



Crezia Tano, Project Manager  
Office of Economic and Workforce Development  
1 Dr. Carlton B. Goodlett Place – City Hall, Room 448  
San Francisco, CA 94102

**RE: Benchmarks Reference for Fiscal Years 10/11- 12/13**

Dear Ms. Tano:

Unfortunately, these details were not incorporated into our annual reports. We hope that the following information supplies you with the necessary details for these specific benchmarks.

Year	Benchmark	Amount	Funding Expenditure
2010/11	Carryover funds	\$222,018	2011/12 – 42% used for DISI projects, events and granting program; 22% used for PROW projects; 36% left for contingency reserve
2011/12	Carryover funds	\$160,000	2012/13 – 75% used for PROW projects/events; 10% for DISI projects; 15% for Administration/staff
2012/13	Carryover funds	(\$39,050) - deficit	Deficit; No carry forward due to previous years expenditures towards carry forwards and addition of new administration expense category (new staff)
2013/14	Carryover funds	(\$137,385) - deficit	Deficit

Additionally, according to our annual financial review, we missed a benchmark for 2011/12, the 5% of actual revenue to be derived from sources beyond assessments. The CBD fell short by 3% as they were in a transitional period with a new and sole staff member, the Exec. Director who was diligently working to acquire funds outside of assessment revenues, but missed the mark for this year. As well, the CBD has recorded in its financial reports for 2012/13 that the 5% requirement fell short by .4%. However, for this fiscal year the CBD was at hard work fundraising. A grant application was submitted in late 2012 whereby the organization received an award letter from the Mayor’s Office of Housing and Community Development Programs for a ‘Community Development Block’ grant for \$80,000 in early June 2013. The approved awarded funds for this grant were not received for the years in review.

Please let us know if we can supply further information regarding benchmarks for these years.

Sincerely,

Susie McKinnon  
Interim Executive Director