

Louisburg Recreation Commission
Board Meeting
November 21st, 6:00pm
Louisburg City Hall

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 October 2023 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. Interim Director Report
7. Old Business
 - a. Weather Policy Recap
 - b. Board Training Follow Up
 - c. Public Relations Review
8. New Business
 - a. Director Position Consideration
 - b. Nomination to fill Board President till end of year
 - c. Possible Budget Meeting Dates
9. Announcements
 - a. No Basketball Practices 11/22 - 11/23
 - b. No Basketball Games 11/25
 - c. Basketball Tournament 12/09
10. Adjourn meeting

Next Monthly Meeting
Tuesday, December 19th, 2023
6:00pm
Louisburg City Hall

Louisburg Recreation Commission

Balance Sheet

As of October 31, 2023

	<u>Oct 31, 23</u>
ASSETS	
Current Assets	
Checking/Savings	
First Option Bank	129,223.53
FOB - Debit Card Acct	490.67
Total Checking/Savings	<u>129,714.20</u>
Total Current Assets	129,714.20
Fixed Assets	
Furniture and Equipment	16,810.79
Total Fixed Assets	<u>16,810.79</u>
TOTAL ASSETS	<u>146,524.99</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	30,832.94
Total Accounts Payable	<u>30,832.94</u>
Total Current Liabilities	30,832.94
Total Liabilities	30,832.94
Equity	
Unrestricted Net Assets	145,721.02
Net Income	-30,028.97
Total Equity	<u>115,692.05</u>
TOTAL LIABILITIES & EQUITY	<u>146,524.99</u>

Louisburg Recreation Commission

Profit & Loss

October 2023

	<u>Oct 23</u>
Ordinary Income/Expense	
Income	
Program Income	
Participation Fees	7,960.00
Total Program Income	7,960.00
Rec Tax Income	32,478.85
Total Income	40,438.85
Gross Profit	40,438.85
Expense	
Personnel	
Health	805.30
Dental	120.41
KPERS	601.21
Payroll Taxes	838.49
Salaries and Wages	9,223.18
Vision	52.60
Personnel - Other	117.25
Total Personnel	11,758.44
Contractual	
Accounting Fees	615.00
Enrichment Coordinator	240.00
Enrichment Instructors	150.00
Outside Contract Services	119.99
Sports Supervisor	1,739.75
Umpires	4,295.00
Total Contractual	7,159.74
Commodities	
Conference, Convention, Meeting	100.00
Advertising and Promotion	801.00
Awards/Trophies	258.07
Bank Charges	173.09
Computer and Internet Expense	54.00
Dues and Subscriptions	108.99
Operations	
Postage, Mailing Service	26.40
Supplies	521.07
Telephone, Telecommunications	41.43
Total Operations	588.90
Other Types of Expenses	
Insurance - Liability, D and O	187.05
Total Other Types of Expenses	187.05
Reimbursed Expenses	
Special Events	837.61
Uniforms	150.00
Total Reimbursed Expenses	3,834.29
Total Commodities	7,093.00

10:00 AM

11/20/23

Accrual Basis

Louisburg Recreation Commission
Profit & Loss
October 2023

	<u>Oct 23</u>
Capital Expenditures	
Cleaning	22.74
Rent, Parking, Utilities	8,765.00
Total Capital Expenditures	<u>8,787.74</u>
Total Expense	<u>34,798.92</u>
Net Ordinary Income	<u>5,639.93</u>
Net Income	<u><u>5,639.93</u></u>

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Adult Kickball	Adult Softball
Ordinary Income/Expense		
Income		
Concession Income	0.00	0.00
Direct Public Support		
Corporate Contributions	0.00	0.00
Individ, Business Contributions	0.00	0.00
Total Direct Public Support	0.00	0.00
Other Types of Income		
Miscellaneous Revenue	0.00	0.00
Total Other Types of Income	0.00	0.00
Program Income		
Participation Fees	600.00	750.00
Total Program Income	600.00	750.00
Rec Tax Income	0.00	0.00
Total Income	600.00	750.00
Gross Profit	600.00	750.00
Expense		
Personnel		
Health	0.00	0.00
Dental	0.00	0.00
KPERs	0.00	0.00
Payroll Taxes	0.00	0.00
Salaries and Wages	0.00	0.00
Vision	0.00	0.00
Personnel - Other	0.00	0.00
Total Personnel	0.00	0.00
Contractual		
Accounting Fees	0.00	0.00
Audit Fees	0.00	0.00
Concession worker	0.00	0.00
Enrichment Coordinator	0.00	0.00
Enrichment Instructors	0.00	0.00
Outside Contract Services	0.00	0.00
Sports Supervisor	0.00	0.00
Umpires	300.00	0.00
Total Contractual	300.00	0.00
Commodities		
Conference, Convention, Meeting	0.00	0.00
Advertising and Promotion	0.00	0.00
Awards/Trophies	0.00	0.00
Bank Charges	0.00	0.00
Computer and Internet Expense	0.00	0.00
Concessions	0.00	0.00
Donations	0.00	0.00
Dues and Subscriptions	0.00	0.00
Licenses and Fees	0.00	0.00
Meals and Entertainment	0.00	0.00
Office Supplies	0.00	0.00
Operations		
Postage, Mailing Service	0.00	0.00
Printing and Copying	0.00	0.00
Supplies	0.00	0.00
Telephone, Telecommunications	0.00	0.00
Total Operations	0.00	0.00

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Adult Kickball	Adult Softball
Other Types of Expenses		
Insurance - Liability, D and O	0.00	0.00
Other Costs	0.00	0.00
Total Other Types of Expenses	0.00	0.00
Reimbursed Expenses	0.00	0.00
Special Events	0.00	0.00
Travel and Meetings		
Travel	0.00	0.00
Total Travel and Meetings	0.00	0.00
Uniforms	0.00	0.00
Volunteer Gifts	0.00	0.00
Total Commodities	0.00	0.00
Capital Expenditures		
Cleaning	0.00	0.00
Equip Rental and Maintenance	0.00	0.00
Equipment	0.00	0.00
Field Maintenance	0.00	0.00
Rent, Parking, Utilities	0.00	0.00
Total Capital Expenditures	0.00	0.00
Total Expense	300.00	0.00
Net Ordinary Income	300.00	750.00
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	300.00	750.00

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Adult Volleyball	Baseball/Softball
Ordinary Income/Expense		
Income		
Concession Income	0.00	7,468.70
Direct Public Support		
Corporate Contributions	0.00	0.00
Individ, Business Contributions	0.00	0.00
Total Direct Public Support	0.00	0.00
Other Types of Income		
Miscellaneous Revenue	0.00	0.00
Total Other Types of Income	0.00	0.00
Program Income		
Participation Fees	1,550.00	30,610.00
Total Program Income	1,550.00	30,610.00
Rec Tax Income	0.00	0.00
Total Income	1,550.00	38,078.70
Gross Profit	1,550.00	38,078.70
Expense		
Personnel		
Health	0.00	0.00
Dental	0.00	0.00
KPERs	0.00	0.00
Payroll Taxes	0.00	0.00
Salaries and Wages	0.00	0.00
Vision	0.00	0.00
Personnel - Other	0.00	0.00
Total Personnel	0.00	0.00
Contractual		
Accounting Fees	0.00	0.00
Audit Fees	0.00	0.00
Concession worker	0.00	1,400.00
Enrichment Coordinator	0.00	0.00
Enrichment Instructors	0.00	0.00
Outside Contract Services	0.00	0.00
Sports Supervisor	203.00	1,964.00
Umpires	0.00	4,605.00
Total Contractual	203.00	7,969.00
Commodities		
Conference, Convention, Meeting	0.00	0.00
Advertising and Promotion	0.00	0.00
Awards/Trophies	0.00	238.64
Bank Charges	0.00	0.00
Computer and Internet Expense	0.00	0.00
Concessions	0.00	3,376.05
Donations	0.00	0.00
Dues and Subscriptions	0.00	600.00
Licenses and Fees	0.00	0.00
Meals and Entertainment	0.00	0.00
Office Supplies	0.00	0.00
Operations		
Postage, Mailing Service	0.00	0.00
Printing and Copying	0.00	0.00
Supplies	0.00	1,319.04
Telephone, Telecommunications	0.00	0.00
Total Operations	0.00	1,319.04

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Adult Volleyball	Baseball/Softball
Other Types of Expenses		
Insurance - Liability, D and O	0.00	0.00
Other Costs	0.00	0.00
Total Other Types of Expenses	0.00	0.00
Reimbursed Expenses	0.00	0.00
Special Events	0.00	0.00
Travel and Meetings		
Travel	0.00	0.00
Total Travel and Meetings	0.00	0.00
Uniforms	0.00	10,194.95
Volunteer Gifts	0.00	0.00
Total Commodities	0.00	15,728.68
Capital Expenditures		
Cleaning	0.00	0.00
Equip Rental and Maintenance	0.00	111.80
Equipment	0.00	155.46
Field Maintenance	0.00	0.00
Rent, Parking, Utilities	486.00	11,955.00
Total Capital Expenditures	486.00	12,222.26
Total Expense	689.00	35,919.94
Net Ordinary Income	861.00	2,158.76
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	861.00	2,158.76

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Basketball	Enrichment Program
Ordinary Income/Expense		
Income		
Concession Income	0.00	0.00
Direct Public Support		
Corporate Contributions	0.00	0.00
Individ, Business Contributions	0.00	0.00
Total Direct Public Support	0.00	0.00
Other Types of Income		
Miscellaneous Revenue	0.00	0.00
Total Other Types of Income	0.00	0.00
Program Income		
Participation Fees	32,815.00	8,230.00
Total Program Income	32,815.00	8,230.00
Rec Tax Income	0.00	0.00
Total Income	32,815.00	8,230.00
Gross Profit	32,815.00	8,230.00
Expense		
Personnel		
Health	0.00	0.00
Dental	0.00	0.00
KPERs	0.00	0.00
Payroll Taxes	0.00	0.00
Salaries and Wages	0.00	0.00
Vision	0.00	0.00
Personnel - Other	0.00	0.00
Total Personnel	0.00	0.00
Contractual		
Accounting Fees	0.00	0.00
Audit Fees	0.00	0.00
Concession worker	0.00	0.00
Enrichment Coordinator	0.00	8,863.50
Enrichment Instructors	0.00	5,007.50
Outside Contract Services	0.00	0.00
Sports Supervisor	2,679.50	0.00
Umpires	10,330.00	0.00
Total Contractual	13,009.50	13,871.00
Commodities		
Conference, Convention, Meeting	0.00	0.00
Advertising and Promotion	0.00	90.00
Awards/Trophies	405.00	57.37
Bank Charges	0.00	0.00
Computer and Internet Expense	0.00	0.00
Concessions	0.00	0.00
Donations	0.00	0.00
Dues and Subscriptions	0.00	0.00
Licenses and Fees	0.00	35.00
Meals and Entertainment	0.00	312.64
Office Supplies	0.00	0.00
Operations		
Postage, Mailing Service	0.00	0.00
Printing and Copying	0.00	0.00
Supplies	138.58	3,754.29
Telephone, Telecommunications	0.00	0.00
Total Operations	138.58	3,754.29

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Basketball	Enrichment Program
Other Types of Expenses		
Insurance - Liability, D and O	0.00	0.00
Other Costs	0.00	0.00
Total Other Types of Expenses	0.00	0.00
Reimbursed Expenses	0.00	0.00
Special Events	0.00	775.00
Travel and Meetings		
Travel	0.00	0.00
Total Travel and Meetings	0.00	0.00
Uniforms	6,779.04	80.00
Volunteer Gifts	15.00	0.00
Total Commodities	7,337.62	5,104.30
Capital Expenditures		
Cleaning	0.00	0.00
Equip Rental and Maintenance	0.00	0.00
Equipment	0.00	0.00
Field Maintenance	0.00	0.00
Rent, Parking, Utilities	12,069.00	1,564.00
Total Capital Expenditures	12,069.00	1,564.00
Total Expense	32,416.12	20,539.30
Net Ordinary Income	398.88	-12,309.30
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	398.88	-12,309.30

Louisburg Recreation Commission

11/20/23

Profit & Loss by Class

Accrual Basis

September 2022 through October 2023

	Fishing	Flag Football
Ordinary Income/Expense		
Income		
Concession Income	0.00	0.00
Direct Public Support		
Corporate Contributions	0.00	0.00
Individ, Business Contributions	0.00	0.00
Total Direct Public Support	0.00	0.00
Other Types of Income		
Miscellaneous Revenue	0.00	0.00
Total Other Types of Income	0.00	0.00
Program Income		
Participation Fees	5,980.00	11,860.00
Total Program Income	5,980.00	11,860.00
Rec Tax Income	0.00	0.00
Total Income	5,980.00	11,860.00
Gross Profit	5,980.00	11,860.00
Expense		
Personnel		
Health	0.00	0.00
Dental	0.00	0.00
KPERs	0.00	0.00
Payroll Taxes	0.00	0.00
Salaries and Wages	0.00	0.00
Vision	0.00	0.00
Personnel - Other	0.00	0.00
Total Personnel	0.00	0.00
Contractual		
Accounting Fees	0.00	0.00
Audit Fees	0.00	0.00
Concession worker	0.00	0.00
Enrichment Coordinator	0.00	0.00
Enrichment Instructors	0.00	0.00
Outside Contract Services	0.00	0.00
Sports Supervisor	2,667.75	1,481.75
Umpires	0.00	5,135.00
Total Contractual	2,667.75	6,616.75
Commodities		
Conference, Convention, Meeting	0.00	0.00
Advertising and Promotion	0.00	100.00
Awards/Trophies	817.97	307.47
Bank Charges	0.00	0.00
Computer and Internet Expense	0.00	0.00
Concessions	0.00	0.00
Donations	0.00	0.00
Dues and Subscriptions	1,074.89	0.00
Licenses and Fees	0.00	0.00
Meals and Entertainment	0.00	0.00
Office Supplies	0.00	0.00
Operations		
Postage, Mailing Service	0.00	0.00
Printing and Copying	0.00	0.00
Supplies	0.00	3.27
Telephone, Telecommunications	0.00	0.00
Total Operations	0.00	3.27

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Fishing	Flag Football
Other Types of Expenses		
Insurance - Liability, D and O	0.00	0.00
Other Costs	0.00	0.00
Total Other Types of Expenses	0.00	0.00
Reimbursed Expenses	321.25	0.00
Special Events	0.00	0.00
Travel and Meetings		
Travel	0.00	0.00
Total Travel and Meetings	0.00	0.00
Uniforms	20.00	4,481.54
Volunteer Gifts	0.00	0.00
Total Commodities	2,234.11	4,892.28
Capital Expenditures		
Cleaning	0.00	0.00
Equip Rental and Maintenance	0.00	209.00
Equipment	0.00	194.44
Field Maintenance	0.00	17.50
Rent, Parking, Utilities	125.00	0.00
Total Capital Expenditures	125.00	420.94
Total Expense	5,026.86	11,929.97
Net Ordinary Income	953.14	-69.97
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	953.14	-69.97

Louisburg Recreation Commission

Profit & Loss by Class

September 2022 through October 2023

	Pickleball	Soccer
Ordinary Income/Expense		
Income		
Concession Income	0.00	0.00
Direct Public Support		
Corporate Contributions	0.00	0.00
Individ, Business Contributions	0.00	0.00
Total Direct Public Support	0.00	0.00
Other Types of Income		
Miscellaneous Revenue	0.00	0.00
Total Other Types of Income	0.00	0.00
Program Income		
Participation Fees	0.00	50,020.00
Total Program Income	0.00	50,020.00
Rec Tax Income	0.00	0.00
Total Income	0.00	50,020.00
Gross Profit	0.00	50,020.00
Expense		
Personnel		
Health	0.00	0.00
Dental	0.00	0.00
KPERs	0.00	0.00
Payroll Taxes	0.00	0.00
Salaries and Wages	0.00	0.00
Vision	0.00	0.00
Personnel - Other	0.00	0.00
Total Personnel	0.00	0.00
Contractual		
Accounting Fees	0.00	0.00
Audit Fees	0.00	0.00
Concession worker	0.00	0.00
Enrichment Coordinator	0.00	0.00
Enrichment Instructors	0.00	0.00
Outside Contract Services	0.00	0.00
Sports Supervisor	23.00	1,532.50
Umpires	0.00	10,023.00
Total Contractual	23.00	11,555.50
Commodities		
Conference, Convention, Meeting	0.00	0.00
Advertising and Promotion	0.00	100.00
Awards/Trophies	0.00	425.49
Bank Charges	0.00	0.00
Computer and Internet Expense	0.00	0.00
Concessions	0.00	0.00
Donations	0.00	0.00
Dues and Subscriptions	0.00	0.00
Licenses and Fees	0.00	0.00
Meals and Entertainment	0.00	60.00
Office Supplies	0.00	0.00
Operations		
Postage, Mailing Service	0.00	0.00
Printing and Copying	0.00	0.00
Supplies	101.89	292.67
Telephone, Telecommunications	0.00	0.00
Total Operations	101.89	292.67

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Pickleball	Soccer
Other Types of Expenses		
Insurance - Liability, D and O	0.00	0.00
Other Costs	0.00	0.00
Total Other Types of Expenses	0.00	0.00
Reimbursed Expenses	0.00	0.00
Special Events	0.00	0.00
Travel and Meetings		
Travel	0.00	0.00
Total Travel and Meetings	0.00	0.00
Uniforms	0.00	7,440.91
Volunteer Gifts	0.00	0.00
Total Commodities	101.89	8,319.07
Capital Expenditures		
Cleaning	0.00	0.00
Equip Rental and Maintenance	0.00	1,646.00
Equipment	0.00	4,700.00
Field Maintenance	0.00	17.50
Rent, Parking, Utilities	360.00	9,054.00
Total Capital Expenditures	360.00	15,417.50
Total Expense	484.89	35,292.07
Net Ordinary Income	-484.89	14,727.93
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	-484.89	14,727.93

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Tackle Football	Volleyball
Ordinary Income/Expense		
Income		
Concession Income	0.00	0.00
Direct Public Support		
Corporate Contributions	0.00	0.00
Individ, Business Contributions	0.00	0.00
Total Direct Public Support	0.00	0.00
Other Types of Income		
Miscellaneous Revenue	0.00	0.00
Total Other Types of Income	0.00	0.00
Program Income		
Participation Fees	6,825.00	4,255.00
Total Program Income	6,825.00	4,255.00
Rec Tax Income	0.00	0.00
Total Income	6,825.00	4,255.00
Gross Profit	6,825.00	4,255.00
Expense		
Personnel		
Health	0.00	0.00
Dental	0.00	0.00
KPERS	0.00	0.00
Payroll Taxes	0.00	0.00
Salaries and Wages	0.00	0.00
Vision	0.00	0.00
Personnel - Other	0.00	0.00
Total Personnel	0.00	0.00
Contractual		
Accounting Fees	0.00	0.00
Audit Fees	0.00	0.00
Concession worker	0.00	0.00
Enrichment Coordinator	0.00	0.00
Enrichment Instructors	0.00	0.00
Outside Contract Services	0.00	0.00
Sports Supervisor	296.00	857.15
Umpires	565.00	1,590.00
Total Contractual	861.00	2,447.15
Commodities		
Conference, Convention, Meeting	0.00	0.00
Advertising and Promotion	0.00	0.00
Awards/Trophies	0.00	173.85
Bank Charges	0.00	0.00
Computer and Internet Expense	0.00	0.00
Concessions	0.00	0.00
Donations	0.00	0.00
Dues and Subscriptions	0.00	0.00
Licenses and Fees	0.00	0.00
Meals and Entertainment	0.00	0.00
Office Supplies	0.00	0.00
Operations		
Postage, Mailing Service	0.00	0.00
Printing and Copying	0.00	0.00
Supplies	0.00	0.00
Telephone, Telecommunications	0.00	0.00
Total Operations	0.00	0.00

Louisburg Recreation Commission

Profit & Loss by Class

11/20/23

September 2022 through October 2023

Accrual Basis

	Tackle Football	Volleyball
Other Types of Expenses		
Insurance - Liability, D and O	0.00	0.00
Other Costs	0.00	0.00
Total Other Types of Expenses	0.00	0.00
Reimbursed Expenses	0.00	0.00
Special Events	0.00	0.00
Travel and Meetings		
Travel	0.00	0.00
Total Travel and Meetings	0.00	0.00
Uniforms	2,573.64	0.00
Volunteer Gifts	0.00	0.00
Total Commodities	2,573.64	173.85
Capital Expenditures		
Cleaning	22.74	0.00
Equip Rental and Maintenance	0.00	0.00
Equipment	2,338.61	0.00
Field Maintenance	0.00	0.00
Rent, Parking, Utilities	0.00	1,134.00
Total Capital Expenditures	2,361.35	1,134.00
Total Expense	5,795.99	3,755.00
Net Ordinary Income	1,029.01	500.00
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	1,029.01	500.00

Louisburg Recreation Commission

Profit & Loss by Class

September 2022 through October 2023

	Unclassified	TOTAL
Ordinary Income/Expense		
Income		
Concession Income	0.00	7,468.70
Direct Public Support		
Corporate Contributions	2,250.00	2,250.00
Individ, Business Contributions	1,000.00	1,000.00
Total Direct Public Support	3,250.00	3,250.00
Other Types of Income		
Miscellaneous Revenue	3,719.00	3,719.00
Total Other Types of Income	3,719.00	3,719.00
Program Income		
Participation Fees	0.00	153,495.00
Total Program Income	0.00	153,495.00
Rec Tax Income	218,151.85	218,151.85
Total Income	225,120.85	386,084.55
Gross Profit	225,120.85	386,084.55
Expense		
Personnel		
Health	11,765.69	11,765.69
Dental	1,574.11	1,574.11
KPERs	10,998.70	10,998.70
Payroll Taxes	10,997.35	10,997.35
Salaries and Wages	118,199.97	118,199.97
Vision	876.63	876.63
Personnel - Other	976.50	976.50
Total Personnel	155,388.95	155,388.95
Contractual		
Accounting Fees	7,340.00	7,340.00
Audit Fees	4,715.00	4,715.00
Concession worker	0.00	1,400.00
Enrichment Coordinator	200.00	9,063.50
Enrichment Instructors	0.00	5,007.50
Outside Contract Services	2,338.99	2,338.99
Sports Supervisor	910.00	12,614.65
Umpires	0.00	32,548.00
Total Contractual	15,503.99	75,027.64
Commodities		
Conference, Convention, Meeting	391.01	391.01
Advertising and Promotion	2,271.63	2,561.63
Awards/Trophies	0.00	2,425.79
Bank Charges	4,166.16	4,166.16
Computer and Internet Expense	899.73	899.73
Concessions	0.00	3,376.05
Donations	50.00	50.00
Dues and Subscriptions	5,121.97	6,796.86
Licenses and Fees	175.00	210.00
Meals and Entertainment	135.07	507.71
Office Supplies	790.49	790.49
Operations		
Postage, Mailing Service	277.50	277.50
Printing and Copying	280.00	280.00
Supplies	242.54	5,852.28
Telephone, Telecommunications	1,123.03	1,123.03
Total Operations	1,923.07	7,532.81

Louisburg Recreation Commission

11/20/23

Profit & Loss by Class

Accrual Basis

September 2022 through October 2023

	Unclassified	TOTAL
Other Types of Expenses		
Insurance - Liability, D and O	3,044.73	3,044.73
Other Costs	52.97	52.97
Total Other Types of Expenses	3,097.70	3,097.70
Reimbursed Expenses	8,049.68	8,370.93
Special Events	77.20	852.20
Travel and Meetings		
Travel	255.20	255.20
Total Travel and Meetings	255.20	255.20
Uniforms	5,103.50	36,673.58
Volunteer Gifts	0.00	15.00
Total Commodities	32,507.41	78,972.85
Capital Expenditures		
Cleaning	0.00	22.74
Equip Rental and Maintenance	0.00	1,966.80
Equipment	3,706.00	11,094.51
Field Maintenance	0.00	35.00
Rent, Parking, Utilities	380.00	37,127.00
Total Capital Expenditures	4,086.00	50,246.05
Total Expense	207,486.35	359,635.49
Net Ordinary Income	17,634.50	26,449.06
Other Income/Expense		
Other Expense		
Ask My Accountant	0.00	0.00
Total Other Expense	0.00	0.00
Net Other Income	0.00	0.00
Net Income	17,634.50	26,449.06

Louisburg Recreation Commission
Profit & Loss Budget vs. Actual
July 2023 through October 2024

	Jul '23 - Oct 24	Budget
Ordinary Income/Expense		
Income		
Concession Income	150.97	
Income	0.00	311,743.00
Other Types of Income		
Miscellaneous Revenue	3,719.00	
Total Other Types of Income	3,719.00	
Program Income		
Participation Fees	43,120.00	
Total Program Income	43,120.00	
Rec Tax Income	32,478.85	
Total Income	79,468.82	311,743.00
Gross Profit	79,468.82	311,743.00
Expense		
Personnel		
Health	3,221.20	
Dental	481.64	
KPERs	3,085.33	
Payroll Taxes	3,232.43	
Salaries and Wages	35,566.20	
Vision	210.40	
Personnel - Other	297.50	144,126.00
Total Personnel	46,094.70	144,126.00
Contractual		
Accounting Fees	2,460.00	
Concession worker	280.00	
Enrichment Coordinator	1,430.00	
Enrichment Instructors	2,279.50	
Outside Contract Services	888.49	
Sports Supervisor	3,884.75	
Umpires	8,724.00	
Contractual - Other	0.00	73,500.00
Total Contractual	19,946.74	73,500.00
Commodities		
Conference, Convention, Meeting	133.01	
Advertising and Promotion	1,582.98	
Awards/Trophies	992.39	
Bank Charges	1,649.38	
Computer and Internet Expense	216.00	
Concessions	147.46	
Donations	50.00	
Dues and Subscriptions	5,143.96	
Meals and Entertainment	67.16	
Office Supplies	18.78	
Operations		
Postage, Mailing Service	204.40	
Printing and Copying	280.00	
Supplies	2,148.11	
Telephone, Telecommunications	289.51	
Total Operations	2,922.02	
Other Types of Expenses		
Insurance - Liability, D and O	748.26	
Other Costs	52.97	
Total Other Types of Expenses	801.23	

Louisburg Recreation Commission
Profit & Loss Budget vs. Actual
 July 2023 through October 2024

	Jul '23 - Oct 24	Budget
Reimbursed Expenses	3,262.35	
Special Events	227.20	
Uniforms	12,744.36	
Commodities - Other	0.00	128,833.00
Total Commodities	29,958.28	128,833.00
Capital Expenditures		
Cleaning	22.74	
Equip Rental and Maintenance	859.80	
Equipment	3,956.60	
Field Maintenance	35.00	
Rent, Parking, Utilities	22,702.00	
Capital Expenditures - Other	0.00	63,000.00
Total Capital Expenditures	27,576.14	63,000.00
Total Expense	123,575.86	409,459.00
Net Ordinary Income	-44,107.04	-97,716.00
Net Income	-44,107.04	-97,716.00

Louisburg Recreation Commission
Profit & Loss Budget vs. Actual
 July 2023 through October 2024

	\$ Over Budget	% of Budget
Ordinary Income/Expense		
Income		
Concession Income		
Income	-311,743.00	0.0%
Other Types of Income		
Miscellaneous Revenue		
Total Other Types of Income		
Program Income		
Participation Fees		
Total Program Income		
Rec Tax Income		
Total Income	-232,274.18	25.5%
Gross Profit	-232,274.18	25.5%
Expense		
Personnel		
Health		
Dental		
KPERs		
Payroll Taxes		
Salaries and Wages		
Vision		
Personnel - Other	-143,828.50	0.2%
Total Personnel	-98,031.30	32.0%
Contractual		
Accounting Fees		
Concession worker		
Enrichment Coordinator		
Enrichment Instructors		
Outside Contract Services		
Sports Supervisor		
Umpires		
Contractual - Other	-73,500.00	0.0%
Total Contractual	-53,553.26	27.1%
Commodities		
Conference, Convention, Meeting		
Advertising and Promotion		
Awards/Trophies		
Bank Charges		
Computer and Internet Expense		
Concessions		
Donations		
Dues and Subscriptions		
Meals and Entertainment		
Office Supplies		
Operations		
Postage, Mailing Service		
Printing and Copying		
Supplies		
Telephone, Telecommunications		
Total Operations		
Other Types of Expenses		
Insurance - Liability, D and O		
Other Costs		
Total Other Types of Expenses		

Louisburg Recreation Commission
Profit & Loss Budget vs. Actual
 July 2023 through October 2024

	\$ Over Budget	% of Budget
Reimbursed Expenses		
Special Events		
Uniforms		
Commodities - Other	-128,833.00	0.0%
Total Commodities	-98,874.72	23.3%
Capital Expenditures		
Cleaning		
Equip Rental and Maintenance		
Equipment		
Field Maintenance		
Rent, Parking, Utilities		
Capital Expenditures - Other	-63,000.00	0.0%
Total Capital Expenditures	-35,423.86	43.8%
Total Expense	-285,883.14	30.2%
Net Ordinary Income	53,608.96	45.1%
Net Income	53,608.96	45.1%

Job Title:	Assistant Rec Director	Position Type:	Full Time
Location:	Louisburg, KS	FSLA Status:	Employee
Reports to:	LRC Director		

Job Summary

LRC is committed to serving our community by developing and maintaining programs for all ages and abilities. The Assistant Recreation Director plays a key role in supporting the overall management and operation of recreational programs and facilities. They work closely with the Recreation Director to plan, organize, and execute various recreational activities and events. We are seeking an individual who will be tasked with overseeing, enrichment activities for youth, adults and seniors. The individual will report and coordinate programs directly with the LRC Director. They will also be responsible for helping further the stated goals of LRC to serve the needs of the Louisburg Community. This job description is intended as a guideline and should not be construed as an exhaustive list of all responsibilities, qualifications, and requirements. The Assistant Recreation Director may be required to perform other duties as assigned by the Recreation Director.

Job Description

KEY ROLE AND RESPONSIBILITIES

- Enrichment/Sports Programming
 - Collaborate with the Recreation Director to develop, implement, and evaluate a wide range of recreational programs and activities for all age groups.
 - Work with the LRC Director to develop a schedule and budget to roll out new non-sports, life enrichment activities, in the community.
 - Collaborate with community organizations, schools, and local groups to enhance program participation and community engagement.
 - Assist in planning and coordinating special events, tournaments, and seasonal programs.
 - Enforce safety guidelines and ensure that all programs and activities comply with safety regulations and standards.
 - Assist with all programming and other duties and projects as needed.

- Administrative Duties
 - Attend regular staff, league, LRC board, and parks board
 - Interact with participants and community members by addressing inquiries, concerns, and providing information about programs and events through email/voicemail and social media.
 - Assist in marketing and promoting recreational programs through various channels, including social media, flyers, and community outreach.
 - Support in budget planning and management, including tracking expenses and revenue related to recreational programs and services.
 - Develop a quarterly newsletter updating the community on LRC activities and plan for rolling out future programs.
 - Stay up-to-date with industry trends, certifications, and best practices to continuously improve the quality of recreational programs.
 - Assist in supervising and coordinating the work of recreational staff, including instructor, coaches, and program leaders, ensuring they deliver high-quality services.

QUALIFICATIONS, EXPERIENCE AND EDUCATION REQUIREMENTS

- Bachelor's degree in Recreation Management, Sports Management, or a related field. Other degrees can be considered as a substitute if a correlation to how that can translate to success in this position can be demonstrated.
- Recreation commission experience preferred. Relevant experience will be factored in and can be potentially substituted for education experience.
- Previous experience in recreational program management, with a proven track record of success.
- Knowledge of budgeting and financial management
- Knowledge of safety protocols and risk management in recreational settings
- CPR and First Aid certification
- Must pass a background check

PREFERRED SKILLS

- Strong leadership and communication skills, with the ability to work effectively with others
- Strong organizational, communication, and problem-solving skills
- Demonstrated passion for public service
- Familiarity with relevant software for scheduling and registration
- Ability to work with Google Drive, Docs, and Sheets
- Ability to adapt to changing community needs and trends in recreation

Job Title:	Rec Director	Position Type:	Full Time
Location:	Louisburg, KS	FSLA Status:	Employee
Reports to:	LRC Board		

Job Summary

LRC is committed to serving our community by developing and maintaining programs for all ages and abilities. We are seeking an individual who will be tasked with overseeing program development: develop, plan and oversee a wide range of recreational programs and activities for the community, including sports leagues, fitness classes, special events and cultural programs. Must create and manage the department’s budget, ensuring efficient allocation of resources and adherence to financial constraints. Will be responsible for hiring, training, and supervising a team of recreation staff, including program coordinators, instructors, and seasonal employees. Ensure compliance with local regulations and develop department policies and procedures related to safety, access, and program standards. The individual will report to the LRC Board and maintain established programming. They will also be responsible for helping further the stated goals of LRC to serve the needs of the Louisburg Community.

Job Description

KEY ROLE AND RESPONSIBILITIES

- Sports/Enrichment Programming
 - Oversee the operations of recreation activities:
 - Develop and plan all activities, and see to operations run smoothly
 - Registrations and team selections - identify coaches and team rosters
 - Selecting and ordering jerseys, coaches shirts, and equipment
 - Schedule practice and game schedules
 - Coordinate and execute special events, such as tournaments and community events
 - Schedule Officials, supervisors, concession stand, and any other needed contractors
 - Oversee the maintenance of equipment, fields and operation of recreation activities.
 - Schedule and reserve fields/facilities for recreational activities, along with any maintenance that may be needed.
- Administrative Duties
 - Attend regular staff, league, LRC board, parks board, and chamber meetings/events
 - Interact with participants and community members by addressing inquiries, concerns, and providing information about programs
 - Handle administrative tasks such as record-keeping, program registration, program and staff evaluations, and reporting as required.
 - Foster positive relationship with community member and organizations to understand their recreational needs and solicit feedback for program improvement
 - Oversee budget planning and management, including tracking expenses, payroll of contractors, and revenue related to recreational programs and services.
 - Stay up-to-date with industry trends, certifications, and best practices to continuously improve the quality of recreational programs.

QUALIFICATIONS, EXPERIENCE AND EDUCATION REQUIREMENTS

- Bachelor's degree in Recreation Management, Sports Management, or a related field. Other degrees can be considered as a substitute if a correlation to how that can translate to success in this position can be demonstrated.
- Recreation commission experience preferred. Relevant experience will be factored in and can be potentially substituted for education experience.
- Previous experience in recreational program management, with a proven track record of success.
- Knowledge of budgeting and financial management
- Knowledge of safety protocols and risk management in recreational settings
- CPR and First Aid certification
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PREFERRED SKILLS

- Strong leadership and communication skills, with the ability to work effectively with others
- Strong organizational, communication, and problem-solving skills
- Demonstrated passion for public service
- Familiarity with relevant software for scheduling and registration
- Ability to work with Google Drive, Docs, and Sheets
- Ability to adapt to changing community needs and trends in recreation