



ORGANIZATION
 NAME: WALNUT HILLS
BUSINESS GROUP

**NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND
 FINAL PERFORMANCE REPORT**

RETURN TO DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT, 805 CENTRAL AVENUE, II CENTENNIAL PLAZA, STE. 700, CINCINNATI, OHIO 45202 BY THE DEADLINE OF **July 31, 2018**.

Organization	Walnut Hills Business Group , sub committee of Walnut Hills Area Council
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NBDSF Total Amount Approved	\$4600.00	Contract Number	
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	NAME	PHONE #	EMAIL
Report Submitted by	Kathleen L Atkinson	513.487.6197	katkinson@mnministries.org

Signature		NBDSF YEAR	2018
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NBDSF - SUMMARY FINANCIAL REPORT

Please submit the following summary financial report for your Neighborhood Business District Support Fund spending. Projects listed here must match the Proposal approved by the CNBDU Review Committee and in your organization's contract with the City.

NBDSF Approved Projects	Total Approved Budget*	Year-to-Date Expenses	Balance
Communications	2500	3135.87	(635.87)
Membership	1100	717.55	382.45
Insurance and dues	650	335.50	314.50
Fiber Pole Lease	350	412.02	(62.02)
TOTALS	4600	4600.94	(.94)

Total NBDSF Budget	4600.
- Total Spent NBDSF Funds	4600.
Total Unspent NBDSF Funds**	0

*If you requested an informal amendment, please attach documentation verifying the amendment was approved

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NEIGHBORHOOD BUSINESS DISTRICT SUPPORT FUND – DETAILED PROJECT REPORT

Prepare one (1) report form for each approved project. Describe how well you met your goals. Discuss any problems (if any) in fulfilling the terms of your contract, indicate budget, year-to-date expenditures for each project, and the ending balance. Attach photographs and other documentation as appropriate.

PROJECT NAME		
Communications		
PROJECT DESCRIPTION & GOALS OR PURPOSE		
Undertake activities that will keep current and prospective members and the community-at-large informed of the activities of the Walnut Hills Business Group. We will do this by engaging the services of a social media expert.		
PROBLEMS WITH THE PROJECT		
None		
EVALUATION OF SUCCESS OF PROJECT (Explain why you feel this project is a success or failure. What do you base this assessment on?)		
Through the services of <i>Your Friends and Neighbors</i> , we have gained a much better understanding of the impact social media has on the success of business located in the Walnut Hills Business District.		
ADDITIONAL COMMENTS:		
Communication activities are tied to Membership activities		
PROJECT BUDGET	Y-T-D EXPENSES	PROJECT BALANCE
\$ 2500. -	\$ 3135.87 -	\$ (635.87) -

List all the expenses incurred under this project. To verify funds spent attach the following to each project report:

1. **Invoices and/or copies of receipts** - original receipts will NOT be accepted – to verify funds were needed
2. **Attach copies of cancelled checks** or bank statements to verify funds were spent

LINE ITEM	PAYEE	AMOUNT (\$)	CHECK # *	DATE
Social media support	Your Friends & Neighbors	300.00	1024	4/16/18
Social media support	Your Friends & Neighbors	300.00	1026	5/16/18
Social media support	Your Friends & Neighbors	300.00	1032	6/20/18
WHBG post card design	Your Friends & Neighbors	500.00	1033	6/21/18
FaceBook push	Maya Drozd	\$ 98.87 -	1035	6/21/18
Post card printing,etc	KN8Designs	\$ 1637.00 -	1036	6/26/18
		\$ -		
		\$ -		
TOTAL SPENT		- 3135.87		

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PROJECT NAME		
Membership		
PROJECT DESCRIPTION & GOALS OR PURPOSE		
Undertake activities that will maintain/increase membership in Walnut Hills Business Group. The goal is to maintain current membership and increase new membership by 10%.		
PROBLEMS WITH THE PROJECT		
Prior WHBG leadership membership files were not available to serve as a reliable base line for this project.		
EVALUATION OF SUCCESS OF PROJECT (Explain why you feel this project is a success or failure. What do you base this assessment on?)		
We have been able to establish a current spreadsheet of members that is maintained by the Membership Committee chair. We have 13 renewals and 5 new memberships in 2018.		
ADDITIONAL COMMENTS:		
Membership outreach overlaps with some of our communications activities.		
PROJECT BUDGET	Y-T-D EXPENSES	PROJECT BALANCE
\$ 1100.00 -	\$ 717.55 -	\$ 382.45 -

List all the expenses incurred under this project. To verify funds spent attach the following to each project report:

1. **Invoices and/or copies of receipts** - original receipts will NOT be accepted – to verify funds were needed
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LINE ITEM	PAYEE	AMOUNT (\$)	CHECK # *	DATE
Mailing list	Aimee Shinkle for chamber mailing list	\$ 101.05 -	#1029	5/23/18
PO Box	US Postal Service	\$ 82.00 -	#1027	5/17/18
Calendar plugin	Photonics	\$ 89.00	#1031	6/19/18
Webpage	Photonics	\$ 445.50 -	#1020	3/13/18
		\$ -		
		\$ -		
		\$ -		
		\$ -		
TOTAL SPENT		\$ 717.55 -		

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PROJECT NAME		
Insurance and dues		
PROJECT DESCRIPTION & GOALS OR PURPOSE		
Maintain insurance coverage and membership in CNBDU as stipulated in city contract		
EVALUATION OF SUCCESS OF PROJECT (Explain why you feel this project is a success or failure. What do you base this assessment on?)		
None		
ADDITIONAL COMMENTS:		
Y-T-D EXPENSES	PROJECT BALANCE	
\$ 650.00 -	\$ 335.50 -	\$ 314.50 -

List all the expenses incurred under this project. To verify funds spent attach the following to each project report:

1. **Invoices and/or copies of receipts** - original receipts will NOT be accepted – to verify funds were needed
2. **Attach copies of cancelled checks** or bank statements to verify funds were spent

LINE ITEM	PAYEE	AMOUNT (\$)	CHECK # *	DATE
CNBDU membership	CNBDU	100.00	1022	4/16/18
Insurance coverage	WHAC	235.50	1023	4/16/18
		\$ -		
TOTAL SPENT		- 335.50		

