

## Fwd: Edmond Town Hall Follow Up

Thu 3/12/2015 2:35 PM

**From:** JOHN KORTZE

**To:** Arlene Miles



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For the minutes for tonight

Sent from my iPhone

Begin forwarded message:

**From:** Andy Clure <daclure@gmail.com>

**Date:** March 12, 2015 at 2:19:38 PM EDT

**To:** John Kortze <jkortze@mac.com>

**Cc:** Pat Llodra <pat.llodra@newtown-ct.gov>, Robert Tait <robert.tait@newtown-ct.gov>

**Subject:** Edmond Town Hall Follow Up

Hi John,

Thank you again for letting the Edmond Town Hall Board of Managers present their case for keeping the town support of \$50,000 for fiscal year 2015/16. This represents no increase over the current fiscal year and is equal to 4/100 of the overall proposed town budget for next year.

The other support we receive is from the Hawley Trust. We have received the following amounts over the past fiscal years:

2012/13 - \$50,286

2013/14 - \$49,566

2014/15 - \$47,104 (full fiscal year projection)

Attached you will also find a presentation on the operations of Edmond Town Hall, and the complete past two fiscal years with the current year to date numbers.

I would appreciate the opportunity to review this and answer any questions you or any of the board members have before your vote tonight.

Thank you,

Andy Clure

**Attachments:**

- ETH Profit
- Edmond Town Hall Budget Proposal FY 2015-16.pdf

**EDMOND TOWN HALL OPERATING BUDGET  
FISCAL YEAR COMPARISON**

	<u>2012/13 COMPLETE ACTUAL</u>	<u>2013/14 COMPLETE ACTUAL</u>	<u>2014/15 7/1 - 2/28 ACTUAL</u>
<b><u>BUILDING OPERATIONS REVENUE</u></b>			
<b>RENTAL REVENUE - EVENTS</b>			
ALEXANDRIA ROOM	32,123	31,584	17,450
GYMNASIUM	33,808	42,611	25,850
THEATRE	17,501	39,488	33,364
MEETING ROOMS	4,414	10,601	7,150
MISCELLANEOUS	9,300	600	0
<b>TOTAL RENTAL EVENTS</b>	<b>97,146</b>	<b>124,884</b>	<b>83,814</b>
<b>RENTAL REVENUE - MONTHLY LEASES</b>			
SODA MACHINE	500	1,500	500
CHAMBER OF COMMERCE	3,600	3,600	2,600
PARENT CONNECTION	4,080	3,725	2,600
LOCAL ARTIST	3,600	3,625	2,600
LATHROP SCHOOL OF DANCE	19,383	14,300	9,900
ENRICHMENT CLUB	7,950	9,000	3,000
BOROUGH OFFICE	2,500	2,500	2,500
OTHER	425	1,001	0
<b>TOTAL RENTAL / LEASES</b>	<b>42,038</b>	<b>39,251</b>	<b>23,700</b>
<b>THEATRE REVENUE</b>			
TICKET SALES	117,883	121,313	86,810
CONCESSIONS	138,858	158,816	120,695
CONCESSIONS BONUS	50	78	69
GIFT CERTIFICATES	2,386	1,451	1,262
ADVERTISING	0	0	7,725
SPECIAL EVENTS	0	2,582	4,358
MISCELLANEOUS	122	0	0
<b>TOTAL THEATRE REVENUE</b>	<b>259,299</b>	<b>284,240</b>	<b>220,919</b>
<b>OTHER REVENUE</b>			
TOWN OF NEWTOWN	147,000	93,000	50,000
GRANT INCOME	0	500	15,000
HAWLEY TRUST	50,286	49,566	23,704
BANK INTEREST	81	379	109
INGERSOLL / ADVERTISING	0	17,540	0
RESTORATION DONATIONS	202	15,916	6,104
<b>TOTAL OTHER REVENUE</b>	<b>197,569</b>	<b>176,901</b>	<b>94,917</b>
<b>TOTAL BUILDING OPERATIONS REVENUE</b>	<b>596,052</b>	<b>625,276</b>	<b>423,350</b>

	2012/13 COMPLETE ACTUAL	2013/14 COMPLETE ACTUAL	2014/15 7/1 - 2/28 ACTUAL
<b>BUILDING OPERATIONS EXPEDITURES</b>			
<b>BUILDING SALARIES</b>			
SALARIES	117,762	153,112	112,114
PAYROLL TAXES & UNEMPLOYMENT	7,307	10,471	7,051
<b>TOTAL BUILDING SALARIES</b>	<b>125,069</b>	<b>163,583</b>	<b>119,165</b>
<b>UTILITIES</b>			
ELECTRICITY	30,293	27,313	21,193
GAS	21,462	24,446	15,811
WATER	4,058	3,105	1,971
TELEPHONE	3,322	3,573	2,900
INTERNET	450	1,508	0
<b>TOTAL UTILITIES</b>	<b>59,585</b>	<b>59,945</b>	<b>41,875</b>
<b>OUTSIDE SERVICES</b>			
REFUSE REMOVAL	4,953	5,190	3,048
ALARM SYSTEM	8,319	4,007	600
MEETING MINUTES	1,125	1,625	1,125
BOILER	4,953	3,147	6,630
HVAC	1,769	3,496	12,477
GENERATOR	0	956	1,005
PEST CONTROL	0	1,380	1,390
COMPUTER	0	3,715	1,805
LANDSCAPING	1,633	300	3,389
SNOW REMOVAL	1,750	3,750	3,000
ELEVATOR	2,394	1,160	15,664
LEGAL SERVICES	940	2,760	1,765
PIANO TUNING	200	0	340
CARPET/FLOORING	0	2,565	36
ELECTRICIAN	0	0	1,100
FIRE SUPPRESSION SYSTEM	0	195	0
THEATRE	252	1,875	0
ACCOUNTING SERVICES	0	1,500	0
PLUMBING	0	360	7,195
OTHER	734	0	0
<b>TOTAL OUTSIDE SERVICES</b>	<b>29,022</b>	<b>37,981</b>	<b>60,569</b>
<b>REPAIRS AND MAINTENANCE</b>			
BUILDING REPAIRS	13,754	21,137	3,743
BUILDING SUPPLIES	9,105	15,999	18,383
BUILDING MAINTENANCE	548	12,029	7,362
OTHER	3,925	2,009	375
<b>TOTAL REPAIRS AND MAINTENANCE</b>	<b>27,332</b>	<b>51,174</b>	<b>29,863</b>

	2012/13 COMPLETE ACTUAL	2013/14 COMPLETE ACTUAL	2014/15 7/1 - 2/28 ACTUAL
<b>OFFICE</b>			
OFFICE SUPPLIES	1,654	2,878	3,712
BANK CHARGES	0	425	15
WATER COOLER	0	66	121
POSTAGE	96	385	258
DUES AND SUBSCRIPTIONS	0	431	431
SERVICING	720	286	199
<b>TOTAL OFFICE</b>	<b>2,470</b>	<b>4,471</b>	<b>4,736</b>
<b>OTHER</b>			
EQUIPMENT	0	2,364	775
LINENS	0	0	152
CREDIT CARD CHARGES	301	362	614
REFUNDS	50	8,738	-250
SEASONAL DECORATIONS	161	663	345
ADVERTISING	0	806	1,146
MARKETING EXP - DIGITAL	0	2,491	118
RECONCILIATION DISCREP	0	1,067	0
OTHER	354	100	643
<b>TOTAL OTHER</b>	<b>866</b>	<b>16,591</b>	<b>3,543</b>
<b>SPECIAL PROJECTS</b>			
ROOF	8,900	0	0
CUPOLA CLOCK	9,683	19,367	0
KITCHEN/BATH	2,028	0	0
THEATRE	59,086	65,118	5,050
OFFICE	5,793	1,000	0
COMPUTER/PHONE	15,919	-229	0
HVAC	0	388	0
FIRE ESCAPE RESTORATION	0	12,800	0
ALEXANDRIA ROOM	0	2,038	2,293
PAINT 5 DORMERS	0	0	0
LMR FLOOR	0	0	0
WINDOW REPLACEMENT	0	29,000	30,300
1950s ADDN WINDOWS	0	0	17,166
DORMER REFURBISHMENT	0	0	990
MEETING ROOM 2 RENOVATION	0	0	1,808
MISCELLANEOUS	0	0	0
<b>TOTAL SPECIAL PROJECTS</b>	<b>101,409</b>	<b>129,482</b>	<b>57,607</b>
<b>THEATRE SALARIES</b>			
SALARIES	85,795	86,942	64,212
PAYROLL TAXES & UNEMPLOYMENT	8,138	7,943	6,192
<b>TOTAL THEATRE SALARIES</b>	<b>93,933</b>	<b>94,885</b>	<b>70,404</b>



	<b>2012/13 COMPLETE ACTUAL</b>	<b>2013/14 COMPLETE ACTUAL</b>	<b>2014/15 7/1 - 2/28 ACTUAL</b>
<b>THEATRE EXPENDITURES</b>			
FILM RENTALS	36,746	50,896	40,600
CONCESSIONS	58,954	50,500	40,104
SALES & USE TAX	9,852	10,186	7,567
ADVERTISING	8,666	8,137	5,264
MOVIE PHONE	955	0	0
SUPPLIES	1,763	847	80
FILM TRANSPORT	0	790	322
EQUIPMENT	0	6,449	0
REPAIRS	0	200	0
SPECIAL EVENTS	4,470	650	1,525
MISCELLANEOUS	1,290	146	0
<b>TOTAL THEATRE EXPENDITURES</b>	<b>122,696</b>	<b>128,801</b>	<b>95,462</b>
<b>TOTAL BUILDING OPERATIONS EXPENDITURES</b>	<b>562,382</b>	<b>686,913</b>	<b>483,224</b>
<b>GRAND TOTAL PROFIT / (LOSS)</b>	<b>33,670</b>	<b>-61,637</b>	<b>-59,875</b>

**BANK ACCOUNTS**

ETH SAVINGS ACCOUNT	252,233	253,861	222,930
SPECIAL PROJECTS	101,077	90,693	81,367
CHECKING ACCOUNT	58,794	25,509	8,328
<b>YEAR ENDING BALANCE</b>	<b>412,104</b>	<b>370,063</b>	<b>312,625</b>

<b>FEBRUARY 2015 BILLING</b>		<b>-55,362</b>
<b>YTD BALANCE AFTER FEB. BILLS PAID</b>		<b>257,263</b>

**FORECAST 2014 / 2015**

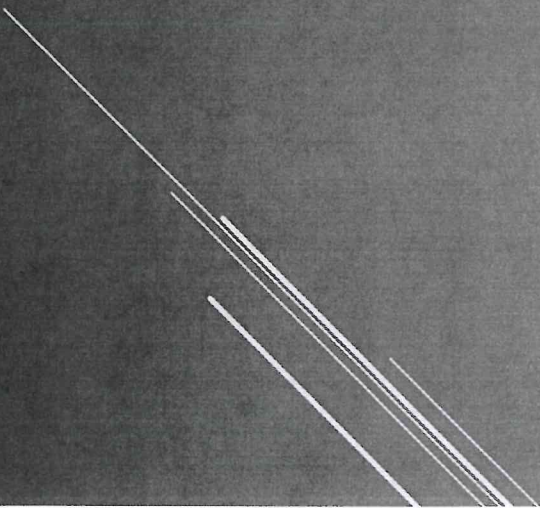
YTD BALANCE AFTER FEB. BILLS PAID		257,263
PROJECTED LOSS MAR 2015 THROUGH JUNE 2015		-48,000
<b>PROJECTED 2014 / 2015 END YEAR BALANCE</b>		<b>209,263</b>

**FORECAST 2015 / 2016**

SAME OPERATING PROFIT / LOSS AS PRIOR YEAR		-107,875
IF WE DO NOT RECEIVE MATCHING TOWN FUNDING FROM PRIOR YEAR		-50,000
<b>PROJECTED 2015 / 2016 END YEAR BALANCE</b>		<b>51,388</b>

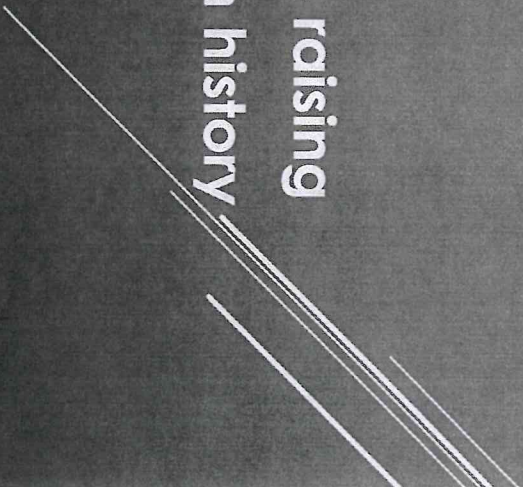
# EDMOND TOWN HALL

## *Board of Managers*





# EDMOND TOWN HALL THE CULTURAL AND COMMUNITY HUB OF NEWTOWN

- Offers family friendly entertainment
  - Showcases local and regional talent on stage
  - Houses civic and community offices
  - Brings World-class performances to Newtown
  - Provides a facility to local organizations for fund raising
  - Recognized as a Newtown landmark steeped in history and architectural assets
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## WHAT WE OFFER

- Open 8 a.m. to 11 pm, 7 Days 360 days a year
- Public facilities used for events, tenants, and Newtown events including the Labor Day Parade and annual Halloween Main Street celebration
- Open Internet Access
- Public use of space readily available for town and committee meetings
- Free office space for our beloved town historian and historical documents
- Staff onsite during all open hours to maintain facilities and address emergencies
- A Board of committed volunteer directors



# OPERATIONAL CONSIDERATIONS

- Challenges with maintaining an 85-year-old building
  - Balance of maintaining the historical integrity and providing updated facilities to meet the needs of our community
- Committed to being fully operational during all business hours so as not to disrupt scheduled events
- Planned maintenance necessary for 2015 including clock tower renovation, HVAC, boiler
- Unanticipated repairs cause strain to our budget (e.g., roof, elevator equipment breakdowns)
- Heavily reliant on movie and event revenue to cover operating costs



# TOWN SUPPORT

- The current Town contribution is \$50,000
- This equals .04% of the Town budget
- Without this contribution, our current net income year to date is **-\$109,875.**
- We are looking to maintain the same level of Town support for the coming fiscal year
- Without any support from the town, we are projecting a current zero balance in our reserves during FY 2016-2017.



Fwd: ETH TRUST

Wed 3/11/2015 9:52 AM

**From:** JOHN KORTZE

**To:** Harry Waterbury, Michael Portnoy, Jim Filan, John Godin, Joe

**Cc:** Arlene Miles



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All ....FYI

Begin forwarded message:

**From:** Robert Tait <robert.tait@newtown-ct.gov>

**To:** John Kortze <jkortze@mac.com>

**Cc:** 'Andy Clure' <daclure@gmail.com>

**Subject:** ETH TRUST

**Date:** March 10, 2015 at 2:09:04 PM EDT

Here is a sheet on the ETH trust. On June 30, 2014 it had a little over \$1,000,000 in it. Annual contributions to the ETH is around \$50,000 in four even quarterly payments.

Quarterly payments for fiscal year 2013-14 are shown on the tape at the top right corner. The ETH will be receiving around \$47,400 for this fiscal year. Payments go into their bank account automatically on Sept, Dec, Mar & June.

Bob

**Attachments:**

- ETH TRUST.pdf