

CITY OF TIGARD, OREGON  
13125 SW HALL BLVD.  
TIGARD, OREGON 97223  
503-718-2487

### COMMUNITY EVENTS FUNDING REQUEST

Community Event is an activity that is of short duration that brings together the citizens of Tigard for entertainment and/or educational purposes in a public setting.

**Due: February 12, 2015**

Event Name: WashCo BTC 's Tigard Tour de Parks 2015 \_\_\_\_\_  
Address: 137 NE 3<sup>rd</sup> Avenue  
City, State, Zip: Hillsboro OR 97123  
Contact Name: Steve Boughton  
Telephone Number: 503-367-8217  
E-mail address: chair@washcobtc.org

1. **Request** (express in whole dollar amounts only)

**Cash** \$1700

**In-Kind Services-hours** (use of city property, city staff support, etc. Please explain the services requested on a separate sheet) 4 hours \_\_\_\_\_

**Total Request** \$1700

2. **Purpose of Funding Request:**

This request is meant to partially fund the second Tigard Tour de Parks, a family biking event in conjunction with the Tigard Street Fair, in partnership with the Tigard Downtown Association.

3. **How will this event benefit the Tigard Community?**

This event will involve families and children in a fun biking event; it will show off the parks parts of the city many residents are not aware of; it will encourage the use of bikes instead of cars to travel in the city; it will foster positive partnerships and help city businesses.

In addition, by partnering with the City to have a walking event on the same day, we can promote the walkability goals of the city on a far larger scale than we would otherwise have. (Note: The walking event will be organized by others, and is not part of this request).

4. **How many Tigard residents do you anticipate participating in this event (or these events)?**

The event in 2014 was the first TDP held in Tigard, and was organized on a tight timeframe and budget. The event drew 60 people and was a great success. We would expect 100-120 participants this year, almost all Tigard residents.

5. **Please submit the following information with this request:**

- a. Most recent annual budget compared with the prior year's actual revenues and expenditures. The Budget should identify the period to which it applies, beginning and ending balances, major revenue sources, major expenditure categories, and number of authorized positions.

b. Audit report or financial statements for the last fiscal year.  
Both a. and b. are attached. Items c, d, and e are not required this year.

Please note that a lack of adequate financial information could result in denial of request.

Stephen C Boughton

\_\_\_\_\_  
Print Name of Preparer

  
\_\_\_\_\_  
Signature of Preparer

10 Feb 2015  
Date

## In Kind Services Description

The city provided hours requested for the Tigard Tour de Parks is for generating and printing a route-map for the participants. This service was provided for last years event, and was valuable to the riders.

Washington County Bicycle Transportation Coalition

2014 Budget

Jan - Dec 14

Beginning Balance 1/1/2014		<u>\$ 13,098.00</u>
Ordinary Income/Expense		
Income		
400 · Contributons/Donations		11,311.00
405 · Membership Dues		1,880.00
410 · Grant Revenue		400.00
415 · Education Class Revenue		550.00
420 · Program Revenue		1,350.00
426 · Fiscal Sponsorship-Revenue		219.00
435 · Event Income		1,000.00
450 · Retail Income		<u>60,715.00</u>
Total Income		77,425.00
Expense		
508 · Business License and Taxes		95.00
515 · Organizational Development		200.00
521 · Accounting/Legal Fees		1,443.00
522 · Education Class Expenses		168.00
527 · Program Expenses		326.00
528 · Fiscal Sponsorship		5,517.00
Total 540 · Insurance		1,806.00
557 · Printing and Copying		379.00
560 · Retail Expenses		20,409.00
565 · Office Supplies		804.00
Total 580 · General Operating Expenses		17,604.00
587 · Uniforms		0.00
Total 590 · Payroll Expenses		29,618.00 .75 FTE
600 · Miscellaneous		264.00
601 · Fundraising Expenses		<u>288.00</u>
Total Expense		<u>78,921.00</u>
Net Ordinary Income		<u>-1,496.00</u>
Net Income		<u>-1,496.00</u>
Ending Balance Projection 1/31/2014		<u>\$ 11,602.00</u>

WashCo BTC Financials				
P&L Comparisons			Jan - Dec 14	Jan - Dec 13
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
<b>400 · Contributons/Donations</b>				
401 · Corporate/Govt			0.00	7,543.95
402 · Social/Civic/Business			1,250.00	830.75
403 · Individual Donations			5,722.16	4,834.87
404 · Donations-Adopt a Bike			1,716.39	960.00
<b>Total 400 · Contributons/Donations</b>			<b>8,688.55</b>	<b>14,169.57</b>
<b>405 · Membership Dues</b>				
406 · Individual/Family			1,037.41	2,053.00
405 · Membership Dues - Other			265.79	429.15
<b>Total 405 · Membership Dues</b>			<b>1,303.20</b>	<b>2,482.15</b>
<b>410 · Grant Revenue</b>				
412 · Corporate			6,130.00	0.00
413 · City/Government			1,400.00	2,000.00
<b>Total 410 · Grant Revenue</b>			<b>7,530.00</b>	<b>2,000.00</b>
<b>415 · Education Class Revenue</b>				
416 · Parks and Recreation Depts			0.00	500.00
418 · Other			300.00	300.00
<b>Total 415 · Education Class Revenue</b>			<b>300.00</b>	<b>800.00</b>
426 · Fiscal Sponsorship-Revenue			231.93	8,475.00
430 · Recycling Revenue			597.05	687.93
<b>435 · Event Income</b>				
436 · Sponsorships			0.00	2,700.00
438 · Other			1,215.00	0.00
439 · TdP Sales/Registration			0.00	1,681.65
435 · Event Income - Other			239.35	0.00
<b>Total 435 · Event Income</b>			<b>1,454.35</b>	<b>4,381.65</b>
<b>450 · Retail Income</b>				
451 · AAB			0.00	1,750.00
452 · Bicycles			23,579.00	28,195.90
453 · Parts			10,696.25	10,458.50
454 · Helmets			813.00	1,595.95
456 · Accessories			6,743.00	7,006.20
457 · Labor			8,444.50	8,628.00
459 · Rubber			5,022.61	3,549.00
450 · Retail Income - Other			2,808.57	1,626.39
<b>Total 450 · Retail Income</b>			<b>58,106.93</b>	<b>62,809.94</b>
460 · Consignment Expense			-2,107.70	-2,330.40

WashCo BTC Financials			
P&L Comparisons		Jan - Dec 14	Jan - Dec 13
<b>Total Income</b>		76,104.31	93,475.84
<b>Expense</b>			
508 · Business License and Taxes		95.00	95.00
510 · Refunds / Cash over/short		428.00	846.00
515 · Organizational Development			
517 · Conference, Convention, Meeting		17.98	10.77
519 · Staff Training		43.99	0.00
515 · Organizational Development - Other		41.00	185.65
<b>Total 515 · Organizational Development</b>		102.97	196.42
521 · Accounting/Legal Fees		1,505.00	1,512.50
522 · Education Class Expenses			
526 · Printing/Copying Educ Class		0.00	75.00
522 · Education Class Expenses - Other		100.00	0.00
<b>Total 522 · Education Class Expenses</b>		100.00	75.00
527 · Program Expenses		145.80	31.93
528 · Fiscal Sponsorship		6,130.00	0.00
529 · Depreciation Expenses		0.00	863.50
530 · Event Expenses			
531 · Advertising/Promo		311.49	446.46
534 · Permit/Fees		0.00	118.00
530 · Event Expenses - Other		1,241.02	1,260.44
<b>Total 530 · Event Expenses</b>		1,552.51	1,824.90
533 · Equipment Rental		149.22	214.79
535 · Equipment (under \$500)		0.00	99.96
536 · Community Contributions		0.00	50.00
540 · Insurance			
541 · Business Insurance		841.75	1,428.50
542 · D&O Insurance		0.00	575.00
<b>Total 540 · Insurance</b>		841.75	2,003.50
557 · Printing and Copying		722.14	447.32
560 · Retail Expenses			
561 · Cost of Goods Sold		0.00	2,969.23
562 · Tools and Equipment		29.96	0.00
564 · Helmets		469.70	849.40
566 · Accessories/Parts		17,623.96	19,980.02
<b>Total 560 · Retail Expenses</b>		18,123.62	23,798.65
565 · Office Supplies		441.45	768.29
577 · Travel		100.00	70.00
580 · General Operating Expenses			

WashCo BTC Financials		
	P&L Comparisons	
	<u>Jan - Dec 14</u>	<u>Jan - Dec 13</u>
581 · Facility Rent	11,857.00	11,393.48
582 · Utilities	2,849.67	2,667.47
583 · Telephone, Telecommunications	1,267.54	1,331.80
584 · Maintenance&Repair	567.87	709.60
585 · Postage, Mailing Service	147.00	138.29
586 · Shop Supplies	368.34	497.83
588 · Books, Subscriptions, Reference	356.38	121.38
589 · Bank Fees	1,349.55	2,211.98
<b>Total 580 · General Operating Expenses</b>	<b>18,763.35</b>	<b>19,071.83</b>
587 · Uniforms	0.00	640.34
590 · Payroll Expenses		
592 · Salaries/Professional Expenses	20,735.44	25,000.00
597 · Payroll Tax&W/comp Expense	6,193.80	4,940.44
598 · Payroll Service	1,294.90	1,170.29
<b>Total 590 · Payroll Expenses</b>	<b>28,224.14</b>	<b>31,110.73</b>
601 · Fundraising Expenses	0.00	190.60
610 · Fiscal Sponsorship Expenses	0.00	7,627.50
<b>Total Expense</b>	<b>77,424.95</b>	<b>91,538.76</b>
<b>Net Ordinary Income</b>	<b>-1,320.64</b>	<b>1,937.08</b>
<b>Other Income/Expense</b>		
<b>Other Income</b>		
801 · Interest Income	20.81	16.01
805 · Misc Income	101.30	0.00
<b>Total Other Income</b>	<b>122.11</b>	<b>16.01</b>
<b>Net Other Income</b>	<b>122.11</b>	<b>16.01</b>
<b>Net Income</b>	<b>-1,198.53</b>	<b>1,953.09</b>