

Cortland Youth Bureau

August Commissioners Meeting Agenda

Thursday, August 11 • Zoom

1. Staff activity reports
2. Financials
3. Summer programming
4. Upcoming fall programs
5. Current project updates: Suggett basketball courts, Yaman playground, San Jule pavilion, Ryan family shade structures and benches

Director's Report - July

1. Finished week 2 of art camp with 37 participants
2. Assisted Aquatics Director with supervision of staff and facilities daily
3. Met with Thoma Development to discuss Randall Park grant needs, Thoma completed the grant and submitted it on July 29
4. Met with Visions Credit Union branch manager to discuss possible sponsorships with the Youth Bureau and Fire Department joint programming: Visions of Christmas, Here Comes Santa
5. Met with CFD Captain Fox to discuss and schedule combined lifeguard/CFD training at Wickwire. Attended each training session
6. Assisted Nate & Cam with Movie Under the Stars set up and program supervision
7. Attended council meetings, department head meetings, and weekly Mayor meetings
8. Held weekly CYB staff meetings
9. Held Fire Fighter For A Day Camp, July 20 and 21, total 200+ kids
10. Attended GLSC groundbreaking ceremony
11. Attended meeting with Cortland School District reps about Randall Park renovation project and their plans to renovate Randall School and grounds
12. Attended Rt 81 Football league coordinators meeting
13. Assisted Molly with painting Suggestt Park basketball court
14. Assisted adult softball leagues weekly with make up schedules, and other needs
15. Supervised park patrol daily
16. Set up fields for HCYLA home game schedule at CHS
17. Assisted CCYSA with getting summer soccer running: rosters, schedules, field locations, troubleshooting

Youth Bureau Activity Report – Recreation Supervisor Nate Johnson

July 2022

1. Attended Arts, Parks, and Books three times
2. Set up and supervised Movie Under the Stars three times
3. Attended/supervised Art Camp with Molly
4. Supervised park building staff
5. Sorted Firefighter for a Day Camp rosters into groups
6. Gathered all materials and equipment need for Firefighter Camp
7. Attended and supervised both days of Firefighter for a Day Camp
8. Handed out CCYSA uniforms and coaches shirts
9. Updated Men's Softball, Women's Softball, and Men's Basketball rosters
10. Meet with Andrea and John Tobin to review needs for upcoming Rte. 81
Football season
11. Handed out ice cream with CPD at Suggett park, Yaman Park, and Beaudry
Park
12. Attended fire Demo at Suggett Park
13. Attend GLSC ground breaking

Youth Bureau Activity Report – Recreation Supervisor Cameron Woodard July 2022

1. Attended 'Arts, Parks, and Books' three times
2. Set up and supervised 'Movie Under the Stars' three times
3. Attended/supervised 'Art Camp with Molly'
4. Supervised park building staff
5. Sorted 'Firefighter for a Day Camp' rosters into groups
6. Gathered all materials and equipment need for 'Firefighter Camp'
7. Attended and supervised both days of 'Firefighter for a Day Camp'
8. Handed out CCYSA uniforms and coaches shirts
9. Meet with Andrea and John Tobin to review needs for upcoming Rte. 81 Football season
10. Handed out ice cream with CPD at Suggett park, Yaman Park, and Beaudry Park
11. Attended fire Demo at Suggett Park twice
12. Attend GLSC ground breaking
13. Made PR for Instagram and Facebook relating to CYB events/news
14. Attended 'Library at Lunch' three times

Youth Center report for July 2022

Days open: 19
Attendance: 278, daily average 15
Meals served: 77

Client Contacts: 5
New contacts: 0

<u>Issue</u>	<u>Referral</u>
Summer life	1
Family	1
Job	2
Social media issues	1

The Summer Trip program resumed after a two-year hiatus. Trips to Enchanted Forest Water Safari (15 kids) and Fair Haven Beach State Park (6 kids) were great successes.

Valarie Chapman with Cortland Prevention Resources utilized the Youth Center this month for Teen Intervene, Girls Group and presenting to the YW kids.

Melissa Simmons has been doing a ukulele class once a week at the YC. Attendance for this has been great.

Heather promoted the Summer Field Trips.

Heather met with the cleaning company at Wickwire Pool and hired for the remainder of the summer

Heather attended Department Head meetings.

Heather met with Mike Dexter on trimming trees out front and also looked at a few at Meldrim.

Heather interviewed for the weekend cleaning position at Wickwire.

Heather started the Summer Concert Series: Ageless Jazz Band, The Old Timers Band, Austin MacRae & Casey Widger, and Molly and the Ringwalds performed each Thursday of the month. Heather promoted the concerts on social media, the Cortland Standard, flyers, etc.

Heather met with Army National Guard Robert Wightman on collaborating for an event in the parks.

Heather continued to advertise Youth Center programming & special events.

Heather continued to receive and distribute prom dresses.

Heather supervised Youth Services staff.

Heather submitted payroll when due.

Heather reviewed all Youth Services budget lines and updated current balances.

Heather finalized the August work schedule.

Matt and Josh did the field trip to Enchanted Forest; Matt and Lorie did the field trip to Fair Haven.

Matt completed expense reports for the two field trips and submitted to Heather.

Matt supervised Youth Intern C.J. Saddlemire. In July, C.J. helped promote the field trip program; wrote the weekly Toilet Talk newsletter; updated contact lists and emergency numbers; helped cook meals for the Dinner Program; helped distribute the monthly activity calendar; updated the YC's annual registration numbers; updated the client contact list; began a tally of registration information for this year's field-trip participants; and helped with daily tasks around the Center.

Matt created the August activity/dinner calendar and sent out to kids, parents, and other agencies.

Matt did the weekly grocery shopping for the Dinner Program and shopped for picnic and cookout supplies for the field trips.

Matt cleaned and disinfected the YC kitchen and common area daily.

Matt finished planning for the August trip to Wellesley Island State Park.

Lorie and Erica planned for their August trip to Seabreeze Amusement Park.

Heather and Matt planned for August programs and meals: Basketball knockout, kid vs. staff pool tournament, bucket-ball, and a food giveaway; roast chicken and cheesy potatoes, hot dogs and chips, beef stew and dinner rolls, Pudgie's pizza, spaghetti and homemade meatballs with tossed salad, cheeseburgers, chicken and biscuits, and walking tacos.

Melissa Simmons will continue the ukulele classes through the month of August.

- compiled by Matt Marcey

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City of Cortland -LEVEL 12/14
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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP	TRANSFRS/ADJSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A7010 RECREATION ADMINISTRATION

A7010 510000 PERS SERV	191,100	0	191,100	169,432.89	21,667.11	88.7%
A7010 520600 OPERATING EQUIPMENT	5,000	0	5,000	4,267.27	732.73	85.3%
A7010 540300 CONTR OFFICE SUPPLIES	2,830	18	2,848	1,255.45	1,361.07	52.2%
A7010 540500 CONTR FUNCT OP EQUIP	8,000	17	8,017	1,517.28	6,460.22	19.4%
A7010 540502 CONTR SMALL EQUIPMENT	125	0	125	.00	125.00	.0%
A7010 540800 CONTR UNIFORM, SAFETY EQUIP	500	0	500	432.57	67.43	86.5%
A7010 541500 CONTR PROFESSIONAL SVCS	800	0	800	-26,196.33	26,996.33	%
A7010 541501 CONTR PROFESSIONAL/RENTAL	500	0	500	71.43	428.57	14.3%
A7010 541600 CONTR TRAVEL EDUC TRAIN	500	0	500	125.00	375.00	25.0%
A7010 541800 CONTR POSTAGE & FREIGHT	800	0	800	116.00	684.00	14.5%
A7010 580100 FICA/MED CITY SHARE	0	0	0	12,746.37	-12,746.37	.0%
TOTAL RECREATION ADMINISTRATION	210,155	35	210,190	163,767.93	46,151.09	%
TOTAL General	210,155	35	210,190	163,767.93	46,151.09	%
TOTAL EXPENSES	210,155	35	210,190	163,767.93	46,151.09	%

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City of Cortland -LEVEL 12/14
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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP TRANSFRS/ ADJSTMTS REVISED BUDGET ACTUALS ENCUMBRANCES AVAILABLE BUDGET PCT USED

A7110 PARKS

A7110	510000	PERS SERV	178,550	0	178,550	63,410.31	115,139.69	35.5%
A7110	510400	PERS SERV O/T	12,000	0	12,000	9,999.03	2,000.97	83.3%
A7110	520600	OPERATING EQUIPMENT	44,240	0	44,240	-17,375.00	61,615.00	39.3%
A7110	540100	CONTR MOTOR EQUIP OP	12,000	844	12,844	5,027.12	4,693.73	63.5%
A7110	540200	CONTR MOTOR EQUIP REPAIR	11,450	427	11,877	5,485.27	5,027.55	57.7%
A7110	540500	CONTR FUNCT OP EQUIP	13,075	253	13,328	11,314.15	1,598.04	88.0%
A7110	540502	CONTR SMALL EQUIPMENT	5,850	85	5,935	1,688.83	2,783.46	53.1%
A7110	540700	CONTR EQUIPMENT REPAIR	4,720	0	4,720	45.85	4,674.15	1.0%
A7110	540800	CONTR UNIFORM, SAFETY EQUIP	3,500	0	3,500	1,950.00	1,370.00	60.9%
A7110	541500	CONTR PROFESSIONAL SVCS	550	0	550	.00	550.00	.0%
A7110	541600	CONTR TRAVEL EDUC TRAIN	250	0	250	.00	250.00	.0%
A7110	580100	FICA/MED CITY SHARE	0	0	0	5,142.21	-5,142.21	.0%
TOTAL PARKS			286,185	1,610	287,795	86,687.77	194,560.38	%
TOTAL General			286,185	1,610	287,795	86,687.77	194,560.38	%
TOTAL EXPENSES			286,185	1,610	287,795	86,687.77	194,560.38	%

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR: ORIGINAL APPROP TRANSFRS/ ADJUSTMTS REVISED BUDGET ACTUALS ENCUMBRANCES AVAILABLE BUDGET PCT USED

A7140 PLAYGROUND & RECR. CENTER

A7140	510000	PERS SERV	260,975	0	260,975	152,804.88	108,170.12	58.6%
A7140	510400	PERS SERV O/T	0	0	0	2,042.93	-2,042.93	.0%
A7140	520600	OPERATING EQUIPMENT	3,500	0	3,500	100.00	3,500.00	.0%
A7140	540500	CONTR FUNCT OP EQUIP	0	20,020	20,020	100.60	15,085.61	24.6%
A7140	540501	CONTR TOOLS & EQUIPMENT	10,655	269	10,924	4,138.89	6,516.11	40.3%
A7140	540502	CONTR SMALL EQUIPMENT	1,100	214	1,314	320.19	779.81	40.7%
A7140	540700	CONTR EQUIPMENT REPAIR	1,000	0	1,000	64.95	935.05	6.5%
A7140	540800	CONTR UNIFORM, SAFETY EQUIP	125	0	125	79.00	46.00	63.2%
A7140	541500	CONTR PROFESSIONAL SVCS	0	22,747	22,747	21,372.43	1,150.00	94.9%
A7140	541600	CONTR TRAVEL EDUC TRAIN	1,400	-900	500	.00	500.00	.0%
A7140	580100	FICA/MED CITY SHARE	500	-500	0	11,314.51	-11,314.51	.0%
TOTAL PLAYGROUND & RECR. CENTER			279,255	41,851	321,106	192,238.38	123,325.26	%
TOTAL General1			279,255	41,851	321,106	192,238.38	123,325.26	%
TOTAL EXPENSES			279,255	41,851	321,106	192,238.38	123,325.26	%

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP TRANSFRS/ ADJSTMTS REVISED BUDGET ACTUALS ENCUMBRANCES AVAILABLE BUDGET PCT USED

A7180 BEACH & POOL

A7180	510000	PERS SERV	93,000	0	93,000	51,468.24	41,531.76	55.3%
A7180	520600	OPERATING EQUIPMENT	0	25,000	25,000	.00	25,000.00	.0%
A7180	540500	CONTR FUNCT OP EQUIP	25,000	-7,000	18,000	14,636.40	2,676.98	85.1%
A7180	540502	CONTR SMALL EQUIPMENT	18,000	-16,500	1,500	190.00	1,310.00	12.7%
A7180	540700	CONTR EQUIPMENT REPAIR	1,500	3,395	4,895	2,769.90	1,830.10	62.6%
A7180	540800	CONTR UNIFORM, SAFETY EQUIP	4,600	-3,000	1,600	1,204.00	396.00	75.3%
A7180	541100	CONTR UTILITIES	1,600	-1,600	0	.00	.00	.0%
A7180	541500	CONTR PROFESSIONAL SVCS	0	500	500	315.00	.00	100.0%
A7180	541600	CONTR TRAVEL EDUC TRAIN	500	250	750	315.00	65.00	91.3%
A7180	580100	FICA/MED CITY SHARE	750	-750	0	3,937.39	-3,937.39	.0%

TOTAL BEACH & POOL

144,950 295 145,245 74,520.93 68,872.45 %

TOTAL General

144,950 295 145,245 74,520.93 68,872.45 %

TOTAL EXPENSES

144,950 295 145,245 74,520.93 68,872.45 %

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP TRANSFRS/ ADJSTMTS REVISED BUDGET ACTUALS ENCUMBRANCES AVAILABLE BUDGET PCT USED

A7310 YOUTH PROGRAMS

A7310	510000	PERS SERV	27,000	0	27,000	10,269.40	16,730.60	38.0%
A7310	520600	OPERATING EQUIPMENT	4,550	26	4,576	1,337.67	3,212.33	29.8%
A7310	540300	CONTR OFFICE SUPPLIES	300	0	300	.00	300.00	.0%
A7310	540500	CONTR FUNCT OP EQUIP	2,775	451	3,226	1,555.33	1,013.15	68.6%
A7310	540502	CONTR SMALL EQUIPMENT	1,400	337	1,737	-3,779.61	4,659.43	168.3%
A7310	540700	CONTR EQUIPMENT REPAIR	1,000	0	1,000	374.41	625.59	37.4%
A7310	540800	CONTR UNIFORM, SAFETY EQUIP	800	0	800	.00	800.00	.0%
A7310	541100	CONTR UTILITIES	225	-225	0	.00	.00	.0%
A7310	541500	CONTR PROFESSIONAL SVCS	0	225	225	.00	225.00	.0%
A7310	580100	FICA/MED CITY SHARE	0	0	0	785.67	-785.67	.0%

TOTAL YOUTH PROGRAMS

38,050 813 38,863 10,542.87 26,780.43 %

TOTAL General

38,050 813 38,863 10,542.87 26,780.43 %

TOTAL EXPENSES

38,050 813 38,863 10,542.87 26,780.43 %

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP	TRANSFRS/ ADJUSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A7320 YOUTH - TRIPS AND EVENTS

A7320 540000 CONTR GENERAL	2,000	0	2,000	-950.00	2,950.00	47.5%
TOTAL YOUTH - TRIPS AND EVENTS	2,000	0	2,000	-950.00	2,950.00	%
TOTAL General	2,000	0	2,000	-950.00	2,950.00	%
TOTAL EXPENSES	2,000	0	2,000	-950.00	2,950.00	

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP TRANSFRS/ ADJSTMTS REVISED BUDGET ACTUALS ENCUMBRANCES AVAILABLE BUDGET PCT USED

A7330 YOUTH CENTER ACTIVITIES

A7330 540000 CONTR GENERAL	4,500	98	4,598	763.15		3,031.50	34.1%
TOTAL YOUTH CENTER ACTIVITIES	4,500	98	4,598	763.15		3,031.50	%
TOTAL General	4,500	98	4,598	763.15		3,031.50	%
TOTAL EXPENSES	4,500	98	4,598	763.15		3,031.50	

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FROM 2022 01 TO 2022 12

ACCOUNTS FOR:
A General

ORIGINAL APPROP	TRANSFRS/ADJUSTMTS	REVISED BUDGET	ACTUALS	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
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A7550 CELEBRATIONS

A7550 540500 CONTR FUNCT OP EQUIP	15,000	0	15,000	7,647.81	6,713.62	55.2%
A7350 540502 CONTR SMALL EQUIPMENT	1,000	0	1,000	.00	1,000.00	.0%
TOTAL CELEBRATIONS	16,000	0	16,000	7,647.81	7,713.62	%
TOTAL General	16,000	0	16,000	7,647.81	7,713.62	%
TOTAL EXPENSES	16,000	0	16,000	7,647.81	7,713.62	

YEAR/PERIOD: 2022/7 TO 2022/7
 ACCOUNT/VENDOR: AMES LINEN SERVICE
 PO: 2292
 YEAR/PR TYP S: 2022 7
 WARRANT CHECK DESCRIPTION: 35681 office mats ACCT #

ACCOUNT/VENDOR	PO	YEAR/PR TYP S	WARRANT CHECK	DESCRIPTION
A7010 540500	2292	2022 7	35681	office mats ACCT #
000019 AMES LINEN SERVICE				
000086 WALMART COMMUNITY	2015	2022 7	35766	office supplies for
000200 FIRST BANK CARD	2352	2022 7	35702	Tim - cell phone ca
000200 FIRST BANK CARD	2154	2022 7	35702	heather business ca
000200 FIRST BANK CARD	2418	2022 7	35789	late fee and intere
000200 FIRST BANK CARD	2155	2022 7	35702	Cameron w - Rec sup
				130.90
				ACCOUNT TOTAL
				223.64
				ORG A7010 TOTAL
				223.64

ACCOUNT/VENDOR	PO	YEAR/PR TYP S	WARRANT CHECK	DESCRIPTION
A7110 540100	2183	2022 7	35611	non ethanol fuel
002239 RACEWAY MANAGEMENT N 1909				
				ACCOUNT TOTAL
				216.88
				CONTR MOTOR EQUIP OP
				216.88 070522CS
				ACCOUNT TOTAL
				216.88

ACCOUNT/VENDOR	PO	YEAR/PR TYP S	WARRANT CHECK	DESCRIPTION
A7110 540200	2294	2022 7	35746	oil filter
000065 SV AUTO SUPPLY INC	2143	2022 7	35746	oil filter and oil
				ACCOUNT TOTAL
				48.58
				CONTR MOTOR EQUIP REPAIR
				7.46 071922CS
				41.12 071922CS
				ACCOUNT TOTAL
				48.58

ACCOUNT/VENDOR	PO	YEAR/PR TYP S	WARRANT CHECK	DESCRIPTION
A7110 540500	2016	2022 7	35766	trashbags for parks
000086 WALMART COMMUNITY	2349	2022 7	35720	lacrose field pain
000143 MELDRIMS PAINT CENT	2306	2022 7	35752	14 5/8 x 37 1/8 cle
000323 THE GLASSSMITH INC	2163	2022 7	35555	quick dry and field
000371 BANFIELD BAKER CORP	2376	2022 7	35738	facility cleaning p
				ACCOUNT TOTAL
				4,040.03
				CONTR SMALL EQUIPMENT
				.06 071922CS
				5.73 071922CS
				ACCOUNT TOTAL
				5.79

ACCOUNT/VENDOR	PO	YEAR/PR TYP S	WARRANT CHECK	DESCRIPTION
A7110 540502	2304	2022 7	35684	key made for shop
000044 I D BOOTH INC	2419	2022 7	35780	weed eater oil
000044 I D BOOTH INC				ACCOUNT TOTAL
				7.96 071922CS
				94.80 072622CS

YEAR/PERIOD: 2022/7 TO 2022/7 INVOICE
 ACCOUNT/VENDOR PO YEAR/PR TYP S WARRANT CHECK DESCRIPTION

002239	RACEWAY MANAGEMENT N 1957	2424	2022	7	INV P	56.37	072622CS	35817	non ethanol fuel
002404	SV AUTO SUPPLY INC 483254	1895	2022	7	INV P	250.00	071922CS	35747	low profile jack
	ACCOUNT TOTAL					414.92			
	ORG A7110 TOTAL					4,720.41			
A7140	540500								
A7140	000927 BEACON ATHLETICS	2374	2022	7	INV P	770.00	071922CS	35682	equipment bid - tip
000927	BEACON ATHLETICS	2373	2022	7	INV P	565.00	071922CS	35682	equipment bid - dug
	PLAYGROUND & RECR. CENTER					1,335.00			
001897	MOLLY REAGAN	2206	2022	7	INV P	175.23	071222CS	35658	Retimurse Molly for
002465	NATHANIEL JOHNSON	2191	2022	7	INV P	150.75	070522CS	35603	Clothing Allowance
	ACCOUNT TOTAL					1,660.98			
A7140	540501								
000659	MAX GRAPHICS LLC	2169	2022	7	INV P	195.00	070522CS	35598	youth football sign
	CONTR TOOLS & EQUIPMENT					195.00			
	ACCOUNT TOTAL					195.00			
A7140	540502								
000086	WALMART COMMUNITY	1984	2022	7	INV P	21.24	071922CS	35766	N Fun for Tots
	CONTR SMALL EQUIPMENT					21.24			
	ACCOUNT TOTAL					21.24			
	ORG A7140 TOTAL					1,877.22			
A7180	540500								
A7180	000086 WALMART COMMUNITY	1826	2022	7	INV P	174.79	071922CS	35766	yaman needs
000086	WALMART COMMUNITY	1874	2022	7	INV P	8.40	071922CS	35766	corn for seaweed
	BEACH & POOL					183.19			
	CONTR FUNCT OP EQUIP					183.19			
	ACCOUNT TOTAL					183.19			
000143	MELDRIMS PAINT CENT 257016	2153	2022	7	INV P	130.74	070522CS	35601	paint - wickwire
000200	FIRST BANK CARD	2353	2022	7	INV P	99.90	072622CS	35789	whenIwork lifeguard
000302	SLACK CHEM	2305	2022	7	INV P	1,366.00	071922CS	35742	murIatic acid - WWP
000467	PAUL BUNYAN PRODUCTS 17750	2369	2022	7	INV P	42.00	071922CS	35730	wickwire pool openi
000557	ADOLPH KIEFFER & ASSO 1218622	2166	2022	7	INV P	195.00	070522CS	35548	additional uniforms

YEAR/PERIOD : 2022/7 TO 2022/7	ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	WARRANT	CHECK	DESCRIPTION	
	000655	CORTLAND OLD TIMERS	247	2168	2022	7	INV P	450.00	070522CS	35563 Concert Series 7/14
	000935	EDMUND A WALSH	250	2172	2022	7	INV P	599.00	071922CS	35696 concert series 8/4
	001224	AUSTIN T MACRAE	245	2174	2022	7	INV P	550.00	070522CS	35554 Summer Concert Seri
	001539	AGELESS JAZE BAND IN	244	2178	2022	7	INV P	550.00	070522CS	35550 Concert Series 7/7
	001897	MOLLY REAGAN	246	2179	2022	7	INV P	550.00	070522CS	35602 concert series7/28
	001897	MOLLY REAGAN	249	2314	2022	7	INV P	68.75	071922CS	35722 art cap reimburseme
	002449	THE JAZZHAPPENSBAND	251	2190	2022	7	INV P	550.00	071922CS	35753 concert series 8/11
				ACCOUNT TOTAL				3,708.07		
				ORG A7550		TOTAL		3,708.07		
				TOTAL:				14,817.36		

** END OF REPORT - Generated by Jessica Billings **