



MEMORANDUM

Date:	July 14, 2016
To:	Council Members
From:	Kirk Sherman, Council Auditor <i>KASherman</i>
Subject:	Friends of Hemming Park

BACKGROUND

Authorization to enter into an agreement for the operation and management of Hemming Plaza and an appropriation of \$1 million to Friends of Hemming Park (FOHP) was approved by Ordinance 2014-434-E. Of the appropriation, \$800,000 was from the Downtown Development Fund and \$200,000 was from the General Fund/GSD. The following payments were made to Friends of Hemming Park related to that appropriation:

10/8/2014	\$	300,000.00
1/22/2015	\$	150,000.00
5/13/2015	\$	150,000.00
8/17/2015	\$	150,000.00
9/22/2015	\$	150,000.00
1/29/2016	\$	100,000.00
		<u>\$ 1,000,000.00</u>

The following performance standards had to be met by FOHP to receive payment from the City.

1. FOHP will raise \$250,000 in matching funds to help fund park services by the following deadlines. The effective date was September 1, 2014.
 - 0-3 months after effective date \$25,000
 - 0-6 months after effective date \$100,000
 - 0-9 months after effective date \$200,000
 - 0-12 months after effective date \$250,000
2. Beginning November 1, 2014 FOHP will hold at least 5 events per quarter that will have attendance in excess of 500 persons per event.
3. Beginning 6 months after the effective date FOHP will be fully staffed, file all quarterly reports on a timely basis and conduct on time all quarterly stakeholder meetings.

The contract expires September 30, 2017. FOHP has the option to renew for up to two additional one year terms and both parties have the right to terminate the contract without cause with ninety days prior written notice.

Ordinance 2015-556-E amended the contract to include all revenues raised by FOHP (e.g. private donations, concessionaire fees, advertising fees, and event license fees) in the funding amounts required to be raised to reach performance standard #1. The original contract only used private donations for the measurement of the first performance standard.

Most recently, Ordinance 2016-198-E appropriated \$100,000 from the Special Council Contingency – Hemming Park account to provide additional funding for continued operations and management of the park. The funds were limited to certain line items within FOHP operations. A total of \$250,000 was placed into this designated contingency account during the FY 15/16 budget process.

During the review of Ordinance 2016-198-E, there were many inquiries regarding the financials of FOHP. Our office was asked several questions, which are answered below based on our analysis of FOHP financials.

Question #1

What was FOHP's cash balance at May 24, 2016?

On May 24, 2016 there was a noticed meeting between Council Member Gulliford and then Council Vice President Boyer at 11:30 am regarding Hemming Park. At that meeting there were many numbers stated by FOHP. During that meeting, FOHP stated they had a cash balance of approximately \$17,000. At the May 24, 2016 Council Meeting, we were asked to verify the cash balance stated at the noticed meeting earlier that day.

We analyzed FOHP's bank statements and the cash balance as of May 24, 2016 was \$17,262.

Question #2

What was FOHP's accounts payable balance at May 24, 2016?

At the noticed meeting at 11:30 am on May 24, 2016, FOHP stated that they had an accounts payable balance of approximately \$10,000. At the May 24, 2016 Council Meeting, we were asked to verify the accounts payable amount stated at the noticed meeting.

We received a listing of FOHP's accounts payable information as of May 31, 2016 and verified the amounts within their QuickBooks journals. We calculated the Accounts Payable balance of \$27,197 as of May 24, 2016 by deducting the payables incurred after that date. Per the accounts payable aging schedule provided by FOHP, no accounts payable balances exceeded 30 days past due.

Question #3

Have FOHP employees received salary increases?

Although FOHP provided W-2s for calendar year 2014 and 2015 and its 2016 payroll register for January through June 10, 2016, we could not determine whether or not salary increases were given due to having only one complete year of information to analyze. Upon request, FOHP provided additional salary information.

Based on the additional salary information received, two employees received a 3.5% increase in pay that took effect December 9, 2015. According to FOHP records, the CEO also received a bonus of \$1,500 in December 2015. Also, it appears that a new position titled “Ambassador Lead” was created and filled by an individual in the “Park Ambassador” position. This change in position resulted in a 25% increase in the hourly rate for this employee.

Currently, there are only five employees working for FOHP, of which three are salaried and two are hourly employees.

Question #4
What did FOHP spend money on?

FOHP received \$1 million from the City approved by Ordinance 2014-434-E. We chose a twelve month consecutive period (Oct. 1, 2014 to Sept. 30, 2015) to determine how the money was spent by FOHP. Our office attempted to categorize FOHP expenses as seen in the table below. See the footnotes on the following page.

Expense Category	Amount	Percentage	
Advertising	\$ 15,365.12	1.61%	
Contracted Services	\$ 425,153.10	44.54%	A
Dues/Subscription	\$ 11,669.02	1.22%	B
Event Expenses	\$ 55,272.17	5.79%	C
Food/Drinks	\$ 11,058.46	1.16%	D
Gift	\$ 640.00	0.07%	E
Insurance	\$ 17,328.36	1.82%	
IT Services	\$ 3,095.00	0.32%	
Miscellaneous	\$ 28,247.07	2.96%	F
Office Supplies/Miscellaneous Supplies	\$ 70,788.91	7.42%	G
Park Equipment	\$ 27,617.31	2.89%	
Parking/Tolls	\$ 4,714.96	0.49%	H
Payroll	\$ 157,870.46	16.54%	
Phone/Wi-Fi	\$ 1,684.49	0.18%	
Reimbursement	\$ 17,635.52	1.85%	I
Signage	\$ 20,919.15	2.19%	
Taxes and Benefits	\$ 63,071.44	6.61%	
Travel/Mileage	\$ 2,802.78	0.29%	
Postage/Printing	\$ 8,642.52	0.91%	
Petty Cash	\$ 10,900.00	1.14%	J
Total Expenses for 10/1/14 to 9/30/15	\$ 954,475.84	100.00%	

Footnotes:

A: Table of Contracted Services:

Name	Amount
Amason's Portable Toilets	\$ 5,791.38
Centerstage Entertainment and Events	\$ 1,930.50
DVI	\$ 160,941.61
EMTs for Pogopalooza	\$ 4,195.00
Herding Cats Unlimited - Special Events Support	\$ 24,750.00
IM Sulzbacher - Social Services Outreach	\$ 50,705.59
JSO	\$ 23,916.25
Kayla Hughes - Program Support	\$ 12,500.00
Landscaping	\$ 22,511.00
Marlando R. Romo - Sound Services	\$ 10,700.00
Musicians for Café or Events	\$ 20,487.00
Office Cleaning	\$ 2,202.06
PRI Productions	\$ 6,305.76
Ronald L. Hubbard - Various Design Projects	\$ 2,649.70
Sarah Collins - Marketing Support	\$ 3,340.00
Shannon Harper/Sharper Social - Social Media Support	\$ 4,800.00
Shaun Thurston - Mural Painting in the Park	\$ 5,000.00
Sight and Sound Productions, LLC - TedXJacksonville Equipment	\$ 3,960.00
StartUpsCPA - Accountant	\$ 3,332.87
Turner Pest Control	\$ 1,780.00
Venturesome Consulting - Financial Planning and Analysis	\$ 3,650.00
Wicklund Construction, Inc. - for Café Construction	\$ 17,038.00
Xpogo, LLC - Pogopalooza in Hemming Park	\$ 11,000.00
Yoga 4 Change - Yoga in the park	\$ 4,550.00
All other contracts under \$1,700	\$ 17,116.38
Total	\$ 425,153.10

B: Includes payments for software subscriptions and licenses, Amazon Prime membership, Jax Chamber fees

C: Purchase of beverages for events to be sold by FOHP, ice, table rentals, sound engineering, tent and event supplies, movie licensing and some catering

D: Meeting lunches for office staff, partners and sponsors and snacks for the office

E: \$40 to include inside Easter eggs, \$100 gift card and \$500 donated for funeral expenses for a DVI employee

F: Hemming Park T-Shirts, fingerprinting, an Apple TV, all access passes for One Spark, One Spark Swag, beer mugs with logo for an event, postage and printing, credit card processing fees, employee drug tests, penalties for late filing of unemployment tax and sales tax, and certificate of use fee for alcohol license

G: IKEA Office furniture, Office Chairs, SLR Camera and lenses, computers and other peripherals, tents, chairs and tables, a drone, and some supplies for events

- H:** Monthly parking for 6 spaces in the Library Garage and payment of parking citations
I: Reimbursements to employees, President of the FOHP Board (\$2,662) for purchase of computers, and Herding Cats Unlimited, Inc. for various purchases, as well as, travel reimbursements, reimbursements for fingerprinting and repayment of short term loan from the CEO of \$7,000
J: All petty cash was redeposited

Question #5

Does FOHP need the full \$150,000 proposed to be appropriated by bill 2016-385?

As of May 31, 2016 it appears as though FOHP was insolvent. The cash balance was \$7,819, the accounts receivable balance was \$1,970 and the total accounts payable balance was \$28,710.

Under Ordinance 2016-198-E, the appropriated funds were restricted to certain line items based on FOHP's chart of accounts. We summarized the monthly expenditures within the specific line items to calculate an average monthly expenditure amount. Based on this analysis, the average monthly expenses of FOHP were \$50,000 - \$60,000. However, there were additional expenses that were booked to other line items not identified in 2016-198-E. These expenses averaged \$15,000 a month. The combined \$65,000 - \$75,000 of average monthly expenditures would quickly consume the \$100,000 appropriated by Ordinance 2016-198-E; therefore, creating the apparent need for the additional \$150,000 appropriation should FOHP continue their spending trends.

It should also be noted that during our analysis it was brought to our attention that part of the \$100,000 Southwest Airlines Heart of the Community Grant awarded to FOHP was used for operations. This grant was to be used exclusively for expenses associated with physical improvements, expanded amenities, programming support, and project evaluation. With approval from the grantor, FOHP plans to use part of the appropriation from bill 2016-385 to repay \$74,618.29 of the grant that has been used to fund FOHP operations over the last several months.

Given FOHP's intent to repay a large portion of the grant funds, only \$75,381.71 of the proposed \$150,000 appropriation would be available for FOHP use.

Recommendations:

1. We recommend that FOHP establish a bank account strictly for City contributions so that City funds are not commingled with other revenues.
2. We recommend that FOHP utilize a revised chart of accounts. Currently, for example, salaries are within multiple accounts.
3. Some of the expenditures of FOHP question the prudence with which they spend public funds. As a result, we recommend that if bill 2016-385 moves forward, certain expenses should be expressly prohibited.
4. FOHP should attempt to work with City departments to see if any FOHP expenses could be provided by the City at a lower cost. This could include internet/phone services, pest control and cleaning.

Additional Information

During our analysis we noted certain expenses that needed additional explanation. We sent a list to FOHP and asked them to comment on the expenses. Please see attached **Exhibit 1**.

We will present this memorandum to the July 18, 2016 Neighborhoods, Community Investments and Services Committee and the July 20, 2016 Finance Committee for discussion along with proposed Ordinance 2016-385.

Council Auditor's Office
 FOHP Financial Analysis
 Expenses Requiring Additional Information for the Period March 4, 2014 through May 31, 2016

Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
10/8/2014	Staples	\$100.32	No Description	Offc Equip/Offc Supplies
10/8/2014	Amazon	\$47.23	No Description	Office food/snacks
10/8/2014	Amazon	\$29.54	No Description	Office food/snacks
10/9/2014	Amazon	\$8.72	No Description	Office food/snacks
10/10/2014	Amazon	\$11.05	No Description	Office food/snacks
10/14/2014	Chamblin Bookmine	\$9.59	Marketing Meeting	Meeting with partner/sponsor
10/14/2014	Target	\$119.85	No Description	Offc Equip/Offc Supplies
10/16/2014	Mac Mall	\$3,087.17	Damien and Liz	Macbook Computers for staff
10/17/2014	Zodiac Grill	\$24.94	No Description	Keith Marks marketing meeting/networking
10/17/2014	Herding Cats Unlimited	\$1,000.00	Jim Web Retainer	Special Event Ops/Concessions contractor fee
10/22/2014	Akel's Deli	\$19.43	Working lunch with Liz Grebe	Lunch with team member
10/22/2014	Café Nola	\$40.31	Elton Rivas lunch	Meeting regarding potential partnership agreement with One Spark
10/23/2014	Amazon	\$132.72	Parking	Office of Public Parking - Parking Spots
10/23/2014	Café Nola	\$34.96	Marketing Meeting	Meeting with partner/sponsor
10/27/2014	Café Nola	\$41.38	Marketing Meeting	Meeting with partner/sponsor
10/27/2014	Taverna	\$20.05	Marketing Meeting	Meeting with community partners
10/30/2014	Sunshine	\$40.00	Gas - Orlando trip for Office Furniture	Gas - Orlando trip for Office Furniture IKEA
10/31/2014	IKEA	\$867.00	No Description	Office furniture and supplies for office
10/31/2014	IKEA	\$39.43	No Description	Office furniture and supplies for office
10/31/2014	IKEA	\$4,187.15	No Description	Office furniture and supplies for office
10/31/2014	IKEA	\$23.25	No Description	Office furniture and supplies for office
10/31/2014	Enterprise Leasing	\$69.77	No Description	Leasing cost for office equip/Xerox
10/31/2014	IKEA	\$828.00	No Description	Office furniture and supplies for office
11/3/2014	Shell Gas	\$30.00	Gas to Orlando for Offc Furniture - UHAUL	Gas - Orlando trip for Office Furniture IKEA
11/3/2014	Shell Gas	\$16.65	Gas	Gas - Orlando trip for Office Furniture IKEA
11/3/2014	UHAUL	\$239.00	IKEA Trip	Rental of truck for Orlando trip to procure office furniture
11/4/2014	IKEA	\$681.59	No Description	Office furniture and supplies for office
11/4/2014	Azucena Corner Deli	\$23.20	Marketing Meeting - Vince Calvin lunch	Meeting with community partners
11/6/2014	European Street	\$38.34	Marketing Meeting	Meeting with community partners
11/7/2014	BNI Hurricanes	\$10.30	BNI Meeting - Marketing Meeting	Networking meeting
11/10/2014	Zodiac Grill	\$23.07	No Description	Keith Marks marketing meeting/networking
11/13/2014	Indochine	\$24.40	No Description	Lunch meeting with partners
11/19/2014	Chamblin Bookmine	\$3.49	Marketing Meeting	Meeting with partner/sponsor
11/19/2014	Chamblin Bookmine	\$9.03	Marketing Meeting	Meeting with partner/sponsor
11/21/2014	Zodiac Grill	\$28.62	No Description	Keith Marks marketing meeting/networking
11/21/2014	Taverna	\$54.08	Marketing Meeting	Meeting with community partners
11/24/2014	Café Nola	\$33.82	Marketing Meeting	Meeting with community partners
11/26/2014	Zodiac Grill	\$41.12	No Description	Keith Marks marketing meeting/networking
12/2/2014	Herding Cats Unlimited	\$1,000.00	ArtWalk - Dec 2014	Special Event Ops/Concessions contractor fee
12/2/2014	Silver Cow	\$28.12	No Description	Food
12/3/2014	Chamblin Bookmine	\$9.75	Marketing Meeting	Meeting with partner/sponsor
12/4/2014	Chomp Chomp	\$10.00	Marketing Meeting	Meeting with partner/sponsor

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Expenses Requiring Additional Information for the Period March 4, 2014 through May 31, 2016

FOHP Description from Quickbooks		FOHP COMMENTS	
Date	Payee	Amount	
12/5/2014	Stephanie Johnson	\$500.00	Funeral donation to family of park employee that was killed
12/5/2014	Burrilo Gallery	\$110.31	Funeral donation to family of park employee that was killed
12/9/2014	The Magnificat Café	\$24.37	Meeting with partner/sponsor
12/10/2014	Zodiac Grill	\$20.34	Keith Marks marketing meeting/networking
12/12/2014	Amazon	\$49.95	Office food/snacks
12/15/2014	Amazon	\$20.80	Office food/snacks
12/17/2014	Fusion Food Truck	\$23.00	Meeting with partner/sponsor
12/19/2014	Super Food Truck	\$26.22	Meeting with partner/sponsor
12/19/2014	Zodiac Grill	\$22.84	Keith Marks marketing meeting/networking
12/22/2014	Olio	\$41.00	Meeting with partner/sponsor
12/26/2014	Bistro Biscottis	\$146.53	Team Christmas lunch
1/7/2015	Herding Cats Unlimited	\$473.28	Special Event Ops/Concessions contractor fee - expense reimbursement
1/8/2015	Bistro Biscottis	\$41.24	Meeting with community partners
1/12/2015	Azucena Corner Deli	\$17.20	Meeting with community partners
1/12/2015	Azucena Corner Deli	\$70.54	Team Lunch
1/12/2015	Café Nola	\$98.67	Meeting with partner/sponsor
1/13/2015	Amazon	\$20.80	Office food/snacks
1/13/2015	On the Fly Sandwiches	\$24.00	Meeting with community partners
1/14/2015	I.M. Sulzbacher	\$2,937.13	Social Service Outreach Person Contract Fee
1/14/2015	Chamblyn Bookmine	\$5.51	Coffee with team member
1/14/2015	Fusion Food Truck	\$121.50	ULLI hosted a member lunch at Hemming Park 50/50 split of cost with ULLI
1/20/2015	Nature's Table	\$22.00	Food with partner
1/20/2015	Bold Bean	\$5.33	Coffee
1/22/2015	The Brick Coffee House	\$5.26	Coffee
1/23/2015	Café Nola	\$29.61	Meeting with community partners
1/23/2015	Bistro Biscottis	\$37.37	Garden club meeting and presentation, potential donors and also 10,000 cups for inventory purchased
1/23/2015	Amazon	\$81.53	Office food/snacks
1/23/2015	Café Nola	\$478.75	Board of Directors, Team, Project for Public Spaces dinner after site visit - led to Southwest Airlines grant of \$100K
1/26/2015	Scottie Discount Food	\$16.42	Drinks and Ice for PPS Site Visit
1/26/2015	The Candy Apple Café	\$89.11	Food on the final day of site meeting with potential grant/sponsor - Project for Public Spaces on behalf of Southwest Airlines
1/27/2015	Café Nola	\$32.75	Meeting with community partners
1/28/2015	Big Pete's Pizzeria	\$60.00	Working lunch during team personality review
1/29/2015	Herding Cats Unlimited	\$1,040.48	Special Event Ops/Concessions contractor fee
2/2/2015	Café Nola	\$47.59	Meeting with community partners
2/3/2015	Amazon	\$16.45	Office food/snacks
2/3/2015	Herding Cats Unlimited	\$2,000.00	Special Event Ops/Concessions contractor fee
2/4/2015	Publix	\$118.73	Catered lunch for programming purposes

Council Auditor's Office
FOHP Financial Analysis

Expenses Requiring Additional Information for the Period March 4, 2014 through May 31, 2016

Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
2/5/2015	JTA	\$90.00	15 One day bus passes for Social Worker	Bus Passes for Social Service work
2/5/2015	The Skyline Dining	\$23.69	Vincc: Operations Meeting/lunch with Damien	Lunch meeting with team member Damien Robinson
2/9/2015	Tapa That Restaurant	\$30.64	Marketing Meeting	Keith Marks marketing meeting/networking
2/9/2015	Walgreens	\$8.97	No Description	Card for employee
2/10/2015	Chambliin Bookmine	\$17.84	Ops Meeting 1/13/15	Meeting with team member
2/11/2015	Pita Boss	\$14.71	Marketing Meeting	Meeting with partner/sponsor
2/13/2015	I.M. Sulzbacher	\$6,653.90	FOHP 421 Grant Jan 2015	Social Service Outreach Person Contract Fee
2/13/2015	I.M. Sulzbacher	\$4,049.41	FOHP 421 Grant Dec 2014	Social Service Outreach Person Contract Fee
2/13/2015	The Candy Apple Café	\$45.00	Marketing Meeting	Meeting with partner/sponsor
2/13/2015	Chambliin Bookmine	\$9.56	Marketing Meeting	Partnership Meeting
2/13/2015	Amazon	\$34.00	San Pellegrino Sparkling Natural Mineral Water (24 pack)	Office food/snacks
2/16/2015	Bistro Biscottis	\$592.50	Lunch Delivery for 45	Catered lunch for programming purposes
2/17/2015	Chambliin Bookmine	\$8.22	Marketing Meeting	Meeting with partner/sponsor
2/18/2015	Herding Cats Unlimited	\$151.20	Mileage Reimbursement	Special Event Ops/Concessions contractor fee - expense reimbursement
2/18/2015	Zodiac Grill	\$31.89	No Description	Keith Marks marketing meeting/networking
2/18/2015	Publix	\$28.86	No Description	Food for team event
2/18/2015	Publix	\$20.51	No Description	Food for team event
2/18/2015	Fresh Market	\$16.05	Office Supplies	Food for team event
2/23/2015	Pho Noodle	\$37.10	Marketing Meeting	Meeting with partner/sponsor
2/24/2015	Amazon	\$213.95	No Description	Traffic ramps for pedestrians
2/24/2015	Amazon	\$128.37	No Description	Traffic ramps for pedestrians
2/24/2015	Amazon	\$49.95	Healthy Snacks In-A-Box (45 count)	Office food/snacks
2/24/2015	Amazon	\$22.44	No Description	Book about parks
2/25/2015	Amazon	\$40.78	No Description	Book about building communities/products
2/25/2015	Amazon	\$9.99	No Description	Book about building communities
2/26/2015	Café Nola	\$76.34	Marketing Meeting	Meeting with community partners
2/27/2015	Amazon	\$107.52	2 of SABAZON Amazon energy diet 12 oz cans (Pack of 24)	Office food/snacks/supplies
3/2/2015	Amazon	\$49.99	No Description	Office food/snacks
3/2/2015	Amazon	\$10.20	No Description	Office food/snacks
3/2/2015	Amazon	\$2.99	No Description	Office food/snacks
3/3/2015	Herding Cats Unlimited	\$2,000.00	March 2015 Monthly Special Events Help	Special Event Ops/Concessions contractor fee
3/3/2015	Amazon	\$46.00	San Pellegrino Sparkling Natural Mineral Water (24 pack)	Office food/snacks
3/4/2015	Fuston Food Truck	\$15.00	Marketing Meeting	Meeting with partner/sponsor
3/4/2015	Chambliin Bookmine	\$10.22	Marketing Meeting	Meeting with partner/sponsor
3/9/2015	I.M. Sulzbacher	\$3,924.22	Reimb for FOHP Grant Feb 2015	Social Service Outreach Person Contract Fee
3/9/2015	Indochine	\$49.66	No Description	Lunch meeting with partners
3/9/2015	The Volstead	\$36.00	No Description	Meeting with partner/sponsor
3/13/2015	Biscottis Espresso Café	\$730.00	Garden Club mig - lunch and 10,000 cups for Gastrofest	Catered lunch for programming purposes, garden club
3/13/2015	Amazon	\$19.72	Perrier Sparkling Natural Mineral Water (24 pack)	Office food/snacks

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Date		Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
3/16/2015	Herding Cats Unlimited	\$79.87	Expense and Mileage Reimbursement	Food for Hemming Park 150th Anniversary	
3/16/2015	Black Sheep Restaurant	\$48.80	Marketing Meeting	Meeting with community partners	
3/16/2015	B Bar Grill New York	\$80.51	Marketing Meeting	Kcith Marks meeting with PPS	
3/17/2015	Ability Housing	\$25.00	Application fee for Social Services Client	Application fee for Social Services Client	
3/18/2015	The Volstead	\$24.00	No Description	Meeting with partners	
3/23/2015	Vagabond Coffee	\$6.00	No Description	Lunch meeting with program organizer for potential event	
3/23/2015	Einstein Bros	\$17.98	Marketing Meeting	Meeting with partner/sponsor	
3/24/2015	The Candy Apple Café	\$80.62	Marketing Meeting	Meeting with partner/sponsor	
3/27/2015	The Home Depot	\$16.02	No Description	Supplies for the ambassador program	
3/27/2015	Party City	\$88.53	No Description	Decorations for Easter	
3/27/2015	Café Nola	\$61.36	Marketing Meeting	Meeting with community partners	
3/30/2015	Bonos	\$28.00	Marketing Meeting	Meeting with community partners	
3/30/2015	Lowes	\$322.97	No Description	Ambassador Supplies/Equip	
3/30/2015	FEDEX Office	\$401.50	No Description	Print job for Easter/Events	
3/30/2015	Sherwin Williams	\$70.26	No Description	Paint and supplies for office	
3/31/2015	Fusion Food Truck	\$15.75	Marketing Meeting	Meeting with partner/sponsor	
4/1/2015	Lowes	\$473.91	No Description	Meeting with partner/sponsor	
4/1/2015	Amazon	\$1,189.95	DJI Phantom 2 + V3.0 Quadcopter	Equipment for drone for flyover capture of park attendance and operations	
4/1/2015	Amazon	\$9.99	2 pairs of self-tightening propellers for quadcopter	Equipment for drone for flyover capture of park attendance and operations	
4/1/2015	Amazon	\$5.99	FPV Cellphone Monitor Sunshade Hood for Dji Phantom 2	Equipment for drone for flyover capture of park attendance and operations	
4/1/2015	Herding Cats Unlimited	\$2,000.00	Special Events Support for April 2015	Special Event Ops/Concessions contractor fee	
4/3/2015	Chomp Chomp	\$24.25	Marketing Meeting	Meeting with partner/sponsor	
4/3/2015	Swank Motion Pictures	\$1,002.00	No Description	Lorax and Pee Wee's Big Adventure licensed movie rental for public shows	
4/3/2015	Newegg	\$321.96	No Description	Monitors for team	
4/3/2015	Publix	\$25.97	No Description	Food for team event	
4/6/2015	Walmart	\$42.50	No Description	Lorax and Pee Wee's Big Adventure licensed movie rental for public shows	
4/6/2015	Chambain Bookmine	\$11.93	Marketing Meeting	Working meeting with team member	
4/6/2015	The Home Depot	\$54.26	No Description	Ambassador Supplies/Equip	
4/6/2015	Lowes	\$12.80	No Description	Ambassador Supplies/Equip	
4/6/2015	Target	\$45.66	No Description	Offc Equip/Offc Supplies	
4/7/2015	Fusion Food Truck	\$13.20	Marketing Meeting	Meeting with partner/sponsor	
4/7/2015	One Spark Inc	\$950.00	All Access Passes for OS	Passes for the One Spark event	
4/10/2015	Herding Cats Unlimited	\$750.00	5 drag performances during One Spark	Special Event Ops/Concessions contractor fee	
4/13/2015	Big Pele's Pizzeria	\$80.76	Team Lunch during One Spark	Team lunch during One Spark	
4/13/2015	Burrito Gallery	\$68.00	Team Lunch	Team lunch during One Spark	
4/16/2015	Beach Diner	\$25.60	Marketing Meeting	Meeting with partner/sponsor	
4/16/2015	Corner Taco	\$32.68	Marketing Meeting	Meeting with board member	
4/20/2015	Indochine	\$40.17	No Description	Meeting with partner/sponsor	

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4/21/2015	HDC Home Decorators	\$3,564.00	No Description	30 Outdoor table and chair bistro sets for the park
4/22/2015	Winn Dixie	\$7.36	No Description	Ice for event
4/22/2015	Winn Dixie	\$36.28	No Description	Ice for event
4/22/2015	Panera Bread	\$255.00	PPS/Team Breakfast	Project for Public Spaces event re: Southwest Airlines grant
4/23/2015	Jimmy John's	\$262.00	No Description	Food for the career fair
4/27/2015	Southwest	\$370.00	Vince - Detroit Trip	Trip to Dallas: Southwest Airlines visit
4/27/2015	Vagabond Coffee	\$3.00	No Description	Coffee at meeting
4/28/2015	Gate	\$20.00	Marketing Meeting - Travel	Trip to Dallas: Southwest Airlines visit, rental car
4/28/2015	Little Katana	\$73.33	No Description	Food during PPS Meeting in Dallas - Southwest Airlines grant funds
4/28/2015	Flightcar.com	\$18.00	PPS Car Reservation Fee	Car rental fee - Dallas trip, Southwest Airlines Visit
4/28/2015	Flightcar.com	\$135.08	PPS Car Reservation	Car rental fee - Dallas trip, Southwest Airlines Visit
4/28/2015	First Coast Promotions	\$203.25	No Description	1,000 plastic promo bags, magnets
4/29/2015	Budweiser	\$34.93	No Description	Food during PPS Meeting in Dallas - Southwest Airlines grant funds
4/29/2015	Jax Chamber	\$1,125.00	No Description	Fee for Detroit MI Jax Chamber trip
4/30/2015	Herding Cats Unlimited	\$2,000.00	Special Events Support for May 2015	Special Event Ops/Concessions contractor fee
5/1/2015	Pappas Burger	\$54.76	Marketing Meeting	Meeting with partner/sponsor
5/1/2015	The Home Depot	\$32.28	No Description	Supplies for the ambassador program
5/1/2015	IKEA	\$1,568.62	No Description	Office furniture and supplies for office
5/4/2015	DoubleTree by Hilton	\$320.42	Hotel	PPS Meeting in Dallas - Southwest Airlines grant funds
5/4/2015	DoubleTree by Hilton	\$320.42	Hotel(2)	PPS Meeting in Dallas - Southwest Airlines grant funds
5/4/2015	Chomp Chomp	\$14.00	Marketing Meeting	Meeting with partner/sponsor
5/4/2015	Mac Mall	\$12.29	No Description	Offc Equip/Ofc Supplies/Comp equip
5/4/2015	Mac Mall	\$40.98	No Description	Offc Equip/Ofc Supplies/Comp equip
5/4/2015	Chomp Chomp	\$12.65	Marketing Meeting	Food with partner
5/5/2015	Vagabond Coffee	\$6.37	No Description	Coffee at meeting
5/8/2015	Bonos	\$22.00	Marketing Meeting	Meeting with community partners
5/8/2015	USPS	\$49.00	No Description	Shipping costs
5/8/2015	Metrojacksonville.com	\$249.70	No Description	Monthly advertising
5/8/2015	Bonos	\$22.00	Marketing Meeting	Meeting with partner/sponsor
5/11/2015	The Candy Apple Café	\$53.08	Marketing Meeting	Meeting with partner/sponsor
5/12/2015	Brew Five Points	\$9.78	Marketing Meeting	Meeting with partner/sponsor
5/13/2015	Juliette's Bistro	\$43.38	No Description	Meeting with partner/sponsor
5/13/2015	Amazon	\$13.68	No Description	Office food/snacks
5/14/2015	Bagger Daves	\$18.32	Vince - Detroit	Food on Detroit Chamber Trip
5/14/2015	Indochine	\$50.80	No Description	Lunch meeting with partners
5/15/2015	RadioShack	\$25.64	No Description	Wires/Cables/Office supplies
5/15/2015	Marriott	\$26.73	Vince/Detroit Trip	Food while on Detroit MI research trip
5/18/2015	Starbucks	\$9.66	Vince Detroit Trip	Food while on Detroit MI research trip
5/18/2015	Jaxville Aviation Authority	\$24.00	No Description	Parking reimbursement at airport during Detroit MI trip
5/18/2015	Roasting Plant	\$6.73	Vince - Detroit Trip	Coffee on Detroit trip
5/18/2015	EL BARZON	\$54.75	Vince - Detroit Trip	Lunch on JAX Chamber trip in Detroit, MI

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Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
5/20/2015	I.M. Sulzbacher	\$3,931.06	Reimb for FOHP Grant March 2015	Social Service Outreach Person Contract Fee
5/20/2015	Lanier Parking	\$10.00	No Description	Parking fee for event
5/21/2015	Bonos	\$26.50	Marketing Meeting	Meeting with community partners
5/22/2015	Winn Dixie	\$21.74	No Description	Meeting with community partners
5/22/2015	Crowd Control Warehouse	\$298.00	No Description	Event fence panels for park and programs
5/22/2015	Crowd Control Warehouse	\$2,756.00	No Description	Event fence panels for park and programs
5/26/2015	Chomp Chomp	\$24.17	Marketing Meeting	Meeting with partner/sponsor
5/26/2015	PRI Productions	\$3,827.00	No Description	Equipment cost for Pogopalooza/ Xpogo event
5/26/2015	Underbelly Productions	\$20.91	No Description	Event support
5/28/2015	Bonos	\$20.00	Marketing Meeting	Partnership Meeting
5/28/2015	Amazon	\$65.92	No Description	Ambassador Supplies/Equip
5/28/2015	Amazon	\$175.75	No Description	Office food/snacks
6/1/2015	Winn Dixie	\$83.58	No Description	Office food/snacks
6/1/2015	Chomp Chomp	\$23.25	Marketing Meeting	Meeting with partner/sponsor
6/1/2015	Kayla Hughes	\$1,250.00	Program Support May 15-31, 2015	Programming contractor on monthly retainer
6/2/2015	Herding Cats Unlimited	\$2,000.00	Special Events Support for June 2015	Special Event Ops/Concessions contractor fee - expense reimbursement
6/2/2015	Herding Cats Unlimited	\$500.00	Drag Queen Talent at June Art Walk	Special Event Ops/Concessions contractor fee - expense reimbursement
6/2/2015	??	\$13.61	No Description	NO RECORD
6/2/2015	??	\$134.97	Square Terminal	Square terminal for park programs
6/4/2015	Merchant E-Solutions	\$62.08	No Description	Fee for credit card transactions
6/4/2015	The UPS Store	\$52.71	No Description	Postage/Mailing/Notary fees
6/5/2015	American Express	\$8.82	No Description	Fee for credit card transactions
6/5/2015	Vagabond Coffee	\$6.37	No Description	Coffee at meeting
6/5/2015	Bonos	\$10.50	Marketing Meeting	Partnership Meeting
6/8/2015	The Candy Apple Café	\$97.53	Marketing Meeting	Meeting with community partners
6/8/2015	Super Food and Brew	\$33.52	Marketing Meeting	Meeting with partner/sponsor
6/10/2015	Kayla Hughes	\$1,250.00	Program Support June 1-15, 2015	Programming contractor on monthly retainer
6/11/2015	I.M. Sulzbacher	\$4,727.54	Reimb for FOHP Grant - May 2015	Social Service Outreach Person Contract Fee
6/15/2015	Amazon	\$39.99	World Refugee Day	World Refugee Day program supplies
6/17/2015	Vince Cavin	\$52.90	Reimb of Expenses for Dallas PPS Trip / Jax Chamber	Reimb of Expenses for Dallas PPS Trip / Jax Chamber
6/17/2015	Amazon	\$558.00	2 Chromebooks	Computers for office use
6/17/2015	Herding Cats Unlimited	\$104.20	Expense and Mileage Reimbursement for May/June 2015	Special Event Ops/Concessions contractor fee - expense reimbursement
6/18/2015	Amazon	\$72.99	Healthy Snacks-in-a-box; 2 of 3D Floating ship Craft kits	Office food/snacks
6/18/2015	The UPS Store	\$3.82	No Description	Shipping costs
6/19/2015	Nonprofit Center	\$450.00	Member Application Fee	Yearly membership dues
6/22/2015	Chamblin Bookmine	\$17.98	Team Meeting	Team meeting
6/23/2015	Publix	\$15.80	Supplies for PPS Barnstorming Sessions	Supplies for PPS Barnstorming Sessions - Southwest Airlines Grant
6/23/2015	The UPS Store	\$30.56	No Description	Postage/Mailing/Notary fees

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6/23/2015	Herding Cats Unlimited	\$3,000.00	Stonewall in the Park	Special Event Ops/Concessions contractor fee	Project for Public Spaces meeting, site visit, Southwest Airlines grant
6/24/2015	Einstein Bros	\$60.20	PPS Breakfast - Meeting		Project for Public Spaces meeting, site visit, Southwest Airlines grant
6/25/2015	Burrito Gallery	\$207.31	PPS Lunch/Meeting		Project for Public Spaces meeting, site visit, Southwest Airlines grant
6/25/2015	Burrito Gallery	\$19.10	PPS Lunch/Meeting		Project for Public Spaces meeting, site visit, Southwest Airlines grant
6/30/2015	Kayla Hughes	\$1,250.00	Program Support - June 16-June 30, 2015		Programming contractor on monthly retainer
6/30/2015	Herding Cats Unlimited	\$2,000.00	Special Events Support for July 2015		Programming contractor on monthly retainer
7/3/2015	Sarah Collins	\$61.73	Reimbursement		Employee reimbursement for expenses
7/13/2015	FEDEX Office	\$13.27	No Description		Offc Equip/Offc Supplies
7/20/2015	Vince Cavin	\$7,000.00	Reimb of Expenses for April/May 2015; Repay short term loan		Short term loan to cover payroll
7/20/2015	I.M. Sultzbacher	\$3,914.77	FOHP Reimb for FOHP Grant April 2015		Social Service Outreach Person Contract Fee
7/20/2015	I.M. Sultzbacher	\$4,093.43	FOHP Reimb for FOHP Grant June 2015		Social Service Outreach Person Contract Fee
7/21/2015	MacPC Tech Pro	\$1,200.00	April - July 2015 Retainers		Contractor to help figure out private wi-fi services in the park
7/23/2015	Lowes	\$10.54	No Description		Ambassador Supplies/Equip
7/24/2015	Starbucks	\$9.31	Meeting		Coffee at meeting
7/29/2015	Herding Cats Unlimited	\$2,000.00	Special Events Support for August 2015		Special Event Ops/Concessions contractor fee
7/30/2015	Sharper Social	\$1,200.00	Hemming Park Social Media Management July 2015		Social media contractor - monthly fee
7/30/2015	Shannon Harper	\$1,200.00	Hemming Park Social Media Management July 2015		Social media contractor - monthly fee
7/31/2015	Kayla Hughes	\$1,250.00	Program Support - July 1 - July 15, 2015		Programming contractor on monthly retainer
8/3/2015	Chomp Chomp	\$90.90	Strategic Planning - Team Lunch		Working lunch with team
8/13/2015	Sake House	\$43.44	Team Meeting (Lunch)		Working lunch with team
8/13/2015	Chamblin Bookmine	\$2.14	Team Meeting		Coffee at meeting
8/14/2015	Kayla Hughes	\$1,250.00	Program Support - August 1 - 15, 2015		Programming contractor on monthly retainer
8/17/2015	Fusion Food Truck	\$15.00	Dinner for Volunteers during Beer Fest		Programming contractor on monthly retainer
8/17/2015	Chamblin Bookmine	\$104.07	Team Lunch during Beer Fest		Team Lunch during Beer Fest
8/18/2015	Chomp Chomp	\$72.92	Team Lunch - Abby's Last Day		Team lunch for intern's last day
8/19/2015	Panera Bread	\$9.35	No Description		Coffee at meeting
8/21/2015	Chamblin Bookmine	\$677.58	6 packs for VIP Beer Garden; Beer, Mckenzie's Hard Cider etc		Alcohol costs, purchased for events - at cost from Chamblin's
8/24/2015	Sharper Social	\$1,200.00	Marketing/Social media support		Social media contractor - monthly fee
8/26/2015	The Candy Apple Café	\$16.77	No Description		Meeting with partners/sponsors
8/27/2015	Herding Cats Unlimited	\$2,175.74	Exp Reimb / Special Events Support for Sept 2015		Special Event Ops/Concessions contractor fee
8/27/2015	The Candy Apple Café	\$48.80	No Description		Meeting with partners/sponsors
8/27/2015	Amazon	\$860.07	Supplies for Ambassador Program		Computers for office use
8/27/2015	Amazon	\$83.80	Supplies for Ambassador Program		Supplies for the ambassador program
8/27/2015	Amazon	\$60.50	Supplies for Ambassador Program		Computers for office use
8/28/2015	Jax Chamber of Commerce	\$506.11	Vince Cavin - Leadership Trip to Oklahoma City, OK		Trip to Oklahoma City, OK - research re: downtown revitalization and placemaking
8/28/2015	Maple Street Biscuit Comp	\$18.73	Operations Meeting (Vince/Damien)		Meeting with team member
8/31/2015	I.M. Sultzbacher	\$6,109.06	Reimb for FOHP Grant - July 2015		Social Service Outreach Person Contract Fee

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Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
8/31/2015	Chomp Chomp	\$25.25	No Description	Meeting with partners
8/31/2015	Walmart	\$641.99	Re-furbished Samsung 60" 1080p LED Smart HDTV	Presentation monitor for office
8/31/2015	Siatbucks	\$13.11	No Description	Marketing meeting/partners
8/31/2015	The Home Depot	\$824.15	Supplies for Ambassador Program	Cleaning supplies/equipment for ambassadors
8/31/2015	The Candy Apple Café	\$124.54	Team Outing	Marketing meeting/partners
8/31/2015	Super Food and Brew	\$27.07	No Description	Marketing meeting/partners
8/31/2015	Scottie Discount Food	\$40.00	No Description	Ice for Beer Fest event
8/31/2015	Amazon	\$65.32	Snacks for the Office	Office food/snacks
8/31/2015	Amazon	\$21.95	KEEBLER Cookie and Cracker Assortment (42 pouch Var Pack)	Office food/snacks
9/1/2015	Kayla Hughes	\$1,250.00	Program Support August 16 - 31, 2015	Programming contractor on monthly retainer
9/1/2015	Amazon	\$13.49	Frito-Lay Variety Pack, Classic Mix, 30 pack	Office food/snacks
9/2/2015	Restaurant Orsay	\$128.07	No Description	Programming contractor on monthly retainer
9/3/2015	Museum of Contemporary Art	\$600.00	Art Fusion May, June, July 2015	Program cost for Art Fusion, in collaboration with MOCA
9/3/2015	Lowes	\$253.73	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
9/4/2015	Visit Jacksonville	\$250.00	Vince - Oklahoma City Travel	Oklahoma City research - public spaces and downtown
9/8/2015	Café Nola	\$58.15	No Description	Meeting with community partners
9/10/2015	I.M. Sulzbacher	\$6,070.13	Reimb for FOHP Grant August 2015	Social Service Outreach Person Contract Fee
9/11/2015	Chamblin's Uptown	\$405.80	Beverage sales for the Beer Garden	Alcohol costs, purchased for events - at cost from Chamblin's
9/11/2015	Pita Boss	\$24.08	No Description	Meeting with partners/sponsors
9/11/2015	The Candy Apple Café	\$49.87	No Description	Meeting with partners/sponsors
9/14/2015	Amazon	\$17.11	Canopy 2-year Kitchen Appliance Protection Plan	Appliance insurance
9/14/2015	Black Sheep Restaurant	\$57.15	No Description	Meeting with partner/sponsor
9/14/2015	Amazon	\$292.79	Red Full Antique Style Popcorn Popper Machine complete with cart and pack of 24 popcorn	Popcorn popper machine for Pictures in the Park - Florida Blue Sponsorship
9/15/2015	Herding Cats Unlimited	\$1,500.00	Special Events Support for Sept 2015	Special Event Ops/Concessions contractor fee
9/15/2015	Kayla Hughes	\$1,250.00	Program Support for Sept 1 - 15, 2015	Programming contractor on monthly retainer
9/17/2015	The Home Depot	\$179.60	Supplies for Ambassadors	Cleaning supplies/equipment for ambassadors
9/21/2015	The Candy Apple Café	\$25.40	No Description	Meeting with partners/sponsors
9/21/2015	Cultural Council	\$32.64	No Description	Ticket to Cultural Council event
9/22/2015	Nonprofit Center	\$100.00	Nonprofit Center membership	Workshop for Grant and Donor Development
9/25/2015	Indochine	\$37.10	No Description	Lunch meeting with partners
9/25/2015	The Candy Apple Café	\$125.93	COJ/Hemming Park Lunch meeting	Meeting with Marsha Oliver and Paul Croft from COJ Communications office
9/30/2015	Kayla Hughes	\$1,250.00	Program Support Sept 16 - 30, 2015	Programming contractor on monthly retainer
10/1/2015	Herding Cats Unlimited	\$1,500.00	Special Events Support - October 1 - 15, 2015	Special Event Ops/Concessions contractor fee
10/1/2015	BB's Restaurant	\$402.50	Friends of Hemming Park (35) Catered Lunch	Food for programmed event
10/1/2015	Facebook	\$2.00	No Description	Facebook ad
10/2/2015	Herding Cats Unlimited	\$503.75	Publix - Beer Garden COGS (Reimb), ABC Liquor COGS (Reimb), Restaurant Depot COGS (Reimb), Restaurant Depot - COGS (Reimb), 2 Tickets Cultural Council Luncheon, Special Events Support Oct 1 - 15, 2015	Special Event Ops/Concessions contractor fee

**Council Auditor's Office
FOHP Financial Analysis
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Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
10/5/2015	Chamblins Uptown	\$6.83	No Description	Marketing meeting/partners
10/5/2015	Café Nola	\$45.52	No Description	Marketing meeting/partners
10/8/2015	I.M. Sulzbacher	\$4,071.11	Reimb for FOHP Grant - Sept 2015	Social Service Outreach Person Contract Fee
10/14/2015	Herdng Cats Unlimited	\$1,750.00	Special Event Support for Oct 15 - 31, 2015	Special Event Ops/Concessions contractor fee
10/14/2015	Amazon	\$114.88	Healthy Snacks + Ambassador Supplies and Equipment Degreaser & Hand wipes + Master Lock Covered	Office food/snacks
10/14/2015	Amazon	\$121.17	Laminated weatherproof padlocks	Office food/snacks
10/15/2015	MacPC Tech Pro	\$600.00	August and Sept 2015 Retainers	Contractor to help figure out private wi-fi services in the park
10/15/2015	Indochine	\$85.62	Marketing/Ops/Events meeting	Meeting with team
10/15/2015	Amazon	\$31.00	2 of vitaminwater zero variety pack 12 ct.	Office food/snacks
10/15/2015	Amazon	\$31.00	2 of vitaminwater zero variety pack 12 ct.	Office food/snacks
10/16/2015	Super Food and Brew	\$27.07	Lunch with Brenton Graham - Development	Meeting with team
10/19/2015	Uptown Market	\$25.14	Vince - Meeting	Marketing meeting/partners
10/19/2015	The Home Depot	\$174.43	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
10/20/2015	Chomp Chomp	\$26.20	No Description	Marketing meeting/partners
10/20/2015	The Candy Apple Café	\$29.68	No Description	Marketing meeting/partners
10/20/2015	Sharper Social	\$1,200.00	Marketing/Social media support	Social media contractor - monthly fee
10/22/2015	Winn Dixie	\$14.96	Misc Debit	Office food/snacks
11/2/2015	Fusion	\$34.00	Vince - Meeting	Meeting with partner/sponsor
11/2/2015	EB Coffee with McDonald	\$27.37	Marketing Meeting	Meeting with partner/sponsor
11/6/2015	Lowes	\$79.04	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
11/12/2015	Herdng Cats Unlimited	\$2,140.76	Special Event Support for Nov 1 -15, 2015 and Reimb for COGS 10/15 - 10/29/15	Special Event Ops/Concessions contractor fee
11/12/2015	Herdng Cats Unlimited	\$1,750.00	Special Event Support for Nov 15 - 30 2015	Special Event Ops/Concessions contractor fee
11/12/2015	The Candy Apple Café	\$39.24	Vince - Meeting	Marketing meeting/partners
11/12/2015	Scottie Discount Food	\$16.00	Misc Debit	Ice for Beer event
11/16/2015	Big Pete's Pizzeria	\$50.39	Enneagram Personality Test/Meeting	Lunch during meeting with team
11/16/2015	Sharper Social	\$400.00	Additional support for marketing/social media	Social media contractor - monthly fee
11/17/2015	Expert Pay	\$475.94	No Description	Payroll deduction contribution
11/17/2015	Amazon	\$213.03	Dual Band Cell Phone Signal booster for home and office	Dual Band Cell Phone Signal booster for home and office
11/20/2015	Herdng Cats Unlimited	\$319.25	Beverage services for payment of Champion Brands Invoice	Special Event Ops/Concessions contractor fee - expense reimbursement
11/20/2015	Chamblins Uptown	\$495.00	Beverage sales for the Beer Garden	Alcohol costs, purchased for events - at cost from Chamblin's
11/30/2015	Herdng Cats Unlimited	\$1,750.00	Special Event Support for Dec 1 -15, 2015	Special Event Ops/Concessions contractor fee
11/30/2015	Lowes	\$185.89	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
12/2/2015	Sharper Social	\$1,600.00	Final Social Media Management Payment	Social media contractor - monthly fee
12/3/2015	Expert Pay	\$231.67	No Description	Payroll deduction contribution
12/4/2015	I.M. Sulzbacher	\$9,660.41	Reimb for FOHP grant - Nov 2015 & Dec 2015	Social Service Outreach Person Contract Fee
12/8/2015	USPS	\$74.74	Healthy Snacks In-a-box (45 count) + Poo-pourri before you go toilet spray	Offc Equip/Offc Supplies/snacks
12/9/2015	Vince Cavin	\$1,500.00	Salary Bonus 12/15/15	Salary bonus amount approved by board of directors

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12/11/2015	Sweet Pete's Candy	\$385.20	Holiday Gifts for Donors	Holiday Gift Baskets for donors & sponsors tht support Friends of Hemming Park
12/14/2015	Sweet Pete's Candy	\$80.00	Member Gifts	Holiday Gift Baskets for donors & sponsors tht support Friends of Hemming Park
12/14/2015	Sweet Pete's Candy	\$387.00	Holiday Gift Baskets for donors	Office food/snacks
12/14/2015	Fusion Food Truck	\$19.50	Vince/Damien Operations meeting	Meeting with community partners
12/15/2015	Herdng Cats Unlimited	\$1,750.00	Special Event Support for Dec 16 - 31, 2015	Special Event Ops/Concessions contractor fee
12/17/2015	Herdng Cats Unlimited	\$159.10	Reimb - Outlet covers, extension blocks for lower bowl charging stations	Special Event Ops/Concessions contractor fee
12/17/2015	Sarah Collins	\$99.89	Exp reimb for Design lunch@Super Food, Burrito Gallery and Food for FOHP Holiday breakfast	Employee expense reimbursement for food for marketing meetings and program - 150th Celebration in Hemming Park
12/18/2015	Museum of Contemporary Art	\$1,000.00	Art Fusion Aug, Sept, Oct, Nov, Dec, 2015	Program cost for Art Fusion, in collaboration with MOCA
12/21/2015	Vagabond Coffee	\$10.00	Vince - Meeting	Program cost for Art Fusion, in collaboration with MOCA
12/23/2015	Cash	\$160.00	3 Ambassador Visa Gift Cards	Christmas gift cards for 3 ambassadors
12/29/2015	Amazon	\$46.50	2 - Vitamin water zero variety pack 20 fl oz	Office food/snacks
1/5/2016	Herdng Cats Unlimited	\$1,750.00	Special Event Support for Jan 1 - 15, 2016	Special Event Ops/Concessions contractor fee
1/5/2016	John Alozka	\$208.00	Office Administration Dec 16, 2015 - Jan 4, 2016	Operations and Marketing assistant - contract
1/5/2016	Amazon	\$49.95	Healthy Snacks In-a-box (45 Count)	Office food/snacks
1/14/2016	Herdng Cats Unlimited	\$1,848.74	Special Event Support for Jan 1 - 15, 2016 and Exp Reimb - outlet covers and sealant; cables and locks for recycle cans	Special Event Ops/Concessions contractor fee
1/14/2016	Spout Social	\$59.00	Monthly Social Media Support	Social media management software - monthly fee
1/19/2016	John Alozka	\$81.10	Office Administration Jan 5 - 15, 2016	Operations and Marketing assistant - contract
1/19/2016	Chamblin Bookmine	\$3.00	Vince - Meeting	Cofee at meeting
1/19/2016	Chamblin Bookmine	\$3.00	Vince - Meeting	Coffee at meeting
1/19/2016	The Candy Apple Café	\$29.61	Lunch Meeting	Meeting with community partners
1/20/2016	Café Nola	\$55.01	Vince - Meeting	Meeting with community partners
1/27/2016	Indochine	\$67.92	Vince - Meeting	Meeting with community partners
1/27/2016	Derby on Park	\$27.13	Vince - Meeting	Lunch meeting interview with Wayne Wood and potential/future board member
1/28/2016	Herdng Cats Unlimited	\$551.83	Expense reimb catering for 150th Anniversary and Ice and garnishes reimb	Special Event Ops/Concessions contractor fee - expense reimbursement
1/29/2016	John Alozka	\$187.20	Office Administration Jan 15 - 29, 2016	Operations and Marketing assistant - contract
2/2/2016	Herdng Cats Unlimited	\$2,000.00	Special Events Support 2/1/16 - 2/29/16	Special Event Ops/Concessions contractor fee
2/3/2016	Vagabond Coffee	\$7.25	Vince - Marketing meeting with Sarah	Meeting with team members
2/3/2016	Chamblin's Uptown	\$15.84	Team Safe Meeting - Coffee	Team meeting - coffee
2/3/2016	The Atrium Café Grill	\$73.83	Team Safe Training Meeting - Breakfast	Meeting to review team safety rules
2/3/2016	Cultural Council	\$371.24	Cultural Council of Greater Jax 40th Annual Awards	Tickets for event to Cultural Council gala
2/3/2016	Chamblin's Uptown	\$20.14	Vince - Lunch Meeting	Meeting with community partners
2/4/2016	Brew Five Points	\$26.96	Vince - Meeting	Meeting with community partners
2/10/2016	Indochine	\$53.08	Vince/Kayla - Events meeting	Lunch meeting with team member
2/11/2016	I.M. Sultzbacher	\$10,130.22	FOHP Grant Reimb Dec 2015 & Jan 2016	Social Service Outreach Person Contract Fee

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2/11/2016	Amazon	\$102.31	Healthy Snacks In-a-Box (45 count)/SanDisk Clip Sport 8GB MP3 player, pilot easy touch retractable ball point pens, medium point, blue ink, dozen box	Office food/snacks/equip
2/11/2016	Akel's Deli	\$21.46	Lunch with Sarah	Lunch with team member
2/11/2016	Amazon	\$3.91	SquareTrade 2-year MP3 Accident Protection Plan	Protection plan for office equipment
2/17/2016	John Alozka	\$141.60	Office Administration 1/30/16 - 2/8/16	Operations and Marketing assistant - contract
2/18/2016	Herding Cats Unlimited	\$63.89	Expense Reimb David Bowie Tribute and Beer Garden garnishes	Special Event Ops/Concessions contractor fee - expense reimbursement
2/18/2016	Chomp Chomp	\$50.75	Team Lunch - Working meeting	Team lunch
2/22/2016	On the Fly Sandwiches	\$24.15	Vince - Meeting	Meeting with JaxUSA working lunch
2/22/2016	Brew Five Points	\$4.61	Vince - Meeting	Meeting with community partners
2/22/2016	Brew Five Points	\$7.38	Vince - Meeting	Meeting with community partners
2/24/2016	Starbucks	\$6.91	Vince - Meeting	Meeting with community partners
2/24/2016	Super Food and Brew	\$28.30	Vince - Meeting	Meeting with community partners
3/1/2016	Herding Cats Unlimited	\$2,000.00	Special Events Support 3/1/16 - 3/31/16	Special Event Ops/Concessions contractor fee
3/1/2016	John Alozka	\$202.60	Office Administration 2/9/16 - 2/28/16	Operations and Marketing assistant - contract
3/3/2016	Green Earth Corp	\$35.31	Vince/Lunch Meeting with Grant - Bowie wrap up and future possibilities	Lunch meeting with program organizer for event
3/4/2016	Amazon	\$84.95	Healthy Snacks In-a-box (45 count) Healthy Snacks Care Package (30 count)	Office food/snacks
3/8/2016	Amazon	\$7.18	Organic Throat Coat Herbal Tea - 16 tea bags	Office food/snacks
3/9/2016	Olio	\$23.99	Vince/Sarah Lunch meeting	Meeting with Sarah Collins working lunch
3/9/2016	I.M. Sulzbacher	\$4,123.28	FOHP Grant Reimb Feb 2016	Social Service Outreach Person Contract Fee
3/10/2016	Lowes	\$213.17	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
3/10/2016	Lowes	\$71.10	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
3/10/2016	??	\$150.00	Check Paid	Adam Geda - Contracted Bartender services
3/14/2016	Spout Social	\$59.00	Monthly social media dashboard	Social media management software - monthly fee
3/14/2016	Brew Five Points	\$11.99	Vince / meeting with Sarah	Meeting with Sarah Collins working lunch
3/14/2016	M Shack	\$34.83	Vince - Meeting	Meeting with community partners
3/15/2016	John Alozka	\$163.40	Office Administration 2/29/16 - 3/9/16	Operations and Marketing assistant - contract
3/21/2015	Indochine	\$40.24	Vince - Meeting with Kenny Harper	Marketing meeting/partners
3/24/2016	Herding Cats Unlimited	\$184.00	Exp reimb - supplies from restaurant depot for Gastrofest	Special Event Ops/Concessions contractor fee - expense reimbursement
3/24/2016	Chomp Chomp	\$22.20	Vince/Michie meeting	Lunch meeting for on-boarding of graphic design contractor
3/24/2016	Vagabond Coffee	\$11.30	Vince - Meeting	Meeting with community partners
3/28/2016	Indochine	\$39.78	Vince - Meeting	Meeting with Sarah Collins, Kayla Hughes working lunch
3/31/2016	Chamblin Bookmine	\$9.28	Vince/Meeting	Coffee during meeting
4/1/2016	Herding Cats Unlimited	\$2,000.00	Special Events Support 4/1/16 - 4/1/16	Special Event Ops/Concessions contractor fee
4/1/2016	The UPS Store	\$50.00	No Description	Postage/Mailing/Notary fees
4/1/2016	JEA	\$11,264.39	Utilities for Black Sheep Kiosk	Water and sewage line cost for Southwest Airlines/PPS Black Sheep Project
4/4/2016	John Alozka	\$45.80	Office Administration 3/10/16 - 4/3/16	Operations and Marketing assistant - contract
4/4/2016	Nature's Way Landscape	\$385.00	No Description	Monthly Landscaping services

Council Auditor's Office
 FOHP Financial Analysis
 Expenses Requiring Additional Information for the Period March 4, 2014 through May 31, 2016

FOHP Description from Quickbooks			FOHP COMMENTS	
Date	Payee	Amount	No Description	
4/4/2016	Azteck Office of Florida LLC	\$72.18	No Description	Printer fees for use - B&W/Color copies
4/4/2016	Museum of Contemporary Art	\$600.00	No Description	Program cost for Art Fusion, in collaboration with MOCA
4/4/2016	Lowes	\$183.81	Supplies for Ambassadors	Cleaning supplies/equipment for ambassadors
4/4/2016	Sunoco	\$4.28	Vince - Meeting	Drink
4/5/2016	Chamblin Bookmine	\$8.85	Vince - Meeting	Meeting with community partners
4/7/2016	???	\$232.88	Vince Cavin - 401k contribution	Payment to 401K retirement account, taken out of pay
4/8/2016	Chomp Chomp	\$35.96	Vince - Meeting	Meeting with community partners
4/11/2016	Damien L. Robinson	\$39.64	Mileage Reimbursement 3/9/16 - 4/8/16	Reimbursement for employee expenses
4/11/2016	Amazon	\$38.52	Great Northern Popcorn 8oz portion - 24 count	Popcorn for event Pictures in the Park sponsored by Florida Blue
4/11/2016	The Home Depot	\$78.84	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
4/13/2016	Herding Cats Unlimited	\$292.95	Reimb Spark walk and mileage reimb for Bourbon Fest	Special Event Ops/Concessions contractor fee - expense reimbursement
4/15/2016	John Alozka	\$147.50	Office Administration 4/4/16 - 4/13/16	Operations and Marketing assistant - contract
4/15/2016	JEA	\$82.00	Utilities for Black Sheep Kiosk	Water flow test for restaurant project, Southwest Airlines/PPS grant
4/15/2016	Bisiro Biscottis	\$50.00	Vince - Meeting	Meeting with community partners
4/20/2016	Damien L. Robinson	\$1,042.30	Mileage Reimbursement 3/9/16 - 4/8/16 and final check	Reimbursement for employee expenses/Payroll
4/21/2016	Museum of Contemporary Art	\$200.00	Art Fusion - April 2016	Program cost for Art Fusion, in collaboration with MOCA
4/21/2016	Amazon	\$77.90	Misc Debit	Blu Ray player for programs
4/21/2016	Amazon	\$45.49	Misc Debit	Office food/snacks
4/21/2016	Amazon	\$44.20	Misc Debit	Trash bags for ambassadors
4/21/2016	Amazon	\$236.54	ATM Debit	Giant Chess Board replacement
4/22/2016	Chamblin Bookmine	\$7.92	ATM Debit	Coffee at meeting
4/22/2016	Sweet Pete's Candy	\$21.39	AI Emerick, Gift, Meeting	Gift in exchange for marketing training
4/22/2016	Amazon	\$19.49	Misc Debit	Office food/snacks
4/25/2016	TimePayment Corp	\$374.75	ATM Debit	Payment for Xerox Machine lease
4/27/2016	The Brick Coffee House	\$5.24	ATM Debit	Coffee for meeting
4/29/2016	John Alozka	\$44.70	Office Administration 4/11/16 - 4/25/16	Operations and Marketing assistant - contract
4/29/2016	Damien L. Robinson	\$3,482.32	Severance Remainder	Employment termination severance
5/1/2016	Herding Cats Unlimited	\$2,499.51	Contracted payment for May and Reimb for Bourbon & BBQ 2016	Special Event Ops/Concessions contractor fee
5/2/2016	???	\$1.56	Preauthorized ACH Debit	NO RECORD
5/2/2016	LinkedIn	\$79.99	ATM Debit	Sales Lead Tool
5/2/2016	Amazon	\$82.99	Misc Debit	Replacement power adapter for computer
5/2/2016	Sweeto Burrito	\$6.69	ATM Debit	Food
5/3/2016	Super Food and Brew	\$52.91	ATM Debit	Lunch at meeting
5/5/2016	Ancient City Subs	\$12.78	No Description	Lunch after meeting with contractor about Southwest Airlines project
5/6/2016	Republic Services #687	\$83.20	No Description	Recycling services
5/6/2016	Republic Services #687	\$81.50	No Description	Recycling services
5/6/2016	Republic Services #687	\$272.58	No Description	Recycling services
5/6/2016	Republic Services #687	\$107.51	No Description	Recycling services

Council Auditor's Office
 FOHP Financial Analysis
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Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
5/9/2016	Vagabond Coffee	\$9.75	No Description	Coffice at meeting
5/9/2016	JTA	\$20.00	No Description	Bus Passes for Social Service work
5/9/2016	JTA	\$20.00	No Description	Bus Passes for Social Service work
5/9/2016	JTA	\$20.00	No Description	Bus Passes for Social Service work
5/9/2016	Fusion	\$29.00	No Description	Lunch meeting with partners
5/11/2016	Walmart	\$5.70	No Description	Offc Equip/Offc Supplies
5/11/2016	The UPS Store	\$12.04	No Description	Offc Equip/Offc Supplies
5/12/2016	Lowes	\$11.44	No Description	Ambassador Supplies/Equip
5/16/2016	Target	\$52.21	No Description	Offc Equip/Offc Supplies
5/16/2016	Target	\$41.08	No Description	Offc Equip/Offc Supplies
5/16/2016	IKEA	\$166.01	No Description	Office furniture and supplies for office
5/17/2016	Hobnob	\$125.93	No Description	Team lunch with Prudence Farrow as part of her visit for program
5/17/2016	Publix	\$138.28	No Description	Food for program - Power of Myth
5/18/2016	Richard Kennedy	\$200.00	No Description	Musician for event
5/18/2016	Nature's Way Landscape	\$385.00	No Description	Monthly Landscaping services
5/18/2016	Temper Inc	\$352.00	No Description	Design for event banners
5/18/2016	Great American Insurance Co	\$2,297.55	No Description	Monthly insurance expense
5/18/2016	Endicia	\$174.95	No Description	Yearly package/postage service subscription
5/19/2016	Brew Five Points	\$13.54	No Description	Meeting with partner/sponsor
5/19/2016	Walmart	\$28.25	No Description	Offc Equip/Offc Supplies
5/31/2016	LinkedIn	\$79.99	No Description	Sales Lead Tool