



Report to City of Norman Finance Committee
February 15, 2012

On September 8, 2010, 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	
\$9.50 hour x 1hour/day x 105 days	\$997.50
Payroll taxes at 10%	99.75

Supplies

Coffee, creamer, sweetener	
\$15/month x 3 months	75.00
Disposable cups, stirrers	
\$5/month x 3 months	25.00
TOTAL	\$1197.25

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.

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 FY2012.

Respectfully submitted,

Rick Fry
Executive Director