

CPNA Treasurer's Report – June 11, 2025

These expenses have occurred since our last meeting:

Date of Check – Made Out To – Description of Expense – Amount – Checking Account Balance

5/22/25	US Liability Insurance	Board of Directors Insurance Payment	-\$209.80	\$5127.74
5/28/25	Office Depot	Printing for Event Flyers	-\$310.22	\$4817.52
5/29/25	Minneapolis Parks and Recreation	Reservation Fee for August Annual Meeting	-\$278.03	\$4539.49
6/4/25	Pizza Man	June 3 Summer Series Event Food	-\$167.18	\$4372.31

Finance Updates

- The check was issued to the City of Minneapolis to close out the old contract and has been processed by them. We are officially closed out on the old contract!
- The CORF for recent expenditures is in process with the City. We submitted reimbursement for \$3157.99 of expenses.
- With the amount of funds we will be spending in the next few months on events, larger purchases authorized by the Board, etc., we are seeking a cash advance from the City. While our goal has not been to utilize the cash advance process, these will be for costs we know we will incur in the very near future (next few months) and will speed the process up of spending the funds on the necessary items. This will make sure we do not have any issue with waiting for reimbursements and the Treasurer will submit the necessary paperwork to settle up the cash advance with the City as needed to ensure we have no outstanding balance. After meeting with Bob Cooper from the City, we learned we can only have a cash advance of \$10,000 outstanding at any given time. Given this, the Treasurer will ensure we do not go over that threshold. The following items are planned:

Laptop	\$ 1,500.00
Projector and Screen	\$ 1,750.00
Conference Call Camera and Microphone	\$ 500.00
Tablets and Cases	\$ 750.00
Table Banner	\$ 100.00
Framed Sign	\$ 500.00

Event Costs for Summer Events	\$ 1,500.00
Annual Meeting Advertising and Potentially Food	\$ 800.00
Survey mail out	\$ 2,600.00
Flyering Assistance	\$ 2,500.00
BoD Insurance	\$ 210.00
	\$ 12,710.00

If you have any questions about these items, please feel free to contact Justin directly at jmartinmn35@gmail.com.