

In the wake of questions and issues raised at the recent Tourism Commission meeting regarding HCVB Inc.'s year end grant report, HCVB Inc. submits the following document to correct the various matters addressed.

Greenfield Utilities – Several questions were raised about perceived discrepancies between the actual utility bill amounts and the amounts submitted by HCVB. A closer, correct reading of these bills will show no inconsistencies whatsoever regarding the two amounts.

July bill: Looking closely at the bill paid in July reveals that the actual current charges due that month were in the amount of \$765. There is, however, a past-due amount listed directly above those charges for \$514. Both the current and past due charges were paid, giving a total of \$1279 – exactly what HCVB submitted on its report for that month.

August bill: No discrepancy. \$1528 in actual charges and \$1528 reported for August.

September bill: Again, closer correct reading of the bill will show no discrepancy. It was mentioned at the meeting that HCVB reported \$1038, instead of \$1087. Looking closely it becomes apparent that the \$1087 figure cited was from a previous statement. The actual current charges for September are, in fact, \$1038 – exactly what HCVB submitted for September.

October bill: No discrepancy. Current charges paid and the amounts reported are both \$822.

November bill: The bill for November is shown at the beginning of December as that is when it was paid. Again, no discrepancy. Both the actual current charges paid and the amount HCVB reported are the same -- \$423

December bill: This bill does not show up in the report as it would have been paid in early January.

A-1 Cleaning – There were comments made about the possibility of intermixing cleaning charges for the theatre's 122 W, Main address and the Visitors Center's 119 W. North St address. Firstly, all A-1 Cleaning bills for 122 W. Main are addressed "Hancock County Visitors Bureau" whereas all bills for 119 W. North St., are addressed as "Hancock County Visitors Center." They are billed and paid separately. Following are the check numbers for payments to A-1 Cleaning for the two addresses:

122 W. Main: 6674, 6682, 6694, 6701, 6707, 6716, 6717, 6724

119 W. North: 6673, 6676, 1001, 1007, 1008, 1011, 1015, 1019, 1022, 1023, 1025, 1026, 1031.

In future, we can request that A-1 Cleaning also include the address on each bill in addition to the current labeling differences.

Kemper and ESCO – Questions raised by the Commission about one bill from ESCO and one bill from Kemper being included in both the January-June report and the July-December report were correct. We regret this error on our part. If you consult both reports, you can see that these two bills were included at the very end of June and then at the very beginning of July. This we attribute to a change in bookkeepers at that time and the resultant error of duplication. Please deduct the total of these bills -- \$1224. -- from our July-December report with our apologies. New total \$19,125.

VISA receipts – There appeared to be questions about receipts corroborating the amounts that HCVB reported from its VISA credit card account. Here is the breakdown:

July: Zero reported.

August: \$346 reported. Receipt/invoice for \$346 from the Knox Company for a fire department-required Knox Box for the front of the theatre building has been provided.

September: \$259 reported: Two painting supplies receipts have been provided from Home Depot totaling \$259 – one for \$32 and one for \$227. Total is \$259 as reported

October: \$59 reported. Invoice has been provided from Norton Antivirus in the amount of \$59 for annual renewal of computer antivirus software license. Total is \$59 as reported.

November: Zero reported.

December: \$757 reported. December is a bit more complicated. In late October (which would have been seen on November's bill paid in December) HCVB's original VISA account and number was closed and a new account and number was issued. Unfortunately, that resulted in a period of overlap where charges were coming in from both credit card accounts. Greenfield Banking Co. was not effective at providing statements from both accounts during this brief period. This led to some confusion. Upon close examination, the submitted receipts/invoices provided by HCVB for December include: \$99 from Oppo Digital for repairs to our high-end Blu-Ray DVD player; \$57 from the U.S. Postal Service for postage and stamps; \$600 from Sweetwater Sound for the purchase of microphones needed for events at the theatre; and \$101 from Microphone Madness for the repair of other theatre microphones. These receipts actually total \$857 not the \$757 as originally reported.

Please correct this amount and add \$100 to our reported VISA expenditures for December.

New TOTAL -- \$19,225