



Peaslee Board of Directors

February 2020 Board/Annual Meeting

February 20, 2019, 3:00-4:00 p.m., Board Committee Meetings; Academic Classroom E, Executive Committee – Kevin's office, Finance Committee – Classroom C, Planning Committee – Hunt Conference Room

**February 20, 2020, 4:00-5:30 p.m., Peaslee Tech Directors' Meeting, Classroom C
February Board Meeting Agenda—4:00 p.m.-5:30 p.m.**

1. Introduction of new Directors – Julie Murray (University of Kansas), Paula Smith (LPS School Board), and Kirsten Flory (Chamber Executive Committee)
2. Board Membership-Terms/Renewals/Vacancy/Nominating Committee—vote
 - Reappointment Nominees; Cheryl White, Rick Salyer, Cynthia Yulich, Tracy Green, and Taylor Yoest
3. Election of Board officers – vote
4. Approval of November 2019 Minutes—vote
5. Treasurer's Report: 2019 financials presented by Landi Goyer of the McFadden Group—vote
6. Bylaws Revision – vote
7. Reclassification of executive director position – vote
8. Academic Committee Report
9. Finance Committee Report
10. Planning Committee Report
11. Updates/Discussion:
 - API Foils
 - VA Funding
 - Payment Plans
 - New programs for 2020 – apprenticeships, open enrollment, customized, Cengage
 - Campus Activity & Enrollment Report
 - KU Solar Car program
 - LPS update
 - Financial sustainability
12. Other Business
13. Executive Session
14. Adjourn



Peaslee Board of Directors

November 14, 2019 Board Meeting Minutes

**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

Directors Present: Lisa Larsen, Bonnie Lowe, Diane Stoddard, Pat Slabaugh, Craig Weinaug, Cindy Yulich, Randy Weseman, Nancy Thellman, Bobbi Flory, Sandy Dixon, Marilyn Bittenbender, Joe Caldwell, Rick Salyer, Cheryl White, Taylor Yoest, and Gene Petrie (for Chris Padino)

Also Present: Kevin Kelley, Rick Hird, Teresa Kelley, and Cole Haslip

Directors Absent: Reggie Robinson, Dr. Anthony Lewis, Shirley Martin-Smith, Sarah Plinsky, Jessica Beeson, and Tracy Green

1. Approval of August 11nd, 2019 Minutes–vote

Lisa Larsen moved to approve, Joe Caldwell seconded, minutes unanimously approved.

2. Treasurer’s/Finance Committee Report

- Q3 2019 Financials

Cindy Yulich presented financial report. Discussion on expense occurring after payment (for non-contract work). Cindy responded to previous question and reported that the annual audits are compliant with GAP accounting.

- Proposed 2020 Budget - vote

Kevin presented the 2020 budget. He reported that grants are down as there are currently no capital projects planned. More discussion will follow regarding contributions.

Cindy motioned to approve the budget and Pat seconded. The budget was unanimously approved.

3. Executive Committee

- Fund Development Committee – vote

Kevin presented the plan containing a structure for forming committees as a step towards forming a development committee. The development committee would include other community members. Scholarship funds are needed to assist students.

Lisa motioned to approve the plan, Pat seconded, the plan was unanimously approved.

- Tuition Payment Plan Pilot – vote

Cindy presented the plan. Emprise Bank is interested in collaborating. Peaslee would guarantee the student loans. Aiming to start the pilot at the first of the year. Appreciation was extended to Cindy for her help.

Pat motioned to approve the plan and Lisa seconded. Vote carried with one abstention (Cindy Yulich).



4. Planning Committee

Committee met today. Looked at the exterior of the facility and hope to make changes so it fits in with the rest of the campus. Kevin will follow up and report.

5. Academic Committee

Diane presented and provided a list of approved programs, including mechatronics. Many of the programs started as apprenticeships and can now be open enrollment classes.

6. Updates/Discussion:

- Public Employees Training Consortium

Cole presented regarding efforts at forming a training consortium for public employees. A meeting is scheduled for a week from Monday.

- KBOR Renewal

Kevin reported that the application has been submitted.

- KBOR Approval

Kevin reported that six new programs have been approved.

- Apprenticeship Update

Kevin reported that numbers are up in apprenticeships. Nine more students will be added today for mechatronics and plumbers. Will start HVAC and Auto Tech in January (though the Department of Labor).

- Campus Activity & Enrollment Report

Kevin reported:

ABE and ESL programs are moving to Peaslee which will bring 250 more students.

The Workforce Center continues to be a valuable asset to Peaslee.

Peaslee will have more than 1,000 enrollments by the end of September.

Peaslee is now eligible to apply for approval for VA benefits for students.

7. Other Business

Lisa Larsen reported that funds are short for turkey dinners for needy families.

8. Adjourn

Sandy motioned to adjourn and Lisa seconded. Meeting adjourned.

THE DWAYNE PEASLEE TECHNICAL TRAINING CENTER, INC
FINANCIAL STATEMENTS

For the Quarter and Twelve Months Ended December 31, 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	6-20

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 December 31, 2019, and the related statements of activities for the quarter and twelve 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 December 31, 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 6-20 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

February 8, 2020

(785) 843-9550

fax (785) 843-9584
616 Vermont Street, Suite A
Lawrence, KS 66044
brenda@cpamcfadden.com
www.cpmcfadden.com

CERTIFIED PUBLIC ACCOUNTANTS

The Dwayne Peaslee Technical Training Center Inc
Statement of Financial Position
As of December 31, 2019

	Dec 31, 19
ASSETS	
Current Assets	
Checking/Savings	
Peaslee Tech Checking	659,447.82
Petty Cash	96.00
Renovation Account	13,663.68
Douglas County Comm Foundation	3,685.79
Total Checking/Savings	676,893.29
Accounts Receivable	
Accounts Receivable	39,810.85
Total Accounts Receivable	39,810.85
Other Current Assets	
Prepaid Insurance	11,041.76
Total Other Current Assets	11,041.76
Total Current Assets	727,745.90
Fixed Assets	
Fixed Assets	
Dwayne Peaslee Training Center	
Building - Training Center	1,549,080.91
Building Components	727,525.17
Building Structure	1,165,246.29
Furniture	26,212.86
Land	282,510.00
Land Improvements	152,217.01
Machinery & Equipment	111,492.93
Total Dwayne Peaslee Training Center	4,014,285.17
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	(749,365.51)
Total Fixed Assets	4,265,878.20
Intangible Assets	
Loan Costs	9,866.20
Capitalized Interest	2,257.95
Accumulated Amortization	(3,777.31)
Total Intangible Assets	8,346.84
Total Fixed Assets	4,274,225.04
Other Assets	
Deposits - Security	252.00
Total Other Assets	252.00
TOTAL ASSETS	5,002,222.94

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Statement of Financial Position
As of December 31, 2019

	Dec 31, 19
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable (A/P)	50,575.41
Total Accounts Payable	50,575.41
Credit Cards	
Credit Card - Intrust Bank	
Richards 5349	952.07
Kevin's 9702	4,059.44
Total Credit Card - Intrust Bank	5,011.51
Total Credit Cards	5,011.51
Other Current Liabilities	
Short Term Portion of L/T Debt	228,549.16
Deferred Revenue	266.87
Advanced Funding Received	4,894.96
Payroll Liabilities	265.12
Rents in trust - Liability	
Deposits Held	4,264.63
Rents in trust - Liability - Other	17,177.75
Total Rents in trust - Liability	21,442.38
Total Other Current Liabilities	255,418.49
Total Current Liabilities	311,005.41
Long Term Liabilities	
Less S/T Portion of L/T Debt	(228,549.16)
Emprise Bank Note Payable	1,237,400.00
City of Lawrence Loan	81,155.62
Douglas County Loan	85,925.82
Total Long Term Liabilities	1,175,932.28
Total Liabilities	1,486,937.69
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	466,408.66
Total Equity	3,515,285.25
TOTAL LIABILITIES & EQUITY	5,002,222.94

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Statement of Activities
For the Quarter and Twelve Months Ended December 31, 2019

	Oct - Dec 19	Jan - Dec 19
Ordinary Income/Expense		
Income		
Operating Revenue		
Douglas County Mortgage Contrib	0.00	200,000.00
City of Lawrence Annual Funding	50,000.01	200,000.04
Douglas County Annual Funding	48,776.25	195,105.00
Education Lease Income	5,979.50	34,932.52
Facility Lease Income	35,527.43	152,615.18
Maintenance Fee Income	11,458.50	45,834.00
Instructional Income	153,728.66	429,668.66
Corporate Sponsorship	(3,000.00)	2,000.00
Individual Donations	450.00	1,650.00
Gift In Kind Donatons	2,579.00	3,103.23
Unrestricted Donations	7,119.00	8,444.00
Tuition Assistance Donations	0.00	10,000.00
Total Operating Revenue	312,618.35	1,283,352.63
Total Income	312,618.35	1,283,352.63
Cost of Goods Sold		
Assisted Tuition	3,900.00	8,450.00
Instructional Costs		
Instruction Vehicle Cost	3,925.13	7,897.64
Student Physicals	507.82	1,575.26
Equipment Supplies	4,177.01	5,479.20
Instructional Material Costs	(1,615.50)	21,042.39
Instructor Costs	43,810.22	143,856.75
Instructional Costs - Other	501.63	3,307.55
Total Instructional Costs	51,306.31	183,158.79
Total COGS	55,206.31	191,608.79
Gross Profit	257,412.04	1,091,743.84
Expense		
Office Supplies and Postage	197.95	1,296.71
Insurance		
Property	3,651.95	12,700.22
D&O	346.50	1,447.50
Total Insurance	3,998.45	14,147.72
Small Tools & Equipment	0.00	291.86
Professional Fees		
Accounting/Professional Fees	1,044.00	14,293.00
Legal/Professional Fees	168.00	1,566.00
Total Professional Fees	1,212.00	15,859.00
Advertising/Marketing	3,668.06	14,229.41
Bank / Credit Card Svc Charges	745.79	1,760.37
Contract Labor		
Operations	3,480.00	15,872.00
Contract Labor - Other	3,546.84	6,389.17
Total Contract Labor	7,026.84	22,261.17
Dues & Subscriptions	725.98	1,020.86
Hospitality Expense	165.44	733.46
Janitorial Exp/Cleaning Supply	613.22	3,291.62
Business Licenses & Permits	429.24	3,951.58

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc
Statement of Activities
For the Quarter and Twelve Months Ended December 31, 2019

	<u>Oct - Dec 19</u>	<u>Jan - Dec 19</u>
Payroll Expenses		
Wages	1,861.77	13,021.27
Payroll Taxes	205.84	1,360.86
Purchased Payroll Services	28,680.82	123,145.17
Work Comp Insurance	614.13	4,490.29
Total Payroll Expenses	<u>31,362.56</u>	<u>142,017.59</u>
Real Estate Taxes	31,085.12	31,085.12
Repairs/Maintenance		
Landscape, Building	14.12	795.05
Mowing, Snow Removal	9.93	643.41
General Repairs	12,337.14	44,320.74
Total Repairs/Maintenance	<u>12,361.19</u>	<u>45,759.20</u>
Telephone/Internet		
Telephone/Internet Exp	3,879.08	14,170.32
Reimbursed Telephone/Internet	(225.00)	(900.00)
Total Telephone/Internet	<u>3,654.08</u>	<u>13,270.32</u>
Utility Expenses		
Utility Exp	27,293.47	121,044.07
Reimbursed Utility Exp	(10,500.00)	(48,184.01)
Total Utility Expenses	<u>16,793.47</u>	<u>72,860.06</u>
Miscellaneous Expenses	<u>314.29</u>	<u>1,558.23</u>
Total Expense	<u>114,353.68</u>	<u>385,394.28</u>
Net Ordinary Income	143,058.36	706,349.56
Other Income/Expense		
Other Income		
Non-Operating Revenue		
Interest & Divident Revenue	12.87	35.55
Total Non-Operating Revenue	<u>12.87</u>	<u>35.55</u>
Total Other Income	12.87	35.55
Other Expense		
Bad Debt Expense	0.00	1,500.00
Amortization Expense	408.75	1,635.00
Depreciation Expense	41,122.35	160,123.35
Mortgage Interest	12,764.68	76,718.10
Total Other Expense	<u>54,295.78</u>	<u>239,976.45</u>
Net Other Income	<u>(54,282.91)</u>	<u>(239,940.90)</u>
Net Income	<u><u>88,775.45</u></u>	<u><u>466,408.66</u></u>

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through December 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				
Room Rentals	0.00	900.00	-900.00	0.0%
BuckleUp School Classroom Lease	0.00	1,500.00	-1,500.00	0.0%
LWC Lease	0.00	23,046.00	-23,046.00	0.0%
NCCC Office Lease	0.00	1,500.00	-1,500.00	0.0%
SRC Office Lease (Admin Area)	0.00	7,143.00	-7,143.00	0.0%
API Lease	0.00	8,595.00	-8,595.00	0.0%
Facility Lease Income - Other	39,783.25			
Total 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				
Assisted Tuition	2,550.00			
Instructional Costs				
Instruction Vehicle Cost	1,864.63			
Student Physicals	595.78			
Equipment Supplies	934.20			
Instructional Material Costs	10,049.02			
Instructor Costs	34,457.75			
Instructional Costs - Other	300.00	16,500.00	-16,200.00	1.8%
Total Instructional Costs	48,001.38	16,500.00	31,501.38	290.9%
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%

See Accountants' Compilation Report

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
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				
Professional Fees	0.00			
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				
Bank / Credit Card Svc Charges	3,854.06	3,750.00	104.06	102.8%
Contract Labor	424.30	300.00	124.30	141.4%
Operations	6,120.00	12,000.00	-11,754.58	2.0%
Contract Labor - Other	245.42			
Total Contract Labor	6,365.42	12,000.00	-5,634.58	53.0%
Dues & Subscriptions				
Hospitality Expense	188.97			
In-Kind Expense	198.15			
Janitorial Exp/Cleaning Supply	0.00	2,499.00	-2,499.00	0.0%
Business Licenses & Permits	1,207.29	1,950.00	-742.71	61.9%
	249.01	1,749.00	-1,499.99	14.2%
Payroll Expenses				
Wages	2,227.00			
Payroll Taxes	230.49			
Purchased Payroll Services	28,901.51			
Work Comp Insurance	1,390.50			
Payroll Expenses - Other	0.00	30,000.00	-30,000.00	0.0%
Total Payroll Expenses	32,749.50	30,000.00	2,749.50	109.2%
Real Estate Taxes				
Repairs/Maintenance	0.00	12,500.00	-12,500.00	0.0%
CE Water	0.00	1,251.00	-1,251.00	0.0%
UNI	0.00	1,500.00	-1,500.00	0.0%
Landscape, Building	0.00			
Mowing, Snow Removal	611.39	39,000.00	-38,388.61	1.6%
General Repairs	8,665.84			
Repairs/Maintenance - Other	0.00	3,501.00	-3,501.00	0.0%
Total Repairs/Maintenance	9,277.23	45,252.00	-35,974.77	20.5%
Telephone/Internet				
Telephone/Internet Exp	2,746.30			
Reimbursed Telephone/Internet	-225.00	-225.00	0.00	100.0%
Telephone/Internet - Other	0.00	3,981.00	-3,981.00	0.0%
Total Telephone/Internet	2,521.30	3,756.00	-1,234.70	67.1%

See Accountants' Compilation Report

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

	Jan - Mar 19	Budget	\$ Over Budget	% of Budget
Travel	0.00	450.00	-450.00	0.0%
Utility Expenses				
Reimbursed Tenant Utilities API	0.00			
Utility Exp	37,820.84	-13,500.00	13,500.00	0.0%
Reimbursed Utility Exp	-16,684.01			
Utility Expenses - Other	0.00	34,500.00	-34,500.00	0.0%
Total 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	417.8%
Other Income/Expense				
Other Income				
Non-Operating Revenue	5.71			
Interest & Divident Revenue				
Total Non-Operating Revenue	5.71			
Total Other Income	5.71			
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%

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through December 2019

	Apr - Jun 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue	0.00	50,001.00	-50,001.00	0.0%
Douglas County Mortgage Contrib	50,000.01	50,001.00	-0.99	100.0%
City of Lawrence Annual Funding	48,776.25	48,777.00	-0.75	100.0%
Douglas County Annual Funding	7,247.02	5,679.00	1,568.02	127.6%
Education Lease Income				
Facility Lease Income				
Room Rentals	0.00	900.00	-900.00	0.0%
BuckleUp School Classroom Lease	0.00	1,500.00	-1,500.00	0.0%
LWC Lease	0.00	23,046.00	-23,046.00	0.0%
NCCC Office Lease	0.00	1,500.00	-1,500.00	0.0%
SRC Office Lease (Admin Area)	0.00	7,143.00	-7,143.00	0.0%
API Lease	0.00	8,595.00	-8,595.00	0.0%
Facility Lease Income - Other	40,283.25			
Total 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	118.6%
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				
Instruction Vehicle Cost	1,185.00			
Student Physicals	354.63			
Equipment Supplies	129.99			
Instructional Material Costs	5,268.69			
Instructor Costs	22,686.75			
Instructional Costs - Other	800.00	16,500.00	-15,700.00	4.8%
Total 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%

See Accountants' Compilation Report

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through December 2019

	Apr - Jun 19	Budget	\$ Over Budget	% of Budget
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	88.5%
Total Insurance	3,238.05	4,401.00	-1,162.95	73.6%
Small Tools & Equipment				
Professional Fees	183.82			
Other(Collier's,Grantwriter,etc)	0.00	1,251.00	-1,251.00	0.0%
Accounting/Professional Fees	9,562.00	3,980.00	5,572.00	236.6%
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				
Bank / Credit Card Svc Charges	2,239.46	3,750.00	-1,510.54	59.7%
Contract Labor	167.06	300.00	-132.94	55.7%
Operations	3,460.00	12,000.00	-11,754.58	2.0%
Contract Labor - Other	245.42			
Total Contract Labor	3,705.42	12,000.00	-8,294.58	30.9%
Dues & Subscriptions				
Hospitality Expense	39.93			
In-Kind Expense	139.83			
Janitorial Exp/Cleaning Supply	0.00	2,499.00	-2,499.00	0.0%
Business Licenses & Permits	611.39	1,950.00	-1,338.61	31.4%
	163.98	1,749.00	-1,585.02	9.4%
Payroll Expenses				
Wages	3,465.00			
Payroll Taxes	356.64			
Purchased Payroll Services	32,634.40			
Work Comp Insurance	1,390.50	30,000.00	-30,000.00	0.0%
Payroll Expenses - Other	0.00			
Total Payroll Expenses	38,048.54	30,000.00	8,048.54	126.8%
Real Estate Taxes				
Repairs/Maintenance	0.00	12,500.00	-12,500.00	0.0%
CE Water	0.00	1,251.00	-1,251.00	0.0%
UNI	0.00	1,500.00	-1,500.00	0.0%
Landscape, Building	560.30			
Mowing, Snow Removal	22.09	39,000.00	-38,977.91	0.1%
General Repairs	11,366.07			
Repairs/Maintenance - Other	0.00	3,501.00	-3,501.00	0.0%
Total Repairs/Maintenance	11,948.46	45,252.00	-33,303.54	26.4%
Telephone/Internet				
Telephone/Internet Exp	4,023.42			
Reimbursed Telephone/Internet	-225.00	-225.00	0.00	100.0%
Telephone/Internet - Other	0.00	3,981.00	-3,981.00	0.0%
Total Telephone/Internet	3,798.42	3,756.00	42.42	101.1%

See Accountants' Compilation Report

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

	Apr - Jun 19	Budget	\$ Over Budget	% of Budget
Travel	0.00	450.00	-450.00	0.0%
Utility Expenses				
Reimbursed Tenant Utilities API	0.00			
Utility Exp	27,228.15	-13,500.00	13,500.00	0.0%
Reimbursed Utility Exp	-10,500.00			
Utility Expenses - Other	0.00	34,500.00	-34,500.00	0.0%
Total Utility Expenses	16,728.15	21,000.00	-4,271.85	78.7%
Miscellaneous Expenses	53.94	6,000.00	-5,946.06	0.9%
Total Expense	91,734.43	162,985.00	-71,250.57	56.3%
Net Ordinary Income	80,172.54	86,606.00	-6,433.46	92.6%
Other Income/Expense				
Non-Operating Revenue				
Interest & Dividend Revenue	7.74			
Total Non-Operating Revenue	7.74			
Total Other Income	7.74			
Other Expense				
Bad Debt Expense	0.00			
Amortization Expense	411.81			
Depreciation Expense	37,449.48			
Mortgage Interest	24,726.86			
Total Other Expense	62,568.15			
Net Other Income	-62,560.41			
Net Income	17,692.13	86,606.00	-69,013.87	20.3%

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through December 2019

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue	0.00	50,001.00	-50,001.00	0.0%
Douglas County Mortgage Contrib	50,000.01	50,001.00	-0.99	100.0%
City of Lawrence Annual Funding	48,776.25	48,777.00	-0.75	100.0%
Douglas County Annual Funding	16,081.00	5,678.00	10,402.00	283.2%
Education Lease Income				
Facility Lease Income				
Room Rentals	0.00	900.00	-900.00	0.0%
BuckleUp School Classroom Lease	0.00	1,500.00	-1,500.00	0.0%
LWC Lease	0.00	23,046.00	-23,046.00	0.0%
NCCC Office Lease	0.00	1,500.00	-1,500.00	0.0%
SRC Office Lease (Admin Area)	0.00	2,381.00	-2,381.00	0.0%
API Lease	0.00	6,565.00	-6,565.00	0.0%
Facility Lease Income - Other	37,021.25			
Total Facility Lease Income	37,021.25	37,922.00	-800.75	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	2,488.00	-2,488.00	0.0%
Gift in Kind Donations	324.00	2,488.00	-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			
Instructional Costs				
Instruction Vehicle Cost	1,122.88			
Student Physicals	117.03			
Equipment Supplies	238.00			
Instructional Material Costs	7,340.18			
Instructor Costs	42,902.03			
Instructional Costs - Other	1,705.92	16,500.00	-14,794.08	10.3%
Total Instructional Costs	53,426.04	16,500.00	36,926.04	323.8%
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	2,488.00	-2,488.00	0.0%
Office Supplies and Postage	320.90	450.00	-129.10	71.3%

See Accountants' Compilation Report

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

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Insurance				
CEK (Lloyd's) Optional wind	0.00	900.00	-900.00	0.0%
Property	3,285.17	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				
Professional Fees	108.04			
Othr(Coiller'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				
Bank / Credit Card Svc Charges	4,467.83	3,750.00	717.83	119.1%
Contract Labor	423.22	300.00	123.22	141.1%
Operations				
Contract Labor - Other	2,812.00	12,000.00	-9,648.51	19.6%
Total Contract Labor	5,163.49	12,000.00	-6,836.51	43.0%
Dues & Subscriptions				
Hospitality Expense	65.98			
In-Kind Expense	229.04			
Janitorial Exp/Cleaning Supply	0.00	2,499.00	-2,499.00	0.0%
Business Licenses & Permits	859.72	1,950.00	-1,090.28	44.1%
	3,109.35	1,749.00	1,360.35	177.8%
Payroll Expenses				
Wages	5,467.50			
Payroll Taxes	565.88			
Purchased Payroll Services	32,728.44			
Work Comp Insurance	1,095.16			
Payroll Expenses - Other	0.00	30,000.00	-30,000.00	0.0%
Total Payroll Expenses	39,856.99	30,000.00	9,856.99	132.9%
Real Estate Taxes				
Repairs/Maintenance	0.00	0.00	0.00	0.0%
CE Water	0.00	1,251.00	-1,251.00	0.0%
UNI	0.00	1,500.00	-1,500.00	0.0%
Landscaps, Building	220.63			
Mowing, Snow Removal	0.00	39,000.00	-39,000.00	0.0%
General Repairs	11,951.69			
Repairs/Maintenance - Other	0.00	3,501.00	-3,501.00	0.0%
Total Repairs/Maintenance	12,172.32	45,252.00	-33,079.68	26.9%
Telephone/Internet				
Telephone/Internet Exp	3,521.52			
Reimbursed Telephone/Internet	-225.00	-225.00	0.00	100.0%
Telephone/Internet - Other	0.00	3,981.00	-3,981.00	0.0%
Total Telephone/Internet	3,296.52	3,756.00	-459.48	87.8%

See Accountants' Compilation Report

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

	Jul - Sep 19	Budget	\$ Over Budget	% of Budget
Travel	0.00	450.00	-450.00	0.0%
Utility Expenses				
Reimbursed Tenant Utilities API	0.00			
Utility Exp	28,701.61	-13,500.00	13,500.00	0.0%
Reimbursed Utility Exp	-10,500.00			
Utility Expenses - Other	0.00	34,500.00	-34,500.00	0.0%
Total Utility Expenses	18,201.61	21,000.00	-2,798.39	86.7%
Miscellaneous Expenses	0.00	6,000.00	-6,000.00	0.0%
Total Expense	93,783.68	150,495.00	-56,711.32	62.3%
Net Ordinary Income	100,561.29	91,844.00	8,717.29	108.5%
Other Income/Expense				
Other Income				
Non-Operating Revenue	9.23			
Interest & Divident Revenue				
Total Non-Operating Revenue	9.23			
Total Other Income	9.23			
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	91,844.00	-56,121.45	38.9%
Net Income	35,722.55			

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through December 2019

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue	0.00	50,001.00	-50,001.00	0.0%
Douglas County Mortgage Contrib	50,000.01	50,001.00	-0.99	100.0%
City of Lawrence Annual Funding	48,776.25	48,777.00	-0.75	100.0%
Douglas County Annual Funding	5,979.50	5,679.00	300.50	105.3%
Education Lease Income				
Facility Lease Income				
Room Rentals	0.00	900.00	-900.00	0.0%
BuckleUp School Classroom Lease	0.00	1,500.00	-1,500.00	0.0%
LWC Lease	0.00	23,046.00	-23,046.00	0.0%
NCCC Office Lease	0.00	1,500.00	-1,500.00	0.0%
SRC Office Lease (Admin Area)	0.00	4,500.00	-4,500.00	0.0%
API Lease	0.00	8,595.00	-8,595.00	0.0%
Facility Lease Income - Other	35,527.43			
Total Facility Lease Income	35,527.43	40,041.00	-4,513.57	88.7%
Maintenance Fee Income	11,458.50	11,460.00	-1.50	100.0%
Instructional Income	153,728.66	37,500.00	116,228.66	409.9%
Corporate Sponsorship	-3,000.00	0.00	-3,000.00	100.0%
Gift and Grant Income	0.00	12,501.00	-12,501.00	0.0%
Individual Donations	450.00	2,499.00	-2,049.00	18.0%
Gift in Kind Donations	2,579.00	2,499.00	80.00	103.2%
Unrestricted Donations	7,119.00			
Tuition Assistance Donations	0.00			
Total Operating Revenue	312,618.35	260,958.00	51,660.35	119.8%
Total Income	312,618.35	260,958.00	51,660.35	119.8%
Cost of Goods Sold				
Assisted Tuition	3,900.00			
Instructional Costs				
Instruction Vehicle Cost	3,925.13			
Student Physicals	507.82			
Equipment Supplies	4,177.01			
Instructional Material Costs	-1,615.50			
Instructor Costs	43,810.22			
Instructional Costs - Other	501.63	16,500.00	-15,998.37	3.0%
Total Instructional Costs	51,306.31	16,500.00	34,806.31	310.9%
Total COGS	55,206.31	16,500.00	38,706.31	334.6%
Gross Profit	257,412.04	244,458.00	12,954.04	105.3%
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	197.95	450.00	-252.05	44.0%

See Accountants' Compilation Report

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

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
Insurance				
CEK (Lloyd's) Optional wind Property	0.00	900.00	-900.00	0.0%
D&O	3,651.95	3,114.00	537.95	117.3%
	346.50	387.00	-40.50	89.5%
Total Insurance	3,998.45	4,401.00	-402.55	90.9%
Small Tools & Equipment Professional Fees	0.00	0.00		
Othr(Collier's,Grantwriter,etc)	0.00	1,251.00	-1,251.00	0.0%
Accounting/Professional Fees	1,044.00	3,990.00	-2,946.00	26.2%
Legal/Professional Fees	168.00	1,275.00	-1,107.00	13.2%
Total Professional Fees	1,212.00	6,516.00	-5,304.00	18.6%
Advertising/Marketing Bank / Credit Card Svc Charges	3,668.06	3,750.00	-81.94	97.8%
Contract Labor	745.79	300.00	445.79	248.6%
Operations	3,480.00			
Contract Labor - Other	3,546.84	12,000.00	-8,453.16	28.9%
Total Contract Labor	7,026.84	12,000.00	-4,973.16	58.6%
Dues & Subscriptions Hospitality Expense	725.98			
In-Kind Expense	165.44			
Janitorial Exp/Cleaning Supply	0.00	2,499.00	-2,499.00	0.0%
Business Licenses & Permits	613.22	1,950.00	-1,336.78	31.4%
	429.24	1,748.00	-1,318.76	24.5%
Payroll Expenses				
Wages	1,861.77			
Payroll Taxes	205.84			
Purchased Payroll Services	28,680.82			
Work Comp Insurance	614.13			
Payroll Expenses - Other	0.00	30,000.00	-30,000.00	0.0%
Total Payroll Expenses	31,362.56	30,000.00	1,362.56	104.5%
Real Estate Taxes Repairs/Maintenance	31,085.12	15,000.00	16,085.12	207.2%
CE Water	0.00	1,251.00	-1,251.00	0.0%
UNI	0.00	1,500.00	-1,500.00	0.0%
Landscaping, Building	14.12			
Mowing, Snow Removal	9.93	39,000.00	-38,990.07	0.0%
General Repairs	12,337.14			
Repairs/Maintenance - Other	0.00	3,501.00	-3,501.00	0.0%
Total Repairs/Maintenance	12,361.19	45,252.00	-32,890.81	27.3%
Telephone/Internet				
Telephone/Internet Exp	3,879.08			
Reimbursed Telephone/Internet	-225.00	-225.00	0.00	100.0%
Telephone/Internet - Other	0.00	3,981.00	-3,981.00	0.0%
Total Telephone/Internet	3,654.08	3,756.00	-101.92	97.3%

See Accountants' Compilation Report

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

	Oct - Dec 19	Budget	\$ Over Budget	% of Budget
Travel	0.00	450.00	-450.00	0.0%
Utility Expenses				
Reimbursed Tenant Utilities API	0.00			
Utility Exp	27,293.47	-13,500.00	13,500.00	0.0%
Reimbursed Utility Exp	-10,500.00			
Utility Expenses - Other	0.00	34,500.00	-34,500.00	0.0%
Total Utility Expenses	16,793.47	21,000.00	-4,206.53	80.0%
Miscellaneous Expenses	314.29	6,000.00	-5,685.71	5.2%
Total Expense	114,353.68	165,495.00	-51,141.32	69.1%
Net Ordinary Income	143,058.36	76,963.00	64,095.36	181.2%
Other Income/Expense				
Other Income				
Non-Operating Revenue	12.87			
Interest & Divident Revenue	12.87			
Total Non-Operating Revenue	12.87			
Total Other Income	12.87			
Other Expense				
Bad Debt Expense	0.00			
Amortization Expense	408.75			
Depreciation Expense	41,122.35			
Mortgage Interest	12,764.68			
Total Other Expense	54,295.78			
Net Other Income	-54,282.91			
Net Income	88,775.45	76,963.00	9,812.45	112.4%

The Dwayne Peaslee Technical Training Center Inc

Budget to Actual Comparison

January through December 2019

	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Operating Revenue				
Douglas County Mortgage Contrib	200,000.00	200,004.00	-4.00	100.0%
City of Lawrence Annual Funding	200,000.04	200,004.00	-3.96	100.0%
Douglas County Annual Funding	195,105.00	195,108.00	-3.00	100.0%
Education Lease Income	34,932.52	22,716.00	12,216.52	153.8%
Facility Lease Income				
Room Rentals	0.00	3,600.00	-3,600.00	0.0%
BuckleUp School Classroom Lease	0.00	6,000.00	-6,000.00	0.0%
LWC Lease	0.00	92,184.00	-92,184.00	0.0%
NCCG Office Lease	0.00	6,000.00	-6,000.00	0.0%
SRC Office Lease (Admin Area)	0.00	21,167.00	-21,167.00	0.0%
API Lease	0.00	34,380.00	-34,380.00	0.0%
Facility Lease Income - Other	152,615.18			
Total Facility Lease Income	152,615.18	163,331.00	-10,715.82	83.4%
Maintenance Fee Income	45,834.00	45,840.00	-6.00	100.0%
Instructional Income	429,668.66	150,000.00	279,668.66	286.4%
Corporate Sponsorship	2,000.00	10,000.00	-8,000.00	20.0%
Gift and Grant Income	0.00	50,004.00	-50,004.00	0.0%
Individual Donations	1,650.00	9,996.00	-8,346.00	16.5%
Gift in Kind Donations	3,103.23	9,996.00	-6,892.77	31.0%
Unrestricted Donations	8,444.00			
Tuition Assistance Donations	10,000.00			
Total Operating Revenue	1,283,352.63	1,056,998.00	226,353.63	121.4%
Total Income	1,283,352.63	1,056,998.00	226,353.63	121.4%
Cost of Goods Sold				
Assisted Tuition	8,450.00			
Instructional Costs				
Instruction Vehicle Cost	7,897.64			
Student Physicals	1,575.26			
Equipment Supplies	5,479.20			
Instructional Material Costs	21,042.39			
Instructor Costs	143,866.75			
Instructional Costs - Other	3,307.55	66,000.00	-62,692.45	5.0%
Total Instructional Costs	183,158.79	66,000.00	117,158.79	277.5%
Total COGS	191,608.79	66,000.00	125,608.79	280.3%
Gross Profit	1,091,743.84	990,998.00	100,744.84	110.2%
Expense				
Workforce Ctr Note	0.00	31,662.00	-31,662.00	0.0%
Equipment (\$3,000 up)	0.00	9,996.00	-9,996.00	0.0%
Office Supplies and Postage	1,296.71	1,800.00	-503.29	72.0%

See Accountants' Compilation Report

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

	TOTAL			
	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Insurance				
CEK (Lloyd's) Optional wind	0.00	3,600.00	-3,600.00	0.0%
Property	12,700.22	12,456.00	244.22	102.0%
D&O	1,447.50	1,548.00	-100.50	93.5%
Total Insurance	14,147.72	17,604.00	-3,456.28	80.4%
Small Tools & Equipment				
Professional Fees	291.86			
Othr(Collier's,Grantwriter,etc)	0.00	5,004.00	-5,004.00	0.0%
Accounting/Professional Fees	14,293.00	15,960.00	-1,667.00	89.6%
Legal/Professional Fees	1,566.00	5,100.00	-3,534.00	30.7%
Total Professional Fees	15,859.00	26,064.00	-10,205.00	60.8%
Advertising/Marketing				
Bank / Credit Card Svc Charges	14,229.41	15,000.00	-770.59	94.9%
Contract Labor	1,760.37	1,200.00	560.37	146.7%
Operations	15,872.00	48,000.00	-41,610.83	13.3%
Contract Labor - Other	6,389.17			
Total Contract Labor	22,261.17	48,000.00	-25,738.83	46.4%
Dues & Subscriptions				
Hospitality Expense	1,020.86			
In-Kind Expense	733.46			
Janitorial Exp/Cleaning Supply	0.00	9,996.00	-9,996.00	0.0%
Business Licenses & Permits	3,291.62	7,800.00	-4,508.38	42.2%
	3,951.58	6,996.00	-3,044.42	56.5%
Payroll Expenses				
Wages	13,021.27			
Payroll Taxes	1,360.86			
Purchased Payroll Services	123,145.17			
Work Comp Insurance	4,480.29			
Payroll Expenses - Other	0.00	120,000.00	-120,000.00	0.0%
Total Payroll Expenses	142,017.59	120,000.00	22,017.59	118.3%
Real Estate Taxes				
Repairs/Maintenance	31,085.12	40,000.00	-8,914.88	77.7%
CE Water	0.00	5,004.00	-5,004.00	0.0%
UNI	0.00	6,000.00	-6,000.00	0.0%
Landscaping, Building	795.05			
Mowing, Snow Removal	643.41	156,000.00	-155,356.59	0.4%
General Repairs	44,320.74	14,004.00	-14,004.00	0.0%
Repairs/Maintenance - Other	0.00			
Total Repairs/Maintenance	45,759.20	181,008.00	-135,248.80	25.3%
Telephone/Internet				
Telephone/Internet Exp	14,170.32			
Reimbursed Telephone/Internet	-900.00	-900.00	0.00	100.0%
Telephone/Internet - Other	0.00	15,924.00	-15,924.00	0.0%
Total Telephone/Internet	13,270.32	15,024.00	-1,753.68	88.3%

See Accountants' Compilation Report

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

	TOTAL			
	Jan - Dec 19	Budget	\$ Over Budget	% of Budget
Travel	0.00	1,800.00	-1,800.00	0.0%
Utility Expenses				
Reimbursed Tenant Utilities API	0.00			
Utility Exp	121,044.07	-54,000.00	54,000.00	0.0%
Reimbursed Utility Exp	-48,184.01			
Utility Expenses - Other	0.00	138,000.00	-138,000.00	0.0%
Total Utility Expenses	72,860.06	84,000.00	-11,139.94	86.7%
Miscellaneous Expenses	1,558.23	24,000.00	-22,441.77	6.5%
Total Expense	385,394.28	641,980.00	-256,585.72	60.0%
Net Ordinary Income	706,349.56	349,019.00	357,330.56	202.4%
Other Income/Expense				
Other Income				
Non-Operating Revenue	35.55			
Interest & Divident Revenue				
Total Non-Operating Revenue	35.55			
Total Other Income	35.55			
Other Expense				
Bad Debt Expense	1,500.00			
Amortization Expense	1,635.00			
Depreciation Expense	160,123.35			
Mortgage Interest	76,718.10			
Total Other Expense	239,976.45			
Net Other Income	-239,940.90			
Net Income	466,408.66	349,019.00	117,389.66	133.6%

BYLAWS
OF
THE DWAYNE PEASLEE TECHNICAL TRAINING CENTER, INC.

ARTICLE I
OFFICES

Section 1. Principal Office. The principal office for the transaction of the business of the corporation is hereby located at 2920 Haskell Avenue~~646 Vermont Street~~, Suite 1200, Lawrence, Kansas 660464.

Section 2. Registered Office and Resident Agent. The registered office of the corporation shall be at its principal office address; and the Resident Agent shall be Hugh Carter. The corporation, by resolution of its Board of Directors, may change the location of its registered office as designated in the Articles of Incorporation to any other place in Kansas. By like resolution, the resident agent at such registered office may be changed to any other person or corporation, including itself. Upon adoption of such a resolution, a certificate certifying the change shall be executed, acknowledged and filed with the Secretary of State.

Section 3. Other Offices. Branch or subordinate offices may at any time be established by the Board of Directors at any place or places where the corporation is qualified to do business.

ARTICLE II
DIRECTORS

Section 1. Powers. Subject to limitations of the Articles of Incorporation, of the bylaws, and of the Kansas Corporation Code, and subject to the duties of Directors as prescribed by the bylaws, all corporate powers shall be exercised by or under the authority of and the business and affairs of the corporation shall be controlled by, the Board of Directors. Without prejudice to such general powers, but subject to the same limitations, it is hereby expressly declared that the Directors shall have the following powers, to-wit:

- a. If allowed by the Articles of Incorporation, to alter, amend or repeal the bylaws of the corporation.
- b. To select and remove all the other officers, agents and employees of the corporation, prescribe such powers and duties for them as may not be inconsistent with law, or with the Articles of Incorporation or the bylaws, fix their compensation, and require from them security for faithful service.

- c. To conduct, manage, and control the affairs and business of the corporation, and to make such rules and regulations therefor not inconsistent with the law, or with the Articles of Incorporation or the bylaws, as they may deem best.
- d. To change the principal office and registered office for the transaction of the business of the corporation from one location to another as provided in Article I hereof; to fix and locate from time to time one or more subsidiary offices of the corporation within or without the State of Kansas, as provided in Article I, Section 3 hereof; to designate any place within or without the State of Kansas for the holding of any Members' meeting or meetings except annual meetings; to adopt, make and use a corporate seal, to prescribe the forms of Membership certificates, and to alter the forms of such seal and of such certificates from time to time, as in their judgment they may deem best, provided such seal and such certificate shall at all times comply with the provisions of Law.
- e. To borrow money and incur indebtedness for purposes of the corporation, and to cause to be executed and delivered therefor, in the corporate name, promissory notes, bonds, debentures, deeds of trust, mortgages, pledges, hypothecations or other evidences of debt and securities therefor.
- f. To appoint an executive committee and other committees, and to delegate to such committees any of the powers and authority of the Board in the management of the business and affairs of the corporation, except the power to adopt amend or repeal bylaws. Any such committee shall be composed of two or more Directors.

Section 2. Number and Qualification of Directors. The authorized number of voting Directors of the corporation shall be no fewer than eleven (11) and no more than twenty-four (24) until changed by amendment of this bylaw.

Section 3. Election and Term of Office.

Permanent Directors. There shall be thirteen (13) permanent Directors, of which nine (9) are voting members as follows; EDC Chair, Chamber Executive Committee Member~~Chair~~, City Commissioner, County Commissioner, USD 497 Board Member, University of Kansas representative, and a representative of the Lawrence Home Builders Association. An agency that provides workforce services and a Union will each have board representation on a permanent basis as well, as voting members. However, the individuals serving in those capacities will have two-year terms but may be reelected.

The remaining four (4) permanent Directors are ex-officio, non-voting; Chamber CEO, City Manager—of Lawrence, Douglas County Administrator—and USD 497 Superintendent. All of these positions may be filled by a delegate of the Director.

2/11/2020

From: Peaslee Tech Board Executive Committee
To: Peaslee Tech Board of Directors
Subj: Reclassification of Executive Director Position

Background

At the inception of Peaslee Tech the Executive Director served primarily in the development of the facility, establishment of relationships with community colleges, community and governmental relations, and management of operations to support community college classes held at Peaslee Tech. In fall of 2017, the roles and responsibilities of the executive director changed dramatically.

In November of 2017, Peaslee Tech's application to become a postsecondary institution was approved by the Kansas Board of Regents. With the approval, the responsibility of Executive Director expanded significantly. In addition to the initially established role, the Executive Director became the Chief Academic Officer with responsibilities for the development, implementation, and assessment of courses and programs. Since 2017, 26 new programs have been developed and implemented. By late 2018, there were more students enrolled in Peaslee Tech courses than the combined enrollments of the community colleges.

The expansion of programs has resulted in the growth of instructional personnel and administrative staff. In the last two years, the Peaslee Tech staff has grown from an Executive Director and a part-time administrative assistant to six non-instructional staff and 32 instructors. Peaslee Tech's instructional income has grown from \$3,160 in 2015 to more than \$425,000 in 2019 and total assets have grown from approximately \$2,000,000 to \$5,000,000.

Recommendation

The Executive Committee is recommending the Peaslee Tech Board of Directors approve the reclassification of Executive Director to Chief Executive Officer.

**Peaslee Tech
Facility Usage and Enrollment Report
4rd Quarter 2019**

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

	<u>2018</u>	<u>1Q 2019</u>	<u>2Q 2019</u>	<u>3Q 2019</u>	<u>4Q 2019</u>	<u>2019</u>
<u>Tenant Activity</u>						
Lawrence Workforce Center (not unduplicated)	9,100	1,949	1,898	2,200	1,485	
Senior Resource Center (not unduplicated)	1,121	327	470	215	0	
API America (employees on three shifts)	30	33	33	32	29	
Sub-Total	10,251	2,309	2,401	2,447	1,514	8,671
<u>Community Events/Meetings/K-12 Outreach</u>						
Community Events/Meetings	556	183	216	322	209	
K-12 & ABE Outreach	264	82	137	112	97	
Statewide Job Fair	0	171	0	0	0	
Sub-Total	820	436	353	434	306	
<u>Third Party Training/Courses</u>						
Sub-Total	507	151	126	142	119	538
<u>Community College Enrollment (All Lawrence and duplicated spring-fall, w/high school enrollment)</u>						
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	*	302
<u>Peaslee Tech Programs</u>						
Contract Training (duplicated)	174	59	43	715	340	
Open Enrollment						
Pharmacy Technician	18	6	0	6	2	
Commercial Driving	28	14	7	9	6	
Court Reporting	4	4	0	0	0	
Cisco Networking	6	2	0	0	0	
PLC	0	7	0	0	0	
Online	0	0	0	21	6	
OSHA 30/10	0	18	0	32	0	
Sub-Total	230	110	50	783	14	1,283
<u>Construction & Mechanical Trades</u>						
Carpentry	12	12	0	12	0	
Facilities Maintenance	12	12	0	11	0	
Electrical	10	12	0	13	0	
Plumbing	7	6	0	7	0	
Mechatronics	0	0	0	3	0	
Industrial Maintenance	20	16	0	13	12	
Sub-Total	61	58	0	59	12	129
<u>Peaslee Tech Individual Inquiries and Career Advising</u>						
Sub-Total	293	91	104	142	151	486
TOTAL FACILITY ACTIVITY AND ENROLLMENTS	12,505	3,302	3,034	4,158	2,456	11,409

*Data duplicated from previous quarter

