

Highway 1 Tourism Alliance New Non-Profit Services Overview (as of 3/4/32025)

Following is a summary of the anticipated services needed within the new Non-Profit.

Accounting

Suggested Vendor: Connect Accounting, Allison Palm

Responsibilities: monthly financial reporting (currently provides), bi-weekly check run and annual reporting as required by government agencies (990, filing 1099s, audit prep)

Cost range: \$1,400 - \$2,000 monthly or \$16,800 - \$24,000 annually (additional \$12,600/yr)

Tax

Suggested Vendor: Glenn Burdette, Erin Nagle

Responsibilities: non-profit tax preparation and annual audit (required in CA if gross annual revenue exceeds \$2 million)

Cost range: \$2,500 + \$5,000 + \$17,000 = \$24,500

Note: initial audit for just May and June to close out FY would cost \$15,000 (if needed)

Legal

Suggested Vendor: Civitas Advisors, Emily Brown

Responsibilities: contract agreement for all CBID and LFA vendors, public records policy & requests, conflict of interest policy & support

Cost range: \$ 5,000/month for 1 month + \$ 2,000 monthly for 11 months = \$27,000

Administrative, Office and Insurance

Suggested Vendor: Chery Rowe

Responsibilities: working with CAO to support additional work product being created from accounting, tax and legal servicers

Cost range: up to \$10,000 annually

Office: Shared office space with SLO CAL (desk and mail service) \$1,200 annually

Insurance: HUB International Insurance GL and D&O \$3,550 annually

Anticipated additional expense:

up to \$78,850 (+\$15k if audit needed)

Approximately \$40,000 each (50% paid by CBID and 50% paid by LFAs)

Local and State Government Requirements (SLO County)

Responsibilities: Advisory position on new non-profit | H1TA, attend meetings of existing advisory board and H1TA, advising/reporting to the County CAO regarding CBID, H1TA and funds status, managing contract for services with H1TA and County (renewing as needed), local Ethics and Form 700 tracking for CBID Advisory Board members, BOS agenda items for CBID Advisory Board members and Local Area advisory board members (resignations, vacancies, renewals, appointments), Annual Hearing renewal of the CBID Assessment, collecting and transferring assessments to H1TA monthly and providing TOT financials monthly

Cost: 2% of assessment collections as required by current SLOCTBID Ordinance

2024 Administrative 2% paid to SLO County:

\$56,552 (23/24 FY actual)

Approximately \$30,000 each (50% paid by CBID and 50% paid by LFAs)

