

*Maine*  
Cumberland **County**

**CROSS INSURANCE ARENA  
BOARD OF TRUSTEES MEETING**

**Trustees & County Commissioners will meet via Zoom Video**

**Public livestream on [cumberlandcounty.org/live](https://cumberlandcounty.org/live)**

**All public comments shall be sent to [gailey@cumberlandcounty.org](mailto:gailey@cumberlandcounty.org) prior to meeting**

**AGENDA  
Tuesday, June 16, 2020  
9:00 AM**

**Call to Order**

**Welcoming of Guests and Introductions**

- 1. Approval of Minutes of the Wednesday, April 22, 2020 Meeting**
- 2. Financial & Event Reports – April and May 2020**
- 3. FY2020/2021 Operations Budget & Trustee Budget**
- 4. Executive Session:**

**Motion:** Move to go into Executive Session pursuant to 1 MRSA §405(6)(D) discussion on ongoing negotiations.

- 5. Adjournment**

...the ...

*Maine*

# Cumberland County

**CROSS INSURANCE ARENA  
BOARD OF TRUSTEES MONTHLY MEETING MINUTES**

**Wednesday, April 22, 2020  
9:00 AM**

**Video meeting via Zoom**

**Call to Order – 9:00 a.m.**

**Present**

**Board of Trustees:** Thomas Tyler, Chair; Jonathan Crimmins, Joe Gray, Holly Hancock, John Jamieson, Sam Surprise, Steven Webster and William Whitten

**Absent**

**Board of Trustees:** Jon Jennings, Vice Chair

**Present**

**County Commissioners:** Stephen Gorden, Neil Jamieson and Susan Witonis

**Spectra Staff:**

John Page, President, Spectra Venue Management  
Michael Scanlon, Divisional Senior Vice President, Spectra  
Melanie Henkes, General Manager, Cross Insurance Arena  
Mike LoConte, Event Production Manager, Cross Insurance Arena  
Mark Eddy, Director of Finance, Cross Insurance Arena

**Cumberland County**

**Staff:** James Gailey, Cumberland County Manager  
Alex Kimball, Deputy Manager Finance & Administration  
Travis Kennedy, Director of Public Affairs  
Barbara Owens, Executive Assistant, Cumberland County

**Welcoming of Guests and Introductions**

Chair Thomas Tyler welcomed all Board of Trustee members, County staff, Spectra staff as well as the Cumberland County Commissioners.

**1. Approval of Minutes of the Wednesday, February 26, 2020 Meeting**

Chairman Thomas Tyler asked for a motion to approve the Minutes of the Wednesday, February 26, 2020 meeting. Trustee Holly Hancock made the motion, William Whitten

seconded. Chair Tyler asked Clerk for a roll call vote. Vote 8-0.

**2. Financial Reports – February 2020 and March 2020**

**3. Event Reports – February 2020 and March 2020**

CIA's General Manager Melanie Henkes presented the February and March 2020 Financial Reports as well as the February 2020 and March 2020 Event Reports.

Chairman Thomas Tyler asked for a motion to approve the February and March 2020 Financial Reports and the February and March 2020 Event Reports, Trustee Joe Gray so moved, Trustee John Jamieson seconded. Chair Tyler asked the clerk for a roll call vote. Vote 8-0.

**EXECUTIVE SESSION**

Chairman Thomas Tyler asked for a motion to enter into Executive Session pursuant to 1 MRSA § 405(6)(E) at 9:15 am. Trustee Holly Hancock so moved, Trustee Joe Gray seconded. Chair Tyler asked the Admin Asst. for a roll call vote. Vote 8-0.

Chairman Thomas Tyler asked for a motion to come out of Executive Session pursuant to 1 MRSA § 405(6)(E). Trustee Holly Hancock so moved, Trustee Sam Surprise seconded. Chair Tyler asked the Admin Asst. for a roll call vote. Vote 8-0. They came out of Executive Session at 10:17 am and reconvened with the Board Meeting.

**4. Resolution to Maine Delegation – Financial Assistance**

Jim Gailey discussed in detail the Resolution Seeking Federal Financial Assistant for the Cross Insurance Arena that was signed by all County Commissioners on April 13, 2020 that will be submitted to the Maine Delegation.

**5. Update – Alternative Care Site**

Jim Gailey discussed this topic in detail.

**6. Report for Old Chiller Donation/Sole-source Purchase – Mid Coast Youth Hockey**

Jim Gailey discussed topic as well as the chiller be donated in "as is" condition and be picked up the day it comes off the roof. Jim said this topic would be brought before the County Commissioners for formal action at their May 2020 meeting.

Chairman Thomas Tyler asked for a motion to donate the old chiller to the Mid Coast Youth Hockey league in "as is" condition and they be required to pick up the unit the same day it comes off the roof. Trustee Joe Gray so moved, Trustee Sam Surprise seconded. Chair Tyler asked the clerk for a roll call vote. Vote 8-0.

**7. Manager's Budget Presentation – FY 2020-2021**

General Manager Melanie Henkes discussed in detail her power point presentation of the Budget presentation for FY 2020-2021. She shared that corporate had already reviewed it and Alex Kimball, Deputy Manager Finance & Administration stated it was really well done. County Manager Jim Gailey stated that the budget could wait until the beginning of June for a vote. This will allow us to clean a few lingering items up before Trustee final action.

**8. Other business**

Jim Gailey presented the Trustee's (the CC Recreation Center) budget. This too can wait until a June meeting.

**Adjourn**

Chair Thomas Tyler asked for a motion to adjourn the meeting. Trustee Sam Surprise so moved to adjourn the meeting, Trustee Joe Gray seconded. Chair Tyler asked the clerk for a roll call vote. Vote 8-0. The video meeting was adjourned at 11:56 m.





One Civic Center Square, Portland, ME 04101

**April 30, 2020**

Fiscal Year ending June 30, 2020

Submitted By  
Mark Eddy

**SPECTRA VENUE MANAGEMENT**

D. Blank  
C. English  
A. Green  
J. Page  
M. Scanlon  
K. Wajda

*Mark Eddy*  
\_\_\_\_\_  
Mark Eddy, Director of Finance

*Melanie Henkes*  
\_\_\_\_\_  
Melanie Henkes, General Manager



## **INDEX**

PAGE

### **FINANCIAL STATEMENT COMMENTS**

MONTHLY

1

YEAR TO DATE

2

### **ROLLING FORECAST**

3

### **BALANCE SHEET**

4

### **INCOME STATEMENT**

5

### **CONSOLIDATED INDIRECT EXPENSES**

6

### **OTHER INCOME/EXPENSE STATEMENT**

7

Cross Insurance Arena  
**FINANCIAL STATEMENT COMMENTS**  
 Month Ending April 30, 2020

	ACTUAL	BUDGET	FAV(UNFAV) VARIANCE
NO OF EVENTS	0	4	(4)
PAID ATTENDANCE	0	5,250	(5,250)
DIRECT EVENT INCOME	0	(8,366)	8,366
FACILITY FEE	0	10,500	(10,500)
SUITE REVENUE	0	0	0
NET TICKETING REVENUE	0	10,546	(10,546)
ANCILLARY INCOME	0	33,400	(33,400)
TOTAL EVENT INCOME	0	46,079	(46,079)
OTHER INCOME	48,370	58,690	(10,320)
INDIRECT EXPENSES	159,497	214,584	55,087
NET INCOME (LOSS)	<u>(111,127)</u>	<u>(109,816)</u>	<u>(1,312)</u>

**COMMENTS:**

EVENT INCOME UNDER BUDGET BY: (46,079) DUE TO THE FOLLOWING:				
	Actual	MTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
Other Sports	0	19,000	(19,000)	No Marshwood Wrestling Tournament due to shutdown.
Monster Jam	0	27,079	(27,079)	Monster X events cancelled due to shutdown.
	0	46,079	(46,079)	

OTHER INCOME UNDER BUDGET BY: (10,320) DUE TO THE FOLLOWING:				
	Actual	MTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
Advertising Sponsorship Income	36,856	43,693	(3,737)	Lower sponsorship revenues than originally projected for April.
Premium Seat Income	8,514	11,243	(2,729)	Lower suite revenues than originally budgeted for the month.
Rink Program Revenue	0	500	(500)	Lower ice rental usage than originally projected for April.
Other revenue	0	3,354	(3,354)	No Ticketmaster rebates and ATM revenues due to shutdown.
	48,370	58,690	(10,320)	

INDIRECT EXPENSES UNDER BUDGET BY: 55,087 DUE TO THE FOLLOWING:				
	Actual	MTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
EXECUTIVE	13,218	15,984	2,766	Lower part-time wage costs, travel and meeting expenses than originally projected for April.
MARKETING	7,387	7,388	(29)	
FINANCE	20,881	23,818	3,135	Lower benefit costs than budgeted for April.
BOX OFFICE	13,841	16,035	2,394	Lower part-time wages than budgeted for April due to shutdown.
OPERATIONS	27,995	40,351	12,356	Lower part-time wages, and ice, supplies, and maintenance expenses due to event cancellations.
EVENT SERVICES	15,513	25,874	10,361	Lower part-time wage costs than originally projected for April due to shutdown.
GROUP SALES	4,306	5,048	742	
ADVERTISING/SPONSORSHIP	0	396	396	
FOOD AND BEVERAGE	19,289	28,018	8,729	Lower part-time wages than budgeted for April due to shutdown.
OVERHEAD	37,408	51,794	14,236	Lower utility expenses than originally budgeted for the month.
	159,497	214,584	55,087	

**Gross Insurance Arena  
FINANCIAL STATEMENT COMMENTS  
For the Ten Months Ending April 2020**

	ACTUAL	BUDGET	FAV(UNFAV) VARIANCE
NO OF EVENTS	07	00	(22)
PAID ATTENDANCE	154,908	204,108	(49,200)
DIRECT EVENT INCOME	146,696	165,737	(20,041)
FACILITY FEE	168,118	238,136	(69,020)
SUITE REVENUE	9,946	4,680	5,266
NET TICKETING REVENUE	140,936	206,537	(61,602)
ANCILLARY INCOME	435,758	609,031	(173,273)
TOTAL EVENT INCOME	907,451	1,229,021	(318,570)
OTHER INCOME	588,288	623,146	(34,858)
INDIRECT EXPENSES	1,820,039	2,029,313	209,274
NET OPERATING INCOME(LOSS)	(324,299)	(189,146)	(144,153)

**COMMENTS:**

EVENT INCOME UNDER BUDGET BY (318,570) DUE TO THE FOLLOWING:				
	YTD Actual	YTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
Cirque Du Soleil	171,807	165,278	(13,471)	Lower ticket sales and attendance than originally projected.
College Hockey	37,418	41,455	(4,037)	Lower attendance and revenues than originally projected for a UMaine game.
Minor Concerts	109,399	140,949	(30,946)	Lower revenues than budgeted due to very low ticket sales at one concert.
Major Concerts	49,063	98,199	(49,136)	Only one of two budgeted major concerts held to date.
PBR	33,139	31,854	1,285	Higher ticket sales and concession revenues than originally projected.
Monster Jam	0	27,978	(27,078)	Monster X events cancelled due to shutdown.
Regular Season Hockey	282,853	309,800	(46,707)	Only 33 of 36 budgeted games were played before shutdown. Lower attendances and revenue than budgeted.
Trade Shows	53,487	58,736	(2,939)	No community event as originally projected to date.
Charity/Community Events	0	2,957	(2,957)	Lower attendance, ticket sales, and ancillary revenues for our Ice racing event. Event Impacted by snow storm.
Misc Family	9,693	17,929	(6,235)	No banquet event as originally projected for the month of December.
Banquets	0	2,332	(2,332)	Higher rental and staffing bill backs than budgeted for 7 Disney on Ice shows. No Sesame Street shows.
Disney shows	102,822	123,542	(20,720)	Wrestling Event cancelled in August.
Wrestling	0	36,382	(36,382)	Globetrotters event cancelled in March due to shutdown.
Globetrotters	0	52,439	(52,439)	No Marshwood Wrestling Tournament due to shutdown.
Other Sports	0	10,000	(10,000)	
High School Sports	77,660	78,100	(440)	
	907,451	1,226,021	(318,570)	

OTHER INCOME UNDER BUDGET BY (34,858) DUE TO THE FOLLOWING:				
	YTD Actual	YTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
Advertising Sponsorship Income	432,475	435,930	(3,455)	
Premium Seal Income	91,237	112,425	(21,188)	Lower suite related revenues than originally budgeted.
Rink Program Revenue	40,616	43,000	(2,985)	Lower high school ice rentals than originally projected to date.
Other revenue	24,561	31,791	(7,230)	Lower Ticketmaster ticketing volume rebates than originally projected year to date.
	588,288	623,146	(34,858)	

INDIRECT EXPENSES UNDER BUDGET BY 209,274 DUE TO THE FOLLOWING:				
	YTD Actual	YTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
EXECUTIVE	124,707	146,709	22,001	Lower wages and travel expenses than originally projected year to date.
MARKETING	61,364	69,188	7,802	Lower promotional and guest relations expenditures than originally projected year to date.
FINANCE	200,482	229,809	29,347	Lower benefit, ADP fees, and recruiting costs than originally budgeted for the first ten months of the fiscal year.
BOX OFFICE	134,638	149,417	14,779	Lower part-time labor, credit card fees, and benefit costs than budgeted year to date.
OPERATIONS	356,989	383,738	26,747	Lower part-time wages, equipment rental and repair expenses than originally projected year to date.
EVENT SERVICES	153,910	194,793	40,883	Lower part-time wages and employee benefit costs and security expenditures than projected year to date.
GROUP SALES	44,642	46,063	1,421	Lower wages than originally projected due to shutdown.
ADVERTISING/SPONSORSHIP	1,805	4,710	2,905	Lower meeting and promotional expenditures than originally projected year to date.
FOOD AND BEVERAGE	200,232	245,842	46,610	Lower part-time labor and paper supply costs than originally budgeted year to date.
OVERHEAD	541,289	559,049	17,760	Lower utility expenses than originally projected for the first ten months of the year.
	1,820,039	2,029,313	209,274	

CROSS INSURANCE ARENA  
ROLLING FORECAST  
as of April 30, 2020  
FYE June 30, 2020

	ACTUAL April 30, 2020	BALANCE PROJECTED FY 2020	TOTAL ACT/PROJ FY 2020	ORIG BUDGET FYE June 30, 2020	Variance
# OF EVENTS	67	0	67	102	(35)
Direct Event Income	145,696	0	145,696	211,046	(65,350)
Facility Fee	169,116	0	169,116	238,935	(69,819)
Suite Revenue	9,946	0	9,946	5,330	4,616
Ticketing System Income	146,935	0	146,935	209,285	(62,350)
Ancillary Income	435,758	0	435,758	663,191	(227,433)
<b>TOTAL EVENT INCOME</b>	<u>907,451</u>	<u>0</u>	<u>907,451</u>	<u>1,327,787</u>	<u>(420,336)</u>
OTHER INCOME	588,288	91,800	680,088	738,527	(58,439)
INDIRECT EXPENSES	<u>1,820,039</u>	<u>282,360</u>	<u>2,102,399</u>	<u>2,451,473</u>	<u>349,074</u>
<b>NET OPERATING INCOME (LOSS)</b>	<u>(324,299)</u>	<u>(190,560)</u>	<u>(514,859)</u>	<u>(385,159)</u>	<u>(129,700)</u>

April adjustments affect to FY Forecast

COMMENTS:

Difference from prior month roll:	42,178	
Event Income	0	
Other Income	(9,894)	Recognized lower sponsorship renewals than originally projected for April to June.
Indirect Expenses	52,072	Recognized savings from full-time staff furloughs for May and June.
<b>Totals</b>	<u>42,178</u>	

Incentive Fee Calculation

Base Management Fee Projected	108,670
Financial Incentive Fee	8,594
Food & Beverage Incentives	-
Qualitative incentives	-
<b>Total Management Fee Projected</b>	<u>117,264</u>

*Mark Eddy*  
\_\_\_\_\_  
Director of Finance  
Mark Eddy

*Melanie Henkes*  
\_\_\_\_\_  
General Manager  
Melanie Henkes

**Cross Insurance Arena**  
**BALANCE SHEET**  
 April 2020

**ASSETS**

CURRENT ASSETS

Cash & cash equivalents	800,218		
Accounts receivable	193,471		
Accounts Receivable from Third Party	951,572		
Prepaid	23,080		
Inventory	46,288		
TOTAL CURRENT ASSETS			2,014,629

TOTAL ASSETS			2,014,629
--------------	--	--	-----------

**LIABILITIES AND EQUITY**

CURRENT LIABILITIES

Accounts payable	132,621		
Accrued payroll & related costs	129,383		
Sales and Use Tax payable	0		
Other accrued liabilities	275,280		
Deposits and Deferred income	1,737,482		
TOTAL CURRENT LIABILITIES			2,274,767

TOTAL LIABILITIES			2,274,767
-------------------	--	--	-----------

EQUITY

Retained Earnings	(543,820)		
Client Funding	608,324		
Current Retained Earnings		(325,143)	
TOTAL EQUITY			(260,137)

TOTAL LIABILITIES AND EQUITY			2,014,629
------------------------------	--	--	-----------

**Cross Insurance Arena**  
**CONSOLIDATED INCOME STATEMENT**  
For the Ten Months Ending April 2020

	PERIOD TO DATE			YEAR TO DATE		
	Actual	Curr Budget	Budget Variance	Actual	Curr Budget	Budget Variance
Number of Events	0	4	(4)	67	89	(22)
Total Paid General	0	5,250	(5,250)	154,908	204,108	(49,200)
Turnstile Attendance- General	0	8,700	(8,700)	145,754	203,485	(57,731)
RENTAL INCOME						
GROSS TICKET REVENUE	0	105,000	(105,000)	3,820,843	5,324,710	(1,503,867)
SPONSORSHIP REVENUE	0	0	0	6,280	1,600	4,680
RENT BILLED	0	21,400	(21,400)	355,725	454,812	(99,087)
GROSS REVENUE	0	126,400	(126,400)	4,182,847	5,781,122	(1,598,275)
PROMOTER PROCEEDS	0	(105,000)	105,000	(3,840,348)	(5,288,713)	1,448,365
NET RENTAL INCOME	0	21,400	(21,400)	342,499	492,409	(149,910)
NET SERVICE INCOME / (LOSS)	0	(29,766)	29,766	(196,802)	(326,672)	129,870
DIRECT EVENT INCOME	0	(8,366)	8,366	145,696	165,737	(20,041)
FACILITY FEE REVENUE	0	10,500	(10,500)	169,116	238,136	(69,020)
SUITE TICKET REVENUE	0	0	0	9,946	4,580	5,366
CONV/TICKET PROC REVENUE	0	10,545	(10,545)	207,518	301,426	(93,908)
PROMOTER SHARE OF FEES	0	0	0	(60,583)	(92,889)	32,306
TOTAL SURCHARGE/REBATE/PRESHOW	0	21,045	(21,045)	325,997	451,253	(125,256)
ANCILLARY INCOME						
CONCESSIONS	0	33,400	(33,400)	600,819	896,090	(295,271)
TEAM/PROMOTER SHARE	0	0	0	(211,423)	(311,444)	100,021
SUITES/CATERING	0	0	0	11,802	0	11,802
NOVELTY	0	0	0	34,560	24,385	10,175
TOTAL ANCILLARY INCOME	0	33,400	(33,400)	435,758	609,031	(173,273)
EVENT OPERATING INCOME	0	46,079	(46,079)	907,451	1,226,021	(318,570)
INDIRECT EXPENSES:						
EXECUTIVE	13,218	15,984	2,766	124,707	146,708	22,001
MARKETING	7,387	7,358	(29)	61,384	69,186	7,802
FINANCE	20,681	23,816	3,135	200,462	229,809	29,347
BOX OFFICE	13,641	16,035	2,394	134,638	149,417	14,779
OPERATIONS	27,995	40,351	12,356	356,989	383,736	26,747
EVENT SERVICES	15,513	25,874	10,361	153,910	194,793	40,883
GROUP SALES	4,306	5,048	742	44,642	46,063	1,421
ADVERTISING/SPONSORSHIP	0	396	396	1,805	4,710	2,905
FOOD AND BEVERAGE	19,289	28,018	8,729	200,232	245,842	45,610
OVERHEAD	37,468	51,704	14,236	541,269	559,049	17,780
TOTAL INDIRECT EXPENSES	159,497	214,584	55,087	1,820,039	2,029,313	209,274
Advertising Sponsorship Income	39,856	43,593	(3,737)	432,475	435,930	(3,455)
Premium Seat Income	8,514	11,243	(2,729)	91,237	112,425	(21,188)
Rink Program Revenue	0	500	(500)	40,015	43,000	(2,985)
Other revenue	0	3,354	(3,354)	24,561	31,791	(7,230)
TOTAL OTHER INCOME	48,370	58,690	(10,320)	588,288	623,146	(34,858)
NET OPERATING INCOME (LOSS)	(111,127)	(109,815)	(1,312)	(324,299)	(180,146)	(144,153)

**Cross Insurance Arena**  
**CONSOLIDATED INDIRECT DEPARTMENT EXPENSES**  
**For the Ten Months Ending April 2020**

	Period To Date			Year To Date			Actual	Annual Budget	Annual Budget Var	% of Annual Budget Achieved
	Actual	Curr Budget	Budget Var	Actual	Curr Budget	Budget Var				
<b>Personnel Expenses</b>										
Salaries	76,649	83,590	6,941	736,543	735,623	(920)	736,543	869,374	132,831	85%
Part-Time Labor	231	74,701	74,470	679,541	845,366	165,825	679,541	907,420	227,879	75%
Outside Payroll Service	0	2,500	2,500	34,322	23,850	(10,472)	34,322	25,000	(9,322)	137%
Employee Benefits	14,188	16,453	2,265	143,762	164,029	20,267	143,762	196,934	53,172	73%
Incentive Compensation	0	0	0	(38,258)	0	38,258	(38,258)	66,485	104,743	-58%
401K	3,126	3,970	844	32,064	39,726	7,662	32,064	47,668	15,604	67%
Payroll Taxes	5,714	13,150	7,436	127,768	134,740	6,972	127,768	155,803	28,035	82%
Allocated to Events	0	(58,000)	(58,000)	(680,891)	(778,000)	(97,109)	(680,891)	(830,000)	(149,109)	82%
<b>Total Personnel Expenses</b>	<b>99,908</b>	<b>136,364</b>	<b>36,456</b>	<b>1,034,852</b>	<b>1,165,334</b>	<b>130,482</b>	<b>1,034,852</b>	<b>1,438,684</b>	<b>403,832</b>	
<b>Expenses</b>										
Advertising	850	625	(225)	5,331	6,250	919	5,331	7,500	2,169	71%
Other Travel Expense	0	875	875	2,862	9,850	6,988	2,862	12,800	9,938	22%
Automobile Expenses	0	62	62	1,146	626	(520)	1,146	750	(396)	153%
Armored Car Expense	201	250	49	1,538	2,450	912	1,538	2,750	1,212	56%
Cash (Over)/Short	0	0	0	(3,510)	0	3,510	(3,510)	0	3,510	Not Budgeted
Ice Expense	740	2,000	1,260	24,755	22,250	(2,505)	24,755	24,500	(255)	101%
Parking Expense	2,158	2,104	(54)	21,312	21,041	(271)	21,312	25,250	3,939	84%
Building / General Supplies	2,197	1,500	(697)	20,080	17,150	(2,930)	20,080	20,000	(80)	100%
Prof Fees - Deferred Comp. Plan	0	125	125	0	1,250	1,250	0	1,500	1,500	0%
Computer Maintenance	4,978	4,483	(495)	47,150	51,780	4,630	47,150	59,246	12,096	80%
Credit card fees expense	3,203	1,600	(1,603)	22,001	19,950	(2,051)	22,001	22,000	(1)	100%
Dues & Subscriptions	680	775	95	5,740	7,749	2,009	5,740	9,300	3,560	62%
R&M/Equip. Fund Expense	2,667	1,677	(990)	14,614	28,271	13,657	14,614	34,625	20,011	42%
General expense	1,296	1,415	119	20,057	14,166	(5,891)	20,057	17,000	(3,057)	118%
Guest Relations	0	50	50	200	1,600	1,400	200	2,000	1,800	10%
Insurance & Bonding	3,397	5,335	1,938	52,108	53,344	1,236	52,108	64,014	11,906	81%
Licenses and Permits	389	296	(93)	3,336	2,960	(376)	3,336	3,550	214	94%
Management Fee Expense	9,053	9,091	38	90,528	90,910	382	90,528	109,090	18,562	83%
Meetings/Conferences	0	500	500	3,794	9,200	5,406	3,794	20,900	17,106	18%
Office Supplies	0	625	625	5,867	6,250	383	5,867	7,500	1,633	78%
Equipment Rental	2,098	3,376	1,278	18,518	33,768	15,250	18,518	40,520	22,002	46%
Cleaning Supplies	394	0	(394)	10,966	5,500	(5,466)	10,966	8,500	(2,466)	129%
Printing	34	147	113	340	1,478	1,138	340	1,770	1,430	19%
Pest Control Expense	159	167	8	1,415	1,668	253	1,415	2,000	585	71%
Postage	31	146	115	1,118	1,460	342	1,118	1,750	632	64%
Security System	0	1,000	1,000	3,341	8,500	5,159	3,341	12,500	9,159	27%
Recruiting Expense	0	225	225	724	3,350	2,626	724	3,500	2,776	21%
Cell Phone/Telephone/Data Lines	282	405	123	3,347	4,065	718	3,347	4,875	1,528	69%
Smallwares	0	0	0	1,037	2,100	1,063	1,037	3,000	1,963	35%
Snow Removal	0	0	0	0	1,500	1,500	0	1,500	1,500	0%
Equipment Maintenance	0	2,500	2,500	16,814	21,000	4,186	16,814	25,000	8,186	67%
Internet - Phone	2,818	3,366	548	32,370	33,668	1,298	32,370	40,400	8,030	80%
Trash Removal	1,796	1,300	(496)	10,011	10,100	89	10,011	12,000	1,989	83%
Uniforms	356	200	(156)	6,320	5,525	(795)	6,320	6,950	630	91%
Utilities	19,164	30,000	10,836	328,383	342,000	13,617	328,383	380,250	51,867	86%
<b>Total Expenses</b>	<b>59,589</b>	<b>78,220</b>	<b>18,631</b>	<b>785,187</b>	<b>863,979</b>	<b>78,792</b>	<b>785,187</b>	<b>1,012,790</b>	<b>227,603</b>	
<b>Total Departmental Expenses</b>	<b>159,497</b>	<b>214,584</b>	<b>55,087</b>	<b>1,820,039</b>	<b>2,029,313</b>	<b>209,274</b>	<b>1,820,039</b>	<b>2,451,474</b>	<b>631,435</b>	

**Cross Insurance Arena**  
**OTHER INCOME**  
For the Ten Months Ending April 2020

	Period To Date			Year To Date			Annual Budget	Annual Budget Var	% of Annual Budget Achieved
	Actual	Curr Budget	Budget Var	Actual	Curr Budget	Budget Var			
OTHER INCOME									
Advertising Sponsorship Income	39,856	43,593	(3,737)	432,475	435,930	(3,455)	523,116	(90,641)	83%
Premium Seat Income	8,514	11,243	(2,729)	91,237	112,425	(21,188)	134,911	(43,674)	68%
Rink Program Revenue	0	500	(500)	40,015	43,000	(2,985)	43,000	(2,985)	93%
Other revenue	0	3,354	(3,354)	24,561	31,791	(7,230)	37,500	(12,939)	65%
<b>TOTAL OTHER INCOME</b>	<b>48,370</b>	<b>58,690</b>	<b>(10,320)</b>	<b>588,288</b>	<b>623,146</b>	<b>(34,858)</b>	<b>738,527</b>	<b>(150,239)</b>	<b>80%</b>





One Civic Center Square, Portland, ME 04101

**May 31, 2020**

Fiscal Year ending June 30, 2020

Submitted By  
Mark Eddy

**SPECTRA VENUE MANAGEMENT**

D. Blank  
C. English  
A. Green  
J. Page  
M. Scanlon  
K. Wajda

*Mark Eddy*  
\_\_\_\_\_  
Mark Eddy, Director of Finance

*Melanie Henkes*  
\_\_\_\_\_  
Melanie Henkes, General Manager



## **INDEX**

### **FINANCIAL STATEMENT COMMENTS**

**MONTHLY**

**YEAR TO DATE**

### **ROLLING FORECAST**

### **BALANCE SHEET**

### **INCOME STATEMENT**

### **CONSOLIDATED INDIRECT EXPENSES**

### **OTHER INCOME/EXPENSE STATEMENT**

Gross Insurance Arena  
**FINANCIAL STATEMENT COMMENTS**  
 Month Ending May 31, 2020

	ACTUAL	BUDGET	FAV(UNFAV) VARIANCE
NO OF EVENTS	0	6	(6)
PAID ATTENDANCE	0	0	0
DIRECT EVENT INCOME	0	15,174	(15,174)
FACILITY FEE	0	0	0
SUITE REVENUE	0	0	0
NET TICKETING REVENUE	0	0	0
ANCILLARY INCOME	0	16,242	(16,242)
TOTAL EVENT INCOME	<u>0</u>	<u>31,416</u>	<u>(31,416)</u>
OTHER INCOME	29,388	57,691	(28,303)
INDIRECT EXPENSES	89,830	174,186	84,356
NET INCOME (LOSS)	<u>(60,443)</u>	<u>(85,079)</u>	<u>24,636</u>

**COMMENTS:**

**EVENT INCOME UNDER BUDGET BY \$ (31,416) DUE TO THE FOLLOWING:**

	Actual	MTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
Religious Event	0	5,160	(5,160)	No Jehovah Witness Convention due to shutdown
Graduations	0	28,256	(28,256)	No Graduations due to Covid 19 shutdown
	<u>0</u>	<u>31,416</u>	<u>(31,416)</u>	

**OTHER INCOME UNDER BUDGET BY \$ (28,303) DUE TO THE FOLLOWING:**

	Actual	MTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
Advertising Sponsorship Income	26,546	43,593	(17,047)	Recognized lower sponsorship revenues as a result of sponsor requested shutdown accommodation.
Premium Seat Income	2,842	11,243	(8,401)	Lower suite revenues than originally budgeted for the month due to Covid 19 shutdown.
Other revenue	0	2,855	(2,855)	No Ticketmaster rebates and ATM revenues due to shutdown.
	<u>29,388</u>	<u>57,691</u>	<u>(28,303)</u>	

**INDIRECT EXPENSES UNDER BUDGET BY \$ (84,356) DUE TO THE FOLLOWING:**

	Actual	MTD Budget	FAV(UNFAV) VARIANCE	COMMENTS:
EXECUTIVE	11,832	14,030	2,198	Lower part-time wage costs, travel and meeting expenses than originally projected for May.
MARKETING	5,594	8,056	2,462	Lower travel and conference expenses due to shutdown.
FINANCE	13,176	20,064	6,888	Lower salary and benefit costs than budgeted for May due to shutdown.
BOX OFFICE	6,113	14,247	8,134	Lower salary and conference expenses than budgeted for May due to shutdown.
OPERATIONS	14,467	36,842	22,375	Lower part-time wages, and ice, supplies, and maintenance expenses due to event cancellations.
EVENT SERVICES	6,675	16,733	10,058	Lower part-time wage costs than originally projected for May due to shutdown.
GROUP SALES	1,018	4,336	3,318	Lower salary and benefit costs than budgeted for May due to shutdown.
ADVERTISING/SPONSORSHIP	0	395	395	
FOOD AND BEVERAGE	9,129	19,631	10,402	Lower full-time and part-time wages, supplies and other expenses due to shutdown.
OVERHEAD	21,825	39,952	18,127	Lower utility expenses than originally budgeted for the month due to shutdown.
	<u>89,830</u>	<u>174,186</u>	<u>84,356</u>	

Cross Insurance Agency  
**FINANCIAL STATEMENT COMMENTS**  
 For the Eleven Months Ending May 2020

	ACTUAL	BUDGET	FAV(UNFAV) VARIANCE
NO OF EVENTS	67	95	(28)
PAID ATTENDANCE	154,908	204,108	(49,200)
DIRECT EVENT INCOME	145,696	180,911	(35,215)
FACILITY FEE	169,116	238,136	(69,020)
SUITE REVENUE	9,946	4,580	5,366
NET TICKETING REVENUE	146,935	208,537	(61,602)
ANCILLARY INCOME	435,758	826,273	(189,515)
TOTAL EVENT INCOME	907,451	1,257,437	(349,986)
OTHER INCOME	617,676	680,837	(63,161)
INDIRECT EXPENSES	1,909,869	2,203,499	293,630
NET OPERATING INCOME(LOSS)	<u>(384,742)</u>	<u>(285,225)</u>	<u>(119,517)</u>

**COMMENTS:**

**EVENT INCOME UNDER BUDGET BY \$ (349,986) DUE TO THE FOLLOWING:**

	YTD Actual	YTD Budget	FAV(UNFAV) VARIANCE	
Post Season Hockey	0	0	-	No Maine Mariner playoff games this fiscal year.
Cirque Du Soleil	171,807	185,278	(13,471)	Lower ticket sales and attendance than originally projected.
College Hockey	37,418	41,455	(4,037)	Lower attendance and revenues than originally projected for a UMaine game.
Minor Concerts	109,399	146,049	(36,649)	Lower revenues than budgeted due to very low ticket sales at one concert.
Major Concerts	49,063	98,199	(49,136)	Only one of two budgeted major concerts held to date.
PBR	33,139	31,884	1,255	Higher ticket sales and concession revenues than originally projected.
Monster Jam	0	27,079	(27,079)	Monster X events cancelled due to shutdown.
Regular Season Hockey	262,953	309,680	(46,727)	Only 33 of 36 budgeted games were played before shutdown. Lower attendances and revenue than budgeted.
Trade Shows	53,497	53,736	(239)	
Charity/Community Events	0	2,957	(2,957)	No community event as originally projected to date.
Misc Family	9,693	17,929	(8,236)	Lower attendance, ticket sales, and ancillary revenues for our ice racing event. Event impacted by snow storm.
Banquets	0	2,332	(2,332)	No banquet event as originally projected for the month of December.
Disney shows	102,822	123,542	(20,720)	Higher rental and staffing bill backs than budgeted for 7 Disney on Ice shows. No Sesame Street shows.
Wrestling	0	36,382	(36,382)	Wrestling Event cancelled in August.
Religious Events	0	5,160	(5,160)	No Jehovah Witness Convention due to shutdown
Graduations	0	26,256	(26,256)	No Graduations due to Covid-19 shutdown
Globetrotters	0	52,439	(52,439)	Globetrotters event cancelled in March due to shutdown.
Other Sports	0	19,000	(19,000)	No Marshwood Wrestling Tournament due to shutdown.
High School Sports	77,680	78,100	(420)	
	<u>907,451</u>	<u>1,257,437</u>	<u>(349,986)</u>	

**OTHER INCOME UNDER BUDGET BY \$ (63,161) DUE TO THE FOLLOWING:**

	YTD Actual	YTD Budget	FAV(UNFAV) VARIANCE	
Advertising Sponsorship Income	459,021	479,523	(20,502)	Recognized lower sponsorship revenues as a result of sponsor requested shutdown accommodation.
Premium Seat Income	94,079	123,668	(29,589)	Lower suite related revenues than originally budgeted to date.
Rink Program Revenue	40,015	43,000	(2,985)	Lower high school ice rentals than originally projected to date.
Other revenue	24,561	34,646	(10,085)	Lower Ticketmaster ticketing volume rebates than originally projected year to date.
	<u>617,676</u>	<u>680,837</u>	<u>(63,161)</u>	

**INDIRECT EXPENSES UNDER BUDGET BY \$ 293,630 DUE TO THE FOLLOWING:**

	YTD Actual	YTD Budget	FAV(UNFAV) VARIANCE	
EXECUTIVE	136,539	160,738	24,199	Lower part-time wages and travel expenses than originally projected year to date.
MARKETING	66,977	77,242	10,265	Lower promotional and guest relations expenditures than originally projected year to date.
FINANCE	213,938	249,873	36,235	Lower benefit, ADP fees, and recruiting costs than originally budgeted to date.
BOX OFFICE	140,762	163,664	22,912	Lower wages, credit card fees, and benefit costs than budgeted year to date.
OPERATIONS	371,457	420,578	49,121	Lower wages, equipment rental and repair expenses than originally projected year to date.
EVENT SERVICES	160,565	211,526	50,941	Lower wages and employee benefit costs and security expenditures than projected year to date.
GROUP SALES	45,860	50,389	4,739	Lower wages than originally projected due to shutdown.
ADVERTISING/SPONSORSHIP	1,805	5,105	3,300	Lower meeting and promotional expenditures than originally projected year to date.
FOOD AND BEVERAGE	269,362	265,373	68,011	Lower wages and paper supply costs than originally budgeted year to date.
OVERHEAD	563,084	599,001	35,907	Lower utility expenses than originally projected for the first eleven months of the year.
	<u>1,909,869</u>	<u>2,203,499</u>	<u>293,630</u>	

GROSS INSURANCE ARENA  
 ROLLING FORECAST  
 as of May 31, 2020  
 FYE June 30, 2020

	ACTUAL May 31, 2020	BALANCE PROJECTED FY 2020	TOTAL ACT/PROJ FY 2020	ORIG BUDGET FYE June 30, 2020	Variance
# OF EVENTS	67	0	67	102	(35)
Direct Event Income	145,696	0	145,696	211,046	(65,350)
Facility Fee	169,116	0	169,116	238,935	(69,819)
Suite Revenue	9,946	0	9,946	5,330	4,616
Ticketing System Income	146,935	0	146,935	209,286	(62,350)
Ancillary Income	435,758	0	435,758	663,191	(227,433)
<b>TOTAL EVENT INCOME</b>	<u>907,451</u>	<u>0</u>	<u>907,451</u>	<u>1,327,787</u>	<u>(420,336)</u>
OTHER INCOME	617,676	31,808	649,484	738,527	(89,043)
INDIRECT EXPENSES	<u>1,909,869</u>	<u>110,861</u>	<u>2,020,730</u>	<u>2,451,473</u>	<u>430,743</u>
<b>NET OPERATING INCOME (LOSS)</b>	<u>(384,742)</u>	<u>(79,053)</u>	<u>(463,795)</u>	<u>(385,159)</u>	<u>(78,636)</u>

**April adjustments affect to FY Forecast**

**COMMENTS:**

Difference from prior month roll:	51,064	
Event Income	0	
Other Income	(30,604)	Recognized lower sponsorship and premium seating revenues due to projected Covid 19 shutdown sponsor accommodations.
Indirect Expenses	81,668	Realized greater expenditure savings from full-time staff furloughs and recognized lower other expenses due to shutdown of general operations.
<b>Totals</b>	<u>51,064</u>	

**Incentive Fee Calculation**

Base Management Fee Projected	108,670
Financial Incentive Fee	8,594
Food & Beverage Incentives	-
Qualitative Incentives	-
<b>Total Management Fee Projected</b>	<u>117,264</u>

*Mark Eddy*

Director of Finance  
Mark Eddy

*Melanie Henkes*

General Manager  
Melanie Henkes

**Cross Insurance Arena**  
**BALANCE SHEET**  
 May 2020

**ASSETS**

CURRENT ASSETS

Cash & cash equivalents	785,691		
Accounts receivable	246,416		
Accounts Receivable from Third Party	868,474		
Prepaid	28,343		
Inventory	46,288		
TOTAL CURRENT ASSETS			1,975,213

TOTAL ASSETS			1,975,213
--------------	--	--	-----------

**LIABILITIES AND EQUITY**

CURRENT LIABILITIES

Accounts payable	128,571		
Accrued payroll & related costs	145,225		
Sales and Use Tax payable	0		
Other accrued liabilities	276,209		
Deposits and Deferred income	1,745,788		
TOTAL CURRENT LIABILITIES			2,295,793

TOTAL LIABILITIES			2,295,793
-------------------	--	--	-----------

EQUITY

Retained Earnings	(543,820)		
Client Funding	608,324		
Current Retained Earnings		(385,586)	
TOTAL EQUITY			(320,580)

TOTAL LIABILITIES AND EQUITY			1,975,213
------------------------------	--	--	-----------

**Cross Insurance Arena**  
**CONSOLIDATED INCOME STATEMENT**  
For the Eleven Months Ending May 2020

	PERIOD TO DATE			YEAR TO DATE		
	Actual	Curr Budget	Budget Variance	Actual	Curr Budget	Budget Variance
Number of Events	0	6	(6)	67	95	(28)
Total Paid General	0	0	0	154,908	204,108	(49,200)
Turnstile Attendance- General	0	16,500	(16,500)	145,754	219,985	(74,231)
RENTAL INCOME						
GROSS TICKET REVENUE	0	0	0	3,820,843	5,324,710	(1,503,867)
SPONSORSHIP REVENUE	0	0	0	6,280	1,600	4,680
RENT BILLED	0	16,200	(16,200)	355,725	471,012	(115,287)
GROSS REVENUE	0	16,200	(16,200)	4,182,847	5,797,322	(1,614,475)
PROMOTER PROCEEDS	0	0	0	(3,840,348)	(5,288,713)	1,448,365
NET RENTAL INCOME	0	16,200	(16,200)	342,499	508,609	(166,110)
NET SERVICE INCOME / (LOSS)	0	(1,026)	1,026	(196,802)	(327,698)	130,896
DIRECT EVENT INCOME	0	15,174	(15,174)	145,696	180,911	(35,215)
FACILITY FEE REVENUE	0	0	0	169,116	238,136	(69,020)
SUITE TICKET REVENUE	0	0	0	9,946	4,580	5,366
CONV/TICKET PROC REVENUE	0	0	0	207,518	301,426	(93,908)
PROMOTER SHARE OF FEES	0	0	0	(60,583)	(92,889)	32,306
TOTAL SURCHARGE/REBATE/PRESHOW	0	0	0	325,997	451,253	(125,256)
ANCILLARY INCOME						
CONCESSIONS	0	16,242	(16,242)	600,819	912,332	(311,513)
TEAM/PROMOTER SHARE	0	0	0	(211,423)	(311,444)	100,021
SUITES/CATERING	0	0	0	11,802	0	11,802
NOVELTY	0	0	0	34,560	24,385	10,175
TOTAL ANCILLARY INCOME	0	16,242	(16,242)	435,758	625,273	(189,515)
EVENT OPERATING INCOME	0	31,416	(31,416)	907,451	1,257,437	(349,986)
INDIRECT EXPENSES:						
EXECUTIVE	11,832	14,030	2,198	136,539	160,738	24,199
MARKETING	5,594	8,056	2,462	66,977	77,242	10,265
FINANCE	13,176	20,064	6,888	213,638	249,873	36,235
BOX OFFICE	6,113	14,247	8,134	140,752	163,664	22,912
OPERATIONS	14,467	36,842	22,375	371,457	420,578	49,121
EVENT SERVICES	6,675	16,733	10,058	160,585	211,526	50,941
GROUP SALES	1,018	4,336	3,318	45,660	50,399	4,739
ADVERTISING/SPONSORSHIP	0	395	395	1,805	5,105	3,300
FOOD AND BEVERAGE	9,129	19,531	10,402	209,362	265,373	56,011
OVERHEAD	21,825	39,952	18,127	563,094	599,001	35,907
TOTAL INDIRECT EXPENSES	89,830	174,186	84,356	1,909,869	2,203,499	293,630
Advertising Sponsorship Income	26,546	43,593	(17,047)	459,021	479,523	(20,502)
Premium Seat Income	2,842	11,243	(8,401)	94,079	123,668	(29,589)
Rink Program Revenue	0	0	0	40,015	43,000	(2,985)
Other revenue	0	2,855	(2,855)	24,561	34,646	(10,085)
TOTAL OTHER INCOME	29,388	57,691	(28,303)	617,676	680,837	(63,161)
NET OPERATING INCOME (LOSS)	(60,443)	(85,079)	24,636	(384,742)	(265,225)	(119,517)



**Cross Insurance Arena**  
**OTHER INCOME**  
For the Eleven Months Ending May 2020

	Period To Date			Year To Date			Annual Budget	Annual Budget Var	% of Annual Budget Achieved
	Actual	Curr Budget	Budget Var	Actual	Curr Budget	Budget Var			
OTHER INCOME									
Advertising Sponsorship Income	26,546	43,593	(17,047)	459,021	479,523	(20,502)	523,116	(64,095)	88%
Premium Seat Income	2,842	11,243	(8,401)	94,079	123,668	(29,589)	134,911	(40,832)	70%
Rink Program Revenue	0	0	0	40,015	43,000	(2,985)	43,000	(2,985)	93%
Other revenue	0	2,855	(2,855)	24,561	34,646	(10,085)	37,500	(12,939)	65%
<b>TOTAL OTHER INCOME</b>	<b>29,388</b>	<b>57,691</b>	<b>(28,303)</b>	<b>617,676</b>	<b>680,837</b>	<b>(63,161)</b>	<b>738,527</b>	<b>(120,851)</b>	<b>84%</b>





**EVENT REPORTS**

**FOR THE MONTH ENDED**

**April 30, 2020**

SPECTRA VENUE MANAGEMENT

D. BLANK  
C. ENGLISH  
A. GREEN  
J. PAGE  
M. SCANLON  
K. WAJDA

Submitted by: Mark Eddy, Director of Finance



INDEX

	Page
EVENT INCOME STATEMENT	
ALL EVENTS	1
INDIVIDUAL EVENT INCOME STATEMENTS	
NO EVENTS	

**Cross Insurance Arena**  
**CONSOLIDATED EVENT INCOME STATEMENT**

All Events  
For the Ten Months Ending April 2020

	Period To Date			Year To Date		
	Actual	Curr Budget	Budget Var	Actual	Curr Budget	Budget Var
Number of Events	0	4	(4)	67	89	(22)
Paid Tickets	0	5,250	(5,250)	154,908	204,108	(49,200)
Turnstile General	0	8,700	(8,700)	145,754	203,485	(57,731)
<b>RENTAL INCOME</b>						
GROSS TICKET REVENUE	0	105,000	(105,000)	3,820,843	5,324,710	(1,503,867)
SPONSORSHIP REVENUE	0	0	0	6,280	1,600	4,680
RENT BILLED	0	21,400	(21,400)	355,725	454,812	(99,087)
NET REVENUE AFTER TAXES	0	126,400	(126,400)	4,182,847	5,781,122	(1,598,275)
PROMOTER PROCEEDS	0	(105,000)	105,000	(3,840,348)	(5,288,713)	1,448,365
Service Income Billed:						
Change Over - Setup Billed	0	1,500	1,500	16,082	13,332	2,750
Secuirty	0	0	0	21,685	16,463	5,222
Policy EMT Billed	0	5,000	5,000	27,725	40,250	(12,525)
Stagehands Billed	0	2,600	2,600	314,382	360,139	(45,757)
Event Staff Billed	0	5,600	5,600	93,842	106,598	(12,756)
Evetn Ticket Selles Billed	0	0	0	9,304	15,944	(6,640)
Box Office Fee	0	0	0	8,662	0	8,662
Advertising Billed	0	28,500	28,500	93,362	159,750	(66,388)
Cleaning billed	0	2,800	2,800	26,743	33,415	(6,672)
Cleaning Supplies/Trash Removal	0	0	0	1,302	1,600	(298)
Group Sales Commission Billed	0	825	825	14,766	16,045	(1,279)
Damages Billed	0	0	0	250	0	250
Equipment Rental Billed	0	0	0	1,591	500	1,091
Production Billed	0	15,000	15,000	11,766	46,095	(34,329)
Event Catering Billed	0	425	425	33,323	25,595	7,728
Credit Card Fees Billed	0	999	999	23,078	25,309	(2,231)
Internet/Phone Billed	0	0	0	1,261	1,665	(404)
OTHER SERVICES BILLED	0	0	0	2,703	1,060	1,643
<b>Total Billed:</b>	0	63,249	63,249	701,827	863,760	(161,933)

Less: Service Expense

CHANGEOVER WAGES	0	2,190	2,190	17,593	27,702	(10,109)
CHANGEOVER PAYROLL TAXES	0	900	900	26,520	29,599	(3,079)
Security Billed	0	2,150	2,150	26,671	20,300	6,371
POLICE/L&I/EMT EXPENSE	0	4,475	4,475	36,317	61,197	(24,880)
EMT EXPENSE	0	2,950	2,950	9,015	19,245	(10,230)
STAGEHANDS WAGES	0	6,300	6,300	276,838	351,280	(74,442)
EVENT STAFF WAGES	0	12,500	12,500	177,881	232,490	(54,609)
EVENT TICKET SELLER WAGES	0	525	525	19,642	24,797	(5,155)
Advertising Expense	0	35,250	35,250	113,495	178,355	(64,860)
CLEANING WAGES	0	8,550	8,550	99,565	127,620	(28,055)
GROUP SALES COMMISSIONS	0	375	375	4,601	7,010	(2,409)
PRODUCTION EXPENSE	0	16,050	16,050	27,910	46,617	(18,707)
Event Catering Expense	0	425	425	32,493	30,550	1,943
Credit card fees expense	0	375	375	18,942	18,670	272
Other Expense	0	0	0	0	0	0

**Total Expensed:** 0 93,015 93,015 902,223 1,190,432 (288,209)

**Net Service Income/(Loss):** 0 (29,766) (29,766) (200,395) (326,672) 126,277

DIRECT EVENT INCOME 0 (8,366) 8,366 142,104 165,737 (23,633)

VIP Experience	0	0	0	3,593	0	3,593
Facility Fee	0	10,500	(10,500)	169,116	238,136	(69,020)
Suite Revenues	0	0	0	9,946	4,580	5,366
Ticket Convenience Fee	0	10,545	(10,545)	207,518	301,426	(93,908)
Promoter Share	0	0	0	(60,583)	(92,889)	(32,306)

ANCILLARY INCOME

Concessions- General						
Gross Sales	0	64,050	(64,050)	1,049,714	1,627,276	(577,562)
Cost Of Sales	0	16,606	(16,606)	293,957	417,061	(123,104)
Taxes	0	4,744	(4,744)	0	119,272	(119,272)
Promoter/Team Share	0	0	0	211,423	311,444	(100,021)
Labor	0	9,300	(9,300)	154,938	194,853	(39,916)
Net Concessions	0	33,400	(33,400)	389,396	584,646	(195,250)

Suite Revenues						
Service Charges	0	0	0	11,802	0	11,802
Team/Promo share	0	0	0	0	0	0
Net Catering	0	0	0	11,802	0	11,802

Novelties						
Gross Sales	0	0	0	42,383	36,157	6,226
Promo Share	0	0	0	18,131	11,772	6,359
Net Novelties	0	0	0	34,560	24,385	10,175

TOTAL ANCILLARY INCOME 0 33,400 (33,400) 435,758 609,031 (173,273)

EVENT OPERATING INCOME 0 46,079 (46,079) 907,451 1,226,021 (318,570)





# SPECTRA

**MELANIE HENKES**  
GENERAL MANAGER

1 Civic Centre Square Portland, ME 04101  
O: 207.791. 2207 MELANIE.HENKES@SPECTRAXP.COM

June 10, 2020

Mr. Jim Gailey  
County Manager  
Cumberland County  
142 Federal Street  
Portland, ME 04101

Jim,

Based on our previous conversations and at your request, please let this serve as documentation that the below changes were made to the FY21 operating budget:

- 1% cost of living increase for Spectra full time staff
- Reflection of payroll savings from eight full time staffers furlough from July 1, 2020 – September 1, 2020

Kind Regards,

Melanie Henkes  
General Manager

## CIA Operating Budget – Narrative

### FY 2020-2021

Please find attached the Cross Insurance Arena operating budget for the fiscal year 2020. The underlying assumptions used in this budget may change due to the COVID-19 Pandemic and based on the timing of when the social distancing guidelines will be lifted and when business in the live sports and entertainment industry will come back. Other factors also will be the public's willingness to attract mass gathering events again once they are allowed and the entertainments industry's timing in scheduling events again. These assumptions are rough estimate at this point and any changes in timing and public willingness to attend events could affect the budget.

The upcoming fiscal year shows a projected 101 events with a slightly different event mix than last year. One major difference in FY20 is that Cross Insurance Arena will not host Cirque Du Soleil, while they do have event holds placed for our market in FY2021, playing our market a second time with the same tour did not strategically make sense for them.

Due to this our event mix has slightly shifted this year replacing Cirque Du Soleil's seven shows with four Paw Patrol shows and three additional concerts. The shift in event mix also impacts the deal structures that will decrease the ticket sales, facility fees, and convenience fees by \$91,548 while being offset by our increased net rent and service income by 124k.

These changes account for the \$302,839 direct event income.

#### General Event Assumptions for all events

- Due to COVID Pandemic, some events were not held so the numbers in the projection column of the event budget summary are based on budgeted numbers not actuals
- Mariners hockey returning for a third season. We are recommending a budgeted amount of \$288,052 which is slightly lower than where we projected they would finish this year had that last three games of the season been completed.

Going into last season projected growth for Mariners included 8% increase in full season equivalent (FSE) ticket buyers. While they achieved their goal by currently being at 874 FSE's there were other factors impacting revenue streams during their season. Depending on what day of the week the games were being played significantly impacted the bottom line.

To help refine our budgeted numbers we took into consideration the amount of revenue being generated during each day of the week to come up with comparative averages. Since we currently have viewed the first draft of next years games, we were able to strategically project our net revenue based on how many weekday games are being played versus weekend games. While these numbers are slightly less than last years, we do feel like this approach is conservative but strategic.

The Mariners continue to focus their efforts on growth with FSE's and group sales through several different avenues: refocusing marketing dollars that provide better return of investments, continued use of FEVO, and leveraging ECHL data for continued ticket sales are a few of the areas.

- College hockey will have its first Friday night play in several years, last year we had a noon time game and the year prior a Monday night play.
- MPA High School Basketball Championships will return with one more day of play totally six days
- We are hopeful to have WWE back in the building after being cancelled last year due to talent injuries. Currently looking at dates with promoter for spring time play.
- Both FELD shows including Disney On Ice and Sesame Street have plans to return for the upcoming events season
- Ice Racing numbers are based on cooperative weather, the past two years we have had snow storms that impacted our walkup numbers. First year we hosted XiiR we netted \$19,000. We do feel like with the cooperation of the weather we can get back to those numbers.
- Paw Patrol is returning in October after taking a break from our market last year. Our goal is to have our building be a regular yearly stop for their tours in October. Future plans also include the live show *Trolls* to make a market appearance for the following fiscal year.
- Although Marshwood cancelled its event this year due to the pandemic they have plans to return the same time next year. This event has provided consistent income due to being a rental deal.
- Globetrotters will return to our market this November. Historically they route through our area during the spring time however their recent pandemic cancellation lead to routing through the northeast during November. They will also be doubled up with a Mariners game on the same day, Globetrotters will start at 1:00pm and the Mariners game that night will have a 7:30pm start.
- Historically concerts have been broken into two categories in the past (Major and Minor). In an effort to continue providing fair assessment with this category we found it helpful to add a third category reflecting the unique deal structure between the venue, Live Nation, and Waterfront Concerts. This year we were projected to finish with ten concerts exceeding our budgeted number by four events. Due to being back loaded on our events season most of those did not get to happen due to the pandemic. Several that were already on sale have rescheduled or currently looking for new dates on the booking calendar (Jojo Siwa, Jim Gaffigan, Tenderloins, AJR, Gabriel Iglesias).
- PBR will be returning at the end of September, the hope is this will be one of the events in September that welcome patrons back into the arena.
- Conventions and trade shows have shown a slight increase in the net revenue due to Portland on Taps increased ticket sales despite having one less event in this category which was due to Sysco food show not returning
- Although Jehovahs had to cancel their event this year we have already received confirmation of their return for 2021. The increased revenue in this category is due to the changes we are hopeful will be made in our IATSE contract negotiations.

- Graduations will continue to hold down the end of May and beginning of June, with slight increased rentals for each school to help offset increased minimum wage we expect to maintain our expected revenue from them.
- The additional revenue in our events category is a cumulative effort between our community events like Strive and other miscellaneous bookings such as Cirque Holidaze which is currently holding December dates.

### **Ancillary Revenue**

Ancillaries revenues reflects two parts of our operating budget that include food and beverage revenues (concession & catering) as well as merchandise revenues.

Similar to last year we continued to compile historical information on all of the events to continue making strategic decisions. While some of the events ended up not coming to fruition due to the pandemic we still feel like next year they will produce reliable revenues.

Additional adjustments we will continue to make during events for improved revenues include: dynamic pricing of certain items, altering the point of sales setup based on patron ingress, specialty drinks for certain events, and IDing patrons for alcohol wristbands prior to entering the building to expedite bar lines. With the continued modifications we believe this will assist us obtaining the additional \$40,000 of ancillary revenue projected.

Novelty revenues show a slight decrease this upcoming year compared to where we were projecting to finish this event season. During this current event season we booked several events that would produce higher than average per cap revenues with novelties. While some of these events were postponed (Jojo Siwa) and we are hopeful that they can find new dates in the upcoming fiscal year, our projections have shown to be conservative falling in line with the previous fiscal year.

### **Other Income**

Advertising sponsorship revenue has continued to grow in this past year by generating 82k in new business while also increasing renewals by 36k. New partners include Aroma Joes Coffee, Bath Iron Works, Martins Point Healthcare, Central Maine Power, Hannaford, and Nonesuch Brewing.

Primary reason for 9% of the contracts lost were due to trade agreements that were no longer being utilized or intentions to switch partners.

Naming rights are in year seven of a ten year contract. This upcoming year Zach will start preliminary conversations with Cross to lay the ground work for future renewal.

We are projecting four of the six suites to be sold for the upcoming year. Last year On Target sold their company to a foreign competitor, nearly all traditional advertising assets included in Founding Partnership were sold off at higher rates in the form of fixed signage, commercial spots, and digital inventory.

Exception being annual contract of VIP tower suite valued at 26,360 (\$35,000 minus \$8640 to Mariners for hard ticket costs to hockey team).

Zach has worked to replace that value nearly in full with over \$8,000 worth of individual event suite sales while also including it as an asset in other new sponsor contracts equaling \$17,500.

Two new PSL's were sold this year that included BIW and Aroma Joes.

Other rentals were slightly decreased to primarily to high school hockey rentals. This past year the schools received a new superintendent with a slightly more conservative view on letting the teams travel during inclement weather.

### **Indirects**

Our indirect department budgets show a total increase compared to FY20 as we enter the year and anticipate full staff through the year. We move forward with 14 full time employees. We do not anticipate any major changes to the number of full time staff. Primary increase is due to a 2.5% cost of living increase and all departments are carrying 100% of budgeted incentive versus only having achieved 30% in 2019-2020.

### **Executive**

- Travel/ Conferences – \$1900 expense reduction in travel to Pollstar conference
- Cell Phone - \$979 reduction in cell phone costs

### **Marketing**

- Travel & Entertainment – \$700 increase for annual event conference for both Bill and Lauren in comparison to last year's budget
- Dues and Subscriptions/Customer Relations - \$1050 overall decrease comparative to FY20

### **Finance**

- Corporate Support - \$,1000 reduction in planned corporate travel
- Employee Benefits - \$10,482 reduction in benefits after employees made adjustments to their plans

### **Box Office**

- Parttime Payroll Reduction - \$7000 reduction in planned part time payroll for upcoming year, last year reliance on part time staff was more prevalent due to full time staff health concerns
- Supplies – increased by \$1000 for purchase of printer, window signage, and microphone repairs

### **Operations**

- Parttime Payroll – \$10,000 increase building custodial and events services due to increased minimum wage since we exceeded budgeted projections last year

- Meetings/Conventions – Reduced by \$1400 due to conference cancellation
- Ice/Hockey Expenses & Repairs and Maintenance – both categories were redefined last year by separating the expenses between hockey and the rest of the venue needs.
- Building Supplies and Janitorial Supplies – collectively increased by \$4500 due to current pandemic foresee needing to spend more money on cleaning supplies and efforts
- Contractual Services – reduction of \$22,213 primarily due to the removal of forklift trade
- Telephone – removal of cellphone expense, staff no longer carry company phones

#### **Events**

- Payroll Billed to Events – increase due to different event mix, increased concerts require different level of staffing and security needs
- Dues & Subscriptions – Eventbooking software increased cost
- Arena Security Systems – Reduced by \$9000 due to Norris monitoring system trade removal

#### **Corporate Sales and Premium Services**

- Signage Maintenance and Fulfillment – increased by \$2750, contract allows for up to \$10,000

#### **Overhead**

- Licenses – increased by \$4750, previously were not protected with music licensing right if promoter was not paying dues
- Insurance Expense - \$4000 increase due to additional liability and workers comp expenses
- Management Fees- Assume 2.5% CPI increase adjustment for 20-21
- Utilities - \$20,750 reduction due to rate reduction and additional savings from LED lights

#### **Food and Beverage**

- Part time wages – refined expected part time needs due to using nonprofit labor that can be billed back to events
- F&B Overhead – lower maintenance and repairs needed on POS system

CROSS INSURANCE ARENA  
FISCAL YEAR 2021  
JULY-JUNE  
OPERATING BUDGET

	12 MONTHS		2020-21 BUDGET VS		2020-21 BUDGET VS		NOTES
	BUDGET	ACTUAL	2019-20 PROJECTED	VARIANCE	BUDGET	2019-20 BUDGET	
	FY 2020-21	FY 2019-20	FY 2019-20	FY 2021 VS FY 2020	FY 2019-20	FY 2021 VS FY 2020	
	JULY-JUNE	JULY-JUNE	JULY-JUNE	FAV / (UNFAV)	JULY-JUNE	FAV / (UNFAV)	
# OF EVENTS	101	100		1	102	(1)	Event mix changed for 20-21, gained Paw Patrol and 3 concerts
TOTAL PAID	193,750	200,078		(6,328)	207,108	(13,358)	
AVERAGE TICKET PRICE	\$ 22.36	\$ 22.02		0.34	\$ 25.71	(3.35)	
TOTAL GENERAL ATTENDANCE	216,291	230,639		(14,348)	237,935	(21,644)	
CONCESSION PER CAPS	\$ 7.16	\$ 7.16		(0.00)	\$ 7.19	(0.03)	
NOVELTY PER CAPS	\$ 0.81	\$ 1.00		(0.19)	\$ 0.98	(0.17)	
<b>RENTAL INCOME</b>							
GROSS TICKET REVENUE	\$ 4,331,986	\$ 4,405,549		(73,563)	\$ 5,324,710	(992,724)	Decreased ticket revenue due to less events that were ticket revenue drive as opposed to rent driven.
TENANT CHARGES	\$ 3,818,763	\$ 3,961,842		(143,079)	\$ 4,828,598	(1,009,835)	
NET RENT INCOME	\$ 519,474	\$ 443,707		75,767	\$ 497,712	21,762	Event mix includes comedy shows and Paw Patrol that are rental deals
NET SERVICE INCOME/(LOSS)	\$ (225,435)	\$ (264,974)		39,539	\$ (286,666)	61,231	
DIRECT EVENT INCOME	\$ 294,039	\$ 178,733		115,306	\$ 211,046	82,992	
SUITE REVENUE	\$ 13,660	\$ 8,330		5,330	\$ 5,330	8,330	Individual suite rentals and additional event sponsorship revenue
SURCHARGE/FACILITY FEE	\$ 216,420	\$ 225,680		(9,260)	\$ 238,935	(22,515)	Decrease due to less tickets being sold
TICKET CONVENIENCE FEES	\$ 181,769	\$ 190,494		(8,725)	\$ 209,285	(27,516)	
TOTAL REVENUE	\$ 411,849	\$ 424,504		(12,655)	\$ 453,551	(41,702)	
<b>ANCILLARY INCOME</b>							
CONCESSION COMMISSIONS	\$ 574,612	\$ 532,294		42,318	\$ 638,807	(64,195)	Increase due to achievable percaps and refinement of operations
NOVELTY INCOME	\$ 28,479	\$ 37,936		(9,457)	\$ 24,385	4,094	Merch heavy shows were booked this past year (Jojo Siwa),working to get it rebooked in new FY
TOTAL ANCILLARY INCOME	\$ 603,090	\$ 570,230		32,860	\$ 663,191	(60,101)	
<b>EVENT OPERATING INCOME</b>	\$ 1,308,978	\$ 1,173,467		135,511	\$ 1,327,788	(18,810)	
<b>OTHER INCOME</b>							
ADVERTISING SPONSORS	\$ 335,878	\$ 330,250		5,628	\$ 334,991	887	Year seven of ten year contract
NAMING RIGHTS	\$ 188,125	\$ 188,125		-	\$ 188,125	-	Projecting 4 suites sold in 2020 - other two are rented out during events
LUXURY SUITES/LOGES	\$ 82,770	\$ 81,948		824	\$ 103,463	(20,693)	(1) New PSL's are BIW and Aroma Joes
CLUB SEATS	\$ 31,448	\$ 27,823		3,625	\$ 31,448	(1)	High school Ice rentals and Ticketmaster volume rebates
OTHER RENTALS/MISC INCOME	\$ 67,000	\$ 71,189		(4,189)	\$ 80,500	(13,500)	
TOTAL OTHER INCOME	\$ 705,221	\$ 699,333		5,888	\$ 738,527	(33,306)	
INDIRECT EXPENSES	\$ 2,313,658	\$ 2,264,608		49,050	\$ 2,451,473	(137,815)	2.5% COL for full-time staff. 100% Incentive comp budgeted for 20-21
<b>NET OPERATING INCOME (DEFICIT)</b>	\$ (299,459)	\$ (391,808)		92,349	\$ (385,158)	85,699	

Cross Insurance Arena  
Summary of Event Income Budget 2020-21

	Budget FY 2020 - 2021	Projected 2019-20	Variance	Budget # of Events	Projected 2019-20 Number of Events	Variance	Notes
Hockey Post-Season	\$0	\$0	\$0	0	0	0	
Hockey Reg-Season BUDGETED	\$288,052	\$293,205	(\$5,153)	36	36	0	Numbers are what we forecasted through the rest of the season,
	\$0	\$0	\$0	0	0	0	'did not finish last 3 games of the season.
College Hockey ACTUAL	\$38,442	\$37,418	\$1,024	1	1	0	Friday night play instead of noon start on Saturday
High School Sports ACTUAL	\$92,681	\$74,498	\$18,183	6	5	1	Numbers increase due to additional day of play
WWE BUDGETED	\$41,906	\$0	\$41,906	1	0	1	WWE cancelled due to talent
Disney Shows (Feld) ACTUAL	\$97,502	\$97,389	\$113	7	7	0	
Sesame Street BUDGETED	\$39,578	\$36,196	\$3,382	4	4	0	
XIIR Ice Racing ACTUAL	\$11,623	\$9,694	\$1,929	1	1	0	Snow event hurt attendance in 2019 and 2020, first year netted 19k
Paw Patrol BUDGETED	\$53,430	\$0	\$53,430	4	0	4	Paw Patrol kids shows returning in 2020-21 fiscal year
Marshwood Wrestling ACTUAL	\$17,463	\$17,300	\$162	1	1	0	
Monster X ACTUAL	\$19,287	\$30,471	(\$11,184)	3	3	0	
Globetrotters ACTUAL	\$36,266	\$36,219	\$47	1	1	0	Double play with Mariners
Major Concerts ACTUAL	\$118,733	\$49,257	\$69,476	2	1	1	Splitting concerts into three categories this year
Minor BUDGETED	\$142,312	\$161,198	(\$18,886)	3	9		Additional concerts are rescheduled from this past year
WFC BUDGETED	\$121,892	-	-	4	0	4	
PBR/Rodeo/Horses - ACTUAL	\$33,604	\$33,139	\$465	2	2	0	
Conventions/Trade Shows - SPLIT	\$63,542	\$60,421	\$3,120	8	9	(1)	
Religious - BUDGET	\$5,505	\$0	\$5,505	3	3	0	
Graduations - BUDGET	\$59,753	\$58,805	\$948	8	8	0	
Banquets/Meetings - BUDGET	\$5,875	\$2,719	\$3,156	3	1	2	
Community/Charity - BUDGET	\$5,914	\$5,748	\$166	2	1	1	Strive event
Other/Misc. - BUDGET	\$15,620	\$0	\$15,620	1	0	1	
Cirque Du Soleil	\$0	\$171,807	(\$171,807)	0	7	(7)	No Cirque Du Soleil event projected for 2020-21
<b>Total Event Budget</b>	<b>\$1,308,978</b>	<b>\$1,175,484</b>	<b>\$11,602</b>	<b>101</b>	<b>100</b>	<b>7</b>	
2018-19 Actual		\$1,245,505					
2015-16 Actual (Hockey)		\$1,367,098					

**CROSS INSURANCE ARENA  
INDIRECT EXPENSES BUDGET  
FISCAL YEAR 2021  
JULY-JUNE**

	BUDGET	ACTUAL		BUDGET	BUDGET	Notes
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE	
EXECUTIVE	192,827	164,288	28,539	196,695	(3,868)	1.5 FTE's for full year in 2020-21
MARKETING/GROUP SALES	140,781	135,629	5,152	146,515	(5,735)	2 FTE's for full year in 2020-21
FINANCE	263,717	246,020	17,697	283,465	(19,748)	2 FTE's for full year in 2020-21
BOX OFFICE	176,476	171,136	5,340	186,091	(9,616)	2 FTE's for full year in 2020-21
OPERATIONS	437,602	450,824	(13,222)	461,807	(24,205)	3 FTE's for full year in 2020-21
EVENT SERVICES	192,217	193,873	(1,656)	237,137	(44,920)	2 FTE's for full year in 2020-21
FOOD AND BEVERAGE	271,029	257,233	13,796	293,558	(22,529)	2 FTE's for full year in 2020-21
CORPORATE SALES	6,000	3,976	2,024	5,500	500	Contractual allowance of 10k from client
OVERHEAD	633,009	641,629	(8,620)	640,704	(7,695)	Electrical rate savings in 2020-21
<b>TOTAL INDIRECT EXPENSE:</b>	<b>\$2,313,658</b>	<b>\$2,264,608</b>	<b>49,050</b>	<b>\$2,451,473</b>	<b>(\$137,815)</b>	

CROSS INSURANCE ARENA  
EXECUTIVE  
FISCAL YEAR 2021

	ACTUAL			BUDGET	BUDGET	COMMENTS
	BUDGET	PROJECTED	VARIANCE			
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE	
SALARIES ADMINISTRATIVE	131,049	132,867	(1,818)	130,670	379	1.5 FTEs
EMPLOYEE INCENTIVE COMP	22,877	(6,284)	29,161	22,650	227	Budgeted for in case of achievement
PAYROLL TAXES	11,414	10,629	785	11,452	(38)	
TRAVEL & ENTERTAINMENT	5,000	5,000	0	6,000	(1,000)	Corporate Support
MEETINGS/CONVENTIONS/TRAINING	2,000	3,900	(1,900)	5,000	(3,000)	Meetings/Conventions
DUES & SUBSCRIPTIONS	1,700	1,595	105	2,050	(350)	Chamber and CVB Memberships
CUSTOMER RELATIONS	250	250	0	250	0	
TELEPHONE	0	979	(979)	660	(660)	Cell phone
EMPLOYEE BENEFITS	18,537	15,352	3,185	17,963	574	1.5 FTEs
<b>TOTAL EXECUTIVE EXPENSE</b>	<b>\$192,827</b>	<b>\$164,288</b>	<b>\$28,539</b>	<b>\$196,695</b>	<b>(\$3,868)</b>	

CROSS INSURANCE ARENA  
EXECUTIVE  
FISCAL YEAR 2021

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SALARIES ADMINISTRATIVE	5090-5910-100	SALARIES OF ADMINISTRATIVE STAFF	GM	114,383	131,049
	5090-6030-100		Admin Asst (PTE)	16,667	
EMPLOYEE INCENTIVE COMP	5090-6000-100		Annual Incentive Compensation		22,877
PAYROLL TAXES	5110-5460-100	EMPLOYER PAYROLL TAXES	ss medicare ME Unemployment Tax Futa		11,414
TRAVEL & ENTERTAINMENT	5130-6180-100	TRAVEL	Corporate support RVP Trips	4,000	5,000
		ENTERTAINMENT	Meals & Entertainment	1,000	
MEETINGS/CONVENTIONS/TRAINING	5140-6660-100	CONFERENCES & SEMINARS	Pollstar IEBA Global GM Conference	- 2,000 -	2,000
DUES & SUBSCRIPTIONS	5250-6880-100	SUBSCRIPTIONS			1,700
		DUES & MEMBERSHIPS	Chamber of Commerce CVB Local	450 1,150 100	
CUSTOMER RELATONS	5250-7340-100	Gift for Customer Relations	Gifts, Misc	250	250
PRINTING	5250-6970-100	MISCELLANEOUS PRINTING COSTS	MEMO PADS, BUSINESS CARDS, ETC	-	0
POSTAGE	5250-6980-100	POSTAGE UTILIZED BY STAFF	FED EX FIRST CLASS MAIL	0 0	0
TELEPHONE	5250-7020-100		OFFICE PHONE, CELL PHONE	0	0
EMPLOYEE BENEFITS	5100-6060-100	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical Dental Vision Life AD&D LTD 401-K HMS ESPP (Stock Option)	7,696	18,537
	5110-1130-100				
<b>TOTAL EXECUTIVE EXPENSE</b>				<b>10,641</b>	<b>\$192,827</b>

**CROSS INSURANCE ARENA**  
**MARKETING/GROUP SALES**  
**FISCAL YEAR 2021**

	ACTUAL			BUDGET		COMMENTS
	BUDGET FY 2020-21	PROJECTED 2019-20	VARIANCE	BUDGET FY 2019-20	BUDGET VARIANCE	
SALARIES ADMINISTRATIVE	85,618	90,633	(5,015)	91,378	(5,760)	2 FTEs
EMPLOYEE INCENTIVE COMP	5,225	(1,553)	6,778	5,173	52	Budgeted at 100%
PAYROLL TAXES	7,751	8,435	(684)	8,188	(437)	2 FTEs
TRAVEL & ENTERTAINMENT	700	700	-	700	-	Annual conference for 2 FTE's
MEETINGS/CONVENTIONS/TRAINING	5,000	4,300	700	4,300	700	Annual conference for 2 FTE's
DUES & SUBSCRIPTIONS	2,900	2,598	302	3,100	(200)	Salesforce, Pollstar, etc.
CUSTOMER RELATIONS (MARKETING)	750	250	500	1,500	(750)	
CUSTOMER RELATIONS (GROUP SALES)	150	-	150	250	(100)	
INSTITUTIONAL ADVERTISING	7,500	7,500	-	7,500	-	Interior signage, web hosting, and promotions
PRINTING	1,020	408	612	1,020	-	Brochures/Signage/Adobe
EMPLOYEE BENEFITS	24,167	22,358	1,809	23,407	760	2 FTEs
					-	
<b>TOTAL MARKETING EXPENSE/(INCOME)</b>	<b>\$140,781</b>	<b>\$135,629</b>	<b>\$5,152</b>	<b>\$146,515</b>	<b>(\$5,735)</b>	

**CROSS INSURANCE ARENA  
MARKETING/GROUP SALES  
FISCAL YEAR 2021**

Marketing Dept. # 210  
Group Sales Dept # 245

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SALARIES ADMINISTRATIVE	5090-5910-210 5090-5910-245	SALARIES OF ADMINISTRATIVE STAFF	Director of Marketing Sales Manager- Groups		85,618
EMPLOYEE INCENTIVE COMP	5090-6000-210		Annual Incentive Compensation		5,225
PAYROLL TAXES	5110-5460-210 5110-5460-245	EMPLOYER PAYROLL TAXES	SS Medicare ME Unemployment Tax FUTA		7,751
TRAVEL & ENTERTAINMENT	5130-6180-210	ENTERTAINMENT & MILEAGE	Marketing Staff Meetings Entertainment Poster/Flyer/Ticket Mileage	200 200 300	700
MEETINGS/CONVENTIONS/TRAINING	5130-6180-210 5130-6860-210 5140-6860-100	CONFERENCES & SEMINARS ATTEN	Regional Conferences (2 per year) Hotel and Air Spectra Training/Visitors Spectra Marketing Annual Conference Hotel and Air Local Conferences/Meetings	1,450 250 3,000 300	5,000
DUES & SUBSCRIPTIONS	5250-8880-210	MEMBERSHIP DUES & PUBLICATIONS BY STAFF	Pollstar Venues Today Salesforce Software	900 - 2,000	2,900
PRINTING	5250-7000-210 5250-7000-245	MISCELLANEOUS PRINTING COSTS	Flyers for Rentals General Information brochures Banners/Signs Annual Report Photoshop CS6	100 100 300 100 420	1,020
CUSTOMER RELATIONS-MARKETING	5250-7340-210	CLIENT & CUSTOMER RELATIONS	Promotional Items (Pens, Artist Gifts, Plaques) Tenant Event Tabling, Full-time staff uniforms	250 500	750
CUSTOMER RELATIONS-GROUP SALES	5250-7340-245	GROUP SALES CLIENT RELATIONS	Items to promote Group Sales	150	150
INSTITUTIONAL/EVENT ADVERTISING	5180-6600-210	ADVERTISING NON RELATED TO EVE	Concert Venue Directory Web Hosting Venue Advertisements - Interior Signage Venue Advertisements - Promotions at other local e Survey Monkey	1,500 1,300 2,300 2,000 400	7,500
EMPLOYEE BENEFITS	5100-6060-210 5100-6060-245 5110-1130-210 5110-1130-245	HEALTH/LIFE/DENTAL INSURANCE &	Medical Dental Vision Life AD&D LTD 401k		4,542
<b>TOTAL MARKETING EXPENSE</b>					<b>19,625</b> <b>\$140,781</b>

**CROSS INSURANCE ARENA  
FINANCE AND INFORMATION TECHNOLOGY  
FISCAL YEAR 2021**

	ACTUAL		BUDGET	BUDGET	COMMENTS
	BUDGET	PROJECTED			
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE
SALARIES ADMINISTRATIVE	150,839	158,162	(7,323)	158,179	(7,340) 2 FTEs
EMPLOYEE INCENTIVE COMP	10,749	(3,210)	13,959	10,643	106
PAYROLL TAXES	13,086	12,935	151	13,712	(626)
CORPORATE SUPPORT	500	-	500	1,500	(1,000) Travel and training
MEETINGS/CONVENTIONS/TRAINING/ EMPLOYEE BENEFITS	2,800	2,800	0	2,800	0 IAVM, Finance, HR training
RECRUITING EXPENSES	32,992	27,258	5,734	44,131	(11,139) 2 FTEs
PAYROLL PROCESSING AND IT SUPPORT	1,750	1,025	725	3,250	(1,500) CSS
	51,000	47,050	3,950	49,250	1,750 ADP, Cloud Computing, Accting & Local Support
<b>TOTAL FINANCE EXPENSE</b>	<b>\$263,717</b>	<b>\$246,020</b>	<b>\$17,697</b>	<b>\$283,465</b>	<b>(\$19,748)</b>

**CROSS INSURANCE ARENA  
FINANCE AND INFORMATION TECHNOLOGY  
FISCAL YEAR 2021**

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SALARIES ADMINISTRATIVE	5090-5910-130	SALARIES	Director of Finance Staff Accountant/HR (PTE)	-	150,839
EMPLOYEE INCENTIVE COMP	5090-6000-130	EMPLOYEE INCENTIVE	Annual Incentive Compensation		10,749
PAYROLL TAXES	5110-5460-130	EMPLOYER PAYROLL TAXES	SS MEDICARE ME Unemployment Tax FUTA		13,086
CORPORATE SUPPORT	5130-6180-130	TRAVEL & HOTEL	Travel Expenses for Corporate staff	500	500
MEETINGS/CONVENTIONS/TRAINING/ DUES	5140-6860-130	CONFERENCES & SEMINARS	Annual Conference Misc Finance/Payroll Workshops Memberships and Dues	1,500 500 800	2,800
RECRUITING EXPENSES	5250-6800-130	CSS BACKGROUND CHECKS	Background checks for new hires	1,750	1,750
PAYROLL PROCESSING AND IT SUPPORT	5190-6670-130	SOFTWARE COSTS	Cost of Using Payroll services Annual W2 Form Processing Fee LLB Group Phone Support  Corp IT Support Network Accounts (Citrix) MAS Office 360 Cloud Service Local IT Support	34,000 1,500 800  5,000 - 3,000 4,200 2,500	51,000
EMPLOYEE BENEFITS	5100-6060-130  5110-1130-130	HEALTH/LIFE/DENTAL INSURANCE & 4	Medical Dental Vision Life AD&D LTD 401-K Company Match ESPP (Stock option) HMS		8,079
<b>TOTAL FINANCE EXPENSE</b>					<b>\$263,717</b>

CROSS INSURANCE ARENA  
 BOX OFFICE  
 FISCAL YEAR 2021

	BUDGET	ACTUAL		BUDGET	BUDGET	COMMENTS
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE	
SALARIES ADMINISTRATIVE	106,365	113,410	(7,045)	113,235	(6,871)	Two FTEs
EMPLOYEE INCENTIVE COMP	6,635	2,020	4,615	6,570	66	Acrued 100% for 2019 and 2020 - Achieved only 35
PART TIME WAGES	8,000	7,275	725	15,000	(7,000)	Non event day labor
PAYROLL TAXES	12,146	11,852	294	9,967	2,179	Full & part-time taxes
SUPPLIES	1,000	-	1,000	-	1,000	Signage, chairs, speakers, etc.
MEETINGS/CONVENTIONS/TRAINING	2,000	2,000	0	2,000	0	Annual conference
CREDIT CARD FEES	2,000	2,090	(90)	2,000	0	Fees not allocated to events
ARMORED CAR	2,250	2,005	245	2,750	(500)	More deliveries and pick ups in 2020-21
PRINTING	500	-	500	500	0	Order forms, envelopes
EMPLOYEE BENEFITS	35,580	30,484	5,096	34,070	1,510	Two FTEs (Health, Dental, 401K, Disability)
<b>TOTAL BOX OFFICE EXPENSE</b>	<b>\$176,476</b>	<b>171,136</b>	<b>\$5,340</b>	<b>\$186,091</b>	<b>(\$9,616)</b>	

**CROSS INSURANCE ARENA  
BOX OFFICE  
FISCAL YEAR 2021**

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SALARIES ADMINISTRATIVE	5090-5910-430	SALARIES	Box Office Manager Box Office Assistant Manager		106,365
EMPLOYEE INCENTIVE COMP	5090-6000-430	EMPLOYEE INCENTIVE	Annual Incentive Compensation		6,635
PART TIME WAGES	5090-6030-430	PT BOX OFFICE LABOR	Wages Taxes	30,000	30,000
PAYROLL ALLOCATED TO EVENTS	5090-7290-430		Labor and tax costs allocated to events	(22,000)	(22,000)
PAYROLL TAXES	5110-5460-430	EMPLOYER PAYROLL TAXES	SS MEDICARE PA Unemployment Tax FUTA Part-time	9,446 2,700	12,146
SUPPLIES	5250-7090-430	SUPPLIES	New chairs, signage, printers	1,000	1,000
MEETINGS/CONVENTIONS/TRAINING	5140-6860-430	CONFERENCES & SEMINARS ATTENDED BY STAFF	PacNet or Marketing Conference (Manager) Local/web based trainings	1,500 500	2,000
ARMORED CAR	5250-6750-430	ARMORED CAR SERVICES-LOOMIS	Pick-up of deposits & delivery of cash	2,250	2,250
CREDIT CARD FEES	5250-7120-430	CREDIT CARD PROCESSING FEES	Credit card fees not charged back to events	2,000	2,000
POSTAGE	5250-6980-430	POSTAGE UTILIZED BY STAFF	FEDERAL EXPRESS Tickets for suites & club seat holders Ticket mailing charges (SEE OTHER INCOME)	0	0
PRINTING	5250-7000-430	MISCELLANEOUS PRINTING COSTS	Phone Order Forms and envelopes	500	500
EMPLOYEE BENEFITS	5100-6060-430 5110-1130-430	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical Dental Vision Life AD&D LTD 401k ESPP (Stock option) HMS		5,650
<b>TOTAL BOX OFFICE EXPENSE</b>					<b>29,930 \$176,476</b>

CROSS INSURANCE ARENA  
OPERATIONS  
FISCAL YEAR 2021

	BUDGET	ACTUAL		BUDGET	BUDGET	COMMENTS
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE	
SALARIES ADMINISTRATIVE	160,737	175,781	(15,044)	174,725	(13,988)	Three full-time equivalents for full year
WAGES - PART TIME	110,000	105,075	4,925	100,000	10,000	Building Custodial and event services.
EMPLOYEE INCENTIVE COMP	7,815	(5,009)	12,824	7,738	77	
PAYROLL TAXES	25,097	24,570	527	27,161	(2,064)	Full & part-time taxes
STAFFING BILL BACKS	(60,000)	(49,382)	(10,618)	(60,000)	0	Labor costs charged back to events
MEETINGS/CONVENTIONS/TRAINING	-	1,350	(1,350)	1,400	(1,400)	Annual conference
DUES AND SUBSCRIPTIONS	250	250	0	250	0	
UNIFORMS & LAUNDRY	650	640	10	950	(300)	
ICE/HOCKEY EXPENSES	35,000	38,575	(3,575)	24,500	10,500	Ice machinery, zamboni, and hockey related maintenance
REPAIRS AND MAINTENANCE	35,000	32,673	2,327	50,000	(15,000)	Repairs increasing with time since renovation six years ago
LICENSES AND PERMITS	2,150	2,043	107	2,125	25	
BUILDING SUPPLIES	15,000	15,000	0	12,500	2,500	Tools, equipment, electrical supplies
JANITORIAL	10,500	11,700	(1,200)	8,500	2,000	Bathroom and cleaning supplies
CONTRACTUAL SERVICES	28,607	35,306	(6,699)	50,820	(22,213)	Elevator Maintenance/Forklift and other lift rentals for Mte.
TRASH REMOVAL	12,500	12,026	474	12,000	500	Compactor service
TELEPHONE	0	620	(620)	1,140	(1,140)	Cell phones
EMPLOYEE BENEFITS	54,297	49,606	4,691	47,999	6,298	Three full-time equivalents for full year
<b>TOTAL OPERATIONS EXPENSE</b>	<b>\$437,602</b>	<b>\$450,824</b>	<b>(\$13,222)</b>	<b>\$461,807</b>	<b>(\$24,205)</b>	



		CROSS INSURANCE ARENA OPERATIONS FISCAL YEAR 2021			
ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SALARIES ADMINISTRATIVE	5090-5610-330	SALARIES OF ADMINISTRATIVE STAFF	Director of Operations Operations Manager Operations Assistant		160,797
EMPLOYEE INCENTIVE COMP	6003-085-00		Annual Incentive Compensation		7,816
PART TIME	6090-6030-330		Part-Time Event Labor	110,000	110,000
STAFFING BILL BACKS	5090-7260-330		Part-time Labor Charged back to events	(60,000)	(60,000)
PAYROLL TAXES	5110-5460-330	EMPLOYER PAYROLL TAXES FOR ENTIRE STAFF Full - Time and Part-time	SS Medicare Unemployment Tax FUTA		26,097
REPAIRS AND MAINTENANCE	5210-4750-330 5210-6745-330	BUILDING REPAIRS & MAINTENANCE	Repairs Maintenance	15,000 20,000	35,000
ICE/HOCKEY EXPENSE	6250-6780-330 6210-6745-330	SERVICE AGREEMENTS	Ice Maintenance - AAA Energy Zamboni Expense Ice Paint (Jet Ice White and Lines) Hockey Specific	27,000 2,000 6,000	35,000
BUILDING SUPPLIES	6250-7090-330	BUILDING SUPPLIES	General Building Supplies Tools, nails, etc.	15,000	15,000
JANITORIAL	5250-6730-330	NON-EVENT RELATED SERVICES & SUPPLIES	Janitorial Service (non event) Maine Paper	10,500	10,500
UNIFORMS & LAUNDRY	5250-7070-330	UNIFORMS PART-TIME STAFF	Operations Department Shirts/Hats/Jackets	650	650
TRASH REMOVAL	5250-7280-330		Waste - Compactor	12,500	12,500
CONTRACTUAL SERVICES	5250-6790-330 5250-7320-330 5210-7240-330 5210-7240-330 5210-7240-330	PEST CONTROL SERVICES FOR BLDG	Exterminating contract Snow Removal Elevator Maintenance Forklift Rental Other Lift Rental	2,000 1,500 15,000 5,107 5,000	28,607
DUES AND SUBSCRIPTIONS	5250-6880-330	MEMBERSHIP		250	250
MEETINGS/CONVENTIONS/TRAVEL	6140-8860-330	CONFERENCES ATTENDED BY STAFF	Travel and Hotel		0
TELEPHONE	5250-7020-330	TELEPHONE SERVICE	Cell Phones Replacement Phones	0	0
INSPECTIONS, LICENSES AND PERMITS	5210-6745-330		Elevators and Escalators Inspections	650 1,200	2,150
EMPLOYEE BENEFITS	6100-8060-330 6110-1130-330	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical Dental Vision Life AD&D LTD 401-K ESPP (Stock Option) HMS	8,428	54,297
<b>TOTAL FACILITY OPERATIONS</b>				<b>45,889</b>	<b>437,602</b>

**CROSS INSURANCE ARENA  
EVENT SERVICES  
FISCAL YEAR 2021**

	ACTUAL			BUDGET	BUDGET	COMMENTS
	BUDGET	PROJECTED	VARIANCE			
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE	
SALARIES ADMINISTRATIVE	106,005	111,210	(5,205)	108,789	(2,784)	Two FTEs
EMPLOYEE INCENTIVE COMP	7,150	(2,174)	9,324	6,729	421	
WAGES - PART TIME	575,000	582,000	(7,000)	555,000	20,000	Part-time event and security staffing wages
PAYROLL TAXES	61,208	59,580	1,628	59,589	1,619	Full & part-time taxes
PAYROLL BILLED TO EVENTS	(614,000)	(600,000)	(14,000)	(550,000)	(64,000)	Part-time staffing costs billed back to events
MEETINGS/CONVENTIONS/TRAINING	3,150	3,000	150	3,650	(500)	Annual conference/ staff trainings
DUES & SUBSCRIPTIONS	7,150	2,750	4,400	3,000	4,150	Event Booking, CAD software
UNIFORMS & LAUNDRY	2,000	2,000	0	2,000	0	Part-time shirts and jackets
ARENA SECURITY SYSTEMS	3,500	850	2,650	12,500	(9,000)	Contracted monitoring and maintenance
SUPPLIES/SERVICES	7,500	12,212	(4,712)	7,500	0	Access control, video board, and metal detector maintenance
TELEPHONE	1,345	1,345	0	1,075	270	Cell phones
EMPLOYEE BENEFITS	32,210	21,100	11,110	27,306	4,904	Two FTEs for full year In 2020-21
<b>TOTAL EVENT SERVICES EXPENSE</b>	<b>\$192,217</b>	<b>\$193,873</b>	<b>(\$1,656)</b>	<b>\$237,137</b>	<b>(\$44,920)</b>	

**CROSS INSURANCE ARENA  
EVENT SERVICES  
FISCAL YEAR 2021**

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SALARIES ADMINISTRATIVE	5090-5910-160	SALARIES OF ADMINISTRATIVE STAFF	Director of Events Event Manager		106,005
EMPLOYEE INCENTIVE COMP	5090-5450-160				7,150
SALARIES PART TIME	5090-6030-160	Part-Time Event Labor - Not Charged to Events			
ALLOCATED TO EVENTS	5090-7290-160		Part-Time Event Labor - Charged to Events Part-Time Event Labor - Charged to Events PR Taxes Charged to events	575,000 (570,000) (44,000)	(39,000)
PAYROLL TAXES	5110-5460-160	EMPLOYER PAYROLL TAXES FOR ENTIRE ST	SS Medicare ME Unemployment Tax FUTA		
		Full-time Part-time		9,458 51,750	61,208
UNIFORMS & LAUNDRY	5250-7070-160	UNIFORMS PART-TIME STAFF	Uniforms (Event, Security & Parking Staff) Jackets Laundry	2,000	2,000
MEETINGS/CONVENTIONS/TRAINING	5140-6880-160	CONFERENCES ATTENDED BY STAFF	Crowd Management Training HYD Annual Training for PT staff Meals w/promoters	2,000 1,000 150	3,150
DUES & SUBSCRIPTIONS	5250-6880-160	DUES & SUBSCRIPTIONS	Event Boooking CAD Voila	4,000 750 2,400	7,150
TELEPHONE	5250-7020-160	TELEPHONE SERVICE	Cell Phones	1,345	1,345
SUPPLIES/SERVICES	5250-7090-160	EVENT SUPPLIES/SERVICES	Flashlights and other Supples Metal Detectors Maintenance Radio Repair Video Board Maintenance Medical Room Oxygen and Supplies	7,500	7,500
5250-7090-160					
ARENA SECURITY SYSTEMS	5250-5870-160		Surveillance, monitoring, access control, fire suppression, etc. Camera & Metal detector maintenance	3,500	3,500
EMPLOYEE BENEFITS	5100-6060-160	HEALTH/LIFE/DENTAL INSURANCE & 401K	Medical Dental Vision Life AD&D LTD 401K		5,658
	5110-1130-160				26,552
<b>TOTAL EVENT SERVICES</b>					<b>192,217</b>

CROSS INSURANCE ARENA  
CORPORATE SALES & PREMIUM SERVICES  
FISCAL YEAR 2021

	BUDGET	ACTUAL		BUDGET	BUDGET	COMMENTS
	FY 2020-21	2019-20	VARIANCE	FY 2019-20	VARIANCE	
SIGNAGE MAINTENANCE AND FULFILLMENT	3,500	2,159	1,341	750	2,750	Contract allows \$10000 per year
CUSTOMER RELATIONS	2,250	1,525	725	4,500	(2,250)	New sign maintenance in 20-21.
PRINTING	250	292	(42)	250	0	
TELEPHONE	0	0	0	0	0	
<b>TOTAL PREMIUM SERVICES EXPENSE</b>	<b>\$6,000</b>	<b>\$3,976</b>	<b>\$2,024</b>	<b>\$5,500</b>	<b>\$500</b>	Spectra Marketing

**CROSS INSURANCE ARENA**  
**CORPORATE SALES & PREMIUM SERVICES**  
**FISCAL YEAR 2021**

ACCOUNT TITLE	GL #	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
SIGNAGE MAINTENANCE AND FULFILLMENT	5140-6880-22	HALL OF FAME ROOM AND SIGNAGE MAINTENANCE		3,500	
					3,500
CUSTOMER RELATIONS	5130-6180-22	CLIENT & CUSTOMER RELATIONS Includes Trade Sponsorships	Travel and meetings Memorabilia/Installation Client Promotions	2,250	
					2,250
PRINTING	5250-7000-22	MISCELLANEOUS PRINTING COSTS		250	
					250
<b>TOTAL CORP SALES/PREM SERV EXPENSE</b>					<b>6,000</b>

**CROSS INSURANCE ARENA  
CORPORATE SALES/PREMIUM SERVICES INCOME  
FISCAL YEAR 2021**

	ACTUAL		VARIANCE	BUDGET		COMMENTS
	BUDGET FY 2020-21	PROJECTED 2019-20		BUDGET FY 2019-20	BUDGET VARIANCE	
SUITES	82,770	81,946	824	103,463	(20,693)	Projecting 4 suites sold in 2020 - others are rented out during
CLUB SEATS/PSL's	31,448	27,823	3,625	31,448	-	Two additional PSL's with BFW and Aroma Joes
NAMING RIGHTS	188,125	188,125	-	188,125	-	Year seven of ten year contract with Cross Financial Group
ADVERTISING SPONSORS	335,878	330,250	5,628	334,991	887	
<b>TOTAL PREMIUM SERVICES INCOME</b>	<b>638,221</b>	<b>628,144</b>	<b>10,077</b>	<b>658,027</b>	<b>(19,806)</b>	

**CROSS INSURANCE ARENA  
OTHER INCOME  
FISCAL YEAR 2021**

	BUDGET FY 2020-21					
MISCELLANEOUS	20,000	23,044	(3,044)	18,000	2,000	ATM Fees, contingent ticketing fees
OTHER RENTALS	35,000	35,725	(725)	43,000	(8,000)	High School and other ice rentals
FULLFILLMENT FEE INCOME	12,000	12,420	(420)	19,500	(7,500)	Ticketmaster mail order fees
<b>TOTAL OTHER INCOME</b>	<b>67,000</b>	<b>71,189</b>	<b>(4,189)</b>	<b>80,500</b>	<b>(13,500)</b>	
<b>GRAND TOTAL OTHER INCOME</b>	<b>\$705,221</b>	<b>\$699,333</b>	<b>\$5,888</b>	<b>\$738,527</b>	<b>(\$33,306)</b>	

**CROSS INSURANCE ARENA  
CORPORATE SALES/PREMIUM SERVICES INCOME  
FISCAL YEAR 2021**

ACCOUNT TITLE	MAS-100	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
ADVERTISING	4210-3930-000	REVENUE EARNED ON ADVERTISING SPONSORS	Arena Share of Advertising/ Sponsorship Less: Commission and Expenses Less: Team Share Static Signage	504,100 (109,390) (58,832)	335,878
NAMING RIGHTS	4210-3920-000	NAMING RIGHTS	Less Commissions and Expenses	215,000 (26,875)	188,125
TOWER SUITES	4220-4060-000	TOWER	4 X \$35000 Less Ticket Revenue Due Tenants (48 Seats X \$200) Less Commissions and Expenses	140,000 (34,560) (22,670)	82,770
CLUB SEATS-PSL	4220-4070-000	PSL REVENUE # OF CLUB SEAT LIC SHARE	326 available Ticket Galaxy (40 X \$168) Less Commissions and Expenses	6,720 31,500 (6,773)	31,448
OTHER RENTALS	4240-4110-000	OTHER REVENUE	Ice Rentals	35,000 -	35,000
FULLFILLMENT FEE INCOME	4280-4460-000	MAIL ORDER FEES HANDLING FEES	Ticketmaster Secondary Box office services	12,000	12,000
MISCELLANEOUS	4280-4680-000		ATM Fees Ticketmaster Contingent Sales Revenue Park Whiz	3,000 16,000 1,000	20,000
<b>TOTAL OTHER INCOME</b>					<b>\$705,221</b>

CROSS INSURANCE ARENA  
OVERHEAD BURDEN  
FISCAL YEAR 2021

	ACTUAL			BUDGET		COMMENTS
	BUDGET FY 2020-21	PROJECTED 2019-20	VARIANCE	BUDGET FY 2019-20	VARIANCE	
CONTRACTED SERVICES	1,500	1,500	0	1,500	0	Consulting Services
AUTOMOBILE EXPENSES	1,500	1,500	0	750	750	Truck gas and maintenance
EQUIPMENT LEASE EXPENSE	10,200	10,200	0	10,200	0	BEU Copier Trade
POSTAGE	1,500	1,500	0	1,750	(250)	Annual postage
LICENCES	4,750		4,750	0	4,750	City of Portland, Sesac and BMI
OFFICE SUPPLIES	8,000	7,775	225	7,500	500	Paper, Ink, etc.
TELEPHONE/VIDEO SERVICES	40,400	40,400	0	40,400	0	Fairpoint and Spectrum services
INSURANCE EXPENSE	68,014	65,000	3,014	64,014	4,000	Additional Liability and Workers Comp expenses from higher wages in 20-21
PARKING	26,265	25,500	765	25,250	1,015	Full-Time employees, client Board, and VIP visitors
MANAGEMENT FEES	111,380	108,663	2,717	109,090	2,290	Assumes 2.5% CPI adjustment in 2020-21
UTILITIES	359,500	379,591	(20,091)	380,250	(20,750)	Electricity, Natural Gas, and Water, Sewage. Electrical rate reduction in 20-21.
<b>TOTAL OVERHEAD BURDEN</b>	<b>\$633,009</b>	<b>\$641,629</b>	<b>(\$8,620)</b>	<b>\$640,704</b>	<b>(\$7,695)</b>	



**CROSS INSURANCE ARENA  
OVERHEAD BURDEN  
FISCAL YEAR 2021**

ACCOUNT TITLE	Account	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	BUDGET
EQUIPMENT LEASE EXPENSE	5250-6740-440	RENTAL COSTS OF COPIERS, FAX DUPLICATOR, ETC.	Copiers/Fax with TRADE deal (\$850 x 12)	10,200	10,200
POSTAGE	5250-6980-440	POSTAGE, OVERNIGHT DELIVERIE	First Class Mail (not charged to other departments )	1,500	1,500
LICENSES & PERMITS	5170-6490-440		City Entertainment License BMI/Sesac Licenses	2,450 2,300	4,750
PARKING	5250-6710-440		Staff Parking Board and guest validations	26,265	26,265
INSURANCE EXPENSE	5160-6460-440	COST OF INSURANCE POLICIES	LIABILITY General/Excess Liability (Term July - June) General Liability (Term: July-June) Professional Liability AUTO CRIME (Apr-Mar) WORKERS' COMPENSATION (JUL-JUN) Employment Practices Pollution Liability	4,500 17,500 625 185 375 43,500 975 354	68,014
AUTOMOBILE-Gas/Maintenance	5250-7030-440	Repairs/Maintenance for Company Ve	Gas Repairs/Maintenance	250 1,250	1,500
CONTRACTED SERVICES	5150-6360-440		Professional Services	1,500	1,500
OFFICE SUPPLIES	5250-6970-440		General Office Supplies Copier/Fax Supplies Toner Paper supplies	8,000	8,000
TELEPHONE/INTERNET/AV	5210-7020-440 MAE 5250-3880-440	TELEPHONE EXPENSE VIDEO INTERNET	Cost of telephones not charged to other dept. Video Services Building Internet	13,000 8,400 19,000	40,400
UTILITIES	5200-2300-440	UTILITY COST FOR THE BUILDING	Electricity Water/Sewer Gas City of Portland Drainage Fees	235,000 23,000 95,500 6,000	359,500
MANAGEMENT FEE	5250-6960-440		Management Fee paid monthly:	111,380	111,380
<b>TOTAL OVERHEAD</b>					<b>\$633,009</b>

**GROSS INSURANCE ARENA  
FOOD AND BEVERAGE  
FISCAL YEAR 2021**

	ACTUAL			BUDGET FY 2019-20	BUDGET VARIANCE	COMMENTS
	BUDGET FY 2020-21	PROJECTED 2019-20	VARIANCE			
SALARIES ADMINISTRATIVE	104,182	110,042	(5,860)	109,817	(5,635)	Two Full Time Equivalent positions.
EMPLOYEE INCENTIVE COMP	7,052	(2,369)	9,421	6,982	70	Accrued 100% for 2019 and 2020 - Achieved only 35%
PART TIME WAGES	15,000	12,888	2,112	25,000	(10,000)	Non event related labor
PAYROLL TAXES	24,785	23,998	787	25,737	(951)	Full and part-time taxes
EMPLOYEE BENEFITS	51,100	45,281	5,819	49,723	1,377	Two Full Time Equivalent positions.
F&B OVERHEAD	68,910	67,393	1,517	76,300	(7,390)	POS System Maintenance and repairs, paper supplies, and credit card fees.
<b>TOTAL FOOD AND BEVERAGE</b>	<b>\$271,029</b>	<b>\$257,233</b>	<b>\$13,796</b>	<b>\$293,558</b>	<b>(\$22,529)</b>	

DEPT. # 420

**GROSS INSURANCE ARENA  
FOOD AND BEVERAGE  
Fiscal Year 2020-21**

ACCOUNT TITLE	ACCOUNT DESCRIPTION	ITEMIZED EXPENDITURES	AMOUNT	TOTAL
<b>SALARIES</b>				
5090-5910-420	ALL FULL-TIME EMPLOYEES SALARIES BOTH HOURLY AND SALARIED		104,182	
		<b>TOTAL</b>		<b>104,182</b>
<b>EMPLOYEE INCENTIVE COMP</b>				
	EMPLOYEE INCENTIVES	Annual Incentive Compensation	7,052	
				<b>7,052</b>
<b>PART-TIME WAGES</b>				
5090-6030-420	ALL PART-TIME EMPLOYEES SALARIES	P-T Wages - Concesssions	193,430	
		<b>TOTAL</b>		<b>193,430</b>
<b>TEMPORARY LABOR (Non-Profits)</b>				
5090-6160-420	TEMP LABOR SERVICES NOT FOR PROFIT GROUPS	Contracted Labor/NFP'S	25,000	
		<b>TOTAL</b>		<b>25,000</b>
<b>ALLOCATION OF EVENT LABOR</b>				
5090-7290-420	PART-TIME, TEMPORARY AND CONTRACT LAB USED FOR SPECIFIC EVENTS	PT Catering Allocation PT Concessions Allocation	(203,430)	
		<b>TOTAL</b>		<b>(203,430)</b>
<b>EMPLOYEE BENEFITS</b>				
5100-8060-420	INCLUDES INSURANCE, EAP, HEALTH ADVOCATE, ESPP, 401K, FLEX SPENDING PLAN	EMPLOYEE BENEFITS Health Dental Vision Life Insurance ADD& Vol LTD STD SUB-TOTAL	41,708 2,180 424 97 863 178 89	45,538
5110-1130-420		401K CONTRIBUTIONS SUB-TOTAL	5,562	5,562
		<b>TOTAL</b>		<b>51,100</b>
<b>P/R TAXES</b>				
5110-5480-420	FICA, MEDICARE, STATE UNEMPL, FED UNEMPL	FT Wages PT wages	9,311 15,474	
		<b>TOTAL</b>		<b>24,785</b>
<b>F&amp;B OVERHEAD</b>				
5190-8670-420	INDIRECT EXPENSES FOR F&B	Cash Register System Support	10,000	
5250-7120-420		Credit Card fees	23,000	
5250-6720-420		Paper Supplies	20,000	
5250-6880-420		Dues & Subscriptions	900	
5170-6490-420		Licenses & Permits	910	
5130-6180-420		Travel & Entertainment	100	
5140-6860-420		Training	500	
5140-6860-420		Meetings & Conferences	500	
5250-6800-420		Advertising (Personnel)	250	
5210-6745-420		Repair & Maintenance	5,000	
5250-3880-420		Telephone Expense	0	
5250-7070-420		Uniforms/Laundry	4,750	
5250-6810-420		Minor Equipment	3,000	
		<b>TOTAL</b>		<b>68,910</b>
	<b>TOTAL FOOD &amp; BEVERAGE EXPENSE</b>			<b>\$271,029</b>



Cumberland County Recreation Center  
Budget 2020-21

	Budgeted 2015-16	Budgeted 2016-17	Budgeted 2017-18	Budgeted 2018-19	Budgeted 2019-20	Proposed 2020-21
Contract Administrator Officer	\$ 57,200	\$ 57,200	\$ 57,200	\$ -	\$ -	\$ -
Payroll Taxes & Benefits	\$ 9,500	\$ 4,900	\$ 4,900	\$ -	\$ -	\$ -
Parking	\$ 2,700	\$ 2,700	\$ 2,900	\$ 2,900	\$ -	\$ -
Professional Services	\$ 25,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 18,000	\$ 15,000.00
Board Meetings	\$ 1,800	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200	\$ 1,200.00
Office Supplies and Expenses	\$ 3,500	\$ 2,500	\$ 2,500	\$ -	\$ -	\$ -
Record storage/bld maint	\$ 4,500	\$ 4,500	\$ 4,750	\$ -	\$ -	\$ -
Employee Health Insurance	\$ 19,669	\$ 21,260	\$ 15,950	\$ -	\$ -	\$ -
Management Incentive Fees		\$ 76,758	\$ 80,000	\$ 80,000	\$ 87,500	\$ 80,000.00 estimate
<u>Insurances</u>						
Public Officials	\$ 6,913	\$ 6,913	\$ 7,052	\$ -	\$ -	\$ -
Package	\$ 73,001	\$ 73,001	\$ 74,462	\$ 73,001	\$ 74,500	\$ 76,000.00
Auto	\$ 1,903	\$ 1,903	\$ 1,941	\$ 1,903	\$ 2,000	\$ 2,200.00
Crime	\$ 460	\$ 460	\$ 470	\$ -	\$ -	\$ -
Workers comp	\$ 2,320	\$ 600	\$ 625	\$ -	\$ -	\$ -
Unemployment	\$ 3,000	\$ 3,000	\$ 975	\$ -	\$ -	\$ -
All Insurance Costs	\$ 211,466	\$ 205,137	\$ 276,683	\$ 179,004	\$ 183,200	\$ 174,400
Total	\$ 211,466	\$ 205,137	\$ 276,683	\$ 179,004	\$ 183,200	\$ 174,400