMUNICATIONS	1,997.03	2,376.91	-379.88	-15.98%
COMPUTER SUPPLIES/MAINTENANCE	473.23	180.00	293.23	162.91%
CONTRIBUTION	0.00	3,000.00	-3,000.00	-100.0%
DEPRECIATION	0.00	1,127.16	-1,127.16	-100.0%
DESTINATION MARKETING COMM.	200.00	0.00	200.00	100.0%
DUES & SUBSCRIPTIONS	1,773.35	1,794.44	-21.09	-1.18%
EQUIPMENT-NON CAPITAL	0.00	219.12	-219.12	-100.0%
EQUIPMENT MAINTENANCE AGREEMENT	711.62	481.76	229.86	47.71%
EQUIPMENT REPAIR	80.40	74.94	5.46	7.29%
INSURANCE	1,645.00	1,627.00	18.00	1.11%
MARKETING	18,149.37	18,648.19	-498.82	-2.68%
MEALS	405.74	334.65	71.09	21.24%
MEETING EXPENSES	2,337.61	2,392.32	-54.71	-2.29%
OFFICE SUPPLIES	2,532.87	1,286.96	1,245.91	96.81%
OTHER EXPENSES-MISC.	50.55	0.00	50.55	100.0%
PERSONNEL EXPENSE	51,582.29	52,997.74	-1,415.45	-2.67%
POSTAGE EXPENSE	1,702.76	1,598.64	104.12	6.51%
PRINTING	3,506.01	6,324.97	-2,818.96	-44.57%
PROFESSIONAL DEVELOPMENT	1,385.00	920.00	465.00	50.54%
PROFESSIONAL SERVICES	55,092.96	26,186.27	28,906.69	110.39%
RENT	7,074.32	6,840.00	234.32	3.43%
SPEC PROJ-FACADE EXP	39,639.19	49,969.36	-10,330.17	-20.67%
SUPPLIES	21,646.00	7,194.23	14,451.77	200.88%
TAXES & FEES	145.30	71.00	74.30	104.65%
TRAVEL, MILEAGE	3,721.80	1,557.84	2,163.96	138.91%
UTILITIES	2,099.50	1,376.16	723.34	52.56%
Total Expense	<u>218,575.43</u>	<u>189,662.48</u>	<u>28,912.95</u>	<u>15.24%</u>
Net Ordinary Income	<u>12,628.67</u>	<u>19,808.14</u>	<u>-7,179.47</u>	<u>-36.25%</u>
Net Income	<u><u>12,628.67</u></u>	<u><u>19,808.14</u></u>	<u><u>-7,179.47</u></u>	<u><u>-36.25%</u></u>

SALINA DOWNTOWN 2,INC
Profit & Loss Budget vs. Actual
January through December 2009

	<u>Jan - Dec 09</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Ordinary Income/Expense				
Income				
GRANT INCOME	59,807.00	50,000.00	9,807.00	119.61%
INTEREST INCOME	1,152.23	1,800.00	-647.77	64.01%
ORGANIZATION CONTRIBUTION	55,000.00	40,000.00	15,000.00	137.5%
PROGRAM INCOME	31,100.90	20,000.00	11,100.90	155.51%
SERVICE FEES	84,143.97	87,000.00	-2,856.03	96.72%
Total Income	<u>231,204.10</u>	<u>198,800.00</u>	<u>32,404.10</u>	<u>116.3%</u>
Expense				
ADMINISTRATIVE ALLOCATION	0.00			
BANK SERVICE CHARGES	203.41	60.00	143.41	339.02%
BUILDING REPAIR/MAINTENANCE	420.12	600.00	-179.88	70.02%
COMMUNICATIONS	1,997.03	3,000.00	-1,002.97	66.57%
COMPUTER SUPPLIES/MAINTENANCE	473.23	1,800.00	-1,326.77	26.29%
CONTINGENCY	0.00	600.00	-600.00	0.0%
DESTINATION MARKETING COMM.	200.00			
DUES & SUBSCRIPTIONS	1,773.35	1,200.00	573.35	147.78%
EQUIPMENT-NON CAPITAL	0.00	300.00	-300.00	0.0%
EQUIPMENT MAINTENANCE AGREEMENT	711.62	600.00	111.62	118.6%
EQUIPMENT REPAIR	80.40	1,900.00	-1,819.60	4.23%
INSURANCE	1,645.00	2,000.00	-355.00	82.25%
MARKETING	18,149.37	23,000.00	-4,850.63	78.91%
MEALS	405.74	240.00	165.74	169.06%
MEETING EXPENSES	2,337.61	2,000.00	337.61	116.88%
OFFICE SUPPLIES	2,532.87	2,000.00	532.87	126.64%
OTHER EXPENSES-MISC.	50.55	300.00	-249.45	16.85%
PERSONNEL EXPENSE	51,582.29	54,070.00	-2,487.71	95.4%
POSTAGE EXPENSE	1,702.76	3,600.00	-1,897.24	47.3%
PRINTING	3,506.01	6,000.00	-2,493.99	58.43%
PROFESSIONAL DEVELOPMENT	1,385.00	3,000.00	-1,615.00	46.17%
PROFESSIONAL SERVICES	55,092.96	30,000.00	25,092.96	183.64%
RENT	7,074.32	7,200.00	-125.68	98.25%
SPEC PROJ-FACADE EXP	39,639.19	50,000.00	-10,360.81	79.28%
SUPPLIES	21,646.00	880.00	20,766.00	2,459.77%
TAXES & FEES	145.30	50.00	95.30	290.6%
TRAVEL, MILEAGE	3,721.80	1,800.00	1,921.80	206.77%
UTILITIES	2,099.50	2,600.00	-500.50	80.75%
Total Expense	<u>218,575.43</u>	<u>198,800.00</u>	<u>19,775.43</u>	<u>109.95%</u>
Net Ordinary Income	<u>12,628.67</u>	<u>0.00</u>	<u>12,628.67</u>	<u>100.0%</u>
Net Income	<u><u>12,628.67</u></u>	<u><u>0.00</u></u>	<u><u>12,628.67</u></u>	<u><u>100.0%</u></u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	Total 100 ADMINISTRATION			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	0.00	0.00	0.00	0.0%
INTEREST INCOME	1,152.23	2,379.20	-1,226.97	-51.57%
ORGANIZATION CONTRIBUTION	55,000.00	55,000.00	0.00	0.0%
PROGRAM INCOME	2.98	2.85	0.13	4.56%
SERVICE FEES	0.00	-160.00	160.00	100.0%
Total Income	56,155.21	57,222.05	-1,066.84	-1.86%
Expense				
ADMINISTRATIVE ALLOCATION	-76,551.08	-73,253.04	-3,298.04	4.5%
BANK SERVICE CHARGES	203.41	95.32	108.09	113.4%
BUILDING REPAIR/MAINTENANCE	420.12	967.50	-547.38	-56.58%
COMMUNICATIONS	1,346.18	1,768.11	-421.93	-23.86%
COMPUTER SUPPLIES/MAINTENANCE	473.23	180.00	293.23	162.91%
CONTRIBUTION	0.00	0.00	0.00	0.0%
DEPRECIATION	0.00	1,127.16	-1,127.16	-100.0%
DESTINATION MARKETING COMM.	0.00	0.00	0.00	0.0%
DUES & SUBSCRIPTIONS	1,773.35	1,696.25	77.10	4.55%
EQUIPMENT-NON CAPITAL	0.00	219.12	-219.12	-100.0%
EQUIPMENT MAINTENANCE AGREEMENT	711.62	481.76	229.86	47.71%
EQUIPMENT REPAIR	80.40	74.94	5.46	7.29%
INSURANCE	1,645.00	1,627.00	18.00	1.11%
MARKETING	0.00	0.00	0.00	0.0%
MEALS	86.99	190.35	-103.36	-54.3%
MEETING EXPENSES	667.37	87.95	579.42	658.81%
OFFICE SUPPLIES	2,502.90	1,180.13	1,322.77	112.09%
OTHER EXPENSES-MISC.	50.55	0.00	50.55	100.0%
PERSONNEL EXPENSE	51,582.29	52,997.74	-1,415.45	-2.67%
POSTAGE EXPENSE	1,573.78	1,448.49	125.29	8.65%
PRINTING	100.11	699.35	-599.24	-85.69%
PROFESSIONAL DEVELOPMENT	1,385.00	170.00	1,215.00	714.71%
PROFESSIONAL SERVICES	20,346.00	16,913.53	3,432.47	20.29%
RENT	6,474.32	6,840.00	-365.68	-5.35%
SPEC PROJ-FACADE EXP	0.00	0.00	0.00	0.0%
SUPPLIES	760.46	859.26	-98.80	-11.5%
TAXES & FEES	40.00	20.00	20.00	100.0%
TRAVEL, MILEAGE	1,506.27	1,103.34	402.93	36.52%
UTILITIES	1,999.50	1,376.16	623.34	45.3%
Total Expense	19,177.77	18,870.42	307.35	1.63%
Net Ordinary Income	36,977.44	38,351.63	-1,374.19	-3.58%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	Total 100 ADMINISTRATION			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Net Income	<u>36,977.44</u>	<u>38,351.63</u>	<u>-1,374.19</u>	<u>-3.58%</u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	150 BRAVO SALINA			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	0.00	0.00	0.00	0.0%
INTEREST INCOME	0.00	0.00	0.00	0.0%
ORGANIZATION CONTRIBUTION	0.00	0.00	0.00	0.0%
PROGRAM INCOME	0.00	0.00	0.00	0.0%
SERVICE FEES	0.00	0.00	0.00	0.0%
Total Income	0.00	0.00	0.00	0.0%
Expense				
ADMINISTRATIVE ALLOCATION	0.00	0.00	0.00	0.0%
BANK SERVICE CHARGES	0.00	0.00	0.00	0.0%
BUILDING REPAIR/MAINTENANCE	0.00	0.00	0.00	0.0%
COMMUNICATIONS	0.00	0.00	0.00	0.0%
COMPUTER SUPPLIES/MAINTENANCE	0.00	0.00	0.00	0.0%
CONTRIBUTION	0.00	0.00	0.00	0.0%
DEPRECIATION	0.00	0.00	0.00	0.0%
DESTINATION MARKETING COMM.	0.00	0.00	0.00	0.0%
DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.0%
EQUIPMENT-NON CAPITAL	0.00	0.00	0.00	0.0%
EQUIPMENT MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.0%
EQUIPMENT REPAIR	0.00	0.00	0.00	0.0%
INSURANCE	0.00	0.00	0.00	0.0%
MARKETING	0.00	425.00	-425.00	-100.0%
MEALS	0.00	0.00	0.00	0.0%
MEETING EXPENSES	0.00	0.00	0.00	0.0%
OFFICE SUPPLIES	0.00	0.00	0.00	0.0%
OTHER EXPENSES-MISC.	0.00	0.00	0.00	0.0%
PERSONNEL EXPENSE	0.00	0.00	0.00	0.0%
POSTAGE EXPENSE	0.00	0.00	0.00	0.0%
PRINTING	0.00	0.00	0.00	0.0%
PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.0%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.0%
RENT	0.00	0.00	0.00	0.0%
SPEC PROJ-FACADE EXP	0.00	0.00	0.00	0.0%
SUPPLIES	0.00	0.00	0.00	0.0%
TAXES & FEES	0.00	0.00	0.00	0.0%
TRAVEL, MILEAGE	0.00	0.00	0.00	0.0%
UTILITIES	0.00	0.00	0.00	0.0%
Total Expense	0.00	425.00	-425.00	-100.0%
Net Ordinary Income	0.00	-425.00	425.00	100.0%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	150 BRAVO SALINA			
	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>0.00</u>	<u>-425.00</u>	<u>425.00</u>	<u>100.0%</u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	Total 200 BUSINESS SUPPORT/RECRUIT			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	59,807.00	50,500.00	9,307.00	18.43%
INTEREST INCOME	0.00	0.00	0.00	0.0%
ORGANIZATION CONTRIBUTION	0.00	0.00	0.00	0.0%
PROGRAM INCOME	23,942.42	4,022.45	19,919.97	495.22%
SERVICE FEES	33,657.57	37,157.65	-3,500.08	-9.42%
Total Income	117,406.99	91,680.10	25,726.89	28.06%
Expense				
ADMINISTRATIVE ALLOCATION	30,620.43	29,301.22	1,319.21	4.5%
BANK SERVICE CHARGES	0.00	0.00	0.00	0.0%
BUILDING REPAIR/MAINTENANCE	0.00	0.00	0.00	0.0%
COMMUNICATIONS	0.00	0.00	0.00	0.0%
COMPUTER SUPPLIES/MAINTENANCE	0.00	0.00	0.00	0.0%
CONTRIBUTION	0.00	3,000.00	-3,000.00	-100.0%
DEPRECIATION	0.00	0.00	0.00	0.0%
DESTINATION MARKETING COMM.	0.00	0.00	0.00	0.0%
DUES & SUBSCRIPTIONS	0.00	98.19	-98.19	-100.0%
EQUIPMENT-NON CAPITAL	0.00	0.00	0.00	0.0%
EQUIPMENT MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.0%
EQUIPMENT REPAIR	0.00	0.00	0.00	0.0%
INSURANCE	0.00	0.00	0.00	0.0%
MARKETING	841.10	0.00	841.10	100.0%
MEALS	318.75	144.30	174.45	120.89%
MEETING EXPENSES	242.08	771.53	-529.45	-68.62%
OFFICE SUPPLIES	29.97	0.00	29.97	100.0%
OTHER EXPENSES-MISC.	0.00	0.00	0.00	0.0%
PERSONNEL EXPENSE	0.00	0.00	0.00	0.0%
POSTAGE EXPENSE	64.06	141.22	-77.16	-54.64%
PRINTING	0.00	0.00	0.00	0.0%
PROFESSIONAL DEVELOPMENT	0.00	750.00	-750.00	-100.0%
PROFESSIONAL SERVICES	31,293.18	2,280.00	29,013.18	1,272.51%
RENT	600.00	0.00	600.00	100.0%
SPEC PROJ-FACADE EXP	39,639.19	49,969.36	-10,330.17	-20.67%
SUPPLIES	15,953.78	3,449.20	12,504.58	362.54%
TAXES & FEES	105.30	51.00	54.30	106.47%
TRAVEL, MILEAGE	2,118.73	0.00	2,118.73	100.0%
UTILITIES	100.00	0.00	100.00	100.0%
Total Expense	121,926.57	89,956.02	31,970.55	35.54%
Net Ordinary Income	-4,519.58	1,724.08	-6,243.66	-362.14%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	<u>Total 200 BUSINESS SUPPORT/RECRUIT</u>			
	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-4,519.58</u>	<u>1,724.08</u>	<u>-6,243.66</u>	<u>-362.14%</u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	Total 300 NETWORK KS			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	0.00	0.00	0.00	0.0%
INTEREST INCOME	0.00	0.00	0.00	0.0%
ORGANIZATION CONTRIBUTION	0.00	0.00	0.00	0.0%
PROGRAM INCOME	435.00	30.00	405.00	1,350.0%
SERVICE FEES	0.00	0.00	0.00	0.0%
Total Income	435.00	30.00	405.00	1,350.0%
Expense				
ADMINISTRATIVE ALLOCATION	0.00	0.00	0.00	0.0%
BANK SERVICE CHARGES	0.00	0.00	0.00	0.0%
BUILDING REPAIR/MAINTENANCE	0.00	0.00	0.00	0.0%
COMMUNICATIONS	0.00	0.00	0.00	0.0%
COMPUTER SUPPLIES/MAINTENANCE	0.00	0.00	0.00	0.0%
CONTRIBUTION	0.00	0.00	0.00	0.0%
DEPRECIATION	0.00	0.00	0.00	0.0%
DESTINATION MARKETING COMM.	0.00	0.00	0.00	0.0%
DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.0%
EQUIPMENT-NON CAPITAL	0.00	0.00	0.00	0.0%
EQUIPMENT MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.0%
EQUIPMENT REPAIR	0.00	0.00	0.00	0.0%
INSURANCE	0.00	0.00	0.00	0.0%
MARKETING	0.00	0.00	0.00	0.0%
MEALS	0.00	0.00	0.00	0.0%
MEETING EXPENSES	0.00	0.00	0.00	0.0%
OFFICE SUPPLIES	0.00	0.00	0.00	0.0%
OTHER EXPENSES-MISC.	0.00	0.00	0.00	0.0%
PERSONNEL EXPENSE	0.00	0.00	0.00	0.0%
POSTAGE EXPENSE	1.56	0.00	1.56	100.0%
PRINTING	0.00	0.00	0.00	0.0%
PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.0%
PROFESSIONAL SERVICES	0.00	0.00	0.00	0.0%
RENT	0.00	0.00	0.00	0.0%
SPEC PROJ-FACADE EXP	0.00	0.00	0.00	0.0%
SUPPLIES	0.00	0.00	0.00	0.0%
TAXES & FEES	0.00	0.00	0.00	0.0%
TRAVEL, MILEAGE	0.00	0.00	0.00	0.0%
UTILITIES	0.00	0.00	0.00	0.0%
Total Expense	1.56	0.00	1.56	100.0%
Net Ordinary Income	433.44	30.00	403.44	1,344.8%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	<u>Total 300 NETWORK KS</u>			
	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>433.44</u>	<u>30.00</u>	<u>403.44</u>	<u>1,344.8%</u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	Total 500 COMMUN & ADVOCACY			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	0.00	0.00	0.00	0.0%
INTEREST INCOME	0.00	0.00	0.00	0.0%
ORGANIZATION CONTRIBUTION	0.00	0.00	0.00	0.0%
PROGRAM INCOME	1,321.50	1,202.00	119.50	9.94%
SERVICE FEES	16,828.83	18,578.90	-1,750.07	-9.42%
Total Income	18,150.33	19,780.90	-1,630.57	-8.24%
Expense				
ADMINISTRATIVE ALLOCATION	15,310.22	14,650.60	659.62	4.5%
BANK SERVICE CHARGES	0.00	0.00	0.00	0.0%
BUILDING REPAIR/MAINTENANCE	0.00	0.00	0.00	0.0%
COMMUNICATIONS	650.85	608.80	42.05	6.91%
COMPUTER SUPPLIES/MAINTENANCE	0.00	0.00	0.00	0.0%
CONTRIBUTION	0.00	0.00	0.00	0.0%
DEPRECIATION	0.00	0.00	0.00	0.0%
DESTINATION MARKETING COMM.	0.00	0.00	0.00	0.0%
DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.0%
EQUIPMENT-NON CAPITAL	0.00	0.00	0.00	0.0%
EQUIPMENT MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.0%
EQUIPMENT REPAIR	0.00	0.00	0.00	0.0%
INSURANCE	0.00	0.00	0.00	0.0%
MARKETING	0.00	0.00	0.00	0.0%
MEALS	0.00	0.00	0.00	0.0%
MEETING EXPENSES	1,353.38	1,407.39	-54.01	-3.84%
OFFICE SUPPLIES	0.00	0.00	0.00	0.0%
OTHER EXPENSES-MISC.	0.00	0.00	0.00	0.0%
PERSONNEL EXPENSE	0.00	0.00	0.00	0.0%
POSTAGE EXPENSE	32.56	0.00	32.56	100.0%
PRINTING	0.00	1,450.54	-1,450.54	-100.0%
PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.0%
PROFESSIONAL SERVICES	250.00	0.00	250.00	100.0%
RENT	0.00	0.00	0.00	0.0%
SPEC PROJ-FACADE EXP	0.00	0.00	0.00	0.0%
SUPPLIES	272.90	145.45	127.45	87.63%
TAXES & FEES	0.00	0.00	0.00	0.0%
TRAVEL, MILEAGE	0.00	0.00	0.00	0.0%
UTILITIES	0.00	0.00	0.00	0.0%
Total Expense	17,869.91	18,262.78	-392.87	-2.15%
Net Ordinary Income	280.42	1,518.12	-1,237.70	-81.53%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	<u>Total 500 COMMUN & ADVOCACY</u>			
	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>280.42</u>	<u>1,518.12</u>	<u>-1,237.70</u>	<u>-81.53%</u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	Total 800 DESTINATION MKTG			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	0.00	0.00	0.00	0.0%
INTEREST INCOME	0.00	0.00	0.00	0.0%
ORGANIZATION CONTRIBUTION	0.00	0.00	0.00	0.0%
PROGRAM INCOME	5,399.00	3,599.92	1,799.08	49.98%
SERVICE FEES	33,657.57	37,157.65	-3,500.08	-9.42%
Total Income	39,056.57	40,757.57	-1,701.00	-4.17%
Expense				
ADMINISTRATIVE ALLOCATION	30,620.43	29,301.22	1,319.21	4.5%
BANK SERVICE CHARGES	0.00	0.00	0.00	0.0%
BUILDING REPAIR/MAINTENANCE	0.00	20.00	-20.00	-100.0%
COMMUNICATIONS	0.00	0.00	0.00	0.0%
COMPUTER SUPPLIES/MAINTENANCE	0.00	0.00	0.00	0.0%
CONTRIBUTION	0.00	0.00	0.00	0.0%
DEPRECIATION	0.00	0.00	0.00	0.0%
DESTINATION MARKETING COMM.	200.00	0.00	200.00	100.0%
DUES & SUBSCRIPTIONS	0.00	0.00	0.00	0.0%
EQUIPMENT-NON CAPITAL	0.00	0.00	0.00	0.0%
EQUIPMENT MAINTENANCE AGREEMENT	0.00	0.00	0.00	0.0%
EQUIPMENT REPAIR	0.00	0.00	0.00	0.0%
INSURANCE	0.00	0.00	0.00	0.0%
MARKETING	17,308.27	18,223.19	-914.92	-5.02%
MEALS	0.00	0.00	0.00	0.0%
MEETING EXPENSES	74.78	125.45	-50.67	-40.39%
OFFICE SUPPLIES	0.00	106.83	-106.83	-100.0%
OTHER EXPENSES-MISC.	0.00	0.00	0.00	0.0%
PERSONNEL EXPENSE	0.00	0.00	0.00	0.0%
POSTAGE EXPENSE	30.80	8.93	21.87	244.91%
PRINTING	3,405.90	4,175.08	-769.18	-18.42%
PROFESSIONAL DEVELOPMENT	0.00	0.00	0.00	0.0%
PROFESSIONAL SERVICES	3,203.78	6,992.74	-3,788.96	-54.18%
RENT	0.00	0.00	0.00	0.0%
SPEC PROJ-FACADE EXP	0.00	0.00	0.00	0.0%
SUPPLIES	4,658.86	2,740.32	1,918.54	70.01%
TAXES & FEES	0.00	0.00	0.00	0.0%
TRAVEL, MILEAGE	96.80	454.50	-357.70	-78.7%
UTILITIES	0.00	0.00	0.00	0.0%
Total Expense	59,599.62	62,148.26	-2,548.64	-4.1%
Net Ordinary Income	-20,543.05	-21,390.69	847.64	-3.96%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

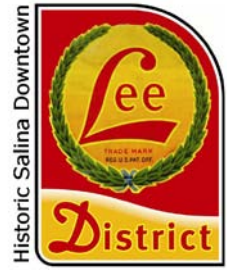
	<u>Total 800 DESTINATION MKTG</u>			
	<u>Jan - Dec 09</u>	<u>Jan - Dec 08</u>	<u>\$ Change</u>	<u>% Change</u>
Net Income	<u>-20,543.05</u>	<u>-21,390.69</u>	<u>847.64</u>	<u>-3.96%</u>

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	TOTAL			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Ordinary Income/Expense				
Income				
GRANT INCOME	59,807.00	50,500.00	9,307.00	18.43%
INTEREST INCOME	1,152.23	2,379.20	-1,226.97	-51.57%
ORGANIZATION CONTRIBUTION	55,000.00	55,000.00	0.00	0.0%
PROGRAM INCOME	31,100.90	8,857.22	22,243.68	251.14%
SERVICE FEES	84,143.97	92,734.20	-8,590.23	-9.26%
Total Income	231,204.10	209,470.62	21,733.48	10.38%
Expense				
ADMINISTRATIVE ALLOCATION	0.00	0.00	0.00	0.0%
BANK SERVICE CHARGES	203.41	95.32	108.09	113.4%
BUILDING REPAIR/MAINTENANCE	420.12	987.50	-567.38	-57.46%
COMMUNICATIONS	1,997.03	2,376.91	-379.88	-15.98%
COMPUTER SUPPLIES/MAINTENANCE	473.23	180.00	293.23	162.91%
CONTRIBUTION	0.00	3,000.00	-3,000.00	-100.0%
DEPRECIATION	0.00	1,127.16	-1,127.16	-100.0%
DESTINATION MARKETING COMM.	200.00	0.00	200.00	100.0%
DUES & SUBSCRIPTIONS	1,773.35	1,794.44	-21.09	-1.18%
EQUIPMENT-NON CAPITAL	0.00	219.12	-219.12	-100.0%
EQUIPMENT MAINTENANCE AGREEMENT	711.62	481.76	229.86	47.71%
EQUIPMENT REPAIR	80.40	74.94	5.46	7.29%
INSURANCE	1,645.00	1,627.00	18.00	1.11%
MARKETING	18,149.37	18,648.19	-498.82	-2.68%
MEALS	405.74	334.65	71.09	21.24%
MEETING EXPENSES	2,337.61	2,392.32	-54.71	-2.29%
OFFICE SUPPLIES	2,532.87	1,286.96	1,245.91	96.81%
OTHER EXPENSES-MISC.	50.55	0.00	50.55	100.0%
PERSONNEL EXPENSE	51,582.29	52,997.74	-1,415.45	-2.67%
POSTAGE EXPENSE	1,702.76	1,598.64	104.12	6.51%
PRINTING	3,506.01	6,324.97	-2,818.96	-44.57%
PROFESSIONAL DEVELOPMENT	1,385.00	920.00	465.00	50.54%
PROFESSIONAL SERVICES	55,092.96	26,186.27	28,906.69	110.39%
RENT	7,074.32	6,840.00	234.32	3.43%
SPEC PROJ-FACADE EXP	39,639.19	49,969.36	-10,330.17	-20.67%
SUPPLIES	21,646.00	7,194.23	14,451.77	200.88%
TAXES & FEES	145.30	71.00	74.30	104.65%
TRAVEL, MILEAGE	3,721.80	1,557.84	2,163.96	138.91%
UTILITIES	2,099.50	1,376.16	723.34	52.56%
Total Expense	218,575.43	189,662.48	28,912.95	15.24%
Net Ordinary Income	12,628.67	19,808.14	-7,179.47	-36.25%

SALINA DOWNTOWN 2,INC
Profit & Loss
January through December 2009

	TOTAL			
	Jan - Dec 09	Jan - Dec 08	\$ Change	% Change
Net Income	<u>12,628.67</u>	<u>19,808.14</u>	<u>-7,179.47</u>	<u>-36.25%</u>



...to champion a healthy, vibrant downtown community!

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Robin Cates

On The Pot
SDI Vice President

Russel Prophet

Hampton and Royce
SDI Secretary

Kenneth Rinke

Salina Taco Johns
SDI Treasurer

Mike Forristal

Lee Development LLC

Melissa Goetz

KC&G Business Appraisal
Associates

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Salina Media Group

Christy Lauer

Simply Baby and More

Jim Loader

The Market Shop

Kathryne Perney

Quilting Station

Brian Richardson

Richardson Developments

Norman Yenkey

Property Developer

Phyllis C. Klima

Executive Director

DEVELOPMENT INCENTIVE PROGRAM New Business Recruitment

GUIDELINES

DIP New Business Recruitment promotes the recruitment of new businesses or relocation of existing businesses into the historic Salina downtown Lee District.

This is a revolving loan fund. DIP New Business Recruitment will accept applications for a minimum of \$1,000 to a maximum of \$5,000. Awarded funds will NOT be released until the business has opened for business in the Lee District.

ELIGIBILITY: All applicants **must** be a participant in Project Open and **must** plan to locate in the Lee District within twelve months of application. **Only applicants funded through Project Open will be considered for DIP New Business Recruitment Loans.**

APPLICATION PERIOD: Applications are accepted quarterly (if funds are available).

2010 CRITICAL DATES

Grant Application Deadline

May 3rd

August 2nd

November 1st

Grant Application Review Date

May 17th

August 16th

November 15th

AVAILABLE FUNDS: DIP New Business Recruitment has a maximum of \$5,000 to award on a competitive basis in 2010.

INELIGIBLE PROJECTS:

- Projects NOT planning to locate within the Lee District
- Projects NOT participating in Project Open
- Project NOT funded through Project Open

ELIGIBLE USE OF FUNDS:

- Establishment of a new business in the Lee District or relocation of an existing business into the Lee District.
- Use of funds as defined in Project Open Application and Business Plan.

INELIGIBLE USE OF FUNDS:

- Business establishment outside the Lee District
- Uses not defined in Project Open Application or in the required business plan

SELECTION CRITERIA: Applications are subject to the same Selection Criteria as all Project Open Business Development Fund applications. (See Project Open Funding Guidelines and Application for complete details)

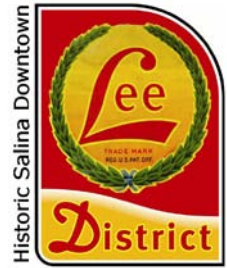
APPROVAL: Applications are subject to review and approval by the Project Open Financial Review Committee. Project Open Financial Review Committee will also set the terms of the loan.

Applications awarded DIP loan funds will officially be notified by letter.

ADDITIONAL REQUIREMENT: All projects awarded loans must be open for business in the Lee District within one calendar year from the official date of the award letter.

AVAILABILITY OF FUNDS: Successful applicants will receive awarded loan funds after the new business officially opens in the Lee District.

APPLICATION REQUIREMENTS: There is NO separate application form for this loan fund. Applicants must indicate on their Project Open Business Development Fund Application that they intend to locate in the Lee District and wish to apply for these additional loan funds. Project Open application forms are available from Salina Downtown, Inc. (SDI), 120 West Ash Street, Salina, KS 67402-1065 and on line at www.SalinaLeeDistrict.com



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DEVELOPMENT INCENTIVE PROGRAM GUIDELINES Cluster Marketing Grant Guidelines and Application

GUIDELINES

DIP Cluster Marketing promotes cooperative marketing of two or more Lee District businesses.

AVAILABLE FUNDS: Minimum single grant request is \$250. Maximum single grant request is \$1,000.

MATCHING REQUIREMENT: : All applications are competitive and require a minimum cash only match of \$2 private investment to \$1 Development Incentive Program (DIP) grant funds. In-kind contributions will NOT count towards the required match.

AVAILABLE FUNDS: SDI has a maximum of \$5,000 to award on a competitive basis in 2010.

ELIGIBILITY: Any Lee District business in good standing (Lee District Service Fees current), may participate in an application for DIP Cluster Marketing funds. The cluster **MUST** include at least two eligible businesses. All participating businesses must agree to include the Lee District logo in all marketing materials associated with their Cluster Marketing Grant.

Any Lee District business in good standing, may participate in a maximum of two clusters during the calendar year.

INELIGIBLE PROJECTS:

- Projects with no minimum 2:1 match
- Projects without a minimum of two eligible Lee District businesses
- Applications are NOT accepted from businesses located outside the Lee District.

APPLICATION PERIOD: Applications are accepted twice annually in July and October (if funds are available).

Critical Dates:

Application deadlines

NOON Thursday, July 1, 2010

NOON Friday October 1, 2010

Award Announcement Date

Friday, July 16, 2010

Friday, October 15, 2010

ELIGIBLE USE OF FUNDS: Cluster Marketing only. Projects may include but are not limited to:

- Traditional media advertizing
- Website development
- Special event promotions
- Professional design services
- Professional marketing consultation
- Direct Mail
- Printing
- Other marketing as defined in the Project Description

INELIGIBLE USE OF FUNDS:

- Projects with no minimum 2:1 match
- Projects without a minimum of two Lee District businesses
- Marketing NOT defined in the Project Description

APPLICATION REQUIREMENTS:

- (1) Project Application
- (2) Project description (maximum of one page)
- (3) Project timeline
- (4) Budget Worksheet

SELECTION CRITERIA: All projects will be judged on their individual merits and components. The following criteria will serve as the basis of consideration:

- Ratio of matching funds to private investment (minimum 2 to 1). Additional consideration given to applicants providing more than the minimum match requirements
- Presentation of a cohesive marketing plan
- Strength of the cluster partnership
- Innovation of the project

APPROVAL: Applications are subject to review and approval by the DIP Cluster Marketing Grant Review Committee with final approval of the Salina Downtown, Inc. Board of Directors. The DIP Cluster Marketing Grant Review Committee includes the SDI Destination Marketing Committee Chair and two Lee District retail or retail/service members at large appointed by the Salina Downtown, Inc. Board of Directors. No individual applying for funds may serve on the Cluster Marketing Grant Review Committee.

Applications awarded DIP funding will officially be notified by letter.

ADDITIONAL REQUIREMENT: All projects awarded grants must be completed within one calendar year from the official date of the award letter.

APPLICATION DEADLINE: Completed applications are due at the SDI office by 12:00 noon Thursday, July 1, 2010.

AVAILABILITY OF FUNDS: Successful applicants will receive 50% of their awarded funds at the time of award notification. The balance of the awarded funds will be available when the project is completed and the one page closeout report has been submitted to Salina Downtown, Inc.

Application forms are available from Salina Downtown, Inc. (SDI), 120 West Ash Street, Salina, KS 67402-1065 and on line at www.SalinaLeeDistrict.com

**DEVELOPMENT INCENTIVE PROGRAM
Cluster Marketing Grant Application**

Cluster _____

Lee District Businesses in the Cluster (minimum of 2 eligible businesses)

1. _____ 2. _____

3. _____ 4. _____

5. _____ 6. _____

Primary Contact for this application _____

Phone _____ e-mail _____

Mailing address _____

Project description and details:

- (a) List of Lee District Businesses participating in this cluster
- (b) Marketing methods included in the project
- (c) Will you be able to complete this project if you are not fully funded

Project timeline. Outline the proposed time schedule for the project (be specific). Keep in mind that the project must be completed within one calendar year of the award. (Attach or use opposite side)

Amount Requested \$ _____ (Maximum request \$3,499)

What is the ratio of the private investment to grant request? _____ : _____
(Minimum \$2 private: \$1 grant)

ADDITIONAL REQUIREMENTS

Complete and attach

- Project Description
- Project Timeline
- Budget Worksheet

Applicant signature _____ Date _____

Applicant signature _____ Date _____

Applicant signature _____ Date _____

Applicant signature _____ Date _____

Applicant signature _____ Date _____

Applicant signature _____ Date _____

Cluster Marketing Grant Application (continued)

APPLICATION CHECK LIST

- _____ Application Form (with authorized signatures from all participating businesses)
- _____ Project Description (Maximum one page)
- _____ Project Timeline
- _____ Budget Worksheet

SUPPLIMENTARY REQUIREMENTS

- _____ Proof that Lee District Service Fees are paid for all participating businesses (must be current at both the time of application and award).

SALINA DOWNTOWN 2,INC Profit & Loss Budget Overview

January through December 2010

		Chamber Contract .5 FTE @ \$10 + benefits	New Employee @ \$10/hour w/o benefits	New Employee @ \$12/hour w/o benefits	New Employee @ \$14/hour w/o benefits	Chamber Contract FTE @ \$10 + benefits	Assumptions
		Jan - Dec 09	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	
Ordinary Income/Expense							
Income							
	GRANT INCOME	59,807.00	50,000.00	50,000.00	50,000.00	50,000.00	
	INTEREST INCOME	1,152.23	1,200.00	1,200.00	1,200.00	1,200.00	
	ORGANIZATION CONTRIBUTION	55,000.00	55,000.00	55,000.00	55,000.00	55,000.00	
	PROGRAM INCOME	31,100.90	15,000.00	15,000.00	15,000.00	15,000.00	2009 incl Rope Lights
	SERVICE FEES	84,143.97	84,000.00	84,000.00	84,000.00	84,000.00	
	Total Income	231,204.10	205,200.00	205,200.00	205,200.00	205,200.00	
Expense							
	ADMINISTRATIVE ALLOCATION	0.00	0.00	0.00	0.00	0.00	
	BANK SERVICE CHARGES	203.41	200.00	200.00	200.00	200.00	
	BUILDING REPAIR/MAINTENANCE	420.12	0.00	0.00	0.00	0.00	2010 Included in Chamber Rent
	COMMUNICATIONS	1,997.03	2,000.00	2,000.00	2,000.00	2,000.00	
	COMPUTER SUPPLIES/MAINTENANCE	653.23	650.00	650.00	650.00	650.00	
	DUES & SUBSCRIPTIONS	1,773.35	1,800.00	1,800.00	1,800.00	1,800.00	
	EQUIPMENT MAINTENANCE AGREEMENT	531.62	550.00	550.00	550.00	550.00	
	EQUIPMENT REPAIR	80.40	100.00	100.00	100.00	100.00	
	INSURANCE	1,645.00	1,800.00	1,800.00	1,800.00	1,800.00	
	MARKETING	18,149.37	20,000.00	20,000.00	20,000.00	20,000.00	
	MEALS	405.74	450.00	450.00	450.00	450.00	
	MEETING EXPENSES	2,337.61	2,500.00	2,500.00	2,500.00	2,500.00	
	OFFICE SUPPLIES	2,532.87	2,500.00	2,500.00	2,500.00	2,500.00	
	OTHER EXPENSES-MISC.	50.55	600.00	600.00	600.00	600.00	
	PERSONNEL EXPENSE						
	New Employee		23,400.00	28,080.00	32,760.00		

SALINA DOWNTOWN 2,INC Profit & Loss Budget Overview

		Chamber Contract .5 FTE @ \$10 + benefits	New Employee @ \$10/hour w/o benefits	New Employee @ \$12/hour w/o benefits	New Employee @ \$14/hour w/o benefits	Chamber Contract FTE @ \$10 + benefits	Assumptions
		Jan - Dec 09	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	Jan - Dec 10	
	PAYROLL EXPENSE	3,717.61	3,830.00	3,830.00	3,830.00	3,830.00	
	SALARY-DIRECTOR	47,864.68	49,300.00	49,300.00	49,300.00	49,300.00	
	Total PERSONNEL EXPENSE	51,582.29	76,530.00	81,210.00	85,890.00	53,130.00	3% Inc
	POSTAGE EXPENSE	1,702.76	2,000.00	2,000.00	2,000.00	2,000.00	
	PRINTING	3,506.01	4,000.00	4,000.00	4,000.00	4,000.00	
	PROFESSIONAL DEVELOPMENT	1,385.00	3,000.00	3,000.00	3,000.00	3,000.00	
	PROFESSIONAL SERVICES						
	ACCOUNTING	4,125.00	4,125.00	4,125.00	4,125.00	4,125.00	
	Chamber Employee Contract	15,996.00				32,000.00	
	PROFESSIONAL SERVICES - Other	34,971.96	2,500.00	2,500.00	2,500.00	2,500.00	2009 Included Rope Lighting installation
	Total PROFESSIONAL SERVICES	55,092.96	6,625.00	6,625.00	6,625.00	38,625.00	
	RENT	7,074.32	8,400.00	8,400.00	8,400.00	8,400.00	2010 Incd rent & utility/ maintenance
	SPEC PROJ-FACADE EXP	39,639.19	50,000.00	50,000.00	50,000.00	50,000.00	
	SPEC PROJ-Cluster Marketing		5,000.00	5,000.00	5,000.00	5,000.00	
	SPEC PROJ-New Business Recruitment		5,000.00	5,000.00	5,000.00	5,000.00	
	SUPPLIES	21,646.00	5,000.00	5,000.00	5,000.00	5,000.00	2009 Included Rope Lighting supplies
	TAXES & FEES	145.30	150.00	150.00	150.00	150.00	
	TRAVEL, MILEAGE	3,721.80	3,800.00	3,800.00	3,800.00	3,800.00	
	UTILITIES	2,099.50					2010 included in Chamber rent
	Total Expense	218,375.43	202,655.00	207,335.00	212,015.00	211,255.00	
	Net Ordinary Income	12,828.67	2,545.00	-2,135.00	-6,815.00	-6,055.00	
Net Income		12,828.67	2,545.00	-2,135.00	-6,815.00	-6,055.00	

Job Description
Salina Downtown, Inc.

Job Title Administrative Assistant
Reports to SDI Executive Director
Date March 2010

SUMMARY

The Administrative Assistant operates the front office of Salina Downtown, Inc. (SDI), and assists the SDI executive director in the administration of the Lee District and SDI. The position reports directly to the executive director and requires presenting a professional image for the organization and dealing with membership needs confidentially and responsively.

ESSENTIAL DUTIES AND RESPONSIBILITIES (Additional duties may be assigned at any time.)

Office receptionist:

- Answer telephone, responds to e-mails
- Fax and copy documents
- Maintain office files

Board and committee meeting assistant:

- Prepare for meetings
- Make and copy all agendas, minutes, and other materials
- Provide writing materials
- Prepare meeting room
- Attend all board and committee meetings as an observer
- Take minutes and record project assignments. Work with director and committee chairs to draft, type and distribute meeting agendas and other necessary materials prior to each meeting. Prepare draft minutes of all meetings within five days of each meeting for executive director. File official documents in committee and board binders
- Record attendance at all board and committee meetings
- Provide copies of the agendas, approved minutes and board attendance of the Lee District and Salina Downtown, Inc. to City staff liaison

Assist Executive Director in coordinating activities

A. Promotions and special events

1. coordinate volunteer schedules
2. distribute materials
3. collect entries/registrations
4. attend/staff events
5. May serve as primary staff coordinator/liaison as assigned by executive director

B. Accounting:

1. Code receipts, payables & deposits (executive director must review/approve)
2. Maintain accurate financial record of special projects/events for review/approval by executive director
 - a) Invoice participating businesses/individuals
 - b) Prepare monthly receivables report
 - c) Prepare final special projects/events reports

Salina Downtown, Inc. Administrative Assistant (continued)

C. Membership relations/communications:

1. Assist with Monthly newsletter updates including gathering/input to: Fast Facts, Available Properties, What's Ahead (calendar), others as assigned
2. Maintain membership database as assigned by the executive director
3. Deliver materials to participating businesses
4. Prepare new members packets/books for
 - a) Board members
 - b) Lee District members
 - c) SDI Partner members
 - d) Committee members

GENERAL DUTIES: Primary duties could include, but would not be limited to:

- Pick up and deliver mail, sort and route
- Prepare bulk mailings
- Accomplish routine errands on foot or by vehicle as assigned.
- Maintain a log of SDI issued permit
 1. crosswalk banner display requests
 2. plaza use permits
 3. parking permits
- Assist in the physical maintenance of the office as needed
- Maintain office supplies
- Maintain petty cash
- Compose and type routine correspondence
- Maintain discretion at all times when handling confidential information
- Maintain and improve knowledge of office procedures, machine operations, and SDI operations and policies
- Properly account for all materials, supplies, funds and time needed for position
- Other duties as assigned by the executive director

QUALIFICATIONS

(Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.)

- High school diploma or equivalent

Necessary Skill Set:

- Strong 'soft skills' in: Customer service, communication, organization, working independently and in 'team' situations, problem solving, both logical and creative thinking
- Strong 'hard skills' in: Utilizing software to include Microsoft Office suite – Access, Excel, Word, as examples; Operation of general office equipment
- Physical requirements:
 - Ability to lift 25 pounds repeatedly; and up to 50 pounds periodically
 - Ability to work on feet for long periods of time, on various surfaces (concrete, grass, tile, carpet)

I have read and received a copy of this job description.

Signed _____

Date _____



Career Services

100 E. Claflin Ave., Salina Kansas 785-827-5541 ext 1162 carla@kwu.edu

INTERNSHIP POSTION INFORMATION FORM

Organization: Salina Downtown, Inc.

Contact First Name: Phyll **Last Name:** Klima

Contact Title: Executive Director

Address: 120 W Ash Street, PO Box 1065

City: Salina **State:** KS **Zip code:** 67401

Email (address hidden behind button on website: pklima@salinadowntown.com

Phone: (785) 825-0535 **Fax:** (785) 825-7216

Internship Title: Marketing Intern **Number Available:** One

Internship Location (if different from above): SAME

Dates and/or semesters (summer, fall, spring) internship is available: summer, fall, spring

Short description for Student Search, (If you already have a description sheet, you may attach to this form):

See attached

How to Apply: Via e-mail with full resume. Qualified candidates will be scheduled for interview with SDI staff and volunteer Board and/or committee members.

Major(s) accepted for position: Computer studies, Business Management (with an emphasis on marketing), Art (with an emphasis on graphic design/electronic media)

Type of compensation (circle all that apply): College Credit Paid Un-Paid

Hours per week: Variable (2-5 hrs/wk) **Application Deadline:** _____

This is the information needed for posting if you have your own form with this information please feel free to send it. Thanks!