

BARABOO BUSINESS IMPROVEMENT DISTRICT
BOARD OF DIRECTORS MEETING AGENDA

Date and Time: **Wednesday, May 20, 2020 5:30 P.M.**

Location: Sarah Fay is inviting you to a Zoom Meeting

<https://zoom.us/j/91031712750?pwd=ZmZlZHN4MjhOcVhFMVZFbHcyVWJkZDZ09>

Meeting ID: 910 3171 2750

Password: 4zdRsQ

BID Members Noticed: S. Fay, N. Marklein Bacher, B. Stelling, T. Wickus, S. Sloan, Tiffany Sloan, Samantha Ramsey Brunner, Mike Yount, Brenden McDaniel

Others Noticed K. Downing

Media: News Republic, WRPQ, Library, City Hall

OPENING

1. Call to Order.
2. Roll Call.
3. Announce compliance with Open Meeting Law.
4. Approve Minutes of April 15, 2020.
5. Adoption of Agenda.

REPORTS OF OFFICERS and COMMITTEES

1. President
2. Secretary
3. Treasurer
4. Appearance Committee
5. Business Development Committee
6. Finance Committee
7. Parking Committee
8. Promotions Committee

NEW BUSINESS

- Approval of Vouchers
- Pandemic Support
- Election of Officers

NEXT AGENDA ITEMS AND MEMBER COMMENTS

CORRESPONDENCE & ANNOUNCEMENTS

NEXT MEETING – June 17, 2020 at 5:45 PM

ADJOURNMENT

Sarah Fay, Chairperson

Board Members are asked to notify the President or Vice President at least 24 hours before the meeting if they will not be able to attend.

Agenda prepared by S. Fay
Agenda posted by D. Munz on 05/14/2020

PLEASE TAKE NOTICE that any person who has a qualifying disability as defined by the Americans with Disabilities Act that requires the meeting or materials at the meeting to be in an accessible location or format, should contact City Clerk Brenda Zeman, phone # 355-2700, ext. 7311, during regular business hours at least 48 hours before the meeting so that reasonable arrangements can be made to accommodate each request.

It is possible that members of, and possibly a quorum of members of, other governmental bodies of the City of Baraboo who are not members of the above Council, committee, commission, or board may be in attendance at the above stated meeting to gather information. However, no formal action will be taken by any governmental body at the above stated meeting, other than the Council, committee, commission or board identified in the caption of this notice.

FOR INFORMATION ONLY, AND NOT A NOTICE TO PUBLISH

Baraboo BID Meeting Minutes
4/15/20 Remote Meeting

Participating: Members: Stelling, Yount, Sloan, Marklein, Wickus, Fay, Kolb
Others: None
Absent: Bruncker

President Fay called the meeting to order at 5:47 p.m.

Approval of March 2020 minutes: Stelling/Wickus
Adoption of Agenda: Wickus/Yount

President: Brendan McDaniel from Toy Soldier shop will serve in the BID seat vacated by Sheila Byberg.
Secretary: None
Treasurer: None
Appearances: Committee needs to meet to discuss RFPs for planters. Proposed skipping spring planters in favor of early summer plantings.
Business Development: Will be working with Lacey Steffes on development programming for members.
Finance: None
Parking: Previous contractor for weed removal is available and ready.
Promotions: Has been having conversations regarding Farmer's Market. Intention is to hold the Farmer's Market with safeguards in place. \$5,000 for Branding Initiative needs to be transferred from reserves rather than the Promotions Committee budget.

Old Business

None

New Business

Approval of vouchers:

NextLevel Marketing (Promotion) \$67.50

Approved: Wickus/Yount

Motion to adjourn at 6:06 p.m. by Sloan/Stelling



CITY OF BARABOO
 101 SOUTH BLVD
 BARABOO WI 53913
 608-355-2700 Phone

INVOICE

Invoice Number: 11772
 Invoice Date: 03/31/2020
 Customer Number: 77
 Amount Due: \$132.77
 Due Date: 04/30/2020

Bill 10: **Business Improvement District**
 Baraboo WI 53913

Parcel #:

Quantity	Description	Unit Price	Net Amount
1	BID WAGES 1ST QTR 2020	56.09	56.09
1	BID SS 1ST QTR 2020	4.11	4.11
1	BID RETIREMENT 1ST QTR 2020	4.58	4.58
1	BID HEALTH 1ST QTR 2020	9.19	9.19
5	BID COPIES B&W 1ST QTR 2020	.02	.10
110	BID COPIES COLOR 1ST QTR 2020	.07	7.70
1	BID POSTAGE 1ST QTR 2020	51.00	51.00
BANK 10 FUND		Invoice Total:	\$132.77

Return This Portion with Your Payment

03/31/2020 Customer Number: 77

Amount Due: \$132.77

Amount Paid: _____

Customer Name: Business Improvement District

Invoice Number: 11772

Make Check Payable to:

Baraboo WI 53913

Check box for address change and
 print correct address on reverse side

CITY OF BARABOO
 101 SOUTH BLVD
 BARABOO WI 53913
 608-355-2700 Phone

Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248
Phone (608) 252-6200

BILLING PERIOD		ADVERTISER/CLIENT NAME	
03/02/20 - 03/29/20		BARABOO BUSINESS IMPROVEMENT DIST.	
TOTAL AMOUNT DUE		*UNAPPLIED AMOUNT	TERMS OF PAYMENT
1,200.00			25th of the Month
CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS
1,200.00			

ADVERTISING INVOICE

PAGE #	BILLING DATE	BILLED ACCOUNT NAME AND ADDRESS	REMITTANCE ADDRESS
1	03/30/20	BARABOO BUSINESS IMPROVEMENT DIST. 101 SOUTH BLVD. BARABOO, WI 53913	CAPITAL NEWSPAPERS P.O. Box 725 Racine, WI 53401
ACCOUNT NUMBER			
2580483			

▲ REMIT TO ▲

Credit Card #: _____ Check #: _____
Expiry Date: _____
Security Code: _____

AMOUNT PAID _____

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	NEWSPAPER REFERENCE	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	GROSS AMOUNT	NET AMOUNT
03/22/20	3803575	NEWSLETERR 2020 CRSP 03/22	4x6.00 CI			0.00
03/27/20	3796761	DEVILS LAKE DIRECTORY 2020 SPDL 03/27	4x9.44 CI			1,200.00

STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	*UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
1,200.00					1,200.00

Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248

Representing: Wisconsin State Journal, The Capital Times, Baraboo News Republic, Portage Daily Register, Daily Citizen, The Sauk Prairie Eagle, Wisconsin Dells Events, Juneau County Star-Times, Reedsburg Times-press, Shopper Stopper, Wisconsin Reminder, Shopper Stopper Extra, Wisconsin Reminder Extra, madison.com, Columbus Journal Tri County, Monday Mini, Monday Marketeer, Shopping Reminder Shopper's View

ADVERTISER INFORMATION			
BILLING PERIOD	ACCOUNT NUMBER	ADVERTISER/CLIENT NO.	ADVERTISER/CLIENT NAME
03/30/20	2580483	2580483	BARABOO BUSINESS IMPROVEMENT DIS

2020 BID BUDGET FINAL

	2020	
REVENUE		
Assessment	\$46,900.00	
Farmer's Market	\$1,000.00	
TOTAL REVENUE		\$47,900.00
EXPENSES PROMOTIONS		
Downtown Baraboo Light Parade	\$3,000.00	
Downton Baraboo Holiday Advertisng	\$2,000.00	
Advertising DBI Event Coordinate Support	\$3,000.00	
Devil's Lake Advertising	\$1,500.00	
Farmer's Market	\$2,000.00	
Image Adv Campaign	\$9,000.00	
PROMOTIONS TOTAL		\$20,500.00
PARKING LOT DEVELOPMENT		
Parking lot reserve	0	
Landscape and Maintenance	\$1,500.00	
PARKING LOT TOTAL		\$1,500.00
ADMINISTRATIVE		
Supplies	\$200.00	
Insurance	\$650.00	
Professional Services (audit)	\$2,000.00	
Accounting Services Operating	\$800.00	
Expenses	\$0.00	
ADMINISTRATIVE TOTAL		\$3,650.00
APPEARANCE/BANNERS		
Hanging Flower Baskets	\$8,000.00	
Spring	\$800.00	
Winter	\$975.00	
Summer	\$725.00	
Fall Décor	\$700.00	
Flags	\$300.00	
Pole Décor	\$3,500.00	
Install Labor	\$1,000.00	
Other	\$3,000.00	
APPEARANCE/BANNERS TOTAL		\$19,000.00
BUSINESS DEVELOPMENT	\$3,250.00	
BUSINESS DEVELOPMENT TOTAL		\$3,250.00
TOTAL EXPENSES		\$47,900.00

REVENUE OVER (UNDER) TOTAL

\$0.00

City of Baraboo
BID Fund 390
Balance Sheets
April 30, 2020 and December 31, 2019

Assets:	April 30, 2020	December 31, 2019
Current Assets:		
Cash	\$ 99,464.35	\$ 69,036.42
BID Assessment Receivable	6,519.70	-
Accounts Receivable	-	-
Due from Tax Roll	7,559.77	7,559.77
Total Current Assets	113,543.82	76,596.19
Total Assets	\$ 113,543.82	\$ 76,596.19
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ 3,199.48
Due to General Fund	-	1,239.48
Total Liabilities	-	4,438.96
 Fund Equity:		
Fund Balance	73,396.71	66,150.39
Designated-Project contrib	-	-
Net Revenues/(Expenditures)	40,147.11	6,006.84
Total Fund Equity	113,543.82	72,157.23
Total Liabilities and Fund Equity	\$ 113,543.82	\$ 76,596.19

City of Baraboo
BID Fund 390
Income Statement with Comparison to Budget
For The Four Months Ending April 30, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
BID Assessment	\$ -	\$ 45,519.61	\$ 46,900.00	97.06
Contrib Baraboo Public Arts	-	-	-	-
Donations and Contributions	-	-	1,000.00	-
Transfer from General Fund	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ 45,519.61	\$ 47,900.00	95.03
Expenditures:				
Economic Development				
Facilities Improvements	\$ -	\$ -	\$ -	-
Facility Improvements	-	-	-	-
Total Economic Development	\$ -	\$ -	\$ -	-
Transfer to Debt Service				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Debt Service	\$ -	\$ -	\$ -	-
Transfer to Capital Projects				
Cost Reallocation	\$ -	\$ -	\$ -	-
Total Transfer to Capital Projects	\$ -	\$ -	\$ -	-
Community Development				
Publishing	\$ -	\$ -	\$ -	-
Professional Services	-	-	2,000.00	-
Accounting Services	-	-	800.00	-
Parking Lot Development	-	-	1,500.00	-
Appearances/Banners	-	-	19,000.00	-
Promotions	372.50	5,372.50	20,500.00	26.21
Business Development	-	-	3,250.00	-
Office Supplies	-	-	200.00	-
Operating Supplies	-	-	-	-
Insurance	-	-	650.00	-
Total Community Development	\$ 372.50	\$ 5,372.50	\$ 47,900.00	11.22
Total Expenditures	\$ 372.50	\$ 5,372.50	\$ 47,900.00	11.22
Net Revenues/(Expenditures)	\$ (372.50)	\$ 40,147.11	\$ -	

City of Baraboo
BID - Pocket Park Fund 392
Balance Sheets
April 30, 2020 and December 31, 2019

Assets:	<u>April 30, 2020</u>	<u>December 31, 2019</u>
Current Assets:		
Cash	\$ 1,945.29	\$ 1,945.29
Total Current Assets	<u>1,945.29</u>	<u>1,945.29</u>
Total Assets	<u><u>\$ 1,945.29</u></u>	<u><u>\$ 1,945.29</u></u>
 Liabilities and Fund Equity:		
Liabilities:		
Accounts Payable	\$ -	\$ -
Total Liabilities	<u>-</u>	<u>-</u>
 Fund Equity:		
Fund Balance	1,945.29	1,942.17
Net Revenues/(Expenditures)	-	3.12
Total Fund Equity	<u>1,945.29</u>	<u>1,945.29</u>
Total Liabilities and Fund Equity	<u><u>\$ 1,945.29</u></u>	<u><u>\$ 1,945.29</u></u>

City of Baraboo
BID - Pocket Park Fund 392
Income Statement with Comparison to Budget
For The Four Months Ending April 30, 2020

Revenues:	Current Month	Year to Date	Budget	Percentage of Budget
Interest on Investments	\$ -	\$ -	\$ -	-
Donations and Contributions	-	-	-	-
Transfer from BID	-	-	-	-
Fund Balance Applied	-	-	-	-
Total Revenues	\$ -	\$ -	\$ -	-
Expenditures:				
Community Development				
Operating Expense	\$ -	\$ -	\$ -	-
Land or Land Improvements	-	-	-	-
Facilities Improvements	-	-	-	-
Total Community Development	\$ -	\$ -	\$ -	-
Total Expenditures	\$ -	\$ -	\$ -	-
Net Revenues/(Expenditures)	\$ -	\$ -	\$ -	-

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Facilities Improvements			01/01/2020 (00/20) Balance	390-10-55180-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facility Improvements			01/01/2020 (00/20) Balance	390-10-56710-861-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59230-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Cost Reallocation			01/01/2020 (00/20) Balance	390-10-59243-900-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Publishing			01/01/2020 (00/20) Balance	390-69-56700-210-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Professional Services			01/01/2020 (00/20) Balance	390-69-56700-215-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	2,000.00 Unexpended	2,000.00	
Accounting Services			01/01/2020 (00/20) Balance	390-69-56700-219-000			.00
12/31/2019	AP	552	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR CITY WAGES **Inv. Date: 12/31/2019 **PO No:		1,153.91		
12/31/2019	JE	6	JE 12 113 Reverse payable BID invoice from Ci			1,153.91-	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	800.00 Unexpended	800.00	
Parking Lot Development			01/01/2020 (00/20) Balance	390-69-56700-300-970			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	1,500.00 Unexpended	1,500.00	
Appearances/Banners			01/01/2020 (00/20) Balance	390-69-56700-300-971			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	19,000.00 Unexpended	19,000.00	
Promotions			01/01/2020 (00/20) Balance	390-69-56700-300-972			.00
02/18/2020	AP	164	CHAMBER OF COMMERCE BARABOO **VendorNo: 461 **Inv. No: 16063 **Desc: BID-JEM MARKETING PROJECT **Inv. Date: 2/18/2020 **PO No:		5,000.00		
03/05/2020	AP	735	NEXT LEVEL LLC **VendorNo: 1788 **Inv. No: 5720 **Desc: BID-2020 DBI CALENDAR/DEVILS LAKE ADVERTISING **Inv. Date: 3/5/2020 **PO No:		247.50		
03/03/2020	AP	769	SKILLET CREEK MEDIA **VendorNo: 2319 **Inv. No: 1403 **Desc: BID-FARMERS MARKET WEB HOSTING-3_1_20 TO 3_1_21 **Inv. Date: 3/3/2020 **PO No:		125.00		
12/31/2019	AP	925	WISCONSIN PUBLIC BROADCASTING **VendorNo: 2797 **Inv. No: 03042020 **Desc: BID-11/30,11/30,12/31,12/31/2019 ADS **Inv. Date: 12/31/2019 **PO No:		1,960.00		

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
12/31/2019	JE	10 JE 12 122	Reverse BID payable-Wis Public Ra			1,960.00-	
YTD Encumbrance		.00 YTD Actual	5,372.50 Total	5,372.50 YTD Budget	20,500.00 Unexpended	15,127.50	
Business Development		01/01/2020 (00/20) Balance		390-69-56700-300-973			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	3,250.00 Unexpended	3,250.00	
Office Supplies		01/01/2020 (00/20) Balance		390-69-56700-310-000			.00
12/31/2019	AP	553	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR POSTAGE **Inv. Date: 12/31/2019 **PO No:		64.00		
12/31/2019	AP	554	CITY OF BARABOO **VendorNo: 493 **Inv. No: 11753 **Desc: BID-4TH QTR COPIES **Inv. Date: 12/31/2019 **PO No:		21.57		
12/31/2019	JE	5 JE 12 113	Reverse payable BID invoice from Ci			85.57-	
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	200.00 Unexpended	200.00	
Operating Supplies		01/01/2020 (00/20) Balance		390-69-56700-340-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Insurance		01/01/2020 (00/20) Balance		390-69-56700-510-000			.00
YTD Encumbrance		.00 YTD Actual	.00 Total	.00 YTD Budget	650.00 Unexpended	650.00	
Number of Transactions: 10 Number of Accounts: 14					Debit	Credit	Proof
Total BID:					8,571.98	3,199.48-	5,372.50

Date	Journal	Reference Number	Payee or Description	Account Number	Debit Amount	Credit Amount	Balance
Operating Expense			01/01/2020 (00/20) Balance	392-69-56700-300-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Land or Land Improvements			01/01/2020 (00/20) Balance	392-69-56700-821-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Facilities Improvements			01/01/2020 (00/20) Balance	392-69-56700-861-000			.00
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unexpended	.00	
Number of Transactions: 0 Number of Accounts: 3					Debit	Credit	Proof
Total BID - Pocket Park:					.00	.00	.00
Number of Transactions: 10 Number of Accounts: 17					Debit	Credit	Proof
Grand Totals:					8,571.98	3,199.48-	5,372.50

Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248
Phone (608) 252-6200

BILLING PERIOD		ADVERTISER/CLIENT NAME	
03/30/20 - 05/03/20		BARABOO BUSINESS IMPROVEMENT DIST.	
TOTAL AMOUNT DUE		*UNAPPLIED AMOUNT	
2,060.00			
CURRENT NET AMOUNT DUE		TERMS OF PAYMENT	
860.00		25th of the Month	
30 DAYS		60 DAYS	
1,200.00		OVER 90 DAYS	

ADVERTISING INVOICE

PAGE #	BILLING DATE	BILLED ACCOUNT NAME AND ADDRESS	REMITTANCE ADDRESS
1	05/04/20	BARABOO BUSINESS IMPROVEMENT DIST. 101 SOUTH BLVD. BARABOO, WI 53913	CAPITAL NEWSPAPERS P.O. Box 725 Racine, WI 53401
ACCOUNT NUMBER			
2580483			

▲ REMIT TO ▲

Credit Card #: _____ Check #: _____
 Expiry Date: _____
 Security Code: _____

AMOUNT PAID _____

PLEASE DETACH AND RETURN UPPER PORTION WITH YOUR REMITTANCE

DATE	NEWSPAPER REFERENCE	DESCRIPTION - OTHER COMMENTS/CHARGES	SAU SIZE BILLED UNITS	TIMES RUN RATE	GROSS AMOUNT	NET AMOUNT
		PREVIOUS BALANCE				1,200.00
04/01/20	3803575	NEWSLETERR 2020 SPBF 04/01	4x6.00 CI			335.00
04/19/20	3798513	DEVILS LAKE MAP 2020 CRSP 04/19 SPDM 04/19	2x8.63 CI			525.00

STATEMENT OF ACCOUNT AGING OF PAST DUE ACCOUNTS

CURRENT NET AMOUNT DUE	30 DAYS	60 DAYS	OVER 90 DAYS	*UNAPPLIED AMOUNT	TOTAL AMOUNT DUE
860.00	1,200.00				2,060.00

Capital Newspapers

1901 Fish Hatchery Road • Madison, WI 53713-1248

Representing:
 Wisconsin State Journal
 The Capital Times
 Baraboo News Republic
 Portage Daily Register
 Daily Citizen
 The Sauk Prairie Eagle
 Wisconsin Dells Events
 Juneau County Star-Times
 Reedsburg Times-press
 Shopper Stopper
 Wisconsin Reminder
 Shopper Stopper Extra
 Wisconsin Reminder Extra
 madison.com
 Columbus Journal
 Tri County
 Monday Mini
 Monday Marketeer
 Shopping Reminder
 Shopper's View

BILLING PERIOD		ACCOUNT NUMBER	ADVERTISER/CLIENT NO.	ADVERTISER/CLIENT NAME
05/04/20		2580483	2580483	BARABOO BUSINESS IMPROVEMENT DIS

Questions pertaining to this invoice, call (608) 252-6288. 1% per month on a 30 day balance. Finance Dept. Fax (608) 252-6203



Cynthia Haggard
 City of Baraboo
 101 South Boulevard
 Baraboo, WI 53913

Invoice Date : April 29, 2020
Invoice Number : BT1607403
Client Number : 3153

INVOICE

AMOUNT

INVOICE	AMOUNT
Fees	
Professional services rendered through the period ending April 29, 2020 including:	
Services in connection with the City's December 31, 2019 financial statement audit. (A)	\$13,260.00
Services in connection with the December 31, 2019 BID financial statement audit. (B)	\$1,600.00
Services in connection with the December 31, 2019 Baraboo-Wisconsin Dells Airport financial statement audit. (C)	\$1,082.00
(A) 100-11-51510-215-000 (B) 390-69-56700-215-000 (C) 630-35-53510-215-000 <i>CH 5/11/2020</i>	
Fees Total:	\$15,942.00
Expenses Total:	\$0.00
Invoice Total:	\$15,942.00

For questions, comments or suggestions, please contact Andrea Jansen at 608 249 6622.

Invoice is payable upon receipt or previously agreed upon terms.

To pay by Credit Card or EFT (Electronic Funds Transfer) visit www.bakertilly.com/payment

Please ACH or wire payment to:	Or send payment to:	Reference:
US Bank, Milwaukee, WI Routing No: 075000022 Account No: 312220280 Reference Invoice #: BT1607403	Baker Tilly Virchow Krause, LLP Box 78975 Milwaukee, WI 53278-8975	Client Number: 3153 Invoice Number: BT1607403 Amount enclosed: \$ _____