

Louisburg Recreation Commission
Board Meeting
May 21st, 6:00pm
LRC Office

Mission Statement:

The LRC is committed to serving our community by developing & maintaining programs for all ages and abilities.

1. Call to Order
2. Consent Agenda
 - a. Adopt Agenda
 - b. Approval of the minutes of April 2024 Meeting
 - c. Financial Report
3. Public Comments - Persons who wish to address the Recreation Commission Board regarding items not on the agenda may do so at this time. Speakers may be limited to three minutes. Any presentation is for informational purposes only.
4. Recognition of Scheduled Visitors
5. Board Reports
6. Staff Reports
 - a. Director's Report
7. Old Business
 - a. RFP Approvals
 - b. Equipment Replacement Schedule Update
 - c. Approval to add Treasurer to Bank Accounts
8. New Business
 - a. Director's Review Update - Executive Session
 - b. Discuss Plan for 2024/2025 Budget
 - c. Concession Stand
 - d. Scholarship Form
 - e. Summer programming update
9. Announcements
 - a. Upcoming Events
 - 5/20 Baseball/Softball Games Begin
 - 6/1-6/2 State Fishing Tournament
 - 6/3 Fall Registrations Open
 - 6/3 T-Ball/Coach Pitch Games Begin
 - 6/15 - Louisburg Fishing Derby
 - 6/24-6/29 Baseball/Softball Tournaments
 - Week of July 8th Challenger Soccer Camp
10. Adjourn Meeting

Next Monthly Meeting
Tuesday, June 18th, 2024
6:00pm
Louisburg City Hall

Fishing club tournament - June 1st/2nd 2 highschool teams and 1 junior team

Fishing derby - June 15th

Lego wars - Late June (26th)

Senior citizen programs- Casino/Game day

Arts and craft- June/July

Cooking - June/July

Sewing end of July

Summer sports camps with HS

Challenger Soccer Camp

bb/sb games and tournaments sent out

Adult softball

Fall Registrations open 6/03

Enrichment classes start the Week of June 17th - July 31st.

Will all be finalized by next week

Louisburg Recreation Commission

05/17/24

Profit & Loss

Accrual Basis

April 2024

	Apr 24	Jul '23 - Apr 24
Ordinary Income/Expense		
Income		
Concession Income	0.00	150.97
Direct Public Support		
Corporate Contributions	500.00	500.00
Total Direct Public Support	500.00	500.00
Other Types of Income		
Miscellaneous Revenue	0.00	3,719.00
Total Other Types of Income	0.00	3,719.00
Program Income		
Participation Fees	1,515.00	104,600.00
Total Program Income	1,515.00	104,600.00
Rec Tax Income	0.00	152,624.90
Total Income	2,015.00	261,594.87
Gross Profit	2,015.00	261,594.87
Expense		
Personnel		
Life	8.05	32.20
Health	373.64	5,463.04
Dental	34.74	688.84
KPERS	484.82	6,121.21
Payroll Taxes	366.22	6,051.28
Salaries and Wages	4,725.38	67,326.59
Vision	18.68	322.48
Personnel - Other	36.75	560.00
Total Personnel	6,048.28	86,565.64
Contractual		
Accounting Fees	180.00	5,040.00
Concession worker	0.00	280.00
Enrichment Coordinator	470.00	1,982.50
Enrichment Instructors	0.00	3,292.00
Outside Contract Services	0.00	888.49
Sports Supervisor	728.00	7,158.75
Umpires	1,556.00	18,505.00
Total Contractual	2,934.00	37,146.74
Commodities		
Conference, Convention, Meeting	79.00	212.01
Advertising and Promotion	26.00	1,738.98
Awards/Trophies	0.00	1,377.39
Bank Charges	507.82	3,742.65
Computer and Internet Expense	51.58	663.16
Concessions	0.00	147.46
Donations	0.00	50.00
Dues and Subscriptions	56.99	5,581.90
Meals and Entertainment	0.00	67.16
Office Supplies	0.00	143.38
Operations		
Postage, Mailing Service	0.00	204.40
Printing and Copying	0.00	280.00
Supplies	0.00	2,466.49
Telephone, Telecommunications	41.47	538.30
Total Operations	41.47	3,489.19

Louisburg Recreation Commission

05/17/24

Profit & Loss

Accrual Basis

April 2024

	Apr 24	Jul '23 - Apr 24
Other Types of Expenses		
Insurance - Liability, D and O	199.50	2,376.06
Other Costs	0.00	52.97
Total Other Types of Expenses	199.50	2,429.03
Reimbursed Expenses	460.23	5,178.63
Special Events	0.00	252.20
Uniforms	7,691.50	29,314.09
Total Commodities	9,114.09	54,387.23
Expenditures		
Cleaning	0.00	22.74
Equip Rental and Maintenance	385.00	1,244.80
Equipment	205.11	4,161.71
Field Maintenance	0.00	135.62
Rent, Parking, Utilities	278.50	38,765.10
Total Expenditures	868.61	44,329.97
Total Expense	18,964.98	222,429.58
Net Ordinary Income	-16,949.98	39,165.29
Net Income	-16,949.98	39,165.29

Louisburg Recreation Commission Profit & Loss by Class

April 2024

	Adult Softball	Baseball/Softball	Fishing	Soccer	Unclassified	TOTAL
Ordinary Income/Expense						
Income						
Direct Public Support						
Corporate Contributions	0.00	0.00	0.00	0.00	500.00	500.00
Total Direct Public Support	0.00	0.00	0.00	0.00	500.00	500.00
Program Income						
Participation Fees	750.00	655.00	110.00	0.00	0.00	1,515.00
Total Program Income	750.00	655.00	110.00	0.00	0.00	1,515.00
Total Income	750.00	655.00	110.00	0.00	500.00	2,015.00
Gross Profit	750.00	655.00	110.00	0.00	500.00	2,015.00
Expense						
Personnel						
Life	0.00	0.00	0.00	0.00	8.05	8.05
Health	0.00	0.00	0.00	0.00	373.64	373.64
Dental	0.00	0.00	0.00	0.00	34.74	34.74
KPERs	0.00	0.00	0.00	0.00	484.82	484.82
Payroll Taxes	0.00	0.00	0.00	0.00	366.22	366.22
Salaries and Wages	0.00	0.00	0.00	0.00	4,725.38	4,725.38
Vision	0.00	0.00	0.00	0.00	18.68	18.68
Personnel - Other	0.00	0.00	0.00	0.00	36.75	36.75
Total Personnel	0.00	0.00	0.00	0.00	6,048.28	6,048.28
Contractual						
Accounting Fees	0.00	0.00	0.00	0.00	180.00	180.00
Enrichment Coordinator	0.00	0.00	0.00	0.00	470.00	470.00
Sports Supervisor	0.00	0.00	315.00	413.00	0.00	728.00
Umpires	0.00	0.00	0.00	1,556.00	0.00	1,556.00
Total Contractual	0.00	0.00	315.00	1,969.00	650.00	2,934.00
Commodities						
Conference, Convention, Meeting	0.00	0.00	0.00	0.00	79.00	79.00
Advertising and Promotion	0.00	0.00	0.00	0.00	26.00	26.00
Bank Charges	0.00	0.00	0.00	0.00	507.82	507.82
Computer and Internet Expense	0.00	0.00	0.00	0.00	51.58	51.58
Dues and Subscriptions	0.00	0.00	0.00	0.00	56.99	56.99
Operations						
Telephone, Telecommunications	0.00	0.00	0.00	0.00	41.47	41.47
Total Operations	0.00	0.00	0.00	0.00	41.47	41.47
Other Types of Expenses						
Insurance - Liability, D and O	0.00	0.00	0.00	0.00	199.50	199.50
Total Other Types of Expenses	0.00	0.00	0.00	0.00	199.50	199.50
Reimbursed Expenses						
Uniforms	0.00	7,691.50	0.00	0.00	0.00	7,691.50
Total Commodities	0.00	7,691.50	0.00	0.00	1,422.59	9,114.09
Expenditures						
Equip Rental and Maintenance	0.00	0.00	0.00	385.00	0.00	385.00
Equipment	0.00	205.11	0.00	0.00	0.00	205.11
Rent, Parking, Utilities	0.00	193.50	0.00	0.00	85.00	278.50
Total Expenditures	0.00	398.61	0.00	385.00	85.00	868.61
Total Expense	0.00	8,090.11	315.00	2,354.00	8,205.87	18,964.98
Net Ordinary Income	750.00	-7,435.11	-205.00	-2,354.00	-7,705.87	-16,949.98
Net Income	<u>750.00</u>	<u>-7,435.11</u>	<u>-205.00</u>	<u>-2,354.00</u>	<u>-7,705.87</u>	<u>-16,949.98</u>

Louisburg Recreation Commission Profit & Loss by Class

July 2023 through June 2024

	Adult Kickball	Adult Softball	Adult Volleyball	Baseball/Softball
Ordinary Income/Expense				
Income				
Concession Income	0.00	0.00	0.00	150.97
Direct Public Support				
Corporate Contributions	0.00	0.00	0.00	0.00
Total Direct Public Support	0.00	0.00	0.00	0.00
Other Types of Income				
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Total Other Types of Income	0.00	0.00	0.00	0.00
Program Income				
Participation Fees	600.00	1,000.00	1,050.00	25,295.00
Total Program Income	600.00	1,000.00	1,050.00	25,295.00
Rec Tax Income	0.00	0.00	0.00	0.00
Total Income	600.00	1,000.00	1,050.00	25,445.97
Gross Profit	600.00	1,000.00	1,050.00	25,445.97
Expense				
Personnel				
Life	0.00	0.00	0.00	0.00
Health	0.00	0.00	0.00	0.00
Dental	0.00	0.00	0.00	0.00
KPERs	0.00	0.00	0.00	0.00
Payroll Taxes	0.00	0.00	0.00	0.00
Salaries and Wages	0.00	0.00	0.00	0.00
Vision	0.00	0.00	0.00	0.00
Personnel - Other	0.00	0.00	0.00	0.00
Total Personnel	0.00	0.00	0.00	0.00
Contractual				
Accounting Fees	0.00	0.00	0.00	0.00
Concession worker	0.00	0.00	0.00	280.00
Enrichment Coordinator	0.00	0.00	0.00	0.00
Enrichment Instructors	0.00	0.00	0.00	0.00
Outside Contract Services	0.00	0.00	0.00	0.00
Sports Supervisor	0.00	0.00	363.50	248.00
Umpires	150.00	0.00	0.00	855.00
Total Contractual	150.00	0.00	363.50	1,383.00
Commodities				
Conference, Convention, Meeting	0.00	0.00	0.00	0.00
Advertising and Promotion	0.00	0.00	0.00	0.00
Awards/Trophies	0.00	0.00	0.00	10.64
Bank Charges	0.00	0.00	0.00	0.00
Computer and Internet Expense	0.00	0.00	0.00	0.00
Concessions	0.00	0.00	0.00	147.46
Donations	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00	0.00
Meals and Entertainment	0.00	0.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Operations				
Postage, Mailing Service	0.00	0.00	0.00	0.00
Printing and Copying	0.00	0.00	0.00	0.00
Supplies	0.00	0.00	0.00	931.00
Telephone, Telecommunications	0.00	0.00	0.00	0.00
Total Operations	0.00	0.00	0.00	931.00
Other Types of Expenses				
Insurance - Liability, D and O	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00
Total Other Types of Expenses	0.00	0.00	0.00	0.00
Reimbursed Expenses	0.00	0.00	0.00	0.00
Special Events	0.00	0.00	0.00	0.00
Uniforms	0.00	0.00	0.00	7,994.90
Total Commodities	0.00	0.00	0.00	9,084.00
Expenditures				
Cleaning	0.00	0.00	0.00	0.00
Equip Rental and Maintenance	0.00	0.00	0.00	111.80
Equipment	0.00	0.00	0.00	205.11
Field Maintenance	0.00	0.00	0.00	0.00
Rent, Parking, Utilities	0.00	0.00	534.60	193.50
Total Expenditures	0.00	0.00	534.60	510.41
Total Expense	150.00	0.00	898.10	10,977.41
Net Ordinary Income	450.00	1,000.00	151.90	14,468.56
Net Income	450.00	1,000.00	151.90	14,468.56

Louisburg Recreation Commission Profit & Loss by Class

July 2023 through June 2024

	Basketball	Enrichment Program	Fishing	Flag Football
Ordinary Income/Expense				
Income				
Concession Income	0.00	0.00	0.00	0.00
Direct Public Support				
Corporate Contributions	0.00	0.00	0.00	0.00
Total Direct Public Support	0.00	0.00	0.00	0.00
Other Types of Income				
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Total Other Types of Income	0.00	0.00	0.00	0.00
Program Income				
Participation Fees	20,425.00	730.00	3,795.00	6,845.00
Total Program Income	20,425.00	730.00	3,795.00	6,845.00
Rec Tax Income	0.00	0.00	0.00	0.00
Total Income	20,425.00	730.00	3,795.00	6,845.00
Gross Profit	20,425.00	730.00	3,795.00	6,845.00
Expense				
Personnel				
Life	0.00	0.00	0.00	0.00
Health	0.00	0.00	0.00	0.00
Dental	0.00	0.00	0.00	0.00
KPERS	0.00	0.00	0.00	0.00
Payroll Taxes	0.00	0.00	0.00	0.00
Salaries and Wages	0.00	0.00	0.00	0.00
Vision	0.00	0.00	0.00	0.00
Personnel - Other	0.00	0.00	0.00	0.00
Total Personnel	0.00	0.00	0.00	0.00
Contractual				
Accounting Fees	0.00	0.00	0.00	0.00
Concession worker	0.00	0.00	0.00	0.00
Enrichment Coordinator	0.00	1,230.00	0.00	0.00
Enrichment Instructors	0.00	3,292.00	0.00	0.00
Outside Contract Services	0.00	0.00	0.00	0.00
Sports Supervisor	1,673.00	792.50	1,425.00	660.50
Umpires	9,805.00	0.00	0.00	2,730.00
Total Contractual	11,478.00	5,314.50	1,425.00	3,390.50
Commodities				
Conference, Convention, Meeting	0.00	0.00	0.00	0.00
Advertising and Promotion	0.00	0.00	0.00	0.00
Awards/Trophies	385.00	16.37	785.24	141.29
Bank Charges	0.00	0.00	0.00	0.00
Computer and Internet Expense	0.00	0.00	0.00	0.00
Concessions	0.00	0.00	0.00	0.00
Donations	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	374.99	0.00
Meals and Entertainment	0.00	7.16	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Operations				
Postage, Mailing Service	0.00	0.00	0.00	0.00
Printing and Copying	0.00	0.00	0.00	0.00
Supplies	12.57	1,087.47	0.00	0.00
Telephone, Telecommunications	0.00	0.00	0.00	0.00
Total Operations	12.57	1,087.47	0.00	0.00
Other Types of Expenses				
Insurance - Liability, D and O	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00
Total Other Types of Expenses	0.00	0.00	0.00	0.00
Reimbursed Expenses	0.00	0.00	625.00	0.00
Special Events	0.00	150.00	0.00	0.00
Uniforms	4,972.05	80.00	0.00	3,288.29
Total Commodities	5,369.62	1,341.00	1,785.23	3,429.58
Expenditures				
Cleaning	0.00	0.00	0.00	0.00
Equip Rental and Maintenance	0.00	0.00	0.00	0.00
Equipment	0.00	0.00	0.00	32.37
Field Maintenance	0.00	0.00	0.00	17.50
Rent, Parking, Utilities	11,259.00	604.00	100.00	2,900.00
Total Expenditures	11,259.00	604.00	100.00	2,949.87
Total Expense	28,106.62	7,259.50	3,310.23	9,769.95
Net Ordinary Income	-7,681.62	-6,529.50	484.77	-2,924.95
Net Income	-7,681.62	-6,529.50	484.77	-2,924.95

Louisburg Recreation Commission Profit & Loss by Class

July 2023 through June 2024

	Pickleball	Soccer	Tackle Football	Volleyball
Ordinary Income/Expense				
Income				
Concession Income	0.00	0.00	0.00	0.00
Direct Public Support				
Corporate Contributions	0.00	0.00	0.00	0.00
Total Direct Public Support	0.00	0.00	0.00	0.00
Other Types of Income				
Miscellaneous Revenue	0.00	0.00	0.00	0.00
Total Other Types of Income	0.00	0.00	0.00	0.00
Program Income				
Participation Fees	0.00	39,930.00	2,250.00	2,645.00
Total Program Income	0.00	39,930.00	2,250.00	2,645.00
Rec Tax Income	0.00	0.00	0.00	0.00
Total Income	0.00	39,930.00	2,250.00	2,645.00
Gross Profit	0.00	39,930.00	2,250.00	2,645.00
Expense				
Personnel				
Life	0.00	0.00	0.00	0.00
Health	0.00	0.00	0.00	0.00
Dental	0.00	0.00	0.00	0.00
KPERS	0.00	0.00	0.00	0.00
Payroll Taxes	0.00	0.00	0.00	0.00
Salaries and Wages	0.00	0.00	0.00	0.00
Vision	0.00	0.00	0.00	0.00
Personnel - Other	0.00	0.00	0.00	0.00
Total Personnel	0.00	0.00	0.00	0.00
Contractual				
Accounting Fees	0.00	0.00	0.00	0.00
Concession worker	0.00	0.00	0.00	0.00
Enrichment Coordinator	0.00	0.00	0.00	0.00
Enrichment Instructors	0.00	0.00	0.00	0.00
Outside Contract Services	0.00	0.00	0.00	0.00
Sports Supervisor	0.00	1,308.00	131.00	247.25
Umpires	0.00	6,390.00	565.00	690.00
Total Contractual	0.00	7,698.00	696.00	937.25
Commodities				
Conference, Convention, Meeting	0.00	0.00	0.00	0.00
Advertising and Promotion	0.00	0.00	0.00	0.00
Awards/Trophies	0.00	560.00	0.00	38.85
Bank Charges	0.00	0.00	0.00	0.00
Computer and Internet Expense	0.00	0.00	0.00	0.00
Concessions	0.00	0.00	0.00	0.00
Donations	0.00	0.00	0.00	0.00
Dues and Subscriptions	0.00	0.00	0.00	0.00
Meals and Entertainment	0.00	60.00	0.00	0.00
Office Supplies	0.00	0.00	0.00	0.00
Operations				
Postage, Mailing Service	0.00	0.00	0.00	0.00
Printing and Copying	0.00	0.00	0.00	0.00
Supplies	167.22	47.58	0.00	0.00
Telephone, Telecommunications	0.00	0.00	0.00	0.00
Total Operations	167.22	47.58	0.00	0.00
Other Types of Expenses				
Insurance - Liability, D and O	0.00	0.00	0.00	0.00
Other Costs	0.00	0.00	0.00	0.00
Total Other Types of Expenses	0.00	0.00	0.00	0.00
Reimbursed Expenses	0.00	0.00	0.00	0.00
Special Events	0.00	0.00	0.00	0.00
Uniforms	0.00	6,458.45	1,375.32	0.00
Total Commodities	167.22	7,126.03	1,375.32	38.85
Expenditures				
Cleaning	0.00	0.00	22.74	0.00
Equip Rental and Maintenance	0.00	770.00	0.00	0.00
Equipment	0.00	0.00	218.23	0.00
Field Maintenance	0.00	118.12	0.00	0.00
Rent, Parking, Utilities	855.00	15,580.00	1,750.00	1,254.00
Total Expenditures	855.00	16,468.12	1,990.97	1,254.00
Total Expense	1,022.22	31,292.15	4,062.29	2,230.10
Net Ordinary Income	-1,022.22	8,637.85	-1,812.29	414.90
Net Income	<u>-1,022.22</u>	<u>8,637.85</u>	<u>-1,812.29</u>	<u>414.90</u>

Louisburg Recreation Commission Profit & Loss by Class

July 2023 through June 2024

	Walking Program	Unclassified	TOTAL
Ordinary Income/Expense			
Income			
Concession Income	0.00	0.00	150.97
Direct Public Support			
Corporate Contributions	0.00	500.00	500.00
Total Direct Public Support	0.00	500.00	500.00
Other Types of Income			
Miscellaneous Revenue	0.00	3,719.00	3,719.00
Total Other Types of Income	0.00	3,719.00	3,719.00
Program Income			
Participation Fees	0.00	35.00	104,600.00
Total Program Income	0.00	35.00	104,600.00
Rec Tax Income	0.00	152,624.90	152,624.90
Total Income	0.00	156,878.90	261,594.87
Gross Profit	0.00	156,878.90	261,594.87
Expense			
Personnel			
Life	0.00	32.20	32.20
Health	0.00	5,463.04	5,463.04
Dental	0.00	688.84	688.84
KPERs	0.00	6,121.21	6,121.21
Payroll Taxes	0.00	6,051.28	6,051.28
Salaries and Wages	0.00	67,326.59	67,326.59
Vision	0.00	322.48	322.48
Personnel - Other	0.00	603.75	603.75
Total Personnel	0.00	86,609.39	86,609.39
Contractual			
Accounting Fees	0.00	5,040.00	5,040.00
Concession worker	0.00	0.00	280.00
Enrichment Coordinator	0.00	817.50	2,047.50
Enrichment Instructors	0.00	300.00	3,592.00
Outside Contract Services	0.00	888.49	888.49
Sports Supervisor	0.00	1,150.00	7,998.75
Umpires	0.00	0.00	21,185.00
Total Contractual	0.00	8,195.99	41,031.74
Commodities			
Conference, Convention, Meeting	0.00	212.01	212.01
Advertising and Promotion	0.00	1,738.98	1,738.98
Awards/Trophies	0.00	0.00	1,937.39
Bank Charges	0.00	3,742.65	3,742.65
Computer and Internet Expense	0.00	663.16	663.16
Concessions	0.00	0.00	147.46
Donations	0.00	50.00	50.00
Dues and Subscriptions	0.00	5,206.91	5,581.90
Meals and Entertainment	0.00	0.00	67.16
Office Supplies	0.00	143.38	143.38
Operations			
Postage, Mailing Service	0.00	204.40	204.40
Printing and Copying	0.00	280.00	280.00
Supplies	0.00	220.65	2,466.49
Telephone, Telecommunications	0.00	538.30	538.30
Total Operations	0.00	1,243.35	3,489.19
Other Types of Expenses			
Insurance - Liability, D and O	0.00	2,376.06	2,376.06
Other Costs	0.00	52.97	52.97
Total Other Types of Expenses	0.00	2,429.03	2,429.03
Reimbursed Expenses	0.00	5,178.63	5,803.63
Special Events	0.00	102.20	252.20
Uniforms	0.00	5,145.08	29,314.09
Total Commodities	0.00	25,855.38	55,572.23
Expenditures			
Cleaning	0.00	0.00	22.74
Equip Rental and Maintenance	0.00	748.00	1,629.80
Equipment	0.00	3,706.00	4,161.71
Field Maintenance	0.00	0.00	135.62
Rent, Parking, Utilities	2,760.00	975.00	38,765.10
Total Expenditures	2,760.00	5,429.00	44,714.97
Total Expense	2,760.00	126,089.76	227,928.33
Net Ordinary Income	-2,760.00	30,789.14	33,666.54
Net Income	-2,760.00	30,789.14	33,666.54

Louisburg Recreation Commission

Balance Sheet

As of April 30, 2024

	<u>Apr 30, 24</u>
ASSETS	
Current Assets	
Checking/Savings	
First Option Bank	173,710.79
FOB - Debit Card Acct	682.73
Total Checking/Savings	<u>174,393.52</u>
Total Current Assets	174,393.52
Fixed Assets	
Furniture and Equipment	16,810.79
Total Fixed Assets	<u>16,810.79</u>
TOTAL ASSETS	<u>191,204.31</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	6,318.00
Total Accounts Payable	<u>6,318.00</u>
Total Current Liabilities	6,318.00
Total Liabilities	6,318.00
Equity	
Unrestricted Net Assets	145,721.02
Net Income	39,165.29
Total Equity	<u>184,886.31</u>
TOTAL LIABILITIES & EQUITY	<u>191,204.31</u>

Louisburg Recreation Commission Profit & Loss Budget vs. Actual

July 2023 through April 2024

	Jul '23 - Apr 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Concession Income	150.97			
Direct Public Support				
Corporate Contributions	500.00			
Total Direct Public Support	500.00			
Income	0.00	311,743.00	-311,743.00	0.0%
Other Types of Income				
Miscellaneous Revenue	3,719.00			
Total Other Types of Income	3,719.00			
Program Income				
Participation Fees	104,600.00			
Total Program Income	104,600.00			
Rec Tax Income	152,624.90			
Total Income	261,594.87	311,743.00	-50,148.13	83.9%
Gross Profit	261,594.87	311,743.00	-50,148.13	83.9%
Expense				
Personnel				
Life	32.20			
Health	5,463.04			
Dental	688.84			
KPERs	6,121.21			
Payroll Taxes	6,051.28			
Salaries and Wages	67,326.59			
Vision	322.48			
Personnel - Other	560.00	144,126.00	-143,566.00	0.4%
Total Personnel	86,565.64	144,126.00	-57,560.36	60.1%
Contractual				
Accounting Fees	5,040.00			
Concession worker	280.00			
Enrichment Coordinator	1,982.50			
Enrichment Instructors	3,292.00			
Outside Contract Services	888.49			
Sports Supervisor	7,158.75			
Umpires	18,505.00			
Contractual - Other	0.00	73,500.00	-73,500.00	0.0%
Total Contractual	37,146.74	73,500.00	-36,353.26	50.5%
Commodities				
Conference, Convention, Meeting	212.01			
Advertising and Promotion	1,738.98			
Awards/Trophies	1,377.39			
Bank Charges	3,742.65			
Computer and Internet Expense	663.16			
Concessions	147.46			
Donations	50.00			
Dues and Subscriptions	5,581.90			
Meals and Entertainment	67.16			
Office Supplies	143.38			
Operations				
Postage, Mailing Service	204.40			
Printing and Copying	280.00			
Supplies	2,466.49			
Telephone, Telecommunications	538.30			
Total Operations	3,489.19			
Other Types of Expenses				
Insurance - Liability, D and O	2,376.06			
Other Costs	52.97			
Total Other Types of Expenses	2,429.03			
Reimbursed Expenses	5,178.63			
Special Events	252.20			
Uniforms	29,314.09			
Commodities - Other	0.00	128,833.00	-128,833.00	0.0%
Total Commodities	54,387.23	128,833.00	-74,445.77	42.2%
Expenditures				
Cleaning	22.74			
Equip Rental and Maintenance	1,244.80			
Equipment	4,161.71			
Field Maintenance	135.62			
Rent, Parking, Utilities	38,765.10			
Expenditures - Other	0.00	63,000.00	-63,000.00	0.0%
Total Expenditures	44,329.97	63,000.00	-18,670.03	70.4%
Total Expense	222,429.58	409,459.00	-187,029.42	54.3%
Net Ordinary Income	39,165.29	-97,716.00	136,881.29	-40.1%
Net Income	39,165.29	-97,716.00	136,881.29	-40.1%



Request for Proposals for T-Shirt/Uniforms

Louisburg Recreation Commission (LRC)

May 22nd, 2024

Date due: June 14th, 2024 11:59 p.m.

Submit to: P.O. Box 937 Louisburg, KS 66053 or Tyler@Louisburgrec.com

1.0 PROJECT DESCRIPTION: The Louisburg Recreation Commission is soliciting bids to provide all jerseys and uniforms for all program participants for the 2024/2025 fiscal year. Approximate number of jerseys/uniforms will be around 1429, however there is potential for some variance in this number based on program enrollment numbers. The RFP will be granted to the bidder who demonstrates the highest level of responsibility and responsiveness. The contract will be for one year, with an option to renew up to two years. The proposed contract period will be from July 1, 2024 to June 30, 2025. Preference will be given to local Miami County businesses.

2.0 GENERAL INFORMATION: a) The Louisburg Rec Commission reserves the right to extend the due date and time if it is determined to be in the best interest of the LRC. b) The LRC reserves the right to cancel this RFP in whole or in part at any time if it is in the best interest of the LRC. The LRC reserves the right to reject any proposals or to waive any formality or technicality in any proposal, in the best interest of the LRC. d) RFPs received after the due date will not be accepted. e) This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements. f) While the LRC intends to proceed with this solicitation, nothing herein shall obligate the LRC to enter a contract.

3.0 SCOPE OF SERVICES: Jerseys and uniforms will be a mix of t-shirts, dri-fit and football jersey (tackle football) style. Uniforms are a mix of colors with a single-color logo on the front and number on the back. Jersey/uniform counts and sizes (youth small – adult xl) are provided a minimum of 3 weeks prior to the date needed. Jerseys/uniforms are needed on a rolling basis throughout the year.

A. Fall Soccer/Volleyball/Football: August

B. Basketball: October, January

C. Spring Soccer: March

D. Baseball/Softball: April



- Custom Shirt/Jersey Printing: Offer a Variety of printing options for shirts and jerseys, including screen printing, heat transfer, sublimation, and embroidery, to accommodate different designs and materials
- Design Assistance: Provide design assistance and guidance to ensure that logos, numbers and other graphics are accurately reproduced on the shirts and jerseys.
- Quality Assurance: Ensure high-quality printing and durable finishes that can withstand regular wear and tear, washing, and exposure to various weather conditions.
- Timely Delivery: Deliver all printed shirts and jerseys within the agreed-upon timeframe to meet the deadlines for upcoming events and activities.
- Bulk Ordering: Accommodate bulk orders of shirts and jerseys in various sizes, styles, and colors to meet the needs of our participants.

4.0 TIMETABLE: The estimated project schedule is: May 22nd, 2024 Advertise the RFP; June 14th, 2024 Submission due at 11:59 p.m.; June 18th, 2024 Authorize contract for T-Shirts/Uniforms RFP.

5.0 SELECTION PROCESS: Submissions will be reviewed and selected by the LRC Board of Directors with a recommendation from the LRC Director. Once approved, the LRC (and Board when appropriate) will execute a contract that includes a detailed scope of services.

6.0 CRITERIA FOR SELECTION: Include licensing information if needed. The LRC Board of Directors will review bids at its June 2024 meeting and accept the lowest, responsible and responsive bidder.

7.0 DIRECTIONS FOR SUBMISSION: Interested parties must provide one copy of their submission by email to Tyler@Louisburgrec.com no later than 11:59 p.m., Friday, June 14th, 2024, OR provide a mailed or delivered copy of their submission, clearly marked, as T-Shirt/Uniform RFP no later than Friday, June 14th, 2024, to the following address: P.O. Box 937 Louisburg, Kansas 66053. The LRC will not accept oral submissions or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned. The LRC reserves the right to accept or reject any and all proposals or portions of proposals, to waive minor deficiencies or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the LRC. Submission should include:

- Cover Letter: Include a cover letter introducing your business and summarizing your proposal.
- Company Overview: Provide an overview of your printing business, including your experience, expertise, and any relevant certifications or accolades.
- Printing Capabilities: Detail the printing techniques and equipment available at your facility, as well as any customization options and limitations.



- Pricing: Provide a detailed pricing structure, including costs per shirt/jersey, bulk discounts, and any additional charges for design assistance or rush orders.
- References: Include references from past clients who can attest to the quality and reliability of your services.

8.0 PROJECT REQUIREMENTS:

- The LRC pays contractors on the 3rd week of each month, following scheduled Board meetings.
- Requests for payments must be submitted one week prior to the payment date.
- This project will be tax exempt. Please request tax exempt before project starts.



Request for Proposals for Accounting Firm

Louisburg Recreation Commission (LRC)

May 22nd, 2024

Date due: June 14th, 2024 11:59 p.m.

Submit to: P.O. Box 937 Louisburg, KS 66053 or Tyler@Louisburgrec.com

1.0 PROJECT DESCRIPTION: The Louisburg Recreation Commission is soliciting bids from qualified accounting firms to provide comprehensive bookkeeping and consulting services. The purpose of this RFP is to solicit competitive proposals that meet our organization's needs and budget requirements. The RFP will be granted to the bidder who demonstrates the highest level of responsibility and responsiveness. The contract will be for one year, with an option to renew up to four years. The proposed contract period will be from July 1st, 2024 to June 30, 2025. Preference will be given to local Miami County businesses.

2.0 GENERAL INFORMATION: a) The Louisburg Rec Commission reserves the right to extend the due date and time if it is determined to be in the best interest of the LRC. b) The LRC reserves the right to cancel this RFP in whole or in part at any time if it is in the best interest of the LRC. The LRC reserves the right to reject any proposals or to waive any formality or technicality in any proposal, in the best interest of the LRC. d) RFPs received after the due date will not be accepted. e) This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements. f) While the LRC intends to proceed with this solicitation, nothing herein shall obligate the LRC to enter a contract.

3.0 SCOPE OF SERVICES: The selected accounting firm will be responsible for, but not limited to, the following services or tasks:

- Compliance with relevant accounting standards and regulations
- Accounts payable
- Contractor Payment processing
- General ledger maintenance
- Monthly bank account reconciliations
- Production of monthly financial statements and any requested reports
- Financial analysis and reporting to support decision-making processes
- Attending board meetings upon request
- Managing audits
- Creating internal control processes
- Assisting with the annual budget
- Advising on matters relating to a municipal entity



4.0 TIMETABLE: The estimated project schedule is: May 22nd, 2024 Advertise the RFP; June 14th, 2024 Submission due at 11:59 p.m.; June 18th, 2024 Authorize contract for Accounting Firm RFP.

5.0 SELECTION PROCESS: Submissions will be reviewed and selected by the LRC Board of Directors with a recommendation from the LRC Director. Once approved, the LRC (and Board when appropriate) will execute a contract that includes a detailed scope of services.

6.0 CRITERIA FOR SELECTION: Include licensing information if needed. The LRC Board of Directors will review bids at its June 2024 meeting and accept the lowest, responsible and responsive bidder.

7.0 DIRECTIONS FOR SUBMISSION: Interested parties must provide one copy of their submission by email to Tyler@Louisburgrec.com no later than 11:59 p.m., Friday, June 14th, 2024, OR provide a mailed or delivered copy of their submission, clearly marked, as Accounting Firm RFP no later than Friday, June 14th, 2024, to the following address: P.O. Box 937 Louisburg, Kansas 66053. The LRC will not accept oral submissions or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned. The LRC reserves the right to accept or reject any and all proposals or portions of proposals, to waive minor deficiencies or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the LRC. Submission should include:

- Cover Letter: Include a cover letter introducing your firm and summarizing your proposal.
- Firm Overview: Provide an overview of your accounting firm, including your experience, expertise, and any relevant certifications or accreditations.
- Proposed Scope of Services: Outline the proposed scope of accounting services to be provided to the LRC, including any additional services offered.
- Team Qualifications: Detail the qualifications and experience of the team members who will be assigned to work on the LRC account.
- Pricing: Provide a detailed pricing structure, including hourly rates and any additional costs or expenses.
- References: Include references from past clients who can attest to the quality of your accounting services.

8.0 PROJECT REQUIREMENTS:

- The LRC pays contractors on the 3rd week of each month, following scheduled Board meetings.
- Requests for payments must be submitted one week prior to the payment date.
- This project will be tax exempt. Please request tax exempt before the project starts.



Request for Proposals for Insurance Agency

Louisburg Recreation Commission (LRC)

December 6th, 2024

Date due: January 17th, 2025 at 11:59 p.m.

Submit to: P.O. Box 937 Louisburg, KS 66053 or Tyler@Louisburgrec.com

1.0 PROJECT DESCRIPTION: The Louisburg Recreation Commission is soliciting bids from qualified and experienced insurance agencies to provide comprehensive coverage for our community events and facilities. The purpose of this RFP is to solicit competitive proposals that meet our organization's needs and budget requirements. The RFP will be granted to the bidder who demonstrates the highest level of responsibility and responsiveness. The contract will be for one year, with an option to renew up to four years. Preference will be given to local Miami County businesses.

2.0 GENERAL INFORMATION: a) The Louisburg Rec Commission reserves the right to extend the due date and time if it is determined to be in the best interest of the LRC. b) The LRC reserves the right to cancel this RFP in whole or in part at any time if it is in the best interest of the LRC. The LRC reserves the right to reject any proposals or to waive any formality or technicality in any proposal, in the best interest of the LRC. d) RFPs received after the due date will not be accepted. e) This RFP is designed to provide interested parties with sufficient basic information to submit proposals meeting minimum requirements. f) While the LRC intends to proceed with this solicitation, nothing herein shall obligate the LRC to enter a contract.

3.0 SCOPE OF SERVICES: The LRC is responsible for overseeing various recreational activities, facilities, and events within our community. We are committed to ensuring the safety and well-being of our participants, volunteers, contractors, and staff, and therefore, we require comprehensive insurance coverage to mitigate any potential risks. The selected insurance agency will be responsible for, but not limited to, the following tasks:

- **Assessment of Insurance Needs:** Conduct a thorough assessment of the insurance needs of the Louisburg Recreation Commission, including but not limited to liability coverage, property insurance, workers' compensation, event insurance, and any other relevant coverage.
- **Customized Insurance Solutions:** Develop customized insurance solutions tailored to the specific needs and requirements of the Recreation Commission.
- **Competitive Pricing:** Offer competitive pricing for insurance premiums while ensuring adequate coverage limits and deductibles.



- Claims Management: Provide efficient and effective claims management services, including timely processing of claims and assistance with claim resolutions.
- Risk Management Support: Offer ongoing risk management support and advice to help the LRC minimize potential risks and liabilities.
- Compliance: Ensure compliance with all relevant insurance regulations and requirements.

4.0 TIMETABLE: The estimated project schedule is: December 6th, 2024 Advertise the RFP; January 17th, 2025 Submission due at 11:59 p.m.; January 21st, 2025 Authorize contract for Insurance Agency RFP.

5.0 SELECTION PROCESS: Submissions will be reviewed and selected by the LRC Board of Directors with a recommendation from the LRC Director. Once approved, the LRC (and Board when appropriate) will execute a contract that includes a detailed scope of services.

6.0 CRITERIA FOR SELECTION: Include licensing information if needed. The LRC Board of Directors will review bids at its January 2025 meeting and accept the lowest, responsible and responsive bidder.

7.0 DIRECTIONS FOR SUBMISSION: Interested parties must provide one copy of their submission by email to Tyler@Louisburgrec.com no later than 11:59 p.m., Friday, January 17th, 2025, OR provide a mailed or delivered copy of their submission, clearly marked, as Insurance Agency RFP no later than Friday, January 17th, 2025, to the following address: P.O. Box 937 Louisburg, Kansas 66053. The LRC will not accept oral submissions or copies received by telephone or facsimile machine. All submissions received after the deadline shall be returned. The LRC reserves the right to reject any and all proposals or portions of proposals, to waive minor deficiencies or to solicit new proposals on the original project or on a modified project as may be deemed necessary or in the best interest of the LRC. Submission should include:

- Cover letter: Include a cover letter introducing your agency and summarizing your proposal.
- Company Overview: Provide an overview of your agency, including your experience, expertise, and any relevant certifications or accreditations.
- Proposed Insurance Coverage: Outline the proposed insurance coverage and limits for the LRC, including any optional coverages available.
- Pricing: Provide a detailed pricing structure, including premium rates, deductibles, and any additional fees or charges.
- Claims Management Process: Describe your claims management process, including how claims are reported, processed, and resolved.
- Risk Management Services: Detail the risk management services and support that your agency will provide to the LRC.



- References: Include references from past clients who can attest to the quality of your services.

8.0 PROJECT REQUIREMENTS:

- The LRC pays contractors on the 3rd week of each month, following scheduled Board meetings.
- Requests for payments must be submitted one week prior to the payment date.
- This project will be tax exempt. Please request tax exempt before the project starts.