



GREG B. ANDERSON
Councilmember
At-Large Group 4
Office (904) 630-1398
Fax (904) 630-2906
E-Mail: GAnderson@coj.net

117 West Duval Street
City Hall, Suite 425
Jacksonville, FL 32202

OFFICE OF THE CITY COUNCIL

Wednesday, July 27, 2016
10:30 a.m.
117 W. Duval St., Ste. 425, City Hall
Conference Room A

AGENDA

07.27.2016 Special Committee on Hemming Park

- 1. Opening Remarks**
- 2. Council Auditors Report of 07.14.2016 on Friends of Hemming Park**
- 3. Update from Friends of Hemming Park**
- 4. Update on BLK KIOSK in Hemming Park**
- 5. Comments from COJ/Parks Dept.**
- 6. Recommendations on ORD 2016-385**
- 7. Closing Remarks/Public Comments**

**FRIENDS OF HEMMING PARK FISCAL POLICY
EXECUTIVE SUMMARY**

Based on the feedback from the City of Jacksonville's Council Auditor's office, we are including their recommendations in this updated fiscal policy for the Friends of Hemming Park. The recommendations, and our response, are as follows, quoted from their report on July 14, 2016:

1. (Council Auditor) We recommend that FOHP establish a bank account strictly for City contributions so that City funds are not comingled with other revenues.
 - a. FOHP response (see Section 3): We have established three separate accounts designated for:
 - i. City contributions,
 - ii. FOHP revenue raised, and
 - iii. Capital improvement or earmarked funds
2. (Council Auditor) We recommend that FOHP utilize a revised chart of accounts. Currently, for example, salaries are within multiple accounts
 - a. FOHP response: We will continue to work with the auditors on a revised chart of accounts once the 2016-2017 budget is approved by the FOHP Board of Directors.
3. (Council Auditor) Some 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
 - a. FOHP response: FOHP agrees to this recommendation and will follow the recommendations set by the City of Jacksonville. FOHP has strengthened its fiscal policy to ensure greater accountability for the expenditures of the organization.
4. (Council Auditor) 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.
 - a. FOHP response: FOHP welcomes any assistance in having those services provided by the City or arrangements that offer a discounted rate.

BOARD OF DIRECTORS

AS OF JULY 27, 2016

Wayne Wood – President, Founder of Riverside Arts Market and Riverside/Avondale Preservation Society

Bill Prescott – Treasurer, Former Jacksonville Jaguars CFO & Downtown Advocate

Jason Mehta, Esq. – Assistant US Attorney, U. S. Department of Justice

Christopher D. Flagg, RLA, SLA. – Director of Design, The Haskell Company

Stephen Pollan – CEO, Assessment Technologies Group

Ju'Coby Pittman – CEO, Clara White Mission

Claudia Baker, Esq. – Board Member, Cultural Council of Greater Jacksonville

Craig A. Gibbs, Esq. – Downtown Investment Authority, Liaison

Michael Sullivan – Jacksonville Public Library, Liaison

Sam Newby – City of Jacksonville, City Council Liaison

FRIENDS OF HEMMING PARK FISCAL POLICY

Budget Authority

The Friends of Hemming Park (FOHP) Board approves the budget no later than June 1 of each year. The budget is based on a fiscal year of Oct 1 – Sep 30. Once approved, the CEO has the authority to work within the budget. In no event may a line item expense exceed the budgeted amount by more than \$1,000 without express approval by the FOHP Board.

FOHP will have a (or multiple) separate checking account with the CEO being one of the signers. Secondary signers are FOHP's Board President and the Treasurer. FOHP will have payroll and other accounting services managed by operational staff or CPA and reconciled monthly by a contracted CPA.

Contractual and Purchasing Authority

Contracts and agreements that are the usual transactions in the course of month-to-month operations of FOHP, and:

1. Are within FOHP's approved budget constraints or specific amounts already approved by the Board,
2. Are to be completed within one (1) year, or
3. Do not involve the sale, rental or lease of real property may be executed on behalf of FOHP by the CEO or by such other persons as are delegated by FOHP. All checks, promissory notes, negotiable paper and other evidence of indebtedness may be executed on behalf of the company by the CEO and the Board President, or by such other persons as are delegated by FOHP's Board of Directors
4. The Board of Directors will conduct an annual review of costs to ensure optimal pricing, and/or discounts are applied to all expenditures.
5. All other transactions must be executed in accordance with FOHP's bylaws and policies

FOHP Staff Responsibilities

FOHP's budget and profit and loss statement will be presented to the FOHP Board by the Treasurer monthly. The CEO shall review the financials with FOHP's President and/or Treasurer on a quarterly basis. FOHP should adjust budgeted expenses to cover any shortfalls in income projections. BoardThe CEO is responsible for ensuring the Treasurer has all of the information needed to compile the finance reports, providing receipts/bills paid weekly and at month-end as requested.

FOHP Staff/Organizational Responsibilities

The FOHP operational team will provide FOHP's Treasurer with accounting and financial input and maintain receipts, billing and ongoing accounting information for FOHP. FOHP staff or CPA will also provide monthly financial reports to FOHP's Treasurer.

FINANCIAL POLICY

The Board of Directors has fiduciary responsibility for the operation of FOHP as a non-profit corporation. The policies contained herein are designed to protect FOHP, its directors, officers and members by establishing specific procedures for the management of monies derived by and for the organization.

1. Fiscal Year. FOHP's fiscal year will begin October 1 and end September 30, as provided in the Bylaws.

2. Annual Operating Budget.
 - a. Each year, the CEO, in conjunction with the Treasurer, will prepare an annual operating budget for the next fiscal year. Committee Chairs should provide the CEO with input regarding budget matters by May of each year. The CEO will submit the draft of the annual operating budget to the Executive Committee for approval by June 30 of each year. The budget should reflect projected income from all sources and all proposed expenditures of funds.
 - b. The CEO will submit the proposed budget to the Board at its June meeting each year. Upon approval by the Board, the budget becomes the established operating document for the applicable fiscal year.
 - c. The CEO shall have the authority to approve variances and/or amendments to any expenditure in the approved annual budget provided that any such variance or amendment does not exceed \$1000 of the applicable line-item and all such variances or amendments taken together do not exceed five percent (5%) of the aggregate annual expenditures. The Board must approve any variance or amendment that is not covered by the foregoing provisions.
 - d. Should a new budget not be approved before June 30 of any fiscal year, the previous year's budget will be used until such time as a new budget is adopted.
 - e. The CEO will provide a draft of the budget to the City of Jacksonville by May 31 of each year. The City of Jacksonville and FOHP will work to develop a final version of the budget by July 31 of each year.

3. Banking and Investments.
 1. All cash assets must be invested in instruments or deposited in accounts with institutions that are insured or guaranteed by the U.S. Government, except as otherwise approved by the Board.
 - a. The Treasurer or President will recommend to the CEO the financial institution, type of account, the rate and term of the account, and the investment criteria to be used in the

management of all cash assets. The CEO must authorize such recommendations before they may be implemented.

- b. The Treasurer will bring to the Board for approval any corporate Board resolutions required by the financial institution for the opening or modification of an account.
- c. The Board Treasurer and President must approve any transfer of cash assets between or among authorized accounts.
- d. FOHP shall have a separate bank account for funds from the City of Jacksonville, to be used exclusively for City of Jacksonville approved expenditures.
- e. FOHP shall have a separate bank account for income and expenses related to events, sponsorships, donations, grants, and other revenues not supervised by the City of Jacksonville.
- f. FOHP shall have a separate bank account for any capital improvement funds.

4. Disbursement of Funds.

1. The President, Treasurer, and CEO shall be the only persons authorized to sign checks on behalf of FOHP (referred to herein as "Authorized Persons"). Signatures of at least two Authorized Persons shall be required on all checks in excess of \$1,000.00.
2. Before signing any check, the Authorized Person signing the check must be presented with an invoice signed by the CEO approving the expense. By signing checks, the Authorized Person attests that the expense is consistent with the annual budget or special Board directive.
3. No Authorized Person may sign any check payable to himself/herself or any check payable to "cash" and endorsed by said individual.
4. All debit cards associated with any FOHP checking account shall have a daily transaction limit of \$500. All debit cards must be kept at all times in the custody of an Authorized Person, and only an Authorized Person shall have the authority to initiate a debit card transaction. All debit card transactions in excess of \$250.00 shall be pre-approved in writing by two Authorized Persons. Such approvals will be kept by the CEO with the check register.
5. Cash withdrawals from any checking account shall have a daily limit of \$500.00. Any cash withdrawal in excess of \$250.00 shall be pre-approved in writing by two Authorized Persons.
6. The President shall be authorized with the applicable financial institution to override the limits described in Sections 4.4 and 4.5, as necessary.
7. The check register and bank statements shall be available for inspection by any director, Jacksonville, city auditor, or members of the press upon reasonable request.

5. Expenditures and Purchasing.

1. The President, CEO, and Treasurer may authorize any and all operating and vendor expenditures:
 - (a) for usual transactions in the course of month-to-month operations of the corporation;
 - (b) that are within the limits of the approved annual budget or other Board approval, so long as such expenditure does not exceed \$1,000 (See Section 5.4);
 - (c) for goods or services to be delivered or completed within one year; and
 - (d) that do not involve the sale, rental or lease of real property.

All other transactions must have prior approval of the Board.

2. The CEO is the primary person responsible for soliciting bids and estimates, negotiating terms and prices and procuring goods and services.
3. Notwithstanding Section 5.1, the Board reserves the right to delegate full or limited authority to any director, officer, employee or volunteer to authorize expenditures on behalf of FOHP. Such delegation must be in writing and be incorporated in the official minutes of the Board.
4. The CEO shall solicit written quotes or bids from a minimum of 3 vendors for any goods or services exceeding \$2,500 annually, except as may otherwise be provided by the Executive Committee. For any expenditure in excess of \$5,000, the Executive Committee must approve the selection of the winning quote or bid.
5. Food and beverages shall not be purchased with funds from the bank account funded by the City of Jacksonville. Expenditures and reimbursements for food and beverages shall only be funded through the FOHP Events and Sponsorships account and must meet the following criteria:
 - a. consumable products for resale at events
 - b. meetings for the purpose of soliciting donations and sponsorships with a limitation of \$25 per person and a maximum expense of \$100, accompanied by detailed accounting of the purpose and necessity of the meeting.
 - c. The President may approve exceptions to these guidelines under rare and special circumstances.
6. Bills should normally be paid within thirty (30) days of receipt.
7. The CEO shall approve all requests for expense reimbursement, subject to the check signing requirements described herein. Reimbursement for out-of-pocket expenses incurred by a director, officer, employee or volunteer shall only be made under the following conditions:

- (a) Original receipts accompany the request for reimbursement;
- (b) The expenditure was authorized in advance, unless an emergency situation precluded such advance authorization;
- (c) The expenses incurred were reasonable, customary and within the approved annual operating budget.

When possible, FOHP's 501(c)(3) documentation should be used when making purchases on behalf of the organization in order to avoid the payment of sales taxes.

6. Contracts.

Contracts and agreements for expenditures approved in accordance with Sections 5.1 and 5.4 above and any sale of goods and services in the ordinary course of business may be executed or entered into on behalf of FOHP by either the President, Treasurer or CEO.

7. Grants.

1. Recommendations to pursue private or public sector grants must be approved by the President.

8. Financial Reports and Recordkeeping.

1. The Treasurer will submit regular financial reports to the Board detailing the financial condition and operating results of the corporation.
2. The Treasurer and/or CEO will present to the Board budget status reports quarterly.
3. The CEO shall be responsible for the accounting systems of the corporation, including the adoption of proper accounting practices for purposes of IRS Section 501(c)(3).

9. Accounting

1. The Board will select the corporation's certified public accountants from candidates submitted by the Treasurer and/or CEO.
2. The Board will evaluate the performance of its certified public accountants annually.

PLANS FOR HEMMING PARK

Let the park be what it is, a park. It was not intended to be an amusement park. All of the events held there, are not necessary or needed. You will never make money at the park because people will not come down to the park in the numbers needed to be profitable. There are several reasons why.

First, because of the homeless people who congregate at the park, and there are a lot of them. Which is their right as long as they obey the law. Mr. Gulliford said that some people use obscenity and urinate in the park. If he says that is so, I believe him. Hire people whose sole job is to monitor the park and watch out for this type of behavior and notify the police when it happens.

With the shelters being so close, they will always come to the park during the day, which is their right, if they obey the law. Second reason is because of the parking, there is not enough of it.

My plan is this. Hire people who will work part time at the park, maybe 30 hours a week. This way, you do not have to provide health insurance. Pay them a decent salary, say \$15.00 an hour. Have at least one person there from 8am to 6pm, Monday thru Friday, and 9 to 5 on the weekends. They will watch over the park, pick up trash, contact the police if needed for disturbances, etc..

Continue to have food vendors at the park. Make them pay a small percentage of their profits, if necessary, back to the city, and this will cover some of the costs of the six

employees.

The city provides all of the necessities of the park anyway. All the FOHP does, is put on events. They are at night or on the weekends. They are not needed. If you want to put on events, then do it at Metropolitan Park, that is why it is there.

The events held by FOHP lose money. Most of the group's 24 so called "signature events" from March 2015 through May 2016, lost money at a more than two to one pace. The most profitable was Bourbon & BBQ in April, which brought in \$9042.00. The biggest loss was \$18,273.00 for Pogopalooza in June 2015. Two other events lost more than \$12,000 each.

Thirty bistro table sets with umbrellas have already been bought with city money. Continue to have places for the public to sit. Put the pavers back, around the statue of Charlie Bennett for more shaded sitting areas. Put some tables over there. There were police in the area when I was down there the other day, continue to have the police make rounds there. I believe this is the solution to the Friends of Hemming Park fiasco.

***Cut your losses, just admit this was a mistake undertaken by then Mayor Alvin Brown.**

Seber Newsome III seberiii@comcast.net

Seber Newsome III



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

**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
12/5/2014	Stephanie Johnson	\$500.00	Stefan Robinson Funeral Expenses	Funeral donation to family of park employee that was killed
12/5/2014	Burrito Gallery	\$110.31	Team Lunch	Funeral donation to family of park employee that was killed
12/9/2014	The Magnificat Café	\$24.37	Marketing Meeting	Meeting with partner/sponsor
12/10/2014	Zodiac Grill	\$20.34	No Description	Keith Marks marketing meeting/networking
12/12/2014	Amazon	\$49.95	Healthy Snacks In-a-box and KIND Minis	Office food/snacks
12/15/2014	Amazon	\$20.80	Perrier Sparkling Natural Mineral Water (24 pack)	Office food/snacks
12/17/2014	Fusion Food Truck	\$23.00	Marketing Meeting	Meeting with partner/sponsor
12/19/2014	Super Food Truck	\$26.22	Marketing Meeting	Meeting with partner/sponsor
12/19/2014	Zodiac Grill	\$22.84	No Description	Keith Marks marketing meeting/networking
12/22/2014	Olio	\$41.00	Marketing Meeting	Meeting with partner/sponsor
12/26/2014	Bistro Biscottis	\$146.53	Team Holiday Lunch	Team Christmas lunch
1/7/2015	Herding Cats Unlimited	\$473.28	Mileage and Expense Reimbursements	Special Event Ops/Concessions contractor fee - expense reimbursement
1/8/2015	Bistro Biscottis	\$41.24	Marketing Meeting	Meeting with community partners
1/12/2015	Azucena Corner Deli	\$17.20	Marketing Meeting	Meeting with community partners
1/12/2015	Azucena Corner Deli	\$70.54	Team Lunch	Team Lunch
1/12/2015	Café Nola	\$98.67	Marketing Meeting	Meeting with partner/sponsor
1/13/2015	Amazon	\$20.80	Perrier Sparkling Natural Mineral Water (24 pack)	Office food/snacks
1/13/2015	On the Fly Sandwiches	\$24.00	Team Lunch	Meeting with community partners
1/14/2015	I.M. Sulzbacher	\$2,937.13	FOHP 421 Grant Oct 2014	Social Service Outreach Person Contract Fee
1/14/2015	Chamblin Bookmine	\$5.51	Ops Meeting	Coffee with team member
1/14/2015	Fusion Food Truck	\$121.50	ULI Luncheon/Meeting (half of costs)	ULI hosted a member lunch at Hemming Park 50/50 split of cost with ULI
1/20/2015	Nature's Table	\$22.00	No Description	Food with partner
1/20/2015	Bold Bean	\$5.33	Marketing Meeting	Coffee
1/22/2015	The Brick Coffee House	\$5.26	Marketing Meeting	Coffee
1/23/2015	Café Nola	\$29.61	Marketing Meeting	Meeting with community partners
1/23/2015	Bistro Biscottis	\$37.37	Marketing Meeting	Garden club meeting and presentation, potential donors and also 10,000 cups for inventory purchased
1/23/2015	Amazon	\$81.53	Healthy Snacks In-a-box and KIND Minis	Office food/snacks
1/23/2015	Café Nola	\$478.75	PPS/Team Dinner	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	Drinks and Ice for PPS Site Visit
1/26/2015	The Candy Apple Café	\$89.11	PPS Visit	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	Marketing Meeting	Meeting with community partners
1/28/2015	Big Pete's Pizzeria	\$60.00	Working Team Lunch	Working lunch during team personality review
1/29/2015	Herding Cats Unlimited	\$1,040.48	Monthly Special Events help and Mileage Reimb	Special Event Ops/Concessions contractor fee
2/2/2015	Café Nola	\$47.59	Marketing Meeting	Meeting with community partners
2/3/2015	Amazon	\$16.45	Tasty Brand Organic Fruit Snacks Mixed Fruit Flvrs	Office food/snacks
2/3/2015	Herding Cats Unlimited	\$2,000.00	Monthly Special Events help	Special Event Ops/Concessions contractor fee
2/4/2015	Publix	\$118.73	No Description	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	Vince: 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	Chamblin 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	Chamblin 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	Chamblin Bookmine	\$8.22	Marketing Meeting	Meeting with partner/sponsor
2/18/2015	Herdin 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	Herdin 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	Fusion Food Truck	\$15.00	Marketing Meeting	Meeting with partner/sponsor
3/4/2015	Chamblin 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 mtg - 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

**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
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	Keith 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	Lowe's	\$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	Lowe's	\$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	Chamblin 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	Lowe's	\$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 Pete'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

**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
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/Offc Supplies/Comp equip
5/4/2015	Mac Mall	\$40.98	No Description	Offc Equip/Offc 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

**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
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

**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
6/23/2015	Herding Cats Unlimited	\$3,000.00	Stonewall in the Park	Special Event Ops/Concessions contractor fee
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. Sulzbacher	\$3,914.77	FOHP Reimb for FOHP Grant April 2015	Social Service Outreach Person Contract Fee
7/20/2015	I.M. Sulzbacher	\$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. Sulzbacher	\$6,109.06	Reimb for FOHP Grant - July 2015	Social Service Outreach Person Contract Fee

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
8/31/2015	Chomp Chomp	\$25.25	No Description	Meeting with partners
8/31/2015	Walmart	\$641.99	Refurbished Samsung 60" 1080p LED Smart HDTV	Presentation monitor for office
8/31/2015	Starbucks	\$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	Lowe's	\$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	Herdin 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	Herdin 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	Herdin 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
Expenses Requiring Additional Information for the Period March 4, 2014 through May 31, 2016**

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	Herding 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	Office food/snacks
10/14/2015	Amazon	\$121.17	Healthy Snacks In-A-Box 45 count +3 of Green Gobbler Degreaser & Hand wipes + Master Lock Covered 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
10/22/2015	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	Lowe's	\$79.04	Ambassador Supplies	Cleaning supplies/equipment for ambassadors
11/12/2015	Herding 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	Herding 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	Herding 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	Herding Cats Unlimited	\$1,750.00	Special Event Support for Dec 1 -15, 2015	Special Event Ops/Concessions contractor fee
11/30/2015	Lowe's	\$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

**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
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	Herding Cats Unlimited	\$1,750.00	Special Event Support for Dec 16 - 31, 2015	Special Event Ops/Concessions contractor fee
12/17/2015	Herding 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	Herding 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	Herding 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	Herding 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	Herding 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. Sulzbacher	\$10,130.22	FOHP Grant Reimb Dec 2015 & Jan 2016	Social Service Outreach Person Contract Fee

**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
2/11/2016	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

Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
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	Bistro 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	Al 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 contactor 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**

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

Date	Payee	Amount	FOHP Description from Quickbooks	FOHP COMMENTS
5/9/2016	Vagabond Coffee	\$9.75	No Description	Coffee 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	Lowe's	\$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