



**MEETING AGENDA – Tuesday, November 14<sup>th</sup>, 2023 1:30 PM**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**CO:LAB Pensacola, 418 W Garden St, Pensacola, FL**

- |  |                       |
|--|-----------------------|
| <b>1. Call to Order</b>  | <b>David Bear</b>     |
| <b>2. Public Notice (10.23.23)</b>                                     | <b>Melissa Stoker</b> |
| <b>3. Roll Call</b>  | <b>Melissa Stoker</b> |
| <b>4. Public Comment</b>   | <b>David Bear</b>     |
| <b>5. Action Items</b>   | <b>David Bear</b>     |
| a. Approval of November 14 <sup>th</sup> Board Meeting Agenda          |                       |
| b. Approval of September 19 <sup>th</sup> , 2023 Board Meeting Minutes |                       |
| c. Approval of October 2023 Financials                                 |                       |
| d. Approval of Financial Policies                                      |                       |
| <b>6. Program Updates</b>  | <b>Brian Hilson</b>   |
| a. Funding Solutions Capital Investment Campaign                       |                       |
| b. Floridian Partners/Flagler Strategies Contract Update               |                       |
| c. Project Updates   |                       |
| i. Project Laser   |                       |
| ii. Project Crescent   |                       |
| iii. Project Dawn  |                       |
| iv. Project Kiku   |                       |
| v. Tech Park   |                       |
| vi. OLF8   |                       |
| vii. The Bluffs  |                       |
| d. Investor Updates  |                       |
| <b>7. Other Business</b>   |                       |
| a. Reminder:   |                       |
| i. Updated Board Member Information Cards                              |                       |
| ii. Confidentiality Agreement Renewal                                  |                       |
| iii. Conflict of Interest Renewal                                      |                       |
| <b>8. Adjourn</b>  |                       |

**Fiscal Year Meeting Schedule**

- 12.12.23 - Audit Presentation – Funding Solutions Presentation of Phase 1
- 1.23.24
- 2.27.24
- 3.26.24
- 4.23.24
- 5.28.24
- 6.25.24
- 7.23.24
- 8.27.24
- 9.24.24



**MEETING MINUTES– Tuesday, September 19th 2023 1:30 PM**  
**FloridaWest Economic Development Alliance – Board of Director’s Meeting**  
**CO:LAB Pensacola, 418 W Garden St, Pensacola, FL**

1. **Call to Order:** President Rick Byars called the meeting to order at 1:34 pm.
2. **Publicly Notice:** Melissa Stoker confirmed public notice was made on 8.14.23.
3. **Role Call:** Melissa Stoker called the following role.
  - Rick Byars
  - David Bear
  - Ryan Tilley
  - Olevia McNally
  - Matt Davis
  - Charletha Powell
  - Don Palmer
  - Investors:
  - Chris Plaeger
  - Doug Bert
  - Rick Johnson
  - Dave Murzin
  - Staff: Brian Hilson, Melissa Stoker, Danita Andrews, Patrick Rooney, Jeff Rogers
  - Public: Alex Smith, Kent Vancil
4. **Public Comment:** Rick Byars requested public comment. There were none. Rick shared his appreciation for the opportunity to serve as this is his last board meeting as President.
5. **Action Items** **Rick Byars**
  - a. Approval of September 19<sup>th</sup>, 2023 Board Meeting Agenda
    - David Bear motioned to approve.
    - Charletha Powell seconded.
    - Approved unanimously.
  - b. Consent Approval of Meeting Minutes
    - i. August 22, 2023 FloridaWest Board Meeting Minutes
    - ii. September 8, 2023 Executive Committee Meeting Minutes
    - David Bear motioned to approve.
    - Matt Davis seconded.
    - Approved unanimously.
  - c. Approval of August 2023 Financials
    - Olevia McNally motioned to approve.
    - Don Palmer seconded.
    - Approved unanimously.
  - d. Approval of FY 23-24 Budget
    - Charletha Powell motioned to approve.
    - Don Palmer seconded.
    - Approved unanimously.
  - e. Approval of Bylaws Revision: Jessica Scholl provided an update on the edits made. Additional edits for Section 6.1 will be presented at next month’s meeting.
    - Don Palmer motioned to approve.
    - Ryan Tilley seconded.
    - Approved unanimously.

- f. Approval of FY 23-24 Meeting Schedule - 4<sup>th</sup> Tuesday at 1:30 pm  
David Bear motioned to approve.  
Charletha Powell seconded.  
Approved unanimously.
- g. Board Member Attendance Review  
No Board Action Required.
- h. Appointment to PEDC: Donnie McMahon's Appointment Expires 9/30/23  
David Bear motioned to approve Erica Grancagnolo to the PEDC Board for a two-year term expiring September 2025.  
Charletha Powell seconded.  
Approved unanimously.
- i. Annual Nominations
- i. Executive Committee:
- President: David Bear
  - Vice President: Ryan Tilley
  - Secretary: Charletha Powell
  - Treasurer: Olevia McNally
- Matt Davis motioned to approve.  
Don Palmer seconded.  
Approved unanimously.
- ii. Finance Committee (At least 3 Total):
- Treasurer is Chair of this Committee (Olevia McNally)
  - Ryan Tilley
  - Don Palmer
- David Bear motioned to approve.  
Matt Davis seconded.  
Approved unanimously.
- iii. Nominating Committee (3-5 Total):
- Rick Byars
  - Dr. Charletha Powell
  - Jim Waite
- Olevia McNally motioned to approve.  
Don Palmer seconded.  
Approved unanimously.
- iv. Policy Board
- PSC:
    - Dr. Meadows Ex-Officio
    - Dr. Kirk Bradley
  - FloridaWest EDA Board Appointment Needed:
    - Rick Byars
  - FloridaWest EDA 2-5 Private Sector Appointments Needed:
    - Currently Serving:
      - Larry Strain
      - Gerry Goldstein
    - Additional Interested Parties:
      - Dr. Charletha Powell
      - Felicia Wynne
      - Veronique Zayas
  - SBDC: Kelly Massey
  - UWF: Dr. Jaromy Kuhl

**Patrick Rooney**

- IHMC: Ryan Tilley

David Bear motioned to approve.

Don Palmer seconded.

Approved unanimously.

v. Ad-Hoc Committees (At least one board member working with staff):

- Audit:
  - Treasurer to Chair
  - Dr. Ed Meadows

Charletha Powell motioned to approve.

Matt Davis seconded.

Approved unanimously.

6. **CEO Report:** Brian Hilson provided a project update. He shared a proposed path forward regarding the Tech Park as well as plans for a FloridaWest newsletter. Please send potential newsletter content to [pr@floridawesteda.com](mailto:pr@floridawesteda.com). Brian also extended the invitation for the upcoming FGNW workforce luncheon to the board. A committee for developing our legislative strategy was recommended.

7. **Old Business**

a. County/City Budget Hearings:

- i. City of Pensacola: Funding Request Application Submitted 3/3/23
  - First Budget Public Hearing: September 6<sup>th</sup> at 5:30 pm
  - Final Budget Public Hearing: September 13<sup>th</sup> at 5:30 pm
- ii. Escambia County: Funding Request Application Submitted 3/31/23
  - First Budget Public Hearing: September 11<sup>th</sup> at 5:00 pm
  - Second Budget Public Hearing: September 25<sup>th</sup> at 5:00 pm

8. **New Business: Legal council will come back to next month's meeting with proposed edits to all three below listed items.**

- a. Updated Board Member Information Cards
- b. Confidentiality Agreement Renewal
- c. Conflict of Interest Renewal

9. **Adjourn:** President Rick Byars adjourned the meeting at 2:37 pm.

**Fiscal Year Meeting Schedule**

4<sup>th</sup> Tuesday of Each Month at 1:30 pm

Respectfully Submitted By:

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Ryan Tilley, Secretary-Treasurer  
FloridaWest Economic Development Alliance

**FloridaWest Economic Development Alliance**  
**Profit & Loss Budget Performance YTD**  
**October 2023**

	Oct 2023			
	Oct 23 Actual	Annual Budget	over Budget	% of Budget
<b>Revenue</b>				
4000 Membership Dues	\$ 40,000.00	\$ 200,000.00	\$ (160,000.00)	20.00%
4200 Investor Membership Dues	\$ 10,000.00	\$ 90,000.00	\$ (80,000.00)	11.11%
4410 Non-Dues Income	\$ -	\$ 5,400.00	\$ (5,400.00)	0.00%
4420 Government Income	\$ -	\$ 150,000.00	\$ (150,000.00)	0.00%
4430 PEDC	\$ 168,750.00	\$ 675,000.00	\$ (506,250.00)	25.00%
4500 CoLab Income	\$ 8,054.51	\$ 117,000.00	\$ (108,945.49)	6.88%
4512 Miscellaneous Income	\$ -	\$ 400.00	\$ (400.00)	0.00%
4513 CD Interest Income	\$ 4,817.06	\$ 4,500.00	\$ 317.06	107.05%
4520 New Revenue	\$ -	\$ 327,850.00	\$ (327,850.00)	0.00%
Unapplied Cash Payment Income	\$ (1,136.83)		\$ (1,136.83)	
<b>Total Revenue</b>	<b>\$ 230,484.74</b>	<b>\$ 1,570,150.00</b>	<b>\$ (1,339,665.26)</b>	<b>14.68%</b>
<b>Gross Profit</b>	<b>\$ 230,484.74</b>	<b>\$ 1,570,150.00</b>	<b>\$ (1,339,665.26)</b>	<b>14.68%</b>
<b>Expenditures</b>				
5005 Bank & Credit Card Fees	\$ -	\$ 650.00	\$ (650.00)	0.00%
5060 Marketing, Adv & Promo/Investor	\$ -	\$ 18,000.00	\$ (18,000.00)	0.00%
5060a Marketing - Website	\$ 317.40	\$ 18,000.00	\$ (17,682.60)	1.76%
5060b Business Development	\$ 95.00	\$ 12,000.00	\$ (11,905.00)	0.79%
5060c Prospect Development	\$ -	\$ 24,000.00	\$ (24,000.00)	0.00%
5060d Consulting	\$ 35,000.00	\$ 212,000.00	\$ (177,000.00)	16.51% <b>1</b>
5060e Tradeshows	\$ (150.00)	\$ 6,000.00	\$ (6,150.00)	-2.50% <b>2</b>
5559 Workforce Marketing	\$ -	\$ 12,000.00	\$ (12,000.00)	0.00%
5680 Cyber/High Growth Companies	\$ 224.00	\$ 18,000.00	\$ (17,776.00)	1.24%
<b>Total 5060 Marketing, Adv &amp; Promo/Investor</b>	<b>\$ 35,486.40</b>	<b>\$ 320,000.00</b>	<b>\$ (284,513.60)</b>	<b>11.09%</b>
5066 Database/Research	\$ -	\$ 20,000.00	\$ (20,000.00)	0.00%
5100 Audit Expense	\$ 4,400.00	\$ 30,800.00	\$ (26,400.00)	14.29% <b>3</b>
5105 Legal Fees	\$ 2,040.00	\$ 20,000.00	\$ (17,960.00)	10.20%
5120 Auto Travel	\$ 240.00	\$ 10,000.00	\$ (9,760.00)	2.40%
5140 Business Travel	\$ 982.25	\$ 35,000.00	\$ (34,017.75)	2.81%
5200 Dues & Subscriptions	\$ -	\$ 12,500.00	\$ (12,500.00)	0.00%
5310 Insur-D&O/Liab/Umbrella/EPLI	\$ -	\$ 8,000.00	\$ (8,000.00)	0.00%
5410 Maint & Repair- Computers	\$ -	\$ 24,000.00	\$ (24,000.00)	0.00%
5440 Meeting Expense	\$ 41.61	\$ 3,000.00	\$ (2,958.39)	1.39%
5500 CoLab Expenses	\$ 4,079.69	\$ 117,000.00	\$ (112,920.31)	3.49%
5600 Miscellaneous Expense	\$ -	\$ 350.00	\$ (350.00)	0.00%
5610 Postage	\$ -	\$ 600.00	\$ (600.00)	0.00%
57000 Employee Wages & Benefits	\$ 56,181.23	\$ 770,000.00	\$ (713,818.77)	7.30%
5800 Supplies	\$ -	\$ 2,750.00	\$ (2,750.00)	0.00%
5915 Telephone	\$ -	\$ 4,000.00	\$ (4,000.00)	0.00%
5925 Cell Phones	\$ -	\$ 7,000.00	\$ (7,000.00)	0.00%
5954 Copier Expense	\$ 8.60	\$ 500.00	\$ (491.40)	1.72%
5980 Rent Expense	\$ 4,306.89	\$ 55,000.00	\$ (50,693.11)	7.83%
6000 Professional Services			\$ -	
6000c Advocacy	\$ 5,000.00	\$ 60,000.00	\$ (55,000.00)	8.33%
6000d Marketing Consultant	\$ 5,750.00	\$ 69,000.00	\$ (63,250.00)	8.33%
<b>Total 6000 Professional Services</b>	<b>\$ 10,750.00</b>	<b>\$ 129,000.00</b>	<b>\$ (118,250.00)</b>	<b>8.33%</b>
<b>Total Expenditures</b>	<b>\$ 118,516.67</b>	<b>\$ 1,570,150.00</b>	<b>\$ (1,451,633.33)</b>	<b>7.55%</b>
<b>Net Revenue</b>	<b>\$ 111,968.07</b>	<b>\$ -</b>	<b>\$ 111,968.07</b>	

1. Funding Solutions Payment

2. Refund from a tradeshow not attended.

3. Audit Expenses

**FloridaWest Economic Development Alliance**  
**Statement of Financial Position**  
As of October 31, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
1000 Checking- Private Hancock -363	199,211.17
1010 Checking - Public Hancock- 355	280,493.83
1020 Money Market - HW	100,565.22
<b>Total Bank Accounts</b>	<b>\$ 580,270.22</b>
<b>Accounts Receivable</b>	
11000 Accounts Receivable	2,604.75
<b>Total Accounts Receivable</b>	<b>\$ 2,604.75</b>
<b>Other Current Assets</b>	
1300 Prepaid Rent	23,827.50
<b>Total Other Current Assets</b>	<b>\$ 23,827.50</b>
<b>Total Current Assets</b>	<b>\$ 606,702.47</b>
<b>Fixed Assets</b>	
1600 Furniture and Fixtures	43,931.73
1650 Computers	27,092.11
1700 Accum Depreciation Computers	-22,660.31
1701 Accum Depreciation Furn & Fix	-30,033.41
<b>Total Fixed Assets</b>	<b>\$ 18,330.12</b>
<b>Other Assets</b>	
1800 Security Deposit	1,000.00
<b>Total Other Assets</b>	<b>\$ 1,000.00</b>
<b>TOTAL ASSETS</b>	<b>\$ 626,032.59</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
2300 Other Payables	29,462.00
2350 Christmas Club Payable	3,600.00
<b>Total 2300 Other Payables</b>	<b>\$ 33,062.00</b>
2400 Payroll Liabilities	31,986.00
<b>Total Other Current Liabilities</b>	<b>\$ 65,048.00</b>
<b>Total Current Liabilities</b>	<b>\$ 65,048.00</b>
<b>Total Liabilities</b>	<b>\$ 65,048.00</b>
<b>Equity</b>	
3200 Unrestricted Net Assets	449,016.52
Net Revenue	111,968.07
<b>Total Equity</b>	<b>\$ 560,984.59</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 626,032.59</b>

**FloridaWest Economic Development Alliance**  
**Statement of Activity by Class**  
October 2023

	Private	Public	TOTAL
<b>Revenue</b>			
4000 Membership Dues	\$ 40,000.00	\$ -	\$ 40,000.00
4200 Investor Membership Dues	\$ 10,000.00	\$ -	\$ 10,000.00
4430 PEDC	\$ -	\$ 168,750.00	\$ 168,750.00
Total 4500 CoLab Income	\$ 8,054.51	\$ -	\$ 8,054.51
Total 4513 CD Interest Income	\$ 4,817.06	\$ -	\$ 4,817.06
Unapplied Cash Payment Income	\$ (1,136.83)	\$ -	\$ (1,136.83)
<b>Total Revenue</b>	<b>\$ 61,734.74</b>	<b>\$ 168,750.00</b>	<b>\$ 230,484.74</b>
<b>Gross Profit</b>	<b>\$ 61,734.74</b>	<b>\$ 168,750.00</b>	<b>\$ 230,484.74</b>
<b>Expenditures</b>			
5060 Marketing, Adv & Promo/Investor			\$ -
5060a Marketing - Website	\$ -	\$ 317.40	\$ 317.40
5060b Business Development	\$ 95.00	\$ -	\$ 95.00
5060d Consulting	\$ 35,000.00	\$ -	\$ 35,000.00
5060e Tradeshows	\$ (150.00)	\$ -	\$ (150.00)
5680 Cyber/High Growth Companies	\$ -	\$ 224.00	\$ 224.00
Total 5060 Marketing, Adv & Promo/Investor	\$ 34,945.00	\$ 541.40	\$ 35,486.40
Total 5100 Audit Expense	\$ -	\$ 4,400.00	\$ 4,400.00
5105 Legal Fees	\$ -	\$ 2,040.00	\$ 2,040.00
5120 Auto Travel	\$ -	\$ 240.00	\$ 240.00
Total 5140 Business Travel	\$ 982.25	\$ -	\$ 982.25
Total 5440 Meeting Expense	\$ 41.61	\$ -	\$ 41.61
Total 5500 CoLab Expenses	\$ 164.10	\$ 3,915.59	\$ 4,079.69
Total 57000 Employee Wages & Benefits	\$ -	\$ 56,181.23	\$ 56,181.23
5954 Copier Expense	\$ -	\$ 8.60	\$ 8.60
Total 5980 Rent Expense	\$ -	\$ 4,306.89	\$ 4,306.89
6000 Professional Services			\$ -
6000c Advocacy	\$ 5,000.00	\$ -	\$ 5,000.00
6000d Marketing Consultant	\$ -	\$ 5,750.00	\$ 5,750.00
Total 6000 Professional Services	\$ 5,000.00	\$ 5,750.00	\$ 10,750.00
<b>Total Expenditures</b>	<b>\$ 41,132.96</b>	<b>\$ 77,383.71</b>	<b>\$ 118,516.67</b>
<b>Net Operating Revenue</b>	<b>\$ 20,601.78</b>	<b>\$ 91,366.29</b>	<b>\$ 111,968.07</b>
<b>Net Revenue</b>	<b>\$ 20,601.78</b>	<b>\$ 91,366.29</b>	<b>\$ 111,968.07</b>

Summary of Comments on A91ythgtd\_1uvsg7g\_h3s.tmp  
This page contains no comments

10/17/2023 6:34:33 PM

## Compare Results

Old File: <b>CEDA Finance Policies - Rev. May 19, 2015.pdf</b> 14 pages (141 KB) 2/18/2016 2:36:29 PM	versus	New File: <b>CEDA Finance Policies Draft 10.17.23.pdf</b> 15 pages (344 KB) 10/17/2023 6:33:44 PM
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<b>Total Changes</b>	<b>Content</b>	<b>Styling and Annotations</b>
<b>550</b>	<b>172</b> Replacements <b>49</b> Insertions <b>19</b> Deletions	<b>310</b> Styling <b>0</b> Annotations

[Go to First Change \(page 1\)](#)



**TAX STATUS:** For the purpose of state and local taxation, the Community Economic Development Association of Pensacola and Escambia County, Inc., referred to in this document as Florida West Economic Development Alliance is designated as a non-profit Section 501(c)(6) organization.

**FISCAL YEAR:** The organization's fiscal year is October 1<sup>st</sup> through September 30<sup>th</sup>.

**SUBJECT:** Accounting Method

**POLICY:** Florida West Economic Development Alliance uses cash-basis accounting. The cash-basis accounting method recognizes revenues when the cash is received and expenses when payment has been made.

**SUBJECT:** Bank Reconciliations

**POLICY:** Monthly bank statements are reconciled within ten days receiving the statement through the mail or online. It is the responsibility of the Bookkeeper to reconcile all bank statements.

☞ The individual that reconciles the statements cannot be a check signer.

**SUBJECT:** Bid Requirements

**POLICY:** All professional service contracts, regardless of duration, are subject to an annual review for quality, compliance, and competitive pricing. In the event any or all of the above benchmarks are determined to be inadequate, other competitive bids will be sought.

The following expenditures require a minimum of two bids when possible:

- Capital Purchases – bids required for all capital expenditures exceeding \$0,000
- Purchases – single purchases exceeding \$10,000
- Professional Services – professional services, including but not limited to: banking institutions, advertising agencies, and insurance providers

The decision to approve vendor bidding on various businesses with Florida West Economic Development Alliance will be made jointly by the CEO and Board President.

**SUBJECT:** Bonding of Employees

**POLICY:** It is the policy of Florida West Economic Development Alliance to bond all employees involved in the financial functions of Florida West Economic Development Alliance

**SUBJECT:** Budget

**POLICY:** An operating budget will be produced by the CEO with input from appropriate staff responsible for expense line items. This budget will be approved during or prior to the September meeting of the Board of Directors for the next fiscal year. This approval will authorize the CEO to approve all expenses reflected in the budget with the exception of CEO's travel and reimbursement requests. It will be used to track expenditures monthly to the Board of Directors for approval. From the public budget, the only allowable expenditures are rent, staff compensation, insurance, technology, marketing, consultants, legal, accounting, and other professional services. All other expenditures are private unless

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "May 15, 2015"  
[New]: "Enter Date When Done"

Font-color changed.  
Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "Florida West Economic Development Alliance, referred to in this document by its legal name, the Community Economic Development Association of Pensacola and Escambia County, Inc. ("CEDA") is designated as a non-profit 501(c) 6"  
[New]: "the Community Economic Development Association of Pensacola and Escambia County, Inc., referred to in this document as Florida West Economic Development Alliance is designated as a non-profit Section 501(c)(6)"

Font-color changed.  
Text Attributes Changed  
Font-color changed.

Text Attributes Changed  
Font-color changed.

Graphic Element Attributes Changed

Image Inserted

Text Attributes Changed  
Font-color changed.

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "Community"  
[New]: "FloridaWest"

Font-color changed.  
Text Replaced  
[Old]: "Association of Pensacola and Escambia County, Inc. ("CEDA") will use"  
[New]: "Alliance use"

Font-color changed.  
Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "fourteen"  
[New]: "ten"

Font-color changed.

Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

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The following expenditures require a minimum of two bids when possible:

- Capital purchases - bids required for all capital expenditures exceeding \$75,000
- Purchases - single purchases exceeding \$10,000
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Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "Director of Finance"  
[New]: "Bookkeeper"

Font-color changed.

Text Replaced  
[Old]: "mail."  
[New]: "mail or online."

Font-color changed.

Text Attributes Changed

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Text Deleted

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Font-color changed.

Text Replaced

[Old]: "bids."  
[New]: "bids when possible."

Font-color changed.

Text Attributes Changed

Font-color changed.

Text Replaced

[Old]: "\$5,000"  
[New]: "\$10,000"

Font-color changed.

Text Attributes Changed

Font-color changed.

Text Replaced

[Old]: "\$5,000"  
[New]: "\$10,000"

Font-color changed.

Text Attributes Changed

Font-color changed.

Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

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- Purchases – single purchases exceeding \$10,000
- Professional services – professional services, including but not limited to: banking institutions, advertising agencies, and insurance providers

The decision to approve vendor bidding on various businesses with Florida West Economic Development Alliance will be made jointly by the CEO and Board President.

**SUBJECT:** Bonding of Employees

**POLICY:** It is the policy of Florida West Economic Development Alliance to bond all employees involved in the financial functions of Florida West Economic Development Alliance

**SUBJECT:** Budget

**POLICY:** An operating budget will be produced by the CEO with input from appropriate staff responsible for expense line items. This budget will be approved during or prior to the September meeting of the Board of Directors for the next fiscal year. This approval will authorize the CEO to approve all expenses reflected in the budget with the exception of CEO's travel and reimbursement requests. It will be used to track expenditures monthly to the Board of Directors for approval. From the public budget, the only allowable expenditures are rent, staff compensation, insurance, technology, marketing, consultants, legal, accounting, and other professional services. All other expenditures are private unless

Text Attributes Changed  
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Text Replaced  
[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

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Text Attributes Changed  
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Text Replaced  
[Old]: "CEO Board Treasurer, and the designated CFO."  
[New]: "CEO and Board President."

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Text Attributes Changed  
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Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

Font-color changed.

Text Inserted  
Florida West Economic Development Alliance SUBJECT: Budget"

Text Inserted  
"POLICY: An operating budget will be produced by the CEO with input from appropriate staff responsible for expense line items."

Text Inserted  
"This budget will be approved during or prior to the September meeting of the Board of Directors for the next fiscal year. This approval will authorize the CEO to approve all expenses reflected in the budget with the exception of CEO's travel and reimbursement requests. It will be used to track expenditures monthly to the Board of Directors for approval."

Text Inserted  
From the public budget, the only allowable expenditures are rent, staff compensation, insurance, technology, marketing, consultants, legal, accounting, and other professional services. All other expenditures are private unless"

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There is executive committee approval to spend allowable expenses from the public account. Any interest income earned from public dollar investments are to be spent on public dollar approved expenditures and cannot be used for private expenses.

Text Attributes Changed  
Font-color changed.  
Text Replaced  
[Old]: "May 19, 2015"  
[New]: "Enter Date When Done"

**SUBJECT:** Public vs Private Income

Florida West Economic Development Alliance receives funding from public and private entities. Private entities are those that are owned by individuals, corporations, or public utilities. All other entities are considered public.

Font-color changed.  
Text Replaced  
[Old]: "the CEDA"  
[New]: "there is executive committee approval to spend allowable expenses from the public account. Any interest income earned from public dollar investments are to be spent on public dollar approved expenditures and cannot be used for private expenses."

**SUBJECT:** Public vs Private Expenses

Public funds may not be used for the following:

- i. Payments for debts such as losses arising from uncollectible accounts, interest charges, and relate costs;
- ii. Payments for contingencies including contributions to a contingency reserve or any similar provisions for unforeseen events;
- iii. Contributions or donations unless otherwise expressly provided for in this Agreement;
- iv. Payments of entertainment or travel costs such as amusements, social activities, lodgings, rentals, transportation, and gratuities;
- v. Payments of fines or penalties, including but not limited to any amounts due to non-compliance with any federal, state, and local laws, regulations, or policies;
- vi. Payments for legislative lobbying or other political expenses, or any related expenses or contributions;
- vii. Payments of interest or other financial costs, including but not limited to interest on borrowings of any kind or representation, bond discounts, costs of financing and refinancing operations, legal or professional fees paid, or costs related to or in connection therewith.

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Text Replaced  
[Old]: "Budget POLICY: An operating budget will be produced by the assigned CFO with input from appropriate staff responsible for expense line items. This budget will be approved during or prior to"  
[New]: "Public vs Private Income POLICY: Florida West Economic Development Alliance receives funding from public and private entities. Private entities are those that are owned by individuals, corporations, or public utilities. All other entities are considered public. SUBJECT: Public vs Private Expenses"

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Bank Accounts  
Florida West Economic Development Alliance maintains separate bank accounts for private funds and public funds. Public income is deposited into the public bank account. Private income is deposited into the private bank account.

Text Inserted  
"POLICY: Public funds may not be used for the following: i. Payments for debts such as losses arising from uncollectible accounts, other claims, and relate costs; ii. Payments for contingencies including contributions to a contingency reserve or any similar provisions for unforeseen events; iii. Contributions or donations unless otherwise expressly provided for in this Agreement; iv. Payments of entertainment or travel costs such as amusements, social activities, or any direct or incidental costs relating thereto, including meals, beverages, lodgings, rentals, transportation, and gratuities; v. Payments of fines or penalties, including but not limited to any amounts due to non-compliance with any federal, state, and local laws, regulations, or policies; vi. Payments for legislative lobbying or other political expenses, or any related expenses or contributions; vii. Payments of interest or other financial costs, including but not limited to interest on borrowings of any kind or representation, bond discounts, costs of financing and refinancing operations, legal or professional fees paid, or costs related to or in connection therewith. SUBJECT: Bank Accounts POLICY: Florida West Economic Development Alliance maintains separate bank accounts for"  
Text Replaced  
[Old]: "the September meeting of the Board of Directors for the next fiscal year. This approval will authorize the CEO to approve all expenses reflected in the budget with the exception of CEO's travel and reimbursement requests. It will be used to track expenditures monthly to the Board of Directors for approval."  
[New]: "private funds and public funds. Public income is deposited into the public bank account. Private income is deposited into the private bank account."

**SUBJECT:** Bank Accounts

Florida West Economic Development Alliance maintains separate bank accounts for private funds and public funds. Public income is deposited into the public bank account. Private income is deposited into the private bank account.

Text Replaced  
[Old]: "the September meeting of the Board of Directors for the next fiscal year. This approval will authorize the CEO to approve all expenses reflected in the budget with the exception of CEO's travel and reimbursement requests. It will be used to track expenditures monthly to the Board of Directors for approval."  
[New]: "private funds and public funds. Public income is deposited into the public bank account. Private income is deposited into the private bank account."

**SUBJECT:** Capitalization Limit

Capitalization limit is the dollar figure under which an item is expensed in the period purchased and/or capitalized and depreciated within the period set by IRS guidelines. It is the policy of Florida West Economic Development Alliance to expense assets in the period purchased if these assets cost \$1,000 or less individually. Assets costing in excess of \$1,000 individually will be capitalized and depreciated in accordance with IRS guidelines.

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Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

there is executive committee approval to spend allowable expenses from the public account. Any interest income earned from public dollar investments are to be spent on public dollar approved expenditures and cannot be used for private expenses.

**SUBJECT:** Public vs Private Income

**POLICY:** FloridaWest Economic Development Alliance receives funding from public and private entities. Private entities are those that are owned by individuals, corporations, or public utilities. All other entities are considered public.

**SUBJECT:** Public vs Private Expenses

**POLICY:** Public funds may not be used for the following:

- i. Payments for debts such as losses arising from uncollectible accounts, other claims, and relate costs;
- ii. Payments for contingencies including contributions to a contingency reserve or any similar provisions for unforeseen events;
- iii. Contributions or donations unless otherwise expressly provided for in this Agreement;
- iv. Payments of entertainment or travel costs such as amusements, social activities, lodgings, rentals, transportation, and gratuities;
- v. Payments of fines or penalties, including but not limited to any amounts due to non-compliance with any federal, state, and local laws, regulations or policies;
- vi. Payments for legislative lobbying or other political expenses, or any related expenses or contributions;
- vii. Payments of interest or other financial costs, including but not limited to interest on borrowings of any kind or representation, bond discounts, costs of financing and refinancing operations, legal or professional fees paid, or costs related to or in connection therewith.

**SUBJECT:** Bank Accounts

**POLICY:** FloridaWest Economic Development Alliance maintains separate bank accounts for private funds and public funds. Public income is deposited into the public bank account. Private income is deposited into the private bank account.

**SUBJECT:** Capitalization Limit

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Text Attributes Changed

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Text Replaced

[Old]: "the CEDA"

[New]: "FloridaWest Economic Development Alliance"

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Text inserted

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**SUBJECT:** Chart of Accounts

**POLICY:** FloridaWest Economic Development Alliance maintains a chart of accounts. All employees involved with accounting coding responsibilities and budgetary responsibilities will be issued a chart of accounts. This chart is updated by the contracted bookkeeper. The current charts of accounts for FloridaWest Economic Development Alliance and each of its subsidiaries are included as an addendum to this document.

**SUBJECT:** Contract Signing Authority & Financial Obligation Authority

**POLICY:** It is the policy of FloridaWest Economic Development Alliance to grant authority to sign contracts, or create other financial obligations, to the CEO or his designee, as long as the financial implications of the contract are included in FloridaWest Economic Development Alliance budget. If the budget does not reflect the financial obligations of the contract, Board of Director pre-approval is required.

**SUBJECT:** Check Signing Authority

**POLICY:** To adhere to internal control and segregation of duties, the rules followed by FloridaWest Economic Development Alliance for signature of checks are:

- Persons who reconcile bank statements are not the check signers.
- Checks that are at or under \$10,000 require one signature.
- Checks that are over \$10,000 require two signatures.

It is the policy of FloridaWest Economic Development Alliance to give check signing authority to the following persons:

- Board President
- Vice President
- Secretary
- Treasurer
- CEO
- Director of Operations

**SUBJECT:** Cash and Check Receipts

**POLICY:** Incoming checks made out to FloridaWest Economic Development Alliance are to be stamped with the restricted endorsement as follows:

FOR DEPOSIT ONLY FLORIDAWEST  
ECONOMIC DEVELOPMENT ALLIANCE  
BANK NAME ACCOUNT NUMBER

**SUBJECT:** Checks are endorsed and deposited within 48 hours of receipt.

**SUBJECT:** Audited Financial Statements Distribution

**POLICY:** It is a requirement that FloridaWest Economic Development Alliance have a financial audit

Text Inserted  
Florida West Economic Development Alliance Finance Policies Revised: Enter Date When Done

Text Attributes Changed  
Font-color changed

Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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Text Attributes Changed  
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Text Replaced  
[Old]: "Finance Department."  
[New]: "contracted bookkeeper."

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Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

Font-color changed

Text Attributes Changed  
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Text Replaced  
[Old]: "SUBJECT: Contract Signing Authority POLICY: It is the policy of the CEDA to grant authority to sign contracts to the CEO or his designee as long as the financial implications of the contract are included in the CEDA's budget. If the budget does not reflect the financial obligations of the contract, Board of Directors approval is required before authority to sign the contract granted."  
[New]: "Checks are endorsed and deposited within 48 hours of receipt. SUBJECT: Audited Financial Statements Distribution POLICY: It is a requirement that FloridaWest Economic Development Alliance have a financial audit SUBJECT: Contract Signing Authority & Financial Obligation Authority POLICY: It is the policy of FloridaWest Economic Development Alliance to grant authority to sign contracts, or create other financial obligations, to the CEO or his designee, as long as the financial implications of the contract are included in FloridaWest Economic Development Alliance budget. If the budget does not reflect the financial obligations of the contract, Board of Director pre-approval is required."

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Text Attributes Changed  
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Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

Font-color changed.

Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

**SUBJECT:** Chart of Accounts

**POLICY:** FloridaWest Economic Development Alliance maintains a chart of accounts. All employees involved with accounting coding responsibilities and budgetary responsibilities will be issued a chart of accounts. This chart is updated by the contracted bookkeeper. The current charts of accounts for FloridaWest Economic Development Alliance and each of its subsidiaries are included as an addendum to this document.

**SUBJECT:** Contract Signing Authority & Financial Obligation Authority

**POLICY:** It is the policy of FloridaWest Economic Development Alliance to grant authority to sign contracts, or create other financial obligations, to the CEO or his designee, as long as the financial implications of the contract are reviewed in FloridaWest Economic Development Alliance budget. If the budget does not reflect the financial obligations of the contract, Board of Director pre-approval is required.

**SUBJECT:** Check Signing Authority

**POLICY:** To adhere to internal control and segregation of duties, the rules followed by FloridaWest Economic Development Alliance for signature of checks are:

- Persons who reconcile bank statements are not the check signers.
- Checks that are at or under \$10,000 require one signature.
- Checks that are over \$10,000 require two signatures.

It is the policy of FloridaWest Economic Development Alliance to give check signing authority to the following persons:

- Board President
- Vice President
- Secretary
- Treasurer
- CEO
- Director of Operations

**SUBJECT:** Cash and Check Receipts

**POLICY:** Incoming checks made out to FloridaWest Economic Development Alliance are to be stamped with the restricted endorsement as follows:

FOR DEPOSIT ONLY FLORIDAWEST  
ECONOMIC DEVELOPMENT ALLIANCE  
BANK NAME ACCOUNT NUMBER

**SUBJECT:** Audited Financial Statements Distribution

**POLICY:** It is a requirement that FloridaWest Economic Development Alliance have a financial audit

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "that prepare checks cannot be check signers." Persons that reconcile bank statements are not the check signers. It is the policy of the CEDA.  
[New]: "who reconcile bank statements are not the check signers." Checks that are at or under \$10,000 require one signature. • Checks that are over \$10,000 require two signatures. It is the policy of FloridaWest Economic Development Alliance"

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Text Attributes Changed  
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Text Deleted  
"CEO"

Text Attributes Changed  
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Text Inserted  
"Board"

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Text Inserted  
"Secretary"

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Text Inserted  
"CEO"

Text Replaced  
[Old]: "Checks that are under \$5,000 require one signature usually the CEO. Checks that are over \$5,000 require two signatures and one of those to be the President or the Vice President of the Treasurer. SUBJECT: Cash and Check Receipts POLICY: Incoming checks made out to the CEDA are stamped with the restricted endorsement as follows: FOR DEPOSIT ONLY FLORIDAWEST ECONOMIC DEVELOPMENT ALLIANCE BANK NAME ACCOUNT NUMBER"  
[New]: "• Director of Operations SUBJECT: Cash and Check Receipts POLICY: Incoming checks made out to FloridaWest Economic Development Alliance are to be stamped with the restricted endorsement as follows: FOR DEPOSIT ONLY FLORIDAWEST ECONOMIC DEVELOPMENT ALLIANCE BANK NAME ACCOUNT NUMBER"

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Text Replaced  
[Old]: "3"  
[New]: "3"

Font-color changed.

Checks are endorsed and deposited within 48 hours of receipt

performed by an independent accounting firm once a year. The CEO will distribute the audited financial statements to the Board of Directors and to other organizations entitled to receive a copy by contractual agreement. The decision to publish and/or distribute the statements or otherwise make them available to the membership will be made by the Board of Directors.

Text Attributes Changed  
Font-color changed.  
Text Replaced  
[Old]: "May 19, 2015"  
[New]: "Enter Date When Done"

**SUBJECT:** Contracting CPA Firms

Font-color changed.

**POLICY:** It is the policy of Florida West Economic Development Alliance to contract with the CPA firm selected to audit Florida West Economic Development Alliance for a period not to exceed three years with extensions as permissible per the bylaws.

Text Replaced  
[Old]: "Checks are endorsed in the Finance Department and deposited within 48 hours of receiving in the Finance Department. SUBJECT: Audited Financial Statements Distribution POLICY: It is a requirement that the CEDA have a financial audit performed by an independent accounting firm once a year. The distribution policy of the audited financial statements is for the CEO to distribute to the Board of Directors and to other organizations entitled to receive a copy by contractual agreement. The decision to publish and/or distribute the audited financial statements to the Board of Directors and to other organizations entitled to receive a copy by contractual agreement. The decision to publish and/or distribute"

At the end of the contract, Florida West Economic Development Alliance Treasurer, with the assistance of the staff, will write a request for proposal to CPA firms specializing in auditing non-profit organizations. Once the proposals are reviewed, a recommendation to the Board of Directors should be made for final selection.

**SUBJECT:** Loans to Employees

Font-color changed.

**POLICY:** It is the policy of Florida West Economic Development Alliance to prohibit loans to employees under all circumstances. Also disallowed are payroll advances, including paid time off -based pay.

Text Attributes Changed  
Font-color changed.

**SUBJECT:** Purchase Orders

Text Replaced  
[Old]: "The distribution of the audited statements to individuals or organizations not entitled by contractual agreement is left to the discretion of the CEO. SUBJECT: Contracting CPA Firms POLICY: It is the policy of the CEDA"  
[New]: "SUBJECT: Contracting CPA Firms POLICY: It is the policy of Florida West Economic Development Alliance"

**POLICY:** It is the policy of Florida West Economic Development Alliance to use a purchase order system. Authorized purchase orders are required for all obligations of goods and services. Florida West Economic Development Alliance uses a non-numbered spreadsheet template for purchase orders. They are filled out by the receiving individual, approved by the department head, and filed for audit.

Font "TimesNewRomanPSMT" changed to "TimesNewRomanPS-BoldMT".

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**SUBJECT:** Blanket Purchases

The staff person requesting a purchase must complete a purchase order form and have it authorized by department staff and CEO.

Text Attributes Changed  
Font-color changed.

**SUBJECT:** Single Purchases

Single purchases of over \$10,000 must have accompanying bids/quotes when possible, and be approved by the CEO. In the CEO's absence, the Board President or the Treasurer may approve the purchase.

Text Replaced  
[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

Font-color changed.

**SUBJECT:** Volunteer Services

Blanket purchases are not allowed.  
Volunteers are not allowed to obligate Florida West Economic Development Alliance for any purchases or services.

Text Attributes Changed  
Font-color changed.

**SUBJECT:** Records Retention & Destruction

Image Inserted

**POLICY:** It is the policy of Florida West Economic Development Alliance to retain records as required by law and to destroy them when appropriate. It is the responsibility of the bookkeeper to maintain a detailed retention schedule and at the end of each fiscal year, destroy the records that can be destroyed according to IRS and Florida Statutes Chapter 119 guidelines.

Text Replaced  
[Old]: "years. At the end of the three year term, the CEDA's"  
[New]: "years with extensions as permissible per the bylaws. At the end of the contract, Florida West Economic Development Alliance"

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The following include files that must be stored for the minimum time required by law:

- General Ledger Journals
- Chart of Accounts
- CPA Audited Financial Statements

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Comments from page 4 continued on next page



Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

performed by an independent accounting firm once a year. The CEO will distribute the audited financial statements to the Board of Directors and to other organizations entitled to receive a copy by contractual agreement. The decision to publish and/or distribute the statements or otherwise make them available to the membership will be made by the Board of Directors.

**SUBJECT:** Contracting CPA Firms

**POLICY:** It is the policy of Florida West Economic Development Alliance to contract with the CPA firm selected to audit Florida West Economic Development Alliance for a period not to exceed three years with extensions as permissible per the bylaws.

At the end of the contract, Florida West Economic Development Alliance treasurer, with the assistance of the staff, will write a request for proposal to CPA firms specializing in auditing non-profit organizations. Once the proposals are reviewed, a recommendation to the Board of Directors should be made by final selection.

**SUBJECT:** Loans to Employees

**POLICY:** It is the policy of Florida West Economic Development Alliance to prohibit loans to employees under all circumstances. Also disallowed are payroll advances, including paid time off - based pay.

**SUBJECT:** Purchase Orders

**POLICY:** It is the policy of Florida West Economic Development Alliance to use a purchase order system. Authorized purchase orders are required for all obligations of goods and services. Florida West Economic Development Alliance uses a non-reimbursed spreadsheet template for purchase orders. They are filled out by the receiving individual, approved by the department head, and filed for audit.

The staff person requesting a purchase must complete a purchase order form and have it authorized by department staff and CEO.

Single purchases of over \$10,000 must have accompanying bids/quotes when possible and be approved by the CEO. In the CEO's absence, the Board President or the Treasurer may approve the purchase.

Blanket purchases are not allowed.

Volunteers are not allowed to obligate Florida West Economic Development Alliance for any purchases or services.

**SUBJECT:** Records Retention & Destruction

**POLICY:** It is the policy of Florida West Economic Development Alliance to retain records as required by law and to destroy them when appropriate. It is the responsibility of the bookkeeper to maintain a detailed retention schedule and at the end of each fiscal year, destroy the records that can be destroyed according to IRS and Florida Statutes Chapter 119 guidelines.

The following include files that must be stored for the minimum time required by law:

- General Ledger Journals
- Chart of Accounts
- CPA Audited Financial Statements

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Text Replaced  
[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

Font-color changed.

Text Deleted  
"FOR DEPOSIT ONLY CEDA BANK NAME ACCOUNT NUMBER"

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3"

Text Deleted  
"Florida West Economic Development Alliance Finance Policies Revised: May 19, 2015"

Text Attributes Changed  
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Text Deleted  
"Postage Log POLICY: It is the policy of the CEDA to maintain a postage log and charge the appropriate department function for actual postage used. Employees are prohibited from using the CEDA's postage meter for personal use unless prior approval by a supervisor under the condition that they reimburse the CEDA for the expense. SUBJECT: Purchase Orders POLICY: CURRENT POLICY STATES."

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Text Replaced  
[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

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Text Replaced  
[Old]: "CEDA"  
[New]: "Florida West Economic Development Alliance"

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Text Replaced  
[Old]: "Given to the Finance Department."  
[New]: "filed for audit."

performed by an independent accounting firm once a year. The CEO will distribute the audited financial statements to the Board of Directors and to other organizations entitled to receive a copy by contractual agreement. The decision to publish and/or distribute the statements or otherwise make them available to the membership will be made by the Board of Directors.

**SUBJECT:** Contracting CPA Firms

**POLICY:** It is the policy of Florida West Economic Development Alliance to contract with the CPA firm selected to audit Florida West Economic Development Alliance for a period not to exceed three years with extensions as permissible per the bylaws.

At the end of the contract, Florida West Economic Development Alliance Treasurer, with the assistance of the staff, will write a request for proposal to CPA firms specializing in auditing non-profit organizations. Once the proposals are reviewed, a recommendation to the Board of Directors should be made for final selection.

**SUBJECT:** Loans to Employees

**POLICY:** It is the policy of Florida West Economic Development Alliance to prohibit loans to employees under all circumstances. Also disallowed are payroll advances, including paid time off –based pay.

**SUBJECT:** Purchase Orders

**POLICY:** It is the policy of Florida West Economic Development Alliance to use a purchase order system. Authorized purchase orders are required for all obligations of goods and services. Florida West Economic Development Alliance uses a non-numbered spreadsheet template for purchase orders. They are filled out by the receiving individual, approved by the department head, and filed for audit.

The staff person requesting a purchase must complete a purchase order form and have it authorized by department staff and CEO.

Single purchases of over \$10,000 must have accompanying bids/quotes when possible and be approved by the CEO. In the CEO's absence, the Board President or the Treasurer may approve the purchase.

Blanket purchases are not allowed.

Volunteers are not allowed to obligate Florida West Economic Development Alliance for any purchases or services.

**SUBJECT:** Records Retention & Destruction

**POLICY:** It is the policy of Florida West Economic Development Alliance to retain records as required by law and to destroy them when appropriate. It is the responsibility of the bookkeeper to maintain a detailed retention schedule and at the end of each fiscal year, destroy the records that can be destroyed according to IRS and Florida Statutes Chapter 119 guidelines.

The following include files that must be stored for the minimum time required by law:

- General Ledger Journals
- Chart of Accounts
- CPA Audited Financial Statements

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Text Replaced  
[Old]: "bids"  
[New]: "bids/quotes when possible"

Text Replaced  
[Old]: "\$5,000"  
[New]: "\$10,000"

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "his absence, the"  
[New]: "the CEO's absence, the Board"

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Text Attributes Changed  
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Text Replaced  
[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

Text Deleted  
POLICY: It is the policy of the CEDA to retain records as required by law and to destroy them when appropriate. It is the responsibility of the Finance Department to maintain a detailed retention schedule and at the end of each fiscal year, destroy the records that can be destroyed according to IRS and Florida Statutes Chapter 119 guidelines. The following are permanent files that must be stored: • General Ledger Journals • Chart of Accounts • CPA Audited Financial Statements"

Text Inserted  
POLICY: It is the policy of Florida West Economic Development Alliance to retain records as required by law and to destroy them when appropriate. It is the responsibility of the bookkeeper to maintain a detailed retention schedule and at the end of each fiscal year, destroy the records that can be destroyed according to IRS and Florida Statutes Chapter 119 guidelines. The following include files that must be stored for the minimum time required by law:

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General Ledger Journals • Chart of Accounts • CPA Audited Financial Statements"

- Employee Personnel Records
- Meeting Minutes
- Legal Correspondence

Text Attributes Changed  
Font-color changed.  
Text Replaced  
[Old]: "May 19, 2015"  
[New]: "Enter Date When Done"

**SUBJECT:** Restricted Funds

**POLICY:** FloridaWest Economic Development Alliance will record and account for all restricted money separate from operational funds. Such restrictions can occur externally, by FloridaWest Economic Development Alliance accepting funds with specific restrictions, or internally through Board of Directors-approved restrictions placed on identifiable funds. These accounts shall include all funds designated regardless of amount. These funds will be used in accordance with those restrictions and guidelines.

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Text Attributes Changed  
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Text Attributes Changed  
Font-color changed.

**SUBJECT:** Income

**POLICY:** All income received is verified against accounts receivable and recorded to the appropriate line item. Excess income received is investigated and allocated to the correct line item, or returned.

Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

**SUBJECT:** Public Records Requests

**POLICY:** FloridaWest Economic Development Alliance will comply with the Florida Statutes Chapter 119, as it pertains to public records requests, to the extent applicable to FloridaWest Economic Development Alliance activities. It is the policy of FloridaWest Economic Development Alliance to charge \$ .50 cents per page for any requested copies of documents that qualify as a public record. If research is required to obtain the information requested, a fee of \$25 per hour will be assessed. FloridaWest Economic Development Alliance will provide the requestor an estimate amount subject to adjustment based upon actual research time and number of pages copied. FloridaWest Economic Development Alliance may also require payment in full prior to the surrender of any documents to a requestor.

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Text Attributes Changed  
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Text Replaced  
[Old]: "money separate from operational funds. Such restrictions can occur externally, by the CEDA"  
[New]: "The adoption of this policy is not intended to make FloridaWest Economic Development Alliance or FloridaWest Economic Development Alliance records subject to Chapter 119 on a global basis, but simply to acknowledge that FloridaWest Economic Development Alliance will comply with the law, as may from time to time be amended, and to establish charges for those requesting records on that basis. The person requesting the information may make arrangements to inspect public records at FloridaWest Economic Development Alliance as required by law. money separate from operational funds. Such restrictions can occur externally, by FloridaWest Economic Development Alliance"

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If FloridaWest Economic Development Alliance determines that Chapter 119 is not applicable to make the requested records a public record, it will still consider providing the records unless such provision would include providing confidential, proprietary, or other private business or other records. However, the decision about whether to provide requested records that would not be subject to Chapter 119 will be made on a case-by-case basis. If FloridaWest Economic Development Alliance elects to provide records that would not otherwise be required to be provided under Chapter 119, the same charges set forth in the preceding paragraph would apply to the research and duplication for such records as well.

Text Attributes Changed  
Font-color changed.  
Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "Revenues"  
[New]: "Income"

The adoption of this policy is not intended to make FloridaWest Economic Development Alliance or FloridaWest Economic Development Alliance records subject to Chapter 119 on a global basis, but simply to acknowledge that FloridaWest Economic Development Alliance will comply with the law, as may from time to time be amended, and to establish charges for those requesting records on that basis.

Font-color changed.  
Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "revenues received are"  
[New]: "income received is"

The person requesting the information may make arrangements to inspect public records at FloridaWest Economic Development Alliance as required by law.

Font-color changed.

Florida West Economic Development Alliance  
Finance Policies

Revised: Enter Date When Done

- Employee Personnel Records
- Meeting Minutes
- Legal Correspondence

**SUBJECT:** Restricted Funds

**POLICY:** FloridaWest Economic Development Alliance will record and account for all restricted money separate from operational funds. Such restrictions can occur externally, by FloridaWest Economic Development Alliance accepting funds with specific restrictions, or internally through Board of Directors-approved restrictions placed on identifiable funds. These accounts shall include all funds designated regardless of amount. These funds will be used in accordance with those restrictions and guidelines.

**SUBJECT:** Income

**POLICY:** All income received is verified against accounts receivable and recorded to the appropriate line item. Excess income received is investigated and allocated to the correct line item, or returned.

**SUBJECT:** Public Records Requests

**POLICY:** FloridaWest Economic Development Alliance will comply with the Florida Statutes Chapter 119, as it pertains to public records requests, to the extent applicable to FloridaWest Economic Development Alliance's activities. It is the policy of FloridaWest Economic Development Alliance to charge \$ .50 cents per page for any requested copies of documents that qualify as a public record. If research is required to obtain the information requested, a fee of \$25 per hour will be assessed. FloridaWest Economic Development Alliance will provide the requestor an estimate amount subject to adjustment based upon actual research time and number of pages copied. FloridaWest Economic Development Alliance may also require payment in full prior to the surrender of any documents to a requestor.

If FloridaWest Economic Development Alliance determines that Chapter 119 is not applicable to make the requested records a public record, it will still consider providing the records unless such provision would include providing confidential, proprietary, or other private business or other records. However, the decision about whether to provide requested records that would not be subject to Chapter 119 will be made on a case-by-case basis. If FloridaWest Economic Development Alliance elects to provide records that would not otherwise be required to be provided under Chapter 119, the same charges set forth in the preceding paragraph would apply to the research and duplication for such records as well.

The adoption of this policy is not intended to make FloridaWest Economic Development Alliance or FloridaWest Economic Development Alliance records subject to Chapter 119 on a global basis, but simply to acknowledge that FloridaWest Economic Development Alliance will comply with the law, as may from time to time be amended, and to establish charges for those requesting records on that basis.

The person requesting the information may make arrangements to inspect public records at FloridaWest Economic Development Alliance as required by law.

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "revenues received are"  
[New]: "income received is"

Font-color changed.

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

Font-color changed.

Text Replaced  
[Old]: "the CEDA's"  
[New]: "FloridaWest Economic Development Alliance's"

Font-color changed.

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "the CEDA to charge \$.15"  
[New]: "FloridaWest Economic Development Alliance to charge \$.50"

Font-color changed.

Text Attributes Changed  
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Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

Font-color changed.

Text Replaced  
[Old]: "\$15"  
[New]: "\$25"

Font-color changed.

Text Attributes Changed  
Font-color changed.

Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

- Employee Personnel Records
- Meeting Minutes
- Legal Correspondence

**SUBJECT:** Restricted Funds

**POLICY:** FloridaWest Economic Development Alliance will record and account for all restricted money separate from operational funds. Such restrictions can occur externally, by FloridaWest Economic Development Alliance accepting funds with specific restrictions, or internally through Board of Directors-approved restrictions placed on identifiable funds. These accounts shall include all funds designated regardless of amount. These funds will be used in accordance with those restrictions and guidelines.

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**SUBJECT:** Public Records Requests

**POLICY:** FloridaWest Economic Development Alliance will comply with the Florida Statutes Chapter 119, as it pertains to public records requests, to the extent applicable to FloridaWest Economic Development Alliance's activities. It is the policy of FloridaWest Economic Development Alliance to charge \$.50 cents per page for any requested copies of documents that qualify as a public record. If necessary, it is required to obtain the information requested, a fee of \$25 per hour will be assessed. FloridaWest Economic Development Alliance will provide the requester an estimate amount, subject to adjustment based upon actual research time and number of pages copied. FloridaWest Economic Development Alliance may also require payment in full prior to the surrender of any documents to a requestor.

If FloridaWest Economic Development Alliance determines that Chapter 119 is not applicable to make the requested records a public record, it will still consider providing the records unless such provision would include providing confidential, proprietary, or other private business or other records. However, the decision about whether to provide records that would not be subject to Chapter 119 will be made on a case-by-case basis. If FloridaWest Economic Development Alliance elects to provide records that would not otherwise be required to be provided under Chapter 119, the same charges set forth in the preceding paragraph would apply to the research and duplication for such records as well.

The adoption of this policy is not intended to make FloridaWest Economic Development Alliance or FloridaWest Economic Development Alliance's records subject to Chapter 119 on a global basis, but simply to acknowledge that FloridaWest Economic Development Alliance will comply with the law, as may from time to time be amended, and to establish charges for those requesting records on that basis.

The person requesting the information may make arrangements to inspect public records at FloridaWest Economic Development Alliance as required by law.

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Text Attributes Changed

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Text Replaced

[Old]: "the CEDA"

[New]: "FloridaWest Economic Development Alliance"

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Text Attributes Changed

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Text Attributes Changed

Font-color changed.

Text Replaced

[Old]: "the CEDA"

[New]: "FloridaWest Economic Development Alliance"

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Text Attributes Changed

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**SUBJECT:** Investments

Text Attributes Changed  
Font-color changed.

**POLICY:**

The investment policy applies to most investment activities of FloridaWest Economic Development Alliance. Exceptions are 401K funds, which are managed by an outside source. This policy is applicable to FloridaWest Economic Development Alliance Operating and Foundation Funds. Funds will remain in corporate interest-bearing checking accounts.

Text Replaced  
[Old]: "May 19, 2015"  
[New]: "Enter Date When Done"

Font-color changed.

Text Replaced

[Old]: "The adoption of this policy"  
[New]: "SUBJECT: Investments POLICY: The investment policy applies to most investment activities of FloridaWest Economic"

Text Replaced  
Font-color changed.

Font "TimesNewRomanPSMT" changed to "TimesNewRomanPS-BoldMT".

[Old]: "is not intended to make the CEDA or the CEDA's records subject to Chapter 119 on a global basis, but simply to acknowledge that the CEDA will comply with the law, and to establish charges for those requesting records on that basis. The person requesting the information may make arrangements to view the information at the CEDA by scheduling through the Finance Department. An hourly fee for supervised viewing may be assessed at a rate of \$15 per hour. SUBJECT: Investments POLICY: The investment policy applies to most investment activities of the CEDA. Exceptions are its employees' 401K funds, which are managed by an outside source. This policy is applicable to the CEDA"  
[New]: "SUBJECT: Audit Committee POLICY: The Audit Committee is appointed annually by the Board President of the Board. The Audit Committee will meet with the selected audit firm before audit engagement start date and again after audit completion, prior to board presentation. SUBJECT: Grants POLICY: FloridaWest Economic Development Alliance receives grants from various entities. The recording, invoicing, and reporting for all grants will be the responsibility of the CEO. Development Alliance. Exceptions are its employees' 401K funds, which are managed by an outside source. This policy is applicable to FloridaWest Economic Development Alliance"

Font "TimesNewRomanPSMT" changed to "TimesNewRomanPS-BoldMT".  
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Text Attributes Changed

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Font-color changed.

Text Replaced

[Old]: "the CEDA's"  
[New]: "FloridaWest Economic Development Alliance's"

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Image Inserted

Text Attributes Changed

Font-color changed.

Text Replaced

[Old]: "CEO and the Presidency/CEO"  
[New]: "Board President and CEO"

The objectives for FloridaWest Economic Development Alliance's cash reserves are to ensure the safety of investment principal, provide for liquidity, maximize investment income, and to segregate public funds from non-public funds to ensure that funds are utilized according to contractual agreements that may exist.

The Board President and CEO will be responsible for researching investment opportunities and proposing recommendations. The decision to invest cash in authorized investments will be presented to the Executive Committee.

The following are current limits of authorized securities for investment. Cash balances that exceed FDIC insurance must be secured by bank-pledged assets. Revisions to the list may be made by the CEO with Board approval. All securities shall be held until maturity. Maturity dates shall not exceed two years. FloridaWest Economic Development Alliance's intent is to purchase securities and hold them until maturity.

- Treasury Bills, Notes, and Bonds
- FDIC-insured or fully collateralized Certificates of Deposit.
- Full faith or general faith, and credit obligations of United States Government Agency Securities
- Repurchase agreements collateralized by U.S. Treasury or Agency Securities.
- Money Market funds placed with qualified local financial institutions that are members of the FloridaWest Economic Development Alliance.

Competitive rates, level of FloridaWest Economic Development Alliance support, services offered, and convenience will be factors considered by FloridaWest Economic Development Alliance in making depository and investment decisions, which will be reviewed annually by the Finance Committee.

**SUBJECT:** Year-End Closing Procedures

As part of the year-end book closing process, all accruals and deferrals required to bring the financial statements in compliance with Generally Accepted Accounting Principles in the U.S. will be made. All subsidiary ledgers will be balanced and reconciled to the general ledger. Allowance for uncertain accounts and pledges will be reviewed and adjusted. All in-kind donations will be recorded and inter-company transactions will be reconciled.

**SUBJECT:** Audit Committee

The Audit Committee is appointed annually by the Board President of the Board. The Audit Committee will meet with the selected audit firm before audit engagement start date and again after audit completion, prior to board presentation.

**SUBJECT:** Grants

FloridaWest Economic Development Alliance receives grants from various entities. The recording, invoicing, and reporting for all grants will be the responsibility of the CEO.

Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

**SUBJECT:** Investments

**POLICY:** The investment policy applies to most investment activities of FloridaWest Economic Development Alliance. Exceptions are its employees' 401K funds, which are managed by an outside source. This policy is applicable to FloridaWest Economic Development Alliance Operating and Foundation Funds. Funds will remain in corporate interest-bearing checking accounts.

The objectives for FloridaWest Economic Development Alliance's cash reserves are to ensure the safety of investment principal, provide for liquidity, maximize investment income, and to segregate public funds from non-public funds to ensure that funds are utilized according to contractual agreements that may exist.

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- FDIC-insured or fully collateralized Certificates of Deposit.
- Full faith or general faith, and credit obligations of United States Government Agency Securities
- Repurchase agreements collateralized by U.S. Treasury or Agency Securities.
- Money Market funds placed with qualified local financial institutions that are members of the FloridaWest Economic Development Alliance

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**SUBJECT:** Grants

**POLICY:** FloridaWest Economic Development Alliance receives grants from various entities. The recording, invoicing, and reporting for all grants will be the responsibility of the CEO.

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Text Replaced

[Old]: "is a current list"

[New]: "are current limits"

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Text Replaced

[Old]: "are"

[New]: "must be"

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Text Attributes Changed

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Text Replaced

[Old]: "CEO and/or President/CEO with the approval of Executive Committee. All securities are to"

[New]: "CEO with Board approval. All securities shall"

Font-color changed.

Text Replaced

[Old]: "one year. The CEDA's"

[New]: "two years. FloridaWest Economic Development Alliance's"

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Text Replaced

[Old]: "CEDA Competitive rates, level of CEDA"

[New]: "FloridaWest Economic Development Alliance Competitive rates, level of FloridaWest Economic Development Alliance"

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Text Replaced

[Old]: "the CEDA in making their"

[New]: "FloridaWest Economic Development Alliance in making"

Comments from page 6 continued on next page

**SUBJECT:** Investments

**POLICY:** The investment policy applies to most investment activities of FloridaWest Economic Development Alliance. Exceptions are its employees' 401K funds, which are managed by an outside source. This policy is applicable to FloridaWest Economic Development Alliance Operating and Foundation Funds. Funds will remain in corporate interest-bearing checking accounts.

The objectives for FloridaWest Economic Development Alliance's cash reserves are to ensure the safety of investment principal, provide for liquidity, maximize investment income, and to segregate public funds from non-public funds to ensure that funds are utilized according to contractual agreements that may exist.

The Board President and CEO will be responsible for researching investment opportunities and proposing recommendations. The decision to invest cash in authorized investments will be presented to the Executive Committee.

The following are current limits of authorized securities for investment. Cash balances that exceed FDIC insurance must be secured by bank-pledged assets. Revisions to the list may be made by the CEO with Board approval. All securities shall be held until maturity. Maturity dates shall not exceed two years. FloridaWest Economic Development Alliance's intent is to purchase securities and hold them until maturity.

- Treasury Bills, Notes, and Bonds
- FDIC-insured or fully collateralized Certificates of Deposit.
- Full faith or general faith, and credit obligations of United States Government Agency Securities
- Repurchase agreements collateralized by U.S. Treasury or Agency Securities.
- Money Market funds placed with qualified local financial institutions that are members of the FloridaWest Economic Development Alliance

Competitive rates, level of FloridaWest Economic Development Alliance support, services offered, and convenience will be factors considered by FloridaWest Economic Development Alliance in making depositary and investment decisions, which will be reviewed annually by the Finance Committee.

**SUBJECT:** Year-End Closing Procedures

**POLICY:** As part of the year-end book closing process, all accruals and deferrals required to bring the financial statements in compliance with Generally Accepted Accounting Principles in the U.S. will be made. All subsidiary ledgers will be balanced and reconciled to the general ledger. Allowance for uncertain accounts and pledges will be reviewed and adjusted. All in-kind donations will be recorded and inter-company transactions will be reconciled.

**SUBJECT:** Audit Committee

**POLICY:** The Audit Committee is appointed annually by the Board President of the Board. The Audit Committee will meet with the selected audit firm before audit engagement start date and again after audit completion, prior to board presentation.

**SUBJECT:** Grants

**POLICY:** FloridaWest Economic Development Alliance receives grants from various entities. The recording, invoicing, and reporting for all grants will be the responsibility of the CEO.

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Text Replaced

[Old]: "Executive"

[New]: "Finance"

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Text Attributes Changed

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Text Replaced

[Old]: "The following procedures will be adhered to. All accruals and deferrals needed"

[New]: "all accruals and deferrals required"

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Text Replaced

[Old]: "doubtful"

[New]: "uncertain"

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6



**SUBJECT:** Travel Expense Policy for Elected Officials

**POLICY:**

Florida West Economic Development Alliance undertakes various travel engagements as it pursues economic development opportunities for the greater Pensacola area and in the course of conducting its general business activities. Occasionally, Florida West Economic Development Alliance members and other individuals accompany Florida West Economic Development Alliance personnel during travel engagements to assist Florida West Economic Development Alliance in carrying out its purposes at Florida West Economic Development Alliance's expense. In order to avoid the appearance of either conflict of interest or political influence, however, it is Florida West Economic Development Alliance's policy to not reimburse or otherwise pay for the travel expenses of elected officials.

**SUBJECT:** Other Expenses for Governmental Officials

**POLICY:**

Florida West shall honor the restrictions and requirements identified in Chapter 12, Florida Statutes, as may be amended from time to time. Florida West Economic Development Alliance and its employees will not knowingly make any act which exceeds the reporting requirements for state or federal law, including as set forth in section 12.3748, Florida Statutes.

**SUBJECT:** Employee Expense and Travel Policy

**POLICY:**

I. General Policy

- a. All public dollars received by Florida West Economic Development Alliance are to be used responsibly and effectively; public dollars must be used for direct economic development business expenses as provided for herein and cannot be used for any business meal or entertainment expense.
- b. Florida West Economic Development Alliance believes that you should live comfortably when away from home on business; however, changes should be reasonable and supported with sufficient detail. Employees should experience neither financial gain nor loss associated with business expenses. Florida West Economic Development Alliance will reimburse staff members for adequately supported and approved expenses directly connected with performance of their duties. Reimbursements and allowances should relate to the necessary business expenses actually incurred by employees and should not be considered additional compensation. All travel requiring an overnight stay should be planned sufficiently in advance and pre-approved by the CEO. The Board President, Vice-President Secretary or Treasurer will approve the CEO's out-of-town travel.
- c. In general, the quality of travel, accommodations, entertainment and related expenses should be governed by what is necessary, reasonable, and appropriate to the business purpose involved. Florida West Economic Development Alliance does not require sacrifice on the part of its personnel where comfort and convenience are concerned nor does it permit superfluous spending. In this regard, exercise careful judgment in weighing the type of expenses and the costs incurred.
- d. Florida West Economic Development Alliance respects the personal integrity of each employee and conducts expense account affairs accordingly. The approving supervisor, as well as the spending employee is responsible for compliance with this Employee Business

Text Inserted  
Florida West Economic Development Alliance Finance Policies Revised: Enter Date When Done

Text Replaced  
[Old]: "SUBJECT: grants POLICY: The CEDA receives different grants from various entities. The recording, invoicing, and reporting for all grants will be centralized in the Finance Department, and will be the overall responsibility of the CFO. SUBJECT: Travel Expense Policy for Elected Officials POLICY: The CEDA"  
[New]: "SUBJECT: Travel Expense Policy for Elected Officials POLICY: Florida West Economic Development Alliance"

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Text Replaced

[Old]: "CEDA"  
[New]: "Florida West Economic Development Alliance"

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[Old]: "CEDA"  
[New]: "Florida West Economic Development Alliance"

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Text Replaced

[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

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[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance's"

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Florida West Economic Development Alliance  
Finance Policies  
Revised: Enter Date When Done

**SUBJECT:** Travel Expense Policy for Elected Officials

**POLICY:** FloridaWest Economic Development Alliance undertakes various travel engagements as it pursues economic development opportunities for the greater Pensacola area and in the course of conducting its general business activities. Occasionally, FloridaWest Economic Development Alliance members and other individuals accompany FloridaWest Economic Development Alliance personnel during travel engagements to assist FloridaWest Economic Development Alliance in carrying out its purposes at FloridaWest Economic Development Alliance's expense. In order to avoid the appearance of either conflict of interest or political influence, however, it is FloridaWest Economic Development Alliance's policy to not reimburse or otherwise pay for the travel expenses of elected officials.

**SUBJECT:** Other Expenses for Governmental Officials

**POLICY:** FloridaWest shall honor the restrictions and requirements identified in Chapter 112, Florida Statutes, as may be amended from time to time. FloridaWest Economic Development Alliance and its employees will not knowingly make any gift which exceeds the reporting requirements for state or federal law, including as set forth in section 112.3148, Florida Statutes.

**SUBJECT:** Employee Expense and Travel Policy

**POLICY:**

- I. General Policy<sup>6</sup>
  - a. All public dollars received by FloridaWest Economic Development Alliance are to be used responsibly and effectively; public dollars must be used for direct economic development business expenses as provided for herein and cannot be used for any business means or entertainment expense.
  - b. FloridaWest Economic Development Alliance believes that you should live comfortably when away from home on business; however, changes should be reasonable and supported with sufficient detail. Employees should experience neither financial gain nor loss associated with business expenses. FloridaWest Economic Development Alliance will reimburse staff members for adequately supported and approved expenses directly connected with performance of their duties. Reimbursements and allowances should relate to the necessary business expenses actually incurred by employees and should not be considered additional compensation. All travel requiring an overnight stay should be planned sufficiently in advance and pre-approved by the CEO. The Board President, Vice-President, Secretary or Treasurer will approve the CEO's out-of-town travel.
  - c. In general, the quality of travel, accommodations, entertainment and related expenses should be governed by what is necessary, reasonable, and appropriate to the business purpose involved. FloridaWest Economic Development Alliance does not require sacrifice on the part of its personnel where comfort and convenience are concerned nor does it permit superfluous spending. In this regard, exercise careful judgment in weighing the type of expenses and the costs incurred.
  - d. FloridaWest Economic Development Alliance respects the personal integrity of each employee and conducts expense account affairs accordingly. The approving supervisor, as well as the spending employee is responsible for compliance with this Employee Business

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any improper"  
Text Replaced  
[Old]: "the CEDA's"  
[New]: "FloridaWest Economic Development Alliance's"  
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"SUBJECT: Other Expenses for Governmental Officials POLICY: FloridaWest shall honor the restrictions and requirements identified in Chapter 112, Florida Statutes, as may be amended from time to time. FloridaWest Economic Development Alliance and its employees will not knowingly make any gift which exceeds the reporting requirements for state or federal law, including as set forth in section 112.3148, Florida Statutes."  
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"City and County"  
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[Old]: "CEDA"  
[New]: "FloridaWest Economic Development Alliance"  
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Text Attributes Changed  
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Text Deleted  
"as provided for herein"  
Text Attributes Changed  
Font-color changed.  
Text Deleted  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"  
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Comments from page 7 continued on next page

**SUBJECT:** Travel Expense Policy for Elected Officials

**POLICY:** FloridaWest Economic Development Alliance undertakes various travel engagements as it pursues economic development opportunities for the greater Pensacola area and in the course of conducting its general business activities. Occasionally, FloridaWest Economic Development Alliance members and other individuals accompany FloridaWest Economic Development Alliance personnel during travel engagements to assist FloridaWest Economic Development Alliance in carrying out its purposes at FloridaWest Economic Development Alliance's expense. In order to avoid the appearance of either conflict of interest or political influence, however, it is FloridaWest Economic Development Alliance's policy to not reimburse or otherwise pay for the travel expenses of elected officials.

**SUBJECT:** Other Expenses for Governmental Officials

**POLICY:** FloridaWest shall honor the restrictions and requirements identified in Chapter 112, Florida Statutes, as may be amended from time to time. FloridaWest Economic Development Alliance and its employees will not knowingly make any gift which exceeds the gifting requirements for state or federal law, including as set forth in section 112.3148, Florida Statutes.

**SUBJECT:** Employee Expense and Travel Policy

**POLICY:**

I. General Policy

- a. All public dollars received by FloridaWest Economic Development Alliance are to be used responsibly and effectively; public dollars must be used for direct economic development business expenses as provided for herein and cannot be used for any business meals or entertainment expense.
- b. FloridaWest Economic Development Alliance believes that you should live comfortably when away from home on business; however, changes should be responsible and supported with sufficient detail. Employees should experience no net financial gain or loss associated with business expenses. FloridaWest Economic Development Alliance will reimburse staff members for adequately supported and approved expenses directly connected with performance of their duties. Reimbursements and allowances should relate to the necessary business expenses actually incurred by employees and should not be considered additional compensation. All travel requiring an overnight stay should be planned sufficiently in advance and pre-approved by the CEO. The Board President, Vice-President, Secretary or Treasurer will approve the CEO's out-of-town travel.
- c. In general, the quality of travel, accommodations, entertainment and related expenses should be governed by what is necessary, reasonable and appropriate to the business purpose involved. FloridaWest Economic Development Alliance does not require sacrifice on the part of its personnel whose comfort and convenience are concerned nor does it permit superfluous spending. In this regard, exercise careful judgment in weighing the type of expenses and the costs incurred.
- d. FloridaWest Economic Development Alliance respects the personal integrity of each employee and conducts expense account affairs accordingly. The approving supervisor, as well as the spending employee is responsible for compliance with this Employee Business

Text Attributes Changed  
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Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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Text Replaced  
[Old]: "should be approved"  
[New]: "pre-approved"

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Text Inserted  
"Board"

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"Secretary"

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Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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Text Deleted  
"the spending employee is responsible for compliance with this Employee Business"

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"as well"

Comments from page 7 continued on next page

**SUBJECT:** Travel Expense Policy for Elected Officials

**POLICY:** FloridaWest Economic Development Alliance undertakes various travel engagements as it pursues economic development opportunities for the greater Pensacola area and in the course of conducting its general business activities. Occasionally, FloridaWest Economic Development Alliance members and other individuals accompany FloridaWest Economic Development Alliance personnel during travel engagements to assist FloridaWest Economic Development Alliance in carrying out its purposes at FloridaWest Economic Development Alliance's expense. In order to avoid the appearance of either conflict of interest or political influence, however, it is FloridaWest Economic Development Alliance's policy to not reimburse or otherwise pay for the travel expenses of elected officials.

**SUBJECT:** Other Expenses for Governmental Officials

**POLICY:** FloridaWest shall honor the restrictions and requirements identified in Chapter 112, Florida Statutes, as may be amended from time to time. FloridaWest Economic Development Alliance and its employees will not knowingly make any gift which exceeds the reporting requirements for state or federal law, including as set forth in sections 112.3148, Florida Statutes.

**SUBJECT:** Employee Expense and Travel Policy

**POLICY:**

- I. General Policy<sup>2</sup>
  - a. All public dollars received by FloridaWest Economic Development Alliance are to be used responsibly and effectively; public dollars must be used for direct economic development business expenses as provided for herein and cannot be used for any business meals or entertainment expense.
  - b. FloridaWest Economic Development Alliance believes that you should live comfortably when away from home on business; however, changes should be reasonable and supported with sufficient detail. Employees should experience neither financial gain nor loss associated with business expenses. FloridaWest Economic Development Alliance will reimburse staff members for adequately supported and approved expenses directly connected with performance of their duties. Reimbursements and allowances should relate to the necessary business expenses actually incurred by employees and should not be considered additional compensation. All travel requiring an overnight stay should be planned sufficiently in advance and pre-approved by the CEO. The Board President, Vice-President Secretary or Treasurer will approve the CEO's out-of-town travel.
  - c. In general, the quality of travel, accommodations, entertainment and related expenses should be governed by what is necessary, reasonable, and appropriate to the business purpose involved. FloridaWest Economic Development Alliance does not require sacrifice on the part of its personnel where comfort and convenience are concerned nor does it permit superfluous spending. In this regard, exercise careful judgment in weighing the type of expenses and the costs incurred.
  - d. FloridaWest Economic Development Alliance respects the personal integrity of each employee and conducts expense account affairs accordingly. The approving supervisors as well as the spending employee is responsible for compliance with this Employee Business

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well as the spending employee is responsible for compliance with this Employee Business\*

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[Old]: "6"  
[New]: "7"

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Expenditures and Travel Policy as well as the accurate representation and documentation of expenses on employee expense reports.

~~The travel authorization form should be completed, providing documentation of the estimated cost, business purpose and itinerary. In general any single entertainment expense reported to exceed \$500 should be pre-approved by the CEO. The Board President, Vice-President, Secretary or Treasurer will pre-approve the CEO's designated entertainment expenses in excess of \$500.~~

f. Florida West Economic Development Alliance employees are expected to:

- i. Exercise good judgment with respect to expense
  - ii. Spend Florida West Economic Development Alliance money as carefully and judiciously as they would their own.
  - iii. Check the accuracy of bills and other documents before paying or accepting them.
  - iv. Report all expenses and advances promptly and accurately with the required documentation.
  - v. Within thirty days of completion of a business trip, claim reimbursement of necessary and reasonable expenses only.
- g. Expenses that must be reported on an expense report include:
- i. Travel, meals and lodging
  - ii. Automobile expenses
  - iii. Entertainment
  - iv. Florida West Economic Development Alliance related meetings
  - v. Conference, seminar and educational activities, including fees
  - vi. Any expenditure using Florida West Economic Development Alliance credit card
  - vii. Miscellaneous employee business expenses
  - viii. Other anticipated expenses not specifically mentioned above must be approved in advance.

## II. Reporting and Documentation

- a. All employee business expenses must be reported within thirty days after the expense is incurred or the trip is completed. Expense reports will be processed on a monthly basis submitted. Expense items older than thirty days will require the CEO's approval for reimbursement. Expenses older than ninety days will ~~not~~ be paid. Expense reports should be prepared electronically. The expense report should include sufficient detail (business purpose, charge code, dates, number of days at each location, individual involved, etc.)
- b. All out-of-town travel should be planned sufficiently in advance to take advantage of lower airfares. The Travel Form should be completed, providing documentation of the estimated cost, business purpose and itinerary. In addition, any entertainment expenses expected to exceed \$500 should be pre-approved. The Travel Authorization Form must be approved by her/his designated representative before committing to travel. Upon completion of travel, an expense report is to be completed with receipts and a copy of the original Travel Authorization form attached. The expense report must be approved by her/his designated representative. If a major portion of reimbursed expenses is charged to and recovered from grants, it is particularly important that the Florida West Economic Development Alliance be

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[New]: "Enter Date When Done"

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Text Replaced  
[Old]: "President, Vice-President"  
[New]: "Board President, Vice-President, Secretary"

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[Old]: "\$200"  
[New]: "\$500"

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[Old]: "\$200. f. CEDA"  
[New]: "\$500. f. Florida West Economic Development Alliance"

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Text Replaced  
[Old]: "CEDA"  
[New]: "Florida West Economic Development Alliance"

Expense and Travel Policy as well as the accurate representation and documentation of expenses on employee expense reports.

c. The travel authorization form should be completed, providing documentation of the estimated costs, business purpose and itinerary. In general any single entertainment expense expected to exceed \$500 should be pre-approved by the CEO. The Board President, Vice-President, Secretary or Treasurer will pre-approve the CEO's anticipated entertainment expenses in excess of \$500.

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[Old]: "CEDA"

[New]: "FloridaWest Economic Development Alliance"

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[Old]: "activities"

[New]: "activities, including fees"

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[Old]: "CEDA"

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[New]: "monthly"

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Expense and Travel Policy as well as the accurate representation and documentation of expenses on employee expense reports.

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[New]: "out-of-town"

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[Old]: "\$200"  
[New]: "\$500"

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grants, it is particularly important that the CEDA be"

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grants, it is particularly important that the FloridaWest Economic Development Alliance be"

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[Old]: "7"  
[New]: "8"

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~~able to furnish its grantors with detailed statements of expenses. Adequate explanations and documented support for charges are required.~~

~~All reimbursable expenses must be fully described and supported on the expense report. The report must contain a clear description of both the business reason for the expense and the name of any other persons involved. Receipts are expected for all expenses and must be accompanied by appropriate original receipts (airline tickets, stubs, hotel bills, customer copy of credit card charge slip, restaurant receipts, etc.). Receipts must be attached for all expenditures. Expenditures for lodging should be supported by detailed receipts from the hotel.~~

~~Direct Payment: When requested by employees, checks will be issued directly to vendors upon presentation of properly completed and approved expense reports, purchase orders and supporting invoices. FloridaWest Economic Development Alliance will not reimburse employees for finance charges due to late submission of expenses.~~

~~Expenses that are not properly described and/or supported will be disallowed from expense reports. Properly reimbursable expenses will have to be resubmitted with the appropriate description and/or support.~~

### III. Payment and Reimbursement

#### a. FloridaWest Economic Development Alliance Credit Cards

~~i. FloridaWest Economic Development Alliance owned credit cards will be issued to FloridaWest Economic Development Alliance employees on an "as needed" basis and are usually limited to selected employees approved by the CEO. For those employees holding such cards, the use of FloridaWest Economic Development Alliance -owned credit cards is encouraged as a method of payment.~~

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~~iii. No cash advances or ATM transactions are to be made with FloridaWest Economic Development Alliance owned credit cards.~~

~~iv. Employees are responsible for submitting expense reports to cover their FloridaWest Economic Development Alliance credit card bills promptly. Interest and late charges will be charged to the employee if incurred by the actions of the employee. Employees who violate the above items are subject to the retraction of their card and possible disciplinary actions.~~

#### b. Cash Advances

~~i. The FloridaWest Economic Development Alliance recognizes that some employees may require monetary advances rather than rely on reimbursement for business expenses on rare occasions. An adequate cash travel advance can be obtained for travel and sustenance expenses if an employee has not been issued a FloridaWest Economic Development Alliance credit card. If you have a FloridaWest Economic Development Alliance credit card, an advance will only be issued if the employee documents the need for substantial cash outlays or are traveling to areas where credit card transactions may be difficult (some overseas destinations, for example). To request an advance, employees must complete a purchase order and have the appropriate approval by the CEO or her/his designated representative. Submit this approval request along with a copy of your Travel Expense Authorization Form.~~

### IV. Expense Guidelines

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[Old]: "May 19, 2015"  
[New]: "Enter Date When Done"

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[Old]: "for expenditures of \$25 or more. When practical, receipts for expenditures of less than \$25 should be attached. If the expense will be charged to a Chamber contract, all receipts must be present regardless of expenditure amount."  
[New]: "for all expenditures."

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Text Replaced  
[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"



able to furnish its grantors with detailed statements of expenses. Adequate explanations and documented support for charges are required.

c. All reimbursable expenses must be fully described and supported on the expense report. This means that each entry must contain a clear description of both the business reason for the expenditure and the names of any other persons involved. Receipts are expected for all expenses and must be accompanied by appropriate original receipts (airline ticket stubs, hotel bills, customer copy of credit card charge slips, restaurant receipts, etc.). Receipts must be attached for all expenditures. Expenditures for lodging should be supported by detailed receipts from the hotel.

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iv. Employees are responsible for submitting expense reports to cover their FloridaWest Economic Development Alliance credit card bills promptly. Interest and late charges will be charged to the employee if incurred by the actions of the employee. Employees who violate the above items are subject to the restriction of their card and possible disciplinary actions.

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i. The FloridaWest Economic Development Alliance recognizes that some employees may require monetary advances rather than rely on reimbursement for business expenses on rare occasions. An adequate travel advance can be obtained for travel and sustenance expenses if an employee has not been issued a FloridaWest Economic Development Alliance credit card. If you have a FloridaWest Economic Development Alliance credit card, an advance will only be issued if the employee documents the need for substantial cash outlays or are traveling to areas where credit card transactions may be difficult (some overseas destinations, for example). To request an advance, employees must complete a purchase order and have the appropriate approval by the CEO or her/his designated representative. Submit this approval request along with a copy of your Travel Expense Authorization Form.

### IV. Expense Guidelines

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Text Replaced  
[Old]: "CEDA owned credit cards will be issued to CEDA"  
[New]: "FloridaWest Economic Development Alliance owned credit cards will be issued to FloridaWest Economic Development Alliance"

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Text Replaced  
[Old]: "CEDA-owned"  
[New]: "FloridaWest Economic Development Alliance -owned"

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[Old]: "CEDA-owned"  
[New]: "FloridaWest Economic Development Alliance owned"

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[Old]: "CEDA-owned"  
[New]: "FloridaWest Economic Development Alliance owned"

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[Old]: "CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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[Old]: "CEDA"

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#### b. Cash Advances

i. The FloridaWest Economic Development Alliance recognizes that employees may require monetary advances more than rely on reimbursement of business expenses on rare occasions. An advance cash travel advance may be obtained for travel and sustenance expenses if an employee has not yet issued a FloridaWest Economic Development Alliance credit card. If you have a FloridaWest Economic Development Alliance credit card, an advance will only be issued if the employee documents the need for substantial cash outlays or are traveling to areas where credit card transactions may be difficult (some overseas destinations, for example). To request an advance, employees must complete a purchase order and have the appropriate approval by the CEO or their designated representative. Submit this approval request along with a copy of your Travel Expense Authorization Form.

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[New]: "FloridaWest Economic Development Alliance"

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[Old]: "CEDA"

[New]: "FloridaWest Economic Development Alliance"

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[Old]: "You have"

[New]: "an employee has"

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[Old]: "CEDA"

[New]: "FloridaWest Economic Development Alliance"

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[Old]: "you can document"

[New]: "the employee documents"

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[Old]: "outlays"

[New]: "outlays"

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"employees must"

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### IV. Expense Guidelines

a. Transportation

The actual cost of transportation on airlines and other public carriers, with reasonable gratuities and incidental expenses while traveling, will be allowed. The original passenger receipts for transportation are to be attached as evidence to support the amounts included on expense reports as transportation expenses.

i. Airlines

1. Airfare travel may be utilized for travel outside of a 300-mile radius of Pensacola. Employees should travel economy class (or economy class on international trips). The Board President must approve any exceptions.

5. All airline reservations should be made at the lowest available fare. "Lowest available fare" is the least expensive ticket available at the time of the reservation. This fare applies to all carriers within a one-hour span of the requested departure or arrival time.

4. Reservations should be made as far in advance as possible in order to take advantage of discounted fares.

5. Ticket refunds must be reported on expense reports.

6. All airline tickets should be charged to your personal, or a FloridaWest Economic Development Alliance credit card, or directly billed to FloridaWest Economic Development Alliance.

7. Expense reports should clearly indicate the date and the point of departure for each leg of an out-of-town trip, the city visited, and purpose. (This information is included on the required travel authorization). Detail on expense reports will assist in verifying the documentation.

ii. Taxicab/Uber/Lyft/Etc: Taxis should be used sparingly and limited generally to those between terminals and hotels or when required when distance, time, baggage, weather, or personal safety warrants.

b. Automobiles

i. Rented automobiles should be used only when other means of transportation are more expensive or are not conveniently available. Their use should be approved in advance. If it is necessary to rent an automobile for business use, staff members should try to rent from car rental agencies where FloridaWest Economic Development Alliance has discount agreements. Make certain that FloridaWest Economic Development Alliance's discount is granted from the rental agent when traveling on FloridaWest Economic Development Alliance business.

ii. Request an intermediate size model or smaller. The Board President or CEO, in advance of the rental agreement must approve any exception. Automobiles rented for FloridaWest Economic Development Alliance business purposes must include optional insurance coverage.

iii. The use of personal automobile on overnight assignments must be approved by the CEO or her/his designated representative and should be permitted only when its use contributes to economy and efficiency in carrying out the work. FloridaWest Economic Development Alliance should be notified immediately of any accident which occurs in connection with the use of a rental or personal automobile for business transportation, on out-of-town assignments or under other circumstances where there is a possibility

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[Old]: "May 19, 2015"  
[New]: "Enter Date When Done"

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[New]: "300-mile"

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[Old]: "board"  
[New]: "Board"

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[Old]: "CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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[Old]: "The CEDA"  
[New]: "FloridaWest Economic Development Alliance"

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[Old]: "visited and the number of days away from home spent on business."  
[New]: "visited, and purpose (This information is included on the required travel authorization)."

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Text Replaced  
[Old]: "Taxicab"  
[New]: "Taxicab/Uber/Lyft/Etc."

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a. Transportation

The actual cost of transportation on airlines and other public carriers, with reasonable gratuities and incidental expenses while traveling, will be allowed. The original passenger receipts for transportation are to be attached as evidence to support the amounts included on expense reports as transportation expenses.

i. Airlines

1. Airline travel may be utilized for travel outside of a 300-mile radius of Pensacola.
2. Employees should travel economy class (or economy comfort on international trips). The Board President must approve any exceptions.
3. All airline reservations should be made at the lowest available fare. "Lowest available fare" is the least expensive ticket available at the time of the reservation. This fare applies to all carriers within a one-hour span of the requested departure or arrival time.
4. Reservations should be made as far in advance as possible in order to take advantage of discounted fares.
5. Ticket refunds must be reported on expense reports.
6. All airline tickets should be charged to your personal, or a FloridaWest Economic Development Alliance credit card, or directly billed to FloridaWest Economic Development Alliance.
7. Expense reports should clearly indicate the date and the point of departure for each leg of an out-of-town trip, the city visited, and purpose (This information is included on the required travel authorization). Detail on expense reports will assist in verifying the documentation.

ii. Taxicab/Uber/Lyft/Etc: Taxis should be used sparingly and limited generally to trips between terminals and hotels or when required when distance, time, luggage, weather, or personal safety warrants.

b. Automobiles

- i. Rented automobiles should be used only when other means of transportation are more expensive or are not conveniently available. Their use should be approved in advance. If it is necessary to rent an automobile for business use, staff members should contact car rental agencies where FloridaWest Economic Development Alliance has discount agreements. Make certain that FloridaWest Economic Development Alliance's discount is granted from the rental agent when traveling on FloridaWest Economic Development Alliance business.
- ii. Request an intermediate size model or smaller. The Board President or CEO in advance of the rental agreement must approve any exception. Automobiles rented by FloridaWest Economic Development Alliance business purposes must include optional insurance coverage.
- iii. The use of personal automobile overnight assignments must be approved by the CEO or her/his designated representative and should be permitted only when its use contributes to economy and efficiency in carrying out the work. FloridaWest Economic Development Alliance should be notified immediately of any accident which occurs in connection with the use of a rental or personal automobile for business transportation, on out-of-town assignments or under other circumstances where there is a possibility

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iii. If the auto is rented for personal use and the CEDA's discount is obtained, use of the optional coverage is at the staff member's discretion. The CEDA will not reimburse staff for losses to autos rented for personal use.

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on out-of-town assignments or under other circumstances where there is a possibility"

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~~Florida West Economic Development Alliance may be named as a party in any legal action. As a follow-up to this initial call, a written description of events is to be supplied to the CEO or Board President.~~

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~~iv. Florida West Economic Development Alliance will reimburse employees for the use of their personal automobile for business purposes. No reimbursement is based on actual mileage more than the employee's normal round trip commuting distance to and from work plus tolls and parking fees. The mileage reimbursement is calculated based on the current IRS mileage rate. Expense reports should clearly indicate destinations and the mileage and tolls involved. The names of staff members, charges in the use of an automobile should be listed in the expense report.~~

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~~v. Automobile Allowances: In the event an employee receives an automobile allowance, mileage expense at the current IRS mileage rate may be claimed when bicycling to a destination outside of Santa Rosa or Escambia County.~~

~~c. Non-reimbursable Transportation costs.  
i. It is Florida West Economic Development Alliance Policy not to reimburse staff members for transportation costs relating to:~~

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- ~~1. No meal commuting from home to work.~~
- ~~2. Expenses for automobile repairs, traffic and parking tickets, theft or damage in an accident.~~
- ~~3. Charges for car rental when personal or public transportation can be used.~~
- ~~4. Charges for first class air fare when economy class is available, or charge for air travel when less expensive transportation is used.~~
- ~~5. Air travel insurance, unless prior approval is given.~~

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~~d. Parking~~

~~i. Florida West Economic Development Alliance will reimburse employees for reasonable parking charges for business purposes whether traveling or local (excluding charges relating to downtown parking for the office).~~

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[New]: "Santa Rosa or Escambia County."~~

~~ii. An employee who receives a monthly automobile allowance is not entitled to parking reimbursement locally, except for economy parking at the Pensacola International Airport while on official Florida West Economic Development Alliance business.~~

~~e. Lodging~~

~~i. Reimbursements for lodging expenses must be supported by a receipt. Submission of a credit slip or credit card statement alone is **NOT** sufficient. Receipts should contain the name of the facility, location, date and separate amounts for charges such as meals, room, telephone and valet services.~~

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~~1. Lodging costs include vehicle valet/parking fees when relevant.~~

~~2. Charges to the room for the costs of late-night snacks and cocktails, room service (other than for reimbursable meals as necessary), television, movies, personal toiletry needs, newspapers and other incidentals **are not** reimbursable unless approved by the CEO.~~

~~3. Costs incurred while staying at a distant location over a weekend because of work commitments or because it is cheaper than flying home for the weekend are reimbursable. Excess lodging and other costs incurred over a weekend where the~~

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- Florida West Economic Development Alliance might be named as a party in any legal action. As a follow-up to this initial call, a written description of events is to be supplied to the CEO or Board President.
- Florida West Economic Development Alliance will reimburse employees for the use of their personal automobile for business purposes. The reimbursement is based on actual mileage more than the employee's normal round trip commuting distance to and from work plus toll and parking fees. The mileage reimbursement is calculated based on the current IRS mileage rate. Expense reports should clearly indicate destinations and the mileage and tolls involved. The names of staff members sharing in the use of an automobile should be listed in the expense report.
- Automobile Allowances: In the event an employee receives an automobile allowance, mileage expense at the current IRS mileage rate may be claimed when traveling to a destination outside of Santa Rosa or Escambia County.
- Non-reimbursable Transportation costs.
- It is Florida West Economic Development Alliance policy not to reimburse staff members for transportation costs relating to:
- Normal commuting from home to work.
  - Expenses for automobile repairs, traffic and parking tickets, theft or damage in an accident.
  - Charges for car rental when personal or public transportation can be used.
  - Charges for first class air fare when economy class is available, or charge for air travel when less expensive transportation is used.
  - Air travel insurance, unless prior approval is given.
- Parking
- Florida West Economic Development Alliance will reimburse employees for reasonable parking charges for business purposes whether traveling or local (excluding charges relating to downtown parking for the office).
  - An employee who receives a monthly automobile allowance is not entitled to parking reimbursement locally, except for economy parking at the Pensacola International Airport while on official Florida West Economic Development Alliance business.
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~~6. If a member chooses to remain at a dinner session and returning home would be less expensive, that is not reimbursable.~~

~~4. Charges for hotel accommodations when staying at a residence of friend, family, etc. is not reimbursable.~~

f. Meals (including related tips)

i. Meals include business-related lunches, dinners and breakfasts while out-of-town and in-town. Specific guidelines with respect to meals are as follows:

~~1. While on out-of-town assignment, employees will be reimbursed for actual reasonable costs of meals. Expenses should be reasonable, customary and prudent based on the area that the employee is traveling in.~~

~~2. When a staff member works overtime or on weekends in response, meal expenses are not reimbursable.~~

~~3. The cost of departmental, staff or group luncheons, parties, meetings or other entertainment may be assessed by Florida West Economic Development Alliance but only with advance approval from the Board President or within approved budgeted amounts.~~

~~4. Staff recruitment lunches hosted by the CEO or Board President with prospective professional staff are reimbursable.~~

g. Professional Development (training and conferences)

i. Expenses chargeable to professional development include the cost of registration fees for meetings of business and professional groups. These are usually reimbursable. However, it may be necessary at times for Florida West Economic Development Alliance to limit participation in professional development activities. Staff members should therefore consult the CEO before planning to attend a conference or training session.

ii. With respect to registration fees and other costs of attending conferences, the following guidelines apply:

1. All such attendance must be approved in advance by the CEO. Requests to attend a conference should be made on the basis of benefits to Florida West Economic Development Alliance, such as an increased prospect contact, increased knowledge for the participant, professional society contact, etc.

2. Requests to serve as a speaker or discussion leader of conferences, while beneficial and to be encouraged, should be carefully evaluated and selectively accepted.

h. Telephone

i. Florida West Economic Development Alliance will not reimburse full-time employees for personal cell phone expenses. All full-time employees will have the option of receiving a Florida West Economic Development Alliance paid cell phone.

i. Club Memberships

i. Country and Social Clubs: Florida West Economic Development Alliance paid country club and social club memberships must be approved in advance by the Florida West Economic Development Alliance Board. These memberships will be limited to employees who demonstrate a business need.

1. Employees must pay all charges in advance and request monthly reimbursement.

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"reimbursable. Excess lodging and other costs incurred over a weekend where the"

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Staff member chooses to remain at a distant location, and returning home would be less expensive, are not reimbursable.

Charges for hotel accommodations when staying at a residence of friend, family, etc. is not reimbursable.

f. Meals (including related tips)

Meals include business-related luncheons, dinners and breakfasts while out-of-town and in-town. Specific guidelines with respect to meals are as follows:

1. While on out-of-town assignment, employees will be reimbursed for actual reasonable costs of meals. Expenses should be reasonable, customary and prudent based on the area that the employee is traveling in.
2. When a staff member works overtime or on weekends in Pensacola, meal expenses are not reimbursable.
3. The cost of department, staff or group luncheons, parties, meetings or other entertainment may be absorbed by FloridaWest Economic Development Alliance but only with advance approval from the Board President or within approved budgeted amounts.
4. Staff recruitment lunches hosted by the CEO or Board President with prospective professional staff are reimbursable.

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Employees must pay all charges in advance and request monthly reimbursement.

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4. ~~Staff member chooses to remain at a distant location, and returning home would be less expensive, are not reimbursable.~~
4. Charges for hotel accommodations when staying at a residence of friend, family, etc. is not reimbursable.
- f. Meals (including related tips)
  - i. Meals include business-related luncheons, dinners and breakfasts while out-of-town and in-town. Specific guidelines with respect to meals are as follows:
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  1. Employees must pay all charges in advance and request monthly reimbursement.

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~~(An exception will be made for unusually large amounts that are approved in advance by the FloridaWest Economic Development Alliance Board).~~

~~2. Extra dues or fees for athletic facilities, locker rental, golf membership, meals, tennis, etc. are not reimbursable.~~

~~3. Employees will be reimbursed for club/social dues and related business entertainment expenses upon receipt of a properly completed and approved expense report.~~

~~4. The amount of annual dues that relate to personal club usage will be included in the employee's W-2 form as additional income at year-end as required by IRS guidelines. Federal and social security taxes will be withheld from the employee's pay on a monthly basis based on estimated amounts of personal usage. This amount will be adjusted to reflect actual personal usage at the end of each year.~~

~~ii. ~~Business Clubs, Rotary, etc.: Business clubs, Rotary, etc. memberships must be approved by the FloridaWest Economic Development Alliance Board or by the CEO if within budget. When requested by employees, checks will be issued directly to vendors upon presentation of properly submitted and approved expense reports and supporting invoices.~~~~

j. Entertainment

~~i. As a general rule, all anticipated entertainment expenses exceeding \$500 should be pre-approved by the CEO or appropriate Board President, Vice President, Secretary or Treasurer, using the Travel and Entertainment Authorization Form. All City and County public dollars received by FloridaWest Economic Development Alliance cannot be used for any entertainment expenses. When submitting an expense report for entertainment expenses (prospective or non-prospective), it is extremely important that all of the required information is documented on the expense report. Incomplete expense reports will be returned to the employee for proper completion.~~

I. Business Prospects

~~a. Generally, a business prospect is an individual or representative of an entity currently considering Escambia County for business, association or convention or tourism business, or someone with whom we wish to do this type of business. The definition may also include certain individuals or representatives or organizations from which we can derive a business-related benefit.~~

~~b. FloridaWest Economic Development Alliance policy requires that business meals and entertainment be directly related to the conducting of FloridaWest Economic Development Alliance's business. In general, a business meal is "directly related" if four conditions are met:~~

~~i. If you have more than a general expectation of deriving income, or a specific business benefit, from the meal or entertainment. You are not required to show, however, that income or specific business benefit resulted.~~

~~ii. If you did in fact engage in business discussions during the meal or entertainment.~~

~~iii. The principal nature of the expense was the conduct of FloridaWest~~

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(An exception will be made for unusually large amounts that are approved in advance by the FloridaWest Economic Development Alliance Board).

2. Extra dues or fees for athletic facilities, locker rental, golf membership, meals, tennis, etc. are not reimbursable.

3. Employees will be reimbursed for club/social dues and related business entertainment expenses upon receipt of a properly completed and approved expense report.

4. The amount of annual dues that relate to personal club usage will be included in the employee's W-2 form as additional income at year-end as required by IRS guidelines. Federal and social security taxes will be withheld from the employee's pay on a monthly basis based on estimated amounts of personal usage. This amount will be adjusted to reflect actual personal usage at the end of each year.

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I. Business Prospects

a. Generally, a business prospect is an individual or representative of an entity currently considering Escambia County for business relocation or convention or tourism business, or someone with whom we wish to do this type of business. The definition may also include certain individuals or representatives or organizations from which we can derive a business-related benefit.

b. FloridaWest Economic Development Alliance policy requires that business meals and entertainment be directly related to the conducting of FloridaWest Economic Development Alliance's business. In general, a business meal is "directly related" if four conditions are met:

i. If you have more than a general expectation of deriving income, or a specific business benefit, from the meal or entertainment. You are not required to show, however, that income or specific business benefit resulted.

ii. If you did in fact engage in business discussions during the meal or entertainment.

iii. The principal nature of the expense was the conduct of FloridaWest

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[New]: "considering Escambia County"

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[New]: "business-related benefit, b. FloridaWest Economic Development Alliance"

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FloridaWest Economic Development Alliance's business. In general, a business meal is "directly related" if four conditions are met: i. If you have more than a general expectation of deriving income, or a specific business benefit, from the meal or entertainment. You are not required to show, however, that income or specific business benefit resulted. ii. If you did in fact engage in business discussions during the meal or entertainment. iii. The principal nature of the expense was the conduct of FloridaWest

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(An exception will be made for unusually large amounts that are approved in advance by the FloridaWest Economic Development Alliance Board).

2. Extra dues or fees for athletic facilities, locker rental, golf membership, meals, tennis, etc. are not reimbursable.
  3. Employees will be reimbursed for club/social dues and related business entertainment expenses upon receipt of a properly completed and approved expense report.
  4. The amount of annual dues that relate to personal club usage will be included in the employee's W-2 form as additional income at year-end as required by IRS guidelines. Federal and social security taxes will be withheld from the employee's pay on a monthly basis based on estimated amounts of personal usage. This amount will be adjusted to reflect actual personal usage at the end of each year.
- ii. Business Clubs, Rotary, etc.: Business clubs, Rotary, etc. memberships must be approved by the FloridaWest Economic Development Alliance Board or by the CEO if within budget. When requested by employees, checks will be issued directly to vendors upon presentation of properly completed and approved expense reports and supporting invoices.

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- i. As a general rule, all anticipated entertainment expenses exceeding \$500 should be pre-approved by the CEO or appropriate Board President, Vice President, Secretary or Treasurer, using the Travel and Entertainment Authorization Form. All City and County public dollars received by FloridaWest Economic Development Alliance cannot be used for any entertainment expenses. When submitting an expense report for entertainment expenses (prospect or non-prospect), it is extremely important that all of the required information is documented on the expense report. Incomplete expense reports will be returned to the employee for proper completion.

I. Business Prospects

- a. Generally, a business prospect is an individual or representative of an entity currently considering Escambia County for business relocation or convention or tourism business, or someone with whom we wish to do this type of business. The definition may also include certain individuals or representatives or organizations from which we can derive a business-related benefit.
- b. FloridaWest Economic Development Alliance policy requires that business meals and entertainment be directly related to the conducting of FloridaWest Economic Development Alliance's business. In general, a business meal is "directly related" if four conditions are met:
  - i. If you have more than a general expectation of deriving income, or a specific business benefit, from the meal or entertainment. You are not required to show, however, that income or specific business benefit resulted.
  - ii. If you did in fact engage in business discussions during the meal or entertainment.
  - iii. The principal nature of the expense was the conduct of FloridaWest

~~Economic Development Alliance - Business~~

~~iv. The meal or entertainment expense was for you or your business guests.~~

~~c. Expenses should be reasonable in all cases. Lunch or expensive entertainment could have a negative impact on the prospect and will not be reimbursed.~~

~~2. Non-Business Prospects/Investors/Economic Development Allies~~

~~a. Business meetings – Florida West Economic Development Alliance will reimburse employees for reasonable expenses incurred during a business meeting if there is a specific business discussion. Examples of acceptable business meetings, in addition to economic development business prospects, are meetings with current and prospective Florida West Economic Development Alliance investors and meetings with board members and other officials and community leaders.~~

~~3. Special Situations~~

~~a. Charges for entertaining spouses and/or friends attending conferences are normally non-reimbursable, although there may be some exceptions to this rule. First approval by the CEO or Board President must be obtained.~~

~~b. Golf, tennis, and other athletic club charges for entertaining prospects are a reimbursable expense. Prior approval by the CEO or Board President must be obtained.~~

~~c. Subscriptions to or purchases of various professional publications, technical volumes, technical services, etc. must be approved in advance by the CEO or Board President.~~

~~d. Costs of candy, flowers or other gratuities for other staff members are normally not reimbursable. These gratuities are personal expenses rather than Florida West Economic Development Alliance expenses. These are approved in case of a serious illness, birth of a child, death of an immediate family member, milestone employment anniversaries, etc.~~

~~e. Other than Florida West Economic Development Alliance credit cards, annual credit card fees are not reimbursable.~~

~~f. Membership fees in travel clubs or in airline sponsored lounge (i.e., Admirals Club, Ambassadors Club, Red Carpet Club, etc.) and frequent flyer clubs are not reimbursable.~~

~~g. Rental of tuxedos to attend Florida West Economic Development Alliance sponsored or endorsed black tie dinners are reimbursable upon CEO or Board President approval.~~

~~h. Baby-sitters, kennel fees and house sitters at any time are not reimbursable.~~

~~i. Clothing damaged at work is not reimbursable.~~

~~j. Weather-related items (umbrellas, overshoes, overcoats, etc.) are not reimbursable.~~

~~k. Stolen or misplaced personal property is not reimbursable.~~

k. Professional Fees and Expenses

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(Old): "May 19, 2015"

(New): "Enter Date When Done"

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(Old): "the CEDA's business. In general, a business meal is "directly related" if four conditions are met i. if you have more than a general expectation of deriving income, or a specific business benefit, from the meal or entertainment. You are not required to show, however, that income or specific business benefit actually resulted. ii. if you did in fact engage in business discussions during the meal or entertainment. iii. The principal nature of the expense was the conduct of the CEDA's"  
(New): "Economic Development Alliance's"

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(Old): "Non-Prospects/"

(New): "Non-Business Prospects/"

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(Old): "the CEDA"

(New): "Florida West Economic Development Alliance"

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"Examples of acceptable business meetings, in addition to economic development business prospects, are meetings with current and prospective Florida West Economic Development Alliance investors and meetings with board members and other officials and community leaders."

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<p>iv. The meal or entertainment expense was for you or your business guests.</p>	<p>Text Attributes Changed                  Font-color changed.                  Text Replaced                  [Old]: "CEO/President"                  [New]: "CEO or Board President"</p>
<p>c. Expenses should be reasonable in all cases. Lavish or expensive entertainment could have a negative impact on the prospect and will not be reimbursed.</p>	<p>Font-color changed.                  Text Attributes Changed                  Font-color changed.                  Text Attributes Changed                  Font-color changed.</p>
<p>2. Non-Business Prospects/Investors/Economic Development Allies</p>	<p>Text Replaced                  [Old]: "CEO/President"                  [New]: "CEO or Board President"</p>
<p>a. Business meetings – Florida West Economic Development Alliance will reimburse employees for reasonable expenses incurred during a business meeting if there is a specific business discussion. Examples of acceptable business meetings, in addition to economic development and business prospects are meetings with current and prospective Florida West Economic Development Alliance investors and meetings with board members and other officials and company leaders.</p>	<p>Font-color changed.                  Text Attributes Changed                  Font-color changed.</p>
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<p>b. Golf, tennis or other athletic club charges for entertaining prospects are a reimbursable expense. Prior approval by the CEO or Board President must be obtained.</p>	<p>Text Replaced                  [Old]: "appropriate Vice President or"                  [New]: "CEO or Board"</p>
<p>c. Subscriptions to or purchases of various professional publications, technical volumes, books, magazines, services, etc. must be approved in advance by the CEO or Board President.</p>	<p>Font-color changed.                  Text Attributes Changed                  Font-color changed.</p>
<p>d. Costs of candy, refreshments or other gratuities for other staff members are normally not reimbursable. These gratuities are personal expenses rather than Florida West Economic Development Alliance expenses. They are approved in case of a serious illness, birth of a child, death of an immediate family member, milestone employment anniversaries, etc.</p>	<p>Text Attributes Changed                  Font-color changed.                  Text Attributes Changed                  Font-color changed.</p>
<p>e. Other than Florida West Economic Development Alliance credit cards, annual credit card fees are not reimbursable.</p>	<p>Text Replaced                  [Old]: "CEDA"                  [New]: "Florida West Economic Development Alliance"</p>
<p>f. Membership fees in travel clubs or in airline sponsored lounge (i.e., Admirals Club, Ambassadors Club, Red Carpet Club, etc.) and frequent flyer clubs are not reimbursable.</p>	<p>Font-color changed.                  Text Attributes Changed                  Font-color changed.</p>
<p>g. Rental of tuxedos to attend Florida West Economic Development Alliance sponsored or endorsed black tie dinners are reimbursable upon CEO or Board President approval.</p>	<p>Text Replaced                  [Old]: "illness,"                  [New]: "illness,"</p>
<p>h. Baby-sitters, kennel fees and house sitters at any time are not reimbursable.</p>	<p>Text Attributes Changed                  Font-color changed.</p>
<p>i. Clothing damaged at work is not reimbursable.</p>	<p>Text Attributes Changed                  Font-color changed.</p>
<p>j. Weather-related items (umbrellas, overshoes, overcoats, etc.) are not reimbursable.</p>	<p>Text Attributes Changed                  Font-color changed.</p>
<p>k. Stolen or misplaced personal property is not reimbursable.</p>	<p>Text Attributes Changed                  Font-color changed.</p>
<p>k. Professional Fees and Expenses</p>	<p>Text Attributes Changed                  Font-color changed.</p>



Economic Development Alliance's business.

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g. Rental of taxis to attend Florida West Economic Development Alliance sponsored or endorsed black tie dinners are reimbursable upon CEO or Board President approval.

h. Baby-sitters, kennel fees and house sitters at any time are not reimbursable.

i. Clothing damaged at work is not reimbursable.

j. Weather-related items (umbrellas, overcoats, etc.) are not reimbursable.

k. Stolen or misplaced personal property is not reimbursable.

k. Professional Fees and Expenses

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 [Old]: "CEDA"  
 [New]: "FloridaWest Economic Development Alliance"

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Text Replaced  
 [Old]: "CEDA"  
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 [New]: "CEO or Board President"

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 [Old]: "13"  
 [New]: "14"

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1. As a rule, Florida West Economic Development Alliance will reimburse a management level staff member for memberships in professional societies, provided this request has been approved by the CEO and is included in the budget.

Employee Guest Accompaniment

1. When an employee represents Florida West Economic Development Alliance at an after-hour function, it may or may not be appropriate for a guest to go along. Accordingly, Florida West Economic Development Alliance provides for the following:

1. When a business invitation expressly includes a guest, Florida West Economic Development Alliance will assume all reasonable costs for the employee and guest, should the second person actually accompany the employee.
2. Florida West Economic Development Alliance will normally provide for transportation, lodging and meals for an employee who attends an after-hour business function or one that takes the employee away from home for an extended period. Should a guest accompany an employee in an unauthorized capacity, Florida West Economic Development Alliance will not assume transportation, meal expenses for that individual. Since most lodging arrangements accommodate a guest, Florida West Economic Development Alliance realizes the guest could share in the company paid lodging.
3. Except for special circumstances, such as dining with prospects and their guests, most business functions will demand an employee's full attention, and may, in fact, be "inhospitable" to guests. Employees are advised to explore this possibility with their guest before making plans for accompaniment.

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[New]: "Enter Date When Done"

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[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

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[Old]: "the CEDA at an after hour"  
[New]: "Florida West Economic Development Alliance at an afterhour"

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[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

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[Old]: "the CEDA"  
[New]: "Florida West Economic Development Alliance"

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- i. As a rule, Florida West Economic Development Alliance will reimburse a management level staff member for memberships in professional societies, provided this request has been approved by the CEO and is included in the budget.
1. Employee Guest Accompaniment
  - i. When an employee represents Florida West Economic Development Alliance at an after-hour function or must travel away from home for a period to conduct company business, it may or may not be appropriate for a guest to go along. Accordingly, Florida West Economic Development Alliance provides for the following:
    1. When a business invitation expressly includes a guest, Florida West Economic Development Alliance will assume all reasonable costs for the employee and guest, should the second person actually accompany the employee.
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    3. Except for special circumstances, such as dining with prospects and their guests, most business functions will demand an employee's full attention, and may, in fact, be "inhospitable" to guests. Employees are advised to explore this possibility with their guest before making plans for accompaniment.

Text Replaced  
[Old]: "2. The CEDA"  
[New]: "2. Florida West Economic Development Alliance"

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"business function or one that takes the employee away from home for an extended period. Should a guest accompany an employee in an unauthorized capacity, accommodate a guest, Florida West Economic Development Alliance realizes the guest could share in the company paid lodging, with their guest before making plans for accompaniment."

Text Replaced

[Old]: "business function or one that takes the employee away from home for an extended period. Should a guest accompany an employee in an unauthorized capacity, the CEDA will not assume transportation or meal expenses for that individual. Since most lodging arrangements accommodate a guest, the CEDA realizes the guest could share in the company paid lodging."  
[New]: "Florida West Economic Development Alliance will not assume transportation or meal expenses for that individual. Since most lodging arrangements"

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"with their guest before making plans for accompaniment."

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[New]: "15"

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# BUSINESS DEVELOPMENT

November 7, 2023

Active Projects	25
Active Project Site Visits	3
Existing Industry Visits	6
Response Proposals	2

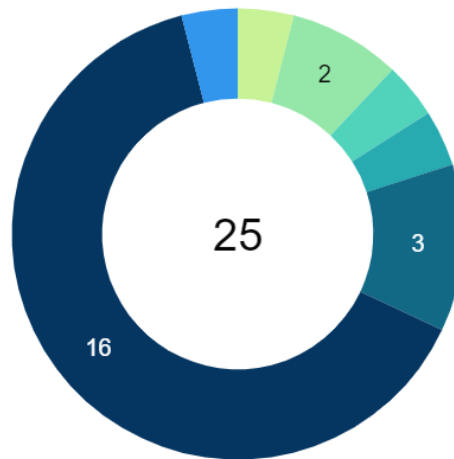
## PROJECTS BY TARGET SECTOR

**9** NEW LOCATIONS

**16** LOCAL EXPANSIONS

New Jobs	Retained Jobs	Average Wage	Capital Investment
<b>1,162</b>	<b>489</b>	<b>\$62,023</b>	<b>\$1,952,148,000</b>

- Primary Target Industry
- Aviation/Aerospace 
  - Business Services 
  - Cyber Security 
  - Distribution/Logistics 
  - Headquarters 
  - Manufacturing 
  - Research & Development 

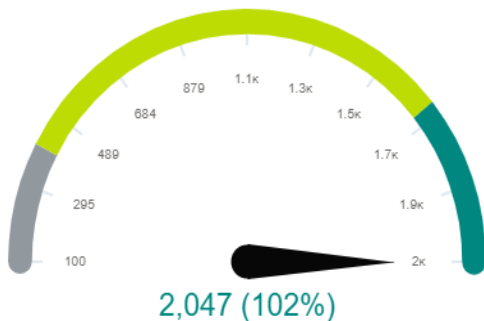


## YTD EXISTING INDUSTRY VISITS = 6

OCTOBER 6

Date	Company	#Employees	Sector
10/5/2023	Fisher Cabinets	23	Manufacturing
10/5/2023	ATR	120	Headquarters
10/5/2023	Buffalo Rock	185	Distribution/Logistics
10/16/2023	Paradigm Parachute	70	Manufacturing
10/26/2023	SkyWarrior	53	Professional Services
10/26/2023	ActiGraph	80	Headquarters

## ANNOUNCEMENTS



2,047 (102%)

5-YEAR JOBS GOAL = 2000 (by 2023)  
2014 -2023 = 58 PROJECTS ANNOUNCED

**35** PROJECTS / **10** NEW RELOCATIONS  
**25** LOCAL EXPANSIONS

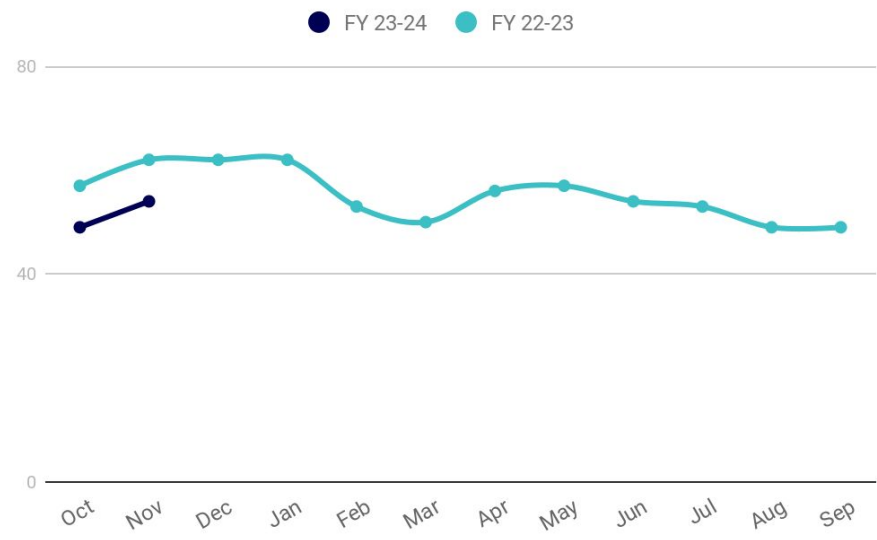
New Jobs	Retained Jobs	Average Wage	Annual Payroll	Capital Investment
<b>2047</b>	<b>299</b>	<b>\$58,101</b>	<b>\$136,305,080</b>	<b>\$325,651,385</b>
New Jobs	Retained Jobs	Average Wage	Annual Payroll	Capital Investment
<b>7444</b>	<b>913</b>	<b>\$57,621</b>	<b>\$481,537,112</b>	<b>\$803,109,585</b>

# FloridaWest - Business Expansion and Relocation Announcements



Company	Zip Code	Sector	New Jobs	Retained Jobs	Average Wage	Annual Payroll	Capital Investment
<b>Economic Development Announcements</b> (2014 - 2018)		24 Projects	5397	614	\$56,890	\$341,965,790	\$477,458,200
<b>Lost Key Media</b> May, 2019	32502	Business Services	3		\$50,000	\$150,000	NA
<b>American Tire Distributors</b> June, 2019	32503	Distribution	30	20	\$32,000	\$1,600,000	\$4,000,000
<b>ST Engineering Aerospace</b> July, 2019	32503	Aviation	1325		\$45,394	\$60,147,050	\$245,000,000
<b>Qualia Is</b> March 2020	32502	Business Services	2		\$50,000	\$100,000	NA
<b>EBI Management Group, Inc.</b> March, 2020	32502	Business Services	13	1	\$65,000	\$910,000	\$350,000
<b>Girl Catch Fire</b> April, 2020	32503	Business Services	1	1	\$50,000	\$100,000	NA
<b>CoFlyt</b> May, 2020	32507	IT	5	3	\$63,200	\$505,600	NA
<b>Right on Target Marketing</b> May, 2020	32502	Business Services	2		\$40,000	\$80,000	NA
<b>Social Icon</b> May, 2020	32502	Business Services	3		\$42,000	\$126,000	NA
<b>Speaker Training</b> May, 2020	32502	Business Services	1	1	\$50,000	\$100,000	NA
<b>Altius Marketing</b> May 2020	32503	Business Services	1	1	\$55,000	\$110,000	NA
<b>Association Resource Solutions</b> May 2020	32514	Business Services	1	5	\$45,000	\$270,000	NA
<b>Blue Wind Technologies</b> May 2020	32514	Manufacturing	120		\$41,937	\$5,032,440	\$3,500,000
<b>Ascend Performance Materials</b> June 2020	32533	Manufacturing	10	30	\$67,000	\$2,680,000	\$20,000,000
<b>Cordele Intermodal</b> June 2020	32533	Business Services	5	20	\$42,000	\$1,050,000	\$3,500,000
<b>Data Revolution</b> September, 2020	32504	Business Services	5		\$60,000	\$300,000	NA
<b>Guided Particle Systems</b> September, 2020	32502	R&D	1	4	\$80,000	\$400,000	NA
<b>WarFighter Fitness</b> September, 2020	32503	Business Services	2	4	\$51,600	\$309,600	NA
<b>Tag Tech, LLC</b> September, 2020	32502	IT	5	6	\$84,500	\$929,500	NA
<b>Angler Up Charters</b> September, 2020	32503	Business Services	2	2	\$59,900	\$239,600	\$225,000
<b>Streamline Boats</b> September 2020	32502	Manufacturing	100		\$45,500	\$4,550,000	\$2,000,000
<b>N Star Investments</b> March 2021	32502	Business Services	1		\$106,000	\$106,000	
<b>Hemp Surgical</b> March 2021	32502	Manufacturing	35		\$38,000	\$1,330,000	\$7,000,000
<b>CIRCULOGENE</b> December 2021	32535	BioMedical	70		\$100,000	\$7,000,000	\$3,325,000
<b>Paradigm Parachute &amp; Defense</b> March, 2022	32502	Manufacturing	28	21	\$46,500	\$2,278,500	\$2,653,345
<b>Pegasus Laboratories</b> March, 2022	32534	Manufacturing	63	100	\$61,204	\$9,976,252	\$17,665,000
<b>ActiGraph, LLC</b> April, 2022	32514	Headquarters	43	80	\$65,000	\$7,995,000	\$7,833,040
<b>Advanced Technology Recycle (ATR)</b> June, 2022	32502	Headquarters	74		\$55,332	\$4,094,568	\$3,500,000
<b>Vivid Bridge Studios</b> January, 2023	32505	Business Services	6		\$58,200	\$349,200	NA
<b>Anglin Reichmann Armstrong</b> March, 2023	32502	Headquartrs	10		\$58,000	\$580,000	\$3,600,000
<b>128 Creative Collective</b> March, 2023	32505	Business Services	5		\$68,300	\$341,500	NA
<b>RX-Stay</b> May, 2023	32502	Business Services	2		\$78,700	\$157,400	NA
<b>Algaplast Corp.</b> May, 2023	32535	Manufacturing	25		\$46,570	\$1,164,250	\$1,500,000
<b>Capacity Path</b> May, 2023	32501	Business Services	2		\$82,300	\$164,600	
<b>CO:LAB Pensacola (19 Companies)</b> October, 2023	32502	Business Services	46		\$49,400	\$2,272,400	NA
<b>5-year Goals to Date</b>		<b>35 Projects</b>	<b>2047</b>	<b>299</b>	<b>\$58,101</b>	<b>\$136,305,080</b>	<b>\$325,651,385</b>
<b>FY 2014-2023 Totals</b>		<b>58 Projects</b>	<b>7444</b>	<b>913</b>	<b>\$57,621</b>	<b>\$481,537,112</b>	<b>\$803,109,585</b>

### Occupancy (Goal: 80%)



**5,484** SQ. FT.  
OF 10,206 TOTAL



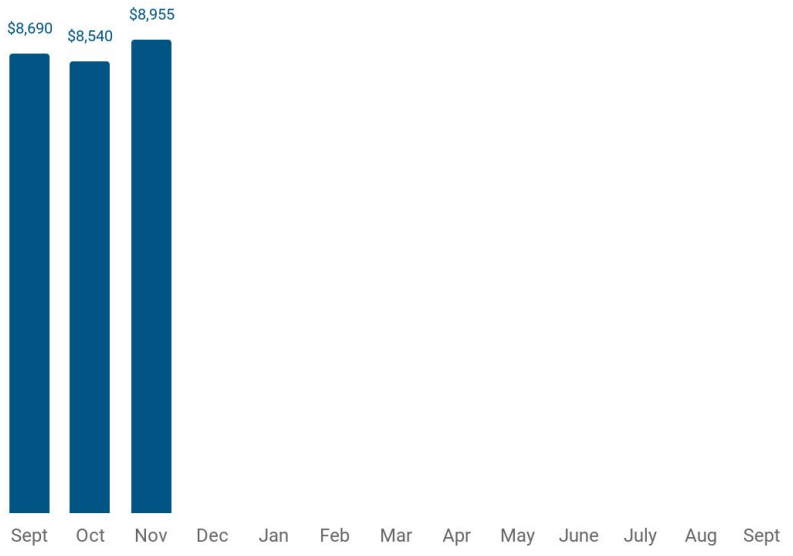
**19** COMPANIES



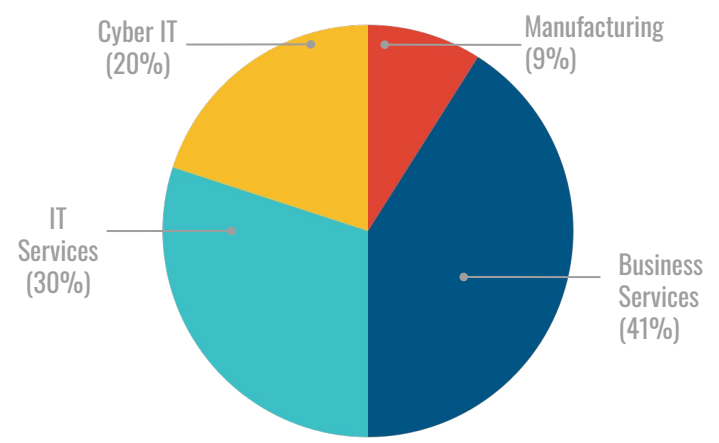
**46** EMPLOYEES



### Revenue



### Employees by Industry



## Companies

Snap Soccer

**Year 5**

Prospect Junkie  
ARGO Cyber Systems  
Envision CMS  
National Energy USA

**Year 3**

Heart Crossed Films  
Brewwww  
Taste of Pensacola  
MediaTech Direct  
Maps & Legends Marketing  
Morbi  
All Mine Lah  
Lifestyle Medicine Wellness & Recovery

**Year 2**

She Speaks and Inspires  
Accenture  
Mappica  
Gulf Coast 3D Metrology  
Screen Corps  
Key Tutoring Resources

**Year 1**

## Alumni

Determinant Materials, *Nov '23*  
Capacity Path, *Aug '23*  
Doorknob Consulting, *Aug '23*  
Master Butler Service Corp, *Jul '23*  
Rx:Stay, *June '23*  
128 Creative Collective, *Mar '23*  
Vivid Bridge Studios, *Feb '23*  
Data Revolution, *Sep '20*  
Guided Particle Systems, *Sep '20*  
Warfighter Fitness, *Sep '20*  
N Star Investments, *Sep '20*  
Tag Tech, *Sep '20*  
Angler Up, *Sep '20*  
Assoc. Resource Solutions, *Sep '20*  
Coast Software, *Jul '20*

Girl Catch Fire, *Jun '20*  
Altius Marketing, *May '20*  
Coflyt, *May '20*  
Social Icon, *May '20*  
Speaker Training, *May '20*  
Right on Target Marketing, *May '20*  
Pensacola Media Group, *May '20*  
EBI Management Group, *Mar '20*  
Qualia Is, *Mar '20*  
Samantha Weaver, *Sep '19*  
The Strength Group, *Sep '19*  
Lost Key Media, *May '19*  
Hatchmark Studio, *Aug '18*  
Your Techno Geeks, *May '18*  
IRIS, *Apr '18*

Hexad Analytics, *Apr '17*  
Accountingfly, *Feb '17*  
Paint University, *Feb '17*  
FFCFC, *Feb '17*  
Jewel Graphics, *Apr '17*  
Broker Frameworks, *Feb '17*  
Koala Pickup, *Feb '17*  
Re Vera Services, LLC, *Sep '16*  
Clearstream, *Sep '16*  
Pay Cell Systems, *Jun '16*  
Robotics Unlimited, Inc., *Dec '15*  
EPR, *Apr '14*  
The Analyst Group, *Jul '12*

## Community

**RESIDENT ENTREPRENEUR NEWS** CO:LAB Resident Entrepreneur Dave Robau pitched his company National Energy USA at the ITEN WIRED Summit Startup Pitch Competition and came in first place with a cash award of \$50,000.

“We are thrilled to provide support for the winners of today’s ITEN WIRED Innovation Awards,” said Rob Long, president and CEO of Space Florida. “Forward-thinking innovation like this is essential to meet the growing demand for commercial activities both in space and on Earth.”

The winners were selected from a pool of eight finalists, including pre-seed and seed-stage companies in the technology space.

## Marketing & Communications Review – Oct. over Sept. 2023

### Website Metrics – Google Analytics

**Summary:** We could greatly improve results by returning to running a digital marketing campaign for each enterprise.

#### FloridaWest.com

- users ↓ 2% - ↓ 22 – total of 879 unique users
- page views ↓ 22% - ↓ 800 – total of 1934 page views
- sessions ↓ 3% - ↓ 35 – total of 1105 sessions
- top cities: Pensacola, Columbus, Chicago, Cheyenne, Atlanta

#### CyberCoastFlorida.com

- users ↓ 29% - ↓ 26 – total of 63 users
- page views ↓ 53% - ↓ 126 – total of 114 page views
- sessions ↓ 35% - ↓ 39 – total of 70 sessions
- top cities: Columbus, Pensacola, Atlanta, Cheyenne, Alachua

#### CO-LAB.com

- users ↑ 18% - ↑ 15 – total of 155 users
- page views ↑ 30% - ↑ 93 – total of 314 page views
- sessions ↑ 27% - ↑ 46 – total of 216 sessions
- top cities: Ashburn, Pensacola, Atlanta, Chicago, New

### Social Media Metrics

**Summary:** Recommend returning to an ongoing marketing effort to promote our social pages.

#### FloridaWest

- Facebook
  - Reach: 362 ↓ 19% over previous period
  - Page views: 69 ↑ 44% over previous period
  - Page new likes: 0
  - Total likes/followers: 914
- Instagram
  - Reach: 153 ↓ 15% over previous period
  - Profile visits: 12 ↓ 20% over previous period
  - New followers: 2
  - Total followers: 570
- X - 28-day snapshot
  - Tweet impressions: 609 ↑ 37% over previous period
  - New Followers: 5



- Total Followers: 837
- LinkedIn
  - Reactions: 195 ↓ by 24% over previous period
  - Page views: 114 ↓ by 28% over previous period
  - New followers: 23
  - Total followers: 1131

## CyberCoast

- Facebook
  - Reach: 45 ↓ by 70% over previous period
  - Page views: 30 ↓ by 30% over previous period
  - Page new likes: 0
  - Total likes: 149
- Instagram
  - Reach: 151 ↓ 36% over previous period
  - Profile Visits: 11 ↓ 42% over previous period
  - New followers: 6
  - Total followers: 323
- X - 28-day snapshot
  - Tweet impressions: 83 ↓ 17% over previous period
  - New Followers: 4
  - Followers: 44
- LinkedIn
  - Reactions: 9 ↓ 68% over previous period
  - Page views: 13 ↓ 58% over previous period
  - New followers: 3
  - Total followers: 153

## CO:LAB

- Facebook
  - Reach: 828 ↑ 65% over previous period
  - Page views: 150 ↑ 53% over previous period
  - Page new likes: 11
  - Total likes: 972
- Instagram
  - Reach: 324 ↓ 3% over previous period
  - Profile visits: 28 ↑ 8% over previous period
  - New followers: 9
  - Total followers: 1080
- X - 28-day snapshot
  - Tweet impressions: 123 ↑ 24% over previous period
  - New Followers: 4
  - Followers: 174
- LinkedIn - 90-day snapshot
  - Reactions: 62 ↑ 114% over previous period
  - Page views: 62 ↑ 59% over previous period

- New followers: 10
- Total followers: 502

## News, Events & More

- November eNewsletter was sent Friday, Nov. 3.
  - Please send any relevant economic development/community news to [pr@floridawesteda.com](mailto:pr@floridawesteda.com)
- Taco Thursday is Nov. 30, noon at CO:LAB
- 1 Million Cups is Nov. 8, 9 a.m. at CO:LAB