

**From:** Culver City Arts District <[info@culvercityartsdistrict.com](mailto:info@culvercityartsdistrict.com)>  
**Sent:** Tuesday, July 7, 2020 9:57 AM  
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**Subject:** CCAD Mid-Year Report and Disbursement Request

Good Morning Elaine,

On behalf of the CCAD BID, I would like to submit the attached Mid-Year report and disbursement request.

Disbursement Request:

The Culver City Arts District would like to request an assessment disbursement of \$26,000. Please see Revenue & Expense Report included.

Below is a list of our anticipated expenses for the remainder of the year 2020:

\$9,000 for Street Banners (Balance Due)  
\$8,000 for ED (Administrative)  
\$5,000 for Advertising & Marketing (Website, Email, Social Media, Newsletters, Annual Membership Meeting, etc.)  
\$3,000 for Maintenance (Sidewalk Cleaning & Weeding)  
\$1,000 for Additional Street Scape Median Maintenance  
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\$26,000 total

We will also need to carry a reserve (of approximately \$13,000) for incidentals, first quarter 2021 expenses and EIDL loan repayment.

Please let me know if you have any questions.

Thank you,  
Michael Russell  
Executive Director  
CCAD BID

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