



**Crossroads Institute**

**Board of Directors  
September 19, 2018  
4:30 PM**

**Agenda:**

**I. Call to Order**

**II. Approval of Agenda and the Consent Agenda**

Minutes July 18, 2018  
August, 2018 Financials

**III. New Business**

Welcome, Greg Webb to the Crossroads Board

Robinson, Farmer and Cox Audit

**IV. Continuing Business**

ADA Compliance Visit Report

Board Appointments: Willie Greene re-appointment, City of Galax  
Rex Hill re-appointment, Carroll County

Twin County Community Foundation Grant – Waiting for November 1

Committee Appointments: Building/Property Committee  
Replace: Carl Richardson

**V. Reports:**

Facilities Manager  
Higher Education Center Site Manager  
Executive Director

**VI. Board Member Comments**

a. Kenneth Belton

**VII. Closed Session - None**

**VIII. Adjournment**

**Next Meeting Date: December 14 – 9:00am**



**Crossroads Institute**  
**Board of Directors**  
**Annual Organizational Meeting**  
**July 18, 2018 – 12:00 PM**  
**Crossroads Institute**  
**Galax, Virginia**

**Members Attending:** Kenneth Belton, CHAIR  
Mark Burnette, VICE-CHAIR  
Rex Hill  
John Lael  
Kelly Poe (alternate for Allan Funk)  
Shirley Perry  
Bill Shepley  
Dean Sprinkle  
Bill Sturgill  
Steve Truitt  
Kelly Wilmore

**Staff Attending:** Brenda Sutherland,  
EXECUTIVE DIRECTOR  
  
Linda Richardson,  
SECRETARY OF THE BOARD  
AND FACILITIES MANAGER  
  
Nicki Edwards,  
HIGHER EDUCATION CENTER  
SITE MANAGER  
  
David Burnette,  
MAINTENANCE SUPERVISOR

**Guests Attending:** WCC Police Officers: Steve Burnette (Chief), Ron Houk, Don Houk, and  
Larry Doby

It was determined a quorum was present, and the meeting was called to order by Chairman Kenneth Belton. Minutes of the previous meeting held May 16, 2018 were presented as well as the fiscal-year-ending financial report, as of June 30, 2018. After review, Dean Sprinkle moved to approve the consent agenda items as presented. Kelly Wilmore seconded, and the motion was passed.

**New Business**

In new business, Mr. John Lael, Airport Manager of the Twin County Airport in Carroll County and newest Board Member, was introduced and welcomed to the Crossroads Board. Mr. Lael shared briefly some of his background information and about his activities as airport manager.

In other new business, the Chair recognized Wytheville Community College's Police Department who serve us at the Crossroads Institute. The Police Chief and three officers were in attendance and were presented a CREI Board Resolution in recognition and appreciation for the service they provide toward a safe environment for our employees, tenants, students, and visitors. The resolution will be proudly displayed in the Institute's atrium for all to see.

Brenda Sutherland then informed the Board that Carl Richardson, with appreciation for the opportunity he was given to serve on the CREI Board of Directors, has declined seeking reappointment for a second four-year term. His first term expired on June 30, 2018.

Mrs. Sutherland continued new business with presenting a proposed Board meeting calendar for fiscal year 2019. After discussion and the Board's selection of a date for a breakfast with our tenants and staff later this year, a motion was made by Steve Truitt to approve the upcoming meeting calendar for the Crossroads Board:

September 19, 2018 – 4:30 pm

December 14, 2018 – 9:00 am breakfast with tenants and staff

January 16, 2019 – 4:30 pm

March 20, 2019 – 4:30 pm

May 15, 2019 – 4:30 pm

July 17, 2019 – 12:00 noon luncheon and annual organizational meeting

Bill Sturgill seconded the motion, which then passed by unanimous vote.

In other new business, a letter of engagement was presented from Robinson, Farmer, Cox Associates (CPAs) for the provision of services of a tax review and preparing our annual financial statements for the year ended June 30, 2018. The stated fee for conducting the review was listed as \$3,100, and for preparation of the IRS Form 990 an additional \$640. After review of the document, a motion to accept the letter of engagement was made by Bill Sturgill. A second was made by Bill Shepley, and the motion passed by unanimous vote. [A review of the Crossroads accounts is scheduled for August 23<sup>rd</sup>.]

Concluding new business, Nicki Edwards gave a summary of the content of her grant application to be submitted, with the Board's permission, to the Twin County Community Foundation by August 1<sup>st</sup>. She is asking for \$21,500 to establish a laptop computer lab for the Higher Education Center – for 25 laptops, 25 wireless mice, a storage cart, and 25 licenses for Microsoft *Office Suite* software. The equipment is needed to support and expand professional development efforts at her facility. UVA-Wise, a professional development partner, and our Small Business Development Center have provided letters of support. She noted she will need Board approval before moving forward with the submission of the grant application. Following Mrs. Edwards summary, a motion was made by Bill Sturgill to approve submission of the grant application to the Twin County Community Foundation. Kelly Wilmore seconded that motion, which then passed by unanimous vote.

### **Continuing Business**

In continuing business, Dean Sprinkle was asked if he would give an updated report on the status of the prospective physics instructor, Mary Norris, for dual enrollment classes. Dr. Sprinkle reported he is still in the process of working with Ms. Norris to get her transcript hours to calculate so that they meet the WCC requirement for dual-enrollment physics instructor.

In other continuing business, the Executive Director reported to the Board the results of our recent ADA accessibility report following a site inspection conducted on May 31<sup>st</sup> by David Barrett and Anna Bryant of the Appalachian Independence Center. The findings of their survey included:

- Two of our handicapped parking spaces should be designated as “van accessible,” and all of our handicapped parking space signage needs to be raised to a minimum of 60 inches from the ground to the bottom of the sign.
- Nine public entrance doors and all main-floor restroom doors have an opening force or closing speed that is not in compliance. To be in compliance, they must take at least five seconds or more to close and open with five pounds maximum force. Recommended solution is to adjust or replace door closers to come into compliance and to install one power-assisted door with signage directing individuals to that entrance. She stated we are looking into grant possibilities to help with the purchase of a power-assisted door.
- Permanent room signage at eight rooms is placed higher than the maximum of 60 inches above the floor for the highest character.
- All paper towel dispensers in the restrooms are located at inaccessible heights. At least one dispenser in each restroom must be no more than 48 inches from the floor.

Mrs. Sutherland concluded her report with saying the Virginia Employment Commission in our facility also had a couple of recommendations for compliance: to move a desk to ensure wheelchair accessibility (has been done) and to provide a TTY [text telephone] device within their office suite (has been ordered). We are to notify the folks at the Appalachian Independence Center when all our modifications are made, she said.

Next in continuing business, the Executive Director gave an update on CREI Board of Director appointments. C. M. Mitchell has been reappointed by BRCEDA for another four-year term; a Carroll County appointment (or reappointment) is still pending; and a City of Galax appointment (or reappointment) is still pending. To fill the seat (representing backgrounds and interests) vacated by Carl Richardson whose term expired on June 30<sup>th</sup>, Mrs. Sutherland asked the Board to consider Mr. Greg Webb, an engineer at Core Health and Fitness in Grayson County. She has made contact and found he has an interest in serving. A motion was then made by Bill Shepley to appointment Mr. Greg Webb to the CREI Board for a four-year term, expiring June 30, 2022. Dean Sprinkle seconded that motion, which then passed by unanimous vote.

Finally in continuing business, the Executive Director brought to the Board's attention there are currently two empty seats on the Crossroads Building/Property Committee, seats formerly held by Dick Dalton and Carl Richardson. After some discussion, the Chair asked if there were any volunteers to serve on the committee. Rex Hill volunteered to serve and was thanked by the Board. When no others volunteered to fill the remaining seat, it was decided to wait and see if new Board Member (and also an engineer) Greg Webb might be willing to serve. Therefore, filling the one remaining seat on the Building/Property Committee was tabled until a later time.

## Reports

Linda Richardson was asked to give the Facilities Manager's report. She reported:

- An Appalachian Power account representative at their Pulaski office, Mr. Steve Knowles, phoned recently to say he has studied our electricity usage and that we qualify for change to a general service rate. There is nothing we need to do, and he has already switched our account to that rate. Depending upon what kind of winter we have, we are told it could save us around \$2,400 per year on our electric bill.
- Along the same lines, Moog has switched the lighting in their leased industrial space here to LED lighting (at their own expense). E & L Diamond Electric performed the work, and it has made a huge improvement. Travis Belton and his employees at this location are very pleased with the result.
- In recent facility use, WalMart held a hunting seminar at Crossroads on June 6<sup>th</sup> for around 140 of that company's sporting goods associates; and Skyline National Bank held project work sessions here in June and July for their summer bank interns.
- Finally, facility maintenance in past weeks has included a few HVAC repairs following our spring inspection by E & L Diamond, to be followed by replacement of one defunct York unit by Johnson Controls any day now; fire suppression service in June; and elevator six-month inspection on June 18<sup>th</sup>, where all was well. Also, a scope of work for replacement of our leaking 400-gallon water heater has been compiled by City Engineer Edwin Ward, and we are currently getting quotes to get the work done and hope to have the old one out and the new equipment in within a very few weeks.

Nicki Edwards, Site Manager at the Higher Education Center, was asked to give a report of her activities there. She reported:

- She recently proctored a certified law enforcement exam for a man who drove six hours to get here, the closest testing center to offer his exam. If not for us, he would have had to go to Ohio, he said.
- In the next couple of weeks, she and Courtney Conner of UVA-Wise will begin planning professional development workshops for the coming year.
- She is happy to report Bluefield College has come back into partnership with us after about a two-year gap, where a recruiter during that time wanted to do things differently. Brenda Workman, a former Bluefield recruiter, is now back in that roll. The educational programs being recruited are on-line; however, Mrs. Edwards is hosting informational sessions and orientation sessions at the Higher Ed Center. Further, Ms. Workman has offered the option of something along the lines of a *Bluefield College lab night* at our location, should enough students sign up for any one degree program. Thus, students would have the cohort experience, while Crossroads would receive payment from Bluefield College for those evening sessions. Mrs. Edwards concluded by saying seven applications for Bluefield College programs were turned in to Ms. Workman at a recent Rooftop of Virginia training event.

Brenda Sutherland was asked to give the Executive Director's report. She reported:

- Galax City Schools' Seventh Graders (three groups) visited Crossroads for career planning and education information and a tour on May 29<sup>th</sup>.
- The GO Virginia Region One Council met here for the first time on June 5<sup>th</sup>. She was informed during their visit that, in order to apply for funding, cross-regional collaboration is mandated.

### Executive Director's Report (Cont.)

- *Strengthening Your Facilitation Skills* training is scheduled at Crossroads on August 14<sup>th</sup> and 15<sup>th</sup>. Cost is \$115 per person.
- A Twin County Leadership Initiative fall session of the *Simply Lead* program is scheduled for each Tuesday at 4:00 pm at Crossroads from September 11<sup>th</sup> through October 16<sup>th</sup>. Brochures were provided, and Board Members were encouraged to help recruit participants for the program. She concluded with saying it is hoped each area school division will send at least two participants.

### Board Member Comments

Board Member comments involved questions about how the application process for GO Virginia funding works. Dean Sprinkle, who is also a GO Virginia Council Member, stated he will try to coordinate an informational meeting in our area.

With no further business to address, Mark Burnette moved to adjourn, Bill Sturgill seconded, and the Chairman declared the meeting adjourned at 1:05 pm.

The next regularly-scheduled meeting date is Wednesday, September 19, 2018 at 4:30 pm.

Respectfully submitted,

Linda Richardson – Secretary

**Crossroads Institute**  
**Financial Report FY Ending June 30, 2019 - Cash Basis**  
**August 2018**

	Aug 18
Ordinary Income/Expense	
Income	
45000 · Investments	
45020 · Dividend, Interest (Securities)	5.98
Total 45000 · Investments	5.98
46400 · Other Types of Income	
46447 · Copier/Phone/Postage Reimbursed	49.20
46470 · Concessions	20.50
46477 · Seminar/Workshop/Testing Fees	112.00
46490 · Other Reimbursement	30.00
Total 46400 · Other Types of Income	211.70
46420 · Unrestricted Capital Donations	300.00
47500 · Rentals-Leased Space	
47500.1 · Rentals-Leased Space - WCC	24,574.31
47500.2 · Tenant Leases	12,557.00
47500.3 · Rentals-Leased Space - Results	10,187.50
47510 · Facility Use Rental	805.00
Total 47500 · Rentals-Leased Space	48,123.81
Total Income	48,641.49
Expense	
62200 · Utilities	
62210 · Network Operations	570.00
62220 · Telephone, Telecommunications	240.27
62240 · Electric	7,858.31
Total 62200 · Utilities	8,668.58
62800 · Facilities and Equipment	
62820.1 · General Maintenance	2,572.93
62835 · Serv Contract/Inspection	500.00
62840.1 · Outside Maintenance	1,205.45
62859 · Debt Service	12,169.09
Total 62800 · Facilities and Equipment	16,447.47
63000 · Personnel	13,145.06
65000 · Operations	
65010 · Marketing/Ads	141.25
65035.1 · Office Expense/Postage	
65033 · IT Equipment Lease	123.99
65040 · Office Supplies/Postage	1,054.66
65041 · Copier Lease/Copies	380.75
65042 · Bank Fees	7.50
Total 65035.1 · Office Expense/Postage	1,566.90
65045 · Professional Fees	500.00
65050.1 · Custodial Equipment & Supplies	947.77
65065 · Website Develop. & Maintenance	74.99
Total 65000 · Operations	3,230.91
Total Expense	41,492.02
Net Increase/(Decrease)	7,149.47
Net Increase/(Decrease)	7,149.47

Beg. Cash	150,392.94
Cash Increase	7,149.47
End. Cash	157,542.41





**Crossroads Institute**  
**Financial Report FY Ending June 30, 2019 - Cash Basis**  
 July through August 2018

	Jul - Aug 18
<b>Ordinary Income/Expense</b>	
<b>Income</b>	
40000 · PY Carryover	
40000.3 · Youth Program/TAKY	1,462.39
40000.6 · Cash Balance	152,496.80
<b>Total 40000 · PY Carryover</b>	153,959.19
45000 · Investments	
45020 · Dividend, Interest (Securities)	11.95
<b>Total 45000 · Investments</b>	11.95
46400 · Other Types of Income	
46440 · Electricity Reimbursement	855.32
46447 · Copier/Phone/Postage Reimbursed	853.25
46470 · Concessions	20.50
46477 · Seminar/Workshop/Testing Fees	212.00
46490 · Other Reimbursement	75.00
<b>Total 46400 · Other Types of Income</b>	2,016.07
46420 · Unrestricted Capital Donations	300.00
47500 · Rentals-Leased Space	
47500.1 · Rentals-Leased Space - WCC	49,148.62
47500.2 · Tenant Leases	21,229.00
47500.3 · Rentals-Leased Space - Results	20,375.00
47510 · Facility Use Rental	1,324.47
<b>Total 47500 · Rentals-Leased Space</b>	92,077.09
<b>Total Income</b>	248,364.30
<b>Expense</b>	
62200 · Utilities	
62210 · Network Operations	1,065.00
62220 · Telephone, Telecommunications	480.54
62230 · Garbage/Sewer/Water	1,015.00
62240 · Electric	15,734.41
62250 · Gas	281.85
<b>Total 62200 · Utilities</b>	18,576.80
62800 · Facilities and Equipment	
62820.1 · General Maintenance	6,360.31
62822 · Insurance	3,483.00
62835 · Serv Contract/Inspection	3,508.00
62840.1 · Outside Maintenance	2,215.45
62859 · Debt Service	24,338.18
<b>Total 62800 · Facilities and Equipment</b>	39,904.94
63000 · Personnel	25,947.21
63500 · Worker's Comp	676.00
65000 · Operations	
65010 · Marketing/Ads	141.25
65035.1 · Office Expense/Postage	
65033 · IT Equipment Lease	247.98
65040 · Office Supplies/Postage	1,348.36
65041 · Copier Lease/Copies	776.08
65042 · Bank Fees	15.00
<b>Total 65035.1 · Office Expense/Postage</b>	2,387.42

**Crossroads Institute**  
**Financial Report FY Ending June 30, 2019 - Cash Basis**  
**July through August 2018**

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	Jul - Aug 18
65045 · Professional Fees	1,000.00
65050.1 · Custodial Equipment & Supplies	1,740.79
65065 · Website Develop. & Maintenance	149.98
<b>Total 65000 · Operations</b>	<b>5,419.44</b>
65100 · Grants/Conferences/other	
65150 · Conferences	297.50
<b>Total 65100 · Grants/Conferences/other</b>	<b>297.50</b>
<b>Total Expense</b>	<b>90,821.89</b>
<b>Net Cash Remaining</b>	<b>157,542.41</b>
<b>Net Cash</b>	<b>157,542.41</b>

Cash in bank	157,542.41
PY carryover	-153,959.19
CY principal pmts	+ 8,920.73
YTD net income	12,503.95

LGIP	100.73
FCB Checking	10,573.94
SNB Checking	12,392.30
FCB Money Mrkt	134,475.44
<b>Total</b>	<b>157,542.41</b>

**Crossroads Institute**  
**Financial Report FY19 : Budget vs. Actual**  
 July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget
<b>Ordinary Income/Expense</b>			
<b>Income</b>			
40000 · PY Carryover			
40000.3 · Youth Program/TAKY	1,462.39	1,462.39	0.00
40000.6 · Cash Balance	152,496.80	152,496.80	0.00
<b>Total 40000 · PY Carryover</b>	153,959.19	153,959.19	0.00
45000 · Investments			
45020 · Dividend, Interest (Securities)	11.95		
<b>Total 45000 · Investments</b>	11.95		
46400 · Other Types of Income			
46410 · Local Contribution	0.00	75,000.00	-75,000.00
46440 · Electricity Reimbursement	855.32	6,500.00	-5,644.68
46447 · Copier/Phone/Postage Reimbursed	853.25	3,000.00	-2,146.75
46465 · Conferences	0.00	3,750.00	-3,750.00
46470 · Concessions	20.50	2,000.00	-1,979.50
46477 · Seminar/Workshop/Testing Fees	212.00	1,000.00	-788.00
46485 · WCC Refurbishment Reimbursement	0.00	20,000.00	-20,000.00
46488 · Sign Reimbursement	0.00	2,000.00	-2,000.00
46490 · Other Reimbursement	75.00	1,500.00	-1,425.00
46495 · TCLI Tuition / Fees	0.00	1,000.00	-1,000.00
<b>Total 46400 · Other Types of Income</b>	2,016.07	115,750.00	-113,733.93
46420 · Unrestricted Capital Donations	300.00		
47500 · Rentals-Leased Space			
47500.1 · Rentals-Leased Space - WCC	49,148.62	297,080.97	-247,932.35
47500.2 · Tenant Leases	21,229.00	86,540.00	-65,311.00
47500.3 · Rentals-Leased Space - Results	20,375.00	122,250.00	-101,875.00
47510 · Facility Use Rental	1,324.47	6,000.00	-4,675.53
<b>Total 47500 · Rentals-Leased Space</b>	92,077.09	511,870.97	-419,793.88
<b>Total Income</b>	248,364.30	781,580.16	-533,215.86
<b>Expense</b>			
62200 · Utilities			
62210 · Network Operations	1,065.00	9,500.00	-8,435.00
62220 · Telephone, Telecommunications	480.54	3,000.00	-2,519.46
62230 · Garbage/Sewer/Water	1,015.00	7,900.00	-6,885.00
62240 · Electric	15,734.41	140,000.00	-124,265.59
62250 · Gas	281.85	3,000.00	-2,718.15
<b>Total 62200 · Utilities</b>	18,576.80	163,400.00	-144,823.20
62800 · Facilities and Equipment			
62815 · Capital Additions/Replacement	0.00	29,000.00	-29,000.00
62819 · WCC Refurbishment	0.00	20,000.00	-20,000.00
62820.1 · General Maintenance	6,360.31	24,000.00	-17,639.69
62822 · Insurance	3,483.00	15,500.00	-12,017.00
62835 · Serv Contract/Inspection	3,508.00	20,500.00	-16,992.00
62840.1 · Outside Maintenance	2,215.45	12,500.00	-10,284.55
62859 · Debt Service	24,338.18	146,029.08	-121,690.90
65048 · CBRE Lease Commissions	0.00	6,442.04	-6,442.04
<b>Total 62800 · Facilities and Equipment</b>	39,904.94	273,971.12	-234,066.18
63000 · Personnel	25,947.21	170,800.00	-144,852.79
63500 · Worker's Comp	676.00	3,000.00	-2,324.00

**Crossroads Institute**  
**Financial Report FY19 : Budget vs. Actual**  
 July through August 2018

	Jul - Aug 18	Budget	\$ Over Budget
<b>65000 · Operations</b>			
65010 · Marketing/Ads	141.25	1,000.00	-858.75
65015 · Licenses/Dues	0.00	200.00	-200.00
<b>65035.1 · Office Expense/Postage</b>			
65033 · IT Equipment Lease	247.98	3,240.00	-2,992.02
65040 · Office Supplies/Postage	1,348.36	5,000.00	-3,651.64
65041 · Copier Lease/Copies	776.08	5,500.00	-4,723.92
65042 · Bank Fees	15.00		
<b>Total 65035.1 · Office Expense/Postage</b>	<b>2,387.42</b>	<b>13,740.00</b>	<b>-11,352.58</b>
65045 · Professional Fees	1,000.00	10,500.00	-9,500.00
65050.1 · Custodial Equipment & Supplies	1,740.79	16,000.00	-14,259.21
65055 · Travel	0.00	250.00	-250.00
65065 · Website Develop. & Maintenance	149.98	800.00	-650.02
65071 · Staff Training	0.00	300.00	-300.00
65076 · Seminar/Workshop Expenses	0.00	500.00	-500.00
<b>Total 65000 · Operations</b>	<b>5,419.44</b>	<b>43,290.00</b>	<b>-37,870.56</b>
<b>65100 · Grants/Conferences/other</b>			
65090 · Youth Prog./TAKY	0.00	1,462.39	-1,462.39
65150 · Conferences	297.50	6,000.00	-5,702.50
65175 · TCLI	0.00	1,000.00	-1,000.00
<b>Total 65100 · Grants/Conferences/other</b>	<b>297.50</b>	<b>8,462.39</b>	<b>-8,164.89</b>
<b>Total Expense</b>	<b>90,821.89</b>	<b>662,923.51</b>	<b>-572,101.62</b>
<b>Net Ordinary Income</b>	<b>157,542.41</b>	<b>118,656.65</b>	<b>38,885.76</b>
<b>Net Income</b>	<b>157,542.41</b>	<b>118,656.65</b>	<b>38,885.76</b>

3:15 PM

09/11/18

Accrual Basis

**Crossroads Institute**  
**Vendor Disbursements**  
 July through August 2018

Type	Date	Num	Name	Amount
<b>Blue Ridge Crossroads Economic Dev</b>				
Check	08/22/2018	4286	Blue Ridge Crossroads Economic ...	-141.25
Total Blue Ridge Crossroads Economic Dev				-141.25
<b>AEP</b>				
Check	07/11/2018	4241	AEP	-7,876.10
Check	08/07/2018	4266	AEP	-7,858.31
Total AEP				-15,734.41
<b>Clark Gas</b>				
Check	07/11/2018	4245	Clark Gas	-281.85
Total Clark Gas				-281.85
<b>Cummins Atlantic</b>				
Check	07/23/2018	4263	Cummins Atlantic	-781.25
Total Cummins Atlantic				-781.25
<b>E&amp;L Diamond</b>				
Check	07/11/2018	4247	E&L Diamond	-1,765.00
Check	08/07/2018	4268	E&L Diamond	-1,158.35
Total E&L Diamond				-2,923.35
<b>EEIS</b>				
Check	07/11/2018	4251	EEIS	-105.00
Total EEIS				-105.00
<b>Ferguson Enterprises Inc. #5</b>				
Check	08/07/2018	4271	Ferguson Enterprises Inc. #5	-457.09
Total Ferguson Enterprises Inc. #5				-457.09
<b>Fire Equip</b>				
Check	07/11/2018	4252	Fire Equip	-2,121.75
Total Fire Equip				-2,121.75
<b>Fire Technologies Inc</b>				
Check	08/07/2018	4274	Fire Technologies Inc	-500.00
Total Fire Technologies Inc				-500.00
<b>First Citizens Bank</b>				
Check	07/23/2018	4259	First Citizens Bank	-4,159.00
Check	08/22/2018	4284	First Citizens Bank	-205.35
Total First Citizens Bank				-4,364.35
<b>Galax City</b>				
Check	07/11/2018	4243	Galax City	-615.00
Check	07/11/2018	4256	Galax City	-12,802.15
Check	08/22/2018	4287	Galax City	-13,145.06
Total Galax City				-26,562.21
<b>General Sales</b>				
Check	07/11/2018	4249	General Sales	-782.22
Check	08/22/2018	4282	General Sales	-875.65
Total General Sales				-1,657.87
<b>Grayson County PSA</b>				
Check	07/11/2018	4244	Grayson County PSA	-400.00
Total Grayson County PSA				-400.00

**Crossroads Institute**  
**Vendor Disbursements**  
 July through August 2018

Type	Date	Num	Name	Amount
<b>Great America Financial Services</b>				
Check	07/23/2018	4257	Great America Financial Services	-199.00
Check	08/07/2018	4276	Great America Financial Services	-199.00
Total Great America Financial Services				-398.00
<b>Jane L. Patton, CPA, LLC</b>				
Check	07/23/2018	4262	Jane L. Patton, CPA, LLC	-500.00
Check	08/22/2018	4285	Jane L. Patton, CPA, LLC	-500.00
Total Jane L. Patton, CPA, LLC				-1,000.00
<b>Johnson Controls</b>				
Check	08/07/2018	4269	Johnson Controls	-604.00
Total Johnson Controls				-604.00
<b>LEAF</b>				
Check	07/11/2018	4254	LEAF	-99.00
Check	08/22/2018	4279	LEAF	-99.00
Total LEAF				-198.00
<b>Lineberry's Lawn Care &amp; Landscaping, LLC</b>				
Check	07/11/2018	4246	Lineberry's Lawn Care & Landscap...	-1,010.00
Check	08/07/2018	4273	Lineberry's Lawn Care & Landscap...	-1,040.00
Total Lineberry's Lawn Care & Landscaping, LLC				-2,050.00
<b>Lingo (MGW) Networks</b>				
Check	07/11/2018	4242	Lingo (MGW) Networks	-934.25
Check	08/07/2018	4267	Lingo (MGW) Networks	-1,009.25
Check	08/22/2018	4278	Lingo (MGW) Networks	-748.70
Total Lingo (MGW) Networks				-2,692.20
<b>Lowes</b>				
Check	07/23/2018	4260	Lowes	-363.23
Check	08/22/2018	4283	Lowes	-187.32
Total Lowes				-550.55
<b>Merritt Supply, Inc.</b>				
Check	07/11/2018	4248	Merritt Supply, Inc.	-98.15
Check	08/07/2018	4270	Merritt Supply, Inc.	-37.75
Total Merritt Supply, Inc.				-135.90
<b>Prof Rental</b>				
Check	07/11/2018	4250	Prof Rental	-10.80
Check	08/07/2018	4275	Prof Rental	-10.80
Total Prof Rental				-21.60
<b>Robert J Young Company</b>				
Check	07/11/2018	4255	Robert J Young Company	-97.33
Check	08/07/2018	4277	Robert J Young Company	-82.75
Total Robert J Young Company				-180.08
<b>Skyline National Bank</b>				
Check	07/23/2018	4264	Skyline National Bank	-1,610.45
Check	07/23/2018	4265	Skyline National Bank	-345.64
Check	08/22/2018	4288	Skyline National Bank	-1,610.45
Check	08/22/2018	4289	Skyline National Bank	-345.64
Total Skyline National Bank				-3,912.18
<b>SmartSign</b>				
Check	08/22/2018	4280	SmartSign	-149.23
Total SmartSign				-149.23

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Accrual Basis

**Crossroads Institute**  
**Vendor Disbursements**  
July through August 2018

Type	Date	Num	Name	Amount
<b>Squealers</b>				
Check	07/23/2018	4258	Squealers	-477.50
Total Squealers				-477.50
<b>USDA Rural Development</b>				
Check	07/19/2018	7/19/18	USDA Rural Development	-10,213.00
Check	08/19/2018	8/19/18	USDA Rural Development	-10,213.00
Total USDA Rural Development				-20,426.00
<b>Virginia Air Distributors, Inc.</b>				
Check	07/23/2018	4261	Virginia Air Distributors, Inc.	-1,561.00
Check	08/07/2018	4272	Virginia Air Distributors, Inc.	-130.00
Total Virginia Air Distributors, Inc.				-1,691.00
<b>Walmart</b>				
Check	08/22/2018	4281	Walmart	-176.57
Total Walmart				-176.57
<b>Wytheville Office Supply</b>				
Check	07/11/2018	4253	Wytheville Office Supply	-113.70
Total Wytheville Office Supply				-113.70
<b>No name</b>				
Check	07/31/2018			-7.50
Check	08/31/2018			-7.50
Total no name				-15.00
<b>TOTAL</b>				<b>-90,821.89</b>





**Crossroads Institute**  
**Financial Report FY19 : Budget vs. Actual**  
**July through August 2018**

	Jul - Aug 18	Budget	\$ Over Budget
<b>65000 · Operations</b>			
65010 · Marketing/Ads	141.25	1,000.00	-858.75
65015 · Licenses/Dues	0.00	200.00	-200.00
<b>65035.1 · Office Expense/Postage</b>			
65033 · IT Equipment Lease	247.98	3,240.00	-2,992.02
65040 · Office Supplies/Postage	1,348.36	5,000.00	-3,651.64
65041 · Copier Lease/Copies	776.08	5,500.00	-4,723.92
65042 · Bank Fees	15.00		
<b>Total 65035.1 · Office Expense/Postage</b>	<b>2,387.42</b>	<b>13,740.00</b>	<b>-11,352.58</b>
65045 · Professional Fees	1,000.00	10,500.00	-9,500.00
65050.1 · Custodial Equipment & Supplies	1,740.79	16,000.00	-14,259.21
65055 · Travel	0.00	250.00	-250.00
65065 · Website Develop. & Maintenance	149.98	800.00	-650.02
65071 · Staff Training	0.00	300.00	-300.00
65076 · Seminar/Workshop Expenses	0.00	500.00	-500.00
<b>Total 65000 · Operations</b>	<b>5,419.44</b>	<b>43,290.00</b>	<b>-37,870.56</b>
<b>65100 · Grants/Conferences/other</b>			
65090 · Youth Prog./TAKY	0.00	1,462.39	-1,462.39
65150 · Conferences	297.50	6,000.00	-5,702.50
65175 · TCLI	0.00	1,000.00	-1,000.00
<b>Total 65100 · Grants/Conferences/other</b>	<b>297.50</b>	<b>8,462.39</b>	<b>-8,164.89</b>
<b>Total Expense</b>	<b>90,821.89</b>	<b>662,923.51</b>	<b>-572,101.62</b>
<b>Net Ordinary Income</b>	<b>157,542.41</b>	<b>118,656.65</b>	<b>38,885.76</b>
<b>Net Income</b>	<b>157,542.41</b>	<b>118,656.65</b>	<b>38,885.76</b>

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 Accrual Basis

## Crossroads Institute Vendor Disbursements July through August 2018

Type	Date	Num	Name	Amount
<b>Blue Ridge Crossroads Economic Dev</b>				
Check	08/22/2018	4286	Blue Ridge Crossroads Economic ...	-141.25
Total Blue Ridge Crossroads Economic Dev				-141.25
<b>AEP</b>				
Check	07/11/2018	4241	AEP	-7,876.10
Check	08/07/2018	4266	AEP	-7,858.31
Total AEP				-15,734.41
<b>Clark Gas</b>				
Check	07/11/2018	4245	Clark Gas	-281.85
Total Clark Gas				-281.85
<b>Cummins Atlantic</b>				
Check	07/23/2018	4263	Cummins Atlantic	-781.25
Total Cummins Atlantic				-781.25
<b>E&amp;L Diamond</b>				
Check	07/11/2018	4247	E&L Diamond	-1,765.00
Check	08/07/2018	4268	E&L Diamond	-1,158.35
Total E&L Diamond				-2,923.35
<b>EEIS</b>				
Check	07/11/2018	4251	EEIS	-105.00
Total EEIS				-105.00
<b>Ferguson Enterprises Inc. #5</b>				
Check	08/07/2018	4271	Ferguson Enterprises Inc. #5	-457.09
Total Ferguson Enterprises Inc. #5				-457.09
<b>Fire Equip</b>				
Check	07/11/2018	4252	Fire Equip	-2,121.75
Total Fire Equip				-2,121.75
<b>Fire Technologies Inc</b>				
Check	08/07/2018	4274	Fire Technologies Inc	-500.00
Total Fire Technologies Inc				-500.00
<b>First Citizens Bank</b>				
Check	07/23/2018	4259	First Citizens Bank	-4,159.00
Check	08/22/2018	4284	First Citizens Bank	-205.35
Total First Citizens Bank				-4,364.35
<b>Galax City</b>				
Check	07/11/2018	4243	Galax City	-615.00
Check	07/11/2018	4256	Galax City	-12,802.15
Check	08/22/2018	4287	Galax City	-13,145.06
Total Galax City				-26,562.21
<b>General Sales</b>				
Check	07/11/2018	4249	General Sales	-782.22
Check	08/22/2018	4282	General Sales	-875.65
Total General Sales				-1,657.87
<b>Grayson County PSA</b>				
Check	07/11/2018	4244	Grayson County PSA	-400.00
Total Grayson County PSA				-400.00

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Accrual Basis

**Crossroads Institute**  
**Vendor Disbursements**  
**July through August 2018**

Type	Date	Num	Name	Amount
<b>Great America Financial Services</b>				
Check	07/23/2018	4257	Great America Financial Services	-199.00
Check	08/07/2018	4276	Great America Financial Services	-199.00
Total Great America Financial Services				-398.00
<b>Jane L. Patton, CPA, LLC</b>				
Check	07/23/2018	4262	Jane L. Patton, CPA, LLC	-500.00
Check	08/22/2018	4285	Jane L. Patton, CPA, LLC	-500.00
Total Jane L. Patton, CPA, LLC				-1,000.00
<b>Johnson Controls</b>				
Check	08/07/2018	4269	Johnson Controls	-604.00
Total Johnson Controls				-604.00
<b>LEAF</b>				
Check	07/11/2018	4254	LEAF	-99.00
Check	08/22/2018	4279	LEAF	-99.00
Total LEAF				-198.00
<b>Lineberry's Lawn Care &amp; Landscaping, LLC</b>				
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Check	08/31/2018			-7.50
Total no name				-15.00
<b>TOTAL</b>				<b>-90,821.89</b>