



City of Panama City

AGENDA
NONPROFIT COMMITTEE MEETING
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Immediately following the City Commission Meeting

1. Roll Call and Approval of Minutes for the October 13, 2020 Nonprofit Committee Meeting

Documents:

[10.13.20 NONPROFIT MINUTES.PDF](#)

2. Approval of Financial Reports

Documents:

[PC FL HURRICANE DISASTER RELIEF FUND FS 2021.03.31.PDF](#)

3. Request for Use of Funds

- 3.a. Ratification of SCAMP Entertainment, LLC, contract for Music on the Bayou, not to exceed \$20,000.00.

Documents:

[MUSIC ON THE BAYOU AGREEMENT 4-12-2021.PDF](#)

4. Audience Participation

5. Adjournment.

In accordance with the Americans with Disabilities Act and Section 286.26, Florida Statutes, persons with disabilities needing special accommodation to participate in this proceeding should contact the City's Human Resources Department prior to the proceeding at telephone (850) 872-3014 for assistance; if hearing impaired, telephone (850) 872-3028 (TDD) for assistance. If a person decides to appeal any decision by the City Commission with respect to any matter considered at this meeting, he or she will need a record of the proceeding and for such purpose, he or she may need to insure that a verbatim record of the proceeding is made, which record needs to include the testimony and evidence upon which the appeal is to be based. (286.015) The Agenda and supporting documentation is available on the City's website on Monday afternoon preceding the regularly scheduled Tuesday City Commission meeting.



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**MINUTES
CITY OF PANAMA CITY
NONPROFIT COMMITTEE MEETING
OCTOBER 13, 2020
10:20 A.M.**

1. Roll Call and Approval of Minutes for the September 8, 2020 Nonprofit Committee Meeting

Secretary/Treasurer Brandy Waldron called the roll with the following members present: Directors Jenna Haligas, Kenneth E. Brown, Mike Nichols, Greg Brudnicki, and Billy Rader. Also present: President Mark McQueen, Secretary/Treasurer Brandy Waldron, and City Attorney Nevin Zimmerman.

Director Nichols moved to approve the minutes for the September 8, 2020 Nonprofit Committee Meeting. On a roll call vote, Directors Haligas, Brown, Nichols, Brudnicki, and Rader voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

2. Approval of Financial Report

Director Brudnicki moved to approve the unaudited Statement of Net Position for the Panama City Hurricane Disaster Relief Inc as presented. On a roll call vote, Directors Haligas, Brown, Nichols, Brudnicki, and Rader voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

3. Request for Use of Funds

3.a. Ratification of SCAMP Entertainment, LLC, contract for Survivors Jam 2020, not to exceed \$44,000.00.

Director Rader moved to ratify the SCAMP Entertainment, LLC, contract for Survivors Jam 2020, not to exceed \$44,000.00. On a roll call vote, Directors Haligas, Brown, Nichols, Brudnicki, and Rader voted "YEA". "NAYS" - none. The Secretary/Treasurer certified the motion passed by a 5-0 vote.

4. Audience Participation.

There was no audience participation at this time.

5. Adjournment.

There being no further business, the meeting was adjourned at 10:29 a.m.

Panama City Florida Hurricane Disaster Relief Fund, Inc.
Balance Sheets, *UNAUDITED*
As of March 31, 2021, September 30, 2020 and September 30, 2019
Interim financial reporting; for internal management use only

	3-31-2021	9-30-2020	9-30-2019
Assets			
Cash and Cash Equivalents			
Restricted Cash	\$ 96,227	\$ 233,096	\$ 101,613
Unrestricted Cash	201,493	130,982	124,062
Total Assets	\$ 297,720	\$ 364,078	\$ 225,675
 Liabilities and Fund Balance			
Accounts Payable	\$ -	\$ 20,880	\$ -
Due to General Fund	7,880	-	-
Total Liabilities	7,880	20,880	-
Fund Balance - Unassigned	67,160	130,982	124,062
Fund Balance - Restricted	222,680	212,216	101,613
Total Fund Balance	289,840	343,198	225,675
 Total Liabilities and Fund Balance	 \$ 297,720	 \$ 364,078	 \$ 225,675

Final audited balances may vary from interim financial reports.

Panama City Florida Hurricane Disaster Relief Fund, Inc.
Statements of Revenues, Expenses, and Changes in Fund Balance *UNAUDITED*
For the Nine Months Ended March 31, 2021 and
Years Ended September 30, 2020 and September 30, 2019
Interim financial reporting; for internal management use only

	<u>3-31-2021</u>	<u>Year Ended 9-30-2020</u>	<u>Year Ended 9-30-2019</u>	<u>Total</u>
Revenues:				
Contributions				
Unrestricted Contributions	\$ 661	\$ 6,701	\$ 124,062	\$ 131,424
Restricted Contributions:				
City Employees	-	-	76,750	76,750
Fire & Police Departments	-	-	15,760	15,760
Oaks by the Bay	-	-	1,500	1,500
Woodfield Lighting	-	50,000	-	50,000
Playground Equipment	-	50,000	-	50,000
Retree Program	14,500	58,722	18,274	91,496
Survivors Concert	-	53,000	-	53,000
Total Restricted Contributions	<u>14,500</u>	<u>211,722</u>	<u>112,284</u>	<u>338,506</u>
Total Contributions	15,161	218,423	236,346	469,930
Interest Income	<u>99</u>	<u>1,386</u>	<u>-</u>	<u>1,485</u>
Total Revenues	<u>15,260</u>	<u>219,809</u>	<u>236,346</u>	<u>471,415</u>
Expenses:				
Unrestricted				
Auditing and Accounting	211	1,167	-	1,378
Landscaping - Adams Park	4,900	-	-	4,900
Promotional	-	-	49	49
Supplies (Fire Dept)	-	7,880	-	7,880
Total Unrestricted	<u>5,111</u>	<u>9,047</u>	<u>49</u>	<u>14,207</u>
Retree Program (includes a prior year voided check)	(5,675)	49,950	10,622	54,897
Survivors Concert	54,192	43,289	-	97,481
New Year's Eve Event	<u>14,997</u>	<u>-</u>	<u>-</u>	<u>14,997</u>
Total Expenses	<u>68,625</u>	<u>102,286</u>	<u>10,671</u>	<u>181,582</u>
Excess of Expenses over Revenues	<u>(53,365)</u>	<u>117,523</u>	<u>225,675</u>	<u>289,833</u>
Fund Balance - Beginning of Period	<u>343,205</u>	<u>225,675</u>	<u>-</u>	
Fund Balance - End of Period	<u>\$ 289,840</u>	<u>\$ 343,198</u>	<u>\$ 225,675</u>	

Final audited balances may vary from interim financial reports.

Panama City Florida Hurricane Disaster Relief Fund, Inc.
Cash and Fund Balance Analysis
As of March 31, 2021
Interim financial reporting; for internal management use only

Cash Bal 9-30-20	\$ 76,750.00	\$ 15,760.00	\$ 1,500.00	\$ 50,000.00	\$ 50,000.00	\$ 9,711.00	\$ -	\$ 29,375.00	\$ 233,096.00	\$ 130,989.45	\$ 364,085.45
FY21 through 3-31-21											
FY 20 Contrib through 3-31-21	-	-	-	-	-	-	-	14,500.00	14,500.00	660.98	15,160.98
Interest income										99.11	99.11
FY20 Exp through 3-31-21						54,192.00	14,997.00	(5,675.00)	63,514.00	5,111.25	68,625.25
Net increase (decrease)	-	-	-	-	-	(54,192.00)	(14,997.00)	20,175.00	(49,014.00)	(4,351.16)	(53,365.16)
Fund Balance	76,750.00	15,760.00	1,500.00	50,000.00	50,000.00	(44,481.00)	(14,997.00)	49,550.00	184,082.00	126,638.29	310,720.29
Change in AP								(13,000.00)	(13,000.00)		(13,000.00)
Move unrestricted cash to cover expenses above contributions						44,481.00	14,997.00		59,478.00	(59,478.00)	-
Cash balance as of 3-31-2021	\$ 76,750.00	\$ 15,760.00	\$ 1,500.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 36,550.00	\$ 230,560.00	\$ 67,160.29	\$ 297,720.29
remaining ap/due to other funds		(7,880.00)							(7,880.00)		(7,880.00)
Fund Balance	\$ 76,750.00	\$ 7,880.00	\$ 1,500.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ 36,550.00	\$ 222,680.00	\$ 67,160.29	\$ 289,840.29

AGREEMENT FOR MARKETING AND PROMOTIONAL SERVICES

THIS AGREEMENT, made as of this ___ day of _____, 2021, by and between the PANAMA CITY FLORIDA HURRICANE DISASTER RELIEF FUND, INC., a Florida not-for-profit corporation (the "PCFHDRF"), and SCAMP ENTERTAINMENT, LLC, a Florida limited liability company ("Scamp Entertainment").

WITNESSETH

WHEREAS, the PCFHDRF have approved Scamp Entertainment to provide marketing and promotional services for the Music on the Bayou Concert being held on May 8, 2021; and

WHEREAS, the PCFHDRF has agreed to provide a contribution of up to \$20,000.00 for the purpose of donating to the Music on the Bayou Concert in exchange for SCAMP ENTERTAINMENT, LLC's agreement to provide a general admission section at the Music on the Bayou Concert on May 8, 2021 that will be open to the public and to allow Panama City residents to have open access to this event.

WHEREAS, on September 9, 2019, the PCFHDRF approved a policy and procedures manual listing goals of the organization that included providing for the common good of the community of Panama City, Florida.

NOW, THEREFORE the parties agree:

1. In consideration of the PCFHDRF carrying out the goal of providing for the common good of the community, the PCFHDRF will provide an aggregate sum not to exceed \$20,000.00, payable in such installments and at such times as Scamp Entertainment shall request by invoice to the PCFHDRF, meeting the requirements of this Agreement.
2. The parties acknowledge that the PCFHDRF, in order to perform its statutory duties, may have an obligation to perform a pre-audit review of disbursements made to Scamp Entertainment under this Agreement. Therefore, Scamp Entertainment agrees that each invoice to the PCFHDRF shall include an intended payables report (or comparable report), which will support the cash draw request with sufficient information as to the amounts and purposes to demonstrate that the purposes relate to the Survivor's

Concert, including administrative costs.

3. All payments due hereunder shall be paid solely from the PCFHDRF funds and no other.
4. As soon as practicable after the May 8th, 2021 Music on the Bayou concert, Scamp Entertainment, at its expense shall cause its books and records for the Music on the Bayou concert to be inspected by the Secretary/Treasurer of the PCFHDRF, in the offices of the City of Panama City, located at 501 Harrison Avenue, Panama City, Florida.
5. In the event of cancellation, Scamp Entertainment will reimburse PCFHDRF any funds advanced. Scamp Entertainment shall submit a certificate of insurance for special event cancellation and liability insurance to PCFHDRF. Liability insurance coverage shall be no less than \$100,000 for personal injury and \$100,000 for property damage.
6. Scamp Entertainment agrees to protect, defend, indemnify and hold harmless, PCFHDRF and its officers, employees, and agents free and harmless from and against any and all losses, damages, or other expenses or liabilities of every kind and character arising out of and relating to the performance of promoting the survivor's concert, so long as the actions taken by PCFHDRF are reasonable and prudent under the circumstances.
7. Scamp Entertainment agrees to follow any guidelines promulgated by Florida Governor Executive Order in effect at the time of the event, including but not limited to, Order's relating to COVID-19.
8. The effective date of this Agreement is deemed to be _____, 2021.

IN WITNESS WHEREOF the parties have caused these presents to be executed in their

names as of the day and year first above written.

PANAMA CITY FLORIDA HURRICANE DISASTER
RELIEF FUND, INC.

Witness:

Brandy Waldron, Secretary/Treasurer

Mark McQueen, President

SCAMP ENTERTAINMENT, LLC

Gary Kolmetz, Manager