



Keyport Bayfront Business Cooperative  
70 West Front Street • Keyport, NJ 07735 • 732-739-5138  
[www.visitkeyport.org](http://www.visitkeyport.org) • [kbbc@visitkeyport.org](mailto:kbbc@visitkeyport.org)

Keyport Bayfront Business Cooperative Board of Directors Organization Meeting Video Conference Agenda

Wednesday, January 11<sup>th</sup>, 2022

Join Zoom Meeting

Meeting ID: 882 3084 7124 Passcode: 728187

One tap mobile: +19292056099,88230847124#, \*728187# US (New York)

Call to Order: Time & Date

Sunshine Law Notice read by Vice-President:

**NOTICE OF RESCHEDULED MEETING**

In compliance with the New Jersey Open Public Meetings Act, N.J.S.A. 10:4-6 et seq., please take notice that the "Organization Meeting" of the Keyport BID, Inc. (aka Keyport Bayfront Business Cooperative (KBBC)) Board has been rescheduled to Tuesday, January 11, 2022 at 6:30 p.m. This meeting is slated to be held in Keyport Borough Hall, 70 W. Front Street, Keyport, New Jersey. However, the KBBC Board reserves the right to hold any or all of the scheduled regular meetings remotely. In the event of a remote meeting, the instructions for accessing the remote meeting, making public comment, and viewing relevant documents (if any) will be provided on the KBBC's website, [www.visitkeyport.org](http://www.visitkeyport.org).

**Roll Call/Announcements:**

George McMorrow (2021 Vice-President)  
Ann Boyce (2021 Treasurer)  
Councilwoman Delia Sosa McDermott (2021 Secretary)  
Mayor Collette Kennedy  
Joseph Merla  
Douglas Weider  
Yulia Kravchin  
Dolores Rilho  
Lawrence Vecchio  
Melissa O'Connor  
JoAnn Colonnello  
Donnie Blanks  
Craig Parker

**Election of 2022 Officers**

- Positions: President, Vice-President, Treasurer, Secretary motions & vote count to be taken
- Actions & Plans to be taken for Office Keys / Lap top / Phone / Bank Cards & Signatures with prompt transition of access to new Executive Board
- Resolve KBBC meeting conflict for November 8<sup>th</sup> due to Borough closure & election day conflict with new date & motion to authorize public annual notice of meeting due Jan 15<sup>th</sup> 2022 for following dates:
  - February 8 2022

- March 8, 2022
- April 12, 2022
- May 10, 2022
- June 14, 2022
- July 12, 2022
- August 9, 2022
- September 13, 2022
- October 11, 2022
- **TBD: November X, 2022**
- December 13, 2022
- January 10, 2023
- Action on 2021 KBBC Annual Audit Motion to meet Borough Code Chapter 21 requiring KBBC “make an annual report of its activities within 30 days after the close of each fiscal year.”
  - § 21-11 ANNUAL AUDIT OF DISTRICT MANAGEMENT CORPORATION. <https://ecode360.com/35075140>  
 The District Management Corporation shall cause an annual audit consistent with government accounting standards of its books, accounts and financial transactions to be made and filed with the Mayor and Council and, for that purpose, the Management Corporation shall employ a certified public accountant of New Jersey. The annual audit shall be completed and filed with the Mayor and Council within four months after the close of the fiscal year of the Corporation, and a certified duplicate copy of the audit shall be filed with the Director of the Division of Local Government Services in the Department of Community Affairs within five days of the filing of the audit with the Mayor and Council.
  - § 21-12 ANNUAL REPORT TO MUNICIPALITY. <https://ecode360.com/35075141>  
 The District Management Corporation shall, within 30 days after the close of each fiscal year, make an annual report of its activities for the preceding fiscal year to the Mayor and Council of the Borough.
- Action on Keyport BID Financial Policy Approval Motion noting updates to deposits & expenditures procedures

**Minutes**

- Approval of December 8<sup>th</sup> 2021 Minutes with Motion 1<sup>st</sup> & 2<sup>nd</sup> at time:
- Approval of December 20<sup>th</sup> 2021 Minutes with Motion 1<sup>st</sup> & 2<sup>nd</sup> at time:

**Public Session**

- Opened: \_\_\_\_\_ Closed: \_\_\_\_\_

**President’s Report**

- Open items for KBBC board consideration

**Treasurer’s Report**

- P & L, reconciliation, Balance sheets



- Payment of bills associated to KBBC reimbursements or outstanding payments
- 2021 KBBC Audit with existing Auditing firm to meet Borough Code Chapter 21 requiring KBBC make an annual report of its activities within 30 days after the close of each fiscal year
- Keyport Cash update/progress of payments out to businesses
  - New Keyport Cash back for information & distribution purposes

### Administrator & Committee Reports

- Set Committees / Committee chairs
  - Nominations & votes who will be on Events, Job Search, Visual Improvements, and/or other Committees with KBBC liaisons for communication back to full KBBC board on items monthly for review and approval by full board
- Update on job posting for KBBC coordinator progress and/or next step from Committee:
  - Considerations to use posting boards such as NJLM <https://www.njlm.org/781/How-to-Post-a-Classified-Ad-Ad-Rates>
- Event, Marketing & sponsorship roadmap for 2022 KBBC for Spring, Summer, Fall, Holiday seasons. Items in immediate forecast:
  - Highway Welcome Sign – request for approval to pay for an updated sign
  - March 19th Parade Décor in MiniPark\*
  - Revisit the topic of how to have patrons engage more shops on Parade Day
  - St Patrick's Parade sponsorship (pay) for KFD flyer

### Old Business

- Holiday Tree & Window Decoration events –
  - Photos and videos uploaded on website & social media pages
  - Update on vendor removing paint from windows
  - final payments / removal of tree: Quote(s) provided for review & motion
  - Reimbursement for DJ paid by Larry Vecchio \$300
  - Finalize date for notification to Borough administration to respective departments
  - Action to be taken for KBBC Storage for Holiday Decorations / Tents & Chairs / Miscellaneous outside of Borough property for long term storage and accessibility
- Discussion, updates & recommended actions to be taken \*establish committees for KBBC full board vote for action to be taken in Q1 2022
  - Coordinator job search
  - 501C
  - Bylaw's Updates
- Finalize Stakeholders - Networking Dinner/Breakfast
- Update on building business email distribution list and communications plan; inclusion of KBBC New Business survey results

### New Business

- Timelines for Budget Review (2021-2022) done in collaboration with Treasurer & Accounting firm
- Review Contracts:
  - Marketing: JMST, Social Media Weekly



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- Legal & Accounting: April 2022
- Audit: October 2022
- Activate Mail Chimp account for motion & approval
- Activate KBBC Zoom account for meetings with committees & KBBC board meetings for motion & approval
- Other open items

### Closed Session (when necessary)

- Opened:                      Closed:

### Adjournment

- Meeting closed with 1<sup>st</sup> & 2<sup>nd</sup> motion at time:





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**DRAFT Minutes of December 8, 2021 for KBBC Board of Directors Meeting**

**Attendees:**

Councilwoman Delia Sosa McDermott (Secretary)

George McMorrow (Vice-President)

Mayor Collette Kennedy

Shauna Burlew

Joseph Merla

Ann Boyce

Douglas Weider

Dolores Rilho

Melissa O'Connell

JoAnne Colonnello

Joseph Manfredi (Attorney)

**Absent:**

Julia Kravchin

Larry Vecchio

Meeting commenced at 6:35 pm ET

Sunshine Law notice read by George McMorrow

Roll call with names present/not present above



**Approval of November 10, 2021 Minutes:**

Motion made by Delia Sosa McDermott to approve the November 10, 2021 minutes. With the amendment that Melissa O'Connell's last name be corrected. Seconded by Ann Boyce. All members present vote in favor.

**2020 KBBC Audit**

Anthony Polcari presents a rough draft of the 2020 audit to the board. Polcari states that more documentation is needed to issue a final draft. Polcari mentions he found four deficiencies pertaining to internal control within KBBC.

The board schedules a special meeting for December 20<sup>th</sup> to further discuss the audit.

[Dolores Rilho exits the meeting at 7:35pm ET]

**Public Session:**

Motion by Delia Sosa McDermott and seconded by Ann Boyce to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

Jack Straub states he knows where to locate the missing invoices unless they have been tampered with. He mentions all missing involves are located on the computer, as well as in certain accounts belonging to the KBBC.

John Merla expresses concerns pertaining to changing the by-laws. Additionally, concerns about the status of the parking lot project.

Donna Purcell questions the board about recent car accidents that occurred in Keyport which resulted in lighting issues.



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Motion by Delia Sosa McDermott to close the public session. All members present vote in favor, no abstentions. The motion passes and the public session is closed.

**Treasurer's Report:**

Ann Boyce states that multiple invoices have been mailed out and are waiting to clear. Ann Boyce mentions a new check was sent out to New Jupiter and is waiting on confirmation.

Motion by Delia Sosa McDermott to reimburse \$125 for holiday decoration expenses. Seconded by George McMorrow. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Mayor Collette Kennedy mentions there was confusion between the decorator and the board as to who would be purchasing the decorations. Kennedy states the decorator will be taking possession of the decorations prior to the holidays because of the misunderstanding.

[Shauna Burlew enters the meeting at 8:10 pm ET]

Delia Sosa McDermott mentions Larry Vecchio sent out proposals for the sidewalk.

The board discusses previously paid bills.

Motion by Ann Boyce to approve payment of bills in the amount of \$20,840.50, which excludes payments made to the borough of Keyport. Seconded by George McMorrow. Roll Call. Shauna Burlew votes no, no abstentions. The motion passes.

Motion by Shauna Burlew to approve payment of bills for the borough of Keyport in the amount of \$23,250. Seconded by George McMorrow. Roll Call. All members present vote in favor, Delia Sosa McDermott and Mayor Collette Kennedy abstain. The motion passes.

**Old Business:**





Shauna Burlew discusses the business guide. Burlew mentions she received logo concepts from a graphic designer, as well as the logos she created herself.

Mayor Collette Kennedy makes note that the first hour of the meeting was spent reviewing the rough draft of the audit. However, because of the issues pertaining of the laptop and cellphone, the audit could not be completed at this time. Shauna Burlew states she made efforts to obtain the necessary documents from both the cellphone and laptop but was unable to do so.

[Shauna Burlew exits the meeting to retrieve the laptop and cellphone]

The board takes a short break.

[Shauna Burlew re-enters the meeting in possession of the laptop and cellphone]

#### **New Business:**

Delia Sosa McDermott discusses adding headshots of the KBBC board members to the website. She states headshots must be sent prior to December 31<sup>st</sup> for them to be included.

The board discusses changing the dates of upcoming board meetings.

Motion by Ann Boyce to have KBBC board meetings to occur on the second Tuesday of every month, with the stipulation that there are no other conflicting meetings. Seconded by Joseph Merla. All members present vote in favor. The motion passes.

[Dolores Rilho re-enters the meeting at 9:07 pm]

The board discusses details and plans for the stakeholder and business owner dinner.

[Joseph Merla exits the meeting at 9:32 pm]

The audio recording ends.

The meeting is adjourned.



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**DRAFT Minutes of December 20, 2021 for KBBC Board of Directors Special Meeting**

**Attendees:**

Councilwoman Delia Sosa McDermott (Secretary)

George McMorrow (Vice-President)

Mayor Collette Kennedy

Ann Boyce

Douglas Weider

Dolores Rilho

Melissa O'Connell

JoAnne Colonnello

Joseph Manfredi (Attorney)

Anthony Polcari (CPA)

Jack Straub

**Absent:**

Julia Kravchin

Larry Vecchio

Joseph Merla

Shauna Burlew



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**Audit:**

Anthony Polcari discusses the 2020 KBBC Audit with the board.

Polcari mentions the issue of missing invoices and other documentation resulting from the laptop and cell phone.

Anthony Polcari states hard copies of invoices and other documents to support expenses were not maintained in an organized filing system, nor were they maintained physically at the place of business.

Additionally, the requirement of two check signees which is stated in the by-laws was not maintained. Polcari suggests a system should have been in place, so that these responsibilities were spread out amongst multiple people, rather than one.

Joseph Manfredi states the latest efforts made to recover documents from the laptop and cell phone were unsuccessful. Manfredi states he was asked to drop off the laptop and cell phone at the Keyport police station after the meeting. Mayor Collette Kennedy states she is against bringing the laptop to the police station.

Ann Boyce mentions she would take the laptop to Apple.

Anthony Polcari states that creating an audit committee consisting of two or three members would be beneficial to the board.

Motion by George McMorro to accept the 2020 KBBC Audit and tender to the State of New Jersey. Seconded by Dolores Rilho. Roll Call. All members present vote in favor, no abstentions. The motion passes.

Joseph Manfredi discusses hiring a forensic computer firm to gain access to the laptop.

Manfredi states the board should wait to see if Apple is able to unlock the laptop first.





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Ann Boyce states she will continue to pursue efforts to recover information from the cell phone.

Mayor Collette Kennedy tells George McMorrow and Ann Boyce to cease future payments made with the debit card.

**Public Session:**

Motion by Ann Boyce and seconded by George McMorrow to open the meeting to public session. All members present vote in favor. The motion passes and the public session is opened.

Jack Straub questions Anthony Polcari if the audit mentions the extraordinary circumstances the board faced in 2020 due to covid-19. Polcari states it is not feasible to assume what was directly affected by covid-19.

Motion by Delia Sosa McDermott to close the public session. Seconded by Mayor Collette Kennedy. All members present vote in favor, no abstentions. The motion passes and the public session is closed.

**Closure:**

Motion by George McMorrow to adjourn the meeting. Seconded by Delia Sosa McDermott. All members present vote in favor. The motion passes. The meeting is adjourned.



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# Keyport BID, Inc.

## Financial Policy

Adopted: \_\_\_\_\_  
Resolution: \_\_\_\_\_

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## I. INTRODUCTION

Keyport BID, Inc. (the "Corporation") is an Internal Revenue Service ("IRS") recognized tax-exempt non-profit corporation. In addition, the Corporation is a quasi-public entity; it has been designed by municipal ordinance as the District Management Corporation for the Keyport Business Improvement District and it is funded through a special assessment on the properties in said district. The Corporation is governed by an independent Board of Directors ("Board").

In accordance with applicable legal requirements, the Corporation has established a system of financial controls to ensure efficient operations and to guard against theft, fraud, waste, and abuse.

## II. GENERAL CONTROLS

### A. Responsibility of Chief Financial Officer

The Treasurer shall serve as the Corporation's Chief Financial Officer ("CFO") and shall be responsible for the proper administration of the Corporation's finances. The CFO shall have access to the Corporation's accountant and legal counsel.

### B. Deposits

In accordance with N.J.S.A. 40A:5-14, the bank(s) utilized by the Corporation shall be approved by the Board annually.

In accordance with N.J.S.A. 40A:5-15, all moneys received from any source by or on behalf of the Corporation shall, within forty-eight (48) hours after the receipt thereof, be transferred to the CFO or deposited in the Corporation's approved bank account(s). In the event of a transfer to the CFO, the CFO shall deposit said moneys in the Corporation's bank account(s) within forty-eight (48) hours of the transfer.

An individual shall only receive moneys on behalf of the Corporation if they have been duly authorized by the Board. An authorized individual shall be responsible for safeguarding moneys until they are transferred to the CFO or deposited in the Corporation's bank account(s).

In the event that a timely deposit is not possible due to bank closure(s) or an emergency, the individual in possession shall be responsible for securely storing and accounting for the moneys (as per Local Finance Notice 2020-07) and making the deposit as soon as possible thereafter.

### C. Investments

The Corporation's funds shall be kept in bank accounts and/or invested in appropriate securities. The CFO shall ensure that the Corporation's bank accounts are covered by FDIC insurance and do not exceed FDIC coverage limits. All investments must be approved in advance by the Board via resolution and shall be held in the name of the Corporation only.

## **D. Financial Records and Reconciliations**

Financial records shall be maintained by the CFO. Reconciliations shall be performed by the Corporation's fee accountant.

## **E. Insurance**

The Corporation shall maintain appropriate types and amounts of insurance coverage.

## **F. Annual Audit**

In accordance with N.J.S.A. 40A:5-4, the Corporation shall select an independent auditor to perform the annual audit of its books, accounts, and financial transactions.

# **III. PROCUREMENT PRACTICES**

All purchases of goods and/or services shall be made in compliance with the New Jersey Local Public Contracts Law and any regulations and/or Local Finance Notices implemented pursuant thereto. The Corporation's Qualified Purchasing Agent ("QPA") shall be responsible for ensuring all procurements are legally compliant. Should the Corporation not have a QPA, then the Corporation's CFO shall have such responsibility.

# **IV. EXPENDITURES**

## **A. General**

All expenditures (including reimbursements) must be approved in advance via resolution of the Corporation's Board. Non-recurring expenditures must be approved on a case-by-case basis, whereas recurring expenditures may be approved on an annual basis. In an urgent situation where an expenditure must be acted upon prior to the next Board meeting, the expenditure must be approved in advance by e-mail vote of the Executive Committee. Thereafter, the expenditure must be presented for ratification at the next Board meeting.

Any proposed expenditures shall be included on the bill list submitted to the Board and supported by appropriate documentation (e.g. contract, vendor invoice). The CFO shall be responsible for ensuring that proposed expenditures are appropriately supported and within budget.

All payments shall be made promptly (i.e. generally within seven (7) calendar days) following Board approval.

Generally, vendors should not be paid in advance.



## **B. Methods of Payment**

The Corporation shall only make payments for approved expenditures via check, charge card (i.e. store credit card), or Automated Clearing House (“ACH”) transaction. No payments shall be made via cash, debit card, general-purpose credit card, or any other method not expressly approved herein.

## **C. Payment by Check**

In accordance with Article V, Section 1 of the Bylaws, all checks issued by the Corporation must be signed by two officers of the Corporation. Checks shall be issued along with a copy of the invoice being paid. The Corporation shall maintain a record of all voided or unclaimed checks.

Checks shall only be used to pay for expenditures approved by the Board. All unused checks shall remain in the custody of an officer of the Corporation. Checks shall be used in sequential order. The payee on a check must be specifically identified; checks may not be made payable to “cash” or “bearer”. The signing of a blank check is prohibited.

## **D. Payment by Charge Card**

In accordance with N.J.A.C. 5:30-9A.4(a)(12), the Corporation may use a charge card issued by a specific vendor which can only be utilized for good and/or services provided by said vendor. However, the charge card must facilitate the designation of specific employees authorized to use the card, the tracking of purchases by individual user, establishment of per-purchase dollar limits, along with the ability to receive itemized statements and pay by invoice.

The Corporation’s charge card(s) may only be used by those individuals who have been authorized via resolution of the Board and who have signed an acknowledgement that they understand the policies and procedures for usage and that they are financially responsible for any misuse. The Board reserves the right to revoke an individual’s authorization at any time and for any reason.

The CFO must document and implement internal controls sufficient to ensure safe and proper use of charge cards and mitigate the potential for fraud and abuse. In addition, pursuant to N.J.A.C. 5:30-9A.4(b)(2), the CFO must ensure that the charge card systems utilized by the Corporation incorporate appropriate features and safeguards.

Charge cards shall only be used to pay for expenditures approved by the Board. Charge cards shall not, under any circumstances, be utilized for travel, dining, or room and board expenses. Charge cards shall remain in the custody of an authorized user. The outstanding balance on a charge card must be paid in full each month.

## **E. Payment by Automated Clearing House Transaction**

In accordance with N.J.A.C. 5:30-9A.4(a)(11), the Corporation may utilize ACH transactions.



The Corporation's ACH systems may only be used by those individuals who have been authorized via resolution of the Board and who have signed an acknowledgement that they understand the policies and procedures for usage and that they are financially responsible for any misuse. The Board reserves the right to revoke an individual's authorization at any time and for any reason.

The CFO must document and implement internal controls sufficient to ensure safe and proper use of ACH systems and mitigate the potential for fraud and abuse. In addition, pursuant to N.J.A.C. 5:30-9A.4(b)(2), the CFO must ensure that ACH systems utilized by the Corporation incorporate appropriate features and safeguards.

ACH transactions shall only be used to pay for expenditures approved by the Board.

## V. VIOLATIONS

Any violations of the Corporation's Financial Policy may result in appropriate remedial and/or disciplinary action.

**Keyport BID, Inc.**  
**General Ledger**  
 Nov-21

Date	Transaction Type	Num	Name	Memo/Description	Split	Amount
<b>Open Items at November 30, 2021 - Outstanding Checks</b>						
3/24/2021	Check	3051	Monmouth Municipal Joint Ins fund			-564.00
7/13/2021		3087	New Jupiter Media Jack Straub	Invoices - 4/10/21-7/10/21?		-1,105.00
11/29/2021		3126	New Jupiter Media			-20.00
11/29/2021		3130	Down 2 Earth Wellness			<u>1,689.00</u>
						<u>-\$</u>
<b>Open Items at December 31, 2021</b>						
12/3/2021		1476	Manfredi & Pellechio	Balance Invoice Legal - November 2021		151.24
12/7/2021		13267	Polcari & Co	Audit & Preparation of 2020 Return		7,100.00
1/6/2022		1507	Manfredi & Pellechio	Legal - December 2021		6,693.88
						<u>\$ 13,945.12</u>



9200077 SP 1001 -C10-P00000-I  
 KEYPORT BID INC  
 70 W FRONT ST  
 KEYPORT NJ 07735



**We hope you're enjoying the new design.**  
 If you have any questions about your new statement, contact your bank representative or give us a call.

## Account Statement

For the Period Ending: 12/31/21 | Page 1 of 7

### Valley Small Business Checking - XXXXXXXX8139

SUMMARY FOR THE PERIOD: 12/01/21 - 12/31/21

<b>Beginning Balance</b>	+	<b>Deposits</b>	+	<b>Interest Paid</b>	-	<b>Withdrawals</b>	-	<b>Service Charge</b>	=	<b>Ending Balance</b>
\$187,260.36		\$0.00		\$0.00		\$29,083.24		\$0.00		\$158,177.12

#### TRANSACTIONS

Date	Description	Debits	Credits	Balance
	Beginning Balance			\$187,260.36
12/03	POS Purchase NNT MSFT *-<E0700GVV66 -- MSBILL.INFO WA Card # ending with 10	-\$12.50		\$187,247.86
12/03	Check Number 3127	-\$50.00		\$187,197.86
12/03	Check Number 3128	-\$10.00		\$187,187.86
12/03	Check Number 3136	-\$442.00		\$186,745.86
12/03	Check Number 3137	-\$1,000.00		\$185,745.86
12/06	Check Number 3122	-\$2,500.00		\$183,245.86
12/07	Check Number 3113	-\$20.00		\$183,225.86
12/07	Check Number 3135	-\$150.00		\$183,075.86
12/08	Check Number 3129	-\$40.00		\$183,035.86
12/10	PAYCHEX EIB INVOICE ID: X95049500018458	-\$58.00		\$182,977.86
12/10	Check Number 3124	-\$1,456.25		\$181,521.61
12/13	ATT Payment	-\$118.58		\$181,403.03

Have Questions? 800-522-4100

[valley.com](http://valley.com)

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9200077-0000248-0000001 of 0000005-C10-bc-1001-00000





**Valley Small Business Checking - XXXXXXXX8139** (continued)

**TRANSACTIONS** (continued)

Date	Description	Debits	Credits	Balance
	ID: 596347003EPAYL			
12/13	Check Number 3125	-\$3,273.76		\$178,129.27
12/13	Check Number 3138	-\$3,723.76		\$174,405.51
12/13	Check Number 3140	-\$14,498.35		\$159,907.16
12/20	Check Number 3132	-\$40.00		\$159,867.16
12/20	Check Number 3143	-\$575.00		\$159,292.16
12/22	Check Number 3141	-\$341.02		\$158,951.14
12/23	Check Number 3134	-\$110.00		\$158,841.14
12/27	DBT Purchase FACEBK HUDTZ9PRB2 650-5434800 CA Card # ending with 46	-\$27.03		\$158,814.11
12/28	Check Number 3142	-\$127.00		\$158,687.11
12/30	Check Number 3144	-\$500.00		\$158,187.11
12/31	POS Purchase APL*ITUNES.COM/BILL APPLE COM BILL CUPERTINO CA Card # ending with 10	-\$9.99		\$158,177.12
<b>Ending Balance</b>				<b>\$158,177.12</b>

**CHECKS IN ORDER**

Date	Number	Amount	Date	Number	Amount
12/07	3113	\$20.00		*	
	*		12/23	3134	\$110.00
12/06	3122	\$2,500.00	12/07	3135	\$150.00
	*		12/03	3136	\$442.00
12/10	3124	\$1,456.25	12/03	3137	\$1,000.00
12/13	3125	\$3,273.76	12/13	3138	\$3,723.76
	*			*	
12/03	3127	\$50.00	12/13	3140	\$14,498.35
12/03	3128	\$10.00	12/22	3141	\$341.02
12/08	3129	\$40.00	12/28	3142	\$127.00
	*		12/20	3143	\$575.00
12/20	3132	\$40.00	12/30	3144	\$500.00

(\*) Check Number Missing or Check Converted to Electronic Transaction and Listed under the Transaction section.

**Interest Rate Calculations**

Year-to-Date Interest Paid: \$0.00



920007/-0000248-0000002 of 0000008-C10-bc-1001-00000



# Valley Small Business Checking - XXXXXXXX8139 (continued)

The vendor who prints our statements is experiencing technical difficulties. As a result, this statement looks a little different from the one you usually receive. We apologize for the inconvenience.

920007 / 0000249-0000003 of 0000008-C10-00-1007-00000



# Valley Small Business Checking - XXXXXXXX8139 (continued)

## POSTED CHECKS

For more details and bigger images log on to your account at valley.com



3113

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/25/21 55-138212

PAY TO THE ORDER OF T. F. Farris Vintage Closet \$ 20.00

FOR Keyport Co. Inc. Sig. Anna DuBoya

Valley

\*003113\* \*021201383\* \*00004158139\*

Item Num=2212706515  
Inst=KEYPORT BANK  
TrID=3-Trans=12/06/21  
Item Num=408066005626

Item Num=2212706515  
Inst=KEYPORT BANK  
TrID=3-Trans=12/06/21

MAA OK 1/1/21

12/07 Check#: 000003113 Amount: \$20.00

3122

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/18/2021 55-138212

PAY TO THE ORDER OF Jim Barry \$ 2,500.00

FOR HOLLWOOD RAZZ Sig. Anna DuBoya

Valley

\*003122\* \*021201383\* \*00004158139\*

06945800000 TWD49044 2021-12-03 21:31:00  
KeyAmt: 2500.00  
4368232927  
408540XXXXXX5615

HEAT/TOUR DESIGNS, LLC  
61 HOLLWOOD RAZZ  
PAINWICK, PA 19380

12/06 Check#: 000003122 Amount: \$2,500.00

3124

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/29/2021 55-138212

PAY TO THE ORDER OF Gelteude \$ 1,456.25

FOR Inv # PR 80 Sig. Anna DuBoya

Valley

\*003124\* \*021201383\* \*00004158139\*

FOR DEPOSIT ONLY

POSTAL SERVICE ONLY

NO OTHER MARKS

NO OTHER MARKS

12/10 Check#: 000003124 Amount: \$1,456.25

3125

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/29/2021 55-138212

PAY TO THE ORDER OF Manfredi & Bellolio \$ 3,273.76

FOR Inv # 1146 Sig. Anna DuBoya

Valley

\*003125\* \*021201383\* \*00004158139\*

FOR DEPOSIT ONLY

POSTAL SERVICE ONLY

NO OTHER MARKS

NO OTHER MARKS

12/13 Check#: 000003125 Amount: \$3,273.76

3127

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/23/2021 55-138212

PAY TO THE ORDER OF 32 West Seton \$ 50.00

FOR KC Sig. Anna DuBoya

Valley

\*003127\* \*021201383\* \*00004158139\*

FOR DEPOSIT ONLY

POSTAL SERVICE ONLY

NO OTHER MARKS

NO OTHER MARKS

12/03 Check#: 000003127 Amount: \$50.00

3128

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/23/2021 55-138212

PAY TO THE ORDER OF Keyport Beauty Center \$ 10.00

FOR KC Sig. Anna DuBoya

Valley

\*003128\* \*021201383\* \*00004158139\*

FOR DEPOSIT ONLY

POSTAL SERVICE ONLY

NO OTHER MARKS

NO OTHER MARKS

12/03 Check#: 000003128 Amount: \$10.00

920007/00000249-0000004 of 0000008-C10-DC-1001-00000

Valley Small Business Checking - XXXXXXXX8139 (continued)

POSTED CHECKS (continued)

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/28/2021 55-138212

PAY TO THE ORDER OF Plant Bagel  
forty dollars \$ 40.00

FOR KC

Valley

#003129# #021201383# #000041358139#

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/28/2021 55-138212

PAY TO THE ORDER OF Gourmet Italian Delights  
forty dollars \$ 40.00

FOR KC

Valley

#003132# #021201383# #000041358139#

For Deposit Only - JPMC

1757145015

Signature: [Handwritten Signature]

Signature: [Handwritten Signature]

12/08 Check#: 000003129 Amount: \$40.00

12/20 Check#: 000003132 Amount: \$40.00

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/29/2021 55-138212

PAY TO THE ORDER OF Bureaus Super Food + Street  
one hundred dollars \$ 100.00

FOR KC

Valley

#003134# #021201383# #000041358139#

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 11/29/2021 55-138212

PAY TO THE ORDER OF McDonalds Pub  
one hundred fifty dollars \$ 150.00

FOR KC

Valley

#003135# #021201383# #000041358139#

12/23 Check#: 000003134 Amount: \$110.00

12/07 Check#: 000003135 Amount: \$150.00

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/1/2021 55-138212

PAY TO THE ORDER OF Sterling Audio  
four hundred forty two dollars \$ 442.00

FOR Repes Int

Valley

#003136# #021201383# #000041358139#

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/1/2021 55-138212

PAY TO THE ORDER OF Decor Queen  
one thousand dollars \$ 1000.00

FOR Balance due

Valley

#003137# #021201383# #000041358139#

12/03 Check#: 000003136 Amount: \$442.00

12/03 Check#: 000003137 Amount: \$1,000.00

For Deposit Only  
299 313 9753  
Sterling Audio

Signature: [Handwritten Signature]

920007-00000250-00000005 of 00000008-C10-BC-1001-00000



Valley Small Business Checking - XXXXXXXX8139 (continued)

POSTED CHECKS (continued)

3138

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/7/2021 55-139212

PAY TO THE ORDER OF Mansueti + Balochio \$ 3723.76  
Three thousand seven hundred twenty three and 76/100 DOLLARS

FOR Inv 14726

*Antonio Boye*

⑈003138⑈ ⑈021201383⑈ ⑈000041358139⑈

57907096385 125235 20211221 000000000041358139  
TRN\_DEBIT CRIZKAL 341.02  
Hazlet 0579 94004 5779 0010 0115

Deposit  
\$9975.00  
Mansueti + Balochio

12/13 Check#: 0000003138 Amount: \$3,723.76

3140

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/10/2021 55-139212

PAY TO THE ORDER OF DFC \$ 14,498.35  
fourteen thousand four hundred ninety eight and 35/100 DOLLARS

FOR Partes / Sdewales

*Antonio Boye*

⑈003140⑈ ⑈021201383⑈ ⑈000041358139⑈

557806094717 105411 20211213 000000000041358139  
TRN\_DEBIT AMETVAL 0.00  
Marlboro 0088 94004 5578 0001 0036

Deposit only

12/13 Check#: 0000003140 Amount: \$14,498.35

3141

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/10/2021 55-139212

PAY TO THE ORDER OF Melissa O'Connell \$ 341.02  
Three hundred forty one and 02/100 DOLLARS

FOR small Tree Trunks

*Antonio Boye*

⑈003141⑈ ⑈021201383⑈ ⑈000041358139⑈

577907096385 125235 20211221 000000000041358139  
TRN\_DEBIT CRIZKAL 341.02  
Hazlet 0579 94004 5779 0010 0115

408876537

12/22 Check#: 0000003141 Amount: \$341.02

3142

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/10/2021 55-139212

PAY TO THE ORDER OF Debra Muller \$ 127.00  
one hundred twenty seven and 00/100 DOLLARS

FOR small Tree Trunks

*Antonio Boye*

⑈003142⑈ ⑈021201383⑈ ⑈000041358139⑈

577907096385 125235 20211221 000000000041358139  
TRN\_DEBIT CRIZKAL 341.02  
Hazlet 0579 94004 5779 0010 0115

Deposit only

12/28 Check#: 0000003142 Amount: \$127.00

3143

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/10/2021 55-139212

PAY TO THE ORDER OF Soltzer Entertainment \$ 575.00  
five hundred seventy five and 00/100 DOLLARS

FOR Balance Due Inv 2105-887

*Antonio Boye*

⑈003143⑈ ⑈021201383⑈ ⑈000041358139⑈

507254079588 111559 20211220 000000000041358139  
TRN\_DEBIT NSERRAN 575.00  
East Windsor 0072 94004 5072 0001 0035

Deposit only

12/20 Check#: 0000003143 Amount: \$575.00

3144

KEYPORT BID, INC  
70 W FRONT ST  
KEYPORT, NJ 07735-1299

DATE 12/10/2021 55-139212

PAY TO THE ORDER OF Gerald Agos \$ 500.00  
five hundred and 00/100 DOLLARS

FOR Holiday Party

*Antonio Boye*

⑈003144⑈ ⑈021201383⑈ ⑈000041358139⑈

507254079588 111559 20211220 000000000041358139  
TRN\_DEBIT NSERRAN 575.00  
East Windsor 0072 94004 5072 0001 0035

Deposit only

12/30 Check#: 0000003144 Amount: \$500.00



**To Reconcile Your Account**

1. Compare the checks listed as paid on your statement with the entries appearing in your checkbook to insure that they have been properly charged to your account.
2. Create a list of all checks that have been issued by you but have not been paid by Valley (Check(s) Outstanding).
3. Add to your checkbook balance any credit not already recorded in the checkbook.
4. Deduct from your checkbook any service charge or other charges (including automatic deductions) which you have not already recorded in your checkbook.
5. Follow the instructions listed in the Balance Reconciliation section below.

**Balance Reconciliation**

1 Enter ending statement balance	
2 Add deposits recorded in your checkbook but not shown on this statement.	
3 Total (1 plus 2 above)	
4 Subtract total check(s) outstanding	
5 Balance (3 less 4 should equal checkbook balance)	

**Finance Charge Computation For Personal Line Of Credit**

The Finance Charge that accrues in any monthly billing period is determined on each day in the monthly billing cycle by multiplying the Daily Periodic Rate by the outstanding principal balance (after subtracting payments and adding advances posted that day); then we add the results of these calculations for the number of days in the billing cycle. The Daily Periodic Rate is the Annual Percentage Rate in effect during the monthly billing cycle divided by 365.

**In Case Of Errors Or Questions About Your Personal Line Of Credit Transactions**

**A. Pursuant To The Federal Fair Credit Billing Act**

If you think your statement is wrong or if you need more information about checking transactions on your statement which did not arise from an electronic transfer, write us as soon as possible at Valley National Bank, Attn: Customer Care, 1445 Valley Road, Wayne, NJ 07470-2088, or email us at [contactus@valley.com](mailto:contactus@valley.com). We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. You can contact us at 800-522-4100, but doing so will not preserve your rights. In your letter, give us your name and account number and the dollar amount of the suspected error. Describe the error and explain, if you

can, why you believe there is an error. If you need more information, describe the item you are unsure about. You do not have to pay any amount in question while we are investigating, but you are still obligated to pay the parts of your statement that are not in question. While we investigate your question, we cannot report you as delinquent or take any action to collect the amount you question.

**B. Under Applicable State Law**

If you rely upon the 3 months period provided by state law, you may lose important rights that could be preserved by action more promptly under the federal law described in the first paragraph in this section. State law provisions apply only after expiration of the time period for submitting a proper written notice of a billing error under federal law.

**In Case Of Error Or Questions About Your Electronic Transfers (Pursuant to the Electronic Fund Transfer Act. Applicable to personal accounts only; does not pertain to wire transfers.)**

If you think your statement or receipt is wrong or if you need more information about an electronic transfer on the statement or receipt, please contact us at 800-522-4100; write us at Valley National Bank, Attn: Customer Care, 1445 Valley Road, Wayne, NJ 07470-2088, or email us at [contactus@valley.com](mailto:contactus@valley.com). We must hear from you no later than 60 days after we sent you the first statement on which the error or problem appeared. Tell us your name and account number and the dollar amount of the suspected error. Describe the error or the transfer you are unsure about, and explain as clearly as you can why you believe it is an error or why you need more information. We will investigate your complaint and will correct any error promptly. If we take more than 10 business days to do this or 20 business days if your notice of error involves an electronic fund transfer to or from the account within 30 days after the first deposit to the account was made, we will provisionally credit your account for the amount you think is in error, so that you will have the use of the money during the time it takes us to complete our investigation.

**For Additional Terms And Conditions Applicable To Your Account Statement, Please Reference Our "All About Your Accounts" Booklet.**

9200077-0000251-0000007 of 0000008-C7U-BC-1001-00000

RECONCILIATION REPORT

Reconciled on: 01/07/2022

Reconciled by: Michael Carlton

ny changes made to transactions after this date aren't included in this report.

summary

US

atement beginning balance	187,260.3
hecks and payments cleared (23)	-29,083.3
eposits and other credits cleared (0)	0.0
atement ending balance	158,177.0
ncleared transactions as of 12/31/2021	-2,794.0
egister balance as of 12/31/2021	155,383.0
leared transactions after 12/31/2021	0.0
ncleared transactions after 12/31/2021	-9.9
egister balance as of 01/07/2022	155,373.1

etails

hecks and payments cleared (23)

DATE	TYPE	REF NO.	PAYEE	AMOUNT (US)
0/28/2021	Check	3113	Tiffani's Vintage Closet	-20.0
1/15/2021	Check	3122		-2,500.0
1/29/2021	Check	3127	32 West Salon	-50.0
1/29/2021	Check	3135	McDonagh's Pub	-150.0
1/29/2021	Check	3134	Burlew's Steak and Seafood	-110.0
1/29/2021	Check	3132	Gourmet Italian Delights	-40.0
1/29/2021	Check	3124	Geltrude & Company, LLC	-1,456.2
1/29/2021	Check	3125	Manfredi & Pellechio	-3,273.7
1/29/2021	Check	3128	Keyport Beauty Center	-10.0
1/29/2021	Check	3129	Planet Bagel	-40.0
2/01/2021	Check	3137	Decor Queen	-1,000.0
2/01/2021	Check	3136	Stirling audio	-442.0
2/03/2021	Check	ACH	Microsoft	-12.9
2/07/2021	Check	3138	Manfredi & Pellechio	-3,723.7
2/10/2021	Check	3144	Gerald Agro	-500.0
2/10/2021	Check	ACH	Paychex Inc.	-58.0
2/10/2021	Check	3143	Esteem Entertainment	-575.0
2/10/2021	Check	3142	Deb Muller	-127.0
2/10/2021	Check	3140	DFC	-14,498.3
2/10/2021	Check	3141	Melissa O'Connell	-341.0
2/13/2021	Check	ACH	AT&T Wireless	-118.9
2/27/2021	Check	ACH	Facebook	-27.0
2/31/2021	Check	ACH	Apple	-9.9

total -29,083.2

Additional Information

ncleared checks and payments as of 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (US)
3/24/2021	Check	3051	Monmouth Municipal Joint Ins fund	-564.0
9/10/2021	Check	3087	New Jupiter Media	-1,105.0
1/29/2021	Check	3126	New Jupiter Media	-1,105.0
1/29/2021	Check	3130	Down 2 Earth Wellness	-20.0

total -2,794.0

ncleared checks and payments after 12/31/2021

DATE	TYPE	REF NO.	PAYEE	AMOUNT (US)
2/04/2022	Expense		Apple	-9.9

total -9.9

RECONCILIATION REPORT

Reconciled on: 01/07/2022

Reconciled by: Michael Carlen

Any changes made to transactions after this date aren't included in this report

Summary	USD
Statement beginning balance	157,280.98
Checks and payments cleared (23)	-29,063.24
Deposits and other credits cleared (0)	0.00
Statement ending balance	158,177.72
Unleared transactions as of 12/31/2021	-2,794.00
Register balance as of 12/31/2021	155,383.12
Cleared transactions after 12/31/2021	0.00
Unleared transactions after 12/31/2021	-9.99
Register balance as of 01/07/2022	155,373.13

Details

Checks and payments cleared (23)

DATE	TYPE	REF NO	PAYEE	AMOUNT (USD)
10/26/2021	Check	3113	Tiffany's Vintage Closet	-20.00
11/15/2021	Check	3122		-3,500.00
11/29/2021	Check	3127	32 West Salon	-50.00
11/29/2021	Check	3135	McDonagh's Pub	-150.00
11/29/2021	Check	3134	Burlew's Steak and Seafood	-110.00
11/29/2021	Check	3132	Gourmet Italian Delights	-40.00
11/29/2021	Check	3124	Getztle & Company, LLC	-1,458.25
11/29/2021	Check	3125	Manfredi & Palachio	-3,273.76
11/29/2021	Check	3128	Keyport Beauty Center	-10.00
11/29/2021	Check	3129	Planet Bagel	-40.00
12/01/2021	Check	3137	Dacor Queen	-1,000.00
12/01/2021	Check	3136	String audio	-442.00
12/03/2021	Check	ACH	Microsoft	-12.50
12/07/2021	Check	3138	Manfredi & Palachio	-3,273.76
12/10/2021	Check	3144	Genald Agro	-500.00
12/10/2021	Check	ACH	Paychex Inc.	-58.00
12/10/2021	Check	3143	Esbeem Entertainment	-575.00
12/10/2021	Check	3142	Deis Muller	-127.00
12/10/2021	Check	3140	DFC	-14,406.95
12/10/2021	Check	3141	Melissa O'Connell	-341.02
12/13/2021	Check	ACH	AT&T Wireless	-118.58
12/27/2021	Check	ACH	Facebook	-27.83
12/31/2021	Check	ACH	Apple	-9.99
<b>Total</b>				<b>-29,063.24</b>

Additional Information

Unleared checks and payments as of 12/31/2021

DATE	TYPE	REF NO	PAYEE	AMOUNT (USD)
03/24/2021	Check	3051	Monthouth Municipal Joint Ins fund	-564.00
06/10/2021	Check	3087	New Jupiter Media	-1,105.00
11/29/2021	Check	3126	New Jupiter Media	-1,105.00
11/29/2021	Check	3130	Down 2 Earth Witness	-20.00
<b>Total</b>				<b>-2,794.00</b>

Unleared checks and payments after 12/31/2021

DATE	TYPE	REF NO	PAYEE	AMOUNT (USD)
02/04/2022	Expense		Apple	-9.99
<b>Total</b>				<b>-9.99</b>





# Invoice

INVOICE NO. 20212004  
DATE: 11/23/2021

KEYPORT BAYFRONT BUSINESS COOPERATIVE  
MELISSATARYN8014@GMAIL.COM  
917-991-2875

**PROJECT NAME:**  
KEYPORT HOLIDAY PHOTOS

**PROJECT DATE:** 11/27/2021

DESCRIPTION	PRICE	QTY	AMOUNT
INCLUDES STORE FRONTS, STREET PHOTOGRAPHY AND CHRISTMAS TREE LIGHTING 75 + PHOTOS	100	5	500

**NOTES:**  
PAYMENT DUE ON OR BEFORE PROJECT  
DATE AND CAN BE MADE VIA VENMO AT:  
@JERRY-AGRO OR CHECK CAN BE MADE  
PAYABLE TO: CASH OR GERALD AGRO

**SUBTOTAL** \$500

**TOTAL** \$500

**AGROSHOT PHOTOGRAPHY**  
JERRY AGRO (347)466.3228  
agroshotsphoto@gmail.com  
www.agroshotsphotography.com



Jim's Window Painting  
Jim Barry  
61 Hollywood Avenue  
Farmingdale, NJ 07727  
(732) 857-6157

November 15th, 2021

**RE:** Keyport Bayfront Business Cooperative/KBBC  
"Paint the Town" Contact: Melissa OConnell / 917-991-2875

Paint Holiday/Winter Wonderland on participating Store Front Windows for stores in Keyport New Jersey with completion of WFront street by Saturday November 27th, 2021. Removal of all window paint by January 31, 2022.

Agreed 50 store **minimum** for agreed base pricing starting at \$60 / \$225 car lots per store for the discounted pricing.

**Description:**

Paint Holiday/Winter Wonderland on participating Store Front Windows for minimum of 50 stores plus in Keyport New Jersey than removal of window display by January 31, 2022.

**EX:** Snow Flakes, Whirl winds, Twinkling Stars & Lights, Snow Covered trees, Large Bows, Wreaths, Candy Canes, Menorah, Candle, Snow Man, Happy Holidays etc.

2 windows/door : \$60 base price shop / \$225 - \$350 car dealership

**1st Deposit** Paid on start date of November 18, 2021 \$2500.00

**2nd Deposit** due on completion of painting: \_\_\_\_\_ TBA on number of shops/windows

Total: \_\_\_\_\_ (-deposit \$2500 / -\$1500 Final after removal \$ \_\_\_\_\_ )

**Final Payment**

\$1500.00 Final of Total Amount due to be paid on completion of removal of all paint design.

Date: \_\_\_\_\_ CK# \_\_\_\_\_

I agree to terms above & payment schedule.

JIM BARRY X

DATE: 11/18/21

MELISSA OCONNELL X

DATE: 11/18/21

# 111621

## “ Jim Barry”

Painting holiday windows/winter wonderland for several store fronts in Keyport.

\_X\_ Removal of old display.

Job Description:

Design and paint new window displays. Average store will be 1 to 2 windows @ \$60 each. Car dealers will be 3 to 4 windows @ \$225 each. Town stores will have whirl winds with twinkling stars, snow covered trees and or large bows, wreaths, candy canes, Manorah, candle sign stuck in the snow saying happy holidays

Thank you,

Jim Barry

61 Hollywood Ave

Farmingdale, NJ 07727

- Payment within 3 business days.



111621

## “James Barry”

Design and paint new front window displays at 50 plus locations in keyport. Theme is a combination of winter and or holiday. All displays will be removed sometime in late January. Price starts from \$65 per store with variations with final ok from Melissa

Deposit of \$2500 before work starts the week of 11-16-21.

Total price to be finalized with Melissa.

James Barry

61 Hollywood Ave

Farmingdale, NJ 07727

Decor Queen. 347-886-0109

Contractors Invoice

WORK PERFORMED AT:

TO: KBBC.

DATE 11-16-21

YOUR WORK ORDER NO.

OUR BID NO.

DESCRIPTION OF WORK PERFORMED

- Hang lights on the 14ft Christmas tree.
- Hang large ornaments on the tree.

- decorate the tent with my own garland and ribbon, and some props.

- I will provide a small Christmas trees for the tent. (Gift)

- The town gets to keep the lights on the main Christmas tree and the large ornaments. everything else I provide is property of Decor Queen.

dp of \$1000.00

total \$2000.00

2nd payment when projected is completed

X City Hall 70

All Material is guaranteed to be as specified, and the above work was performed in accordance with the drawings and specifications provided for the above work and was completed in a substantial workmanlike manner for the agreed sum of

Dollars (\$ )

This is a  Partial  Full invoice due and payable by: \_\_\_\_\_

in accordance with our  Agreement  Proposal No. \_\_\_\_\_ Dated \_\_\_\_\_



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Proposal for Back of the Keyport Cash Certificates

\*Request all certificates valid to the end of the year given.

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Expiration Date: \_\_\_\_\_

This certificate is worth ten dollars towards the purchase of merchandise or services at any participating Keyport Business.

Please note NO change will be given and this may not be redeemed for cash.

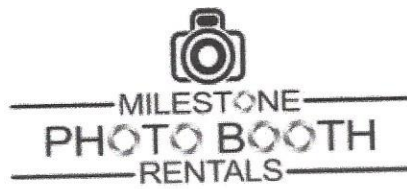
**Winner's Information Must be filled out to be VALID:**

Name: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Email: \_\_\_\_\_

All information must be filled out, please return this certificate to KBBC for reimbursement.

Merchant Information for Payment : \_\_\_\_\_





# INVOICE

Event #: 351598  
 Invoice Date: 1/6/2022  
 Event Date: 11/27/2021  
 Event Location: SET LOCATION

CLIENT  
 Larry Vecchio  
 Organization:  
 City of Keyport

TOTAL DUE  
**\$300.00**  
 AMOUNT PAID: \$300.00  
 BALANCE FORWARD: \$0.00

## PRICE BREAKDOWN

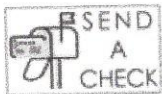
PACKAGE & ADDONS	QUANTITY	PRICE
DJ Services	2 Hours	\$300
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*

## TOTALS

Total:	\$300.00
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## PAYMENT OPTIONS

Option 1: Pay with Check



Please make checks payable to Milestone Photo Booth Rentals  
 and mail to 1805 Jakob Rd, Morganville, NJ 07751.

# DFC

Danny Carbone

Outdoor Design

224 Smithburg Road  
Manalapan NJ 07726

HVIC Number #13VH03889900

Insurance Number. NAIC# 1231

Description:

Remove Christmas Tree

- Remove all decorations from christmas tree
- Place all decorations in containers and bags for storage for next year
- Remove all lights and neatly place in storage containers for next year
- Remove tree from base
- Cut up and haul to recycling area
- Clean area from all debri from tree removal

Total

\$1100

3 Workers 1 Day



RECEIVED ON 2



# MICHAEL R HENRIKSEN

PO BOX 905  
KEYPORT NEW JERSEY  
ZIP 07735  
CEL 732 979 6446

# Invoice

Number: 1018  
Date: January 06, 2022

**Bill To:**

K, B, BC  
70 WEST FIRST S, T,  
KEYPORT N, J, , 07735 MOM

**Ship To:**

K, B, BC  
70 WEST FIRST S, T,  
KEYPORT N, J, , 07735 MOM

PO Number	Terms	Customer #	Ship	Via	Project
106					XMAS TREE

Item #	Description	Quantity	Price Each	Tax 1	Tax 2	Amount
1 6 2022	REMOVE CHRISTMAS TREE IN BANDSTAND AEREA AND PACK ALL ORNAMENTS CLEAN ALL DEBRE FROM SITE AND BLOW QFF PATIO					375.00

WE HAVE DON WORK FOR YOU PRIOR  
THANK YOU MICHAEL R HENRIKSEN

<b>Sub-Total</b>	<b>\$375.00</b>
State Tax 0.00% on 0.00	0.00
City Tax 0.00% on 0.00	0.00
<b>Total</b>	<b>\$375.00</b>

CALL FOR QFF  
TO JBC  
FOR APT

maye did I



melissa Oconnell <melissakbbc@gmail.com>

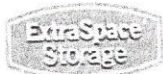
# Your Reservation Confirmation

4 messages

Thu, Jan 6, 2022 at 12:48 PM

Extra Space Storage <email@info.extraspace.com>  
Reply-To: noreply@email.extraspace.com  
To: Melissa <melissakbbc@gmail.com>

Your Storage Unit Has Been Reserved | [View online](#)



CF# 607 3065

## Reservation Confirmation

Hi Melissa,

You're one step closer to moving into the best storage solution.

Here's what you can expect next:

**Step 1:** You will receive a call from us in the next few hours

**Step 2:** Instructions will be sent to you on how to claim your unit and move-in

**Step 3:** Or you can save time and start your lease online with Rapid Rental

[Click To Start Rapid Rental](#)

If you decide that you don't want or are unable to complete your lease online, we understand! That's why we have a contact-free experience at the facility if you'd rather stop by.

In the off-chance that you don't hear from us today, feel free to reach out to us directly

*Stephanie Calixto*  
Your local Perth Amboy Manager  
(732) 654-0002

### Ways we can help.

- Find us the easy way. [Get directions](#)
- Here's what to expect when you come to the facility. [Watch video](#)
- Pack like an expert. [View packing tips](#)

### Ways we keep you safe.

- On-site manager gives you extra security.
- Multiple video cameras help secure your belongings.
- Electronic gate access for personalized and secure entry into the property.

[FAQS](#) [CONTACT US](#)



### YOUR FACILITY

- (732) 654-0002
- 900 State St  
Perth Amboy, NJ 08861  
[Get Directions](#)
- Mon-Fri: 9:30 am - 6:00 pm,  
Sat: 9:00 am - 5:30 pm,  
Sun: closed

### YOUR UNIT

- Unit Size: CEN - 10x10
- Access Hours:  
Mon-Fri: 6:00 am - 10:00 pm,  
Sat: 6:00 am - 10:00 pm,  
Sun: 6:00 am - 10:00 pm
- Promo

### APPT. CONFIRMATION

- Confirmation #: 6073065
- Move-in Date: 1/19/2022

### YOUR FORECAST



\$158 mth  
plus taxes + fees  
\$25 lx admin fee

732-654-0002  
900 state st  
Perth Amboy

## **Recap Notes:**

### **Paint the Town 2021**

**Last minute with the waivers - need to do month or so before next year.  
72 participants - Candy Cane theme with the tree - lots of positive feed back  
Start Earlier to leave time for weather & add ons & definitely more shops  
Give each section an exact date to shops & block off parking spots for painter  
3 payments - start take down "on or about January 3rd" - last payment**

### **KBBC Christmas Event 2021**

**Tree was beautiful day & night..... Tent out of this world..... Loved video ....  
loved Vibe of DJ and music.....**

**Poles wrapped - bright white..... need bows or something....  
wrap all year round? outline buildings instead..... add more poles!**

### **Shop Small Saturday**

**Start festivities at 2pm !!!! Drive people to town early & stay in town have dinner  
than go to tree lighting. Restaurants: early bird special?? Hire characters to walk  
the streets including HWYs - have them go into the restaurants for dinner .**

**Have carolers walk around & have the ice sculpture done early and ready for the  
lighting.**

**Put crafts for kids , hot chocolate , live music in any shop / saloon that wants it.**

**Hand out printed Santa Hats, Kids can decorate..... first 100 people.....**

**Town Wide Elf on a shelf hunt.**

**Town themed ugly sweater & a hat..... best sweater contest**



<b>KBBC Christmas 2021</b>	<b>ESTIMATED</b>	<b>Actual</b>
Poles Wrapped in lights	\$7425	\$7425
Bows for poles	x	x
Tree cut & placed	\$300	NC
Tree lights & Decoration	\$500	\$625
Professional decorator tree/tent	\$2000	\$2000
Stansions	x	\$450
Carolers	\$925	\$925
Ice carving	\$1500	x
Candy Canes, Mrs Santa Suite, Misc		\$150
Hot Chocolate	X	X
Snow flake craft	X	X
Window Decor (72 business)	\$10,000	\$6725
Professional Photos / video	\$500	\$500
Face book / Instagram boost	\$200	\$200
DJ	x	\$300
Tree undecorated & Removal	x	
Large Storage Bins for Decorations	x	
<b>TOTAL</b>	<b>\$23,350</b>	

KBBC Paint the Town - 2021

<b>FORM</b>	<b>complete</b>	<b>BROAD STREET 22</b>	<b>Project description</b>	<b>2200</b>
x	x	Sunoco	6 windows & scraping	200
x	X	Chickees	2 windows	60
X	X	Scenic Landscape	6 windows	180
X	X	Soaps Laundry	2 windows	60
X	X	Planet Bagels	4 windows	120
X	X	Country Farms	4 window	120
X	x	Los Corrales	6 windows	180
X	x	Mist Barber Shop	1 window	60
X	x	Shine Nails	2 windows	60
X	x	Smoke Shop	2 windows	60
X	x	Miss Sharons	4 windows	120
e	x	Dunkin Donuts	4 windows	150
X	x	Paws & Claws	4 mini	100
X	x	Fat Kat Tattoo	x	x
m	x	Broad Street Diner	6 mini	150
X	X	Keyport Funhouse	3 windows	90
X	X	Fast Copy	2 windows	60
m	x	Keyport Hair	2 windows	60
X	x	42 Broad St (Ann)	2 windows	60
X	x	34 Broad St	3 windows	90
X	x	UP town	4 windows	120
x	x	Taboo tattoo	door	60
x	x	Simply Homes	5 windows	150

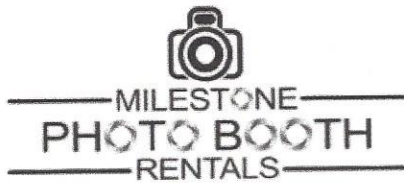
<b>FORM</b>	<b>completed</b>	<b>MAIN STREET 3</b>	<b>project description</b>	<b>300</b>
X	X	Drift wood Reality	4 windows	120
X	x	3BR	4 windows	120
X	x	Salty Zen	2 windows	60
<b>FORM</b>	<b>completed</b>	<b>E FRONT STREET 4</b>		<b>370</b>



m	x	Drews Bayshore	4 windows	130
X	x	Photo Offset	2 windows	60
X	x	Savon Drug	2 windows	x
a	x	Italian Touch Pizza	4 windows	120
<b>FORM</b>	<b>completed</b>	<b>W FRONT STREET -28</b>	<b>project description</b>	<b>2290</b>
m	X	MC Donaghs	6 windows	180
X	x	Italian Mini Mart	2 windows	60
X	x	Tiffanys Closet	2 widows	60
X	x	Hair Casino	2 windows	60
X	x	Lenoras Cafe	2 windows	60
X	x	Buy & Sell	4 windows	120
x	x	Karens Treasures	4 windows	120
x	X	Hope chest	4 windows	120
X	x	Down 2 Earth	2 windows	60
X	x	32 West Front	2 windows	60
x	x	Keyport Pizza	4 windows	120
X	X	Loui G	2 widows	60
X	x	Keyport Coffee	2 widows	60
m	X	Corrigan Acc	2 widows	60
m	X	Keyport Beauty	4 widows	120
L	x	lawyers / Larry	2 windows	60
x	x	Keyport Music	2 widows	60
X	x	Heavens Earth	2 widows	60
X	x	Tropico	3 widows	90
X	x	Deco Fabrics	3 widows	90
X	x	Family Treasures	2 widows	60
a	x	1st lenders	2 widows	60
d	x	Salon 29	2 widows	60
X	x	Deviant Elegance	2 windows	60



a	x	Calabrese	2 windows	60
X	x	Metal Music	4 windows	120
X	x	Keyport News	2 windows	60
x	x	Burlews	4 windows	120
		Lower West Front 5		520
a	x	Apollo Plumbing	2 widows	60
a	x	Mikes Sub	4 windows	120
a	x	Keyport Fishery	4 mini windows	100
m	x	Smith Liquors	4 windows	120
X	x	Outta Control	3 windows	90
<b>FORM</b>	<b>completed</b>	<b>CASS STREET</b>	<b>project description</b>	
X		J & S Flooring	2 widows	ND
e		Best Tile	2 widows	ND
<b>FORM</b>	<b>completed</b>	<b>MAPLE PLACE 2</b>	<b>project description</b>	<b>120</b>
X	X	K-9 Connection	2 windows	60
X	x	Felicita Pizza	2 windows	60
<b>FORM</b>	<b>completed</b>	<b>HWY 35 2</b>	<b>project description</b>	<b>555</b>
X	x	Jim Curley Buick	store front	300
m	x	Sansone Jr	store front	255
<b>FORM</b>	<b>completed</b>	<b>HWY 36 3</b>	<b>project description</b>	<b>420</b>
x	X	Hamburger Patties	4 windows	120
m	X	Army Navy	3 widows	180
x	x	F & J Sons	5 windows	130
				6725



# INVOICE

Event #: 351598  
 Invoice Date: 1/6/2022  
 Event Date: 11/27/2021  
 Event Location: SET LOCATION

## CLIENT

Larry Vecchio

Organization:  
 City of Keyport

## TOTAL DUE

\$300.00

AMOUNT PAID: \$300.00  
 BALANCE FORWARD: \$0.00

## PRICE BREAKDOWN

PACKAGE & ADDONS	QUANTITY	PRICE
DJ Services	2 Hours	\$300
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*
*	*	*

## TOTALS

Total:	\$300.00
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## PAYMENT OPTIONS

Option 1: Pay with Check



Please make checks payable to Milestone Photo Booth Rentals  
 and mail to 1805 Jakob Rd, Morganville, NJ 07751.

**Moto Holdings LLC  
501 Netherwood Drive  
Keyport NJ 07735  
917-991-2875**

**January 5th, 2022**

**RE:**

**10x10 Storage Rental  
79-81 Broad Street  
Keyport NJ 07735**

**Customer:**

**Keyport Bayfront Business Collective  
70 West Front Street , Keyport NJ 07735**

**Storage and use of back room of Basement for storage of Christmas Decorations,  
Storage Bins, Tents, Chairs & Tables.**

**Access Hours:**

**Monday - Friday 8am-5pm**

**Saturday 11am-5pm**

**Sunday 10am - 5pm**

**\*Any off time hours can be arranged and key given if needed for events etc.**

**Storage Start Date : January 12th, 2022**

**Price per month \$1.00**

**Can Cancel at anytime**



MARK D L

selfstorage.com

Owners  
Moving Blog

\* Self storage  
2152 State Route 35

SEP 11 11  
Call to Book  
732 264 5130

Storage facility hours and operations may be affected by local COVID-19 preventative measures.

SAFEGUARD self storage  
2152 State Rt 35 - Holmdel

\$18053  
w/ tax & insurance

1mth Free

**Your Storage Reservation is Confirmed!**

Confirmation code: P866S6MKN

**YOUR MOVE-IN DATE**

JAN 13 You're scheduled to move in on **Thursday, Jan. 13.**  
Office hours: 9:00 am - 6:00 pm  
[Change my move-in date](#)

I would like Selfstorage.com to send me SMS reminders about my storage reservation

Yes, text me reminders about my reservation

\* 1st day \$54.12  
month to month  
12 month hold.

**HERE IS WHAT HAPPENS NEXT:**

Check your inbox for a confirmation email with the details about your reservation.

We encourage you and the facility to connect beforehand. If you haven't already heard from them, give them a call.

**WHAT TO BRING:**

- A government issued ID
- A copy of this reservation

\* upstairs 4th floor

\* elevator

**YOUR INFORMATION**

melissa oconnell  
melissakbbc@gmail.com  
(917) 991-2875

insurance for upto  
\$20000 ~~\$11.00~~

[Add another name to this reservation](#)

**YOUR STORAGE FACILITY**

**Safeguard Self Storage - Holmdel**  
2152 State Route 35, Holmdel Township, NJ 07733  
(732) 264-5130

[Choose a different facility](#)

[Cancel this reservation](#)

Tax ID - non profit 5  
Tax exempt form  
\$2166 yr

**YOUR STORAGE UNIT**