



Peaslee Board of Directors

November 14, 2019 Board Meeting Agenda

3:00-4:00 p.m., Board Committee Meetings;

**Academic Classroom B, Executive Committee – Kevin's office, Finance Committee – Classroom C,
Planning Committee – Hunt Conference Room**

4:00-5:30 p.m., Peaslee Tech Directors' Meeting, Classroom C

1. Approval of August 11nd, 2019 Minutes–vote
2. Treasurer's/Finance Committee Report
 - Q3 2019 Financials
 - Proposed 2020 Budget – vote
3. Executive Committee
 - Fund Development Committee – vote
 - Tuition Payment Plan Pilot – vote
4. Planning Committee
5. Academic Committee
6. Updates/Discussion:
 - Public Employees Training Consortium
 - KBOR Renewal
 - KBOR Approval
 - Apprenticeship Update
 - Campus Activity & Enrollment Report
7. Other Business
8. Adjourn



Peaslee Board of Directors

August 2019 Board Meeting

August 22, 2019, 3:00-4:00 p.m., Board Committee Meetings;

Academic Committee – Classroom B,

Executive Committee – Kevin's office,

Finance Committee – Classroom C,

Planning Committee – Hunt Conference Room

August 22, 2019, 4:00-5:30 p.m., Peaslee Tech Directors' Meeting, Classroom C

Board Meeting Minutes

In attendance: Shirley Martin-Smith, Cindy Yulich, Cheryl White, Taylor Yoest, Randy Wesemen, Nancy Thellman, Rick Saylor, Sarah Plinsky, Craig Owens, Bonnie Lowe, Lisa Larsen, Marilyn Bittenbender, Joe Caldwell, Rick Hird, Pat Slabaugh

Absent: Neil Gaskin, Chris Pandino, Reginald Robinson, Craig Weinaug, Dr. Anthony Lewis, Sandy Dixon, Jessica Beeson

1. Treasurer's Report - Cindy Yulich

Jan-June report - exceeding budget in income and instructional expenses. Income far outweighs by 66%. Expecting \$250,000 in instructional income.

A question was raised about who funded the parking lot and sidewalk improvements. Kevin replied that the Rice Foundation and city funding supplied the necessary funds.

Lisa Larsen asked about GAP accounting as relevant to the McFadden Group's invoice. Cindy Yulich will follow up.

Report motion presented for approval by Cindy Yulich, seconded by Nancy Thellman. Approved with one abstention.

2. Approval of May 9, 2019 Minutes-vote

Minutes presented for approval. Patrick Slabaugh motioned, and Joe Caldwell seconded. Approved with one abstention.

3. Lawrence Public Schools MOU amendment - vote

- Senior Resource Center is moving out on Sept. 3rd. Lawrence School District ABE/GED program is moving to Peaslee in October as part of a five-year agreement
- Request of approval of MOU agreement with Lawrence School District amendment
- Lisa Larsen raised the question: who decides if the agreement is unsuitable. Rick Hird responded that it was the school district who decides but only in the first year.
- Lisa Larsen asked about the contingency about the school district wanting to buy the building. Kevin said that this issue was raised by the school district and that this would not be a problem for Peaslee.
- Cindy motioned that the amendment to the MOU be approved. Randy Weseman seconded. The amendment to the MOU was approved with one abstention.

4. Service Animal Policy -- vote

The new policy states that only certified service dogs may be in the building. Marilyn Bittenbender motioned to approve new policy; Lisa Larsen seconded. Unanimously approved.



5. Academic Committee - Cheryl White

Course catalog looks great. Few edits - on page 9, please identify acronyms (ie. CCNA) and page 12, please provide clarification related to the classification of the Carpentry program. Kevin Kelley replied that this is not an apprenticeship but funded by the Lawrence Home Builders Association.

6. Finance Committee - Cindy Yulich

Follow up on audit (more robust reconciliation needed) - Cindy now signs off on all approvals.

7. Planning Committee - Taylor Yoest

Took a tour of campus improvements including the parking lot and welding lab. Reports that the committee sees good progress, the campus looks great! A discussion of the need to paint the exterior of the building and funding ensued.

8. Updates/Discussion - Kevin

- Campus Activity & Enrollment Report - 1,000-1,200 students this year. High school enrollments should go up by 50 and 250 for ABE program. Jan- June- about 6,000 visits to campus. Web inquiries remain high. 9-10 career planning sessions per week.
- KU Solar Car Program -KU wouldn't sign MOU because this is a student organization. Currently working on other options for insurance, etc.
- She Sheds - Due to the complexity of the design, scaled back to two. Currently framed. Will be sold and proceeds will go back into program.
- Stewardship Committee - Standing agenda item. Need to form concept for committee to facilitate forming committee.
- KBOR Renewal - Application has been submitted for 3rd year as a KBOR approved school.

9. Other Business

- Neosho County Community College is phasing out their HVAC program here. They still have welding program. Peaslee has HVAC program and apprenticeships to fill the niche.
- The first group of LMH Health students who are currently medical assistants who have no certification are in a one-year program to earn certification. A second group who are new to the field will begin training soon.
- A recent meeting with the NAACP revolved around the dearth of women and African American men in the trades occurred. The NAACP Education Committee are interested in advertising to reconcile this disparity in Peaslee programs. More meetings to follow.
- Kevin and Shirley met with the Peaslee family. A tour of the facility elicited a positive response regarding Dwayne's vision for the school.
- A partnership between Peaslee and Haskell continues. Kevin reported that Tonia Salvini is interested in this and has announced that Haskell students may attend courses at Peaslee and live in the dorms at Haskell.

10. Adjourn

Marilyn Bittenbender motioned to approve. Pat Slabaugh seconded. Motion approved.

THE DWAYNE PEASLEE TECHNICAL TRAINING CENTER, INC
FINANCIAL STATEMENTS

For the Quarter and Nine Months Ended September 30, 2019

TABLE OF CONTENTS

	<u>Page</u>
Accountants' Compilation Report	1
Statement of Financial Position	2-3
Statement of Activities	4-5
Supplementary Information:	
Budget to Actual Comparison	6-17

Accountants' Compilation Report

To the Board of Directors of

The Dwayne Peaslee Technical Training Center, Inc
Lawrence, KS

Management is responsible for the accompanying financial statements of The Dwayne Peaslee Technical Training Center, Inc (a nonprofit organization), which comprise the statement of financial position as of September 30, 2019, and the related statements of activities for the quarter and nine months then ended in accordance with accounting principles generally accepted in the United States of America. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

Management has elected to omit substantially all of the disclosures required by accounting principles generally accepted in the United States of America. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's financial position, changes in net assets, and cash flows. Accordingly, these financial statements are not designed for those who are not informed about such matters.

A statement of cash flows for the quarter ended September 30, 2019, has not been presented. Accounting principles generally accepted in the United States of America require that such a statement be presented when financial statements purport to present financial position and results of activities.

Supplementary Information

The supplementary information contained in pages 6-17 is presented for purposes of additional analysis and is not a required part of the basic financial statements. Such information is the responsibility of management. The supplementary information was subject to our compilation engagement. We have not audited or reviewed the supplementary information and, do not express an opinion, a conclusion, nor provide any assurance on such supplementary information.

We are not independent with respect to The Dwayne Peaslee Technical Training Center, Inc.

The McFadden Group, LLC

October 29, 2019

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CERTIFIED PUBLIC ACCOUNTANTS

The Dwayne Peaslee Technical Training Center Inc
Statement of Financial Position
As of September 30, 2019

	<u>Sep 30, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
Peaslee Tech Checking	511,867.48
Petty Cash	20.00
Renovation Account	13,663.68
Douglas County Comm Foundation	3,285.41
Total Checking/Savings	528,836.57
Accounts Receivable	
Accounts Receivable	59,802.38
Total Accounts Receivable	59,802.38
Other Current Assets	
Prepaid Insurance	15,052.34
Total Other Current Assets	15,052.34
Total Current Assets	603,691.29
Fixed Assets	
Fixed Assets	
Dwayne Peaslee Training Center	
Building - Training Center	1,549,080.91
Building Components	715,183.73
Building Structure	1,165,246.29
Furniture	26,212.86
Land	282,510.00
Land Improvements	152,217.01
Machinery & Equipment	98,902.93
Total Dwayne Peaslee Training Center	3,989,353.73
Workforce Center	
Building Components	6,316.56
Building Structure	319,334.49
Land Improvements	6,898.40
Rental Space - Workforce Center	181,396.10
Total Workforce Center	513,945.55
HIPer Tech	
Rental Space - HIPer Tech	487,012.99
Total HIPer Tech	487,012.99
Accumulated Depreciation	(708,243.16)
Total Fixed Assets	4,282,069.11
Intangible Assets	
Loan Costs	9,866.20
Capitalized Interest	2,257.95
Accumulated Amortization	(3,368.56)
Total Intangible Assets	8,755.59
Total Fixed Assets	4,290,824.70
Other Assets	
Deposits - Security	252.00
WIP Renovations	12,341.44
Total Other Assets	12,593.44
TOTAL ASSETS	4,907,109.43

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Statement of Financial Position
As of September 30, 2019

	<u>Sep 30, 19</u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	44,790.15
Total Accounts Payable	44,790.15
Credit Cards	
Credit Card - Intrust Bank	3,977.97
Total Credit Cards	3,977.97
Other Current Liabilities	
Short Term Portion of L/T Debt	228,404.44
Advanced Funding Received	3,671.22
Payroll Liabilities	439.40
Rents in trust - Liability	16,192.38
Total Other Current Liabilities	248,707.44
Total Current Liabilities	297,475.56
Long Term Liabilities	
Less S/T Portion of L/T Debt	(228,404.44)
Emprise Bank Note Payable	1,237,400.00
City of Lawrence Loan	84,689.81
Douglas County Loan	89,438.70
Total Long Term Liabilities	1,183,124.07
Total Liabilities	1,480,599.63
Equity	
Unrestricted Net Assets	3,000,043.23
Temporarily Restricted Net Asse	
Rest Tuition Assistance	3,833.36
Temporarily Restricted Net Asse - Other	45,000.00
Total Temporarily Restricted Net Asse	48,833.36
Net Income	377,633.21
Total Equity	3,426,509.80
TOTAL LIABILITIES & EQUITY	4,907,109.43

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Statement of Activities
For the Quarter and Nine Months Ended September 30, 2019

	Jul - Sep 19	Jan - Sep 19
Ordinary Income/Expense		
Income		
Operating Revenue		
Douglas County Mortgage Contrib	0.00	200,000.00
City of Lawrence Annual Funding	50,000.01	150,000.03
Douglas County Annual Funding	48,776.25	146,328.75
Education Lease Income	16,081.00	28,953.02
Facility Lease Income	37,021.25	117,087.75
Maintenance Fee Income	11,458.50	34,375.50
Instructional Income	80,435.00	275,940.00
Corporate Sponsorship	5,000.00	5,000.00
Individual Donations	0.00	1,200.00
Gift In Kind Donations	324.00	524.23
Unrestricted Donations	675.00	1,325.00
Tuition Assistance Donations	0.00	10,000.00
Total Operating Revenue	<u>249,771.01</u>	<u>970,734.28</u>
Total Income	249,771.01	970,734.28
Cost of Goods Sold		
Assisted Tuition	2,000.00	4,550.00
Instructional Costs		
Instruction Vehicle Cost	1,122.88	3,972.51
Student Physicals	117.03	1,067.44
Equipment Supplies	238.00	1,302.19
Instructional Material Costs	7,340.18	22,657.89
Instructor Costs	41,602.03	98,746.53
Instructional Costs - Other	3,005.92	4,105.92
Total Instructional Costs	<u>53,426.04</u>	<u>131,852.48</u>
Total COGS	<u>55,426.04</u>	<u>136,402.48</u>
Gross Profit	194,344.97	834,331.80
Expense		
Office Supplies and Postage	320.90	1,098.76
Insurance		
Property	3,265.17	9,048.27
D&O	346.50	1,101.00
Total Insurance	<u>3,611.67</u>	<u>10,149.27</u>
Small Tools & Equipment	108.04	291.86
Professional Fees		
Accounting/Professional Fees	1,249.00	13,249.00
Legal/Professional Fees	648.00	1,398.00
Total Professional Fees	<u>1,897.00</u>	<u>14,647.00</u>
Advertising/Marketing	4,467.83	10,561.35
Bank / Credit Card Svc Charges	423.22	1,014.58
Contract Labor		
Operations	2,812.00	12,392.00
Contract Labor - Other	2,351.49	2,842.33
Total Contract Labor	<u>5,163.49</u>	<u>15,234.33</u>
Dues & Subscriptions	65.98	294.88
Hospitality Expense	229.04	568.02
Janitorial Exp/Cleaning Supply	859.72	2,678.40
Business Licenses & Permits	3,109.35	3,522.34

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Statement of Activities
For the Quarter and Nine Months Ended September 30, 2019

	<u>Jul - Sep 19</u>	<u>Jan - Sep 19</u>
Payroll Expenses		
Wages	5,467.50	11,159.50
Payroll Taxes	565.89	1,155.02
Purchased Payroll Services	32,728.44	94,464.35
Work Comp Insurance	1,095.16	3,876.16
Total Payroll Expenses	39,856.99	110,655.03
Repairs/Maintenance		
Landscape, Building	220.63	780.93
Mowing, Snow Removal	0.00	633.48
General Repairs	11,951.69	31,983.60
Total Repairs/Maintenance	12,172.32	33,398.01
Telephone/Internet		
Telephone/Internet Exp	3,521.52	10,291.24
Reimbursed Telephone/Internet	(225.00)	(675.00)
Total Telephone/Internet	3,296.52	9,616.24
Utility Expenses		
Utility Exp	28,701.61	93,750.60
Reimbursed Utility Exp	(10,500.00)	(37,684.01)
Total Utility Expenses	18,201.61	56,066.59
Miscellaneous Expenses	0.00	1,243.94
Total Expense	93,783.68	271,040.60
Net Ordinary Income	100,561.29	563,291.20
Other Income/Expense		
Other Income		
Non-Operating Revenue		
Interest & Divident Revenue	9.23	22.68
Total Non-Operating Revenue	9.23	22.68
Total Other Income	9.23	22.68
Other Expense		
Bad Debt Expense	1,500.00	1,500.00
Amortization Expense	402.63	1,226.25
Depreciation Expense	44,102.04	119,001.00
Mortgage Interest	18,843.30	63,953.42
Total Other Expense	64,847.97	185,680.67
Net Other Income	(64,838.74)	(185,657.99)
Net Income	<u><u>35,722.55</u></u>	<u><u>377,633.21</u></u>

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue				
Douglas County Mortgage Contrib	200,000.00	50,001.00	149,999.00	400.0%
City of Lawrence Annual Funding	50,000.01	50,001.00	-0.99	100.0%
Douglas County Annual Funding	48,776.25	48,777.00	-0.75	100.0%
Education Lease Income	5,625.00	5,679.00	-54.00	99.0%
Facility Lease Income	39,783.25	42,684.00	-2,900.75	93.2%
Maintenance Fee Income	11,458.50	11,460.00	-1.50	100.0%
Instructional Income	151,780.00	37,500.00	114,280.00	404.7%
Corporate Sponsorship	0.00	7,500.00	-7,500.00	0.0%
Gift and Grant Income	0.00	12,501.00	-12,501.00	0.0%
Individual Donations	1,200.00	2,499.00	-1,299.00	48.0%
Gift in Kind Donations	8.23	2,499.00	-2,490.77	0.3%
Unrestricted Donations	0.00			
Tuition Assistance Donations	10,000.00			
Total Operating Revenue	518,631.24	271,101.00	247,530.24	191.3%
Total Income	518,631.24	271,101.00	247,530.24	191.3%
Cost of Goods Sold	2,550.00	16,500.00	31,501.38	290.9%
Assisted Tuition	48,001.38			
Instructional Costs		16,500.00		
Total COGS	50,551.38	16,500.00	34,051.38	306.4%
Gross Profit	468,079.86	254,601.00	213,478.86	183.8%
Expense				
Workforce Ctr Note	0.00	7,923.00	-7,923.00	0.0%
Equipment (\$3,000 up)	0.00	2,499.00	-2,499.00	0.0%
Office Supplies and Postage	349.88	450.00	-100.12	77.8%
Insurance				
CEK (Lloyd's) Optional wind	0.00	900.00	-900.00	0.0%
Property	2,891.55	3,114.00	-222.45	92.9%
D&O	408.00	387.00	21.00	105.4%
Total Insurance	3,299.55	4,401.00	-1,101.45	75.0%
Small Tools & Equipment	0.00			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Professional Fees				
Other(Collier's, Grantwriter, etc)	0.00	1,251.00	-1,251.00	0.0%
Accounting/Professional Fees	2,438.00	3,990.00	-1,552.00	61.1%
Legal/Professional Fees	72.00	1,275.00	-1,203.00	5.6%
Total Professional Fees	2,510.00	6,516.00	-4,006.00	38.5%
Advertising/Marketing	3,854.06	3,750.00	104.06	102.8%
Bank / Credit Card Svc Charges	424.30	300.00	124.30	141.4%
Contract Labor	6,365.42	12,000.00	-5,634.58	53.0%
Dues & Subscriptions	188.97			
Hospitality Expense	199.15			
In-Kind Expense	0.00	2,499.00	-2,499.00	0.0%
Janitorial Exp/Cleaning Supply	1,207.29	1,950.00	-742.71	61.9%
Business Licenses & Permits	249.01	1,749.00	-1,499.99	14.2%
Payroll Expenses	32,749.50	30,000.00	2,749.50	109.2%
Real Estate Taxes	0.00	12,500.00	-12,500.00	0.0%
Repairs/Maintenance	9,277.23	45,252.00	-35,974.77	20.5%
Telephone/Internet	2,521.30	3,756.00	-1,234.70	67.1%
Travel	0.00	450.00	-450.00	0.0%
Utility Expenses	21,136.83	21,000.00	136.83	100.7%
Miscellaneous Expenses	1,190.00	6,000.00	-4,810.00	19.8%
Total Expense	85,522.49	162,995.00	-77,472.51	52.5%
Net Ordinary Income	382,557.37	91,606.00	290,951.37	417.6%
Other Income/Expense				
Other Income				
Non-Operating Revenue	5.71			
Interest & Dividend Revenue		5.71		
Total Non-Operating Revenue	5.71			
Total Other Income	5.71			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Budget to Actual Comparison
January through September 2019

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Other Expense				
Bad Debt Expense	0.00			
Amortization Expense	411.81			
Depreciation Expense	37,449.48			
Mortgage Interest	20,383.26			
Total Other Expense	58,244.55			
Net Other Income	-58,238.84			
Net Income	324,318.53	91,606.00	232,712.53	354.0%

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Apr - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue				
Douglas County Mortgage Contrib	0.00	50,001.00	-50,001.00	0.0%
City of Lawrence Annual Funding	50,000.01	50,001.00	-0.99	100.0%
Douglas County Annual Funding	48,776.25	48,777.00	-0.75	100.0%
Education Lease Income	7,247.02	5,679.00	1,568.02	127.6%
Facility Lease Income	40,283.25	42,684.00	-2,400.75	94.4%
Maintenance Fee Income	11,458.50	11,460.00	-1.50	100.0%
Instructional Income	43,725.00	37,500.00	6,225.00	116.6%
Corporate Sponsorship	0.00	2,500.00	-2,500.00	0.0%
Gift and Grant Income	0.00	12,501.00	-12,501.00	0.0%
Individual Donations	0.00	2,499.00	-2,499.00	0.0%
Gift in Kind Donations	192.00	2,499.00	-2,307.00	7.7%
Unrestricted Donations	650.00			
Tuition Assistance Donations	0.00			
Total Operating Revenue	202,332.03	266,101.00	-63,768.97	76.0%
Total Income	202,332.03	266,101.00	-63,768.97	76.0%
Cost of Goods Sold				
Assisted Tuition	0.00			
Instructional Costs	30,425.06	16,500.00	13,925.06	184.4%
Total COGS	30,425.06	16,500.00	13,925.06	184.4%
Gross Profit	171,906.97	249,601.00	-77,694.03	68.9%
Expense				
Workforce Ctr Note	0.00	7,923.00	-7,923.00	0.0%
Equipment (\$3,000 up)	0.00	2,499.00	-2,499.00	0.0%
Office Supplies and Postage	427.98	450.00	-22.02	95.1%
Insurance				
CEK (Lloyd's) Optional wind	0.00	900.00	-900.00	0.0%
Property	2,891.55	3,114.00	-222.45	92.9%
D&O	346.50	387.00	-40.50	89.5%
Total Insurance	3,238.05	4,401.00	-1,162.95	73.6%
Small Tools & Equipment	183.82			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Apr - Jun 19	Budget	\$ Over Budget	% of Budget
Professional Fees				
Other(Collier's, Grantwriter, etc)	0.00	1,251.00	-1,251.00	0.0%
Accounting/Professional Fees	9,562.00	3,990.00	5,572.00	239.6%
Legal/Professional Fees	678.00	1,275.00	-597.00	53.2%
Total Professional Fees	10,240.00	6,516.00	3,724.00	157.2%
Advertising/Marketing	2,239.46	3,750.00	-1,510.54	59.7%
Bank / Credit Card Svc Charges	167.06	300.00	-132.94	55.7%
Contract Labor	3,705.42	12,000.00	-8,294.58	30.9%
Dues & Subscriptions	39.93			
Hospitality Expense	139.83			
In-Kind Expense	0.00	2,499.00	-2,499.00	0.0%
Janitorial Exp/Cleaning Supply	611.39	1,950.00	-1,338.61	31.4%
Business Licenses & Permits	163.98	1,749.00	-1,585.02	9.4%
Payroll Expenses	38,048.54	30,000.00	8,048.54	126.8%
Real Estate Taxes	0.00	12,500.00	-12,500.00	0.0%
Repairs/Maintenance	11,948.46	45,252.00	-33,303.54	26.4%
Telephone/Internet	3,798.42	3,756.00	42.42	101.1%
Travel	0.00	450.00	-450.00	0.0%
Utility Expenses	16,728.15	21,000.00	-4,271.85	79.7%
Miscellaneous Expenses	53.94	6,000.00	-5,946.06	0.9%
Total Expense	91,734.43	162,995.00	-71,260.57	56.3%
Net Ordinary Income	80,172.54	86,606.00	-6,433.46	92.6%
Other Income/Expense				
Other Income				
Non-Operating Revenue				
Interest & Dividend Revenue	7.74			
Total Non-Operating Revenue	7.74			
Total Other Income	7.74			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Budget to Actual Comparison
January through September 2019

	Apr - Jun 19	Budget	\$ Over Budget	% of Budget
Other Expense				
Bad Debt Expense	0.00			
Amortization Expense	411.81			
Depreciation Expense	37,449.48			
Mortgage Interest	24,726.86			
Total Other Expense	62,588.15			
Net Other Income	-62,580.41			
Net Income	17,592.13	86,606.00	-69,013.87	20.3%

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue				
Douglas County Mortgage Contrib				
City of Lawrence Annual Funding	0.00	50,001.00	-50,001.00	0.0%
Douglas County Annual Funding	50,000.01	50,001.00	-0.99	100.0%
Education Lease Income	48,776.25	48,777.00	-0.75	100.0%
Facility Lease Income	16,081.00	5,679.00	10,402.00	283.2%
	37,021.25	37,922.00	-900.75	97.6%
Maintenance Fee Income	11,458.50	11,460.00	-1.50	100.0%
Instructional Income	80,435.00	37,500.00	42,935.00	214.5%
Corporate Sponsorship	5,000.00	0.00	5,000.00	100.0%
Gift and Grant Income	0.00	12,501.00	-12,501.00	0.0%
Individual Donations	0.00	2,499.00	-2,499.00	0.0%
Gift in Kind Donations	324.00	2,499.00	-2,175.00	13.0%
Unrestricted Donations	675.00			
Tuition Assistance Donations	0.00			
Total Operating Revenue	249,771.01	258,839.00	-9,067.99	96.5%
Total Income	249,771.01	258,839.00	-9,067.99	96.5%
Cost of Goods Sold				
Assisted Tuition	2,000.00	16,500.00	36,926.04	323.8%
Instructional Costs	53,426.04			
Total COGS	55,426.04	16,500.00	38,926.04	335.9%
Gross Profit	194,344.97	242,339.00	-47,994.03	80.2%
Expense				
Workforce Ctr Note	0.00	7,923.00	-7,923.00	0.0%
Equipment (\$3,000 up)	0.00	2,499.00	-2,499.00	0.0%
Office Supplies and Postage	320.90	450.00	-129.10	71.3%
Insurance				
CEK (Lloyd's) Optional wind	0.00	900.00	-900.00	0.0%
Property	3,265.17	3,114.00	151.17	104.9%
D&O	346.50	387.00	-40.50	89.5%
Total Insurance	3,611.67	4,401.00	-789.33	82.1%
Small Tools & Equipment	108.04			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Professional Fees				
Othr(Collier's, Grantwriter, etc)	0.00	1,251.00	-1,251.00	0.0%
Accounting/Professional Fees	1,249.00	3,990.00	-2,741.00	31.3%
Legal/Professional Fees	648.00	1,275.00	-627.00	50.8%
Total Professional Fees	1,897.00	6,516.00	-4,619.00	29.1%
Advertising/Marketing	4,467.83	3,750.00	717.83	119.1%
Bank / Credit Card Svc Charges	423.22	300.00	123.22	141.1%
Contract Labor	5,163.49	12,000.00	-6,836.51	43.0%
Dues & Subscriptions	65.98			
Hospitality Expense	229.04			
In-Kind Expense	0.00			
Janitorial Exp/Cleaning Supply	859.72	2,499.00	-2,499.00	0.0%
Business Licenses & Permits	3,109.35	1,950.00	-1,090.28	44.1%
Payroll Expenses	39,856.99	1,749.00	1,360.35	177.8%
Real Estate Taxes	0.00	30,000.00	-9,856.99	132.9%
Repairs/Maintenance	12,172.32	0.00	0.00	0.0%
Telephone/Internet	3,296.52	45,252.00	-33,079.68	26.9%
Travel	0.00	3,756.00	-459.48	87.8%
Utility Expenses	18,201.61	450.00	-450.00	0.0%
Miscellaneous Expenses	0.00	21,000.00	-2,798.39	86.7%
Total Expense	93,783.68	6,000.00	-6,000.00	0.0%
Net Ordinary Income	100,561.29	150,495.00	-56,711.32	62.3%
Other Income/Expense		91,844.00	8,717.29	109.5%
Other Income				
Non-Operating Revenue	9.23			
Interest & Dividend Revenue				
Total Non-Operating Revenue	9.23			
Total Other Income	9.23			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Budget to Actual Comparison
January through September 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Other Expense				
Bad Debt Expense	1,500.00			
Amortization Expense	402.63			
Depreciation Expense	44,102.04			
Mortgage Interest	18,843.30			
Total Other Expense	64,847.97			
Net Other Income	-64,838.74			
Net Income	35,722.55	91,844.00	-56,121.45	38.9%

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	Jan - Sep 19	Budget	TOTAL	\$ Over Budget	% of Budget
Ordinary Income/Expense					
Income					
Operating Revenue					
Douglas County Mortgage Contrib	200,000.00	150,003.00		49,997.00	133.3%
City of Lawrence Annual Funding	150,000.03	150,003.00		-2.97	100.0%
Douglas County Annual Funding	146,328.75	146,331.00		-2.25	100.0%
Education Lease Income	28,953.02	17,037.00		11,916.02	169.9%
Facility Lease Income	117,087.75	123,290.00		-6,202.25	95.0%
Maintenance Fee Income	34,375.50	34,380.00		-4.50	100.0%
Instructional Income	275,940.00	112,500.00		163,440.00	245.3%
Corporate Sponsorship	5,000.00	10,000.00		-5,000.00	50.0%
Gift and Grant Income	0.00	37,503.00		-37,503.00	0.0%
Individual Donations	1,200.00	7,497.00		-6,297.00	16.0%
Gift in Kind Donations	524.23	7,497.00		-6,972.77	7.0%
Unrestricted Donations	1,325.00				
Tuition Assistance Donations	10,000.00				
Total Operating Revenue	970,734.28	796,041.00		174,693.28	121.9%
Total Income	970,734.28	796,041.00		174,693.28	121.9%
Cost of Goods Sold					
Assisted Tuition	4,550.00				
Instructional Costs	131,852.48	49,500.00		82,352.48	266.4%
Total COGS	136,402.48	49,500.00		86,902.48	275.6%
Gross Profit	834,331.80	746,541.00		87,790.80	111.8%
Expense					
Workforce Ctr Note	0.00	23,769.00		-23,769.00	0.0%
Equipment (\$3,000 up)	0.00	7,497.00		-7,497.00	0.0%
Office Supplies and Postage	1,098.76	1,350.00		-251.24	81.4%
Insurance					
CEK (Lloyd's) Optional wind	0.00	2,700.00		-2,700.00	0.0%
Property	9,048.27	9,342.00		-293.73	96.9%
D&O	1,101.00	1,161.00		-60.00	94.8%
Total Insurance	10,149.27	13,203.00		-3,053.73	76.9%
Small Tools & Equipment	291.86				

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through September 2019

	TOTAL			
	Jan - Sep 19	Budget	\$ Over Budget	% of Budget
Professional Fees				
Other(Collier's, Grantwriter, etc)	0.00	3,753.00	-3,753.00	0.0%
Accounting/Professional Fees	13,249.00	11,970.00	1,279.00	110.7%
Legal/Professional Fees	1,398.00	3,825.00	-2,427.00	36.5%
Total Professional Fees	14,647.00	19,548.00	-4,901.00	74.9%
Advertising/Marketing	10,561.35	11,250.00	-688.65	93.9%
Bank / Credit Card Svc Charges	1,014.58	900.00	114.58	112.7%
Contract Labor	15,234.33	36,000.00	-20,765.67	42.3%
Dues & Subscriptions	294.88			
Hospitality Expense	568.02			
In-Kind Expense	0.00			
Janitorial Exp/Cleaning Supply	2,678.40	7,497.00	-7,497.00	0.0%
Business Licenses & Permits	3,522.34	5,850.00	-3,171.60	45.8%
		5,247.00	-1,724.66	67.1%
Payroll Expenses	110,655.03	90,000.00	20,655.03	123.0%
Real Estate Taxes	0.00	25,000.00	-25,000.00	0.0%
Repairs/Maintenance	33,398.01	135,756.00	-102,357.99	24.6%
Telephone/Internet	9,616.24	11,268.00	-1,651.76	85.3%
Travel	0.00	1,350.00	-1,350.00	0.0%
Utility Expenses	56,066.59	63,000.00	-6,933.41	89.0%
Miscellaneous Expenses	1,243.94	18,000.00	-16,756.06	6.9%
Total Expense	271,040.60	476,485.00	-205,444.40	56.9%
Net Ordinary Income	563,291.20	270,056.00	293,235.20	208.6%
Other Income/Expense				
Other Income				
Non-Operating Revenue	22.68			
Interest & Dividend Revenue				
Total Non-Operating Revenue	22.68			
Total Other Income	22.68			

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Budget to Actual Comparison
January through September 2019

	TOTAL			
	Jan - Sep 19	Budget	\$ Over Budget	% of Budget
Other Expense				
Bad Debt Expense	1,500.00			
Amortization Expense	1,226.25			
Depreciation Expense	119,001.00			
Mortgage Interest	63,953.42			
Total Other Expense	185,680.67			
Net Other Income	-185,657.99			
Net Income	377,633.21	270,056.00	107,577.21	139.8%

See Accountants' Compilation Report

Peaslee Tech
Fund Development Committee Proposal
Presented to the Peaslee Tech Board of Directors November 14, 2019
By
The Executive Committee

Background

As Peaslee Tech enters its third year as a post-secondary institution, the Board of Directors' Executive Committee recognizes the need for the structured and systematic development of funds to support the sustainability of Peaslee Tech. In recognition of these needs, it is proposed that a Fund Development Committee be formed.

Committee Responsibilities

The Fund Development Committee will be responsible for the development of fundraising activities that engage Board and community members in revenue generating projects. Various fund needs will result from the Fund Development Committee, as well as the existing Board Committees. The Fund Development Committee is not solely responsible for fundraising, rather it works with the Board and community members to raise funds necessary for the sustainability of Peaslee Tech.

Committee Activities

The Fund Development Committee will work with Peaslee personnel, and other stakeholders, to create fundraising projects. Project examples would include, but not be limited to; direct appeal for funds from individuals and organizations, grant identification, and development of alternative funding mechanisms.

Initial Goals

The following would be the initial goals for the Fund Development Committee;

1. Tuition Payment Plan Fund – as an alternative to traditional education funding, a tuition payment plan would make Peaslee Tech accessible to a wider range of students. The goal for this fund will be \$250,000, to serve as a guarantee to financial institutions that support the program. An additional \$250,000 can be added to the fund from revenues in excess of expenses in fiscal year 2019, bring the total fund to \$500,000. Estimating an average payment plan of \$2,000/student, this fund can support 250 students. As these tuition payment plans will be one-year or less in length, the repayments will sustain the fund. Experience will determine the fund shrinkage.
2. Direct Student Aid Fund – this fund is to assist student success at Peaslee. The fund would be for; tuition assistance, transportation, and other identified needs. The Development Fund Committee would approve requests for these funds. The initial funding goal would be \$50,000.
3. Facilities Maintenance & Upgrade Fund – This fund would be for renovations and upgrades to the facilities as identified by the Board Planning Committee. The initial funding goals would be \$100,000.

Peaslee Tech
Tuition Payment Plan Pilot Proposal
Presented to the Peaslee Tech Board of Directors November 14, 2019
By
The Executive Committee

Background

Since Peaslee Tech began offering Kansas Board of Regents approved programs in 2017, we have relied on funding for student tuition through Workforce Investment Opportunity Act (WIOA) funds, Department of Labor (DOL) Apprenticeship funds, employer paid, scholarships, and self-pay. While the WIOA and DOL funds have funded a significant portion of our enrollments, their availability is inconsistent and unpredictable. Additionally, many working adults do not qualify for the federal funds and at the same time cannot afford the out-of-pocket expense of paying the full tuition for a technical program. To support this population, as we as our growth, another revenue stream is needed.

Tuition Payment Plan

A tuition payment plan or tuition installment plan splits college bills into equal monthly or academic term payments. Since the installments are smaller, paying college bills may be easier and more convenient than making a single, larger lump-sum payment.

Most restrict the payments to just the direct costs paid to the college, such as tuition and fees and, in some cases, campus-owned/controlled housing and meal plans.

Most tuition payment plans allow the family to set up an automatic transfer from a bank account to pay the installment payments.

Pilot-Program

Peaslee Tech will earmark \$250,000 in loan guarantees to initiate the pilot. In cooperation with Emprise Bank, Peaslee Tech will offer a monthly tuition payment plan with a term of up to one-year. The payment plan will have a \$35 origination fee and an interest rate of prime plus .25% (prime only if student chooses the auto-debit option). A late fee of 5% of the unpaid portion of the loan if the student fails to make the payment within 10 days following the due date.

The Peaslee Board Finance Committee will review the results of the pilot program at the end of one-year, from the date of approval by the Peaslee Tech Board of Trustees. In the event the Finance Committee recommends continuation of the program, it will be opened to other banks.

Program Evaluation

The Finance Committee will review the participation rate, default rate, and program completion rate of students participating in the pilot program. From the review, the Finance Committee will make recommendations as to whether the program should continue, and if so, set benchmarks for the metrics reviewed.

Peaslee Tech
2020 Draft Budget

	<u>2019</u>		<u>2020</u>
Revenues:			
Unrestricted Fund balance 1/1/19	\$294,272	1/1/20	\$377,086
Douglas County	395,105		400,000
City of Lawrence	200,000		200,000
Educational Lease Income	22,720		22,720
Facility Lease Income	161,711		232,137
Maintenance Fee Income	45,834		45,834
Instruction Income	150,000		240,000
Grants	50,000		12,000
Contributions: individual/business	40,000		150,000
Total Revenues:	<u>1,075,380</u>		<u>1,302,691</u>
Total Revenues and Fund Balance:	<u>\$1,359,652</u>		<u>1,679,777</u>
Expenditures:			
Salaries	\$120,000		\$168,000
Instruction Costs	66,000		100,000
Utilities	84,000		84,000
Insurance	17,596		17,820
Building Repair & Maintenance	48,350		28,796
Advertising/Marketing	15,000		15,000
Professional Services	32,939		32,939
Supplies & Equipment	1,800		10,000
Operational Support (IT/Telephone)	22,024		15,000
Travel, Hospitality & Training	1,800		3,000
Property Taxes	40,000		30,000
Contract Labor	48,000		54,000
Debt Payments	300,985		300,985
In-kind Expenses	10,000		1,200
Contingency/Misc. Expenses	24,000		24,000
Renovation Expenditures	150,000		10,000
Total Expenditures:	<u>982,494</u>		<u>894,740</u>
Ending Fund Balance	<u>\$377,086</u>		<u>\$785,037</u>

**Peaslee Tech
Facility Usage and Enrollment Report
2nd Quarter 2019**

The following summarizes tenant, third party trainers, community, community college and Peaslee Tech usage of the 2920 Haskell facility for the per

	<u>2018</u>	<u>1Q 2019</u>	<u>2Q 2019</u>	<u>3Q 2019</u>
<u>Tenant Activity</u>				
Lawrence Workforce Center (not unduplicated)	9,100	1,949	1,898	2,200
Senior Resource Center (not unduplicated)	1,121	327	470	215
API America (employees on three shifts)	30	33	33	32
Sub-Total	10,251	2,309	2,401	2,447

Community Events/Meetings/K-12 Outreach

Community Events/Meetings	556	183	216	322
K-12 & ABE Outreach	264	82	137	112
Statewide Job Fair	0	171	0	0
Sub-Total	820	436	353	434

Third Party Training/Courses

Sub-Total	507	151	126	142
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Community College Enrollment (All Lawrence and duplicated spring-fall, w/high school enrollment)

Flint Hills Technical College	6	3	*	0
Johnson County Community College (not unduplicated)	145	62	*	67
Neosho County Community College (not unduplicated)	192	82	*	88
Sub-Total	343	147	*	155

Peaslee Tech Programs

Contract Training	2018	1Q 2019	2Q 2019	3Q 2019
Open Enrollment (unduplicated)	174	59	43	715
Pharmacy Technician	18	6	0	6
Commercial Driving	28	14	7	9
Court Reporting	4	4	0	0
Cisco Networking	6	2	0	0
PLC	0	7	0	0
Online	0	0	0	21

OSHA 30/10

Construction & Mechanical Trades (unduplicated)

Carpentry	12	12	0	12
Facilities Maintenance	12	12	0	11
Electrical	10	12	0	13
Plumbing	7	6	0	7
Industrial Maintenance	20	16	0	13
Sub-Total	61	58	0	56

Peaslee Tech Individual Inquiries and Career Advising (114 sessions)

Sub-Total	293	91	104	142
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TOTAL FACILITY ACTIVITY AND ENROLLMENTS

	<u>12,505</u>	<u>3,302</u>	<u>3,034</u>	<u>4,158</u>
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Mid-Year 6,336
1-3Q 2019 10,494

*Data duplicated from previous quarter