

Saturday, September 15

18

The Bainbridge Township Board of Trustees met in special session at the Bainbridge Town Hall on September 15, 2018. Those present were trustees Mr. Jeffrey S. Markley, Mrs. Lorrie Benza and Mrs. Kristina O’Brien. Fiscal Officer Mrs. Janice S. Sugarman was absent. Mr. Markley called the meeting to order at 8:04 A.M.

Other attendees included Mrs. Jennifer Ingram Moore, KCE Executive Director; Mr. Greg Sharp, Mrs. Sarah Delly, Mrs. Lynn Gotthardt, ABRB representatives from Bainbridge Township; Mr. Jim Stanek, Service Director and Mr. Tab Gordon, Maintenance Supervisor.

Discussion Points and Action Items

- 1. Mr. Markley stated that KCE has decided, per its report, to do the KCE Summit every three years which will make it more valuable. The trustees meet with the Bainbridge representatives annually. A discussion followed.
- 2. Mr. Markley asked if the KCE reps get involved with what the Park Committee is discussing. The KCE reps responded that they do not. He believes that KCE reps should be in the loop with what is going on with the Park Committee.
- 3. Parks were discussed regarding usage by residents and non-residents and the expenses to the township.
- 4. The Geauga County Library (Bainbridge) was discussed along with its users, activities, and free services to the residents versus the KCE programs where there are costs to the residents.
- 5. Facility and field usage by KCE was discussed.
- 6. Fee waivers for civic organizations were discussed.
- 7. Mrs. Moore stated that KBA is coming back under KCE’s umbrella, and they are looking at doing some serious work at the two fields at Settlers Park. Traffic and parking issues at Settlers Park were discussed along with unauthorized games.

The next meeting with the Bainbridge representatives is scheduled for September 14, 2019 at 8:00 A.M.

Since there was no further business to come before this special meeting of the Bainbridge Township Board of Trustees, the meeting was adjourned at 9:38 A.M.

Respectfully submitted,

Janice S. Sugarman
Fiscal Officer, Bainbridge Township

Date

Date

Date

Minutes Read: _____

Minutes Approved: _____

2017/2018 Fiscal Year

Gross Income-\$786,0000 up 5.2%

Expenses-

-
- Overhead \$214,000 up 2%
 - Enrichment class \$216.000 down 1.5%
 - Sports- \$298.000 up 11% (Football Helmets \$23,000)
 - Marketing \$23,928 up 30%

Programing

Whats Growing

- Travel Sports
- Sparkellets
- FLL
- Pre School programs
- Seniors

What"s Not

- Rec Sports
- Football

New Classes (Highlighted)

PreSchool- Fit 4 Fun

Adult- Ed 2 go, Kettle Bells, private tutoring for Spanish,

Youth/Middle school –Personal Branding Presence and Social Media, The Money Game, Cross country

High School- Computer Programing

Issues

Transportation

Girl Scouts/Boy Scout

Man hours- (intern?)

Communication

New Website

84483

What's Going well

Back Ground Checks

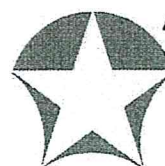
Parks Partnership

Gardiner Center

Proposal- Improvement to Settlers North and South Partnership with KBA

KCE Summit???

Bainbridge Thanks for your support-It has been a great year!



KENSTON COMMUNITY EDUCATION

EXPERIENCE
ENGAGE
EXPLORE
EXCITE
EMBRACE
EXPAND
EDUCATE
ENERGIZE
ENJOY
**IT'S
HAPPENING
HERE!**

Kenston Community Education

PROFIT AND LOSS

September 2017 - August 2018

	TOTAL		
	SEP 2017 - AUG 2018	SEP 2016 - AUG 2017 (PY)	% CHANGE
Income			
4000 Registration Income	235.00		
4005 Registration Acct. Credit	1,909.00		
4010 Community Ed Registrations	305,978.88	289,689.11	5.62 %
4013 Community Ed Refund Charge	45.00	15.00	200.00 %
4014 Fundraising	3,021.60		
Total 4010 Community Ed Registrations	309,045.48	289,704.11	6.68 %
4020 Sports Registration Income	367,503.98	337,864.05	8.77 %
4023 Sports Refund Charge		15.00	-100.00 %
4024 Fundraising	6,692.94	6,887.66	-2.83 %
4025 Service/Fee Income	40.00	705.00	-94.33 %
4026 Cheers for Beers	11,066.65	9,233.50	19.85 %
4027 Concession Income	9,579.75	15,951.77	-39.95 %
Total 4020 Sports Registration Income	394,883.32	370,656.98	6.54 %
4030 KCE Participation Income	28,869.67	40,122.41	-28.05 %
Total 4000 Registration Income	734,942.47	700,483.50	4.92 %
4040 Uniform Income		10.00	-100.00 %
4100 Marketing Income	90.00		
4101 Brochure Ads	8,532.50	10,437.50	-18.25 %
4102 Sponsorships		425.00	-100.00 %
4102.1 Basketball Sponsorship	1,587.50	2,500.00	-36.50 %
4102.2 Baseball Sponsorship	2,962.50	2,825.00	4.87 %
4102.3 Softball Sponsorship		150.00	-100.00 %
4102.4 Soccer Sponsorship	1,187.50	250.00	375.00 %
4102.5 Football Sponsorship	200.00	750.00	-73.33 %
4102.6 Volleyball Sponsorship	300.00	250.00	20.00 %
4102.9 Flag Football Sponsorship		-125.00	100.00 %
Total 4102 Sponsorships	6,237.50	7,025.00	-11.21 %
Total 4100 Marketing Income	14,860.00	17,462.50	-14.90 %
4410 Field Rental Income	7,195.00	290.00	2,381.03 %
4411 Stadium Field Rental Income		1,875.00	-100.00 %
9600 Baseball Field Income	280.00		
Services			
School Facilities	264.00		
Stadium Lights	220.00		
Stadium Rental	737.50	1,000.00	-26.25 %
Tennis Lights	144.00		
Total School Facilities	1,365.50	1,000.00	36.55 %
Total Services	1,365.50	1,000.00	36.55 %
Unapplied Cash Payment Income	0.00		
Total Income	\$758,642.97	\$721,121.00	5.20 %

	TOTAL		
	SEP 2017 - AUG 2018	SEP 2016 - AUG 2017 (PY)	% CHANGE
GROSS PROFIT	\$758,642.97	\$721,121.00	5.20 %
Expenses			
5300 KCE office overhead			
5301 Copier Lease	6,091.36	7,102.47	-14.24 %
5302 Postage	2,887.42	2,855.21	1.13 %
5303 Phone	3,035.53	2,472.26	22.78 %
5304 Office Supplies	3,508.41	5,767.24	-39.17 %
5321 Insurance	5,762.00	5,073.00	13.58 %
5330 Computer Maintenance	1,125.88	1,826.64	-38.36 %
5340 Secretaries & Salaries	138,137.01	134,220.69	2.92 %
5341 Benefits	41,883.79	40,200.85	4.19 %
5342 Mileage	1,433.60	1,942.58	-26.20 %
5350 Maxsolution Software	7,658.69	4,892.75	56.53 %
5399 Miscellaneous	2,538.81	2,295.24	10.61 %
Total 5300 KCE office overhead	214,062.50	208,648.93	2.59 %
5400 Class Expenses			
5401 Instructors	143,913.02	133,524.56	7.78 %
5402 Custodial Fees	40.00	530.00	-92.45 %
5403 Facility Rental Fee	2,352.92	24,032.50	-90.21 %
5404 Awards	996.37	995.21	0.12 %
5405 T-shirts	17,277.91	7,484.92	130.84 %
5407 Contracted Services	20,595.31	21,543.58	-4.40 %
5408 Program Supplies	14,441.86	15,697.46	-8.00 %
5410 Class Postage/Flyers	1,552.98	1,892.49	-17.94 %
5420 Refreshments	3,163.25	3,359.17	-5.83 %
5430 Coaches/Clinicians	6,575.98	7,183.25	-8.45 %
5432 Registration/League Fee	2,615.20	2,546.65	2.69 %
5499 Miscellaneous Service Cost	2,932.90	1,104.50	165.54 %
Total 5400 Class Expenses	216,457.70	219,894.29	-1.56 %
5500 Youth Sports-expenses	791.48	2,580.00	-69.32 %
5501 Officiating	89,875.00	83,023.24	8.25 %
5502 Custodial	702.00	540.00	30.00 %
5503 Uniforms/Tshirts	43,614.86	50,065.74	-12.88 %
5504 Awards	11,789.46	10,024.17	17.61 %
5505 Field Maintenance	29,053.09	36,631.42	-20.69 %
5506 Field/Gym Rental	21,665.00	12,313.00	75.95 %
5507 Clock/Book		90.00	-100.00 %
5508 Equipment	51,997.72	21,206.99	145.19 %
5520 Refreshments	2,113.88	3,419.68	-38.18 %
5521 Concessions	7,091.68	8,398.40	-15.56 %
5526 Cheers for Beers Expense	5,025.04		
5530 Coaches/Clinicians	2,994.49	3,571.62	-16.16 %
5531 Site Coordinator		2,581.00	-100.00 %
5532 Tournament/League Fee	17,192.00	20,699.56	-16.95 %
5533 Contracted Services	8,978.55	5,960.16	50.64 %
5535 Utilities		482.53	-100.00 %
5540 Custodial Supplies	-40.00	81.00	-149.38 %
5550 Fund Raiser Expense	5,083.28	1,924.59	164.12 %
5550.1 Other Miscellaneous Service Cost		3,800.36	-100.00 %

	TOTAL		
	SEP 2017 - AUG 2018	SEP 2016 - AUG 2017 (PY)	% CHANGE
Total 5550 Fund Raiser Expense	5,083.28	5,724.95	-11.21 %
5599 Other Miscellaneous Service Cost	230.00	81.95	180.66 %
Total 5500 Youth Sports-expenses	298,157.53	267,475.41	11.47 %
5600 Marketing	692.18		
5601 Advertising & Promotion	8,779.62	4,470.39	96.39 %
5602 Brochure/Marketing Costs	14,389.49	9,291.39	54.87 %
5603 Ad & Sponsor Sales Commision	67.50	3,671.25	-98.16 %
Total 5600 Marketing	23,928.79	17,433.03	37.26 %
5700 School Facilities			
5701 Stadium Rental	14,725.00	15,000.00	-1.83 %
5703 Stadium Lights	-50.00		
Total 5700 School Facilities	14,675.00	15,000.00	-2.17 %
5800 Community Event Expense		5,830.00	-100.00 %
5900 Bank Fees	347.90	450.60	-22.79 %
5901 Bank Service Charge	14,517.94	12,195.36	19.04 %
5902 Merchant Services	389.50	374.85	3.91 %
Total 5900 Bank Fees	15,255.34	13,020.81	17.16 %
6000 Charitable Contributions			
6200 Donations	1,325.00	1,850.00	-28.38 %
6300 Awards	1,500.00	2,250.00	-33.33 %
Total 6000 Charitable Contributions	2,825.00	4,100.00	-31.10 %
Unapplied Cash Bill Payment Expense	0.00	0.00	
Total Expenses	\$785,361.86	\$751,402.47	4.52 %
NET OPERATING INCOME	\$ -26,718.89	\$ -30,281.47	11.76 %
Other Income			
9000 Other Income			
9001 Misc.	1,710.00	475.00	260.00 %
9200 Donation - General	19,552.01	21,556.05	-9.30 %
9500 Community Event Income	6,116.00	6,625.00	-7.68 %
Total 9000 Other Income	27,378.01	28,656.05	-4.46 %
Total Other Income	\$27,378.01	\$28,656.05	-4.46 %
Other Expenses			
10000 Other Miscellaneous Expense			
10200 Capital Improvement/Gardiner Center		737.83	-100.00 %
Total 10000 Other Miscellaneous Expense		737.83	-100.00 %
Reconciliation Discrepancies	-0.12	-14.69	99.18 %
Total Other Expenses	\$ -0.12	\$723.14	-100.02 %
NET OTHER INCOME	\$27,378.13	\$27,932.91	-1.99 %
NET INCOME	\$659.24	\$ -2,348.56	128.07 %