



**CITY OF DOUGLAS**  
**Community Service Grant "Aid to Others"**  
**Quarterly Report - Fiscal Year 2024**

The quarterly report is a requirement of your continued Community Service Grant funding per your Community Service Grant agreement. Failure to provide this report may result in no disbursement of funds. You may complete this financial section or attach your own financial statement. This information will be shared with City Council as part of a regular Council meeting. Submit completed quarterly reports with attachments (if applicable) to the Administrative Services Department.

1. Organization/Company Name: CANDO dba The Enterprise		2. Phone Number: 307-358-2000
3. Complete Address: 130 S 3 <sup>rd</sup> St., Douglas, WY 82633		
4. Email Address: rvelasquez@candowoming.com		
5. Report for Quarter (check one): Ending March 31 <input checked="" type="checkbox"/> Ending June 30 <input type="checkbox"/> Ending September 30 <input type="checkbox"/> Ending December 31 <input type="checkbox"/>		
6. Number of People Served for Quarter: 5,300	7. Total Income: \$139,116.77	8. Total Expenditures: \$112,253.87
9. Please list activities, events, completed goals, or other such information for the quarter you are reporting on (attach additional page(s) if necessary): Please see attached		
10. Please list any other information you would like Douglas City Council to be aware of.		

**CERTIFICATION AND SIGNATURE**

**I hereby certify the above information to be true and correct to the best of my knowledge.**

*Robin Velasquez*  
 \_\_\_\_\_  
**AUTHORIZED SIGNATURE**

4-15-2024  
 \_\_\_\_\_  
**DATE OF REPORT**

Robin Velasquez  
 \_\_\_\_\_  
**PRINTED NAME**

**TO BE COMPLETED BY CITY**

Date Received:	Reviewed By:
	Report Complete? YES <input type="checkbox"/> NO <input type="checkbox"/>

# Management Report

CONVERSE AREA NEW DEVELOPMENT ORGANIZATION

For the period ended March 31, 2024

Prepared on

**April 15, 2024**

For management use only

# Profit and Loss

January - March, 2024

	Total
<b>INCOME</b>	
4000 INCOME	
4010 CITY OF DOUGLAS FUNDING	69,499.98
4020 CONVERSE COUNTY FUNDING	46,442.66
4030 DONATIONS & GRANTS	15,866.44
MS Special Projects/Events	-11,100.31
<b>Total 4030 DONATIONS &amp; GRANTS</b>	<b>4,766.13</b>
4040 CC TOURISM BOARD	3,333.00
<b>Total 4000 INCOME</b>	<b>124,041.77</b>
4100 SPECIAL EVENTS	
4150 SPECIAL EVENTS - INCOME	9,400.00
<b>Total 4100 SPECIAL EVENTS</b>	<b>9,400.00</b>
4300 MEMBERSHIP DUES	475.00
4400 RENT/LEASE	
4410 BACK COUNTRY SUPER CUB	3,000.00
<b>Total 4400 RENT/LEASE</b>	<b>3,000.00</b>
Services	2,200.00
<b>Total Income</b>	<b>139,116.77</b>
<b>GROSS PROFIT</b>	<b>139,116.77</b>
<b>EXPENSES</b>	
4155 SPECIAL EVENTS - EXPENSES	15,114.60
5000 PAYROLL	
5010 WAGES	62,949.75
5015 PAYROLL TAXES	5,337.54
5020 SIMPLE COMPANY MATCH IRA	379.62
5025 EMPLOYEE BONUS	700.00
5030 WY UI/WORKER'S COMP	672.50
5035 PAYROLL - HEALTH INSURANCE CONTRIBUTION	40.41
5040 PAYROLL PROCESSING	379.50
<b>Total 5000 PAYROLL</b>	<b>70,459.32</b>
7520 ACCOUNTING FEES	2,421.60
7540 PROFESSIONAL FEES - OTHER	12,525.00
8000 NON PERSONEL RELATED EXPENSES	
8010 ADVERTISING/MARKETING	3,033.70
8020 BILLBOARD	90.00
8030 OFFICE SUPPLIES	1,123.47
8060 DUES & SUBSCRIPTIONS	1,978.09
<b>Total 8000 NON PERSONEL RELATED EXPENSES</b>	<b>6,225.26</b>
8100 FACILITY & EQUIPMENT EXPENSES	
8110 CLEANING SUPPLIES	41.48

	<b>Total</b>
8170 RENT/UTILITIES	1,700.00
<b>Total 8100 FACILITY &amp; EQUIPMENT EXPENSES</b>	<b>1,741.48</b>
8150 UTILITIES	
8151 ELECTRICITY	454.76
8152 GAS/PROPANE	842.39
8153 PHONE/INTERNET	5,110.74
8155 WATER/SEWER/TRASH	75.25
<b>Total 8150 UTILITIES</b>	<b>6,483.14</b>
8200 TRAVEL & MEETING EXPENSES	
8210 TRAVEL	1,026.47
8230 MEALS/ENTERTAINMENT	623.00
<b>Total 8200 TRAVEL &amp; MEETING EXPENSES</b>	<b>1,649.47</b>
QuickBooks Payments Fees	10.00
Unapplied Cash Bill Payment Expense	-4,376.00
<b>Total Expenses</b>	<b>112,253.87</b>
<b>NET OPERATING INCOME</b>	<b>26,862.90</b>
<b>OTHER INCOME</b>	
9000 INTEREST INCOME	16.63
<b>Total Other Income</b>	<b>16.63</b>
<b>OTHER EXPENSES</b>	
9500 PASSTHROUGH PROGRAMS	
9510 ACT WORK READY	12,292.00
9530 GIFT SHOP	637.43
<b>Total 9500 PASSTHROUGH PROGRAMS</b>	<b>12,929.43</b>
<b>Total Other Expenses</b>	<b>12,929.43</b>
<b>NET OTHER INCOME</b>	<b>-12,912.80</b>
<b>NET INCOME</b>	<b>\$13,950.10</b>

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## Enterprise Q1 Report

### Community Development:

- The RGS team met with over 80 civic leaders, business owners, and community stakeholders. They were pleased with the caliber of the community we have here in Douglas and Glenrock, and the framework we currently have that will help us reach long-term goals for the County.
- The workforce, housing, and student surveys have been pushed out.
- Ayers is working with the City of Douglas on their comprehensive plan
- Spring Cookie Hop will be May 4th in downtown Douglas. Get your cookie hop collection box & stamp card at the RRM for \$5. Hop around participating businesses Sat May 4, 10a-4p to collect cookies/treats, and shop special deals for Mother's Day & Graduation that is fast approaching.
- Douglas Blooms 2024 Downtown Flower Project. Main Street Douglas was awarded Converse County Conservation District's Community Pride grant for this year's Flower Project

### Operations:

- Proposed 2025 Budget is complete
- Aid to Others application has been turned in
- 2024 Marketing Plan
- Membership Benefits Audit
- Negotiating lease renewal with the city
- Sent out the April newsletter
- Kim Martin of Elevate Glenrock will be our Glenrock appointee on the board.

### Railroad Museum:

- See attached report
- PARK IT! at the Railroad Museum Food Truck Festival will be held on the first Thursdays through summer, starting in May, and going through June, July, August, and September.
- Join the Railroad Museum May 2nd for the first PARK IT! Event, from 5pm-8pm. The Museum will have extended hours and vendors can set up booth spaces. Various activities will be planned for different months. Contact Jenn Rasmussen to sign up as a vendor and for more information.
- Mother's Day Tea and Treats on the historic dining car will be held on May 11th. Mother's will be presented with a gift upon arrival, and then escorted to their seats. At the table, you will have a variety of treats and snacks along with the options of tea, coffee, and lemonade. As you enjoy dining, there will be a photographer available and an option for pictures at a flowery outdoor Photo Booth and much more!
- Tickets are \$25 per ticket or \$85 for a table of four. Tickets are limited limited and can be purchased at the Douglas Railroad Museum. You may call and reserve your tickets as well!
- Two session times available: 9am and 10:30 am
- Come celebrate with us as we love on the amazing Mothers of our community!