

AGENDA
COMMUNITY SERVICE CONTRACT REVIEW COMMITTEE
MAY 6, 2021 AT 3:00 P.M.
COMMISSION CHAMBERS AT CITY HALL
16 WEST 9TH STREET
SHAWNEE, OKLAHOMA

1. Declaration of a Quorum
2. Approval of minutes from the May 11, 2020 meeting.
3. Swearing in of Erica Bass as Citizen Committee Member.
4. Discussion, consideration, and possible action regarding a contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for Fiscal Year 2021-2022.
5. Discussion, consideration, and possible action regarding a contract with Safe Events for Families for Fiscal Year 2021-2022.
6. Discussion, consideration, and possible action regarding a contract with Shawnee Forward for Fiscal Year 2021-2022.
7. Adjournment

Respectfully submitted,

Kacie Eck, Senior Deputy City Clerk

Community Service Contract Review

2.

Meeting Date: 05/06/2021

Minutes

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Title of Item for Agenda

Approval of minutes from the May 11, 2020 meeting.

Attachments

Minutes

For anyone that wishes to view the meeting, it will be broadcasted live on Vyve Channel 3 or via the City of Shawnee's website at http://www.shawneeok.org/services/video_multimedia/city_connect_live.php.

Members of the Community Service Contract Review Committee participation:

Mayor Richard Finley	Via Videoconference
Vice Mayor James Harrod	Via Videoconference
Rev. Ray Belford	Via Videoconference
Ken McDowell	Via Videoconference

COMMUNITY SERVICE CONTRACTS REVIEW
MEETING MINUTES
MAY 11, 2020
3:00 P.M.

COMMITTEE MEMBERS
IN ATTENDANCE:

Richard Finley
James Harrod
Ray Belford
Ken McDowell

COMMITTEE MEMBERS ABSENT
AT ROLL CALL:

None

Chairman Finley called the meeting to order at 3:00 p.m. with all committee members in attendance.

Agenda Item No. 1: Declaration of a Quorum

Roll was called and a quorum was declared.

Agenda Item No. 2: Approval of minutes from the April 23, 2019 meeting.

A motion was made by Harrod, seconded by McDowell, to approve the minutes of the April 23, 2019 meeting. Motion carried 4-0.

AYE: Harrod, McDowell, Finley, Belford

NAY: None

Agenda Item No. 3: Discussion, consideration, and possible action regarding a contract with Central Oklahoma

Community Action Agency/ Central Oklahoma
Transit System for FY 2020-2021.

City Manager Chance Allison stated Central Oklahoma Transit System (COTS) was asking for a \$2,000.00 increase over last year.

A motion was made by Belford, seconded by McDowell, to renew the contract at 90% of the requested amount of \$70,000.00, for a total amount of \$63,000.00. Motion carried 4-0.

AYE: Belford, McDowell, Finley, Harrod

NAY: None

Agenda Item No. 4: Discussion, consideration, and possible action regarding a contract with Safe Events for Families for FY 20202021.

Mayor Finley stated Safe Events for Families (SEFF) was requesting \$63,000.00, the same amount as the previous year. It was explained that SEFF is paid upon submittal of invoices to the City. There was discussion regarding amending the contract to attach funds to specific events.

A motion was made by Finley, seconded by Belford, to modify the contract to allow City management to fund events up to 90% of the requested amount of \$63,000.00, not to exceed \$56,700.00. Motion carried 4-0.

AYE: Harrod, Belford, McDowell, Finley

NAY: None

Agenda Item No. 5: Discussion, consideration, and possible action regarding a contract with Shawnee Forward for FY 2020-2021.

City Manager Chance Allison explained that Shawnee Forward has requested to be funded for the same amount as the previous year, \$286,000.00. There is a separate Memorandum of Understanding (MOU) between the City of Shawnee and Shawnee Forward for a shared staff member. At this time, staff would like the MOU to remain a separate agreement and not in conjunction with the contract up for renewal.

A motion was made by Harrod, seconded by McDowell, to renew the contract at 90% of the requested amount of \$286,000.00, for a total amount of \$257,400.00. Motion carried 4-0.

AYE: Harrod, McDowell, Finley, Belford
NAY: None

Agenda Item No. 6: Adjournment

There being no further business to be considered, the meeting was adjourned by power of the Chair. (3:32 p.m.)

Richard Finley, Chairman

Attest:

Kacie Eck, Secretary

Community Service Contract Review

4.

Meeting Date: 05/06/2021

COCCA/COTS

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Title of Item for Agenda

Discussion, consideration, and possible action regarding a contract with Central Oklahoma Community Action Agency/Central Oklahoma Transit System for Fiscal Year 2021-2022.

Attachments

Packet

Current Contract



Central Oklahoma Community Action Agency

Serving Cleveland, Lincoln, Logan, Payne,
Pottawatomie and Seminole Counties

March 22, 2021

RECEIVED

MAR 24 2021

CITY CLERK

Administration
405.275.6060

Central
Oklahoma
Transit
System (COTS)
405.273.3000

Mr. Chance Allison
City of Shawnee
P.O. Box 1448
Shawnee, Ok 74802-1448

Rx for OK
1.800.256.5940

Dear Mr. Allison:

Central Oklahoma Community Action Agency (COCAA) is a 501(c)3 non-profit organization that has been in operation since 1968. It operates the Central Oklahoma Transit System (COTS) which has operated since 1998. COCAA is requesting continued financial support from the City of Shawnee for the COTS program and is vital in maintaining and growing transportation services to the City and the region.

Community Resource
Development Offices

COCAA's administrative office, COTS, and our other Pottawatomie county services are located in the Shawnee downtown area. COCAA currently employs 29 staff members, of which 11 are staff for the COTS program.

Cleveland
405.701.2170
405.434.6100

COTS operates nine mini vans for on-demand transportation pickups in Pottawatomie and Seminole Counties. Hours of operation are 7am to 8pm Monday through Friday, and Saturday 8am till 5pm. There are a couple of other transportation systems in Shawnee. However, they do not offer the same services. Executive Cab is not ADA compliant. All COTS vehicles are ADA compliant. Citizen Potawatomi Nation Transit does not transport dialysis patients. COTS program transports for dialysis and other medical appointments. COTS hours also are different than the other two services.

Lincoln
405.695.1630

Logan
405.466.8249

COTS transports clients in the Shawnee city limits to areas in the Shawnee city limits for \$4.00 one way. If they are low-income seniors or veterans who qualify may schedule a ride for a discounted rate at \$2.00 one way. Outside the city limits, the cost will vary depending on where they start and where they are being transported, based on mileage. Rides must be scheduled at least 48 hours in advance.

Payne
405.624.2533

Pottawatomie
405.275.6060

For the 2020 year, COTS ran 124,596 revenue miles and provided 11,612 passenger trips. 9,818, or 85%, of these passenger trips were City of Shawnee residents. Due to the COVID pandemic, there was a decrease in numbers from the previous year. Several factors of COVID played a part in those decreases. One is that passengers were not scheduling any rides unless they were necessary for work or medical appointments. In addition, at times, COTS was short staff due to contact tracing or illness. In addition, COTS also had made a price increase in December 2019 that also affected the number of rides scheduled for the beginning of the year prior to COVID.

Seminole
405.382.1800

Volunteers
Impacting
People
(VIP)
405.275.7910

During the COVID 19 pandemic, we have purchased barriers to place between the drivers and clients in the vans. We also did not allow front seat passengers and decreased the number of people being transported. COTS must continue to use COVID 19 protocols

that includes PPE equipment such as gloves, masks, sanitizing equipment. COTS purchased sanitizing sprays to spray vehicles as well as office areas on a regular basis.

The following is a breakdown of City of Shawnee rides for the last two years, showing the decrease in Shawnee ridership due to COVID pandemic. The new category, COVID-19, shows trips where the drivers provided assistance in picking up and delivering pre-purchased orders for homebound individuals or those high risk categories that didn't get out of their homes during the pandemic.

Types of Rides	2019 (Annual numbers)	2020 (Annual numbers)
Education	357	235
Employment	4,406	2,138
Other/Nutrition	1,060	340
Recreation	1,975	235
Shopping	1,575	404
Medical/SoonerRide	8,649	5,986
COVID - 19	N/A	480
Total	18,022	9,818

COTS looks forward to providing leadership in coordinating efforts to expand transportation services for the City of Shawnee through work with partnerships including the City of Shawnee, other transit systems, and other funders. The City's financial support is vital to growing the program. The City's funding is just a part of the COTS annual budget. Other funding sources that assist with the annual budget includes Community Services Block Grant, ODOT 5311 grant, ODOT 5339 grants, State Revolving Funds, LogistiCare, and revenue received from the fares collected.

During this time of the COVID-19 pandemic, COTS is considered an essential service to continue to serve the City of Shawnee residents so they can receive medical treatments, including dialysis. While rides have decreased during this time, COTS staff is still working hard to provide vital services to its Shawnee residents.

In the request for proposal, it request any proposed changes to existing contract language or funding levels. COCAA doesn't have any contract language changes. However, COCAA only received \$63,000 of its request for \$70,000 last year due to city revenues being down because of the COVID pandemic. At the time the contracts were discussed, there was mention of contracts being looked at later in the year to give additional funding if revenues increased throughout the year. At this time, no additional funding has been given.

COCAA would like to request the continued support of the COTS program in the amount of \$79,000. This funding would be used for the following:

Drivers' salaries and fringe	\$50,500
Fuel	\$14,000
Vehicle insurance	\$ 5,000
Vehicle maintenance and repair	<u>\$ 9,500</u>
Total	\$79,000

This budget includes one full-time driver and one part-time driver. COTS is looking at hiring part-time drivers to work as back-up drivers for the full-time staff when they are out on leave or illness. During the COVID 19 pandemic, if COTS would have had the funding to allow for a part-time driver, there may not have been such a decrease in ridership as there were some weeks where more than one driver was not available for

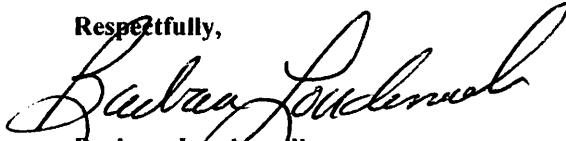
work. This part-time driver will have to complete all the necessary FTA required safety trainings as all of our full-time drivers must complete to be able to driver for our agency.

In addition to covering when other staff are out, this part-time driver will also be part of the expansion of a work route here in Shawnee. COTS just received award notifications to receive funding to purchase one 10-passenger micro-bus under the 5339b grant. COTS also anticipates receiving notification soon on approval for another 10-passenger micro-bus and one minivan through the 5310 grant.

The request for proposal requests a copy of COCAA's audit. The audit for 3/31/2020 is complete and has been included with this proposal.

Central Oklahoma Community Action Agency appreciates the City's continuing support of the Central Oklahoma Transit System. If you have any questions or need anything further, please feel free to contact us.

Respectfully,



Barbara Loudermilk
Executive Director



Tina Lowery
COTS Director

Enclosures

Central Oklahoma Community Action Agency, Inc.
Shawnee, Oklahoma

***REPORT ON AUDIT OF FINANCIAL STATEMENTS
AND SUPPLEMENTAL INFORMATION***

For the Year Ended March 31, 2020

SAUNDERS & ASSOCIATES, PLLC

Certified Public Accountants

630 East 17th Street

P. O. Box 1406

Ada, Oklahoma 74820

(580) 332-8548

FAX: (580) 332-2272

Website: www.saunderscpas.com

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

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Saunders & Associates, PLLC

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630 East 17th Street * P. O. Box 1406 * Ada, Oklahoma 74820 * (580) 332-8548 * FAX: (580) 332-2272
Website: www.saunderscpas.com

INDEPENDENT AUDITOR'S REPORT

To the Board of Directors
Central Oklahoma Community Action Agency, Inc.

We have audited the accompanying financial statements of Central Oklahoma Community Action Agency, Inc. (a nonprofit organization), which comprise the statement of financial position as of March 31, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the Central Oklahoma Community Action Agency, Inc.'s preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Central Oklahoma Community Action Agency, Inc.'s internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Central Oklahoma Community Action Agency, Inc. as of March 31, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Other Information

Our audit was conducted for the purpose of forming an opinion on the financial statements as a whole. The accompanying schedule of expenditures of federal awards, as required by Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance), is presented for purposes of additional analysis and is not a required part of the financial statements. In addition, the accompanying supplemental information, as listed in the preceding table of contents, is presented for purposes of additional analysis and is not a required part of the financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the financial statements. The information has been subjected to the auditing procedures applied in the audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the information is fairly stated in all material respects in relation to the financial statements as a whole.

Other Reporting Required By Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated December 28, 2020 on our consideration of Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting and on our tests of compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing and not to provide an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting and compliance.

Saunders + Associates, PLLC

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

December 28, 2020

1977-1978

1977-1978

1977-1978

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FINANCIAL STATEMENTS

1977-1978

1977-1978

1977-1978

1977-1978

1977-1978

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FINANCIAL POSITION

March 31, 2020

Assets

Cash and Cash Equivalents	\$	103,097
Accounts Receivable		221,854
Prepaid Expenses and Other Assets		7,948
Property and Equipment, Net		602,924
Total Assets	\$	<u>935,823</u>

Liabilities

Accounts Payable	\$	24,487
Accrued Expenses		48,052
Deferred Revenue		400
Note Payable		44,174
Total Liabilities		<u>117,113</u>

Net Assets

Without Donor Restrictions		348,770
With Donor Restrictions		469,940
Total Net Assets		<u>818,710</u>

TOTAL LIABILITIES AND NET ASSETS \$ 935,823

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES

For the Year Ended March 31, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
<u>REVENUES</u>			
Federal Grants	\$ 0	\$ 1,089,733	\$ 1,089,733
State Grants	0	182,521	182,521
Local Grants	0	71,946	71,946
Donations	0	0	0
Program Revenue	0	298,542	298,542
Rental Revenue	29,038	7,682	36,720
United Way Allocation	10,241	13,509	23,750
In-Kind Revenues	0	27,154	27,154
Matching Revenue	0	9,678	9,678
Insure Oklahoma Revenue	0	19,989	19,989
Other Revenue	0	0	0
Net Assets Released From Restrictions	<u>1,732,809</u>	<u>(1,732,809)</u>	<u>0</u>
 Total Revenues	 <u>1,772,088</u>	 <u>(12,055)</u>	 <u>1,760,033</u>
<u>EXPENSES</u>			
Program Expenses	1,139,723	0	1,139,723
Supporting Services -			
General and Administrative	609,558	0	609,558
Fundraising Expenses	0	0	0
Total Expenses	<u>1,749,281</u>	<u>0</u>	<u>1,749,281</u>
 Changes in Net Assets	 22,807	 (12,055)	 10,752
Net Assets, Beginning of Year	<u>325,963</u>	<u>481,995</u>	<u>807,958</u>
 NET ASSETS, END OF YEAR	 <u>\$ 348,770</u>	 <u>\$ 469,940</u>	 <u>\$ 818,710</u>

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF FUNCTIONAL EXPENSES

For the Year Ended March 31, 2020

<u>EXPENSES</u>	Supporting Services			<u>Total Expenses</u>
	Program Expenses	General and Administrative	Fundraising Expenses	
Salaries	\$ 595,426	\$ 306,735	\$ 0	\$ 902,161
Fringe Benefits	146,529	75,484	0	222,013
Contracted Expenses	13,848	20,687	0	34,535
Administration	0	0	0	0
Client Assistance	129,211	0	0	129,211
Training	1,767	4,123	0	5,890
Maintenance and Repairs	27,534	3,059	0	30,593
Rent and Storage	28,185	52,343	0	80,528
Utilities	7,189	3,871	0	11,060
Travel	53,013	17,671	0	70,684
Supplies	9,177	3,933	0	13,110
In-Kind Expense	27,154	0	0	27,154
Interest	0	0	0	0
Depreciation	28,405	12,173	0	40,578
Other Expense	24,403	10,458	0	34,861
Pass-Through Grant	0	32,952	0	32,952
Insurance	29,488	28,528	0	58,016
Advertising	0	2,522	0	2,522
Telephone	0	35,019	0	35,019
Direct Expense	18,394	0	0	18,394
TOTAL EXPENSES	\$ 1,139,723	\$ 609,558	\$ 0	\$ 1,749,281

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATEMENT OF CASH FLOWS

For the Year Ended March 31, 2020

CASH FLOWS FROM OPERATING ACTIVITIES

Cash Provided (Used) by Operating Activities:

Change in Net Assets	\$ 10,752
Adjustments to Reconcile Change in Net Assets to Net Cash Provided (Used) by Operating Activities:	
Depreciation	40,578
Gain on Sale of Assets	0
Changes in:	
Accounts Receivable	(62,341)
Prepaid Expenses	(1,366)
Deferred Revenue	(5,951)
Accrued Expenses	(40,385)
Accounts Payable	<u>8,636</u>
Net Cash Provided (Used) by Operating Activities	<u>(50,077)</u>

CASH FLOWS FROM INVESTING ACTIVITIES

Purchase of Equipment	(85,313)
Proceeds from Sale of Property	<u>0</u>
Net Cash Provided (Used) by Investing Activities	<u>(85,313)</u>

CASH FLOWS FROM FINANCING ACTIVITIES

Note Received	45,000
Principle Payment on Notes Payable	<u>(826)</u>
Net Cash Provided (Used) by Financing Activities	<u>44,174</u>
Net Increase (Decrease) in Cash	(91,216)

Cash and Cash Equivalents, Beginning of Year 194,313

CASH AND EQUIVALENTS, END OF YEAR \$ 103,097

* The accompanying notes are an integral part of the financial statements.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2020

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A summary of the significant accounting policies applied in the preparation of the accompanying financial statements is as follows:

Background – Central Oklahoma Community Action Agency, Inc. (COCAA), originally organized as Action, Incorporated is a nonprofit corporation established under the laws of the State of Oklahoma. COCAA was established to assist in developing, executing, and coordinating plans and programs authorized under the Economic Opportunity Act of 1964, and its subsequent amendments and other federal, state, and local laws and programs to alleviate poverty. The programs supported by COCAA include homeless shelters, food closets, transitional housing, transportation services, community centers, health clinics, and other services to promote self-sufficiency in low-income persons. These services are funded by various federal and state grants, as well as local government and private entity contracts, private grants, donations, and fees from those persons served. COCAA provides services in Pottawatomie, Cleveland, Logan, Payne, Seminole, and Lincoln Counties.

Basis of Accounting – The financial statements of the Organization have been prepared on the accrual basis of accounting in accordance with generally accepted accounting principles in the United States of America.

Financial Statement Presentation – The Organization is required to report information regarding its financial position and activities based on the existence of absence of donor-imposed restrictions as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor imposed restrictions.

Board Designated Net Assets – Net assets without donor restrictions subject to self-imposed limits by action of the governing board. Board designated net assets may be earmarked for future programs, investment, contingencies, purchase or construction of fixed assets or other uses. COCAA currently has no board designated net assets.

Net Assets With Donor Imposed Restrictions – Net assets subject to donor-imposed stipulations that can be met either by actions of the Organization or the passage of time. Contributions with donor-imposed restrictions that are met in the same period as the contribution are accounted for as unrestricted contributions.

Estimates – The preparation of financial statements in conformity with the cash receipts and disbursements method of accounting requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

Cash and Cash Equivalents – The Organization defines cash and cash equivalents to be all cash and certificates of deposit with original maturities of three months or less. Cash equivalents of \$103,097 as of March 31, 2020 were invested with a major local financial institution.

Land, Building, and Equipment – Fixed assets with a historical cost when purchased or fair market value when donated of \$500 or more are capitalized. Depreciation on fixed assets is computed on the following estimated useful lives of the assets:

Buildings	20 years
Furniture	10 years
Computer equipment	5 years
Office equipment	5 – 10 years

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2020

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES, CONTINUED

Advertising Expenses – Advertising costs are expensed as incurred. The Organization incurred advertising expenses of \$2,522 for the year ended March 31, 2020.

Allocated Expenses – Expenses by function have been allocated among program and supporting services classifications on the basis of time records on a reasonable basis which has been consistently applied. The expenses allocated are:

<u>Allocation Basis</u>	<u>Type of Cost</u>
Time Studies	Administrative Staff
Total Revenues	Auditing Services, Directors and Officers Liability Insurance, Dishonesty Bond
Square Footage	Space Costs, Utilities, Telephone

Concentrations of Credit Risk – Financial instruments, which potentially subject the Organization to concentrations of credit risk consist primarily of cash and cash equivalents, short-term investments and grants receivable. The Organization places its cash and certificates of deposit with high quality financial institutions. The Organization's management believes that credit risk has been reduced to an acceptable level and that the likelihood of material loss is low.

Subsequent Events – Management of COCAA has evaluated subsequent events through December 28, 2020, which is the date the financial statements were available to be issued.

Income Taxes and Uncertain Tax Positions – The Central Oklahoma Community Action Agency, Inc. (COCAA) qualifies as an organization exempt from income taxes under Section 501(c)(3) of the *Internal Revenue Code* and is subject to a tax on income from any unrelated business, as defined by Section 509(a)(1). COCAA currently has no unrelated business income. Accordingly, no provision for income taxes has been recorded.

COCAA has adopted the recognition requirements for uncertain income tax positions as required by generally accepted accounting principles. Income tax benefits are recognized for income tax positions taken or expected to be taken in a tax return only when it is determined that the income tax position will more-likely-than-not be sustained upon examinations by taxing authorities. COCAA has analyzed tax positions taken for filing with the Internal Revenue Service and the Oklahoma Tax Commission and that income tax filing positions will be sustained upon examination and does not anticipate any adjustments that would result in a material adverse effect on the financial condition, results of operations, or cash flows. Accordingly, COCAA has not recorded any reserves, or related accruals for interest and penalties for uncertain income tax positions. Additionally, COCAA is subject to routine audits by taxing authorities for as far back as the previous three filing periods. There are currently no audits for any tax periods in progress.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2020

NOTE 2: LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The following reflects COCAA's financial assets as of the statement of financial position date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions or board mandated restriction within one year of the statement of financial position date. Donor-restricted resources are available to support general expenditures to the extent that restrictions on those resources will be met by conducting the normal activities of COCAA's programs in the coming year.

Financial assets at year end	\$ 324,951
Less those unavailable for general expenditures within one year	
Contractual or Donor Imposed Restrictions	0
Financial assets available to meet cash needs for general expenditures within one year	\$ <u>324,951</u>

NOTE 3: CASH AND INVESTMENTS

Deposits with banks and financial institutions are carried at monetary value. The table presented below is designed to disclose the level of custody credit risk assumed by the Organization based upon how its deposits were insured or secured with collateral at March 31, 2020. The categories of credit risk are defined as follows:

Category 1 – Insured by FDIC or collateralized by securities held by the Organization or by its agent in its name.

Category 2 – Uninsured but collateralized with securities held by the pledging financial institution's trust department or agent in the Organization's name.

Category 3 – Deposits which are not collateralized or insured.

A summary of the deposits at March 31, 2020 consisted of the followings:

Type of Deposits	March 31, 2020				
	Balance	Custody (Category 1)	Credit Risk (Category 2)	Uninsured (Category 3)	Carrying Value
Demand Deposits	\$ <u>163,228</u>	\$ <u>163,228</u>	\$ <u>0</u>	\$ <u>0</u>	\$ <u>0</u>

NOTE 4: ACCOUNTS RECEIVABLE

Accounts receivable, consisting of advances to sub-grantees and local project service contracts are carried at monetary value. The Organization did not recognize any allowance for uncollectible amounts at March 31, 2020.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2020

NOTE 5: FIXED ASSETS

A summary of changes in fixed assets for the year ended March 31, 2020, is as follows:

	<u>03/31/19</u>	<u>Additions</u>	<u>Dispositions</u>	<u>03/31/20</u>
Land	\$ 133,160	\$ 0	\$ 0	\$ 133,160
Buildings	641,417	45,000	0	686,417
Furniture and Equipment	25,676	0	0	25,676
Vehicles	220,359	40,313	0	260,672
Total	<u>1,020,612</u>	<u>85,313</u>	<u>0</u>	<u>1,105,925</u>
Accumulated Depreciation	<u>(462,423)</u>	<u>(40,578)</u>	<u>0</u>	<u>(503,001)</u>
Fixed Assets, Net	<u>\$ 558,189</u>	<u>\$ 44,734</u>	<u>\$ 0</u>	<u>\$ 602,924</u>

Current year depreciation totaled \$40,578 and was charged to the Central Oklahoma Transit System Fund 500 and the General Fund 990.

NOTE 6: RETIREMENT PLAN

COCAA has a defined contribution 401(k) pension plan covering substantially all of its employees. Employees are vested after one year of service and contributions are matched to employee contributions with a cap at 5%. The contributions during 2020 were \$28,829.

NOTE 7: RELATED PARTY TRANSACTIONS

COCAA provided services to individuals who were related to management or the governing body. Services provided to the related persons included medical care, financial counseling, housing assistance, food, life skills training, weatherization assistance, energy efficiency education, tax preparation, utility assistance, transportation and rent/mortgage assistance. The Board of Directors approves all such transactions.

NOTE 8: ECONOMIC DEPENDENCY

COCAA receives a significant portion of its revenue from funds provided through federal and state grants. The grant amounts are appropriated each year by the federal and state agencies. If significant budget cuts are made at the federal and/or state level, the amount of the funds the organization receives could be reduced significantly and have an adverse impact on its operations.

NOTE 9: NOTE PAYABLE

A loan dated January 6, 2020 was obtained to purchase a building for renovation. A COCAA CD was used as collateral for the note. The entire note is considered current. The note was for \$45,000 with an interest rate of 3.7% and a balance of \$44,174 as of March 31, 2020.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS

March 31, 2020

NOTE 10: LEASES

COCAA leases certain property with terms of 12 months or less. The leases are classified as short term operating leases with subsequent year obligations totaling approximately \$78,625 for the year ended March 31, 2020. Rental expense for leased property for the ended March 31, 2020 was \$78,625.

NOTE 11: CONTINGENT LIABILITIES

In the normal course of operations, the Organization participates in a number of federal and state assisted grant programs. These programs are subject to audit by the grantors or their representatives. Such audits could lead to requests for reimbursement to the grantor agency for expenditures disallowed under the terms of the grant. Presently, the Organization has no such requests pending, and in the opinion of management, any such amounts would not be considered material.

NOTE 12: RISKS AND UNCERTAINTIES

In early March 2020, the COVID-19 virus was declared a global pandemic, and it unfortunately continues to spread rapidly. Business continuity, including supply chains and consumer demand across a broad range of industries and countries, could be severely impacted for months or more, as governments and their citizens take significant and unprecedented measures to mitigate the consequences of the pandemic. Management is carefully monitoring the situation and evaluating its options during this time. No adjustments have been made to these financial statements as a result of this uncertainty.

Saunders & Associates, PLLC

Certified Public Accountants

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Website: www.saunderscpas.com

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH GOVERNMENT AUDITING STANDARDS

Board of Directors
Central Oklahoma Community Action Agency, Inc.

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of Central Oklahoma Community Action Agency, Inc. (a non-profit organization), which comprise the statement of financial position as of March 31, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements, and have issued our report thereon dated December 28, 2020.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered Central Oklahoma Community Action Agency, Inc.'s internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinion on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control. Accordingly, we do not express an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct misstatements on a timely basis. A *material weakness* is a deficiency, or combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of Central Oklahoma Community Action Agency, Inc.'s financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether Central Oklahoma Community Action Agency, Inc.'s financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Purpose of This Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Central Oklahoma Community Action Agency, Inc.'s internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Saunders + Associates, PLLC

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

December 28, 2020

Saunders & Associates, PLLC

Certified Public Accountants

630 East 17th Street * P. O. Box 1406 * Ada, Oklahoma 74820 * (580) 332-8548 * FAX: (580) 332-2272
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INDEPENDENT AUDITOR'S REPORT ON COMPLIANCE FOR EACH MAJOR FEDERAL PROGRAM AND REPORT ON INTERNAL CONTROL OVER COMPLIANCE REQUIRED BY THE UNIFORM GUIDANCE

Board of Directors
Central Oklahoma Community Action Agency, Inc.

Report on Compliance for Each Major Program

We have audited Central Oklahoma Community Action Agency, Inc.'s compliance with the types of compliance requirements described in the OMB *Compliance Supplement* that could have a direct and material effect on each of Central Oklahoma Community Action Agency, Inc.'s major federal programs for the year ended March 31, 2020. Central Oklahoma Community Action Agency, Inc.'s major federal programs are identified in the summary of auditor's results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with the requirements of federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditor's Responsibility

Our responsibility is to express an opinion on compliance for each of Central Oklahoma Community Action Agency, Inc.'s major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. Code of Federal Regulations Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about Central Oklahoma Community Action Agency, Inc.'s compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of Central Oklahoma Community Action Agency, Inc.'s compliance.

Opinion on Each Major Federal Program

In our opinion, Central Oklahoma Community Action Agency, Inc. complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended March 31, 2020.

Report on Internal Control Over Compliance

Management of Central Oklahoma Community Action Agency, Inc. is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered Central Oklahoma Community Action Agency, Inc.'s internal control over compliance with the types of requirements that could have a direct and material effect on a major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of Central Oklahoma Community Action Agency, Inc.'s internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected, and corrected on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Saunders & Associates, PLLC

SAUNDERS & ASSOCIATES, PLLC
Certified Public Accountants
Ada, Oklahoma

December 28, 2020

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

March 31, 2020

Federal Grantor Pass-Through Grantor/Program Title	Fund No.	CFDA No.	Pass - Through Entity Identifying Number	Grantor No.	Expenditures
Federal Programs:					
U. S. Department of Health and Human Services:					
<u>Oklahoma Department of Commerce:</u>					
			94776655		
Community Services Block Grant	901	93.569		17472 CSBG 18	\$ 3,500
Community Services Block Grant	904	93.569		17378 CSBG 18 & 17604 CSBG 19	5,644
Community Services Block Grant	362	93.569		17690 CSBG 19	8,818
Community Services Block Grant	361	93.569		17479 CSBG 19	9,390
Community Services Block Grant	360	93.569		17216 CSBG 18	4,727
Community Services Block Grant	905	93.569		17495 CSBG 19	5,897
Community Services Block Grant	914	93.569		17160 CSBG 18	281,769
Community Services Block Grant	915	93.569		17434 CSBG 19	513,227
Total Oklahoma Department of Commerce					<u>832,972</u>
U. S. Department of Transportation					
<u>Oklahoma Department of Transportation:</u>					
			N/A		
Section 5311 Transportation	500	20.509		FTA5311-TP-20(380)	126,790
Section 5311 Rural Transit Assistance Program (RFAP)	500	20.509		FTARTAP-0945(122)	1,899
Section 5311 Transportation	501	20.509 - COVID-19		FTA5311-CARE(402)	30,805
Section 5339 Bus and Bus Facilities	500	20.526		FTA5339-TP19(027)	34,266
Total Oklahoma Department Transportation					<u>193,760</u>
U. S. Department of Homeland Security					
Emergency Food and Shelter Program	401	97.024		N/A	47,351
Total Department of Homeland Security					<u>47,351</u>
U. S. Department of Housing and Urban Development					
Emergency Solutions Grant Program	650	14.231		17667 ESG19	16,356
Emergency Solutions Grant Program	650	14.231		17387 ESG18	10,798
Total Department of Housing and Urban Development					<u>27,154</u>
TOTAL FEDERAL AWARDS					<u>\$ 1,101,237</u>

* See accompanying notes to this schedule.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

NOTES TO SCHEDULE OF EXPENDITURES OF FEDERAL AWARDS

March 31, 2020

NOTE 1: BASIS OF PRESENTATION

The accompanying schedule of expenditures of federal awards include the federal grant activity of Central Oklahoma Community Action Agency, Inc., (COCAA) under programs of the of the federal government for the year ended March 31, 2020. The information in this schedule is in accordance with the requirements of *Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance)*. Because the schedule presents only a portion of the operations of COCAA, it is not intended to, and does not present the financial position, changes in net position, or cash flows of COCAA.

NOTE 2: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Expenditures reported on the schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in *Uniform Guidance*, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

NOTE 3: INDIRECT COST

The Organization has elected not to use the 10 percent *de minimis* indirect cost rate as allowed under the *Uniform Guidance*.

NOTE 4: RELATIONSHIP TO FEDERAL FINANCIAL REPORTS

Amounts reported in the accompanying schedules may not agree with the amounts reported in the related financial reports filed with the grantor agencies because of accruals made in the schedule which will be included in future reports filed with those agencies.

NOTE 5: CONTINGENT LIABILITIES

The organization participates in a number of federally assisted programs. These programs are audited in accordance with *Government Auditing Standards* and the *Single Audit Act Amendments of 1996*, if applicable, in accordance with the required levels of Federal Financial Assistance. Audits of prior years have not resulted in any significant disallowed costs; however, grantor agencies may provide for further examinations.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITHOUT DONOR RESTRICTIONS

March 31, 2020

	Payroll 100	Local 310	Rent Income 705	Housing 710	General 990	Without Donor Restrictions Total
<u>Assets</u>						
Cash and Cash Equivalents	\$ 74	\$ 3,375	\$ 1,524	\$ 1,730	\$ 49,934	\$ 56,637
Accounts Receivable	0		0	500	0	500
Due From Other Funds	0	30,728	3,446	104,077	0	138,251
Prepaid Expenses and Other Assets	0	0	18	216	2,725	2,959
Property and Equipment, Net	0	1,439	0	684	459,320	461,443
TOTAL ASSETS	\$ <u>74</u>	\$ <u>35,542</u>	\$ <u>4,988</u>	\$ <u>107,207</u>	\$ <u>511,979</u>	\$ <u>659,790</u>
<u>Liabilities</u>						
Accounts Payable	\$ 0	\$ 664	\$ 0	\$ 0	\$ 300	\$ 964
Accrued Expenses	0	0	0	200	0	200
Due to Other Funds	152,689	0	0	0	157,060	309,749
Note Payable	0	0	0	0	107	107
Total Liabilities	<u>152,689</u>	<u>664</u>	<u>0</u>	<u>200</u>	<u>157,467</u>	<u>311,020</u>
<u>Net Assets</u>						
Without Donor Restrictions	(152,615)	34,878	4,988	107,007	354,512	348,770
With Donor Restrictions	0	0	0	0	0	0
Total Net Assets	<u>(152,615)</u>	<u>34,878</u>	<u>4,988</u>	<u>107,007</u>	<u>354,512</u>	<u>348,770</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>74</u>	\$ <u>35,542</u>	\$ <u>4,988</u>	\$ <u>107,207</u>	\$ <u>511,979</u>	\$ <u>659,790</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	CSBG 360	CSBG 361	CSBG 362	CDBG 380	Fundraiser Shawnee United 385
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 67	\$ 0	\$ 1,706	\$ 0	\$ 1,399
Accounts Receivable	0	0	4,762	355	0
Due From Other Funds	0	297	0	0	8,417
Prepaid Expenses and Other Assets	0	0	0	0	0
Property and Equipment, Net	0	0	0	0	0
TOTAL ASSETS	\$ 67	\$ 297	\$ 6,468	\$ 355	\$ 9,816
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 0	\$ 161	\$ 0	\$ 78
Accrued Expenses	0	0	0	0	0
Due to Other Funds	67	0	4,779	355	0
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	67	0	4,940	355	78
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	0	297	1,528	0	9,738
Total Net Assets	0	297	1,528	0	9,738
TOTAL LIABILITIES AND NET ASSETS	\$ 67	\$ 297	\$ 6,468	\$ 355	\$ 9,816

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	United Way 390	Healy Steps 395	Parents as Teachers 396	Emergency Food & Shelter 401
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 987	\$ 7,349	\$ 97	\$ 6,465
Accounts Receivable	0	0	0	0
Due From Other Funds	0	8,863	0	16,493
Prepaid Expenses and Other Assets	0	380	0	0
Property and Equipment, Net	0	0	0	0
TOTAL ASSETS	\$ 987	\$ 16,592	\$ 97	\$ 22,958
<u>LIABILITIES</u>				
Accounts Payable	\$ 0	\$ 337	\$ 0	\$ 3,071
Accrued Expenses	0	3,195	0	0
Due to Other Funds	0	0	97	0
Deferred Revenue	0	0	0	0
Note Payable	0	0	0	0
Total Liabilities	0	3,532	97	3,071
<u>NET ASSETS</u>				
Without Donor Restrictions	0	0	0	0
With Donor Restrictions	987	13,060	0	19,887
Total Net Assets	987	13,060	0	19,887
TOTAL LIABILITIES AND NET ASSETS	\$ 987	\$ 16,592	\$ 97	\$ 22,958

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	Elite Repeat 410	Meals on Wheels 420	Shoes That Fit 430	Social Services 440	Discretionary MOW 450
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 0	\$ 4,341	\$ 5,214	\$ 0	\$ 671
Accounts Receivable	0	0	0	798	0
Due From Other Funds	2,144	0	6,355	0	0
Prepaid Expenses and Other Assets	0	0	0	0	0
Property and Equipment, Net	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
TOTAL ASSETS	\$ <u>2,144</u>	\$ <u>4,341</u>	\$ <u>11,569</u>	\$ <u>798</u>	\$ <u>671</u>
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 2,632	\$ 0	\$ 0	\$ 0
Accrued Expenses	0	1,119	0	0	0
Due to Other Funds	0	590	0	798	1,343
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	<u>0</u>	<u>4,341</u>	<u>0</u>	<u>798</u>	<u>1,343</u>
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	<u>2,144</u>	<u>0</u>	<u>11,569</u>	<u>0</u>	<u>(672)</u>
Total Net Assets	<u>2,144</u>	<u>0</u>	<u>11,569</u>	<u>0</u>	<u>(672)</u>
TOTAL LIABILITIES AND NET ASSETS	\$ <u>2,144</u>	\$ <u>4,341</u>	\$ <u>11,569</u>	\$ <u>798</u>	\$ <u>671</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	Wegener Foundation 455	RX 19 CAA 491	COTS 500	Cares COTS 501	HUD Building 610
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 0	\$ 0	\$ 455	\$ 3,588	\$ 0
Accounts Receivable	0	10,348	85,452	30,805	0
Due From Other Funds	2,753	0	0	0	0
Prepaid Expenses and Other Assets	0	0	2,948	0	0
Property and Equipment, Net	0	0	79,703	0	45,000
TOTAL ASSETS	\$ 2,753	\$ 10,348	\$ 168,558	\$ 34,393	\$ 45,000
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 0	\$ 3,366	\$ 0	\$ 0
Accrued Expenses	0	1,584	0	19,993	0
Due to Other Funds	0	8,764	118,933	14,400	933
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	44,067
Total Liabilities	0	10,348	122,299	34,393	45,000
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	2,753	0	46,259	0	0
Total Net Assets	2,753	0	46,259	0	0
TOTAL LIABILITIES AND NET ASSETS	\$ 2,753	\$ 10,348	\$ 168,558	\$ 34,393	\$ 45,000

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	Emergency Solutions 650	Trafficking 675	House 1425 Duplexes 700	VIP 850	VITA 890
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 88	\$ 420	\$ 2,860	\$ 0	\$ 0
Accounts Receivable	4,108	0	0	0	0
Due From Other Funds	0	0	24,832	0	0
Prepaid Expenses and Other Assets	0	0	307	35	0
Property and Equipment, Net	0	0	0	0	0
TOTAL ASSETS	\$ 4,196	\$ 420	\$ 27,999	\$ 35	\$ 0
<u>LIABILITIES</u>					
Accounts Payable	\$ 425	\$ 0	\$ 126	\$ 0	\$ 0
Accrued Expenses	355	0	0	0	0
Due to Other Funds	3,416	0	0	35	0
Deferred Revenue	0	0	400	0	0
Note Payable	0	0	0	0	0
Total Liabilities	4,196	0	526	35	0
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	0	420	27,473	0	0
Total Net Assets	0	420	27,473	0	0
TOTAL LIABILITIES AND NET ASSETS	\$ 4,196	\$ 420	\$ 27,999	\$ 35	\$ 0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	CSBG Discretionary 901	CSBG 18 & 19 904	CSBG 905	CSBG 18 914	CSBG 19 915
<u>ASSETS</u>					
Cash and Cash Equivalents	\$ 351	\$ 0	\$ 2,244	\$ 450	\$ 1,292
Accounts Receivable	0	0	2,577	0	74,950
Due From Other Funds	0	0	0	0	0
Prepaid Expenses and Other Assets	0	0	0	400	903
Property and Equipment, Net	0	0	0	0	0
TOTAL ASSETS	\$ 351	\$ 0	\$ 4,821	\$ 850	\$ 77,145
<u>LIABILITIES</u>					
Accounts Payable	\$ 0	\$ 0	\$ 0	\$ 0	\$ 7,718
Accrued Expenses	0	0	2,766	0	14,346
Due to Other Funds	351	0	2,055	580	62,673
Deferred Revenue	0	0	0	0	0
Note Payable	0	0	0	0	0
Total Liabilities	351	0	4,821	580	84,737
<u>NET ASSETS</u>					
Without Donor Restrictions	0	0	0	0	0
With Donor Restrictions	0	0	0	270	(7,592)
Total Net Assets	0	0	0	270	(7,592)
TOTAL LIABILITIES AND NET ASSETS	\$ 351	\$ 0	\$ 4,821	\$ 850	\$ 77,145

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF FINANCIAL POSITION
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	SAFCAA 20 952	SAFCAA 20 953	Avedis Discretionary 960	Total With Donor Restrictions Fund
<u>ASSETS</u>				
Cash and Cash Equivalents	\$ 0	\$ 1,718	\$ 4,698	\$ 46,460
Accounts Receivable	2,575	4,624	0	221,354
Due From Other Funds	2,575	0	322,795	395,524
Prepaid Expenses and Other Assets	0	0	16	4,989
Property and Equipment, Net	0	0	16,778	141,481
TOTAL ASSETS	\$ 5,150	\$ 6,342	\$ 344,287	\$ 809,808
<u>LIABILITIES</u>				
Accounts Payable	\$ 5,150	\$ 0	\$ 459	\$ 23,523
Accrued Expenses	0	2,485	2,009	47,852
Due to Other Funds	0	3,857	0	224,026
Deferred Revenue	0	0	0	400
Note Payable	0	0	0	44,067
Total Liabilities	5,150	6,342	2,468	339,868
<u>NET ASSETS</u>				
Without Donor Restrictions	0	0	0	0
With Donor Restrictions	0	0	341,819	469,940
Total Net Assets	0	0	341,819	469,940
TOTAL LIABILITIES AND NET ASSETS	\$ 5,150	\$ 6,342	\$ 344,287	\$ 809,808

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITHOUT DONOR RESTRICTIONS

March 31, 2020

	Payroll 100	Local 310	Rent Income 705	Housing 710	General 990	Without Donor Restrictions Total
Revenues and Gains						
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	0	0	0
Local Grants	0	0	0	0	0	0
Donations	0	0	0	0	0	0
Program Revenue	0	27,225	0	0	1,813	29,038
Rental Revenue	0	0	6,658	3,583	0	10,241
United Way Allocation	0	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0	0
Matching Revenue	0	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0	0
Other Revenue	0	0	0	0	0	0
Total Revenue and Gains	<u>0</u>	<u>27,225</u>	<u>6,658</u>	<u>3,583</u>	<u>1,813</u>	<u>39,279</u>
Expenses and Losses						
Salaries	0	0	0	0	137	137
Fringe Benefits	0	0	0	0	(47,173)	(47,173)
Contract Expenses	0	0	0	0	31	31
Administration	0	0	0	0	0	0
Client Assistance	0	26,189	0	0	2,810	28,999
Training	0	100	0	0	91	191
Repair and Maintenance	0	0	565	0	860	1,425
Rent and Storage	0	0	0	0	0	0
Utilities	0	0	4,064	0	812	4,876
Travel	0	152	94	0	859	1,105
Supplies	0	376	0	0	978	1,354
Direct Expenses	0	0	201	0	0	201
Interest	0	0	0	0	0	0
Depreciation	0	0	0	0	20,090	20,090
Other Expenses	0	326	148	0	854	1,328
Pass-Through Grants	0	0	0	0	0	0
Insurance Expense	0	0	149	0	855	1,004
Advertising Expense	0	0	0	1,823	10	1,833
Telephone	0	82	704	0	285	1,071
In-Kind	0	0	0	0	0	0
Total Expenses and Losses	<u>0</u>	<u>27,225</u>	<u>5,925</u>	<u>1,823</u>	<u>(18,501)</u>	<u>16,472</u>
Change in Net Assets	0	0	733	1,760	20,314	22,807
Net Assets, Beginning of Year	<u>(152,615)</u>	<u>34,878</u>	<u>4,255</u>	<u>105,247</u>	<u>334,198</u>	<u>325,963</u>
Net Assets, End of Year	<u>\$ (152,615)</u>	<u>\$ 34,878</u>	<u>\$ 4,988</u>	<u>\$ 107,007</u>	<u>\$ 354,512</u>	<u>\$ 348,770</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	CSBG 360	CSBG 361	CSBG 362	CDBG 380	Fundraiser Shawnee United 385
Revenues and Gains					
Federal Grants	\$ 4,727	\$ 9,687	\$ 10,346	\$ 0	\$ 0
State Grants	0	0	0	0	0
Local Grants	0	0	0	4,426	0
Donations	0	0	0	0	0
Program Revenue	0	0	0	0	500
Rental Revenue	0	0	0	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	<u>4,727</u>	<u>9,687</u>	<u>10,346</u>	<u>4,426</u>	<u>500</u>
Expenses and Losses					
Salaries	0	0	0	0	0
Fringe Benefits	0	0	0	0	0
Contract Expenses	0	137	161	0	144
Administration	0	0	0	0	0
Client Assistance	4,727	8,760	8,647	4,426	0
Training	0	0	0	0	0
Repair and Maintenance	0	0	0	0	5
Rent and Storage	0	0	0	0	216
Utilities	0	0	0	0	0
Travel	0	446	0	0	0
Supplies	0	0	0	0	71
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	47	0	0	5
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	0	0	24
Advertising Expense	0	0	0	0	0
Telephone	0	0	10	0	0
In-Kind	0	0	0	0	0
Total Expenses and Losses	<u>4,727</u>	<u>9,390</u>	<u>8,818</u>	<u>4,426</u>	<u>465</u>
Change in Net Assets	0	297	1,528	0	35
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>9,703</u>
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 297</u>	<u>\$ 1,528</u>	<u>\$ 0</u>	<u>\$ 9,738</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	United Way 390	Healy Steps 395	Parents as Teachers 396	Emergency Food & Shelter 401
<u>Revenues and Gains</u>				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	67,238
Local Grants	0	0	0	0
Donations	0	0	0	0
Program Revenue	0	76,419	9,898	0
Rental Revenue	0	0	0	0
United Way Allocation	3,009	0	0	0
In-Kind Revenue	0	0	0	0
Matching Revenue	0	0	9,678	0
Insure Oklahoma Revenue	0	0	0	0
Other Revenue	0	0	0	0
Total Revenue and Gains	3,009	76,419	19,576	67,238
<u>Expenses and Losses</u>				
Salaries	0	52,317	9,471	0
Fringe Benefits	0	11,691	1,292	0
Contract Expenses	0	2,080	6,467	0
Administration	0	0	0	0
Client Assistance	2,022	0	0	47,351
Training	0	0	263	0
Repair and Maintenance	0	256	0	0
Rent and Storage	0	0	17	0
Utilities	0	0	0	0
Travel	0	0	344	0
Supplies	0	0	124	0
Direct Expenses	0	0	0	0
Interest	0	0	0	0
Depreciation	0	0	0	0
Other Expenses	0	61	937	0
Pass-Through Grants	0	0	0	0
Insurance Expense	0	2,923	461	0
Advertising Expense	0	0	0	0
Telephone	0	81	200	0
In-Kind	0	0	0	0
Total Expenses and Losses	2,022	69,409	19,576	47,351
Change in Net Assets	987	7,010	0	19,887
Net Assets, Beginning of Year	0	6,050	0	0
Net Assets, End of Year	\$ 987	\$ 13,060	\$ 0	\$ 19,887

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	Elite Repeat 410	Meals on Wheels 420	Shoes That Fit 430	Social & Voluntary Services 440	Discretionary MOW 450
Revenues and Gains					
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	22,479	5,745	49	875
Rental Revenue	0	0	0	0	0
United Way Allocation	0	10,500	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	0	32,979	5,745	49	875
Expenses and Losses					
Salaries	0	7,517	0	0	0
Fringe Benefits	0	1,448	0	0	0
Contract Expenses	0	0	0	0	0
Administration	0	0	0	0	0
Client Assistance	0	0	0	49	0
Training	0	211	0	0	875
Repair and Maintenance	0	0	0	0	0
Rent and Storage	0	0	0	0	0
Utilities	0	0	0	0	0
Travel	0	4,801	121	0	672
Supplies	0	16	727	0	0
Direct Expenses	0	18,193	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	175	0	0	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	0	0	0
Advertising Expense	0	0	0	0	0
Telephone	0	618	0	0	0
In-Kind	0	0	0	0	0
Total Expenses and Losses	0	32,979	848	49	1,547
Change in Net Assets	0	0	4,897	0	(672)
Net Assets, Beginning of Year	2,144	0	6,672	0	0
Net Assets, End of Year	\$ 2,144	\$ 0	\$ 11,569	\$ 0	\$ (672)

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	Wegener Foundation 455	RX 19 CAA OK 491	COTS 500	Cares COTS 501	HUD Building 610
Revenues and Gains					
Federal Grants	\$ 0	\$ 0	\$ 204,300	\$ 30,805	\$ 0
State Grants	0	41,579	0	0	0
Local Grants	0	0	67,520	0	0
Donations	0	0	0	0	0
Program Revenue	0	0	104,922	0	0
Rental Revenue	0	0	0	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	19,989	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	0	41,579	396,731	30,805	0
Expenses and Losses					
Salaries	0	30,099	216,365	21,098	0
Fringe Benefits	0	10,380	81,778	9,707	0
Contract Expenses	0	0	8,015	0	0
Administration	0	0	0	0	0
Client Assistance	0	0	0	0	0
Training	0	0	2,285	0	0
Repair and Maintenance	0	0	7,298	0	0
Rent and Storage	0	0	8,363	0	0
Utilities	0	0	192	0	0
Travel	0	0	48,295	0	0
Supplies	0	0	1,739	0	0
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	20,488	0	0
Other Expenses	0	1,100	5,806	0	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	33,545	0	0
Advertising Expense	0	0	448	0	0
Telephone	0	0	8,784	0	0
In-Kind	0	0	0	0	0
Total Expenses and Losses	0	41,579	443,401	30,805	0
Change in Net Assets	0	0	(46,670)	0	0
Net Assets, Beginning of Year	2,753	0	92,929	0	0
Net Assets, End of Year	\$ 2,753	\$ 0	\$ 46,259	\$ 0	\$ 0

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	Emergency Solutions 650	Trafficking 675	House 1425 Duplexes 700	VIP 850	VITA 890
Revenues and Gains					
Federal Grants	\$ 27,154	\$ 0	\$ 0	\$ 0	\$ 0
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	520	0	5,350	1,317
Rental Revenue	0	0	7,682	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	27,154	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	<u>54,308</u>	<u>520</u>	<u>7,682</u>	<u>5,350</u>	<u>1,317</u>
Expenses and Losses					
Salaries	2,224	0	0	0	0
Fringe Benefits	480	0	0	0	0
Contract Expenses	320	0	233	0	0
Administration	0	0	0	0	0
Client Assistance	24,130	100	0	0	0
Training	0	0	0	0	0
Repair and Maintenance	0	0	1,070	0	0
Rent and Storage	0	0	0	0	870
Utilities	0	0	0	0	87
Travel	0	0	0	3,950	0
Supplies	0	0	410	634	0
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	0	0	299	0
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	2,597	293	0
Advertising Expense	0	0	0	0	0
Telephone	0	0	64	174	360
In-Kind	27,154	0	0	0	0
Total Expenses and Losses	<u>54,308</u>	<u>100</u>	<u>4,374</u>	<u>5,350</u>	<u>1,317</u>
Change in Net Assets	0	420	3,308	0	0
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>24,165</u>	<u>0</u>	<u>0</u>
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 420</u>	<u>\$ 27,473</u>	<u>\$ 0</u>	<u>\$ 0</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	CSBG Discretionary 901	CSBG 18 & 19 904	CSBG 905	CSBG '18 914	CSBG '19 915
Revenues and Gains					
Federal Grants	\$ 3,500	\$ 5,644	\$ 5,897	\$ 282,038	\$ 505,635
State Grants	0	0	0	0	0
Local Grants	0	0	0	0	0
Donations	0	0	0	0	0
Program Revenue	0	0	0	0	0
Rental Revenue	0	0	0	0	0
United Way Allocation	0	0	0	0	0
In-Kind Revenue	0	0	0	0	0
Matching Revenue	0	0	0	0	0
Insure Oklahoma Revenue	0	0	0	0	0
Other Revenue	0	0	0	0	0
Total Revenue and Gains	<u>3,500</u>	<u>5,644</u>	<u>5,897</u>	<u>282,038</u>	<u>505,635</u>
Expenses and Losses					
Salaries	0	0	4,872	168,524	305,667
Fringe Benefits	0	0	950	55,792	79,060
Contract Expenses	0	0	0	2,101	13,977
Administration	0	0	0	0	0
Client Assistance	0	0	0	0	0
Training	1,230	0	75	(239)	800
Repair and Maintenance	0	0	0	7,532	12,108
Rent and Storage	0	5,644	0	23,528	39,860
Utilities	0	0	0	1,788	4,070
Travel	2,270	0	0	2,084	6,596
Supplies	0	0	0	3,656	3,899
Direct Expenses	0	0	0	0	0
Interest	0	0	0	0	0
Depreciation	0	0	0	0	0
Other Expenses	0	0	0	3,524	20,623
Pass-Through Grants	0	0	0	0	0
Insurance Expense	0	0	0	6,648	10,295
Advertising Expense	0	0	0	82	159
Telephone	0	0	0	6,748	16,113
In-Kind	0	0	0	0	0
Total Expenses and Losses	<u>3,500</u>	<u>5,644</u>	<u>5,897</u>	<u>281,768</u>	<u>513,227</u>
Change in Net Assets	0	0	0	270	(7,592)
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 270</u>	<u>\$ (7,592)</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

COMBINING STATEMENT OF REVENUES, EXPENSES, AND CHANGES IN NET ASSETS
WITH DONOR RESTRICTIONS

For the Year Ended March 31, 2020

	SAFCAA 20 952	SAFCAA 20 953	Avedis Discretionary 960	Total With Donor Restrictions Fund
Revenues and Gains				
Federal Grants	\$ 0	\$ 0	\$ 0	\$ 1,089,733
State Grants	33,729	39,975	0	182,521
Local Grants	0	0	0	71,946
Donations	0	0	0	0
Program Revenue	0	0	70,468	298,542
Rental Revenue	0	0	0	7,682
United Way Allocation	0	0	0	13,509
In-Kind Revenue	0	0	0	27,154
Matching Revenue	0	0	0	9,678
Insure Oklahoma Revenue	0	0	0	19,989
Other Revenue	0	0	0	0
Total Revenue and Gains	<u>33,729</u>	<u>39,975</u>	<u>70,468</u>	<u>1,720,754</u>
Expenses and Losses				
Salaries	777	35,728	47,365	902,024
Fringe Benefits	0	4,247	12,361	269,186
Contract Expenses	0	0	869	34,504
Administration	0	0	0	0
Client Assistance	0	0	0	100,212
Training	0	0	199	5,699
Repair and Maintenance	0	0	899	29,168
Rent and Storage	0	0	2,030	80,528
Utilities	0	0	47	6,184
Travel	0	0	0	69,579
Supplies	0	0	480	11,756
Direct Expenses	0	0	0	18,193
Interest	0	0	0	0
Depreciation	0	0	0	20,488
Other Expenses	0	0	956	33,533
Pass-Through Grants	32,952	0	0	32,952
Insurance Expense	0	0	226	57,012
Advertising Expense	0	0	0	689
Telephone	0	0	796	33,948
In-Kind	0	0	0	27,154
Total Expenses and Losses	<u>33,729</u>	<u>39,975</u>	<u>66,228</u>	<u>1,732,809</u>
Change in Net Assets	0	0	4,240	(12,055)
Net Assets, Beginning of Year	<u>0</u>	<u>0</u>	<u>337,579</u>	<u>481,995</u>
Net Assets, End of Year	<u>\$ 0</u>	<u>\$ 0</u>	<u>\$ 341,819</u>	<u>\$ 469,940</u>

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

STATUS OF PRIOR AUDIT FINDINGS

March 31, 2020

Section II – Financial Statement Findings and Questioned Costs

2019-001 RECORD RECEIVABLE WHEN REALIZABLE AND EARNED, NOT WHEN CASH IS RECEIVED

Condition: The organization received two cash payments in fiscal year 2020 that pertained to 2019 activity. Although these transactions were earned in 2019, the Organization incorrectly recorded the revenue in 2020 when payments were received.

Current Status: This finding can be cleared.

Section III – Federal Awards Findings and Questioned Costs:

Note reported.

CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.
Shawnee, Oklahoma

SCHEDULE OF FINDINGS AND QUESTIONED COSTS

For the Year Ended March 31, 2020

Section I – Summary of Auditor’s Results

Financial Statements:

Type of Auditor’s Report Issued: Unmodified

Internal Control Over Financial Reporting:

Material Weakness(es) identified? Yes No

Significant deficiencies identified? Yes None Reported

Noncompliance material to financial statements noted? Yes No

Federal Awards:

Internal Control Over Major Programs:

Material weakness(es) identified? Yes No

Significant deficiencies identified? Yes None Reported

Type of auditor’s report issued on compliance for major programs: Unmodified

Any audit findings disclosed that are required to be reported in accordance with Uniform Guidance? Yes No

Dollar threshold used to distinguish between Type A and Type B programs \$750,000

Auditee qualified as low-risk auditee? Yes No

Identification of Major Programs:

CFDA #
93.569

PROGRAM TITLE
Community Services Block Grant

Section II – Financial Statement Findings and Questioned Costs:

None reported.

Section III – Federal Awards Findings and Questioned Costs:

None reported

AGREEMENT BETWEEN THE CITY OF SHAWNEE and
CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC.

This Agreement is entered into this 1st day of July, 2020 by and between the City of Shawnee, Oklahoma, hereinafter the "CITY", and CENTRAL OKLAHOMA COMMUNITY ACTION AGENCY, INC., (operating as Central Oklahoma Transit System) hereinafter "COTS".

WITNESSETH

WHEREAS, the CITY is in need of public transportation for its citizens and workforce; and

WHEREAS, COTS possess the skill, ability, and equipment to provide such services.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter set forth, it is hereby agreed by and between the parties hereto that:

1. COTS shall provide to the CITY transportation services for its workforce and citizens in general in the City of Shawnee, Oklahoma, to commence on the 1st day of July, 2020, and to continue uninterrupted service thereafter until the 30th day of June, 2021. Hours of this service shall be from 7:00 a.m. until 8:00 p.m. Monday through Friday, and Saturday 8:00 a.m. until 5:00 p.m. (except holidays).
2. In exchange for the provision of such transportation services, the CITY shall pay to COTS sixty-three thousand dollars (\$63,000.00) in installments as follows: fifty-two hundred and fifty dollars (\$5,250.00) the first of each month, July, 2020 - June, 2021. This money is to come from the City's General Fund. Each payment is to be made after COTS submits the reports and invoices set forth in paragraph three of this Agreement. The City Finance Director shall review quarterly the documents provided and ascertain compliance with the requirements of paragraph three. Failure to submit the required reports with the invoices will result in withholding of payment on the invoice pending the receiving of said reports by the City. The City reserves the right to determine if the reports received contain sufficient information for the City to be kept current on the financial status of COTS.
3. COTS shall provide to the CITY all invoices and other documents required by the CITY in connection with its payment procedures. COTS further agrees to provide to the City a monthly report of COTS' expenditures, income, and riders. Such reports shall be provided by COTS to the CITY by the 10th day each month during the term of this Agreement. COTS acknowledges and understands that it must segregate and account for the funds received from the CITY. COTS agrees to furnish the City with its annual audit or an agreed upon procedures engagement conducted by a CPA. COTS further agrees to furnish monthly reports to the CITY containing its revenues, expenditures, assets, liabilities, grants and activities.

4. COTS agrees to furnish to the CITY copies of all minutes of COTS meetings.
5. COTS further agrees that in the case of a national or state emergency, or if a municipal emergency is declared by the city manager, COTS will allow the City to use vehicles and employees for necessary transportation, including but not limited to, transporting residents during an evacuation, assisting mass care facilities with transportation and transporting volunteers and responders to their designated work locations.
6. COTS hereby indemnifies the CITY and agrees to hold the CITY harmless from and against any loss, damage or claim arising from the operation of COTS and for any insurance premiums owed by COTS and for any tax liability now or later determined to be due and owing by COTS. Upon receipt of notice of a suit or proceeding filed against the CITY or COTS, COTS shall give the CITY written notice of such suit or proceeding within ten (10) days of receipt of such notice and shall cooperate with the CITY in its defense of any such suit or proceeding. COTS further agrees to at all times have insurance coverage reasonably covering the activities contemplated in this Agreement with a minimum coverage limit of one million dollars (\$1,000,000.00).
7. COTS shall submit a request for renewal to the City Clerk's Office no later than March 31, 2021. As a part of this request, COTS shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.
8. This Agreement may be terminated by either party without cause upon sixty (60) days written notice directed to the other party.

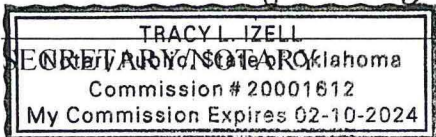
IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESS our hands this 8th day of June, 2020.

CENTRAL OKLAHOMA COMMUNITY
ACTION AGENCY, INC., (CENTRAL
OKLAHOMA TRANSIT SYSTEM)

Babara J. Leland
EXECUTIVE DIRECTOR

ATTEST: *Tracy L. Izell*



APPROVED by the Mayor and the City Commissioners of the City of Shawnee this 1st day of June, 2020.



ATTEST:

Lisa Lasyone
LISA LASYONE, CMC, CITY CLERK

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

Chance Allison
CHANCE ALLISON, CITY MANAGER

APPROVED as to form and legality this 1 day of July, 2020.

J.M. Vorndran
JOSEPH M. VORNDRAN, CITY ATTORNEY

Community Service Contract Review

5.

Meeting Date: 05/06/2021

Safe Events for Families

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Title of Item for Agenda

Discussion, consideration, and possible action regarding a contract with Safe Events for Families for Fiscal Year 2021-2022.

Attachments

Packet

Current Contract

SEFF

2021-2022

Specify how the program complies with the requirements set forth in Section 1. [Section 1: The City is paying a third-party to provide a direct community governmental or quasi-governmental service. Contracts of this nature are only made with nonprofit entities including 501(c)(3) and 501(c)(6) entities.]

Safe Events For Families is a 501(c)(3) organization, tax ID number 20-5097645. Safe Events For Families hosts events to enhance the quality of life for Shawnee residents, bring visitors to the Shawnee community, and increase sales tax collections on retail sales in the city limits.

Specify how the objective of the program serves the community and specifically the municipality on providing services for the citizens,

Safe Events For Families provides community events for the enjoyment of citizens of Shawnee and the surrounding area. These events bring the population of our city together to build community but also draw attendees from across the state. Vendors that register for the events come from as far away as Florida. In 2015, SEFF had an economic impact study done through the Oklahoma City Tourism Office using their formula and determined that SEFF events at a \$3.5 million impact that time. As events have grown, so has the impact. We now host the largest Halloween and Christmas events in the state. The Redbud Festival has also been added since that time and our Third Friday Block Parties grow each year.

Provide details regarding the specific program such as, but not limited to: location of facility, number of employees, services provided, organization structure and history, length of service in this capacity, ect.

Safe Events for Families hosts multiple events in downtown Shawnee throughout the year. Currently SEFF has only one part-time employee and uses volunteers to put on the events.

Safe Events for Families was gifted the Ritz Theater located at 10 W. Main Street in downtown Shawnee. SEFF has revitalized the theater and it now also hosts community events.

Are the services offered by other agencies or organizations on Shawnee?

There is not another organization in Shawnee that offers year-round public events in Shawnee. SEFF events are usually free to attend, meaning that quality entertainment is accessible to everyone in the community.

Provide financial statements and audit documents of available and note other major donors and sources of non-City funding and if the City funding is used as match for State, Federal, or other donors.

Attached.

If currently under contract with the City, submit any proposed changes to existing contract language or funding levels.

\$10,000.00 increase in funding

INTERNAL REVENUE SERVICE
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: JAN 18 2008

SAFE EVENTS FOR FAMILIES INC
115 E MAIN ST SW
SHAWNEE, OK 74801-0000

Employer Identification Number:
20-5097645
DLN:
407282000
Contact Person:
GERALD MINK ID# 31228
Contact Telephone Number:
(877) 829-5500
Accounting Period Ending:
DECEMBER 31
Public Charity Status:
170(b)(1)(A)(vi)
Form 990 Required:
YES
Effective Date of Exemption:
AUGUST 16, 2006
Contribution Deductibility:
YES
Advance Ruling Ending Date:
DECEMBER 31, 2010
Addendum Applies:
NO

Dear Applicant:

We are pleased to inform you that upon review of your application for tax exempt status we have determined that you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code. Contributions to you are deductible under section 170 of the Code. You are also qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Organizations exempt under section 501(c)(3) of the Code are further classified as either public charities or private foundations. During your advance ruling period, you will be treated as a public charity. Your advance ruling period begins with the effective date of your exemption and ends with advance ruling ending date shown in the heading of the letter.

Shortly before the end of your advance ruling period, we will send you Form 8734, Support Schedule for Advance Ruling Period. You will have 90 days after the end of your advance ruling period to return the completed form. We will then notify you, in writing, about your public charity status.

Please see enclosed Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, for some helpful information about your responsibilities as an exempt organization.

Form 1023 (Rev. 10-2004)

Name:

Safe Events for Families, Inc

EIN:

20-5097645

Page 11

Part X Public Charity Status (Continued)

- 509(a)(4)—an organization organized and operated exclusively for testing for public safety.
- 509(a)(1) and 170(b)(1)(A)(iv)—an organization operated for the benefit of a college or university that is owned or operated by a governmental unit.
- 509(a)(1) and 170(b)(1)(A)(vi)—an organization that receives a substantial part of its financial support in the form of contributions from publicly supported organizations, from a governmental unit, or from the general public.
- 509(a)(2)—an organization that normally receives not more than one-third of its financial support from gross investment income and receives more than one-third of its financial support from contributions, membership fees, and gross receipts from activities related to its exempt functions (subject to certain exceptions).
- A publicly supported organization, but unsure if it is described in 5g or 5h. The organization would like the IRS to decide the correct status.

6 If you checked box g, h, or i in question 5 above, you must request either an advance or a definitive ruling by selecting one of the boxes below. Refer to the instructions to determine which type of ruling you are eligible to receive.

- a Request for Advance Ruling: By checking this box and signing the consent, pursuant to section 6501(c)(4) of the Code you request an advance ruling and agree to extend the statute of limitations on the assessment of excise tax under section 4940 of the Code. The tax will apply only if you do not establish public support status at the end of the 5-year advance ruling period. The assessment period will be extended for the 5 advance ruling years to 8 years, 4 months, and 15 days beyond the end of the first year. You have the right to refuse or limit the extension to a mutually agreed-upon period of time or issue(s). Publication 1035, *Extending the Tax Assessment Period*, provides a more detailed explanation of your rights and the consequences of the choices you make. You may obtain Publication 1035 free of charge from the IRS web site at www.irs.gov or by calling toll-free 1-800-829-3876. Signing this consent will not deprive you of any appeal rights to which you would otherwise be entitled. If you decide not to extend the statute of limitations, you are not eligible for an advance ruling.

Consent Filing Period of Limitations Upon Assessment of Tax Under Section 4940 of the Internal Revenue Code

For Organization

Norman Wagner
Signature of Officer, Director, Trustee, or other authorized official

Norman Wagner
(Type or print name of signer)
- Executive Director
(Type or print title or authority of signer)

9-27-06
(Date)

For Director, Exempt Organizations

Robert Elor

JAN 18 2008

By Date

b Request for Definitive Ruling: Check this box if you have completed one tax year of at least 3 full months and you are requesting a definitive ruling. To confirm your public support status, answer line 6b(i) if you checked box g in line 5 above. Answer line 6b(ii) if you checked box h in line 5 above. If you checked box i in line 5 above, answer both lines 6b(i) and (ii).

- (i) (a) Enter 2% of line 8, column (e) on Part IX-A, Statement of Revenues and Expenses. _____
- (b) Attach a list showing the name and amount contributed by each person, company, or organization whose gifts totaled more than the 2% amount. If the answer is "None," check this box.
- (ii) (a) For each year amounts are included on lines 1, 2, and 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each disqualified person. If the answer is "None," check this box.
- (b) For each year amounts are included on line 9 of Part IX-A, Statement of Revenues and Expenses, attach a list showing the name of and amount received from each payer, other than a disqualified person, whose payments were more than the larger of (1) 1% of line 10, Part IX-A, Statement of Revenues and Expenses, or (2) \$5,000. If the answer is "None," check this box.

7 Did you receive any unusual grants during any of the years shown on Part IX-A, Statement of Revenues and Expenses? If "Yes," attach a list including the name of the contributor, the date and amount of the grant, a brief description of the grant, and explain why it is unusual. Yes No

Corporate Sponsor Vyve

The ability of the program to become self-sufficient over time.

As a non-profit organization, Safe Events For Families is dependent upon donations to support our efforts. However, we believe that the contributions from our donors are returned through quality of life for residents and increased tax collections during events.

Information regarding fees/charges paid by the public to utilize services provided.

Festivals provided by Safe Events For Events are free for the public to attend. Food vendors, street vendors, and other providers such as the carnival company charge for their products of services at the events. The provider determines the cost to the customer.

A copy of the organization's annual report or list of accomplishments from the previous year detailing how City funds were utilized.

See attached.

Indicate the amount of funds requested and specifically how the funds will be expended.

See attached.

The attached is the budget for fiscal year 2021/2022 events. On 2015 we had an economic impact study done through the Oklahoma City Tourism Office using their formula. The events that SEFF fundraises for and organizes left a \$3.5 million dollar foot print for the Shawnee area. Without funding help from the city this would not be possible. We are asking for a funding request of \$73,000 to help our efforts. We use these funds to solicit the remaining funds needed to continue to operate and grow these great events. This includes continued support for the downtown Christmas decorations as SEFF is working to transform the downtown area with the help of its merchants into a must see place to be during the holiday season. SEFF continues to have a great working relationship with the city and has a dedicated board committed to the continued improvement of Shawnee and Downtown. The close working relationship SEFF has with the City Manager's office and Parks Department will continue the downtown revitalization process. Thank you for your time and consideration for our funding request.

Total funding requested:	\$73,000.00
2021-2022 Year	\$73,000.00

2021-2022 Budget

Budget Expenditures for Redbud Festival

Toilets	\$ 1,500.00	
Advertising/ Media	\$ 4,000.00	
Food	\$ 15,000.00	
Sound Equipment/Operator/Performers	\$ 5,000.00	
Trash/Permits/Equipment Rental (i.e., golf carts, ect)		
Electrical Connections	\$ 8,000.00	
Total	\$ 33,500.00	\$ 33,500.00

Budget for Expenditures for Downtown Blockparty

Toilets	\$ 3,000.00	
Advertising/Media	\$ 4,000.00	
Sound Equipment/Operator/Performers/ Trash/	\$ 6,500.00	
Permits/Equipment Rental(i.e., golf carts,) Electrical		
Connections	\$ 6,000.00	
Total	\$ 19,500.00	\$ 19,500.00

Budget Expenditures for Downtown Christmas Parade

Toilets	\$ 1,500.00	
Advertising	\$ 3,000.00	
Santa Claus Float	\$ 6,000.00	
Fireworks	\$ 30,000.00	
Sound Equirement/Operator/Performers	\$ 3,000.00	
Downtown Christmas	\$ 10,000.00	
Tree lighting Ceremony	\$ 8,000.00	
Trash/Permits/Equiment Rental (i.e., golf carts, ect.)	\$ 5,000.00	
Electrical Connections	\$ 9,000.00	
Total	\$ 75,500.00	\$ 75,500.00

Budget Expenditures for Blues on Broadway

Toilets	\$ 1,500.00	
Advertising/ Media	\$ 5,000.00	



Sound Equipment/Operator/Performers	\$ 8,000.00	
Trash/Permits/Equipment Rental (i.e., golf carts, ect.)		
Electrical Connections	\$ 10,000.00	
Educational Center	\$ 8,000.00	
Total	\$ 32,500.00	\$ 32,500.00

Budget Expenditures for Boo on Bell

Toilets	\$ 3,000.00	
Advertising/Media	\$ 7,000.00	
Carnival	\$ 38,000.00	
Sound Equipment/Operator/Performers	\$ 8,000.00	
Trash/Permits/Equipment Rental (i.e., golf carts, ect.)		
Electrical Connections	\$ 12,000.00	
History Tours	\$ 7,000.00	
Total	\$75,000.00	\$ 75,000.00

Budget Total **\$ 236,000.00**



AGREEMENT BETWEEN THE CITY OF SHAWNEE and
SAFE EVENTS FOR FAMILIES

This Agreement is entered into this 1st day of July, 2020, by and between the City of Shawnee, Oklahoma, a municipal corporation hereinafter the "CITY", and Safe Events for Families hereinafter called "SEFF".

WITNESSETH

WHEREAS, the CITY is in need of certain goods and services, and

WHEREAS, SEFF has represented that it possesses the skills and abilities to provide such goods and services.

NOW, THEREFORE, in consideration of the mutual covenants and promises herein contained, the parties hereby agree as follows:

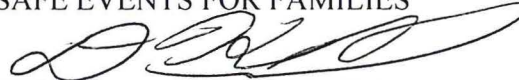
1. SEFF agrees to provide and furnish such goods and services, to wit: the development of family-oriented events providing a safe and entertaining community atmosphere. Those events shall be limited to Shawnee Trail Days, Boo on Bell Street, and the Downtown Christmas Parade.
2. SEFF agrees to provide and furnish such goods and services to commence on 1st day of July, 2020, and to continue until the 30th day of June, 2021.
3. The CITY agrees to fund SEFF's events as follows:
 - a. The CITY will pay to SEFF up to fifty-six thousand seven hundred dollars (\$56,700.00) in invoiced expenditures within the agreed fiscal year.
 - b. The CITY will require SEFF to provide those invoices to the city for direct payment. Payments will be submitted to the accounting department of the City of Shawnee.
4. SEFF agrees to furnish to the CITY copies of all minutes of SEFF meetings.
5. SEFF and CITY acknowledge and agree that mutual cooperation is necessary for the success of this contractual arrangement. To that end SEFF agrees to meet and consult with the City Manager's office concerning all events and activities that SEFF will sponsor at least sixty (60) days prior to the date of said event or activity and complete the event permitting process.

6. The CITY acknowledges that it cannot bind future commissions to a financial decision beyond the present fiscal year.
7. SEFF shall submit a request for renewal to the City Clerk's Office no later than March 31, 2021. As a part of this request, SEFF shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission.
8. This agreement may be terminated by either party upon thirty (30) days written notice prior to the end of the contract period.

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed the day and year first above written.

WITNESS our hands this _____ day of _____, 2020.

SAFE EVENTS FOR FAMILIES



PRESIDENT

ATTEST:

SECRETARY/NOTARY

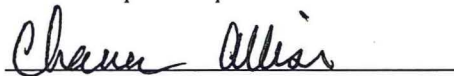
APPROVED by the Mayor and City Commissioners of the City of Shawnee this 12th day of June, 2020.

ATTEST:

Lisa Laszoney
LISA LASYONEY, CMC, CITY CLERK



THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation



CHANCE ALLISON, CITY MANAGER

APPROVED as to form and legality this 1 day of July, 2020.



JOSEPH M. VORNDRAN, CITY ATTORNEY

Community Service Contract Review

6.

Meeting Date: 05/06/2021

Shawnee Forward

Submitted By: Kacie Eck, City Clerk

Department: City Clerk

Title of Item for Agenda

Discussion, consideration, and possible action regarding a contract with Shawnee Forward for Fiscal Year 2021-2022.

Attachments

Packet

Current Contract



BUSINESS ALLIANCE

231 N. Bell • P. O. Box 1613 • Shawnee, OK 74802-1613

March 31, 2021

To: The City of Shawnee Contract Review Committee

Dear Review Committee Members,

The Shawnee Forward organization is pleased to provide you with the requested documents related to our organization, along with information that addresses our ongoing community and economic development activities.

Under the guidance of the Shawnee Forward Board of Directors, our organization is focused on an aggressive program of work and services, which accomplishes the requirements as outlined in our contract with the City of Shawnee. Additionally, our work coincides with goals that are consistent with the strategic plans recently developed by the Shawnee Forward Board. As a fairly new organization, those plans are being updated and amended as the marketplace demands.

As always, we strive to accomplish those items in the most efficient, effective and expedient manner possible. We are here to serve the needs of the City, community, region and those who have placed their trust in our professional capabilities.

In this packet, you will find the following documents and or information:

- A detailed explanation of how we serve the community and specifically the municipality in providing services for the citizens.
- Our organization's location, number of employees involved in the economic development work, our organization's structure, history and length of service in this capacity.
- Our opinion on the ability of others in the community to undertake similar work.
- Current financial statements and audit documents regarding the economic development portion of the organization.
- Suggested language changes to the contract language.
- Our opinion on having a self-sustaining economic development program.
- An explanation of how we used public funds with outside agencies, vendors or related services.
- A list of accomplishments during the 2020/2021 fiscal period, specifically related to the use of City funds.
- The amount of funds requested with focus on how these funds will be utilized.

Please feel free to contact me with any additional requests for information or questions that you may have regarding the ongoing efforts of Shawnee Forward.

Thank you for the opportunity to provide you with this information and we look forward to continuing our community and economic development partnership with the City of Shawnee.

Respectfully,

A handwritten signature in blue ink that reads "Melissa Dennis".

Melissa Dennis
Chairperson of the Board

2021 City Contract Application
Shawnee Forward

Shawnee Forward

**Program Specifics, Organizational Structure,
Statement of Work & Funds Request**

THE SHAWNEE FORWARD ORGANIZATION:

Our organization will celebrate a 3rd birthday in July of 2021. As you are aware, the merger of Shawnee Economic Development Foundation with the Chamber of Commerce in 2018 was completed to eliminate duplicated services and to better align our mutually delivered services to the businesses and residents of the community. Both of these organizations had been in existence in the community for over 50 years.

As with any new organization there were initial transitional challenges to overcome. With strong leadership and a committed staff the organization is moving swiftly and efficiently, as you will see in this year's accomplishments. The Board of Directors of Shawnee Forward is a dedicated and involved board with the goal of excellence for the organization and our region. Members have the opportunity to serve up to two consecutive three year terms and then must roll off the board, in an effort to continue serving the entire community as leadership changes.

Currently serving on the board are:

- Melissa Dennis, Chairperson, Pottawatomie County Commissioner District #1
- Joe Ford, Chairperson Elect, Shawnee Milling
- Katie Landes, Secretary, Action Physical Therapy
- Casey Bell, Treasurer, BancFirst
- Joe Vorndran, Partner, Stuart and Clover
- Angi Mohr, President of SSM Health Shawnee
- Dr. Jim Collard, Economic Development Director & Chief of Police, Citizen Potawatomi Nation
- Josh Trimble, Reaching Souls Outreach.
- Cami Engles, Owner, Theopolis.
- Larry Briggs, Briggs Consulting.
- Jeff Madison, Owner/Operator, Chick-fil-A.
- Jarrod VanZant, Marketing Director, Canadian Valley Electric Cooperative
- Denoda Rutherford, Owner, Shelter Insurance.
- Bryan Lucas, Senior Vice President, Georg Fischer

There are currently five full time employees, two college interns and one high school intern working as a team to support the Program of Work for Shawnee Forward established in 2019.

Shawnee Forward will help "Advance the Vision" through pursuit of seven key goals:

1. Creating a comprehensive economic development strategy
2. Educating and developing a sustainable workforce
3. Facilitating the growth and expansion of the business community
4. Investing in the consistent cultivation of relationships
5. Launching an organizational communications strategy
6. Establishing effective and efficient internal operations
7. Projecting a positive image and brand identity

The funds requested to carry out this mission for the CITY is \$325,000 for economic development and \$102,000 for an economic development incentive fund. The use of those funds will be extensively detailed throughout this application.

☞ We advance the vision by establishing effective and efficient internal operations. We have a staff that is both industry and job trained to accomplish this.

The CEO: Rachael Melot

Serves as the staff liaison for the Economic Development SME committee, the Economic Development Quality of Life committee, the Workforce committee and the Public Policy Committee.

Is widely recognized in the State of Oklahoma as a positive, motivational leader who can lead transformational change. She holds a Doctorate of Leadership in Humanitarianism, a Masters Degree in Educational Leadership, and an undergraduate degree in Health, Physical Science & Education from our own Oklahoma Baptist University

Is the author of *The Ten Commandments of #SuccessWithoutApology*, and the owner of *Wystle*, a small business celebrating 6 years and the mentorship of more than 75 women in our community. She is also 1 of 50 people in the 2020 Leadership Oklahoma Class.

Lead Shawnee to be the first Certified Blue Zones Project Community in the State of Oklahoma through deep partnerships with businesses, the CITY and Citizen Potawatomi Nation.

Mentors through Oklahoma Baptist University Lydia's Lamp program, George W. Bush's Women in Fellowship, Worrel House and Gateway to Prevention & Recovery.

☞ Has been the President of Kiwanis, the Shawnee Community Foundation, and CKH & Company. She was the keynote speaker at the Leadership Oklahoma 2019 Alumni Retreat for hundreds of Leadership Oklahoma graduates.

The Economic Development Director: Tim Burg

Serves as the staff liaison to the Economic Development Resources Committee, and staff support for the Workforce Committee.

Is one of only 1200 Certified Economic Developers in the world and has over nineteen years' experience as a paid professional economic development, plus an additional 10 years as a volunteer in that field. He has served as the economic developer in this community since 2009.

Has a unique background that includes his business ownership, management of multiple divisions of a large general contracting firm, extensive construction expertise, facility engineering and management, sales, property development, building design, manufacturing and workforce development.

Serves on the City of Shawnee Zoning Board of Adjustment, is the Chairman of the Oklahoma City Regional Partnership, a ten county consortium made up of economic development organizations in the OKC Metro area.

Continues to be active serving on the OBU Business College Board of Executives, and Business and Industry Council for the Executive Director of the Oklahoma Department of Career and Technology Education agency. (ODCTE)

☞ Has recently concluded seven years of service on the ODCTE Board and as a Board member on the Absentee Shawnee Economic Development Authority.

The Marketing Director: Jeremy Davidson

Serves as the staff liaison to the economic development - Entrepreneurship and Technology Committee, the Tasty Affair, Classroom Partners, The City of Shawnee Public Relations, and the small business relief grant task force

Has a Master of Arts in Administration Leadership from the University of Oklahoma. He has been a paid Marketing professional for over 15 years, along with owning and operating his own business.


Brings a great deal of membership and economic development experience as he has served in numerous leadership roles with the Harrah and Choctaw Chamber of Commerce organizations.

Serves the community by helping businesses of all sizes with their digital footprint, their brand messaging, and handles all of the event marketing, creation and execution oversight within our organization

The Account Executive:

Is the face of the organization to our ambassadors, always projecting a positive image to both locals and visitors alike.

Focuses on recruiting members of Shawnee Forward to both offer them membership benefits that we believe to help them grow and expand their business and to supplement our revenue stream to multiply the economic development impact in our community.

 Supports the Marketing Director in fundraising efforts to match the CITY's annual investment. The membership and fundraising efforts show the community's support in our organizational value and this year we continue to project growth and increased investment by our membership.

Demonstrates proven love for the business community of Shawnee and represents our mission and efforts to new and existing businesses in the community.

The Executive Assistant: Loren Rhoades

Has a Bachelor of Arts in Journalism and Mass Media from Oklahoma Baptist University. She has worked for several newspapers as well as in different media positions in the last four years, while also running her own photography business.

Serves to support every aspect of economic development, marketing, and membership. She is also the face to the concerned citizen who wants to report a need, a complaint, or a compliment regarding our city. She answers phone calls daily informing citizens, visitors and businesses of the opportunities to engage in Shawnee and the workforce. She also pleasantly greets more than 100 people every month with a variety of inquiries about Shawnee.



Shawnee Forward
2021 Economic Development Committees:

The organization established four Economic Development Committees in 2021:

Economic development today encompasses so much more than wooing a manufacturing plant owner with significant introductions and elaborate recruitment gatherings. When we look to support, grow and recruit business in our community we now compete with every city in the world on facets beyond price, to areas of quality of life, image of safety, incentives, municipality collaboration and the workforce pipeline.

In response to potential new business owners' questions of, "how are your schools," "how safe is your community," and "how well does your City support local businesses," we are supporting four very different - pointed and particular - economic development committees to address the most frequent issues that newcomers and site selectors are highlighting. Those committees cross efforts with the Workforce committee and Public Policy Committee that carry the needs of all four of those committees into their area of concentration. Here are the six committees, their charter statement and diverse and active committee membership.

Economic Development: Resources Committee:(EDR Committee)

Charter: To actively support all of the economic development activities of Shawnee Forward, by serving as an advocate for the organization's various economic development committees. Committee members will use their influence, personal commitment, financial support and business expertise to assist the Shawnee Forward Staff and Volunteers in furthering economic prosperity within the community and region, and to ensure our work is impactful, and aligned with the needs of the community.

Committee Members:

1. Jon Adcock, CEO, Central Disposal
2. Paul Bass, President, First United Bank
3. Ray Belford, Pastor, First Christian Church
4. Casey Bell, President, BancFirst
5. Ed Bolt, Mayor of Shawnee
6. Larry Briggs, Briggs Construction
7. Greg Brown, Owner, Greg Brown Homes
8. Chris Clark, President, Arvest Bank
9. Richard Finley, Retired
10. Larry Gill, Financial Advisor, Clinton Wealth Management
11. Josh Inda, CEO, Indaco Metals
12. Marty Lewis, Retired
13. Bryan Lucas, SVP, Georg Fischer
14. Marion McMillan, SVP, BancFirst
15. Dave Miller, OneGas, Community Relations
16. Brian Nave, SVP, Arvest
17. Will Rosebure, Retired
18. Chuck Skillings, Retired
19. Randy Smith, CFO, OBU
20. Jim Stuart, Retired
21. Jarrod VanZant, Marketing Director, Canadian Valley Electric Cooperative

Entrepreneurship / Technology Committee:

Charter: Increase the entrepreneurial support system in the community. Create funding sources. Increase city-wide technology adoption and installation in the business sector. Positive brand identity around entrepreneurship. Second Career / Second Life Incentives and Testimonials. Put needs for entrepreneurship before the Policy Community. Send education needs to the Workforce Committees.

Committee Members:

1. Turner Bass, Founder, Astro Panda Studios
2. Felecia Freeman, Commercial Loan Officer, Citizen Potawatomi Community Development Corporation
3. Kevin Huddleston, Partner, Finley & Cook
4. Josh Lawing, Regional Sales Director, Vyve Director
5. Amy Loftis-Walton, Director of Government Relations and Strategic Initiatives, OCAST
6. Jeff Madison, Owner/Operator, Chick-fil-A
7. Sonya McDaniel, Director, Pottawatomie County OSU Extension Center
8. Steve Palmer, CEO, Neighboring 101
9. Chris Peters, Cleaning/Sanitation Consultant, Treats Solutions
10. Michael Phillips, Director of Campus Programs, Community Renewal of Pottawatomie County
11. Sarah Roberts, Business Development Representative, Tinker Federal Credit Union
12. Jarrod VanZant, Marketing Director, Canadian Valley Electric Cooperative
13. Dr. Craig Walker, Professor of Economics, Oklahoma Baptist University
14. Cama Watts, Business and Entrepreneurial Services Coordinator, Gordon Cooper Technology Center
15. Lonnie Williams, Owner, The UPS Store
16. Rick Young, Founder, Young Legacy Group

Quality of Life Committee:

Charter: To connect the messaging of quality of life to economic development by improving community pride, improving the pride in our schools systems, to support education initiatives, and to improve our local livability score.

Committee Members:

1. Erica Bass, Communications & Resource Development Officer, Community Renewal of Pottawatomie County
2. Jennifer Bell, Director of Public Information, Citizen Potawatomi Nation
3. Joe Ford, President, Shawnee Milling Company
4. David Henry, Pastor of Baptist Church
5. Dr. Kathy Laster, CEO, Avedis Foundation
6. Daniel Matthews, Executive Director, Community Market of Pottawatomie County, City Commissioner
7. Tate Monroe, Director of Discipleship & Development, St. Paul's United Methodist Church
8. Michael Phillips, Director of Campus Programs, Community Renewal of Pottawatomie County
9. Darren Rutherford, Manager, Fred's Tire & Battery, City Commissioner
10. Denoda Rutherford, Owner/Agent, Denoda Rutherford Shelter Insurance
11. John Bobb Semple, Community Program Director, Blue Zones Project
12. Erin Stevens, General Manager, Heart of Oklahoma expo Center
13. Michelle Wallace, Shawnee Public Schools
14. Becky Webb, A/C Doctors

SME (Small - Midsize Enterprise) Committee:

Charter: Advocate for the recruitment, growth, and development of small to mid-sized businesses.

Committee Members:

1. Jon Adcock, CEO, Central Disposal
2. Chance Allison, City Manager, City of Shawnee
3. Casey Bell, President, BancFirst
4. Rebecca Blaine, Planning Director, City of Shawnee
5. Todd Brand, CPN Gaming
6. Dr. Jim Collard, Director of Planning and Economic Development, Citizen Potawatomi Nation
7. Cami Engles, Owner, Theopolis Social Club
8. Joe Ford, President, Shawnee Milling Company
9. Chuck Mills, Owner, Mills Machine Co
10. Brent Morris, Financial Advisor, Edward Jones Investments
11. Mindy Palmer, Marketing Director, Shawnee Mall
12. Michael SanPedro, Roots Dispensary
13. Mark Sehorn, President, Sehorn Yamaha Inc
14. Joe Vordran, Partner, Stuart & Clover, PLLC
15. Tyler Wilburn, Vice President, First United Bank

Workforce Committee

Charter: To Fully engage stakeholders to ensure continuous improvement in the overall workforce system. To expand existing platforms, resources programs, and the best practices of workforce development in our region. Educate future workforce opportunities, Separate perception from reality of Workforce needs/wants, Support second chance opportunities, Encourage first line supervisor training.

Committee Members:


1. Jay Scott Brown, Business Referral Network of Shawnee
2. Robert Davenport, Athletic Director, Oklahoma Baptist University
3. Melissa Dennis, Pottawatomie County Commissioner District #1
4. Darryl Fields, Union Missionary Baptist Church
5. Travis Flood, Community Renewal of Pottawatomie County
6. Geoff Garcia, Concept Electric
7. Holly Garcia, Grand Casino Hotel & Resort
8. Dr. April Grace, Superintendent, Shawnee Public Schools
9. Daryl Green, Oklahoma Baptist University
10. Garrett Kennedy, Express Pros
11. Shane Jett, Oklahoma State Senate, District #17
12. Marty Lewis, Gordon Cooper Technology Center
13. Amy Loftis-Walton, Director of Government Relations and Strategic Initiatives, OCAST
14. Chuck Mills, Mills Machine Co.
15. Jeremi Moore, ODCTE - Skills Center Liaison
16. Danny Morgan, Seminole State College
17. Brian Nave, Arvest Bank
18. Lana Reynolds, President, Seminole State College
19. Carol Samuels, Business Services Consultant, Central Oklahoma Workforce Innovation Board
20. Michelle Wallace, Shawnee Public Schools



Public Policy Committee:

Charter: Advocate on behalf of the Shawnee area business community and local tribes to City, County, State, and Federal governments. Identify and message issues that are important to our business community through surveys and personal meetings. Advocate to the local, city, and state governments on behalf of the needs of our business community in the region.

Committee Members:

1. Nicholas Atwood, Richie, Rock, McBride & Atwood Law Firm
 2. Marilyn Bradford, Retired Superintendent, Shawnee Public Schools
 3. Larry Briggs, Briggs Consulting
 4. Bryan Cain, President, First National Bank
 5. Dr. Jim Collard, Citizen Potawatomi Nation
 6. Melissa Dennis, Pottawatomie County Commissioner District #1
 7. Shane Jett, Oklahoma State Senate, District #17
 8. State Representative Dell Kerbs, Safe Events for Families
 9. Marty Lewis, Gordon Cooper Technology Center
 10. Marion McMillon, SVP, BancFirst
 11. Angi Mohr, SSM Health St. Anthony Hospital
 12. Kelli Mosteller, Director, Citizen Potawatomi Nation
 13. Sarah Weeks, Gordon Cooper Technology Center
 14. Justin Wood, Principal Chief of the Sac & Fox Nation
- 

**SELF SUFFICIENCY:
LONG RANGE OPERATIONAL VISION**

Most communities our size and larger in Oklahoma and elsewhere around the nation have economic development programs. While there may be some programs that are self-sustaining, that is not, nor has been, the normal method of operation.

The majority of economic development programs operate through a dedicated economic development sales tax or similar to our program, providing services under contract through a municipality or county government. For Example:

Ponca City Development Authority: <https://www.goponca.com/>

Duncan Area Economic Development Foundation: <https://ok-duncan.com/>

Enid Regional Development Alliance: <https://growenid.com/>

There are some economic development programs which are operated in house under the supervision and oversight of a municipality or county government, with the economic development staff serving as government employees. For example:

McAlester: https://www.cityofmcalester.com/economic_development/index.php

Guthrie: <http://cityofguthrie.com/99/Economic-Development>

Durant: <https://www.ok-durant.org/>

At this time, with the exception of the Mid America Industrial Park, which is a self-sustaining public trust, we are unaware of any other economic development programs in Oklahoma that are self-sustaining or self-funded.

The underlying purpose and main objective of an economic development program is to enhance and assist in growing the revenue streams for those they are under contract with and those they serve. We are committed to being an exceptional service provider to the CITY and our business community.

**PROVIDING SERVICES FOR CITIZENS &
MEETING THE ECONOMIC OBJECTIVES**

While Shawnee Forward relies on a membership structure to identify some benefit equity, we continue to provide overall economic development to the community at large. Here are some examples of how we advance the vision by facilitating the growth and expansion of the business community.

Hospitality Training: A group of volunteers have signed up to lead hospitality training to front line workers in the service industry. So far 15 people have been trained and another 40 people are signed up to receive the training in April. This local pride and hospitality training helps employers and employees increase customer loyalty; therefore overall brand loyalty and increased sales.

Campaign Assistance: Shawnee Forward is a leader in communicating timely and relevant business and community news online through the Shawnee Forward website, Mass Email, Facebook, Twitter, Instagram, Twitter, LinkedIn, and Pinterest. Access to these are provided at no charge. A few campaign examples are:

South Central Industries	Community Renewal	Firelake Grocery
MCM Insurance	Merry Maids	Wystle
Citizen Potawatomi Nation CDC	Neighboring 101	Visiting Angels
First National Bank	United Way	KSNL Aero / Pacific Air Holdings
Bayley Botanical	Collision Works	Herbage magazine
Theopolis Social Club	A/C Doctors	
Sweet Pea 4D	Legacy Parenting	

YES 4 the Pack: Staff ran marketing, social media, created all material, worked with the PR firm, created and distributed yard signs then returned and collected the signs. (twice since the voting date changed)

Workshops and Seminars:

We are a Grow With Google Certified Partner which enables us to provide important training to our community. The Google platform is a primary driver of foot traffic and online traffic for our businesses and organizations. We provide these courses at no cost or for the cost of the provided lunch or breakfast.

Working with Gordon Cooper Technology Center and other strategic partners we identify workforce needs related to digital marketing systems, office automation systems, and office productivity systems. From this needs assessment we have implemented more than a dozen workshops to build KSAs in our business community.

Leadership Shawnee

Leadership Shawnee is a nine-month experience where 24+ community members annually explore a number of community programs, resources, and departments at the local and state level. We also provide leadership training through this program.

Our participants most enjoy learning about Shawnee, meeting staff at the City and County level, and the amount of networking with other professionals that take place. We believe this program helps connect and train the future of leadership for organizations throughout Shawnee.



State of Series

Our community enjoys the "State of" Luncheon series that we host. These events include State of the Governments, State of the Schools, this year's new topic, state of water, the Tribal Forum, Legislative Luncheons, and the State of the State events where leaders from the State and Federal level present to our community.

These luncheons provide valuable insight to policy, procedures and overall hot topics impacting our day to day life.

Small Business Relief Grant:

Staff created a Small Business Relief Grant Fund for all of Pottawatomie County small businesses by requesting the CARES ACT funds from City of Shawnee, City of Tecumseh and Pottawatomie County to ultimately grant \$183,000 to small businesses in our county.

The tears of joy for the recipients really proved the value of the small grants to the business survival. We were able to award nearly 30 businesses during their time of need. This outreach to the business community earned good-will and deeper relationships with businesses. The businesses will be giving 90 day testimonials on how they have utilized the funds and how it has helped them through this tough season.



LIST OF ACCOMPLISHMENTS:

- New business prospects & projects
- Existing business expansion support
- Research and data gathering support

New business / business recruitment:

For the most part economic development is a lengthy process and our community has seen consistent and strong growth over the past decade, due to a strong commitment and a collaborative effort from our City, it's leaders, and those who are partners in the economic development process. Having a good team and patience in this process allows us to have success.

This past fiscal year we have seen the culmination of several projects that are and will continue to pay dividends in this community and region. Among those are the following highlights;

Marble Slab Creamery and the Great American Cookie Factory: *(Project origination date 3-2019)*

Opening right after the Christmas season, this was a fast-paced project and an example of when a prospect was seeking a site and the connection was ready to provide him with a location.

In March of 2019, Tim Nye contacted our office and asked us to suggest a site for his retail venue. We provided him with a long list of properties on Kickapoo, MacArthur and Harrison for him to consider. Our information on those sites included traffic counts, property developers or owners, zoning and other projects that were being planned in the immediate areas of those sites that we were aware of.

20-90: Project Techline

Assist the supplier of fiber optic infrastructure supplies in locating a suitable distribution location to support the internet backbone being installed in the CVEC and CEC electrical service areas.

20-95: Project Emily: Pending

Provide a community tour to the real estate staff of Valir Health, to assist them in locating a property where they can undertake their senior citizen physical therapy services in the community. The prospect is acquiring the former Doctor's offices at the SW corner of Kennedy and Independence St.

21-001: Project Montana

Reaching out to the corporate leadership to recruit a steakhouse that has recently expanded into the Oklahoma market. These initial outreach efforts are an example of responding to the needs expressed to us by other businesses and committees requesting more quality of life opportunities.

20-127: Project Ila

Provide community data and a tour to investors who have acquired the Ross franchise and the physical location at the Shawnee Mall. (\$3 million investment.)

20-135: Project Brady's

Provide community data including but not limited to sales tax, employment numbers, traffic counts, housing developments, capital investments and other data to the developer who was interested in undertaking the

Shawnee Market Place Phase II project. Provide the developer with information on how the incentives were provided on Phase I of the Shawnee Market Place.

Developer has acquired 20 acres from the Commission of Land office valued at \$1.8 million.

21-03: Project Race: *Pending*

Assist AOK Railroad and their client with the placement of a racing fuel distribution facility in the railyard west of Kickapoo. A temporary 6 month lease has been agreed upon with a Sunoco supplier who is negotiating to be the Sunoco Distributor for the western part of the US. The project will create six to ten new jobs, plus a capital investment of \$1.5M to \$2M, required to set up the distribution facility. Rail traffic into the rail yard from OKC will increase, which provides revenues to AOK to improve the rail line between OKC and Shawnee.

Shell Building : *(Project origination dates of 1-2009.)*

This building was built with the support of the County, Oklahoma Finance Authority and all five local banking entities in the community. The building represented our commitment to economic growth and our collaborative approach to business recruitment.

It is with great excitement that in this year's report I can confirm that we are under contract with a buyer who intends to bring a new manufacturing sector to our community. We will be able to report more on this project and the growth of our industrial park in the coming months.

Project Wewoka:

Working with delegations from both the Oklahoma Senate, the Oklahoma House of Representative and US Senate and House over more than a decade, we are actively working in a positive, progressing relationship with both UP and AOK railroad companies to open the line beyond Shawnee to Wewoka.

This very time-consuming and highly complicated project is projected to be a more than \$22M investment by the railways to assist our businesses who currently have a need to lower their distribution costs with higher rail usage AND to help us all recruit new businesses.

11-55: Project Military

Continue to pursue meeting the needs of the Oklahoma Army Reserve National Guard, who wants to locate a 53,000 sq. ft Readiness Training Center in Shawnee. Cost of the construction would be between \$15m to \$18m, employing 8 to 10 FTE, and bringing over 350 NG members to the community every month.

Shawnee Forward staff has submitted a grant application to the county to support the cost associated with the FAA application. That County approved funding the grant on 3-22-2021..

Business Expansion & growth projects:

Bison Metals as they continue to work at strengthening their business, staff regularly provides workforce support, access to research for supply chain needs, contacts at a higher level within the Oklahoma Tax Commission and Secretary of State's office, plus lead generation identification. In January of 2020 the company employed 12, and as of 12-2020 their FTE headcount exceeded 75, with an approximate \$3.9 million annual payroll.

Georg Fischer, as they work at expanding their operations, production and workforce levels in Shawnee we stay in constant support by helping them acquire property, determine the property boundary lines, providers of environmental services, roadway and infrastructure upgrades or additions, workforce development, attraction and recruitment, and their desire to have their products included in government project specifications as needed.

Indaco Metal who is finalizing their plans to increase the level of production at their facility here in Shawnee, utilizes us to navigate the proper steps for expansion and to help with additional sources for cutting their materials overall costs. Additionally, they can use those savings to finance the expansion and equipment purchase, plus have greater control over their finished building package delivery schedule. Additional employees will be needed.

County Sales Tax Economic Development Grant Applications: Staff assisted business owners in Pottawatomie County in submitting grant applications to the County's Sales Tax Oversight Committee. The following grants were approved, assisting in business growth and development.

11-55: Project Military--\$33,600--approved

19-104: Project Z--\$100,000--approved

20-89: Project FDM--\$50k--approved

20-105: Project Peck--\$45k--approved

20-129: Project Trigger--\$10,000--approved

Christmas Crawl A city -wide shop small campaign that was sponsored by OGE, First United Bank, Collision Works (over 800 patrons), Air Force, BancFirst, Wystle, Bayly Botanicals, Mainstream Boutique, Kuckoo Bird and Dashing T, Sweatpea 4D, Eats & Sweets, United Way, PicStories, Theopolis Social Club and Community Renewal. Attended by Santa Claus, The Grinch, Cindy Lou, and Mayor Ed Bolt.

This event sold over 350 tickets through Eventbrite, creating a retail buzz for several days that gave our businesses some end of year income at the end of a very tough retail season.

Research and Data Gathering Services:

OBU Aerospace Engineer Occupational Demand research:

Working with Dr. Chris Jones, Dean of the College of Science and Mathematics, contact our research partners and educational partners in the region to gather data related to the Occupational Demand for Aerospace Engineers, which will allow OBU to proceed with the accreditation efforts for the Engineering Degrees. Additional work to take place to finalize our support efforts.

20-79: Project Deserve

Assist StreetMac's retail consultant by providing data and statistics on Shawnee to use in marketing the former JC Penney location at the Mall. (Traffic counts, sales tax information, unemployment and employment data, housing starts, ongoing capital investments being made in the area including the City, County, State, Schools, not for profit and private businesses. Included data on the hiring forecast at Tinker. (Mathis Brothers announced they would be acquiring the space and opening a 50k sq. ft. satellite retail operation, by July Of 2021.)

County Economic Development Fund Impact Analysis:

At the request of the County's Sales Tax Oversight Review Committee, undertake an impact analysis study of sixteen projects that the County invested economic development funds in, to determine the overall impact of those investments. Additional data needed to finalize our impact analysis.

20-136—Project Angel: Undertake research for the Entrepreneurship & Technology Committee who have an interest in forming an Angel Investor or Venture Capital group. Research what peers across the state may or may not have in place, their current and past activities, plus what the ODOC and i2E may have to offer.

Bison Metals Technologies: (Project origination dates of 1-2009.)

Without question one of the most complicated, detailed and high impact projects we were involved with in 2020 was the closure of the Shawnee Tubing Industries facility and the reopening of the plant under new ownership.

After failed investment promises, the company announced in October they would be closing the facility and laying off the 150 + employees. The next 90 days as we worked with their management team to:

- wind down operations at the plant
- help those affected employees find new employment opportunities

We also worked with those financial institutions who held the mortgage on the property, those who had made a financial investment to save the company from being sold overseas in 2017, and a new equity group that wanted to acquire the business.

After much collaboration, sweat and tears, the equity group of Manchester Principal was able to acquire the company from American Industrial Acquisition Corporation and negotiate the lease terms with Shawnee

☞ Tubing Real Estate on December 20th, 2020. This was an amazing “save” by the tireless efforts of the staff and the community partners.

This acquisition has allowed for a resurgence to take place at the plant, with between \$2 to \$3.5 million being expended to refurbish the existing equipment, acquire new state of the art production machinery from Europe, and to begin the process of rehiring employees. The management of the company has been retraining the employees to be cross trained and has begun hiring with employment levels to 340 over a three-year time frame. They anticipate the wage levels of these employees to be \$25.00 to \$28.00 per hour.

It is important to note that without the support of the City of Shawnee to work with the new owners to resolve a long-standing problem with their wastewater discharge levels, this project would not have gotten off the ground. Economic development is a team effort and we are delighted that we have professionals at City Hall who are vital part of that team.

Bar H Bar, Branding Iron / Bonray Resources: (Project origination date of July 2015.)

After years of assisting the prospect with his search for suitable locations, Richard Hefner opened two developments this past fall. His 6,000 sq. ft. full-service, sit-down restaurant and his 9,000 sq. ft. commercial space on Vision Way and his new office park development located at Hyatt and 45th, across from Gordon Cooper Technology.

☞ These two areas will help us attract more retails, along with those who will need more commercial and professional office space.

Leo / Independence Roadway Improvements: (Project origination date of August 2019.)

Shawnee Forward staff became involved in the project when it became apparent that Georg Fischer would not be willing to put up the seed money that was necessary to obtain the rest of the funding that the ODOT had offered to supply toward the roadway upgrade project. On behalf of the city, staff submitted a grant application to the county and was successful in obtaining a \$25,000 grant, which released another \$275,000 in funding from the Oklahoma Department of transportation.

Due to some staff changes at City Hall and a need to clarify who was supplying the matching money, staff worked with the City, County and the ODOT to develop a method where the County would provide the matching money and work with the City on the engineering, bidding and project oversight processes.

This project will allow for Leo from Highway 177 to Independence to be repaired, and repairs to Independence from just west of Haskell Lemon to where the roadway transitions to Leo at the curve by Rempel Redi-Mix, to just south of the Kickapoo/Leo intersection. These improvements will benefit the Expo Quick Stop, Haskell Lemon, Georg Fischer, Rempel Redi Mix, their employees and vendors, plus any of the residents that frequently use these roadways.

Georg Fischer Business Acquisitions: (Project origination date of 2-2014.)

☞ Many of the economic development organizations in the U.S. only pursue new business attraction and ignore the existing companies in their communities. Annually there are around 250 new business locations in the

nation with 80% of those going to a major metropolitan area. That leaves around 50 projects that will be located in a smaller community. Competition for those 50 projects is fierce and often requires a lot of cash incentives to land the prospect.

A major part of Shawnee Forward's strategic economic development plan is to remain active with our Business Retention and Expansion efforts, (BR&E). Nationally 75% to 80% of all net new jobs come from our existing firms, which makes undertaking BR&E work crucial to the growth of our local economy. At a recent public employee event the local leadership of Georg Fischer announced they have plans to double their workforce over the next 5 years. They currently employ 650 employees.

To accommodate growth any type of growth at their facility, they will need to build additional parking areas, determine if they can reroute a water way at the side and rear of their facility, change the manner in which they retain the water that flows onto their property, and the water that is captured on their site, plus incorporate plans to provide greater security at the site and make a determination about having their raw materials delivered by rail.

Staff has been involved in some form or manner with Georg Fischer in all of these areas, along with the review of the ability of the business to obtain incentives from the state of Oklahoma and in reviewing the supportive services that can be offered by the University of Oklahoma's Public Private business representatives.

20-131: Project Embargo

Assist four area manufacturers in resolving the BNSF rail embargo, which affected the transfer of raw materials and finished goods by rail. One manufacturer was expending \$80k per month for delivery of freight, above their normal costs, (for 6 + months) and another expended over \$250k over a 90 day period, above their normal costs, to have their freight hauled by other methods. AOK is now handling the rail freight from OKC to Shawnee and is negotiating to switch the cars and handle the deliver of freight on the BNSF portion of the rail line.

21-002: Project Workout

When contacted by a local business that survived their first year of business in the year of COVID, she is now looking to expand her business, double her real estate investment and has reached out to us to help her look for properties, resources and partners.

SIMILAR ORGANIZATIONS IN THE COMMUNITY

In most cases economic development is not a short or quick off the shelf process, but rather one that can take years to land a prospect and or start a new development. Consistency, “stick-to-it-tive-ness”, dogged determination, providing relevant, factual and accurate data to the client, are what leads to success more than any other method. That takes time, training, and professionalism.

Without this organization and collective, focused effort, the work we do would not take place. There are no similar organizations in the community. Below are the membership organizations we participate in to ensure we can provide the CITY with the most professional and relevant information and economic development efforts.

The Oklahoma City Regional Partnership. (OKCRP)

This is a ten-county partnership, that is operated by the Oklahoma City Chamber’s Economic Development Division, which offers us access to a long list of software tools, plus a highly trained economist and his research staff.

These software tools, and the research team who support us, assist us in our response to Requests for Information from prospects that come from our own internal sources, the Oklahoma Department of Commerce, Site Selectors or the Oklahoma City Regional Partnership itself.

Our organization also receives a membership in the International Economic Development Council, by being a member in the OKCRP, which allows us to remain current on economic development trends and activities that are being used across the nation. The value in this membership is that it allows us to review programs and action steps that we can apply in our own community.

International Council of Shopping Centers: (ICSC)

We are also a member of the International Council of Shopping Centers, (ICSC) which is the professional association that most communities, national brand retailers, retail site selectors, and retail consultants belong to. This membership also provides us with insight into the retail trends across the nation, that can benefit our retail recruitment efforts.

The ICSC also hosts retail conferences and trade shows where communities can meet retailers and explore their interests or plan to expand their locations into other communities. The two most common events that our community has been represented at have been the ICSC Dallas event and the Annual ICSC Conference in Dallas.

Accounting/Auditing:

The economic development division of Shawnee Forward also pays their portion of the costs for outside supportive services related to our accounting and payroll needs, as well as the costs related to the annual audit.

FUND REQUEST & USE
CONTRACT LANGUAGE CHANGES FOR
CONSIDERATION

2021/ 2022 Fund request and usage:

Undoubtedly, we will face unknown barriers to growth in the 2021/2022 Fiscal Year with so many businesses just now feeling the impact of the the workforce receiving stimulus checks, the unpredictability of the consumer and the online/remote impact on employment and retail. We believe our role is and will be as vital as ever before during this transitional business environment.

Our request of \$325,000 for economic development work and the \$102,000 for the proposed incentive plan to further entice businesses to choose the Shawnee region will give the CITY the greatest return on investment and long range sustainability plan. Using the research provided by our partners, the input of our partners and all of our efforts we look to bringing more business into the region. We are hearing very positive feedback on the perception of our support for the business community all the way from Senator Lankford's office to the local volunteers and we see our work to be mission critical to the CITY.

Our continued Business Retention and Expansion efforts, that can assist in creating and retaining the largest number of wealth producing jobs for our area, along with a realistic approach to new business attraction.

Our workforce development efforts and close relationship with the Career Tech systems in the area, the local Colleges and Universities, and other workforce programs are deeper aligning employers with their existing and future workforce.

This incentive fund, that has not been funded historically will allow our organization to not only do what we are able to do, but also allow us to be in more of the consideration sets of new businesses by having an incentive/recruitment fund. By simply being able to answer yes to this question by inquirers, we can get to the next level of negotiation.

Proposed contract changes for consideration:

Section I.3: Incentive Program: Shawnee Forward, in conjunction with CITY, shall prepare an incentive program for retention, recruitment and expansion of businesses within the CITY.

No action has been taken by the City or Shawnee Forward until now, to dedicate funds to the incentive program. We would like to propose setting up this program and committing annually to fund it for recruitment and competitive bidding purposes. We are asking for \$100,000 annually committed to this restricted Incentive Program. The binding stipulations of the incentive program funds will be provided to the CITY.

Current language: Section I.6.a. Shawnee Forward will provide a written monthly report of its activities to the CITY or as part of its monthly board meeting is something we currently provide in person at our board meetings to the member representing the City of Shawnee.

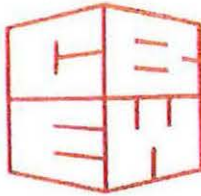
Recommended Change: We would like to recommend this be changed to a bi-annual executive session at a City Commission meeting to keep the commissioners informed without risking the release of confidential recruitment and retention details to the public.

Current language: Section I.6.c. Compliance with Open Meeting and Open Records Laws (the full paragraph of language)

Recommended Change: Strike through this contract compliance statement per the legal write up by Craig Brackeen. This unnecessary compliance stipulation places the economic development process and the privacy required by site selectors and potential projects at risk.

This concludes our response to the list of questions and documents listed in the City of Shawnee Resolution No. 6559. Following this application we have provided our 2021/22 proposed budget that will go before the board of directors next month. If there are other items that you require or something we have overlooked, please contact us at your earliest convenience so we can address those items.

2020 & 2021 Financials



CBEW
Professional
Group, LLP
Certified Public Accountants

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GABRIELLE CONCHOLA, CPA

August 31, 2020

To the Board of Directors
Shawnee Forward, Inc.
Shawnee, Oklahoma

We have audited the financial statements of Shawnee Forward, Inc. (a non-profit organization), as of June 30, 2020, and have issued our report thereon dated August 31, 2020. Professional standards require that we provide you with the following information related to our audit.

Our Responsibility under U.S Generally Accepted Auditing Standards

As stated in our engagement letter dated May 19, 2020, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and timing of the Audit

We performed the audit according to the planned scope and timing previously communicated to you in our engagement letter dated May 19, 2020 and our discussion with your staff about planning, scope and timing matters during the month of August 2020. In planning and performing our audit, we considered the Organization's internal control over financial reporting in order to determine our auditing procedures for the purpose of expressing our opinion on the financial statements and not to provide assurance on the internal control over financial reporting.

As part of obtaining reasonable assurance about whether the Organization's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grants, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit. While our audit provides a reasonable basis of our opinion, it does not provide a legal determination on the Organization's compliance with those requirements.

We are responsible for communicating significant matters related to the audit that are, in our professional opinion, relevant to your responsibilities in overseeing the financial reporting process. However, we are not required to design procedures specifically to identify such matters.

SIGNIFICANT AUDIT FINDINGS:

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Organization are described in Note 1 to the financial statements. No new accounting policies were adopted during the year. We noted no transactions entered into by the Organization during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting Estimates

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events.

Accounting Estimates (continued)

Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected. We evaluated the key factors and assumptions used to develop the estimates in determining that it is reasonable to the financial statements taken as a whole.

Certain financial statement disclosures may be particularly sensitive because of their significance to financial statement users. None of the disclosures are particularly sensitive. The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all known and likely misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements. In addition, none of the misstatements detected as a result of the audit procedures and corrected by management were material, either individually or in the aggregate, to the financial statements taken as a whole.

Disagreements with Management

For purposes of this letter, a disagreement with management is a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter.

Management Consultations with Other Independent Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Organization's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Organization's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This information is intended solely for the use of the Board of Directors and management of Shawnee Forward, Inc., and is not intended to be, and should not be, used by anyone other than these specified parties.

Sincerely,

CBEW Professional Group, LLP
CBEW Professional Group, LLP
Certified Public Accountants

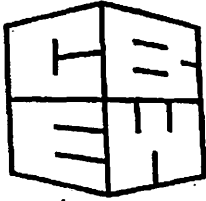
SHAWNEE FORWARD, INC.

BASIC FINANCIAL STATEMENTS
June 30, 2020

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

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CBEW
Professional
Group, LLP
Certified Public Accountants

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WALTER H. WEBB, CPA
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GABRIELLE CONCHOLA, CPA

INDEPENDENT AUDITOR'S REPORT

August 31, 2020

To the Board of Directors of
Shawnee Forward, Inc.
Shawnee, Oklahoma

Report on the Financial Statements

We have audited the accompanying financial statements of Shawnee Forward, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Shawnee Forward, Inc., as of June 30, 2020, and the changes in its net assets and its cash flows for the year then ended in accordance with accounting principles generally accepted in the United States of America.

CBEW Professional Group, LLP
CBEW Professional Group, LLP
Certified Public Accountants

Members of American Institute and Oklahoma Society of CPA's
Serving Our Clients Since 1960

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF FINANCIAL POSITION
June 30, 2020

ASSETS

Current assets	
Cash and cash equivalents (Note 1)	\$ 321,936
Investments	20,210
Accounts receivable	30,372
Pledges receivable, current portion	117,000
Prepaid insurance	12,014
Total current assets	<u>501,532</u>
Fixed assets (Notes 1 and 3):	
Shell Building - investment	1,427,508
Land	46,626
Buildings and improvements	243,453
Office furniture and equipment	84,423
Total fixed assets	<u>1,802,010</u>
Less accumulated depreciation	(237,136)
Total capital assets, net	<u>1,564,874</u>
Other assets	
Pledges receivable, noncurrent portion	4,489
Mineral interest	1,000
Shawnee Tubing Real Estate LLC investment	100,000
Total other assets	<u>105,489</u>
Total assets	<u>\$ 2,171,895</u>

LIABILITIES AND NET ASSETS

Current liabilities	
Accounts payable	\$ 3,450
Accrued payroll and payroll liabilities	20,088
Accrued compensated absences	7,121
Accrued interest payable	15,953
Deferred revenue	57,369
Security deposit payable	2,600
Current portion of long-term debt	22,437
Total current liabilities	<u>129,018</u>
Long-term liabilities	
Notes payable	1,279,655
Less current portion	(22,437)
Total long-term liabilities	<u>1,257,218</u>
Net assets:	
Net assets without donor restrictions	664,170
Net assets with donor restrictions	121,489
Total net assets	<u>785,659</u>
Total liabilities and net assets	<u>\$ 2,171,895</u>

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES
For the Year Ended June 30, 2020

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
Revenues:			
Contributions	\$ 32,076	\$ 41,924	\$ 74,000
Contract - City of Shawnee	296,498	-	296,498
Fundraising Income	69,696	-	69,696
Interest income	679	-	679
Membership dues and events	102,995	-	102,995
Miscellaneous income	1,104	-	1,104
Rental income	85,455	-	85,455
Net assets released from restriction:	<u>167,310</u>	<u>(167,310)</u>	<u>-</u>
Total revenues	<u>755,811</u>	<u>(125,386)</u>	<u>630,425</u>
Expenses:			
Program services	428,282	-	428,282
Management and general	176,867	-	176,867
Fundraising	<u>48,124</u>	<u>-</u>	<u>48,124</u>
Total expenses	<u>653,273</u>	<u>-</u>	<u>653,273</u>
Increase (decrease) in net assets	<u>102,538</u>	<u>(125,386)</u>	<u>(22,848)</u>
Net assets - beginning of year	<u>561,632</u>	<u>246,875</u>	<u>808,507</u>
Net assets - end of year	<u>\$ 664,170</u>	<u>\$ 121,489</u>	<u>\$ 785,659</u>

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shwane, Oklahoma

STATEMENT OF CASH FLOWS
For the Year Ended June 30, 2020

Cash flows from operating activities:	
Increase (decrease) in net assets	\$ (22,848)
Adjustments to reconcile change in net assets to net cash provided by operating activities:	
Depreciation	14,172
(Increase)/decrease in pledges receivable, net	125,386
(Increase)/decrease in accounts receivable	(22,242)
(Increase)/decrease in prepaid expenses	(4,538)
(Decrease)/increase in accounts payable	1,421
(Decrease)/increase in accrued payroll & payroll taxes	14,272
(Decrease)/increase in accrued compensated absences	3,267
(Decrease)/increase in accrued interest payable	(12,013)
(Decrease)/increase in deferred revenue	57,369
(Decrease)/increase in security deposit payable	-
Net cash provided by operating activities	<u>154,246</u>
Cash flows from capital and related financing activities:	
Acquisition & construction of capital assets	-
Proceeds (payment) on debt	(9,805)
Net cash used in capital and related financing activities	<u>(9,805)</u>
Cash flows from investing activities:	
Net (purchase) redemption of investments	(218)
Business investment	-
Net cash provided by investing activities	<u>(218)</u>
Net increase (decrease) in cash	144,223
Cash and cash equivalents at beginning of year	<u>177,713</u>
Cash and cash equivalents at end of year	\$ <u>321,936</u>
Supplemental Cash Flow Information	
Interest paid	\$ 53,147
Income taxes paid	-

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

A. Nature of Activities

Shawnee Forward, Inc. (the Corporation), is a non-stock, non-profit business association that promotes a regional vision. The organizations that came together to form this Corporation included the Greater Shawnee Area Chamber of Commerce, Inc., and the Shawnee Economic Development Foundation. This new Corporation has a common vision to serve the interests of the greater Shawnee area. To the extent consistent with the above general purposes, the specific purposes for this Corporation also include: (a) To generate jobs and investment; (b) To develop and maintain a greater Shawnee, Oklahoma area program to assist existing businesses and entrepreneurs; (c) To attract new businesses in order to improve the economic well-being of area residents; (d) To cultivate talent and leadership; (e) To promote and develop the resources of the Greater Shawnee, Oklahoma area and of its component municipalities; and (f) To enhance the quality of life concerns that has an impact on economic growth and development in the area.

B. Basis of Presentation

The financial statements of the Corporation are prepared on the accrual basis of accounting in accordance with accounting principles generally accepted in the United States of America. Net assets and revenues, expenses, gains and losses are classified based on the existence or absence of donor-imposed restrictions. Accordingly, net assets of the Corporation and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions – Net assets that are not subject to donor-imposed stipulations.

Net Assets With Donor Restrictions – Net assets subject to donor-imposed stipulations that may or will be met, either by actions of the Corporation and/or the passage of time. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Donor-imposed restrictions are released when a restriction expires, that is, when the stipulated time has elapsed, when the stipulated purpose for which the resource was restricted has been fulfilled, or both.

C. Deposits and Investments

All bank deposits are held at various financial institutions and are carried at cost. The Corporation's cash deposits are covered by Federal Depository Insurance (FDIC). For purposes of statements of cash flows, the Corporation considers cash and all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

D. Property and Equipment

Property and equipment are recorded at cost if purchased or at acquisition value if donated and are depreciated using the straight-line method over the estimated useful lives of the respective assets. Ordinary repairs and maintenance are expenses in the period in which they occurred. The Board is currently working on establishing a capitalization policy.

E. Fair Value of Financial Instruments

The Corporation's financial instruments include cash and cash equivalents, investments, pledges receivable, and accounts payable. The Corporation's estimate of the fair value of all financial instruments does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial condition. The carrying amount of these financial instruments approximates fair value because of the short maturity of these instruments.

The Corporation's investments are composed entirely of Certificates of deposit with an initial maturity in excess of three months and are measured at Level 1.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

F. Income Taxes

The Corporation is a not-for-profit organization that is exempt from federal and state income taxes as described in Section 501(c)(6) of the Internal Revenue Code. While contributions to the Corporation are not qualified charitable deductions, they may be deductible as trade or business expenses if ordinary and necessary in the conduct of the contributor's business. The Corporation is not a private foundation within the meaning of Section 509(a) of the Internal Revenue Code. As a result, no provision for current or deferred income tax liability is recognized in the Corporation's books and records. Federal and state income tax statutes dictate that tax returns filed in any of the previous three reporting periods remain open to examination. Currently, the Corporation has no open examination with either the Internal Revenue Service or state taxing authorities.

G. Compensated Absences

It is the Corporation's policy to permit full-time employees to accumulate earned but unused vacation time. Full-time employees are granted vacation and sick leave benefits in varying amounts to specified maximums depending on tenure. Sick leave may be accumulated from year-to-year, not to exceed 30 days. However, any unused sick leave will not be paid out at any time. At termination, either voluntary or involuntary, an employee will be paid for the balance of earned and accrued vacation at the current base rate of pay. Employees can carry forward, for 6 months, 40 hours of vacation to the next year.

H. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

I. Advertising Costs

Advertising costs are charged to operations in the period incurred.

J. Contributions and Promises to Give

Contributions are recognized when the donor makes a promise to give to the Corporation that is, in substance, unconditional. Shawnee Forward reports gifts of cash or other assets as restricted support if they are received with donor stipulations that limit the use of the donated asset. When a donor restriction expires, that is, when a stipulated time restriction ends or the purpose of the restriction is accomplished, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restriction. Donor contributions whose restrictions are met in the same reporting period are treated as net assets without donor restrictions.

K. Support and Revenue

The major sources of support for Shawnee Forward's general operations are dues and contract income from the City of Shawnee. Membership dues are recognized as revenue as billed in the applicable membership period. Membership dues are net assets without donor restrictions available for use for administration, programs and projects of the Corporation. Contract support is recognized as revenue in the applicable year that funds are received. Shawnee Forward also receives rental income, which is recognized in the year that it is earned.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020

2. PLEDGES RECEIVABLE

The Corporation accounts for pledges for units of participation in accordance with FASB ASC 958-310-50, *Accounting for Contributions Received and Contributions Made*.

Unconditional promises to give in more than 1 year are reflected at the present value of estimated future cash flows using the discount rate of 0.25%, per Federal Reserve. Net pledges receivable and maturities at June 30, 2020, were as follows:

As of June 30, 20	
Gross amounts of pledges receivable	\$ 121,500
Less present value discount	(11)
Net pledges receivable	\$ 121,489
Amount due in:	
1 year or less	\$ 117,000
2 to 5 years	4,489
Over 5 years	-
Net pledges receivable	\$ 121,489

3. SHAWNEE TUBING REAL ESTATE LLC INVESTMENT

In April 2017, Shawnee Economic Development Foundation invested \$100,000 for 5 units at Shawnee Tubing Real Estate, LLC. Those unit shares were transferred to Shawnee Forward when the Foundation merged with the Chamber to create the new Corporation. Several businesses and organizations in the Shawnee area became investors in this company to help keep jobs and the business operating in the local area. Financials are provided to the unit holders on a regular basis. Currently, Shawnee Forward should recover its initial investment, plus their share of distributable profits.

4. PROPERTY AND EQUIPMENT

The following is a summary of changes in property and equipment.

	Balance June 30, 2019	Additions/ Transfers	Deletions	Balance June 30, 2020
Land	\$ 46,626	\$ -	\$ -	\$ 46,626
Shell Building - investment	1,427,508	-	-	1,427,508
Buildings & improvements	243,453	-	-	243,453
Furniture, fixtures and equipment	84,423	-	-	84,423
Total	1,802,010	-	-	1,802,010
Less accumulated depreciation	222,964	14,172	-	237,136
Net	\$ 1,579,046	\$ (14,172)	\$ -	\$ 1,564,874

Depreciation expense for the current year is \$14,172.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020

5. NOTE PAYABLE

On February 17, 2016, Shawnee Economic Development Foundation (now the Corporation) issued a construction loan payable to BancFirst, in the amount of \$1,300,000, for the construction of a building. The construction of the building has been completed and \$1,220,331 has been drawn down on the note. Principal payments are not due until February 2021, and the note is secured by business assets. The note is set to mature on August 17, 2025, with interest being at 5.00% on the note. Accrued interest payments are due semi-annually.

On March 7, 2016, Greater Shawnee Area Chamber of Commerce (now the Corporation) entered into a note payable with Shawnee Industrial Authority in the amount of \$100,000 with an interest rate of 1.5%, for the purchase of a heat and air unit. The note is set to mature on March 7, 2026.

Note Payable:	Balance 6/30/2019	Additions	Reductions	Balance 6/30/2020	Current Portion
BancFirst- Construction	\$ 1,220,331	\$ -	\$ -	\$ 1,220,331	\$ 12,483
Shawnee Industrial Authority	69,129	-	(9,805)	59,324	9,954
Total	\$ 1,289,460	\$ -	\$ (9,805)	\$ 1,279,655	\$ 22,437

The debt requirements to maturity, including principal and interest for long-term debt are as follows:

Maturities June 30,	Principal	Interest	Total Due
2021	\$ 22,437	\$ 52,939	\$ 75,376
2022	35,866	61,571	97,437
2023	37,340	60,097	97,437
2024	38,886	58,551	97,437
2025	40,344	57,093	97,437
2026-2030	1,104,782	27,621	1,132,403
Total	\$ 1,279,655	\$ 317,872	\$ 1,597,527

6. RISK MANAGEMENT

The Corporation is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Corporation continues to carry commercial insurance for these risks, including general liability, property damage, and public officials' liability.

7. RETIREMENT

Contract employees receive a retirement contribution of 5% of base salary from Shawnee Forward, while non-contract employees are eligible to contribute to a retirement policy after 1 full year of employment or after October 17, 2020, whichever is later. Shawnee Forward will match up to 2%. The Corporation contributed \$11,867 during the year for employees retirement.

8. RENTAL INCOME

The Corporation (formall entered into a lease agreement with Central Oklahoma Community Action Agency (COCAA) on April 1, 2018, to lease the first and second floors of the Corporation's building for COCAA operations, located at 131 N. Bell. The lease agreement was only for a 9-month contract and lease payments were \$4,296.25 per month. The lease agreement was renewed on January 1, 2019 for an annual contract with COCAA, with lease payments remaining the same.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020

8. RENTAL INCOME (Continued)

The Corporation (formally the Chamber) entered into a lease agreement with Visit Shawnee on May 1, 2016, to lease the half of the first floor of the building that the Corporation operates in at 231 N. Bell. The term of the lease is May 1, 2016 to June 30, 2021 at \$2,600 per month, which includes utilities. Visit Shawnee agrees to pay, in addition to monthly rent, their portion of telephone and interest services.

The Corporation also entered into various month-to-month lease agreements to lease suites within building that the Corporation operates in at 231 N. Bell. These monthly leases ranged from \$200-\$300 per month.

The following is the activity for the rental properties during the year:

	<u>131 N. Bell</u>	<u>231 N. Bell</u>	<u>Total</u>
Rental Income	\$ 51,555	\$ 33,900	\$ 85,455
Insurance	(3,400)	(1,036)	(4,436)
Repairs & Maintenance	(1,632)	(2,325)	(3,957)
Telephone	-	(1,756)	(1,756)
Utilities	(10,473)	(5,743)	(16,216)
Total	<u>\$ 36,050</u>	<u>\$ 23,040</u>	<u>\$ 59,090</u>

9. RELATED-PARTY TRANSACTIONS

The Corporation has entered into an annual contract with the City of Shawnee to perform certain economic development services. Under the terms of the contract, the City agreed to pay the Corporation the \$286,000 each year for such services. Annual evaluations of program results are made, and continuation or extension of the contract is subject to mutual approval by the City and the Corporation.

10. FUNCTIONAL EXPENSES

Per requirement of FASB ASU 2016-14, Shawnee Forward, Inc., adopted a methodology policy for allocation of functional expenses. The financial statements report certain categories of expenses that are attributed to more than one program or supporting function. Therefore, expenses require allocation on a reasonable basis that is consistently applied. The expenses that are allocated include occupancy, depreciation, and amortization, which are allocated on a square footage basis, as well as salaries and wages, benefits, payroll taxes, professional services, office expenses, information technology, interest, insurance, and other which are allocated on the basis of estimates of time and specific use.

SHAWNEE FORWARD, INC.
Shawnee, Oklahoma

NOTES TO THE FINANCIAL STATEMENTS
June 30, 2020

11. LIQUIDITY AND AVAILABILITY

Financial assets available for general expenditure, that is, without donor or other restrictions limiting their use, within one year of the balance sheet, comprise of the following:

Cash and cash equivalents	\$ 321,936
Investments	20,210
Accounts receivable	30,372
Pledges receivable	<u>121,489</u>
Financial assets, at year-end	494,007
Net assets with restrictions	<u>(121,489)</u>
Financial assets available to meet cash needs for general expenditures within one year	\$ <u>372,518</u>

Shawnee Forward, Inc., has \$494,007 of financial assets available at year end. Of that amount, \$121,489 are pledges receivable that are recorded as net assets with restrictions until the pledge is received. At year end, the Corporation has \$372,518 of financial assets available within 1 year of the balance sheet date to meet cash needs for general expenditures. Shawnee Forward, Inc. is primarily supported through contributions, fundraising (special event), contract with City of Shawnee, membership dues, and other revenues. The Corporation manages its liquidity by developing and adopting an annual operating budget that provides sufficient funds for general expenditures in meeting its liabilities and other obligations as they come due. As part of the Corporation's liquidity management, cash balances in excess of daily requirements are invested in interest-bearing accounts.

12. NEW ACCOUNTING PRONOUNCEMENTS

In May 2014 the Financial Accounting Standards Board (FASB) issued Accounting Standards Update (ASU) 2014-09, Not-for-Profit Entities (Topic 606): Revenue from Contracts with Customers. This ASU establishes principles for reporting useful information to users of financial statements about the nature, amount, timing, and uncertainty of revenue and cash flows arising from the entity's contracts with customers, particularly, that an entity recognizes revenue to depict the transfer of promised goods or services to customers in an amount that reflects the consideration to which the entity expects to be entitled in exchange for those goods or services (example: membership fees). Many of these changes will require additional effort and resources on the part of management. The effective date for this standard has been delayed to annual reporting periods beginning after December 15, 2019.

In February 2016, the FASB issued ASU No. 2016-02, Leases (Topic 842), which requires lessees to recognize leases on the balance sheet and disclose key information about leasing arrangements. The new standard establishes a right-of-use (ROU) model that requires a lessee to recognize a ROU asset and lease liability on the statement of financial position for most leases with a term longer than 12 months. Leases will be classified as finance or operating, with classification affecting the pattern and classification of the expense recognition in the statement of activities. The effective date for this standard has been delayed to annual reporting periods beginning after December 15, 2020.

13. SUBSEQUENT EVENTS

Management has evaluated subsequent events and transactions through the date of the audit report, which is the date the financial statements were available to be issued. Management is currently evaluating the impact of the COVID-19 pandemic on the industry and has concluded that while it is reasonably possible that the virus could have a negative effect on the Corporation's financial position and results of its operations, the specific impact is not readily determinable as of the date of these financial statements. The financial statements do not include any adjustments that might result from the outcome of this uncertainty.

Shawnee Forward Inc
Profit & Loss by Class
 July 2020 through February 2021

	Economic Development Funds	TOTAL
Ordinary Income/Expense		
Income		
City of Shawnee		
Contract Income	138,600.00	138,600.00
Contract Increase	34,372.50	34,372.50
Total City of Shawnee	<u>172,972.50</u>	<u>172,972.50</u>
Total Income	<u>172,972.50</u>	<u>172,972.50</u>
Gross Profit	172,972.50	172,972.50
Expense		
Contract Services		
Accounting Fees	10,884.63	10,884.63
Outside Contract Services	96.18	96.18
Total Contract Services	<u>10,980.81</u>	<u>10,980.81</u>
Facilities		
Bldg Maintenance	465.68	465.68
Cleaning	92.49	92.49
Utilities	425.40	425.40
Total Facilities	<u>983.57</u>	<u>983.57</u>
Operations		
Advertising	585.00	585.00
Bank Charge	29.00	29.00
Dues & Licenses	7,859.95	7,859.95
Interest Expense	74.16	74.16
Meals/Entertainment/Travel	369.51	369.51
Printing and Copying	6.57	6.57
Supplies	346.39	346.39
Telephone, Telecommunications	9.57	9.57
Total Operations	<u>9,280.15</u>	<u>9,280.15</u>
Personnel		
EE Meals & Entertainment	360.51	360.51
Payroll Taxes	10,207.04	10,207.04
Retirement	3,125.00	3,125.00
Salaries	133,849.95	133,849.95
Total Personnel	<u>147,542.50</u>	<u>147,542.50</u>
Total Expense	<u>168,787.03</u>	<u>168,787.03</u>
Net Ordinary Income	4,185.47	4,185.47
Other Income/Expense		
Other Income		
Lease Activities		
131 N Bell		
Expenses	-1,283.39	-1,283.39
Total 131 N Bell	<u>-1,283.39</u>	<u>-1,283.39</u>

Shawnee Forward Inc
Profit & Loss by Class
July 2020 through February 2021

	<u>Economic Development Funds</u>	<u>TOTAL</u>
Shell Building		
Expenses	-9,625.87	-9,625.87
Interest - Bldg	-21,191.71	-21,191.71
Pott. County Income	10,745.69	10,745.69
Total Shell Building	<u>-20,071.89</u>	<u>-20,071.89</u>
Total Lease Activities	<u>-21,355.28</u>	<u>-21,355.28</u>
Total Other Income	<u>-21,355.28</u>	<u>-21,355.28</u>
Net Other Income	<u>-21,355.28</u>	<u>-21,355.28</u>
Net Income	<u><u>-17,169.81</u></u>	<u><u>-17,169.81</u></u>

Shawnee Forward Inc
Profit & Loss by Class
 July 2020 through June 2021

	Economic Development Funds	TOTAL
Ordinary Income/Expense		
Income		
City of Shawnee		
Contract Income	207,900.00	207,900.00
Contract Increase	52,704.50	52,704.50
Total City of Shawnee	<u>260,604.50</u>	<u>260,604.50</u>
Total Income	<u>260,604.50</u>	<u>260,604.50</u>
Gross Profit	260,604.50	260,604.50
Expense		
Contract Services		
Accounting Fees	10,884.63	10,884.63
Outside Contract Services	96.18	96.18
Total Contract Services	<u>10,980.81</u>	<u>10,980.81</u>
Facilities		
Bldg Maintenance	465.68	465.68
Cleaning	92.49	92.49
Utilities	436.60	436.60
Total Facilities	<u>994.77</u>	<u>994.77</u>
Operations		
Advertising	585.00	585.00
Bank Charge	29.00	29.00
Dues & Licenses	7,859.95	7,859.95
Interest Expense	74.16	74.16
Meals/Entertainment/Travel	369.51	369.51
Printing and Copying	6.57	6.57
Supplies	346.39	346.39
Telephone, Telecommunications	19.25	19.25
Total Operations	<u>9,289.83</u>	<u>9,289.83</u>
Personnel		
EE Meals & Entertainment	360.51	360.51
Payroll Taxes	10,207.04	10,207.04
Retirement	3,125.00	3,125.00
Salaries	133,849.95	133,849.95
Total Personnel	<u>147,542.50</u>	<u>147,542.50</u>
Total Expense	<u>168,807.91</u>	<u>168,807.91</u>
Net Ordinary Income	91,796.59	91,796.59
Other Income/Expense		
Other Income		
Lease Activities		
131 N Bell		
Expenses	-1,474.49	-1,474.49
Total 131 N Bell	<u>-1,474.49</u>	<u>-1,474.49</u>

Shawnee Forward Inc
Profit & Loss by Class
July 2020 through June 2021

	<u>Economic Development Funds</u>	<u>TOTAL</u>
Shell Building Expenses	-9,689.27	-9,689.27
Interest - Bldg	-21,191.71	-21,191.71
Pott. County Income	10,745.69	10,745.69
Total Shell Building	<u>-20,135.29</u>	<u>-20,135.29</u>
Total Lease Activities	<u>-21,609.78</u>	<u>-21,609.78</u>
Total Other Income	<u>-21,609.78</u>	<u>-21,609.78</u>
Net Other Income	<u>-21,609.78</u>	<u>-21,609.78</u>
Net Income	<u>70,186.81</u>	<u>70,186.81</u>

Shawnee Forward

Budget for July 2021 - June 2022 Economic Development Funds

Economic Development Funds

Ordinary Income/Expense	
Income	
City of Shawnee	\$325,000.00
Expense	
Contract Services	\$11,727.00
Facilities	\$3,682.00
Operations	\$29,000.00
Personnel	\$209,418.00
Total Expense	<u>\$253,827.00</u>
Net Ordinary Income	\$71,173.00
Other Income/Expense	
Other Income	
Lease Activities	
Shell Building	
Expenses	-\$14,585.00
Interest - Bldg	-\$69,834.00
Pott. County Income	\$13,246.00
Total Shell Building	<u>-\$71,173.00</u>
Net income	<u>\$0.00</u>

Incentive Fund

Ordinary Income/Expense	
Income	
City of Shawnee	\$102,000.00
Pledges	\$102,000.00
Expense	
Business Recruitment	\$25,000.00
Business Retention	\$25,000.00
Business Expansion	\$25,000.00
Total Expense	<u>\$75,000.00</u>
Incentive Fund Carry-Over	<u>\$129,000.00</u>

AGREEMENT BETWEEN THE CITY OF SHAWNEE AND SHAWNEE FORWARD

This Agreement made and entered into this 1st day of July, 2020, is between the City of Shawnee, a municipal corporation hereinafter referred to as "CITY", and Shawnee Forward, a 501(c)(6) business organization.

I. DUTIES AND RESPONSIBILITIES OF SHAWNEE FORWARD

1. Services Provided by Shawnee Forward. The purpose of this engagement is for the CITY to strive toward the fulfillment of both the long-range strategic plan for economic and industrial development for the CITY and the present economic development goals and priorities of the Mayor and Board of City Commissioners and as such plan, goals and priorities may be hereinafter amended from time to time. For purpose of this contract said plan, goals and priorities are here adopted and incorporated herein by reference. Shawnee Forward shall use its good faith and best effort to fulfill as much of the plan, goals and priorities as possible within the limitation of its budget. Such scope for work includes but is not limited to Shawnee Forward using its best efforts to accomplish the following general objectives:

- a. Expanding the economic base of the CITY and Pottawatomie County by seeking diversification of employment opportunities to balance the area's dependency on petroleum-based industry and agriculture.
- b. Encouraging and assisting resident industry to maintain and expand employment opportunities.
- c. Implementing a comprehensive and aggressive marketing program to attract new industrial manufacturing jobs to CITY.
- d. Providing materials including graphics and photos where appropriate to those individuals or companies evaluating the CITY for industrial and commercial investments.
- e. Creating a variety of marketable industry facilities by making best use of existing industrial potential and the development of new facilities where required.
- f. Providing additional employment opportunities.
- g. Encouraging and assisting state installations and federal installations in CITY to maintain employment and seek way to expand those facilities and attract new facilities.

- h. Shawnee Forward shall use its best efforts to prepare and develop industrial team visits, travel to various meetings, to encourage industrial prospect visits, state sponsored industrial team and international trade team visits and to train personnel, both professional and lay, to fulfill the purposes of job creation and job retention in the CITY as provided for by the budget in this Agreement.
 - i. Shawnee Forward shall have full responsibility for the filing of any tax documents necessary, keeping of records and detailed statements, keeping a detailed activity report, records for expenditures for training, travel and development account, and any other necessary record documentation.
 - j. Shawnee Forward shall undertake retail recruitment and attraction on behalf of the City. These duties shall include but not be limited to: development of marketing materials tied to the development of retail and commercial sites, to be used in recruitment or attraction of retailers, interaction with retailers, retail brokers, retail site selectors and developers, retail consultants, and City staff, and additionally develop and maintain a database of available properties, (land and buildings), suitable for retail development. Shawnee Forward staff shall, as deemed necessary or appropriate, and within the constraints of its budget, actively participate at the professional retail trade shows and become a member of the ICSC.
- 2. **CITY Representation on Shawnee Forward Board of Trustees.** The Mayor or their designee, as confirmed by the City Commission, shall serve on the Shawnee Forward Board. The Shawnee City Manager shall serve as an ex officio member of the Shawnee Forward Board. No member of the Board of Commissioners shall hold any employment with Shawnee Forward or receive compensation for services rendered with Shawnee Forward.
- 3. **Incentive Program.** Shawnee Forward, in conjunction with the CITY, shall prepare an incentive program for the retention, recruitment and expansion of businesses within the CITY.
- 4. **Employees.** Shawnee Forward agrees to provide a qualified and competent staff to carry out a program of work that will meet the goals and objectives set out by Shawnee Forward and the CITY. All employees carrying out tasks pursuant to this Agreement are employees of Shawnee Forward and are not employees of the CITY.
- 5. **Expenses of Operation.** Shawnee Forward agrees to maintain office and work space suitable for its operation and shall be responsible for all expenses relating thereto.

6. Records and Reporting.

- a. **Reports.** Shawnee Forward will provide a written monthly report of its activities to the CITY or as part of its monthly board meeting. Shawnee Forward will also provide an annual report in an appearance before the CITY Commission and status reports as requested by the Mayor or City Manager. The report will include a financial report as well as accomplishments in the previous year and plans for the upcoming year.
- b. **Inspection and Audit.** Shawnee Forward agrees to keep its books and records pertaining to its operation open during regular business hours for inspection by the CITY's Finance Director, any designee, or persons designated by CITY to perform audits. Copies of books and records shall be furnished to CITY, its staff, auditors, and elected officials at no additional charge.
- c. **Compliance with Open Meeting and Open Records Laws.** All meetings of Shawnee Forward shall be subject to the provisions of the Oklahoma Open Meeting Act (25 O.S. §§ 301-314). The records of the Shawnee Forward relating to its operation shall be subject to the provisions of the Open Records Law (51 O.S. §§ 24A 1-29 *et seq.*). Shawnee Forward staff shall post agendas for its meetings on their website in accordance with the Oklahoma Open Meeting Act. Copies of records shall be provided to CITY and its staff and elected officials without charge.

7. **Budget.** Shawnee Forward will submit its request for funding each year to the CITY's Contract Review Committee, which shall review the request in accordance with its procedures and make its recommendation to the Mayor and CITY Commission (See Section II, "Renewal.")

II. TERM OF AGREEMENT, NO TRANSFER OR ASSIGNMENT

1. **Effective Date.** This Agreement shall take effect on July 1, 2020 and shall remain in effect until June 30, 2021. All modifications to this Agreement must be in writing and approved by Shawnee Forward and by the CITY. The Agreement will be reviewed annually in conformance with the budget request and appropriation as set out above. Approval of a budget and appropriation of funds shall be deemed to be a one-year renewal of the Agreement.
2. **Transfer of Rights and Responsibilities.** No party to this agreement can transfer or assign its rights and responsibilities without approval of the other parties.
3. **Payment from the CITY to Shawnee Forward.** The CITY will pay to Shawnee Forward on a monthly basis a sum certain as specified in accordance hereunder to fund the marketing program and activities that Shawnee Forward is carrying out its duties on

behalf of the CITY during the operation of the program. The CITY will provide the annual sum of \$257,400 (payable as \$21,450 monthly), and Shawnee Forward will actively pursue raising similar funds from the private sector.

4. **Renewal.** Shawnee Forward shall submit a request for renewal to the City Clerk's Office no later than March 31, 2021. As a part of this request, Shawnee Forward shall submit a clean, unqualified audit of its financials and be prepared to substantiate the services rendered pursuant to this Agreement in the prior year. The City's Community Service Contract Review Committee will then review the request in accordance with its procedures and make its recommendation to the City Mayor and Commission. CITY agrees its Contract Review Committee will meet in a timely fashion so as not to delay a recommendation concerning contract renewal.

III. NON-DISCRIMINATION

Shawnee Forward agrees not to discriminate against any employee, applicant for employment, or party seeking the services of Shawnee Forward because of race, creed, color, national origin, gender, ancestry, disability, or Shawnee Forward membership. Shawnee Forward shall take affirmative action to ensure that employees are provided equal opportunity in employment, promotion, demotion, transfer, or termination, rates or pay, or other forms of compensation, and selection for training.

IV. WAIVER

The waiver by any part of any breach of any term, condition, or covenant herein contained shall not be deemed a waiver of any subsequent breach of the same, or any other term, condition, or covenant.

V. BREACH OF AGREEMENT

If either party to this Agreement fails, refuses, or neglects to abide by its duties and responsibilities hereunder, the other party may give notice of such breach. The breaching party shall be notified, in writing, of its alleged breach and shall be given sixty (60) days (unless such time is extended by the non-breaching party) to cure the breach. If the breach is due to violation of law or mismanagement or embezzlement of funds by Shawnee Forward, the Agreement shall terminate immediately. If the breach is not remedied, the other party may terminate the Agreement. The notice period shall not operate to extend the Agreement beyond its current term.

VI. GENERAL PROVISIONS


1. **Governing Law; Submission to Jurisdiction.** Notwithstanding any provision to the contrary, the law of the State of Oklahoma will govern the construction and enforcement of this agreement. The parties do hereby submit to the personal

jurisdiction of, and waive any objection to venue in, Pottawatomie County, Oklahoma State District Court for the resolution of any dispute arising out of this agreement.

2. **Full and Complete Agreement.** This Agreement shall constitute a full and complete understanding between the Parties with respect to the subject matter set forth herein. No representation, inducement, agreement, promise or undertaking, alteration, amendment, deletion or other such revision of or to this Agreement shall have any force or effect unless the same is in writing and validly executed by both Parties hereto.
3. **Severability.** Should any provision herein be determined to be illegal, invalid, void or unenforceable by a court of competent jurisdiction, the balance of the Agreement shall be deemed operative, to the extent possible.
4. **Survival of Representations and Warranties.** The foregoing representations and warranties shall survive the execution of this Agreement and the closing of any and all transactions contemplated herein.
5. **Attorneys' Fees.** Further, the parties agree that in the event any party shall commence any lawsuit, action, or proceeding to enforce the provisions of this Agreement, the prevailing party therein shall be entitled to recover from the non-prevailing party or parties the reasonable attorneys' fees, paralegal fees, costs, and expenses, incurred by the prevailing party therein, and the non-prevailing party covenants and agrees to promptly pay the same to the prevailing party upon demand.

WITNESS our hands this 1st day of June, 2020.

SHAWNEE FORWARD



CHAIRMAN OF THE BOARD

ATTEST:

SECRETARY/NOTARY

APPROVED by the Mayor and the City Commissioners of the City of Shawnee this 1st

day of June, 2020.



ATTEST:

Lisa Lasyone
LISA LASYONE, CMC, CITY CLERK

THE CITY OF SHAWNEE, OKLAHOMA
A Municipal Corporation

Chance Allison
CHANCE ALLISON, CITY MANAGER

APPROVED as to form and legality this 1st day of June, 2020

[Signature]
MAT THOMAS, ATTORNEY AT LAW