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**Hotel/Motel Tax
Application and Financial Reporting Form**

City of Boone
923 8th Street
Boone, IA 50036

REQUEST MUST BE IN THE AREAS OF ECONOMIC DEVELOPMENT, RECREATIONAL FACILITIES, OR SERVICES.

Amount of Request: \$10,000.00

Agency: Boone County Agricultural Association

Mailing Address: 1601 Industrial Park Road

City, State, Zip: Boone, IA 50036

Contact Person: Ashley Fitzgerald, Fair Manager

E-mail: boonecountyfairgrounds@gmail.com

Phone: 515-432-5899

Presented on: December 16, 2014

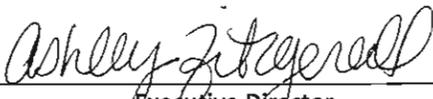
Incorporation Date: Officially became Boone Co. Fair 4/2/48
501c3 status 9/14/94

Non-profit Certification: Yes No

Deadline for Submittal to City Central Business Office: January 2nd. *(if the 2nd falls on a weekend the application due date is the following Monday).*

This application and accompanying budget has been considered and approved for submission by the requesting agency's Board of Directors on December 6, 2014.

Signatures:


Executive Director


Chairperson
or other authorized person

Basic Program Information

1. What is this agency's mission?

The mission of the Boone County Agricultural Association is to encourage, support, and promote the growth and development of urban and rural communities of Boone County by highlighting the heritage of the community, and its ties to agriculture, industry and business that are the backbone of the community.

2. What specific programs/services does this agency normally provide?

The Boone County Fair is the most notable event sponsored by the Boone County Agricultural Association. The fair board works hard each year to put on a fair that includes entertainment for the community, educational opportunities for youth and adults, a diversity of 4-H and FFA events, and overall a good, safe, and family fun environment. However, the Association has evolved as much as the industry we represent and currently host numerous events such as a tractor ride and pulls, livestock shows, craft shows, auctions, wedding receptions, community meetings, fundraising benefits, RV storage, gun shows, garage sales, camping and baseball practice facilities for the local community college. A majority of the use of the fairgrounds takes place in the community building, which for its namesake, is utilized year round by numerous community groups.

3. What are the normal fund-raising activities of this agency?

<u>Activity</u>	<u>\$ Results</u>	<u>Solicitation Area</u>	<u>When</u>
Pancake Meal	\$3,000	Boone County	February
Tractor Pull (FPS)	\$7,000	Nation-wide	August
East Egg Hunt Bake Sale	\$150.00	Boone County	March
Alcohol Sales at events	\$2,500	All Renters	Year Round

4. To what particular use(s) will any City funds directed to this Agency be put?

If we were to receive funds from the City of Boone Hotel/Motel Tax Grant Program, we would utilize them to invest back into a key community facility, the Fairgrounds Community Building. This building is a hub for several community events year round, and I say time and time again the benefit it brings to the City, but really the numbers tell the story. In 2014 alone, the community building was used 102 times for events ranging from wedding receptions, to fundraiser benefits. 54 of the 102 renters were not from Boone, thus bringing business to town not only for us, but for other vendors including restaurants, hotels, etc. Additionally 49 of the 102 events were open to the public. These events ranging from craft shows, to auctions also brought people from the surrounding Boone area to participate.

Although the Fair Board does generate some revenue from renting the facility, it is not enough when it comes time to provide major repairs or improvements for the building. When renting, we keep the rates reasonable in order to attract renters to Boone. Therefore, we are requesting funds to make improvements to the building to continue to attract renters.

One major benefit of our building is we do not have any food/caterer restrictions for our renters. Thus providing a full sized and functional caterers kitchen is essential. Our renters appreciate the ability to either prepare a meal in the space provided, or pay a caterer to come

Agency: _____

in and prepare & serve a meal. The fair board has looked into the project, and to expand the kitchen creating the needed square footage, as well as adding additional refrigerator and counter space will cost upwards of \$20,000.00. We have already started saving funds for this project, but this grant would really help us get closer to our goal.

The Community Building at the Fairgrounds is a great asset to the City of Boone, and we would appreciate the City's help in making improvements.

5. The monies allocated to this agency last year (if any) were used for the following:

We did not receive any funding last year from this program. The last time we did receive funds, we utilized them to make much needed improvements to the Community Building, including repairing drywall & painting as well as re-finishing the flooring in the entire building.

Receipts and Expenses Information (Budget)

An audit can be requested by the city of Boone if needed.

This table may be used or Financial Statements may be attached

******Please see attached financial statement******

INCOME	13/14 Actual	14/15 Proposed
General Income (Rentals, Donations, State Funding, etc.)	\$76,709.64	\$86,000.00
County Allocation	\$59,000.00	\$65,000.00
Interest	\$28.24	\$30.00
Cell Tower money	\$6,900.00	\$6,900.00
Fund Raiser	\$25,894.91	\$15,000.00
TOTAL	\$168,532.79	\$172,930.00
Fair Income		
Event Income	\$11,242.25	\$16,000.00
Booster sales	\$22,475.00	\$35,000.00
4-H Activity/premium sponsor	0	0
Other Income	\$15,062.75	\$14,000.00
Total fair Income	\$48,780.00	\$65,000.00
TOTAL INCOME	\$217,312.79	\$237,930.00
EXPENSES	13/14 Actual	14/15 Proposed
General Expenses		
Administrative		
Salaries (gross)	\$28,080.46	\$32,000.00
P/R taxes	\$6,417.91	\$5,500.00
Administrative Other	\$15,709.54	\$16,000.00
Utilities	\$33,521.18	\$33,000.00
Fund raiser	\$18,087.94	\$10,000.00
Misc.	\$628.52	\$1,000.00
Maintenance - other	\$27,303.95	\$40,000.00
Insurance	\$14,518.16	\$17,000.00
Capital Improvements	\$11,326.24	\$20,000.00
Total general Expenses	\$155,593.90	\$174,500.00
Fair Expenses		
Entertainment	\$21,624.65	\$20,000.00
4-H & Other Awards	\$9,213.20	\$9,000.00
Advertising/Publicity	\$9,395.20	16,000.00
Other Fair Exp.	\$9,211.07	18,000.00
Total fair Expenses	\$49,444.12	\$63,000.00
TOTAL EXPENSES	\$205,038.02	\$237,500.00
Net Income/ Loss	\$12,274.77	\$430.00
Special funds		
State Appropriations	\$10,000.00	\$10,000.00
Capitol Improvements/Equipment		

Internal Revenue Service

Department of the Treasury

District
Director

Person to Contact: EO:TPA

Boone Co. Agricultural Association
1601 Industrial Park Rd.
Boone, Iowa 50036

Telephone Number: 1-800-829-1040
312-435-1040

Refer Reply to: 94-2924

Date: September 14, 1994

RE: EXEMPT STATUS
EIN: 42-0634985

This is in response to the letter, dated September 6, 1994, regarding your status as an organization exempt from Federal income tax.

Our records indicate that a ruling letter was issued in August 1994, granting your organization an exemption from Federal income tax under the provisions of Section 501(c)(3) of the Internal Revenue Code of 1954. Our records also indicate that your organization is not a private foundation but one that is described in Section 509(a)(1) & 170(b)(1)(A)(vi) of the Internal Revenue Code.

Contributions made to you are deductible by donors in computing their taxable income in the manner and to the extent provided in Section 170 of the Internal Revenue Code.

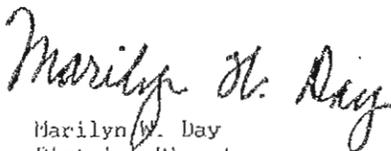
If your gross receipts each year are normally \$25,000 or more, you are required to file Form 990, Return of Organizations Exempt from Income tax by the fifteenth day of the fifth month after the end of your annual accounting period.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under Section 511 of the code. If you are subject to this tax, you must file an income tax return on F-990-T.

If any questions arise with respect to your status for Federal income tax purposes, you may use this letter as evidence of your exemption.

This is an advisory letter.

Sincerely yours,


Marilyn W. Day
District Director



*Hotel/Motel Tax
Application and Financial Reporting Form*

City of Boone
923 8th Street
Boone, IA 50036

**REQUEST MUST BE IN THE AREAS OF ECONOMIC DEVELOPMENT,
RECREATIONAL FACILITIES, OR SERVICES.**

Amount of Request: \$8,500 _____

Agency: Ericson Public Library

Mailing Address: 702 Greene Street

City, State, Zip: Boone, Iowa 50036

Contact Person: Jamie Williams

E-mail: jwilliams@boone.lib.ia.us

Phone: 515-432-3727

Presented on: January 2, 2015

Incorporation Date: _____

Non-profit Certification: Yes No

Deadline for Submittal to City Central Business Office: January 2nd. *(if the 2nd falls on a weekend the application due date is the following Monday).*

This application and accompanying budget has been considered and approved for submission by the requesting agency's Board of Directors on _____, 20____.

Signatures:

Executive Director

Chairperson
or other authorized person

Basic Program Information

1. What is this agency's mission?

It is the mission of the Ericson Public Library to provide the residents of Boone and the surrounding area with access to books, materials, and other resources, and programs and services to meet informational, educational, cultural and recreational needs. The library promotes literacy, the use of library materials, and provides support for community, cultural and historical activities.

2. What specific programs/services does this agency normally provide?

We provide access to a variety of items and resources of all formats both in the library and online. This would include books, audiobooks, read-alongs, cake pans, art prints, downloadable books and downloadable audiobooks, databases, DVDs, videos, CDs, large print books, laptops, newspapers and magazines. We provide programs on educational and recreational topics for all ages including weekly storytimes and a summer reading program. We provide services to help the community with research, faxing, photocopying, printing, technology and computer use and help, wi-fi/internet, genealogy research, tax help, and outreach program services to preschools/daycares/nursing homes.

3. What are the normal fund-raising activities of this agency?

Fundraising activities include working with the Friends of the Ericson Public Library, having book sales of donated/discarded materials, accepting donations of monies, goods or services that will benefit the library. We also write grants to support special programs and services.

4. To what particular use(s) will any City funds directed to this Agency be put?

Funds will be directed to provide more computers for use by the community members and visitors we have in the library. We plan to add a new computer area that will consist of 5-6 additional computers. The computers support a need for workforce readiness which helps facilitate employment and career searching and technology training. For many visitors the library is the only place they have free access to the technology equipment and internet.

5. The monies allocated to this agency last year (if any) were used for the following:

No monies were allocated to the Ericson Public Library last year.

Receipts and Expenses Information (Budget)

An audit can be requested by the city of Boone if needed.

This table may be used or Financial Statements may be attached

Salaries of Employees				
Title	FTE/PTE	Last Year	Present Year	Next Year
Total				

	Last Year	Present Year	Next Year
Revenues (All Sources)			
Allocation from Boone Hotel/Motel Fund			
Contributions			
Legacies and bequests			
Allocated by Boone County United Way			
Allocated by County of Boone			
Fees and Grants from Government Agencies			
Membership Dues			
Program Service Fees, Etc.			
Sales of Materials			
Investment Income			
Miscellaneous Income			
Total Revenues			
Expenditures			
Salaries			
Employee Benefits			
Payroll Taxes, Etc.			
Supplies			
Office Rental/Lease			
Equipment			
Travel/ Conference/Meetings			
Specific Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Total Expenses			
Excess/Deficit			
Restricted Funds Balance			

Library

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	AMOUNT UNEXPENDED
001-410-4465	LIBRARY/COUNTY REVENUE	49,000.00		26,539.38	54.16	22,460.62
001-410-4470	LIBRARY/ENRICH IOWA	3,900.00	3,845.94	3,845.94	98.61	54.06
001-410-4471	OPEN ACCESS	5,000.00				5,000.00
001-410-4500	LIBRARY/RECEIPTS & FINES	16,000.00	1,499.33	8,976.38	56.10	7,023.62
	TOTAL REVENUE	73,900.00	5,345.27	39,361.70	53.26	34,538.30
001-410-6010	SALARIES/LIBRARY	219,000.00	17,843.74	101,549.27	46.37	117,450.73
001-410-6020	SALARIES/PARTTIME/LIBRAR	67,500.00	4,836.91	32,138.51	47.61	35,361.49
001-410-6230	LIBRARY PROGRAMS	500.00	54.95	389.69	77.94	110.31
001-410-6240	TRAVEL/CONFERENCE/EXPENS	2,100.00	198.24	2,201.24	104.82	101.24-
001-410-6321	BUILDING/GROUNDS REPAIRS	10,000.00	1,840.88	5,387.39	53.87	4,612.61
001-410-6340	REPAIRS-OFFICE	3,000.00	302.50	1,421.70	47.39	1,578.30
001-410-6371	UTILITIES	49,000.00	3,992.08	28,359.23	57.88	20,640.77
001-410-6373	TELEPHONE	3,250.00	269.34	1,707.45	52.54	1,542.55
001-410-6409	CONTRACT SERVICES	49,000.00	2,911.00	22,024.00	44.95	26,976.00
001-410-6414	COPIER PRINTING/MAINTENA	1,750.00		811.05	46.35	938.95
001-410-6419	DATA PROCESSING	7,500.00	558.96	3,380.12	45.07	4,119.88
001-410-6496	BOOK REFUNDS	100.00		27.00	27.00	73.00
001-410-6499	COMPUTERS/TECHNOLOGY	9,500.00	129.90	2,279.35	23.99	7,220.65
001-410-6502	BOOKS/LIBRARY MATERIALS	54,300.00	2,502.91	19,223.12	35.40	35,076.88
001-410-6506	SUPPLIES/OFFICE/BINDING	13,250.00	954.76	4,819.97	36.38	8,430.03
001-410-6508	POSTAGE	3,500.00	101.67	1,390.52	39.73	2,109.48
001-410-6598	ENRICH IOWA	3,900.00	696.97	3,097.38	79.42	802.62
001-410-6599	DUES/MEMBERSHIP	400.00		50.00	12.50	350.00
	TOTAL EXPENSES	497,550.00	37,194.81	230,256.99	46.28	267,293.01
	GENERAL TOTAL	423,650.00-	31,849.54-	190,895.29-	45.06	232,754.71-
	TOTAL EXPENSES	.00	.00	.00	.00	.00
	HOTEL-MOTEL TAX TOTAL	.00	.00	.00	.00	.00
	TOTAL OF LIBRARY EXPENSE	423,650.00-	31,849.54-	190,895.29-	45.06	232,754.71-

ACCOUNT NUMBER	ACCOUNT TITLE	TOTAL BUDGET	PTD BALANCE	YTD BALANCE	PERCENT EXPENDED	AMOUNT UNEXPENDED
121-410-6502	LIBRARY	23,200.00		4,243.00	18.29	18,957.00
	TOTAL EXPENSES	23,200.00	.00	4,243.00	18.29	18,957.00
	LOCAL OPTION TAX TOTAL	23,200.00	.00	4,243.00	18.29	18,957.00
169-410-4300	INTEREST INCOME	1,000.00	375.00	375.00	37.50	625.00
169-410-4465	LIBRARY/MEMORIAL FUND	12,000.00	1,251.50	12,099.55	100.83	99.55-
169-410-4810	SALE OF BOOKS	2,500.00		937.14	37.49	1,562.86
	TOTAL REVENUE	15,500.00	1,626.50	13,411.69	86.53	2,088.31
169-410-6502	LIBRARY MATERIALS-BOOK S	2,500.00		131.24	5.25	2,368.76
169-410-6599	LIBRARY/MEMORIAL FUND	12,000.00	1,156.39	7,704.39	64.20	4,295.61
	TOTAL EXPENSES	14,500.00	1,156.39	7,835.63	54.04	6,664.37
	LIBRARY MEMORIAL TRUST T	1,000.00	470.11	5,576.06	557.61	4,576.06-
	Report Total	22,200.00-	470.11	1,333.06	6.00-	23,533.06-



*Hotel/Motel Tax
Application and Financial Reporting Form*

City of Boone
923 8th Street
Boone, IA 50036

**REQUEST MUST BE IN THE AREAS OF ECONOMIC DEVELOPMENT,
RECREATIONAL FACILITIES, OR SERVICES.**

Fiscal Year 2016

Amount of Request: \$62,000

Agency: Boone Area Convention and Visitors Bureau

Mailing Address: 903 Story Street

City, State, Zip: Boone, Iowa 50036

Contact Person: Kurt R. Phillips

E-mail: director@booneiowa.us

Phone: 515-432-3342

Presented on: 01-05-2015

Incorporation Date: 1909 (Chamber of Commerce)

Non-profit Certification: Yes No

Deadline for Submittal to City Central Business Office: January 2nd.

This application and accompanying budget has been considered and approved for submission by the requesting agency's Board of Directors on December 10th, 2014.

Signatures:



Executive Director

Chairperson
or other authorized person

Agency: Boone Area Convention and Visitors Bureau

Basic Program Information

1. What is this agency's mission?

To advertise, promote and market tourism assets in Boone County for the express purpose of garnering visibility and awareness for our area as one of Iowa's primary locations for day trips, and vacations. In this effort we also intend to generate retail sales and Hotel/Motel tax dollars.

2. What specific programs/services does this agency normally provide?

The Boone CVB acts as an agency on behalf of 40+ tourism and destination entities in Boone County by placing advertising on a local, regional and national level, through the use of print periodicals, travel guides, and vacation listing services, as well as electronic media, website, billboards and other forms of marketing. We also facilitate the development of POS materials, and leverage local ad dollars to improve the reach and frequency of such ads.

3. What are the normal fund-raising activities of this agency?

The CVB receives additional income in a co-operative fashion from member businesses and institutions—(Sharing expenses on travel shows, etc.), through membership fees, as well as grants.

4. To what particular use(s) will any City funds directed to this Agency be put?

The CVB will continue to seek new and innovative ways to lure visitors to our area, to stay in our hotels, and spend money at our attractions, in our stores and restaurants.

5. The monies allocated to this agency last year (if any) were used for the following:

Out door signs placed at the Iowa Arboretum, Computer information kiosks located at the Iowa Arboretum, BCHS, and the Baymont Inn, fees for travel and other large shows such as the Travel Iowa Marketplace, and the Iowa State Fair, ad placements in Better Homes and Gardens Magazine, Family Fun Magazine, AAA Living Magazine, Best of the Midwest Travelers Guide, a new billboard on South Story Street and US Highway 30, upgrades to our website pages under "Visit Boone County", expanded distribution of our Family Fun brochure and Destination magazine, and much more.

Agency: Boone Area Convention and Visitors Bureau

Please see the attached spreadsheet for detailed information on the CVB's revenue and expenses.

Receipts and Expenses Information (Budget)

An audit can be requested by the city of Boone if needed.

This table may be used or Financial Statements may be attached

Salaries of Employees				
Title	FTE/PTE	Last Year	Present Year	Next Year
Total				

	Last Year	Present Year	Next Year
Revenues (All Sources)			
Allocation from Boone Hotel/Motel Fund			
Contributions			
Legacies and bequests			
Allocated by Boone County United Way			
Allocated by County of Boone			
Fees and Grants from Government Agencies			
Membership Dues			
Program Service Fees, Etc.			
Sales of Materials			
Investment Income			
Miscellaneous Income			
Total Revenues			
Expenditures			
Salaries			
Employee Benefits			
Payroll Taxes, Etc.			
Supplies			
Office Rental/Lease			
Equipment			
Travel/ Conference/Meetings			
Specific Assistance to Individuals			
Membership Dues			
Awards and Grants			
Miscellaneous			
Total Expenses			
Excess/Deficit			
Restricted Funds Balance			



Friday, January 02, 2015

To the Members of the Boone City Council,

2014 was an incredible year in Boone County Tourism and there is very indication we are only on the cusp of what is possible in terms of building awareness of our community and area as a destination for Family Fun!

In 2014 the Boone Area Convention and Visitors Bureau invested in several new mediums generating thousands of leads across the country, and undertook several new projects that will expand our ability to disseminate important travel information online, and on the spot at local area attractions and hotels. These include the first ever outdoor Family Fun map/sign, erected at the Iowa Arboretum. We have plans for two more of these to be installed in 2015! Likewise, the Arboretum led the way as our first off-site location for a Tourism Information Computer Kiosk, a tool similar to what we have had out at our Tourism Caboose. This kiosk provides closed-content (under our control) espousing the fantastic opportunities for recreation, eating and shopping in Boone County. Along the way Boone was the host site of arguably the most successful Farm Progress Show ever in August of this past year, with another capacity crowd enjoying over 500 vendors at the Central Iowa Expo!

Our venture into online, targeted advertising reaped even better dividends in 2014 with over 150,000 impressions made on those surfing the web for vacations, and nearly two thousands people responding tour offer to download or request a Family Fun brochure or Destination magazine.

For 2015 we have plans to build on group tour business (and have already made inroads with one operator for a bus tour in October), as well as consider billboard advertising in the Des Moines area, and other means to bring families and other targeted demographics to Boone County. Markets like Kansas City, Minneapolis, and Omaha top the list of areas we'd like to penetrate with our messages, which include: "Play like you Mean It!", "Beautiful. Bountiful. Boone County.", and "The Bus Stops Here".

Let me take this opportunity, speaking on behalf of members of the Boone Area Convention and Visitors Bureau, to thank the council for your wonderful support of our efforts these past few years. We look forward to bringing more people to Boone in 2015!

Sincerely,

A handwritten signature in black ink, appearing to read "Kurt R. Phillips". The signature is fluid and cursive, written over a light-colored background.

Kurt R. Phillips
Executive Director

Proposed 2015 CVB Budget

Revenues

Hotel/Motel Tax

			Half		
City FY	2015	\$	55,320.00	\$	27,660.00
City FY	2016	\$	62,000.00	\$	31,000.00
CVB calendar 2015				\$	58,660.00

Interest	\$	5.00
Membership Dues	\$	2,300.00
Grant Income	\$	500.00
Seven Oaks State Fair Booth	\$	1,000.00
MAC Cont. State Fair Booth	\$	1,000.00
	\$	4,805.00

Total Revenue \$ 68,270.00

Expenses

Administration \$ 8,400.00

Annual Banquet \$ 1,000.00

Caboose Expense \$ 960.00

\$	500.00	Electric
\$	60.00	cell phone
\$	400.00	Misc. needs
\$	960.00	

Conferences/meetings \$ 1,700.00

Dues / Subscriptions \$ 900.00

\$1,000 for conferences (CITR, Iowa Tourism Conf., etc) \$700 for		
\$	175.00	Ames CVB
\$	175.00	CITR
\$	235.00	IGTA
\$	275.00	IADMO
\$	860.00	

Event Support \$ 2,500.00

\$	500.00	Bluff Creek Triathlon	Aug
\$	500.00	Iowa Games	June
\$	500.00	BBQ Contest at CIE	May
\$	500.00	Iowa Street Rod Car Show	Aug
\$	500.00	Gladiator Assault	May
\$	2,500.00		

FAM DVD \$ 100.00

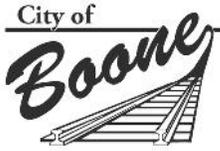
Farm Progress Show NA

Marketing \$ 38,565.00

\$	895.00	CITR Travel Guide 1/2 - page
\$	1,075.00	Family Fun April 2015
\$	900.00	Iowa Tourism Travel Guide 1/6-page
\$	4,350.00	Better Homes and Gardens/April
\$	1,100.00	AAA Living 1/6-page March/April
\$	-	AAA Living 1/6-page May/June
\$	-	Mpls. Tribune May/June online
\$	325.00	Group Travel Leader April
\$	2,000.00	Trip Advisor April/May online
\$	1,000.00	WOI T.V. late May
\$	540.00	Cytes Magazine 3-issues
\$	5,000.00	Mudd Advertising 3-mos. online
\$	230.00	Iowa Outdoors 1/6-page March?April

Proposed 2015 CVB Budget

		\$	-	The Iowan March/April
		\$	750.00	Boone County Magazine
		\$	2,000.00	Coupons/Vouchers
		\$	500.00	Facebook "boost posts"
		\$	4,500.00	Family Fun signage placements
		\$	2,000.00	CVB Info Kiosks
		\$	3,000.00	Billboards - \$2,500 board rental \$500 vinyl
		\$	3,400.00	Radio - Marshalltown? DM?
		\$	500.00	Ad production/design
		\$	900.00	Des Moines Register Travel Guide - May
		\$	1,100.00	Midwest Living's Best of the Midwest Travel Guide
		\$	-	Kansas City Star March/April online
		\$	2,500.00	Our Iowa/ five issues
		\$	38,565.00	
Photo/Video			\$500	
Postage & Shipping	\$		1,500.00	Mailing brochures to leads/sending welcome centers care packages
State Fair Booth	\$		6,200.00	
		\$	700.00	KWBG
		\$	5,300.00	1/2 Rent 100 Tickets & One Parking pass
		\$	200.00	extra Parking Pass
		\$	6,200.00	
Supplies/Printing	\$		2,025.00	
Tourism/Travel Shows	\$		3,500.00	
		\$	500.00	Decatur FPS
		\$	800.00	Cedar Falls
		\$	800.00	Cedar Rapids
		\$	500.00	CITR/IGTA Travel Iowa Marketplace
		\$	300.00	TFI Legislative Showcase(\$210-\$150=\$60)
		\$	600.00	Supplies / mileage / hotel
		\$	3,500.00	
800# telephone	\$		120.00	
Website Features	\$		250.00	
Website Hosting	\$		50.00	
Welcome to Boone Billboard	\$		540.00	
Total Expenses	\$		68,270.00	
Surplus	\$		-	



**Hotel/Motel Tax
Application and Financial Reporting Form**

City of Boone
923 8th Street
Boone, IA 50036

**REQUEST MUST BE IN THE AREAS OF ECONOMIC DEVELOPMENT,
RECREATIONAL FACILITIES, OR SERVICES.**

Amount of Request: \$15,000

Agency: Boone County Historical Society

Mailing Address: 602 Story Street

City, State, Zip: Boone, Iowa 50036

Contact Person: Pamela Schwartz, Executive Director
director@boonecountyhistory.org

E-mail: _____

Phone: 515-432-1907

Presented on: _____

Incorporation Date: 19 October 1966

Non-profit Certification: Yes No

Deadline for Submittal to City Central Business Office: January 2nd. (if the 2nd falls on a weekend the application due date is the following Monday).

This application and accompanying budget has been considered and approved for submission by the requesting agency's Board of Directors on January, 2015 .

Signatures:

Janet Tait

Boone County Historical Society

Volunteer, Board Secretary, and Docent

jtait@mchsi.com 515-441-0249

Executive Director

Chairperson
or other authorized person

Basic Program Information

1. **What is this agency's mission?**

The mission of the Boone County Historical Society (BCHS) is to stimulate and promote interest in Boone County history by collecting, preserving, and displaying documents and other valuable material, by encouraging historical research and by sponsoring publications and events which will celebrate the heritage of Boone County.

On January 1, 2007, the BCHS acquired the Mamie Doud Eisenhower Birthplace (MDEB). As a result, the Society is also committed to preserving the MDEB: to collect and display documents and artifacts relating to it and to inform and educate the public about Mamie Doud Eisenhower and the role she played in American history.

2. **What specific programs/services does this agency normally provide?**

The BCHS owns and operates four individual museums including the Boone County Historical Center, the Mamie Doud Eisenhower Birthplace, Kate Shelley Memorial Park, and, in conjunction with the Battin Chapel Association, the Hickory Grove Rural School. These museums preserve the heritage of the city.

Our museums provide educational, entertainment, and social services not only within Boone but to the region, the state, and even visitors from other countries. Our normal operations include access to educational exhibits, programming, genealogical and research materials, as well as staff who are knowledgeable about the community, current and past.

The Society provides the following amongst other things:

1. **Tourist Attraction/Economic Driver** - The Society has become a large driver for tourism in our community, especially for that of large bus and group tours. We solicit these tours and we help them plan their day from start to finish, providing them with detailed itineraries and cost estimates. I have even recently re-designed these itineraries for use on the Boone Area Tourism Bureau's website and in their marketing. We recommend where they shop, we recommend where they eat, and it's all to serve the greater benefit of Boone, our museum make up just one small part of their day or weekend.
2. **School and Youth Education** - A major focus of the museums in the past year has been increased collaboration with our Boone schools. We do our normal programming, touring the county and the museums each May and October, but this year we have worked on further diversifying. We had an interactive exhibition which 30-40 students chose to participate in by writing 1,000 word essays to accompany unidentified photographs. Many of which also participated in a program about how to identify photographs. We attracted several youth volunteers after our program about preservation and what happens to artifacts when you don't take care of them.

3. **Volunteer Home-** The Society serves as an ideal place to volunteer for 80+ individuals in the Boone area. Last year we mentioned an increase of almost 3800 hours. This year we have met that amount and surpassed it. When asked our volunteers state that when they used to sit home and fall asleep on the couch to a book, they now have a purpose. They love to volunteer with us and some choose to come almost 40 hours a week. We have had elementary age, middle school, high school, college, adult, and elderly volunteers this year. We offer an enriching, educational, fun, and family oriented place for people to get involved.
4. **Fielding informational requests** - From individuals to well-known authors, state departments, and big network television shows, we field more than 200 per year about Boone's past and present as well as genealogy.
5. **Community space** - Whether for individual use for baby showers or parties, or for reoccurring groups such as the Rotary, Weight Watchers, Lions or 4-H, we have served close to 200 reservations this past year.

3. What are the normal fund-raising activities of this agency?

The Society typically puts on several fundraisers which differ from year to year, these include but are not limited to: soup supper, 5k history walk/run, golf tournament, quilt show, antique auction/appraisal, and more. We have decided to cancel some of our traditional events and hope to come up with new ideas for the upcoming years. In addition to these types of fundraisers the Society plans to greatly enhance our requests for donations from community members, and especially area businesses, to enhance our programming abilities. For additional funding the Society has again appealed to the county, and we have also reached out to Madrid and Ogden this year in hopes that they too will help to support the museums.

4. To what particular use(s) will any City funds directed to this Agency be put?

In keeping with the past agreement with the City, the Society will gladly continue to offer free tours, admission, and programming to students and youth, 17 and younger. The money that the Society receives from the City goes into our overall operational budget which you will find included in this application. Each year, our budget averages about \$80,000 and that is severely low for four such institutions. Income-wise the Society is still struggling to match our expenses on a deficit of about \$1,000 a month. A few of our most problematic line items include maintenance of four, more than 100 year old structures is only allocated at \$4,000 (the flooding at Mamie's cost us \$4,400 alone and we needed \$300 in lightbulb replacements at the Center, that accounts for nothing else) , advertising for an entire year at \$1,500, as well as other shortfalls. Utilities at the Center alone can run \$900 a month. The Society houses more than 1,500 objects that belong to the Ericson Public Library, which in turn are owned by the City of Boone. The Society must cover the costs of the building these precious artifact are housed in, the utilities, the insurance, as well as any and all preservation costs. Staff spent almost two weeks on the Henning Egg Collection alone, creating a custom made container costing around \$60.00.

That is one small crate for one small piece of the overall collection. In order to properly utilize and maintain the City's collections the Society greatly needs this funding.

Additionally, the Society has become a large driver for tourism in our community, especially for that of large bus and group tours. We solicit these tours and we help them plan their day from start to finish, providing them with detailed itineraries and cost estimates. We have even recently re-designed these itineraries for use on the Boone Area Convention and Visitors' Bureau website and in their marketing. These itineraries visit not only our museums but allow us to hand business to many other area attractions such as the B&SVRR. When groups ask about restaurants with the capacity to take them, often thinking they should go to Hickory Park in Ames, we invite them to cater in from a Boone restaurant and eat in our community room.

We would like to increase our advertising beyond the two options the museums currently have to bring people from farther away. We want groups to spend the night in our hotels and eat in our restaurants, not just come for an afternoon and head back home. Unless we are able to increase our advertising and partake in cost sharing endeavors with the CVB, how are people from farther reaches to ever learn about Boone? Each of these group tours bring in thousands into our localized economy.

5. The monies allocated to this agency last year (if any) were used for the following:

The half of the allocation we have received thus far has been put to use for operational costs of the museums (see attached budget for itemized breakdown) as they were requested for. When the second half of the allocation is disbursed we hope to be able to increase our advertising amount for our next budget year January – December 2015 to start accomplishing the goals outlined in the previous question.

Receipts and Expenses Information (Budget)

An audit can be requested by the city of Boone if needed.

This table may be used or Financial Statements may be attached

Salaries of Employees				
Title	FTE/PTE	Last Year	Present Year	Next Year
Executive Director	FTE	\$38,700	\$42,500*	\$45,000
Total				

* Difference in salary reflects a change in health insurance premiums between last and present year, the increase between present and next year reflects a salary increase.

12:20 PM
12/17/14
Cash Basis

General Fund
Profit & Loss Budget vs. Actual
January through December 2014

	<u>Jan - Dec ...</u>	<u>Budget</u>
Ordinary Income/Expense		
Income		
DISTRIBUTION FROM ENDOWME...	7,700.00	
ADMISSIONS	5,557.00	5,500.00
BUILDING USE	5,250.00	7,000.00
CLASSES/HISTORICAL PROGRA...	250.00	200.00
OPERATIONAL DONATIONS	11,032.46	15,000.00
FUNDRAISER INCOME	12,642.01	18,800.00
GRANTS	11,500.00	16,700.00
INCOME-OTHER	825.09	500.00
INTEREST INCOME	97.32	11,000.00
MEMBERSHIP DUES	6,665.00	8,300.00
OFFICE	619.00	250.00
PUBLICATIONS	491.75	1,500.00
Total Income	62,629.63	84,750.00
Expense		
Admissions Expense/Reimburse	196.00	
BUILDING USE EXPENSE	75.00	
PROGRAMMING EXPENSE	79.97	500.00
ADVERTISING	1,271.00	1,500.00
AFFILIATIONS	755.42	250.00
EXHIBITS	0.00	200.00
FUNDRAISER EXPENSES	3,780.65	6,000.00
INSURANCE	5,565.33	6,500.00
MAINTENANCE	6,653.96	4,000.00
MEMBERSHIP	88.93	100.00
MILEAGE	0.00	200.00
MISCELLANEOUS	0.00	500.00
OFFICE EXPENSES	263.02	600.00
PAYROLL	41,455.24	41,500.00
POSTAGE	599.25	1,000.00
PUBLICATION EXPENSE	1,219.75	2,000.00
SERVICES	2,571.48	4,500.00
TAXES	3,060.75	3,200.00
UTILITIES	12,745.22	12,200.00
Total Expense	80,380.97	84,750.00
Net Ordinary Income	-17,751.34	0.00
Net Income	<u>-17,751.34</u>	<u>0.00</u>



**Hotel/Motel Tax
Application and Financial Reporting Form**

City of Boone
923 8th Street
Boone, IA 50036

**REQUEST MUST BE IN THE AREAS OF ECONOMIC DEVELOPMENT,
RECREATIONAL FACILITIES, OR SERVICES.**

Amount of Request: \$5,000.00

Agency: Boone Babe Ruth

Mailing Address: 724 Story, Suite 601

City, State, Zip: Boone, Ia 50036

Contact Person: Kevin Houston

E-mail: Kevinh@houstonseeman.com

Phone: 515-432-1176

Presented on: _____

Incorporation Date: _____

Non-profit Certification: Yes No

Deadline for Submittal to City Central Business Office: January 2nd. *(if the 2nd falls on a weekend the application due date is the following Monday).*

This application and accompanying budget has been considered and approved for submission by the requesting agency's Board of Directors on _____, 20 ____.

Signatures:

Executive Director

Chairperson
or other authorized person

Agency: _____

Basic Program Information

1. What is this agency's mission?

To provide a fun and competitive environment for young men ages 13 to 15 to play baseball.

2. What specific programs/services does this agency normally provide?

The Babe Ruth organization provides a program for young men to play baseball. The program also maintains the facilities for others that use it such as the High School. The facilities are used for High School Tournament games as well as Babe Ruth State tournaments and the annual Prior Lake Minnesota tournament.

3. What are the normal fund-raising activities of this agency?

The league has one fundraiser a year, selling Caseys discount cards.

4. To what particular use(s) will any City funds directed to this Agency be put?

The funds from the City are used to maintain and upgrade the facilities, our goal is to build a new storage shed.

5. The monies allocated to this agency last year (if any) were used for the following:

The funds last year were used to purchase a new mower.

Agency: _____

Receipts and Expenses Information (Budget)

An audit can be requested by the city of Boone if needed.

This table may be used or Financial Statements may be attached

Salaries of Employees				
Title	FTE/PTE	Last Year	Present Year	Next Year
All volunteer				
Total				

	Last Year	Present Year	Next Year
Revenues (All Sources)			
Allocation from Boone Hotel/Motel Fund	1,000	6,000	5,000
Contributions	800	11,700	3,000
Legacies and bequests			
Allocated by Boone County United Way			
Allocated by County of Boone			
Fees and Grants from Government Agencies	4,075	4,610	4,800
Membership Dues			
Program Service Fees, Etc.	4,718	5,905	5,500
Sales of Materials - concessions	8,764	9,260	8,000
fundraiser	2,495	3,408	3,000
State tournament		4,214	
Total Revenues	21,852	45,097	29,300
Expenditures			
Salaries			
Employee Benefits			
Payroll Taxes, Etc.			
Supplies/uniforms	3,879	4,370	4,000
Insurance	1,512	2,000	2,000
Equipment		5,498	
Travel/ Conference/Meetings			
Field maintenance/improvements	10,207	18,888	15,250
Cost of concessions	5,901	6,119	5,300
Cost of tournaments	2,675	3,401	2,750
Miscellaneous			
Total Expenses	24,174	40,276	29,300
Excess/Deficit	-2,322	4,821	----
Restricted Funds Balance			

David Adams

From: Luke Nelson
Sent: Monday, January 05, 2015 7:02 AM
To: Matt Barrick
Cc: Clerk
Subject: Re: Hotel/ Motel tax grant

Boone National Little League

From: Matt Barrick
Sent: Wednesday, December 31, 2014 6:55 AM
To: G.Piklapp (gpiklapp@yahoo.com)
Subject: Hotel/ Motel tax grant

Attached is the information for application from the Boone National Little League for the Hotel/ Motel tax grant. We are applying for the grant for a few different projects.

Project 1 would be \$3,000 dedicated to replace the T-Shirt boys dugouts with a wood structure (color renderings attached) as they have rotted at the base of the structure and are extremely unsafe.

Project 2 would be \$8,000 dedicated to replace the Major Boys dugouts with a steel frame structure with replaceable wood sides (plan attached). This field is used for District and State Little League tournaments and other non-Little League ball tournaments. These tournaments draw out of town visitors.

OR these monies could be used to replace the dugouts at the Minor girls and Minor Boys fields as they are becoming unsafe and in danger of falling over.

Thank you for your consideration,

Matt Barrick
515-231-8032
Mbarrick75@gmail.com

<Hotel motel tax grant 2015.pdf>

<DUGOUT.pdf>

<dugout2.jpg>

<dugout3.jpg>

<dugout4.jpg>

Agency: Boone City Parks Foundation

Basic Program Information

1. What is this agency's mission?

Mission Statement: "To provide facilities and promote ideas that allow all people to enjoy their leisure time in a safe and healthy environment."

2. What specific programs/services does this agency normally provide?

Provide funding and guidance to the City Park Board in the development of new park facilities and programs.

3. What are the normal fund-raising activities of this agency?

The Boone City Parks Foundation holds an annual picnic in the park along with a 5K run. Additionally a membership drive "friends of the parks" takes place at the same time. In 2014, the foundation was the recipient of the monies from

4. To what particular use(s) will any City funds directed to this Agency be put?

The foundation will put these particular funds towards the renovation of the entrance on the North side of McHose Park. We believe this to be a multiple year project with a total estimated cost of \$60,000. The foundation members helped plan and coordinate this event.

5. The monies allocated to this agency last year (if any) were used for the following:

Canine Corral - a facility within McHose park constructed for citizens to take their dogs to and have a fenced in area so leashes are not necessary. This park allows dogs and owner to get exercise and socialize with others.

INTERNAL REVENUE SERVICE
DISTRICT DIRECTOR
P. O. BOX 2508
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **NOV 12 1987**

BOONE CITY PARKS FOUNDATION
C/O GREG THEDE
724 LINCOLN AVE
BOONE, IA 50036-4731

Employer Identification Number:
39-1906694
DLN:
17053273215007
Contact Person:
D. A. DOWNING
Contact Telephone Number:
(513) 241-5199
Accounting Period Ending:
December 31
Foundation Status Classification:
509(a)(1)
Advance Ruling Period Begins:
February 25, 1997
Advance Ruling Period Ends:
December 31, 2001
Addendum Applies:
No

Dear Applicant:

Based on information you supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from federal income tax under section 501(a) of the Internal Revenue Code as an organization described in section 501(c)(3).

Because you are a newly created organization, we are not now making a final determination of your foundation status under section 509(a) of the Code. However, we have determined that you can reasonably expect to be a publicly supported organization described in sections 509(a)(1) and 170(b)(1)(A)(vi).

Accordingly, during an advance ruling period you will be treated as a publicly supported organization, and not as a private foundation. This advance ruling period begins and ends on the dates shown above.

Within 90 days after the end of your advance ruling period, you must send us the information needed to determine whether you have met the requirements of the applicable support test during the advance ruling period. If you establish that you have been a publicly supported organization, we will classify you as a section 509(a)(1) or 509(a)(2) organization as long as you continue to meet the requirements of the applicable support test. If you do not meet the public support requirements during the advance ruling period, we will classify you as a private foundation for future periods. Also, if we classify you as a private foundation, we will treat you as a private foundation from your beginning date for purposes of section 507(d) and 4940.

Grantors and contributors may rely on our determination that you are not a private foundation until 90 days after the end of your advance ruling period. If you send us the required information within the 90 days, grantors and contributors may continue to rely on the advance determination until we make a final determination of your foundation status.

If we publish a notice in the Internal Revenue Bulletin stating that we

Letter 1045 (DO/CG)

BOONE CITY PARKS FOUNDATION

will no longer treat you as a publicly supported organization, grantors and contributors may not rely on this determination after the date we publish the notice. In addition, if you lose your status as a publicly supported organization, and a grantor or contributor was responsible for, or was aware of, the act or failure to act, that resulted in your loss of such status, that person may not rely on this determination from the date of the act or failure to act. Also, if a grantor or contributor learned that we had given notice that you would be removed from classification as a publicly supported organization, then that person may not rely on this determination as of the date he or she acquired such knowledge.

If you change your sources of support, your purposes, character, or method of operation, please let us know so we can consider the effect of the change on your exempt status and foundation status. If you amend your organizational document or bylaws, please send us a copy of the amended document or bylaws. Also, let us know all changes in your name or address.

As of January 1, 1984, you are liable for social security taxes under the Federal Insurance Contributions Act on amounts of \$100 or more you pay to each of your employees during a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Organizations that are not private foundations are not subject to the private foundation excise taxes under Chapter 42 of the Internal Revenue Code. However, you are not automatically exempt from other federal excise taxes. If you have any questions about excise, employment, or other federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Internal Revenue Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

Donors may deduct contributions to you only to the extent that their contributions are gifts, with no consideration received. Ticket purchases and similar payments in conjunction with fundraising events may not necessarily qualify as deductible contributions, depending on the circumstances. Revenue Ruling 67-246, published in Cumulative Bulletin 1967-2, on page 104, gives guidelines regarding when taxpayers may deduct payments for admission to, or other participation in, fundraising activities for charity.

You are not required to file Form 990, Return of Organization Exempt From Income Tax, if your gross receipts each year are normally \$25,000 or less. If you receive a Form 990 package in the mail, simply attach the label provided, check the box in the heading to indicate that your annual gross receipts are normally \$25,000 or less, and sign the return.

If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. A penalty of \$20 a day is charged when a return is filed late, unless there is reasonable cause for

BOONE CITY PARKS FOUNDATION

the delay. However, the maximum penalty charged cannot exceed \$10,000 or 5 percent of your gross receipts for the year, whichever is less. For organizations with gross receipts exceeding \$1,000,000 in any year, the penalty is \$100 per day per return, unless there is reasonable cause for the delay. The maximum penalty for an organization with gross receipts exceeding \$1,000,000 shall not exceed \$50,000. This penalty may also be charged if a return is not complete. So, please be sure your return is complete before you file it.

You are not required to file federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T, Exempt Organization Business Income Tax Return. In this letter we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You are required to make your annual return available for public inspection for three years after the return is due. You are also required to make available a copy of your exemption application, any supporting documents, and this exemption letter. Failure to make these documents available for public inspection may subject you to a penalty of \$20 per day for each day there is a failure to comply (up to a maximum of \$10,000 in the case of an annual return).

You need an employer identification number even if you have no employees. If an employer identification number was not entered on your application, we will assign a number to you and advise you of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

If we said in the heading of this letter that an addendum applies, the addendum enclosed is an integral part of this letter.

Because this letter could help us resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,


District Director

Enclosure (s) :
Form 872-C

Letter 1045 (DO/CG)

HOTEL/MOTEL TAX BREAKOUT							
<i>Estimated Revenue</i>	\$100,000	\$100,000	\$107,000	\$ 120,000	\$140,000	\$ 140,000.00	\$120,000
<i>Actual Revenue</i>	\$118,336	\$119,701	\$145,902				
	FY2011	FY2012	FY2013	FY2014	FY2015	FY2015	FY2016
	<i>Approved</i>	<i>Approved</i>	<i>Approved</i>	<i>Approved</i>	<i>Requested</i>	<i>Approved</i>	<i>Requested</i>
Boone's Future	5,000	7,500	7,500	7,500			
Boone County Agricultural Association				7,500	10,000.00		10,000.00
*Boone County Historical/Mamie	7,000	8,000	8,000	9,000	16,000.00	\$ 14,000.00	15,000.00
*Boone Babe Ruth	1,000	1,000	2,000		6,000.00	\$ 6,000.00	5,000.00
*Boone Community Theater	1,000						
*Boone City Parks Foundation			5,000	2,000	5,000.00	\$ 4,000.00	5,000.00
*Convention & Visitors Bureau	30,000	32,000	45,000	55,000	55,320.00	\$ 55,320.00	62,000.00
*Y Camp	3,000		3,000				
Boone Pioneer Center/Senior Center			1,000				
Boone County Transportation				-	5,000.00	\$ 3,000.00	
*YMCA			1,500		1,500.00	\$ -	
*Fourth of July	2,867	4,000	4,000	6,000	9,000.00	\$ 10,000.00	6,000.00
Economic Development Transfer	30,133	15,000	20,000	15,000	25,000.00	\$ 25,000.00	35,000.00
*Central Iowa Expo	20,000	20,000	-				
City of Boone - Funds available for special projects throughout the Fiscal Year					15,000.00	\$ 15,000.00	15,000.00
The Boone Fitness Factory					10,000.00	\$ -	
*Ericson Public Library							8,500.00
*Boone County Trails							5,000.00
Boone National Little League							11,000.00
TOTAL	100,000	87,500	97,000	102,000	157,820.00	132,320.00	177,500.00
<i>Difference</i>	-	12,500	10,000	18,000	-17,820.00	7,680.00	-57,500.00
* Items that meet the 50% requirement							