


Organization Information

I/We offer to supply Downtown Marketing Services specified in the Request for Proposal; at the fees and charges offered; within the period offered; and in accordance with the terms and conditions as listed.

Service Provider's Name.....Baker City Downtown.....

Name of Service Provider's Authorized Agent:

.....Ariel Baker, Executive Director.....

Signature..........

Dated this.....September 11.....2024.....

Downtown Marketing Services Proposal

Baker City Downtown

Baker City Downtown is a local, 501(c)3 nonprofit organization established in 2017 with the mission to preserve and enhance the vitality and character of our community through the beautification, promotion, and development of downtown Baker City. BCD is hosted in the historic Baker City Hall within both the Baker City Historic District and BCD District. Through regular office hours at this location, we serve as a local resource center and visitors services center. Over the last seven years, our organization has grown and developed to fulfill this mission through downtown decorating, grants, programming, events, and marketing. These focused endeavors have brought greater attention and visibility to the downtown historic commercial district as a tourism destination, one of the largest and most intact historic downtowns in the entire Pacific Northwest. Downtown Baker City serves not only as the heart of the community, but also the hub of tourism activity throughout the County. BCD is the representative and advocate for downtown Baker City businesses and buildings, organizes seasonal decorating and visual appeal, and develops events and activities - all of which support the tourism economy.

Baker City Downtown (BCD) is recognized at the Affiliated level nationally by Main Street America (MSA) and regionally by Oregon Main Street (OMS) which utilizes the 4-Point Main Street Approach methodology to community revitalization. The four points - Promotion, Economic Vitality, Outreach, and Design - help us achieve clear goals to strengthen downtown and its economy. Through partnerships, engagement with the community, and three standing committees, we bring goals to life that follow this approach and support the economic future of our city and county. This methodology is based on over 45 years of work by the National Main Street Center to help strengthen and reenergize older downtowns and historic neighborhood commercial districts. Our mission is rooted in this methodology, ensuring all our endeavors are guided by proven place-based economic development and community preservation. BCD has played an important role in supporting the Baker County tourism industry by winning over \$881,000 in grant dollars in just seven years to support historic preservation and promote increased economic vitality throughout downtown Baker City.

BCD's Board is an active and dynamic group of downtown business owners, building owners, employees, and community stakeholders. The Board establishes the mission and scope of BCD endeavors, creating our popular events and outlining the work of the organization. BCD's endeavors both increased and improved significantly upon hiring an Executive Director in January 2023. Our Executive Director provides focused, daily attention to the downtown to ensure our mission is fulfilled and our methodology is followed in all aspects and endeavors of our organization. Utilizing educational and professional experience in historic preservation alongside relevant job experience, our Executive Director leverages the unique heritage of downtown Baker City to enhance the economic vitality of the historic commercial district and increase visitor appeal.

BCD has developed strong relationships with local businesses, heritage organizations, and community groups to collaborate and help fulfill our shared goals and missions to showcase the unique cultural and built heritage of historic downtown Baker City. We work with the City of Baker City, City Departments, City Commissions and Committees, Baker County, County Commissions and Committees, and relevant federal partners to fulfill our shared goals and missions. We tell this story through social media series, and will explore additional opportunities to tell this story in other mediums. We collaborate with TLTC, Travel Baker County, and Baker County Unlimited to market downtown Baker City as a tourism destination. We will continue our partnerships to create both spaces and events that cultivate tourism not only in downtown Baker City, but across the county.

BCD assists in implementing the TLTC Strategic Plan's immediate priorities of engaging in community-based marketing and sharing training and assistance resources to downtown businesses. We

assist in implementing the TLTC Strategic Plan's mid-range priorities of hosting multiple county-wide events, developing downtown wayfinding signs, and seeking resources to support new businesses downtown. We will assist in implementing the TLTC Strategic Plan's long-range priorities of constructing downtown wayfinding signs. BCD will regularly communicate the status of implementing the TLTC Strategic Plan's priorities, BCD Comprehensive Marketing Plan and Business Promotion and Development Plan, and BCD events and projects to the TLTC at its regularly scheduled meetings.

BAKER CITY DOWNTOWN ORGANIZATION

Baker City Downtown is made up of a nine-person volunteer Board, a paid full-time Executive Director, and three volunteer Committee Chairpersons. The BCD Board members serve three year terms with a two-time term limit. Board members are elected through a popular vote of our Supporters at our Annual Meeting. A hiring committee of three board members reviewed and interviewed applicants for our Executive Director position, submitting their recommendation to the Board for a majority vote. Our three volunteer Committee Chairpersons are selected by the Board to organize our three standing committees: Design, Events, and Outreach & Resources. See Appendix A for a list of Board members and their experience and a brief resume for our Executive Director.

COMPREHENSIVE MARKETING PLAN

Baker City Downtown believes in a holistic approach to marketing downtown as a tourism destination. Our goal is to invite and attract visitors to experience downtown Baker City - whether they are visiting for 10 minutes or 10 days. Our goal is to encourage visitors to experience downtown Baker City repeatedly. With these funds, we will expand our approach and continue this plan.

SOCIAL MEDIA

BCD's social media presence has grown to 2.7K likes and 3.5K followers on Facebook and 2.25k followers on Instagram. We strive to make original content for nearly all our posts, only sharing partner posts and notices to our Facebook and Instagram Stories. We post at least three times per week and maintain two weekly series with high engagement on both platforms - Mini Mondays and Flashback Fridays. Mini Mondays is a way to showcase the historic characteristics and built heritage of our community through an interactive and engaging way. We utilize various local and online historical resources to help share the history of downtown. This content is primarily photo-based to ensure the most engagement on both Facebook and Instagram, with graphics to back up any announcements, and captions containing the same information. Hashtags are used routinely to spur additional engagement and tags are used wherever possible. All photos are used with permission and created either in-house or taken from the Travel Baker County Flickr archive.

For BCD events, we create a posting schedule to attract as many participants as possible. We make three weekly posts advertising our unWINEd event on the third Thursday of each month. In the six weeks leading up to our flagship event, Taste of Baker, we post nearly daily on our social media page and event page. We follow the same social media marketing plan for Twinkle in Time, the community-wide branding for the first weekend in December which kicks off the holiday season. Twinkle in Time encompasses all three days of Festival of Trees events (Thursday Preview Night, Friday Gala & Auction, and Saturday Family Fun Day), Cookie Crawl, the 4-H Holiday Bazaar, the Twilight Parade, Tree Lighting Ceremony, and Pictures with Santa. For non-BCD events downtown, we share posts to our Stories on Facebook and Instagram, and make one original post if information is shared ahead of time.

BCD shares posts made by downtown businesses to our Facebook and Instagram Stories to help promote individual businesses and the downtown as a whole. For Supporter businesses, we share all posts made that come across our feed. For non-Supporter businesses, we share all event posts and one post a month that come across our feed.

BCD maintains a relationship with Elkhorn Media Group and Baker City Herald (EO Media Group) to cover all social media in the county and Eastern Oregon region. We keep each social group up-to-date with any and all announcements and events information to help market to locals and visitors throughout the county and Eastern Oregon. We will explore seeking advertisements with each social group to maximize the marketing opportunities for our events and downtown.

Successful delivery of social media marketing may be measured by an increase in Facebook and Instagram followers, an increase in event responses, and increased reach and engagement in social media posts.

PRINT

BCD prints posters for Taste of Baker and Twinkle in Time events and distributes them throughout Baker County and visitor centers throughout Eastern Oregon. We will explore printing updated downtown walking tour pamphlets and creating rack cards to be distributed throughout Baker County and Eastern Oregon to visitor centers, cultural sites, and other points of interest.

BCD maintains a relationship with GO! Eastern Oregon and Baker City Herald (EO Media Group), Hells Canyon Journal, and Twin Mountain News to cover all print media in the county and region. We keep each print group up-to-date with any and all announcements and events information to help market to locals and visitors throughout the county and Eastern Oregon. We also seek advertisements with each print group to maximize the marketing opportunities for our events and downtown.

Successful delivery of print media marketing may be measured by the development of additional printed media, an increase in written articles, and an increase in purchased print advertisements.

RADIO

BCD maintains a relationship with Elkhorn Media Group to cover all radio media in the county and Eastern Oregon region. We keep Elkhorn Media Group up-to-date with any and all announcements and events information to help market to locals and visitors throughout the county and Eastern Oregon. We also seek advertisements with Elkhorn Media Group to maximize the marketing opportunities for our events and downtown.

Successful delivery of radio media marketing may be measured by the development of monthly radio media to market downtown as a tourism destination.

WEBSITE

BCD's website was revamped and relaunched in January 2023. It is updated regularly to ensure all information is up-to-date and links are unbroken. We will add a downtown calendar back to the website and ensure it is updated regularly to showcase various downtown events.

BCD maintains a relationship with Elkhorn Media Group and Baker City Herald (EO Media Group) to cover all web media in the county and Eastern Oregon region. We keep each web group up-to-date with any and all announcements and events information to help market to locals and visitors throughout the county and

Eastern Oregon. We will explore seeking advertisements with each web group to maximize the marketing opportunities for our events and downtown.

Successful delivery of web media marketing may be measured by an increase in BCD web traffic and the development of an up-to-date downtown events calendar.

BUSINESS PROMOTION AND DEVELOPMENT PLAN

Baker City Downtown developed the Community Views project to help promote and develop the empty commercial spaces downtown. Community Views partners BCD with downtown building owners to utilize empty commercial storefront windows to promote businesses in our community that are not on Main Street. The businesses pay \$25 per month in rent to help keep the windows clean. This project has already spurred one business to move into a vacant space on Main Street after increased traffic from their Community Views window display. It has also been valuable for a local nonprofit that does not have a physical location to help promote their business.

BCD fields inquiries from prospective business and/or building owners regularly. We maintain an internal list of available spaces for sale and/or rent. We also work with these folks to help facilitate communication between prospective business and/or building owners and local owners and realtors. Quite often, this communication regularly involves grant opportunities available through BCD and Oregon Heritage. Interest in these grants nearly quadrupled from 2023 to 2024, showing the transformative nature of these opportunities. We will explore incentives and opportunities to help attract new and expanding businesses to develop our downtown and fill gaps in service. An example could be the creation of building permit fee reductions and/or waivers to help offset costs for new and expanding businesses and/or the creation of additional workforce housing.

Main Street America, Oregon Main Street, Northeast Oregon Economic Development District, Small Business Development Center, and the Baker County Economic Development regularly share business development and assistance opportunities. BCD shares these opportunities with downtown businesses through our internal email lists and our private Facebook group. We will explore additional opportunities to provide business development and assistance to downtown businesses. BCD will revive the Business After Hours events hosted downtown to promote networking, sharing resources, and encouraging collaboration throughout the downtown business community.

Successful delivery of business promotion and development may be measured by maintaining full Community Views windows, continued sharing of resources to new and existing downtown businesses, and reviving Business After Hours events downtown.

OUTLINE & TIMELINE OF SERVICES:

SEPTEMBER / OCTOBER

- Radio ads, social media, and web promotion through Elkhorn Media Group to market Taste of Baker throughout Eastern Oregon
 - Northeast Region (Union, Baker, and Wallowa Counties)
 - Columbia Basin (Umatilla, Walla Walla, Franklin, and Benton Counties)
 - East/Southeast Region (Grant, Harney, Malheur Counties)
- Contract with Elkhorn Media Group to update video showcasing Taste of Baker
- Order and install interim Court Plaza Kiosk

- Non-paid social media to organically market Taste of Baker
- Social media ads through Facebook to market Taste of Baker to targeted markets
 - Boise and Walla Walla plus 50 miles
 - Portland plus 50 miles
 - Baker City, Pendleton, and the Dalles plus 50 miles
- Non-paid social media to organically market unWINEd + Baker County Library District
- Monthly marketing through Elkhorn Media Group to promote downtown

NOVEMBER

- Radio ads, social media, and web promotion through Elkhorn Media Group to market Twinkle in Time throughout Eastern Oregon
 - Northeast Region (Union, Baker, and Wallowa Counties)
- Contract with Elkhorn Media Group to create first half of a video showcasing unWINEd
- Non-paid social media to organically market unWINEd: Toddy Trot
- Non-paid social media to organically market Twinkle in Time
- Monthly marketing through Elkhorn Media Group to promote downtown

DECEMBER

- *Continued from November - Radio ads, social media, and web promotion through Elkhorn Media Group to market Twinkle in Time throughout Eastern Oregon*
 - *Northeast Region (Union, Baker, and Wallowa Counties)*
- Contract with Elkhorn Media Group to create video showcasing Twinkle in Time
- Non-paid social media to organically market Twinkle in Time
- Monthly marketing through Elkhorn Media Group to promote downtown

JANUARY

- Annual Meeting for Supporters and public
- Monthly marketing through Elkhorn Media Group to promote downtown

FEBRUARY

- Relaunch of Business After Hours event
- Monthly marketing through Elkhorn Media Group to promote downtown

MARCH

- Window displays for 1A Basketball Tournament
- Contract with Elkhorn Media Group to create second half of a video showcasing unWINEd
- Non-paid social media to organically market unWINEd
- Monthly marketing through Elkhorn Media Group to promote downtown

APRIL

- Community Clean-Up Day to clean up downtown
- Wayfinding wraps on new electrical boxes
- Non-paid social media to organically market unWINEd
- Monthly marketing through Elkhorn Media Group to promote downtown

MAY

- Flower baskets down Main Street
- New banners down Main Street
- New banners down Resort Street
- Window displays for Graduating Seniors
- Non-paid social media to organically market unWINEd

- Business After Hours event
- Monthly marketing through Elkhorn Media Group to promote downtown

JUNE

- Non-paid social media to organically market unWINEd
- Monthly marketing through Elkhorn Media Group to promote downtown

JULY

- Non-paid social media to organically market unWINEd
- Window displays for Shrine East vs. West Game
- Monthly marketing through Elkhorn Media Group to promote downtown

AUGUST

- Non-paid social media to organically market unWINEd
- Business After Hours event
- Monthly marketing through Elkhorn Media Group to promote downtown

SEPTEMBER

- Cornstalks down Main Street
- Radio ads, social media, and web promotion through Elkhorn Media Group to market Taste of Baker throughout Eastern Oregon
 - Northeast Region (Union, Baker, and Wallowa Counties)
 - Columbia Basin (Umatilla, Walla Walla, Franklin, and Benton Counties)
 - East/Southeast Region (Grant, Harney, Malheur Counties)
- Social media ads through Facebook to market Taste of Baker to targeted markets
 - Boise and Walla Walla plus 50 miles
 - Portland plus 50 miles
 - Baker City, Pendleton, and the Dalles plus 50 miles
- Non-paid social media to organically market unWINEd
- Monthly marketing through Elkhorn Media Group to promote downtown

There are no conflicts of interest with Baker City Downtown contracting with TLTC for marketing services for downtown Baker City. Baker City Downtown's Policies & Procedures, updated and adopted on April 22, 2024, contain a section outlining Conflicts of Interest for Personnel on page 23, the IRS Conflict of Interest sample policy on page 36, and a Conflict of Interest consent form on page 39. BCD's internal policies are sufficient for any possible conflict of interest that may arise during the duration of this contract. If any such issue does arise during the duration of the contract, we will follow our Policies and Procedures and reach out to the TLTC for support, if necessary.

See Appendix B for the marketing budget for Baker City Downtown from October 1, 2024 - September 30, 2025.

There are no special conditions of this contract.

Baker City Downtown Board

Executive Board

President, Amy Briels

Amy owns and operates Compass Real Estate in a historic home within the downtown district since 2013. Amy was born and raised in Eastern Oregon, moving to North Powder in 2004, then Haines in 2007.

Treasurer, Dylan Smith

Dylan is the Marketing and Outreach Coordinator for Anthony Lakes Outdoor Recreation Association, which operates out of a historic downtown building within the historic and downtown district. Dylan was born and raised in Baker, with 3 years of experience working downtown.

Secretary, Jeana Phillips

Jeana owns a downtown shop, Betty's Books, in a historic downtown building within the historic and downtown district. Jeana was born and raised in Baker County, now living within walking distance of downtown.

Board Members

Jenny Mowe

Jenny owns a downtown shop, Sweet Wife, in a historic downtown building within the historic and downtown district. She has been a part of BCD since it began in 2017 and is instrumental in the creation of our events.

Vicky Ortiz

Vicky and her family own a downtown shop, Delicioso, in a historic downtown building within the historic and downtown district. She is also involved in the downtown Farmers Market.

Amy Uchtman

Amy is a community stakeholder who lives within walking distance to downtown. She moved recently to Baker from elsewhere in Oregon. She enjoys spending time downtown and volunteering in the community.

Lisa Paulson

Lisa is a community stakeholder who lives within walking distance to downtown, having moved recently from elsewhere in Oregon. She is very involved in downtown event planning.

CaSandra Zeller

CaSandra is a community stakeholder who works from her home in Baker. She enjoys spending time downtown and volunteering in the community.

Ariel M. Reker

Emerging Community-Focused Professional

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January 2023 – Present

**Executive Director,
Baker City Downtown**

Direct local 501(c)3 nonprofit engaged in community revitalization through historic preservation and economic vitality. Promote historic downtown commercial district as tourism destination.

September 2022 – January 2022

**Membership Coordinator and Shopkeeper,
Crossroads Carnegie Art Center**

Create a welcoming and engaging environment for the community. Manage memberships, sponsorships, and donations. Plan and host community events and programming. Manage gallery shop and merchandise.

August 2022 – Present

**Collections Intern – Collections Assistant,
Baker Heritage Museum**

Inventory and process new and undocumented acquisitions. Evaluate existing collections for fit to institutional mission and policies. Assist Collections Manager and Programming Coordinator with various tasks to ensure the museum is meeting its mission and fulfilling community needs.

January – September 2022

**Nat'l Council for Preservation Education Exhibits Intern,
Bureau of Land Management - National Historic Oregon
Trail Interpretive Center**

Designed, constructed, and installed two temporary exhibits. Assisted with major move of operations, collections, and exhibitions. Reviewed and drafted policies and contracts. Created various content for official use and publication. Assisted with brainstorming and planning strategies to develop relationships between partner groups and the community.

September 2021 – January 2022

**Student Asst. – Project Archivist,
Texas Tech University Archives - Southwest Collections**

Created 2,500+ finding aids for 500+ collections with little to no prior documentation. Recorded inventories for collections as needed.

September 2018 – September 2021

**Student Asst. – Research Library Collections Manager,
Museum of Texas Tech University – Research Library**

Completed second phase of a divestment and reorganization project of the collections. Performed comprehensive inventory of collections. Supervised undergraduate work study student.

2022

**M.A., Heritage & Museum Sciences
Certificate, Medieval & Renaissance
Studies**

Texas Tech University

2016

**B.A., Archaeological Studies and
History, emphasis in Public & Policy
History**

University of Wisconsin – La Crosse

Skills

- Leadership
- Public Speaking
- Communication
- Organization
- Grant Writing
- Content Creation
- Time Management
- Data Management
- Self-Motivated
- Creativity
- Technical Writing
- Problem Solving

Grants & Awards

Oregon Heritage

2024, Preserving Oregon Grant
\$11,843

Oregon Heritage

2024, Diamonds in the Rough Grant
\$15,260

Oregon Heritage

2023, Preserving Oregon Grant
\$4,000

Oregon Heritage

**2023, Oregon Main Street Revitalization
Grant**
\$200,000

Texas Tech University

**2018 – 2020, J.T. and Margaret
Talkington Fellow**
\$4,000

Ariel M. Reker

Emerging Community-Focused Professional

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Projects

January – August 24, 2019

HACK the Museum 2019

President & Event Team Leader

Texas Tech University's Museum and Heritage Student Association hosts one annual event: HACK the Museum. HACK is a scavenger hunt-based event throughout the Museum of Texas Tech University during Welcome Week. We secured sponsorships to provide free food and t-shirts, a photo booth, and tabling opportunities for regional cultural institutions and divisions within the Museum. While it is a public event, it is especially for undergraduates to learn about the Museum and its graduate program. In 2019, HACK brought in 500+ people, a 200% increase in participation.

January 2014 – May 2015

Hear, Here

Co-Presenter and Curation Team Leader

Hear, Here is a public history initiative in La Crosse, WI. The project tells stories of downtown La Crosse through oral histories. Signs are placed downtown with an 800 number and extension. After calling the number, a short oral history of the exact place the sign is hanging plays; allowing hearers to experience history in the actual place it happened. Hearers are invited to leave messages of their own, which are reviewed and sometimes added to the project. The project is also online, allowing for complete accessibility, through the direct link (<http://www.hearherelacrosse.org/>).

September 2013 – May 2016

[art]ifact: where history meets art

Co-Founder, Co-Director, and PR Team Leader

[art]ifact was a unique exhibit experience in La Crosse, WI from February 26 to April 17, 2016. First created in a public history course, it went past a grade and became a project supported by the UWL History Department, La Crosse County Historical Society, Pump House Regional Arts Center, local businesses, and grants. Through [art]ifact, La Crosse's history of invention, production, prosperity, and cultural diversity was put on display for the public to enjoy. Artifacts created in La Crosse were researched and curated, sponsored by local businesses, then assigned to local artists who created their interpretation of the artifact and its place in history. All three (the artifact, its history, and the artistic interpretation) were displayed at the Pump House Regional Arts Center from February 26 - April 17, 2016. The project has been recreated online (<https://art-ifactexhibit.weebly.com/>).

Additional Experience

October 2018 – January 2021

Community Assistant, XFD Real Estate Partners

Managed delinquencies and eviction processes. Engineered yearly placement for 700+ residents. Built and managed leasing staff schedule for 4-10 leasing agents. Trained all new staff on company standards and procedures.

April – August 2018

Pool Manager, City of Sioux Falls

Managed Frank Olsen outdoor pool Monday-Friday and other city pools during weekends. Supervised 13+ lifeguards and cashier. Ensured patrons followed safety guidelines and addressed all community concerns.

January 2017 – April 2018

Office Assistant, River City Chiropractic

Created a welcoming and efficient environment for staff and patients. Engineered and maintained daily schedule for two doctors and three massage therapists. Promoted business specials and products daily and at tabling events. Maintained and controlled product inventory.

February 2014 – June 2017

Front Desk Coordinator, TJX Companies, Inc.

Managed entire storefront: eight registers, queue line, jewelry counter, dressing rooms, and entrance/exit to store. Engineered and led daily staff schedule. Preferred for training new staff on corporate policies and customer service procedures.

	Expenses	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Average	
Marketing	Monthly totals:	\$8,415	\$1,975	\$5,225	\$350	\$500	\$1,625	\$250	\$1,250	\$250	\$250	\$250	\$250	\$20,590	\$1,716	
	Social Media - Targeted Advertisements	\$250												\$250	\$250	
	Print Media - Physical Media	\$250	\$150			\$250								\$650	\$217	
	Print Media - News Media	\$315	\$200	\$225										\$740	\$247	
	Radio Media	\$5,150	\$250	\$1,750	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$250	\$9,400	\$783	
	Event Photography and Video	\$2,450	\$1,375	\$3,250	\$100		\$1,375							\$8,550	\$1,710	
	Merchandising								\$1,000					\$1,000	\$1,000	
Insurance	Monthly totals:	\$230	\$230	\$635	\$1,214	\$0	\$230	\$230	\$230	\$230	\$230	\$230	\$830	\$4,519	\$377	
	Events	\$230	\$230	\$635			\$230	\$230	\$230	\$230	\$230	\$230	\$830	\$3,305	\$288	
	Directors and Officers				\$876									\$876	\$876	
	Workers Comp				\$338									\$338	\$338	
Administrative	Monthly totals:	\$1,750	\$150	\$250	\$450	\$150	\$100	\$1,100	\$100	\$100	\$1,100	\$400	\$400	\$6,050	\$504	
	Post Office Box												\$200	\$200	\$200	
	Squarespace											\$300		\$300	\$300	
	Supplies	\$250	\$150	\$250	\$450	\$150	\$100	\$100	\$100	\$100	\$100	\$100	\$200	\$2,050	\$171	
	Travel & Lodging	\$1,500						\$1,000			\$1,000			\$3,500	\$1,167	
Payroll	Monthly totals:	\$4,675	\$4,675	\$4,740	\$4,675	\$4,675	\$4,740	\$4,675	\$4,675	\$5,090	\$4,675	\$4,675	\$4,840	\$56,810	\$4,734	
	Executive Director FTE Salary	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$4,167	\$50,000	\$4,167	
	Taxes	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$458	\$5,500	\$458	
	Payroll Services	\$50	\$50	\$115	\$50	\$50	\$115	\$50	\$50	\$115	\$50	\$50	\$215	\$960	\$80	
	Revenue Reporting									\$350				\$350	\$350	
Dues	Monthly totals:	\$0	\$0	\$0	\$420	\$0	\$0	\$70	\$0	\$0	\$0	\$0	\$0	\$490	\$41	
	Oregon Festivals & Events Association				\$125									\$125	\$125	
	Main Street America				\$295									\$295	\$295	
	Oregon Secretary of State Business							\$50						\$50	\$50	
	Oregon Dept of Justice Revenue report							\$20						\$20	\$20	

	Expenses	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Average	
Events	Monthly totals:	\$38,170	\$170	\$45,500	\$500	\$150	\$980	\$170	\$320	\$170	\$170	\$320	\$170	\$86,790	\$7,233	
	Taste of Baker	\$38,000												\$38,000	\$38,000	
	Cookie Crawl			\$500										\$500	\$500	
	Wine Walks	\$170	\$170				980	\$170	\$170	\$170	\$170	\$170	\$170	\$2,340	\$260	
	Festival of Trees			\$45,000										\$45,000	\$45,000	
	Business After Hours					\$150			\$150			\$150		\$450	\$150	
	Annual Meeting				500									\$500	\$500	
Projects	Monthly totals:	\$7,000	\$0	\$0	\$0	\$100	\$0	\$0	\$11,520	\$0	\$400	\$850	\$0	\$19,870	\$1,656	
	Flower Baskets								\$4,800			\$850		\$5,650	\$2,825	
	Resort Street Banners								\$2,400					\$2,400	\$2,400	
	Main Street Banners								\$4,320					\$4,320	\$4,320	
	Court Plaza Interim Kiosk	\$4,000												\$4,000	\$4,000	
	Wayfinding Electrical Box Wraps	\$3,000												\$3,000	\$3,000	
	Window Displays (1A Basketball, Graduation, and Shrine Game)					100					\$400			\$500	\$250	

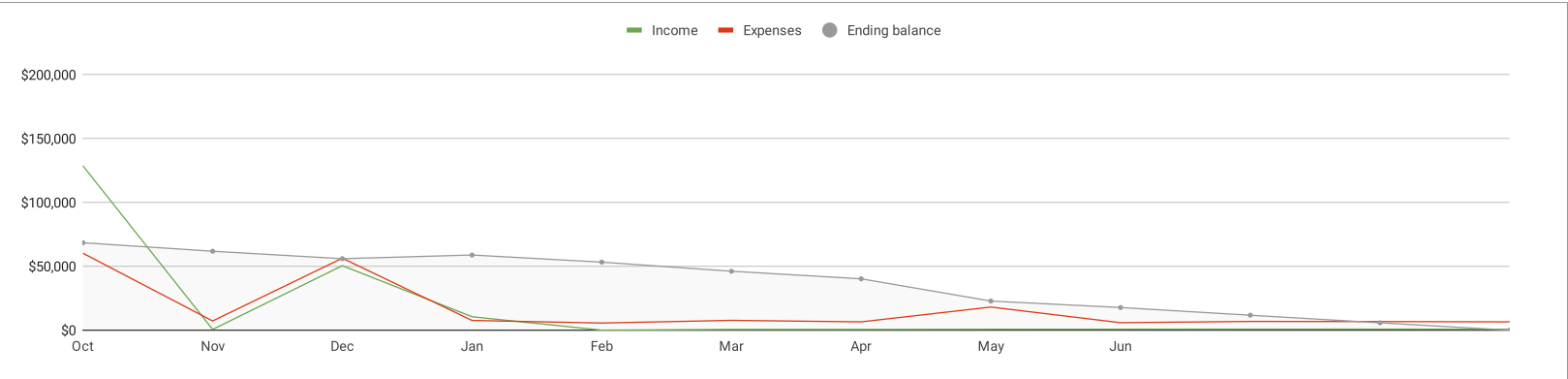
	Income	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Average	
Contracts	Monthly totals:	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000	\$6,667	
	TLT	\$80,000												\$80,000	\$80,000	
Donations	Monthly totals:	\$0	\$0	\$0	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	\$875	
	Supporterships				\$10,000									\$10,000	\$10,000	
	Donations				\$500									\$500	\$500	
Events	Monthly totals:	\$48,550	\$550	\$50,500	\$0	\$0	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$103,450	\$8,621	
	Wine Walk	\$550	\$550				\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$4,950	\$550	
	Taste of Baker	\$48,000												\$48,000	\$48,000	
	Cookie Crawl			\$3,000										\$3,000	\$3,000	
	Festival of Trees			\$47,500										\$47,500	\$47,500	
	Business After Hours					\$0			\$0			\$0		\$0	\$0	
	Annual Meeting				0									\$0	\$0	
Retail	Monthly totals:	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$200	\$250	\$250	\$150	\$1,150	\$96	
	Merchandising	\$150							\$150	\$200	\$250	\$250	\$150	\$1,150	\$192	

ABOUT THIS SHEET

This sheet generates a summary of your spending based on data in the 'Expenses' and 'Income' tabs.
Make sure you've set a starting balance in the 'Setup' tab before beginning.

NOTE

Please don't edit this sheet.
It contains formulas and will update automatically.



Summary

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Average
Income	\$128,700	\$550	\$50,500	\$10,500	\$0	\$550	\$550	\$700	\$750	\$800	\$800	\$700	\$195,100	\$17,736
Expenses	\$60,240	\$7,200	\$56,350	\$7,609	\$5,575	\$7,675	\$6,495	\$18,095	\$5,840	\$6,825	\$6,725	\$6,490	\$195,119	\$16,260
Net savings	\$68,460	-\$6,650	-\$5,850	\$2,891	-\$5,575	-\$7,125	-\$5,945	-\$17,395	-\$5,090	-\$6,025	-\$5,925	-\$5,790	-\$19	\$35,675
Ending balance	\$68,460	\$61,810	\$55,960	\$58,851	\$53,276	\$46,151	\$40,206	\$22,811	\$17,721	\$11,696	\$5,771	-\$19		\$40,247

Income

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Average
Contracts	\$80,000	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$80,000	\$6,667
Donations	\$0	\$0	\$0	\$10,500	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$10,500	\$875
Events	\$48,550	\$550	\$50,500	\$0	\$0	\$550	\$550	\$550	\$550	\$550	\$550	\$550	\$103,450	\$8,621
Retail	\$150	\$0	\$0	\$0	\$0	\$0	\$0	\$150	\$200	\$250	\$250	\$150	\$1,150	\$96

Expenses

	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Total	Average
Marketing	\$8,415	\$1,975	\$5,225	\$350	\$500	\$1,625	\$250	\$1,250	\$250	\$250	\$250	\$250	\$20,590	\$1,716

Insurance	\$230	\$230	\$635	\$1,214	\$0	\$230	\$230	\$230	\$230	\$230	\$230	\$830	\$4,519	\$377
Administrative	\$1,750	\$150	\$250	\$450	\$150	\$100	\$1,100	\$100	\$100	\$1,100	\$400	\$400	\$6,050	\$504
Payroll	\$4,675	\$4,675	\$4,740	\$4,675	\$4,675	\$4,740	\$4,675	\$4,675	\$5,090	\$4,675	\$4,675	\$4,840	\$56,810	\$4,734
Dues	\$0	\$0	\$0	\$420	\$0	\$0	\$70	\$0	\$0	\$0	\$0	\$0	\$490	\$41
Events	\$38,170	\$170	\$45,500	\$500	\$150	\$980	\$170	\$320	\$170	\$170	\$320	\$170	\$86,790	\$7,233
Projects	\$7,000	\$0	\$0	\$0	\$100	\$0	\$0	\$11,520	\$0	\$400	\$850	\$0	\$19,870	\$1,656

