



Report to City of Norman Finance Committee
February 15, 2013

On September 8, 2011, The Performing Arts Studio and the City of Norman entered into a Fund Disbursement Agreement whereby the City dispersed to PAS the sum of \$2,700.00 to be used to provide hospitality to guests at the Santa Fe Depot who travel between Norman and Fort Worth, Texas on Amtrak's Heartland Flyer passenger train.

PAS provides hospitality to train passengers and other guests Monday through Friday from 8 to 9 a.m. Hospitality on weekends and weekday evenings is provided by a rotating group of volunteers. However, all refreshments and supplies are provided by PAS.

For the period beginning September 8, 2011 to February 9, 2012 PAS expended the funds as follows:

Hostess

Assist with travel reservations, tickets, baggage, schedules; make and offer coffee

Monday - Friday	
\$10.00 hour x 1hour/day x 105 days	\$1050.00
Payroll taxes at 10%	105.00

Supplies

Coffee, creamer, sweetener	
\$25/month x 3 months	75.00
Disposable cups, stirrers	
\$8/month x 3 months	24.00
TOTAL	\$1254.00

PAS's FY2011 budget and a summary of income and expenses for the period of September through December 2011 are attached.

During this period, hospitality was provided to a total of approximately 1,400 guests, which includes train passengers and their friends and families.

EXHIBIT

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These guests truly appreciate the assistance and hospitality provided by PAS with the generous funding from the City of Norman. To continue to provide the current level of services, PAS requests funding in the amount of \$3,000.00 for FY2013.

Respectfully submitted,

Rick Fry
Executive Director

The Performing Arts Studio, Inc.
200 South Jones
Norman, Oklahoma 73069
Budget 2011-2012

<u>Program Activity</u>	<u>Revenue</u>	<u>Expense</u>	<u>Program Net</u>
Rentals	25,000	1,800	23,200
Membership	2,700	0	2,700
General Donations	250	0	250
City of Norman, Train Hostess	2,700	0	2,700
Summer Breeze	31,250	27,250	4,000
Winter Wind	28,990	25,990	3,000
Gallery	7,250	6,650	600
Jazz Concerts	13,170	11,920	1,250
Operations Grant, Kirkpatrick	5,000	0	5,000
Fundraising Events	7,200	1,181	6,019
Workshops	1,500	1,200	300
Interest Earned	<u>17</u>	<u>0</u>	<u>17</u>
	125,027	75,991	49,036
Total Program Activity			
Programs/Administrative Expense		470	
Alarm/Security		1,000	
Telecommunications		2,750	
Building Maintenance/Janitor		2,150	
Insurance		2,057	
Office: Supplies, Printing, Equipment, Postage, Other		450	
Credit Card Fees		20,000	
Salary: Executive Director		16,000	
Wages: Events Coordinator		3,000	
Payroll Taxes		<u>1,159</u>	
Utilities		49,036	
Total Administrative Expense			
Balance		125,027	
		0	