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**APPALACHIAN REGIONAL COMMISSION  
OFFICE OF INSPECTOR GENERAL  
AUDIT OF GRANT AWARD**

**Knoxville Entrepreneurial Center  
Knoxville, Tennessee**

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**Final Report Number: 15-24  
Project Numbers: TN-17551 and 17551-C1  
July 2015**

**Prepared by:  
Leon Snead & Company, P.C.**



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July 6, 2015

Appalachian Regional Commission  
Office of the Inspector General  
1666 Connecticut Avenue, N.W.  
Washington, DC 20009

Leon Snead & Company, P.C. completed an audit of grant numbers TN-17551 and TN-17551-C1 awarded by the Appalachian Regional Commission (ARC) to the Knoxville Entrepreneur Center (KEC). The audit was performed to assist the Office of the Inspector General in carrying out its oversight of ARC grant activities.

The audit objectives were to determine whether: (1) program funds were managed in accordance with the ARC and Federal grant requirements; (2) grant funds were expended as provided for in the approved grant budget; (3) internal grant guidelines, including program (internal) controls, were adequate and operating effectively; (4) accounting and reporting requirements were implemented in accordance with generally accepted accounting principles (or other applicable accounting and reporting requirements); and (5) the matching requirements and the goals and objectives of the grant were met.

KEC had not formally established and adopted any written organizational policies and procedures for governing its operations and programs. Rather, it was relying on those used by the contractor selected by the Board to provide operational support and services. However, we saw no documentation showing that the Board had ever formally reviewed and adopted the contractor's policies and procedures for KEC operations. Lacking any type of formal written policies and procedures to evaluate, we could not accurately verify that KEC had effective policies and adequate internal controls.

We questioned \$63,287 of the expenditures tested because they were not adequately documented and supported. We also considered \$20,963 of the expenditures tested to be unallowable because they were for costs incurred outside the approved grant period.

Match amounts reviewed on the grants were adequately supported and no problems were noted that require action by KEC. We noted that the sub grantee reported additional match to the grantee that was not included in the grantee submission of matching funds to ARC. In addition, some of the planned performance goals (outputs and outcomes) were not fully met on the completed grant TN-17551, but we considered the shortfalls to be reasonably explained and

overall final results to be acceptable. We did, however, identify a problem in collecting key data that may affect accuracy of the results reported to ARC.

The issues identified and the recommended corrective actions are discussed in the Findings and Recommendations section of this report. A draft report was provided to KEC on May 14, 2015, for comments. KEC provided a response to the report on June 15, 2015. These comments are included in their entirety in Appendix I.

Leon Snead & Company appreciates the cooperation and assistance received from the KEC and ARC staffs during the audit.

Sincerely,

  
Leon Snead & Company, P.C.

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## **Background**

Leon Snead & Company, P.C. completed an audit of grant numbers TN-17551 and TN-17551-C1 awarded by the Appalachian Regional Commission (ARC) to the Knoxville Entrepreneur Center (KEC). The audit was performed to assist the Office of the Inspector General in carrying out its oversight of ARC grant activities.

Tennessee initiated a state-wide program called Launch Tennessee (LaunchTN) to stimulate business and economic development by focusing on supporting high-growth companies. The program is a public-private partnership, with funding provided by the State Department of Economic and Community Development to a non-profit agency called Tennessee Technology Development Corporation, which does business as LaunchTN. LaunchTN is responsible for carrying out the program which includes overseeing nine seed accelerators throughout the state. The accelerators serve and support the startup business community and entrepreneurs through training, mentoring, and other activities. Four of the nine accelerators are located in designated Appalachian areas and are eligible for ARC funding.

ARC awarded grant TN-17551 in 2013 to LaunchTN as the primary grantee to provide funding support for KEC, one of the four accelerators eligible for ARC support. A subsequent grant TN-17551-C1 was awarded in 2014 directly to KEC as the primary grantee to continue implementing the entrepreneurial program. The KEC is a private, non-profit 501(c)(3) corporation established in November 2012 that provides startup businesses and entrepreneurs in its 16-county eastern Tennessee region training, mentoring, access to capital, and other support to help them develop and flourish. KEC was incorporated with "no members" and since its inception it has not had any employees. Instead, the corporation's by-laws provide that the members of the Board of Directors (the Board) will serve as the KEC officers. All day-to-day program activities are conducted by staff provided by a contractor selected by the Board. The current contractor, Knoxville Chamber of Commerce (KCC), provides an employee to serve as the Executive Director who is responsible for overall planning and direction of KEC activities, and three other employees to assist the Director and administer the programs. The contractor (KCC) also provides KEC with financial and accounting services including maintaining accounting records and preparing the KEC annual financial statements. KEC activities are managed from offices located in Knoxville, TN. KEC receives most of its revenues from public contributions and grants, including the ARC grant funding.

Grant 17551 covered the period January 1, 2013 to June 30, 2014 and provided \$250,000 in ARC funds and required \$250,000 in non-ARC recipient match funding. The majority (\$149,000) of ARC funds were budgeted for contractual costs with smaller amounts for other categories including supplies, travel, and equipment. The grant had been completed and was administratively closed by ARC with a total of \$250,000 in grant funds reported being expended and reimbursed by ARC.

Grant 17551-C1 covers the period July 1, 2014 to June 30, 2015 and provides \$200,000 in ARC funds and requires \$200,000 in non-ARC recipient match funding. All of ARC funds were budgeted for contractual costs. Although ARC awarded the grant to KEC as the primary grantee, the terms were later modified to allow LaunchTN to serve as the fiscal/administrative agent

processing billings and reports to ARC as it had done on the previous grant. The grant was still in process at the time of the audit with a total of \$63,884 in ARC funds being expended and reimbursed as of November 30, 2014.

### **Objectives, Scope, and Methodology**

The audit objectives were to determine whether: (1) program funds were managed in accordance with the ARC and Federal grant requirements; (2) grant funds were expended as provided for in the approved grant budget; (3) internal grant guidelines, including program (internal) controls, were adequate and operating effectively; (4) accounting and reporting requirements were implemented in accordance with generally accepted accounting principles (or other applicable accounting and reporting requirements); and (5) the matching requirements and the goals and objectives of the grant were met.

We reviewed documentation provided by KEC and interviewed personnel to obtain an overall understanding of the grant activities, the accounting system, and general operating procedures and controls. We reviewed financial and project progress reports to determine if they were submitted in accordance with requirements. We selected and reviewed a sample of expenditures transactions value at \$150,371 from the total \$313,884 reimbursed by ARC to determine if costs were supported and allowable. We reviewed the written policies and administrative procedures to determine if they were compliant with federal requirements and adequate to administer the grant. We reviewed the most recent A-133 report to identify any issues that significantly impacted the ARC grants and review.

The primary criteria used in performing the audit were the grant agreement, applicable Office of Management and Budget Circulars, and the ARC Code. The audit was performed in general accordance with the *Government Auditing Standards*. The fieldwork was performed April 20-24, 2015 including on-site work at KEC offices in Knoxville, Tennessee. The preliminary results were discussed with KEC staff at the conclusion of the onsite visit.

### **Summary of Audit Results**

KEC had not formally established and adopted any written organizational policies and procedures for governing its operations and programs. Rather, it was relying on those used by the contractor selected by the Board to provide operational support and services. However, we saw no documentation showing that the Board had ever formally reviewed and adopted the contractor's policies and procedures for KEC operations. Lacking any type of formal written policies and procedures to evaluate, we could not accurately verify that KEC had effective policies and adequate internal controls.

We questioned \$63,287 of the expenditures tested because they were not adequately documented and supported. We also considered \$20,963 of the expenditures tested to be unallowable because they were for costs incurred outside the approved grant period.

Matching amounts reviewed on the grants were adequately supported and no problems were noted that require action by KEC. We noted that the sub grantee reported additional match to the

grantee that was not included in the grantee submission of matching funds to ARC. In addition, some of the planned performance goals (outputs and outcomes) were not fully met on the completed grant TN-I7551, but we considered the shortfalls to be reasonably explained and overall final results to be acceptable. We did, however, identify a problem in collecting key data that may affect accuracy of the results reported to ARC.

The issues identified and the recommended corrective actions are discussed in the Findings and Recommendations section of this report.

## Findings and Recommendations

### A. Organizational Policies and Procedures

KEC had not formally established and adopted any written financial and administrative policies and procedures to guide its operations and programs. This was because the Board had contracted out all KEC operations and relied on the contractor to have adequate controls and procedures without ever formally reviewing and accepting the contractor's policies and procedures. As a result, it was not possible to accurately determine the adequacy of KEC's internal controls and financial and administrative procedures.

ARC grant recipients and sub-recipients must have the organizational structure and capability to perform the grant activities and meet grant requirements. This includes having the financial and administrative systems, and written policies and procedures, necessary to effectively conduct its operations and conduct programs. Under the federal and ARC requirements and guidelines, organizations such as KEC are allowed use their own systems and follow their established policies and procedures as long as the systems and policies meet certain standards. For example, recipients' financial management systems must meet a number of requirements including:

- providing for an accurate, current and complete disclosure of the financial results of each Federally-sponsored project or program;
- having accounting records that track federal funds, authorizations, outlays and income balances that are supported by source documents; and
- maintaining records that allow comparison of budgeted amounts with outlays.

Recipients must also have written procedures for determining the reasonableness, allocability, and allowability of costs in accordance with the applicable federal cost principles and terms of the grant agreement. They must also have written procurement procedures, as well as written standards of conduct for individuals involved in procurement decisions.

KEC had not established and adopted any written policies and procedures, or implemented an accounting system, to meet the requirements noted above. Rather, it had contracted out its operations including its financial and accounting processes. Accounting functions for the current grant TN-17551-C1 were being provided by the KCC. It appeared the Board had not formally evaluated KCC's accounting system or procedures to ensure they were adequately tracking ARC grant expenditures and providing accurate reports on grant financial transactions. We did not fully evaluate the contractor's policies and procedures for administering the ARC grant, but we did discuss how funds were being tracked. We determined that the QuickBooks accounting records maintained by KCC did not specifically identify and track ARC funds and therefore could not provide an accurate report showing grant transactions. KEC, as the recipient of ARC funds, is therefore not adequately meeting that part of the requirements.

Corrective actions are needed to ensure KEC has financial policies, a procurement process, accounting system to track grant funds, and other procedures that meet federal administrative and financial management requirements.



## **Recommendations**

The Board and Executive Director should:

1. Promptly establish, and adopt through formal Board approval, KEC's written policies and procedures for financial management, accounting, and procurement that meet Federal requirements and provide an adequate basis for governing KEC's operations and programs.
2. Ensure the accounting procedures established include a requirement to maintain the general ledger in a way to enable identifying, tracking, and reporting individual ARC grant income and costs.
3. Require the contractor to follow the KEC policies and procedures if the decision is made to continue having the financial and accounting functions done by a contractor.
4. Re-classify ARC-related income and expenditures for grant TN-17551-C1 currently on general ledger records so that a system-generated final report showing grant transactions can be produced and used to support the financial close-out of the grant.

## **Grantee Response**

KEC stated in its response that is in agreement with the finding and will take actions to address the issues. KEC management will perform the following activities:

1. Review, adapt as needed, and submit to the Board of Directors for adoption by KEC, written policies and procedures for financial management, accounting, and procurement that meet State and Federal (as they relate to Federal Grants) requirements.
2. Ensure the accounting procedures include a requirement to maintain the general ledger in a way to enable identifying, tracking and reporting individual ARC grant income and costs.
3. Require any financial and accounting contractor to follow the KEC policies and procedures.
4. Reclassify ARC-related income and expenditures for grant TN-17551-C1 currently on general ledger records so that a system-generated final report showing grant transactions can be produced and used to support the financial close-out of the grant.

## **Reviewer's Comments**

*The recommendations should remain open and ARC will determine whether the actions identified in the grantee's response are adequate to resolve the recommendation or whether additional information or actions are needed.*

## B. Allowable Costs

During our testing of costs charged to ARC funds, we identified \$63,287 as questioned for lack of supporting documentation. We also identified \$20,963 as unallowable because these costs were incurred outside of the grant period. Federal guidelines applicable to KEC require costs charged to ARC grants to meet several conditions in order to be considered allowable. These include being adequately supported with acceptable documentation and occurring within the approved grant period. Being adequately supported would include documentation to show that the costs were properly reviewed and approved for payment by an appropriate official. If the costs involved procuring goods or services, adequate support documentation would include: either evidence of competition or a written justification why competition was not practicable; evidence that a price or cost analysis was performed; and a general description of the procurement process. Also, only costs for obligations occurring within the approved grant period, and pre-award costs explicitly approved by ARC, are allowed to be charged to the grant. The requirements cited above are primarily described in 2CFR215 and 2CFR230. We also noted that the written agreement between LaunchTN and KEC, which relates to the ARC grant, contained some procurement requirements and we also considered these in our evaluation.

We questioned \$63,287 of costs tested on grant TN-17551 and also considered \$20,963 to be unallowable as shown in table A. We did not take any exceptions on costs reviewed for grant TN-17551-C1.

**Table A. Cost Questioned and Disallowed**

Vendor	Invoice Date	Invoice Amt.	Amt Quest/ Disallowed	Reason(s)
Bandit Lites	11/07/13	\$ 4,562	\$3,884	Not Approved/Signed
Strategic Perf. Group	10/04/13	15,000	12,771	Not Approved; No supporting receipts
Sound Ventures	11/19/13	4,770	4,061	Not Approved
Tech 20/20	10/31/13	50,000	42,571	Not Approved; No Procurement doc
Messer Const. Co.	01/21/13	41,926	20,963	Services before grant period started

Grant TN-17551 was closed out with a reported total of \$250,000 ARC funds expended. Grant TN-17551-C1, still active, had a total \$63,884 ARC funds expended and requested for reimbursement as of November 30, 2014. We selected and tested \$112,632 of expenditures on grant TN-17551 and \$37,739 on TN-17551-C1.

The \$63,287 of cost was questioned because the supporting documentation was not adequate. The amount questioned in each case lacked one or more of the types of support considered necessary including (a) the invoice was not signed indicating that it was properly reviewed and approved for payment; (b) the invoice did not have necessary supporting details or receipts to allow proper independent verification for payment; and (c) there was not any documentation to show the purchase was either competitively made or justified as a single source.

The \$20,963 charged to ARC for Messer Co. was for work or services before the grant period. The invoice indicated the costs being billed were for the period November 27, 2012 to December 31, 2012 and the grant award period began January 1, 2013. We did not see any indication, in the grant agreement or otherwise, that ARC had given written approval for pre-award costs of any type. Therefore, the amount charged to the grant and reimbursed by ARC is not allowable.

Management actions are needed to resolve the costs and reimburse ARC where applicable. In discussing our results, KEC staff said they believed that LaunchTN, as the primary grantee on TN-17551, was responsible for corrective actions and refunds, not KEC. Although LaunchTN was the primary grantee, KEC was the intended recipient of the ARC funds under the grant application, and was the organization that expended the funds. Accordingly, we believe KEC has the responsibility to initiate coordination with LaunchTN and help ensure corrective actions are taken. We are therefore providing the recommendations to KEC.

### **Recommendations**

The KEC Executive Director and Board should coordinate with LaunchTN to:

1. Provide ARC supporting documentation for the costs questioned and obtain its acceptance or refund the amounts not accepted by ARC.
2. Submit a revised financial report and refund the unallowable \$20,963.
3. Ensure that KEC follows the federal procurement requirements, as well as the procurement requirements in the LaunchTN-KEC written agreement, for all future grant procurement transactions.

### **Grantee Response**

KEC stated in its response that it is in agreement with the finding and attached supporting documents for the costs deemed questionable for ARC review and acceptance. Also, KEC notes they agree that the June 18, 2013 report mistakenly included \$20,963, which appears to represent construction work that was completed at KEC just prior to the Effective Date of the LaunchTN Agreement and is therefore ineligible for ARC reimbursement. They noted their management has been, and continues to be, in discussion with LaunchTN regarding an appropriate remedy to ARC. Lastly, KEC stated they will follow applicable federal procurement guidelines, as well as procurement requirements in the LaunchTN-KEC written agreement, for all future grant procurement transactions.

### **Reviewer's Comments**

*The recommendations should remain open and ARC will determine whether the actions identified in the grantee's response are adequate to resolve the recommendation or whether additional information or actions are needed.*

### **C. Grant Performance Reporting**

The grants reviewed required KEC to track and report to ARC several metrics to help evaluate performance results. These metrics included the number of business served, number of business created, and amount of private funding leveraged. In discussing the sources of data and information used to compile the results reported to ARC, we noted that KEC must rely on program participants to voluntarily provide data on the number of jobs created by their business and the amount of funding obtained to get started or expand. In discussing cases where those metrics as reported to ARC were not fully achieved, staff explained that some participants were not as responsive or cooperative as others in providing timely inputs to KEC. Since it was felt that there was not a practical way to force submission of feedback, the only alternative many times was to prepare the data and ARC reports without a response. As a result, some of the actual results from the KEC programs and grant assistance may be understated; i.e. some jobs created and funding obtained by the entrepreneurs that were not identified and thus not shown in the report.

It is important that the actual results on the established grant performance metrics be as complete and accurate as possible. Thus, KEC needs to improve the methods and means used to collect data necessary to track and measure grant performance.

#### **Recommendation**

KEC should coordinate with LaunchTN and other accelerators to identify and implement an effective method for collecting performance results data needed for both internal program evaluation and for meeting state and ARC reporting needs. This should include obtaining a firm commitment to provide routine 120-day feedback as part of participation in the program.

#### **Grantee Response**

KEC stated in its response that it is in agreement with the finding and explained they will work with LaunchTN and other accelerators to identify and implement an effective method for collecting performance results data. This will also include a commitment to provide routine 120-day feedback as part of participation in the program (as stipulated by the contract between KEC and LaunchTN).

#### **Reviewer's Comments**

*The recommendation should remain open and ARC will determine whether the actions identified in the grantee's response are adequate to resolve the recommendation or whether additional information or actions are needed.*

Appendix I  
Grantee Response

## Leon Snead Company

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**From:** Jim Biggs [jim.biggs@knoxec.net]  
**Sent:** Monday, June 15, 2015 6:18 PM  
**To:** Leon Snead & Company  
**Cc:** Mitch Brooks; Larry Johnson; Patricia Beavers  
**Subject:** RE: Draft Report - Knoxville Entrepreneurial Center  
**Attachments:** KEC response to Draft Audit Report-Final.pdf

Mr. Snead – thank you for providing a draft of the audit report and an opportunity for KEC to respond. We have been in close communication with Launch TN, and are working to address your proposed recommendations. Attached please find our comments to the draft you sent. Please don't hesitate to get in touch if you have any questions, or if there's anything else you need from us. Thanks again.

Best,  
Jim

Jim Biggs  
Executive Director  
Knoxville Entrepreneur Center  
Phone: 865.282.4322  
Mobile: 415.385.4794  
Email: [jim.biggs@knoxec.net](mailto:jim.biggs@knoxec.net)

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**From:** Leon Snead & Company [mailto:[leonsnead.companypc@erols.com](mailto:leonsnead.companypc@erols.com)]  
**Sent:** Thursday, May 14, 2015 8:58 AM  
**To:** [Jim.Biggs@knoxec.net](mailto:Jim.Biggs@knoxec.net)  
**Subject:** Draft Report - Knoxville Entrepreneurial Center

Good Morning Mr. Biggs,

Attached is a copy of the draft report on the above referenced audit for your review and comments. Please provide your comments by June 15, 2015. Please indicate whether you concur or nonconcur with the recommendations in the report and state what actions have been taken or are contemplated to implement the recommendations. If you have any questions, please call or e-mail me. Thanks very much for your assistance.

Leon Snead  
(301) 738-8190

June 15, 2015

Ref: Response to Draft Report of Audit of  
ARC Grant TN-17551 and 17551-C1, dated April 2015

In response to the above referenced document, the management of Knoxville Entrepreneur Center submits the following responses:

- A. In response to the recommendations for Organizational Policies and Procedures, management concurs.
  1. KEC management will review, adapt as needed, and submit to the Board of Directors for adoption by KEC, written policies and procedures for financial management, accounting, and procurement that meet State and Federal (as they relate to Federal Grants) requirements.
  2. KEC management will ensure the accounting procedures include a requirement to maintain the general ledger in a way to enable identifying, tracking and reporting individual ARC grant income and costs.
  3. KEC management will require any financial and accounting contractor to follow the KEC policies and procedures.
  4. KEC management will reclassify ARC-related income and expenditures for grant 17551-C1 currently on general ledger records so that a system-generated final report showing grant transactions can be produced and used to support the financial close-out of the grant.
- B. In response to recommendations for Allowable Costs, management concurs.
  1. Attached herein are supporting documents for the costs deemed questionable. These documents are submitted to ARC for its review and acceptance.
  2. We agree that the June 18, 2013 report mistakenly included \$20,963, which appears to represent construction work that was completed at KEC just prior to the Effective Date of our LaunchTN Agreement and is therefore ineligible for ARC reimbursement. Management has been, and continues to be, in discussion with LaunchTN regarding an appropriate remedy to ARC.
  3. KEC will follow applicable federal procurement guidelines, as well as procurement requirements in the LaunchTN-KEC written agreement, for all future grant procurement transactions.
- C. In response to Grant Performance Reporting, management concurs. KEC will work with LaunchTN and other accelerators to identify and implement an effective method for collecting performance results data. This will also include a commitment to provide routine 120-day feedback as part of participation in the program (as stipulated by the contract between KEC and LaunchTN).



---

Jim Biggs, Executive Director

6/15/15

date





KNOXVILLE (605) 471-4071  
 NASHVILLE (615) 961-4000  
 SAN FRANCISCO (707) 579-1650  
 WWW.BANDITLITES.COM

JOB: **Startup Day 2013**  
 EList Version: **JR#1**  
 Date Prepared: **11/7/13**  
 Prepared By: **JR**

Gear Departure: **11/20/13**  
 Gear Return: **11/22/13**

Crew Departure: **11/20/13**  
 Crew Return: **11/21/13**

	Quantity:	Days or Weeks:
Equipment:	1	1
Prep:	1	2
Crew Chief:	1	2
Crew:	1	2
Trucking:	1	1

TOTAL WEEKLY FEE: **\$4,562.00**

**THIS QUOTE IS GOOD FOR 7 WORKING DAYS  
 AND DOES NOT INCLUDE THE FOLLOWING:**

- Security
- Stagehands
- Expendables
- Insurance
- Catering
- Lodging

*Handwritten signature*



10/22/2013 10:01:11 AM  
 PROJECT: 20131013001  
 SAN FRANCISCO (JOB 0013)  
 WAREHOUSE 13001

### EQUIPMENT LIST

Client	Job
Client contact <b>Shawn Carson</b>	Contact phone # <b>865-773-8974</b>
Designer	Contact email <b>carson@Tech2020.com</b>
Bandit Contact <b>JR Sander</b>	Date/Time printed <b>10/29/2013</b>
Bandit Project Mgr <b>Giff Swart</b>	Quote version/by <b>#1GS</b>
Notes: <b>2 crew - Bandit Trucking. Load-in 11/20 &amp; show/Load-out 11/21</b>	Equip leaves shop <b>Wed 20 Nov 13</b>
	Equip returns to shop <b>Fri 22 Nov 13</b>
	Equipment time out <b>0 Week(s) 3 Day(s)</b>

<u>Qty</u>	<u>Type</u>	<u>Notes</u>
4	<u>ETC Source Four 19e</u>	<u>leprecon dimmer to light stage</u>
4	<u>ETC Source Four 50e</u>	<u>breakup gobos for ceiling above lecture area</u>
4	<u>Gobos</u>	<u>breakup pattern for ceiling</u>
4	<u>Gobo Holders Source 4</u>	
6	<u>Matthews Grip stand</u>	
2	<u>Jr Pin 5-way Tree</u>	<u>for front light</u>
62	<u>GRN Par 64</u>	
1	<u>Leprecon LD 360 40 Amp Dimmer</u>	<u>lectern leko dimmer</u>
2	<u>Leprecon Desk LP 1524</u>	<u>one for lecture area &amp; one for band area</u>
6	<u>Spanset 6'</u>	
12	<u>Shackle 5/8"</u>	
1	<u>DF - 50</u>	
2	<u>Pipe 8'</u>	
2	<u>ProPlex Sp male - 3p female adaptor</u>	
1	<u>Data Cable Package</u>	
2	<u>Edison Cable 10'</u>	
2	<u>Edison Cable 25'</u>	
6	<u>Edison M to Stagepin F</u>	
1	<u>20AMP Stage Pin Cable 5'</u>	
2	<u>20AMP Stage Pin Cable 10'</u>	
1	<u>20AMP Stage Pin Cable 25'</u>	
1	<u>20AMP Stage Pin Cable 50'</u>	
2	<u>20AMP Stage Pin Twofer</u>	
8	<u>208v 16a Ceeform Jumper 5'</u>	
8	<u>208v 16a Ceeform Jumper 10'</u>	
4	<u>208v 16a Ceeform Jumper 25'</u>	
2	<u>208v 16a Ceeform Jumper 50'</u>	
8	<u>208v 16a Ceeform twofer</u>	
22	<u>Ceeform M to IEC F 3FER</u>	
20	<u>Edison M to Ceeform F</u>	
8	<u>Edison M to IEC F</u>	
18	<u>5' IEC Jumper</u>	
16	<u>10' IEC Jumper</u>	
12	<u>25' IEC Jumper</u>	

End of list

B6

# Strategic Performance Group, Inc.

# INVOICE

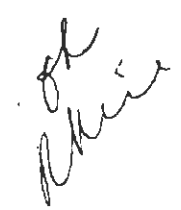
Strategic Performance Group, Inc.  
PO Box 30769  
Knoxville, TN 37930

DATE: October 4, 2013  
INVOICE # IVC00927

Bill To:  
Knoxville Entrepreneur Center  
17 Market Square, Suite 101  
Knoxville, TN 37902

Description	Quantity	Amount	Total
Final payment for services provided by BombDiggity	1.00	15,000.00	15,000.00
SUBTOTAL			\$ 15,000.00
SHIPPING & HANDLING			-
TOTAL			\$ 15,000.00
PAID			-
TOTAL DUE			\$ 15,000.00

THANK YOU FOR YOUR BUSINESS!





# INVOICE

BOMB DIGGITY, LLC  
12772 W. Wrennow Lane  
Knoxville, TN 37922  
606-908-8345

DATE: OCTOBER 1, 2013  
INVOICE # 161

TO: Knoxville Entrepreneur Center  
17 Market Square, Suite 101  
Knoxville, TN 37902

DESCRIPTION	LINE TOTAL
Marketing and Social Media Services for KEC February through June 2013	\$15,000

*Handwritten note:*  
Paid via SPG  
invoice since  
services were  
provided through  
SPG

TOTAL 15,000

Make all checks payable to BOMB DIGGITY, LLC

Thank you for your business! You are the BOMB DIGGITY!

**Sound Ventures**

10029 EL PINAR DR.  
KNOXVILLE, TN 37922  
JR Sander  
Cell 865-414-1860  
Fax 865-777-1444  
jsander@soundventureslive.com



www.soundventureslive.com



www.lunarcinema.com

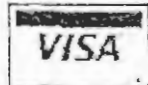
DATE: November 18, 2013  
INVOICE #: 4634

Bill To: Knoxville Entrepreneur Center  
17 Market Square Suite 101  
Knoxville, TN 37902  
Katie Connell  
865.282.4322  
kconnell@kent.com

Ship To: The Standard  
416 W Jackson Avenue  
Knoxville, TN  
Shawn Carson  
865-773-8974  
shawn@the-standard.com

Comments or Special Instructions: Load in 12pm Noon Wednesday November 20th, 2013

CONTACT	P.O. NUMBER	SHIP DATE	SHIP VIA	F.O.B. POINT	TERMS
Shawn Carson		11/20/2013			Due on receipt
QUANTITY	DESCRIPTION		UNIT PRICE	AMOUNT	
1	Audio Visual Services for: Startup Day 2013 Thursday November 21st, 2013 Main Stage #1		\$ 9,550.00	\$ 9,550.00	
1	K Array Sound System Complete				
1	PreSonus Studio Live 16.4.2 Digital Mixer				
1	Shure Beta 87 Podium Microphone				
2	Wireless Handheld Microphone				
1	Lot of Microphone, DI, Stands and Cables for Duet				
1	iPod for Walk in Music				
1	Panasonic AV-HS400A Multi-Format HD/SD Video Switcher				
1	iMac Book Pro Laptop PowerPoint				
2	70" Flatscreen Monitor				
1	55" Flatscreen Monitor				
1	Acrylic Podium				
	Band Stage #2				
6	TrueLine V8T - PMD1 Powered Touring Line Array				
2	TL-218SS Super Subs				
5	Bi Amp Monitor Wedges				
1	Yamaha M7CL Digital Audio Console				
1	Ashley Prolea System Processor				
2	Wireless Handheld Microphones				
1	Lot of Microphone, DI, Stands and Cables for Band				
2	Audio Engineer				
1	Video Director				
1	Video Technician				
1	Trucking & Logistics				
1	COURTESY DISCOUNT		\$4,780.00	\$(4,780.00)	
			SUBTOTAL	\$ 4,770.00	
			TAX RATE		
			SALES TAX	-	
			SHIPPING & HANDLING		
			TOTAL	\$ 4,770.00	



Make all checks payable to Sound Ventures  
If you have any questions concerning this invoice, contact JR Sander 865-414-1860 or  
jsander@soundventureslive.com

THANK YOU FOR YOUR BUSINESS!

*Shawn Carson*



1020 Commerce Park Drive  
 Oak Ridge, TN 37830  
 865.220.2026 865.220.2024  
 www.tech2020.org

B11

Date	Invoice #
8/8/2013	088587b

Bill To  
 Knoxville Entrepreneurial Center  
 17 Market Square, Suite 101  
 Knoxville, TN 37902

Terms  
 Due on receipt

Description	Amount
Purchase Order Number 10018	50,000.00

Tech 20/20 to deliver instructor-led classroom programming of start-up business basics one night per week for 8 weeks. (KEC personnel to lead the 2nd night each week.)

The 8-week cohort style "Boot Camp" will be conducted at KEC for approximately 10-12 entrepreneurs/companies and will culminate with a public celebration program.

Boot Camp tentatively to begin September 2013.

**Total** \$50,000.00



**KNOXVILLE**  
 ENTREPRENEUR  
 CENTER

17 Market Square, Suite 101  
 Knoxville, TN 37902  
 865.282.4322

Purchase Order Number  
**10018**

This number must appear on all correspondence, invoices, shipping papers, and packages.

TO:	Technology 20/20		SHIP TO:	Knoxville Entrepreneur Center	
	1020 Commerce Park Dr.			17 Market Square, Ste. 101	
	Oak Ridge, TN 37830			Knoxville, TN 37902	
	Attn: John Morris				
ORDER DATE	DATE REQUIRED	SHIP VIA	TERMS	F.O.B.	
8/1/2013		Deliver	30 days	Origin	
QTY	Product #	DESCRIPTION		UNIT PRICE	AMOUNT
1		Tech 20/20 to deliver instructor-led classroom programming of start-up business basics one night per week for 8 weeks. (KEC personnel to lead the 2nd night each week.) The 8-week cohort style "Boot Camp" is conducted at KEC for approximately 10 -12 entrepreneurs/companies and will culminate with a public celebration program .  Boot Camp tentatively to begin in September 2013.		\$ 50,000.00	\$ 50,000.00
				\$	-
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				\$	-
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				\$	-
				\$	-
				\$	-
				\$	-
		<b>Total</b>			\$ 50,000.00

ALL GOODS ARE SUBJECT TO INSPECTION AND APPROVAL. IF SHIPMENT WILL BE DELAYED FOR ANY REASON, ADVISE US IMMEDIATELY, STATING ALL THE NECESSARY FACTS. TO AVOID ERRORS NOTE SPECIFICATIONS CAREFULLY AND IF UNABLE TO COMPLETE ORDERS AS WRITTEN NOTIFY US PROMPTLY.

Mitch Brooks  
 REQUESTED BY  
*[Signature]*  
 APPROVED BY  
*[Signature]* EREC Div 2