

# MEMORANDUM

To: Michael Knox  
From: Nancy Burns, Chair  
Date: October 31, 2007  
Subject: FY08-09 Draft Service Plan and Budget

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Attached is the Draft FY 2008-2009 Service Plan and Budget for the Downtown Austin Alliance's fifteenth fiscal year.

This budget was developed using the projection of P.I.D. revenue for FY 2008-2009 as provided by the City, and so this projection does not include memberships, carryover, or any miscellaneous revenue.

P.I.D. Assessments 96% Collection	\$ 2,111,544
City of Austin Contribution	150,000
Prior Year Revenue, Interest & Late Payments	117,717
Less: Reserve for Revenue Collection	(100,000)
Total Projected P.I.D. Fund Revenue	<u>\$ 2,279,261</u>

The Projected DAA 08-09 budget plans for an increase from last year by \$256,200. Allocations to programs are not changed significantly from prior year.

The Executive Committee of Alliance Board will consider approval of this preliminary FY 08-09 budget at its next meeting on November 9, 2007.

The program budget will be developed before the start of the Alliance fiscal year beginning May 1, 2008.

At the request of City staff, the DAA reformatted their annual service plan. In previous years, the plan was less specific outlining the annual objectives of each program area. During the year, the DAA submits quarterly reports to the City and in this document, the DAA spells out specifically what each program area has been working on or has accomplished during that quarter. With the new format for the annual service plan there may be some changes during the calendar year to the plan because the DAA's Board's planning process and budget are at different times during the year. The specific issues are:

- Our Board of Directors has not yet approved the DAAs annual plan. The Board begins annual goals setting during the months of November and December and then approves their annual plan in January. Because of this calendar overlap, the more specific template we are providing to the City may change based upon our Board's approved goals for the year.

- City staff asked us to include direct budget expenditures into our annual plan. The DAA in the past has submitted a budget for the annual plan based upon expected revenues and the specific program area expenditures from the previous year. We provide detailed reports with our quarterly report and submit our annual direct line item budget when our Board of Directors approves it. The Board does not approve our annual budget until April of each year (the DAA budget year is from May 1 - April 30), thus direct expenditure budgets are estimates and may change. A new program budget will be developed by May 2008 and given to the City at that time.

- The DAA understands that the format for quarterly reports to the City will now change. We understand that we will use this matrix and only update the "status" column each quarter. This matrix will replace our quarterly activities report, but will continue with quarterly MBE/WBE and Financial Statements reports.

If you have any questions please call myself or Alliance staff at 469-1766.  
Thank you for your attention to this matter.