

**Fayetteville Advertising and Promotion
Commission**

April 16, 2018 2:00 p.m.

Location: Fayetteville Town Center 15 W. Mountain Street Fayetteville, AR.

Commissioners: Matthew Petty, Chairman; Matt Behrend; Adella Gray; Ching Mong;
Robert Rhoads; Chrissy Sanderson; Todd Martin

Staff: Molly Rawn, Executive Director

Agenda

- I. Call to order at 2:00 p.m.
- II. Old Business
 - A. Approval of March 2018 minutes
- III. New Business
 - A. HMR report – Molly Rawn. A presentation of the March HMR collections designated for A&P. March collections represent February activity.
 - B. Walker Stone House Committee. The committee met to discuss the status of the Walker Stone house. Commissioner Matt Behrend participated and represented the A&P.
 - C. Vote: Proposed changes to by-laws. The changes to the by-laws were proposed at the February meeting. Per the requirements of the by-laws, voting must occur at a subsequent meeting
 - D. Vote: Spring 2018 funding requests. The Executive Director will present recommendations for approval of the commission
 - E. Vote: Town Center office renovation. Executive Director Rawn and Jordan Garcia, Town Center facility manager are recommending a renovation of the Town Center offices.
 1. Funding using available cash on hand
 2. Lease agreement moving Town Center staff to 1 West Mountain
- IV. Agenda Additions. *Additions to the agenda may be added upon request from a majority of commissioners.*

Fayetteville Advertising and Promotion Commission

Minutes from March 2018 Meeting

March 19, 2018

Commissioners Present: Matthew Petty, Chair; Matt Behrend; Adella Gray; Robert Rhoads; Ching Mong; Todd Martin; Chrissy Sanderson

Staff Present: Molly Rawn, Sally Fisher, Hazel Hernandez

I. Call to Order

Chairman Matthew Petty called the meeting of the Fayetteville Advertising and Promotion Commission to order on March 19, 2018, at 2:00 p.m.

II. Old Business

A. Chairman Petty asked for approval of the February 2018 minutes. Commissioner Todd Martin moved to accept the minutes as presented. His motion was seconded by Commissioner Matt Behrend. The motion was approved.

III. New Business

A. HMR Report

Executive Director Molly Rawn presented the HMR information for February collections, noting that February collections represent January activity. February collections were at \$258,480, up 6.71% over 2017.

B. Executive Director's Report

ED Rawn made the announcement that Commissioner Chrissy Sanderson was named the top female chef in Arkansas in the US News & World Report listing of the top 50 female chefs in America.

1. ED Rawn noted that she was issuing an RFP for strategic planning services. Chairman Petty and Jordan Garcia, Town Center GM, will review those submissions. Rawn expects to present a selection at our April meeting.
2. Peace Fountain Contracts have been signed
 - a. Multi-Craft Contractors for an amount not to exceed \$66,000 for fabrication and repair to globe and pump room
 - b. Olsson Associates for an amount not to exceed \$20,000 for engineering services
3. Upcoming Sports and Convention Activity.
 - a. The annual Weekend of Champions with the University of Arkansas and Arkansas Athletes Association is coming up in May. The UA will host 16 soccer, 14 softball and 14 baseball teams. Fayetteville High school predicts up to 15,000 spectators will come and watch the events over the weekend. This results in approximately 2,000 room nights.

- b. The Babe Ruth Southwest Regional baseball tournament is coming to Fayetteville in July. We have been working alongside Parks and Recreation on this and will be hosting a contract signing at the Town Center on March 26th.
4. The Walker Stone House
- a. Committee will meet on March 30th and consists of Molly Rawn, Experience Fayetteville, Executive Director; Angie Albright, Clinton House Museum, Director and Fayetteville Historic District Commission, member; Matt Behrend, Fayetteville Advertising and Promotion Commission; Laura Goodwin, Walton Arts Center , VP of Learning & Engagement; Devin Howland, City of Fayetteville, Director of Economic Vitality; Jeannie Hulen, University of Arkansas School of Art, Associate Dean of Fine Arts; David Johnson, Fayetteville Public Library, Executive Director; Hugh Kincaid, Fayetteville resident and historian, former owner of the Walker Stone House; Katie Mihalevich, Realtor and architect
 - b. There is indeed a cistern under the front lawn of the WSH house that must be considered before the ADA ramp begins. We are waiting for a determination from the structural engineer on how to best address it, i.e. fill it or leave it alone.
5. The Town Center projected facility rental revenue for 2018 is \$615,000. This does not include rental services, alcohol revenue, or linens (aka rental items).
- a. To date, our facility rental for calendar 2018 is at \$381, 807. This is 62% of our projected rental revenue and does not include \$100,000 in business with dates on hold.

C. Marketing Report

Mike Sells presented for February.

D. Vote on Proposed Changes to By-Laws

Changes to the By-Laws were first presented, as required, at the February Commission meeting. ED Rawn reiterated:

1. The revisions are not designed to alter the function or processes of the Commission or staff.
2. The revisions are primarily intended to eliminate redundancies in the current bylaws
3. The provisions are intended to represent the Commission's charter, ie this is what the Commission stands for and does, without getting into granular detail or micromanaging the Commission or its staff.

Commissioner Martin expressed he was comfortable calling a vote today, but understood if others needed more time. Commissioner Rhoads said that he would like more time to review the proposed changes. Commissioner Rhoads made a motion to table a vote on the changes. Commissioner Adella Gray seconded the motion. The motion was approved

E. Vote on Commission position

Commissioner Ching Mong's term expires March 31, 2018. Mong was the only eligible applicant for the position.

Commissioner Martin moved to reappoint Commissioner Mong. Commissioner Gray seconded the motion. The motion was approved.

Commissioner Petty adjourned the meeting at 2:35 p.m.

Respectfully submitted,
Sally Fisher, Finance Director
Experience Fayetteville

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	CONSOLIDATED					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Income						
41000 · Hotel, Motel, Restaurant Taxes						
41100 · CY HMR Taxes	788,830.12	3,481,178	12.00	77.34%	262,758.55	290,098
41200 · PY HMR Taxes	20,991.28	20,477	514.28	-2.51%	3,742.62	1,706
Total 41000 · Hotel, Motel, Restaurant Taxes	809,821.40	3,501,655	(2,691,833.60)		266,501.17	291,804
42000 · Rental Income						
42100 · Facility Rental	102,967.55	618,500	(515,532.45)	83.35%	47,200.00	51,541
42200 · Rental Items	7,425.00	54,000	(46,575.00)	86.25%	3,350.00	4,500
42300 · Alcohol Sales	22,018.47	59,000	(36,981.53)	62.68%	4,282.39	4,917
42400 · Rental Services	15,496.10	38,000	(22,503.90)	59.22%	2,832.88	3,166
Total 42000 · Rental Income	147,907.12	769,500	(621,592.88)		57,665.27	64,124
43000 · Event Income						
43100 · 1st Thursday Income	0.00	9,000	(9,000.00)	100.00%	0.00	0
43200 · LOTO Income	0.00	3,600	(3,600.00)	100.00%	0.00	0
43400 · Other Event Income	1,182.99	5,000	(3,817.01)	76.34%	690.54	417
Total 43000 · Event Income	1,182.99	17,600	(16,417.01)		690.54	417
44000 · Sales						
44100 · Museum Store Sales	1,130.41	8,500	(7,369.59)	86.70%	629.18	709
44200 · Visitor Store Sales						
44210 · Regular Store Sales	3,979.41	12,500	(8,520.59)	68.16%	1,848.48	1,042
44220 · Consignment Sales	780.73	5,500	(4,719.27)	85.80%	514.72	458
Total 44200 · Visitor Store Sales	4,760.14	18,000	(13,239.86)	73.55%	2,363.20	1,500
Total 44000 · Sales	5,890.55	26,500	(20,609.45)		2,992.38	2,209
45000 · Parking Revenue						
45100 · Parking Machine Revenue	3,256.65	7,500	(4,243.35)	56.58%	1,484.15	625
45200 · Parking Lease Revenue	0.00	18,000	(18,000.00)	100.00%	0.00	1,500
Total 45000 · Parking Revenue	3,256.65	25,500	(22,243.35)		1,484.15	2,125
46000 · Ad Income						
46100 · Visitor Guide Ad Income	0.00	20,000	(20,000.00)	100.00%	0.00	0
46200 · Banner Income	600.00	4,500	(3,900.00)	86.67%	150.00	375
Total 46000 · Ad Income	600.00	24,500	(23,900.00)		150.00	375
47000 · Museum Revenue						
47100 · Admission Revenue	0.00	500	(500.00)	100.00%	0.00	42
47200 · Contributions	816.88	20,000	(19,183.12)	95.92%	378.12	1,667
47300 · Membership						
Total 47000 · Museum Revenue	816.88	20,500	(19,683.12)		378.12	1,709
48000 · Other Revenue						
48200 · Other Revenue	0.00	0	0.00		0.00	0
Total 48000 · Other Revenue	0.00	0	0.00		0.00	0
49000 · Interest and Investment Income						
49001 · Investment Account Interest	2,248.76	7,200	(4,951.24)	68.77%	702.09	600
49002 · Checking Account Interest	1,616.33	5,767	(4,150.67)	71.97%	523.97	481
Total 49000 · Interest and Investment Income	3,865.09	12,967	(9,101.91)		1,226.06	1,081

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	CONSOLIDATED					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Total Income	973,340.68	4,398,722	(3,425,381.32)	77.87%	331,087.69	363,844
Cost of Goods Sold	(218.23)				178.67	
Gross Profit	973,122.45	4,398,722			331,266.36	363,844
Expense						
50000 · Rental and Event Expenses						
51000 · Rental Expenses						
51100 · Facility Rental Expenses	0.00	500	(500.00)	100.00%	0.00	42
51200 · Linens	7,350.17	31,500	(24,149.83)	76.67%	3,028.20	2,625
51300 · Alcohol & Bar Supply Expenses						
51310 · Alcohol	6,312.93	28,200	(21,887.07)	77.61%	379.55	2,350
51320 · Bar Supply Expenses	1,178.61	1,800	(621.39)	34.52%	186.68	150
51400 · Rental Services	9,705.69	33,000	(23,294.31)	70.59%	0.00	2,750
Total 51000 · Rental Expenses	24,547.40	95,000	(70,452.60)		3,594.43	7,917
52000 · Event Expenses						
52100 · 1st Thursday Expenses	225.00	35,000	(34,775.00)	99.36%	150.00	0
52200 · LOTO Expenses	0.00	16,500	(16,500.00)	100.00%	0.00	0
52400 · Other Event Expenses	6,458.58	23,000	(16,541.42)	71.92%	3,266.51	1,915
Total 52000 · Event Expenses	6,683.58	74,500	(67,816.42)		3,416.51	1,915
53000 · Store purchases						
53100 · Museum Store Expenses						
53110 - Goods for Sale	2,819.65	5,000	(2,180.35)	43.61%	26.40	417
53120 - Store Supplies	615.93	500	115.93	-23.19%	29.98	42
53200 · EF Store Expenses						
53210 - Goods for Sale	1,345.27	15,000	(13,654.73)	91.03%	234.43	1,250
53220 - Store Supplies	0.00	3,500	(3,500.00)	100.00%	0.00	292
53300 · Consignment Expenses	0.00	4,000	(4,000.00)	100.00%	0.00	0
Total 53000 · Store purchases	4,780.85	28,000	(23,219.15)		290.81	2,001
54000 · Museum Activities						
54100 · Program						
54110 · Group Visits	0.00	250	(250.00)	100.00%	0.00	21
54130 · Honoraria	0.00	500	(500.00)	100.00%	0.00	41
54140 · Other						
Total 54100 · Program	0.00	5,750	(5,750.00)		0.00	479
54200 · Exhibit Expenses	4,484.28	5,000	(515.72)	10.31%	0.00	417
54300 · Fundraising	2,999.00	5,250	(2,251.00)	42.88%	0.00	437
Total 54000 · Museum Activities	7,483.28	16,000	(8,516.72)		0.00	1,333
55000 · In-kind Donations Cost	151.65	0	151.65	-100.00%	0.00	0
Total 50000 · Rental and Event Expenses .	43,646.76	213,500	(169,853.24)		7,301.75	13,166
60000 · Payroll and Related Expenses						
61000 · Wages Expense	205,701.88	820,649	(614,947.12)	74.93%	69,119.58	68,388
62000 · Payroll Tax Expense						
62100 · Federal (941) Payroll Taxes	15,211.22	62,779	(47,567.78)	75.77%	5,053.76	5,231

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	CONSOLIDATED					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
62300 · SUTA	4,947.28	1,809	3,138.28	-173.48%	1,050.28	151
Total 62000 · Payroll Tax Expense	20,158.50	64,588	(44,429.50)		6,104.04	5,382
63000 · Benefits						
63100 · Health and Other Emp Insurance	28,161.69	99,463	(71,301.31)	71.69%	9,294.40	8,289
63200 · Company Ret Contributions	3,786.43	22,632	(18,845.57)	83.27%	1,302.08	1,886
63300 · Car Allowance	900.00	3,600	(2,700.00)	75.00%	300.00	300
63600 · Employee Relations	524.13	4,000	(3,475.87)	86.90%	40.14	334
Total 63000 · Benefits	33,372.25	129,695	(96,322.75)		10,936.62	10,809
64000 · Contract Labor	23,274.00	97,400	(74,126.00)	76.10%	8,522.00	8,117
65000 · Payroll Processing Fees						
Total 60000 · Payroll and Related Expenses	284,039.63	1,120,832	(836,792.37)		95,291.24	93,405
70000 · Operating Expenses						
71000 · Marketing						
71100 · Advertising Expense						
71110 · Agency Advertising	274,875.74	520,000	(245,124.26)	47.14%	223,919.22	43,333
71120 · Non-Agency Advertising	18,038.80	24,000	(5,961.20)	24.84%	11,992.06	2,000
Total 71100 · Advertising Expense	292,914.54	544,000	(251,085.46)		235,911.28	45,333
71200 · Agency Fees	26,250.00	157,500	(131,250.00)	83.33%	0.00	13,125
71300 · Promotion						
71310 · Promotion Expenses	10,754.57	109,100	(98,345.43)	90.14%	5,500.00	9,092
71320 · Signage-Tourism	631.08	9,300	(8,668.92)	93.21%	0.00	775
71340 · Parks & Rec Promotion	10,000.00	10,000	0.00	-100.00%	10,000.00	2,000
71350 · Banners	0.00	5,100	(5,100.00)	100.00%	323.77	425
Total 71300 · Promotion	21,385.65	133,500	(112,114.35)		15,823.77	12,292
71400 · Printing						
71410 · Visitors Guide Expense	0.00	35,500	(35,500.00)	100.00%	0.00	4,437
71420 · Other Brochures	2,791.57	28,000	(25,208.43)	90.03%	0.00	2,333
Total 71400 · Printing	2,791.57	63,500	(60,708.43)		0.00	6,770
71500 · Website	5,520.00	19,500	(13,980.00)	71.69%	500.00	1,624
71600 · Mailings	2,000.00	13,000	(11,000.00)	84.62%	0.00	1,000
Total 71000 · Marketing	350,861.76	931,000	(580,138.24)		252,235.05	80,144
72000 · Sales and Development						
72100 · Promotional Items	1,482.77	12,000	(10,517.23)	87.64%	3.29	958
72200 · Meals	792.03	4,000	(3,207.97)	80.20%	237.82	374
72300 · Groups	2,984.91	3,885	(900.09)	23.17%	1,130.00	324
72400 · Sports	1,395.00	11,000	(9,605.00)	87.32%	0.00	917
72500 · Meetings	4,256.67	8,500	(4,243.33)	49.92%	1,890.00	708
72600 · Memberships	5,878.12	26,000	(20,121.88)	77.39%	12.94	2,166
72700 · Tourism Development	873.20	6,710	(5,836.80)	86.99%	681.21	559
72800 · Training and Development		22,500				1,875
Total 72000 · Sales and Development	22,287.96	94,595	(72,307.04)		5,130.58	7,881
73000 · Office and Administrative Exp						
73100 · Office Expenses						

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	CONSOLIDATED					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
73110 · Office Supplies	13,572.78	11,100	2,472.78	-22.28%	460.28	925
73120 · Office Equipment Leases	2,148.11	6,500	(4,351.89)	66.95%	698.10	542
73130 · Office Equipment Purchases	0.00	3,000	(3,000.00)	100.00%	0.00	125
73140 · Subscriptions	103.90	500	(396.10)	79.22%	0.00	41
Total 73100 · Office Expenses	15,824.79	21,100	(5,275.21)		1,158.38	1,633
73200 · Fees						
73210 · Bank Service Charges	75.10	150	(74.90)	-100.00%	22.10	15
73220 · Credit Card Fees	984.87	6,350	(5,365.13)	84.49%	354.98	529
Total 73200 · Fees	1,059.97	6,500	(5,440.03)		377.08	544
73400 · Business Taxes and Licenses	303.07	5,100	(4,796.93)	94.06%	0.00	342
73500 · Accounting, Audit, & Legal Fees	2,137.40	21,500	(19,362.60)	90.06%	549.80	616
73510 · Accounting Fees	175.00	1,075	(900.00)	83.72%	0.00	0
73520 · Audit Fees	0.00	14,190	(14,190.00)	100.00%	0.00	0
73530 · Legal Fees	1,962.40	6,235	(4,272.60)	68.53%	548.80	600
73700 · Postage and Shipping	453.78	1,750	(1,296.22)	74.07%	100.00	121
73900 · Collection Expense	16,724.84	68,940	(52,215.16)	75.74%	5,330.02	5,745
Total 73000 · Office and Administrative Exp	36,503.85	124,890	(88,386.15)		7,515.28	9,001
74000 · Travel						
74100 · Lodging	5,497.94	16,397	(10,899.06)	66.47%	1,581.32	1,366
74200 · Mileage	479.25	1,825	(1,345.75)	73.74%	232.72	157
74300 · Transportation	5,002.02	14,250	(9,247.98)	64.90%	69.66	1,187
74400 · Meals Out of Town	1,728.51	4,750	(3,021.49)	63.61%	647.90	396
Total 74000 · Travel	12,707.72	37,222	(24,514.28)		2,531.60	3,106
75000 · IT Expenses						
75100 · Computer Hardware	1,656.20	5,300	(3,643.80)	68.75%	1,656.20	1,691
75200 · Software Purchases and Subs	14,144.29	27,400	(13,255.71)	48.38%	6,571.47	2,283
75300 · IT Support and Consulting	9,997.00	40,000	(30,003.00)	75.01%	3,177.00	3,500
Total 75000 · IT Expenses	25,797.49	72,700	(46,902.51)		11,404.67	7,474
76000 · Insurance						
76100 · Insurance - Building & Contents	0.00	14,457	(14,457.00)	100.00%	0.00	0
76200 · Insurance - W/C	0.00	1,502	(1,502.00)	100.00%	0.00	0
Total 76000 · Insurance	0.00	15,959	(15,959.00)		0.00	0
77000 · Facilities						
77100 · Rent	3,825.00	15,300	(11,475.00)	75.00%	1,275.00	1,275
77200 · Internet/Telephone	7,237.05	30,120	(22,882.95)	75.97%	2,362.13	2,510
77300 · Utilities						
77310 · Electric	16,622.58	58,340	(41,717.42)	71.51%	4,901.44	4,861
77320 · Gas	7,029.94	10,884	(3,854.06)	35.41%	1,327.77	907
77330 · Water	3,335.79	12,480	(9,144.21)	73.27%	1,036.61	1,040
Total 77300 · Utilities	26,988.31	81,704	(54,715.69)		7,265.82	6,808
77400 · Repairs and Maintenance	38,936.62	264,000	(225,063.38)	85.25%	20,643.95	22,000
77500 · Janitorial Supplies	6,232.25	19,840	(13,607.75)	68.59%	1,759.12	1,653
77600 · Maintenance Contracts	7,192.51	39,344	(32,151.49)	81.72%	404.19	5,779

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	CONSOLIDATED					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
77800 · FFE & Improvements	10,250.05	145,000	(134,749.95)	92.93%	612.23	10,000
Total 77000 · Facilities	100,661.79	595,308	(494,646.21)		34,322.44	50,025
Total 70000 · Operating Expenses	548,820.57	1,871,674	(1,322,853.43)		313,139.62	157,631
80000 · Grants Awarded						
80100 · Current Year Spring	0.00	125,000	(125,000.00)	100.00%	0.00	10,300
80200 · Prior Year Fall	8,653.79	57,000	(48,346.21)	84.82%	0.00	4,750
80300 · TheatreSquared Contribution	100,000.00	200,000	(100,000.00)	50.00%	100,000.00	0
Total 80000 · Grants Awarded	108,653.79	382,000	(273,346.21)		100,000.00	15,050
90000 · Other Expenses						
90100 · Bond Payments	176,828.13	707,000	(530,171.87)	74.99%	58,942.71	58,917
90300 · Future Project Funding						
90310 · Future Capital Improvements	25,929.00	103,716	(77,787.00)	0.00%	8,643.00	8,643
Total 90300 · Future Project Funding	25,929.00	103,716	(77,787.00)		8,643.00	8,643
Total 90000 · Other Expenses	202,757.13	810,716	(607,958.87)		67,585.71	67,560
Total Expense	1,187,917.88	4,398,722	(3,210,804.12)	72.99%	583,318.32	346,812
Net Income/(Loss)	(214,795.43)	0			(252,051.96)	17,032

COMPARISON OF CURRENT YEAR & PRIOR YEAR

	2017	2018	% Change
TOTAL REVENUE	939,895.24	973,340.68	0.04
COST OF GOODS SOLD	3,544.64	(218.23)	-1.06
TOTAL EXPENSE	1,035,070.21	1,187,917.88	0.15
NET INCOME/(LOSS)	(91,630.33)	(214,795.43)	

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Experience Fayetteville					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Income						
41000 · Hotel, Motel, Restaurant Taxes						
41100 · CY HMR Taxes	788,830.12	3,481,178	(2,692,347.88)	77.34%	262,758.55	290,098
41200 · PY HMR Taxes	20,991.28	20,477	514.28	-2.51%	3,742.62	1,706
Total 41000 · Hotel, Motel, Restaurant Taxes	809,821.40	3,501,655	(2,691,833.60)		266,501.17	291,804
42000 · Rental Income						
42100 · Facility Rental	0.00					
42200 · Rental Items	0.00					
42300 · Alcohol Sales	0.00					
42400 · Rental Services	0.00					
Total 42000 · Rental Income	0.00					
43000 · Event Income						
43100 · 1st Thursday Income	0.00	9,000	(9,000.00)	100.00%	0.00	0
43200 · LOTO Income	0.00	3,600	(3,600.00)	100.00%	0.00	0
43400 · Other Event Income	0.00	2,000	(2,000.00)	100.00%	0.00	167
Total 43000 · Event Income	0.00	14,600	(14,600.00)		0.00	167
44000 · Sales						
44100 · Museum Store Sales	0.00					
44200 · Visitor Store Sales						
44210 · Regular Store Sales	3,979.41	12,500	(8,520.59)	68.16%	1,848.48	1,042
44220 · Consignment Sales	780.73	5,500	(4,719.27)	85.80%	514.72	458
Total 44200 · Visitor Store Sales	4,760.14	18,000	(13,239.86)	73.55%	2,363.20	1,500
Total 44000 · Sales	4,760.14	18,000	(13,239.86)		2,363.20	1,500
45000 · Parking Revenue						
45100 · Parking Machine Revenue	0.00					
45200 · Parking Lease Revenue	0.00					
Total 45000 · Parking Revenue	0.00					
46000 · Ad Income						
46100 · Visitor Guide Ad Income	0.00	20,000	(20,000.00)	100.00%	0.00	0
46200 · Banner Income	600.00	4,500	(3,900.00)	86.67%	150.00	375
Total 46000 · Ad Income	600.00	24,500	(23,900.00)		150.00	375
47000 · Museum Revenue						
47100 · Admission Revenue	0.00					
47200 · Contributions	0.00					
47300 · Membership						
Total 47000 · Museum Revenue	0.00	0	0.00			
48000 · Other Revenue						
48200 · Other Revenue	0.00					
Total 48000 · Other Revenue	0.00					
49000 · Interest and Investment Income						
49001 · Investment Account Interest	2,248.76	7,200	(4,951.24)	68.77%	702.09	600
49002 · Checking Account Interest	1,303.08	4,200	(2,896.92)	68.97%	407.91	350
Total 49000 · Interest and Investment Income	3,551.84	11,400	(7,848.16)		1,110.00	950

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Experience Fayetteville					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Total Income	818,733.38	3,570,155	(2,751,421.62)	77.07%	270,124.37	294,796
Cost of Goods Sold	(2,247.85)				(628.78)	
Gross Profit	816,485.53	3,570,155			269,495.59	294,796
Expense						
50000 · Rental and Event Expenses						
51000 · Rental Expenses						
51100 · Facility Rental Expenses	0.00					
51200 · Linens	0.00					
51300 · Alcohol & Bar Supply Expenses						
51310 · Alcohol	0.00					
51320 · Bar Supply Expenses	0.00					
51400 · Rental Services	0.00					
Total 51000 · Rental Expenses	0.00					
52000 · Event Expenses						
52100 · 1st Thursday Expenses	225.00	35,000	(34,775.00)	99.36%	150.00	0
52200 · LOTO Expenses	0.00	16,500	(16,500.00)	100.00%	0.00	0
52400 · Other Event Expenses	746.65	8,000	(7,253.35)	(100.00)	0.00	665
Total 52000 · Event Expenses	971.65	59,500	(58,528.35)		150.00	665
53000 · Store purchases						
53100 · Museum Store Expenses						
53110 - Goods for Sale	0.00					
53120 - Store Supplies	0.00					
53200 · EF Store Expenses						
53210 - Goods for Sale	1,345.27	15,000	(13,654.73)	91.03%	234.43	1,250
53220 - Store Supplies	0.00	3,500	(3,500.00)	100.00%	0.00	292
53300 · Consignment Expenses	0.00	4,000	(4,000.00)	100.00%		
Total 53000 · Store purchases	1,345.27	22,500	(21,154.73)		234.43	1,542
54000 · Museum Activities						
54100 · Program						
54110 · Group Visits	0.00					
54130 · Honoraria	0.00					
54140 · Other	0.00					
Total 54100 · Program	0.00					
54200 · Exhibit Expenses	0.00					
54300 · Fundraising	0.00					
Total 54000 · Museum Activities	0.00					
55000 · In-kind Donations Cost	151.65	0	151.65	-100.00%		
Total 50000 · Rental and Event Expenses .	2,468.57	82,000	(79,531.43)		384.43	2,207
60000 · Payroll and Related Expenses						
61000 · Wages Expense	114,603.66	453,028	(338,424.34)	74.70%	37,270.65	37,752
62000 · Payroll Tax Expense						
62100 · Federal (941) Payroll Taxes	8,411.30	34,656	(26,244.70)	75.73%	2,704.55	2,888

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Experience Fayetteville					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
62300 · SUTA	2,661.46	794	1,867.46	-235.20%	515.33	66
Total 62000 · Payroll Tax Expense	11,072.76	35,450	(24,377.24)		3,219.88	2,954
63000 · Benefits						
63100 · Health and Other Emp Insurance	18,148.14	62,212	(44,063.86)	70.83%	5,649.23	5,184
63200 · Company Ret Contributions	3,126.43	13,537	(10,410.57)	76.90%	1,082.08	1,128
63300 · Car Allowance	900.00	3,600	(2,700.00)	75.00%	300.00	300
63600 · Employee Relations	254.22	2,200	(1,945.78)	88.44%	0.00	184
Total 63000 · Benefits	22,428.79	81,549	(59,120.21)		7,031.31	6,796
64000 · Contract Labor	800.00	16,500	(15,700.00)	95.15%	0.00	1,375
65000 · Payroll Processing Fees	1,533.00	8,500	(6,967.00)	81.96%	609.00	709
Total 60000 · Payroll and Related Expenses	150,438.21	595,027	(444,588.79)		48,130.84	49,586
70000 · Operating Expenses						
71000 · Marketing						
71100 · Advertising Expense						
71110 · Agency Advertising	274,875.74	520,000	(245,124.26)	47.14%	223,919.22	43,333
71120 · Non-Agency Advertising	11,768.67	15,000	(3,231.33)	21.54%	8,161.05	1,250
Total 71100 · Advertising Expense	286,644.41	535,000	(248,355.59)		232,080.27	44,583
71200 · Agency Fees	26,250.00	157,500	(131,250.00)		0.00	13,125
71300 · Promotion						
71310 · Promotion Expenses	5,536.45	90,000	(84,463.55)	93.85%	3,000.00	7,500
71320 · Signage-Tourism	631.08	8,000	(7,368.92)	92.11%	0.00	667
71340 · Parks & Rec Promotion	10,000.00	10,000	0.00	0.00%	10,000.00	2,000
71350 · Banners	0.00	5,100	(5,100.00)	100.00%	323.77	425
Total 71300 · Promotion	16,167.53	113,100	(96,932.47)		13,323.77	10,592
71400 · Printing						
71410 · Visitors Guide Expense	0.00	35,500	(35,500.00)	100.00%	0.00	4,437
71420 · Other Brochures	2,544.67	22,000	(19,455.33)	88.43%	0.00	1,833
Total 71400 · Printing	2,544.67	57,500	(54,955.33)		0.00	6,270
71500 · Website	1,525.00	10,000	(8,475.00)	84.75%	500.00	833
71600 · Mailings	2,000.00	13,000	(11,000.00)	84.62%	0.00	1,000
Total 71000 · Marketing	335,131.61	886,100	(550,968.39)		245,904.04	76,403
72000 · Sales and Development						
72100 · Promotional Items	859.67	8,500	(7,640.33)	89.89%	3.29	708
72200 · Meals	455.64	2,500	(2,044.36)	81.77%	155.24	208
72300 · Groups	2,984.91	3,885	(900.09)	23.17%	1,130.00	324
72400 · Sports	1,395.00	11,000	(9,605.00)	87.32%	0.00	917
72500 · Meetings	4,203.52	7,500	(3,296.48)	43.95%	1,890.00	625
72600 · Memberships	5,322.06	24,000	(18,677.94)	77.82%	(12.06)	2,000
72700 · Tourism Development	873.20	6,460	(5,586.80)	86.48%	681.21	538
72800 · Training and Development	2,679.39	8,500	(5,820.61)	68.48%	866.00	708
Total 72000 · Sales and Development	18,773.39	72,345	(53,571.61)		4,713.68	6,028
73000 · Office and Administrative Exp						
73100 · Office Expenses						

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Experience Fayetteville					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
73110 · Office Supplies	10,822.33	6,100	4,722.33	-77.42%	182.50	508
73120 · Office Equipment Leases	997.21	4,800	(3,802.79)	79.22%	349.99	400
73130 · Office Equipment Purchases	0.00	1,500	(1,500.00)	100.00%	0.00	0
73140 · Subscriptions	84.00	400	(316.00)	79.00%	0.00	33
Total 73100 · Office Expenses	11,903.54	12,800	(896.46)		532.49	941
73200 · Fees						
73210 · Bank Service Charges	55.10	150	(94.90)	63.27%	22.10	15
73220 · Credit Card Fees	179.96	1,600	(1,420.04)	88.75%	70.30	133
Total 73200 · Fees	235.06	1,750	(1,514.94)		92.40	148
73400 · Business Taxes and Licenses		1,000	(1,000.00)	100.00%	0.00	0
73500 · Accounting, Audit, & Legal Fees	2,062.40	21,500	(19,437.60)	90.41%	548.80	600
73510 · Accounting Fees	100.00	1,075	(975.00)	90.70%	0.00	0
73520 · Audit Fees	0.00	14,190	(14,190.00)	100.00%	0.00	0
73530 · Legal Fees	1,962.40	6,235	(4,272.60)	68.53%	548.80	600
73700 · Postage and Shipping	407.64	1,300	(892.36)	68.64%	100.00	100
73900 · Collection Expense	16,724.84	68,940	(52,215.16)	75.74%	5,330.02	5,745
Total 73000 · Office and Administrative Exp	31,333.48	107,290	(75,956.52)		6,603.71	7,534
74000 · Travel						
74100 · Lodging	3,972.86	11,297	(7,324.14)	64.83%	781.34	941
74200 · Mileage	15.36	700	(684.64)	97.81%	0.00	64
74300 · Transportation	1,784.63	10,050	(8,265.37)	82.24%	64.60	837
74400 · Meals Out of Town	1,218.59	2,500	(1,281.41)	51.26%	458.45	208
Total 74000 · Travel	6,991.44	24,547	(17,555.56)		1,304.39	2,050
75000 · IT Expenses						
75100 · Computer Hardware	0.00	3,000	(3,000.00)	100.00%	0.00	1,500
75200 · Software Purchases and Subs	12,443.83	22,000	(9,556.17)	43.44%	4,958.99	1,833
75300 · IT Support and Consulting	8,231.00	28,000	(19,769.00)	70.60%	2,635.50	2,500
Total 75000 · IT Expenses	20,674.83	53,000	(32,325.17)		7,594.49	5,833
76000 · Insurance						
76100 · Insurance - Building & Contents	0.00	6,687	(6,687.00)	100.00%	0.00	0
76200 · Insurance - W/C	0.00	1,502	(1,502.00)	100.00%	0.00	0
Total 76000 · Insurance	0.00	8,189	(8,189.00)		0.00	0
77000 · Facilities						
77100 · Rent	0.00					
77200 · Internet/Telephone	2,997.97	12,300	(9,302.03)	75.63%	992.34	1,025
77300 · Utilities						
77310 · Electric	2,225.31	6,000	(3,774.69)	62.91%	572.36	500
77320 · Gas	0.00	0	0.00		0.00	0
77330 · Water	183.84	720	(536.16)	74.47%	65.59	60
Total 77300 · Utilities	2,409.15	6,720	(4,310.85)		637.95	560
77400 · Repairs and Maintenance	17,643.01	97,000	(79,356.99)	81.81%	17,393.88	8,083
77500 · Janitorial Supplies	19.18	850	(830.82)	97.74%	0.00	71
77600 · Maintenance Contracts	0.00	0	0.00	-100.00%	0.00	2,500

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

Experience Fayetteville						
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
77800 · FFE & Improvements	0.00	25,000	(25,000.00)	100.00%		
Total 77000 · Facilities	23,069.31	141,870	(118,800.69)		19,024.17	12,239
Total 70000 · Operating Expenses	435,974.06	1,293,341	(857,366.94)		285,144.48	110,087
80000 · Grants Awarded						
80100 · Current Year Spring	0.00	125,000	(125,000.00)	100.00%	0.00	10,300
80200 · Prior Year Fall	8,653.79	57,000	(48,346.21)	84.82%	0.00	4,750
80300 · TheatreSquared Contribution	100,000.00	200,000	(100,000.00)	50.00%	100,000.00	0
Total 80000 · Grants Awarded	108,653.79	382,000	(273,346.21)		100,000.00	15,050
90000 · Other Expenses						
90100 · Bond Payments	176,828.13	707,000	(530,171.87)		58,942.71	58,917
90300 · Future Project Funding						
90310 · Future Capital Improvements	25,929.00	103,716	(77,787.00)		8,643.00	8,643
Total 90300 · Future Project Funding	25,929.00	103,716	(77,787.00)		8,643.00	8,643
Total 90000 · Other Expenses	202,757.13	810,716	(607,958.87)		67,585.71	67,560
Total Expense	900,291.76	3,163,084	(2,262,792.24)	71.54%	501,245.46	244,490
Net Income/(Loss)	(83,806.23)	407,071			(231,749.87)	50,306

COMPARISON OF CURRENT YEAR & PRIOR YEAR

	2017	2018	% Change
TOTAL REVENUE	779,496.11	818,733.38	0.05
COST OF GOODS SOLD	3,360.16	(2,247.85)	-1.67
TOTAL EXPENSE	775,114.71	900,291.76	0.16
NET INCOME/(LOSS)	7,741.56	(83,806.23)	

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Town Center					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Income						
41000 · Hotel, Motel, Restaurant Taxes						
41100 · CY HMR Taxes	0.00					
41200 · PY HMR Taxes	0.00					
Total 41000 · Hotel, Motel, Restaurant Taxes	0.00					
42000 · Rental Income						
42100 · Facility Rental	102,468.50	615,000	(512,531.50)	83.34%	47,000.00	51,250
42200 · Rental Items	7,425.00	54,000	(46,575.00)	86.25%	3,350.00	4,500
42300 · Alcohol Sales	22,018.47	59,000	(36,981.53)	62.68%	4,282.39	4,917
42400 · Rental Services	15,496.10	38,000	(22,503.90)	59.22%	2,832.88	3,166
Total 42000 · Rental Income	147,408.07	766,000	(618,591.93)		57,465.27	63,833
43000 · Event Income						
43100 · 1st Thursday Income	0.00	0	0.00			
43200 · LOTO Income	0.00	0	0.00			
43400 · Other Event Income	432.81	0	432.81	-100.00%	155.71	0
Total 43000 · Event Income	432.81	0	432.81		155.71	0
44000 · Sales						
44100 · Museum Store Sales	0.00					
44200 · Visitor Store Sales						
44210 · Regular Store Sales	0.00					
44220 · Consignment Sales	0.00					
Total 44200 · Visitor Store Sales	0.00					
Total 44000 · Sales	0.00					
45000 · Parking Revenue						
45100 · Parking Machine Revenue	3,256.65	7,500	(4,243.35)	56.58%	1,484.15	625
45200 · Parking Lease Revenue	0.00	18,000	(18,000.00)	100.00%	0.00	1,500
Total 45000 · Parking Revenue	3,256.65	25,500	(22,243.35)		1,484.15	2,125
46000 · Ad Income						
46100 · Visitor Guide Ad Income	0.00					
46200 · Banner Income	0.00					
Total 46000 · Ad Income	0.00					
47000 · Museum Revenue						
47100 · Admission Revenue	0.00					
47200 · Contributions	0.00					
47300 · Membership						
Total 47000 · Museum Revenue	0.00	0	0.00			
48000 · Other Revenue						
48200 · Other Revenue	0.00					
Total 48000 · Other Revenue	0.00					
49000 · Interest and Investment Income						
49001 · Investment Account Interest	0.00					
49002 · Checking Account Interest	300.82	1,367	(1,066.18)	77.99%	110.99	114
Total 49000 · Interest and Investment Income	300.82	1,367	(1,066.18)		110.99	114

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Town Center					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Total Income	151,398.35	792,867	(641,468.65)	80.90%	59,216.12	66,072
Cost of Goods Sold						
Gross Profit	151,398.35	792,867			59,216.12	66,072
Expense						
50000 · Rental and Event Expenses						
51000 · Rental Expenses						
51100 · Facility Rental Expenses	0.00	0	0.00	(100.00)		
51200 · Linens	7,350.17	31,000	(23,649.83)	76.29%	3,028.20	2,583
51300 · Alcohol & Bar Supply Expenses						
51310 · Alcohol	6,312.93	28,200	(21,887.07)	77.61%	379.55	2,350
51320 · Bar Supply Expenses	1,178.61	1,800	(621.39)	34.52%	186.68	150
51400 · Rental Services	9,705.69	33,000	(23,294.31)	70.59%	0.00	2,750
Total 51000 · Rental Expenses	24,547.40	94,000	(69,452.60)		3,594.43	7,833
52000 · Event Expenses						
52100 · 1st Thursday Expenses	0.00					
52200 · LOTO Expenses	0.00					
52400 · Other Event Expenses	417.00	0	417.00	-100.00%	163.00	0
Total 52000 · Event Expenses	417.00	0	417.00		163.00	0
53000 · Store purchases						
53100 · Museum Store Expenses						
53110 - Goods for Sale						
53120 - Store Supplies						
53200 · EF Store Expenses						
53210 - Goods for Sale						
53220 - Store Supplies						
53300 · Consignment Expenses	0.00					
Total 53000 · Store purchases	0.00					
54000 · Museum Activities						
54100 · Program						
54110 · Group Visits	0.00					
54130 · Honoraria	0.00					
54140 · Other						
Total 54100 · Program	0.00					
54200 · Exhibit Expenses	0.00					
54300 · Fundraising	0.00					
Total 54000 · Museum Activities	0.00					
55000 · In-kind Donations Cost	0.00					
Total 50000 · Rental and Event Expenses .	24,964.40	94,000	(69,035.60)		3,757.43	7,833
60000 · Payroll and Related Expenses						
61000 · Wages Expense	70,352.10	280,751	(210,398.90)	74.94%	24,628.29	23,396
62000 · Payroll Tax Expense						
62100 · Federal (941) Payroll Taxes	5,288.24	21,477	(16,188.76)	75.38%	1,825.98	1,789

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Town Center					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
62300 · SUTA	1,724.06	766	958.06	-125.07%	373.70	64
Total 62000 · Payroll Tax Expense	7,012.30	22,243	(15,230.70)		2,199.68	1,853
63000 · Benefits						
63100 · Health and Other Emp Insurance	6,752.70	24,206	(17,453.30)	72.10%	2,558.23	2,018
63200 · Company Ret Contributions	292.50	6,833	(6,540.50)	95.72%	97.50	569
63300 · Car Allowance	0.00				0.00	0
63600 · Employee Relations	189.96	1,500	(1,310.04)	87.34%	17.73	125
Total 63000 · Benefits	7,235.16	32,539	(25,303.84)		2,673.46	2,712
64000 · Contract Labor	21,856.00	66,500	(44,644.00)	67.13%	8,256.00	5,542
65000 · Payroll Processing Fees	0.00					
Total 60000 · Payroll and Related Expenses	106,455.56	402,033	(295,577.44)		37,757.43	33,503
70000 · Operating Expenses						
71000 · Marketing						
71100 · Advertising Expense						
71110 · Agency Advertising	0.00	0				
71120 · Non-Agency Advertising	7.92	3,000	(2,992.08)	-100.00%	0.00	250
Total 71100 · Advertising Expense	7.92	3,000	(2,992.08)		0.00	250
71200 · Agency Fees	0.00					
71300 · Promotion						
71310 · Promotion Expenses	4,768.12	18,500	(13,731.88)	74.23%	2,500.00	1,542
71320 · Signage-Tourism	0.00	1,300	(1,300.00)	100.00%	0.00	108
71340 · Parks & Rec Promotion	0.00					
71350 · Banners	0.00					
Total 71300 · Promotion	4,768.12	19,800	(15,031.88)		2,500.00	1,650
71400 · Printing						
71410 · Visitors Guide Expense	0.00					
71420 · Other Brochures	0.00	5,000	(5,000.00)	100.00%	0.00	417
Total 71400 · Printing	0.00	5,000	(5,000.00)		0.00	417
71500 · Website	50.00	3,500				291
71600 · Mailings	0.00					
Total 71000 · Marketing	4,826.04	31,300	(26,473.96)		2,500.00	2,608
72000 · Sales and Development						
72100 · Promotional Items	462.08	3,000	(2,537.92)	84.60%	0.00	250
72200 · Meals	331.20	1,500	(1,168.80)	77.92%	82.58	125
72300 · Groups	0.00		0.00			
72400 · Sports	0.00		0.00			
72500 · Meetings	53.15	1,000	(946.85)	94.69%	0.00	83
72600 · Memberships	250.00	1,000	(750.00)	75.00%	0.00	83
72700 · Tourism Development	0.00		0.00	-100.00%		
72800 · Training and Development	1,120.79	12,000			69.99	1,000
Total 72000 · Sales and Development	2,217.22	18,500	(16,282.78)		152.57	1,541
73000 · Office and Administrative Exp						
73100 · Office Expenses						

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Town Center					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
73110 · Office Supplies	2,173.21	3,000	(826.79)	27.56%	37.85	250
73120 · Office Equipment Leases	1,150.90	1,700	(549.10)	32.30%	348.11	142
73130 · Office Equipment Purchases	0.00	1,500	(1,500.00)	100.00%	0.00	125
73140 · Subscriptions	0.00	100	(100.00)	100.00%	0.00	8
Total 73100 · Office Expenses	3,324.11	6,300	(2,975.89)		385.96	525
73200 · Fees						
73210 · Bank Service Charges	0.00	0	0.00			
73220 · Credit Card Fees	522.82	4,500	(3,977.18)	88.38%	205.08	375
Total 73200 · Fees	522.82	4,500	(3,977.18)		205.08	375
73400 · Business Taxes and Licenses	303.07	4,000	(3,696.93)	92.42%		334
73500 · Accounting, Audit, & Legal Fees	0.00				1.00	16
73510 · Accounting Fees	0.00					
73520 · Audit Fees	0.00					
73530 · Legal Fees	0.00					
73700 · Postage and Shipping	1.00	200	(199.00)	99.50%		
73900 · Collection Expense	0.00					
Total 73000 · Office and Administrative Exp	4,151.00	15,000	(10,849.00)		592.04	1,250
74000 · Travel						
74100 · Lodging	1,525.08	3,600	(2,074.92)	57.64%	799.98	300
74200 · Mileage	328.18	1,000	(671.82)	67.18%	232.72	83
74300 · Transportation	3,198.95	3,000	198.95	-6.63%	5.06	250
74400 · Meals Out of Town	494.92	2,000	(1,505.08)	75.25%	189.45	167
Total 74000 · Travel	5,547.13	9,600	(4,052.87)		1,227.21	800
75000 · IT Expenses						
75100 · Computer Hardware	1,656.20	1,800	(143.80)	7.99%	1,656.20	150
75200 · Software Purchases and Subs	1,613.46	5,000	(3,386.54)	67.73%	1,583.48	417
75300 · IT Support and Consulting	1,766.00	12,000	(10,234.00)	-100.00%	541.50	1,000
Total 75000 · IT Expenses	5,035.66	18,800	(13,764.34)		3,781.18	1,567
76000 · Insurance						
76100 · Insurance - Building & Contents	0.00	2,804	(2,804.00)	100.00%		
76200 · Insurance - W/C	0.00		0.00			
Total 76000 · Insurance	0.00	2,804	(2,804.00)		0.00	0
77000 · Facilities						
77100 · Rent	0.00					
77200 · Internet/Telephone	3,038.55	13,500	(10,461.45)	77.49%	1,017.51	1,125
77300 · Utilities						
77310 · Electric	14,003.92	50,000	(35,996.08)	71.99%	4,216.38	4,166
77320 · Gas	5,499.89	9,000	(3,500.11)	38.89%	1,025.42	750
77330 · Water	1,939.46	9,720	(7,780.54)	80.05%	748.44	810
Total 77300 · Utilities	21,443.27	68,720	(47,276.73)		5,990.24	5,726
77400 · Repairs and Maintenance	6,358.47	20,000	(13,641.53)	68.21%	491.28	1,667
77500 · Janitorial Supplies	5,969.21	17,640	(11,670.79)	66.16%	1,759.12	1,470
77600 · Maintenance Contracts	6,863.56	38,000	(31,136.44)	81.94%	324.12	3,167

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

Town Center						
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
77800 · FFE & Improvements	9,650.05	45,000	(35,349.95)	78.56%	12.23	3,750
Total 77000 · Facilities	53,323.11	202,860	(149,536.89)		9,594.50	16,905
Total 70000 · Operating Expenses	75,100.16	298,864	(223,763.84)		17,847.50	24,671
80000 · Grants Awarded						
80100 · Current Year Spring	0.00					
80200 · Prior Year Fall	0.00					
80300 · TheatreSquared Contribution						
Total 80000 · Grants Awarded	0.00	0	0.00			
90000 · Other Expenses						
90100 · Bond Payments	0.00					
90300 · Future Project Funding						
90310 · Future Capital Improvements	0.00					
Total 90300 · Future Project Funding	0.00					
Total 90000 · Other Expenses	0.00					
Total Expense	206,520.12	794,897	(588,376.88)	74.02%	59,362.36	66,007
Net Income/(Loss)	(55,121.77)	(2,030)			(146.24)	65

COMPARISON OF CURRENT YEAR & PRIOR YEAR

	2017	2018	% Change
TOTAL REVENUE	154,349.68	151,398.35	-0.02
COST OF GOODS SOLD		0.00	
TOTAL EXPENSE	201,055.98	206,520.12	0.03
NET INCOME/(LOSS)	(46,706.30)	(55,121.77)	

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Clinton House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Income						
41000 · Hotel, Motel, Restaurant Taxes						
41100 · CY HMR Taxes	0.00					
41200 · PY HMR Taxes	0.00					
Total 41000 · Hotel, Motel, Restaurant Taxes	0.00	0	0.00			
42000 · Rental Income						
42100 · Facility Rental	499.05	3,500	(3,000.95)	85.74%	200.00	291
42200 · Rental Items	0.00					
42300 · Alcohol Sales	0.00					
42400 · Rental Services	0.00					
Total 42000 · Rental Income	499.05	3,500	(3,000.95)		200.00	291
43000 · Event Income						
43100 · 1st Thursday Income	0.00					
43200 · LOTO Income	0.00					
43400 · Other Event Income	750.18	3,000	(2,249.82)	74.99%	534.83	250
Total 43000 · Event Income	750.18	3,000	(2,249.82)		534.83	250
44000 · Sales						
44100 · Museum Store Sales	1,130.41	8,500	(7,369.59)	86.70%	629.18	709
44200 · Visitor Store Sales						
44210 · Regular Store Sales	0.00					
44220 · Consignment Sales	0.00					
Total 44200 · Visitor Store Sales						
Total 44000 · Sales	1,130.41	8,500	(7,369.59)		629.18	709
45000 · Parking Revenue						
45100 · Parking Machine Revenue	0.00					
45200 · Parking Lease Revenue	0.00					
Total 45000 · Parking Revenue	0.00	0	0.00			
46000 · Ad Income						
46100 · Visitor Guide Ad Income	0.00					
46200 · Banner Income	0.00					
Total 46000 · Ad Income	0.00	0	0.00			
47000 · Museum Revenue						
47100 · Admission Revenue	0.00	500	(500.00)	100.00%		42
47200 · Contributions	816.88	20,000	(19,183.12)	95.92%	378.12	1,667
47300 · Membership						
Total 47000 · Museum Revenue	816.88	20,500	816.88		378.12	1,709
48000 · Other Revenue						
48200 · Other Revenue	0.00					
Total 48000 · Other Revenue	0.00					
49000 · Interest and Investment Income						
49001 · Investment Account Interest	0.00					
49002 · Checking Account Interest	12.43	200	(187.57)	93.79%	5.07	17
Total 49000 · Interest and Investment Income	12.43	200	(187.57)		5.07	17

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Clinton House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Total Income	3,208.95	35,700	(11,991.05)	91.01%	1,747.20	2,976
Cost of Goods Sold	2,029.62				807.45	
Gross Profit	5,238.57	35,700	(11,991.05)		2,554.65	2,976
Expense						
50000 · Rental and Event Expenses						
51000 · Rental Expenses						
51100 · Facility Rental Expenses	0.00	500	(500.00)	100.00%		42
51200 · Linens	0.00	500	(500.00)	100.00%		42
51300 · Alcohol & Bar Supply Expenses						
51310 · Alcohol	0.00					
51320 · Bar Supply Expenses	0.00					
51400 · Rental Services	0.00					
Total 51000 · Rental Expenses	0.00	1,000	(1,000.00)		0.00	84
52000 · Event Expenses						
52100 · 1st Thursday Expenses	0.00					
52200 · LOTO Expenses	0.00					
52400 · Other Event Expenses	5,294.93	15,000	(9,705.07)	64.70%	3,103.51	1,250
Total 52000 · Event Expenses	5,294.93	15,000	(9,705.07)		3,103.51	1,250
53000 · Store purchases						
53100 · Museum Store Expenses						
53110 - Goods for Sale	2,819.65	5,000	(2,180.35)	43.61%	26.40	417
53120 - Store Supplies	615.93	500	115.93	-23.19%	29.98	42
53200 · EF Store Expenses						
53210 - Goods for Sale	0.00					
53220 - Store Supplies	0.00					
53300 · Consignment Expenses	0.00					
Total 53000 · Store purchases	3,435.58	5,500	(2,064.42)		56.38	459
54000 · Museum Activities						
54100 · Program						
54110 · Group Visits	0.00	250	(250.00)	100.00%		21
54130 · Honoraria	0.00	500	(500.00)	100.00%		41
54140 · Other	0.00	5,000	(5,000.00)	100.00%		417
Total 54100 · Program	0.00	5,750	(5,750.00)		0.00	479
54200 · Exhibit Expenses	4,484.28	5,000	(515.72)	10.31%		417
54300 · Fundraising	2,999.00	5,250	(2,251.00)	42.88%		437
Total 54000 · Museum Activities	7,483.28	16,000	(8,516.72)		0.00	1,333
55000 · In-kind Donations Cost		0	0.00	0.00%		
Total 50000 · Rental and Event Expenses .	16,213.79	37,500	(21,286.21)		3,159.89	3,126
60000 · Payroll and Related Expenses						
61000 · Wages Expense	20,746.12	86,870	(66,123.88)	76.12%	7,220.64	7,240
62000 · Payroll Tax Expense						
62100 · Federal (941) Payroll Taxes	1,511.68	6,646	(5,134.32)	77.25%	523.23	554

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Clinton House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
62300 · SUTA	561.76	249	312.76	-125.61%	161.25	21
Total 62000 · Payroll Tax Expense	2,073.44	6,895	(4,821.56)		684.48	575
63000 · Benefits						
63100 · Health and Other Emp Insurance	3,260.85	13,045	(9,784.15)	75.00%	1,086.94	1,087
63200 · Company Ret Contributions	367.50	2,262	(1,894.50)	83.75%	122.50	189
63300 · Car Allowance						
63600 · Employee Relations	79.95	300	(220.05)	73.35%	22.41	25
Total 63000 · Benefits	3,708.30	15,607	(11,898.70)		1,231.85	1,301
64000 · Contract Labor	90.00	0	90.00	0.00	90.00	0
65000 · Payroll Processing Fees						
Total 60000 · Payroll and Related Expenses	26,617.86	109,372	(82,754.14)		9,226.97	9,116
70000 · Operating Expenses						
71000 · Marketing						
71100 · Advertising Expense						
71110 · Agency Advertising	0.00	0				
71120 · Non-Agency Advertising	6,262.21	6,000	262.21	-4.37%	3,831.01	500
Total 71100 · Advertising Expense	6,262.21	6,000	262.21		3,831.01	500
71200 · Agency Fees	0.00					
71300 · Promotion						
71310 · Promotion Expenses	450.00	600	(150.00)	-100.00%	0.00	50
71320 · Signage-Tourism	0.00					
71340 · Parks & Rec Promotion	0.00					
71350 · Banners	0.00					
Total 71300 · Promotion	450.00	600	(150.00)		0.00	50
71400 · Printing						
71410 · Visitors Guide Expense	0.00					
71420 · Other Brochures	246.90	1,000	(753.10)	75.31%	0.00	83
Total 71400 · Printing	246.90	1,000	(753.10)		0.00	83
71500 · Website	3,945.00	6,000	(2,055.00)	(100.00)		500
71600 · Mailings	0.00	0	0.00	0.00%		
Total 71000 · Marketing	10,904.11	13,600	(2,695.89)		3,831.01	1,133
72000 · Sales and Development						
72100 · Promotional Items	161.02	500	(338.98)	67.80%		
72200 · Meals	5.19				0.00	41
72300 · Groups	0.00					
72400 · Sports	0.00					
72500 · Meetings	0.00					
72600 · Memberships	306.06	1,000	(693.94)	69.39%	25.00	83
72700 · Tourism Development	0.00	250	(250.00)	100.00%	0.00	21
72800 · Training and Development	825.08	2,000	(1,174.92)	58.75%	239.33	167
Total 72000 · Sales and Development	1,297.35	3,750	(2,452.65)		264.33	312
73000 · Office and Administrative Exp						
73100 · Office Expenses						

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Clinton House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
73110 · Office Supplies	577.24	2,000	(1,422.76)	71.14%	239.93	167
73120 · Office Equipment Leases	0.00	0				
73130 · Office Equipment Purchases	0.00	0	0.00	(100.00)		
73140 · Subscriptions	19.90	0	19.90	(100.00)		
Total 73100 · Office Expenses	597.14	2,000	(1,402.86)		239.93	167
73200 · Fees						
73210 · Bank Service Charges	20.00	0	20.00	-100.00%		
73220 · Credit Card Fees	282.09	250	32.09	-12.84%	79.60	21
Total 73200 · Fees	302.09	250	52.09		79.60	21
73400 · Business Taxes and Licenses		100	(100.00)	100.00%		8
73500 · Accounting, Audit, & Legal Fees	75.00	0	75.00	(100.00)		
73510 · Accounting Fees	75.00					
73520 · Audit Fees	0.00					
73530 · Legal Fees	0.00					
73700 · Postage and Shipping	45.14	250	(204.86)	81.94%		21
73900 · Collection Expense	0.00					
Total 73000 · Office and Administrative Exp	1,019.37	2,600	(1,580.63)		319.53	217
74000 · Travel						
74100 · Lodging	0.00	1,500	(1,500.00)	100.00%		125
74200 · Mileage	135.71	125	10.71	-8.57%		10
74300 · Transportation	18.44	1,200	(1,181.56)	98.46%		100
74400 · Meals Out of Town	15.00	250	(235.00)	94.00%		21
Total 74000 · Travel	169.15	3,075	(2,905.85)		0.00	256
75000 · IT Expenses						
75100 · Computer Hardware	0.00	500	(500.00)	100.00%	0.00	41
75200 · Software Purchases and Subs	87.00	400	(313.00)	-100.00%	29.00	33
75300 · IT Support and Consulting	0.00	0	0.00	0.00%	0.00	
Total 75000 · IT Expenses	87.00	900	(813.00)		29.00	74
76000 · Insurance						
76100 · Insurance - Building & Contents	0.00	306	(306.00)	100.00%		
76200 · Insurance - W/C	0.00					
Total 76000 · Insurance	0.00	306	(306.00)		0.00	0
77000 · Facilities						
77100 · Rent	3,600.00	14,400	(10,800.00)	75.00%	1,200.00	1,200
77200 · Internet/Telephone	754.37	2,520	(1,765.63)	70.06%	203.56	210
77300 · Utilities						
77310 · Electric	243.11	1,260	(1,016.89)	80.71%	83.10	105
77320 · Gas	585.13	1,020	(434.87)	42.63%	140.88	85
77330 · Water	167.10	1,320	(1,152.90)	87.34%	58.75	110
Total 77300 · Utilities	995.34	3,600	(2,604.66)		282.73	300
77400 · Repairs and Maintenance	12,713.03	22,000	(9,286.97)	42.21%	2,946.58	1,833
77500 · Janitorial Supplies	222.74	750	(527.26)	70.30%	0.00	62
77600 · Maintenance Contracts	65.85	0	65.85	-100.00%	21.95	0

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	Clinton House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
77800 · FFE & Improvements	0.00	0	0.00	0.00%		
Total 77000 · Facilities	18,351.33	43,270	(24,918.67)		4,654.82	3,605
Total 70000 · Operating Expenses	31,828.31	67,501	(35,672.69)		9,098.69	5,597
80000 · Grants Awarded						
80100 · Current Year Spring	0.00					
80200 · Prior Year Fall	0.00					
80300 · TheatreSquared Contribution						
Total 80000 · Grants Awarded	0.00	0	0.00			
90000 · Other Expenses						
90100 · Bond Payments	0.00					
90300 · Future Project Funding						
90310 · Future Capital Improvements	0.00					
Total 90300 · Future Project Funding	0.00	0	0.00			
Total 90000 · Other Expenses	0.00	0	0.00			
Total Expense	74,659.96	214,373	(139,713.04)	65.17%	21,485.55	17,839
Net Income/(Loss)	(69,421.39)	(178,673)			(18,930.90)	(14,863)

COMPARISON OF CURRENT YEAR & PRIOR YEAR

	2017	2018	% Change
TOTAL REVENUE	6,049.45	3,208.95	-0.47
COST OF GOODS SOLD	184.48	2,029.62	10.00
TOTAL EXPENSE	52,079.32	74,659.96	0.43
NET INCOME/(LOSS)	(45,845.39)	(69,421.39)	

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	W-S House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Income						
41000 · Hotel, Motel, Restaurant Taxes						
41100 · CY HMR Taxes	0.00					
41200 · PY HMR Taxes	0.00					
Total 41000 · Hotel, Motel, Restaurant Taxes	0.00					
42000 · Rental Income						
42100 · Facility Rental	0.00					
42200 · Rental Items	0.00					
42300 · Alcohol Sales	0.00					
42400 · Rental Services	0.00					
Total 42000 · Rental Income	0.00					
43000 · Event Income						
43100 · 1st Thursday Income	0.00					
43200 · LOTO Income	0.00					
43400 · Other Event Income	0.00					
Total 43000 · Event Income	0.00					
44000 · Sales						
44100 · Museum Store Sales	0.00					
44200 · Visitor Store Sales						
44210 · Regular Store Sales	0.00					
44220 · Consignment Sales	0.00					
Total 44200 · Visitor Store Sales	0.00					
Total 44000 · Sales	0.00					
45000 · Parking Revenue						
45100 · Parking Machine Revenue	0.00					
45200 · Parking Lease Revenue	0.00					
Total 45000 · Parking Revenue	0.00					
46000 · Ad Income						
46100 · Visitor Guide Ad Income	0.00					
46200 · Banner Income	0.00					
Total 46000 · Ad Income	0.00					
47000 · Museum Revenue						
47100 · Admission Revenue	0.00					
47200 · Contributions	0.00					
47300 · Membership						
Total 47000 · Museum Revenue	0.00	0	0.00			
48000 · Other Revenue						
48200 · Other Revenue	0.00					
Total 48000 · Other Revenue	0.00					
49000 · Interest and Investment Income						
49001 · Investment Account Interest	0.00					
49002 · Checking Account Interest	0.00					
Total 49000 · Interest and Investment Income	0.00					

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	W-S House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
Total Income	0.00	0	0.00			
Cost of Goods Sold						
Gross Profit	0.00					
Expense						
50000 · Rental and Event Expenses						
51000 · Rental Expenses						
51100 · Facility Rental Expenses	0.00					
51200 · Linens	0.00					
51300 · Alcohol & Bar Supply Expenses						
51310 · Alcohol	0.00					
51320 · Bar Supply Expenses	0.00					
51400 · Rental Services	0.00					
Total 51000 · Rental Expenses	0.00					
52000 · Event Expenses						
52100 · 1st Thursday Expenses	0.00					
52200 · LOTO Expenses	0.00					
52400 · Other Event Expenses		0	0.00			
Total 52000 · Event Expenses	0.00					
53000 · Store purchases						
53100 · Museum Store Expenses						
53110 - Goods for Sale	0.00					
53120 - Store Supplies	0.00					
53200 · EF Store Expenses						
53210 - Goods for Sale	0.00					
53220 - Store Supplies	0.00					
53300 · Consignment Expenses	0.00					
Total 53000 · Store purchases	0.00					
54000 · Museum Activities						
54100 · Program						
54110 · Group Visits	0.00					
54130 · Honoraria	0.00					
54140 · Other						
Total 54100 · Program	0.00					
54200 · Exhibit Expenses	0.00					
54300 · Fundraising	0.00					
Total 54000 · Museum Activities	0.00					
55000 · In-kind Donations Cost	0.00					
Total 50000 · Rental and Event Expenses .	0.00					
60000 · Payroll and Related Expenses						
61000 · Wages Expense	0.00					
62000 · Payroll Tax Expense						
62100 · Federal (941) Payroll Taxes	0.00					

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	W-S House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
62300 · SUTA	0.00					
Total 62000 · Payroll Tax Expense	0.00					
63000 · Benefits						
63100 · Health and Other Emp Insurance	0.00					
63200 · Company Ret Contributions	0.00					
63300 · Car Allowance	0.00					
63600 · Employee Relations	0.00					
Total 63000 · Benefits	0.00					
64000 · Contract Labor	528.00	14,400			176.00	1,200
65000 · Payroll Processing Fees						
Total 60000 · Payroll and Related Expenses	528.00	14,400			176.00	1,200
70000 · Operating Expenses						
71000 · Marketing						
71100 · Advertising Expense						
71110 · Agency Advertising	0.00					
71120 · Non-Agency Advertising	0.00					
Total 71100 · Advertising Expense	0.00					
71200 · Agency Fees	0.00					
71300 · Promotion						
71310 · Promotion Expenses	0.00					
71320 · Signage-Tourism	0.00					
71340 · Parks & Rec Promotion	0.00					
71350 · Banners						
Total 71300 · Promotion	0.00					
71400 · Printing						
71410 · Visitors Guide Expense	0.00					
71420 · Other Brochures	0.00					
Total 71400 · Printing	0.00					
71500 · Website	0.00					
71600 · Mailings	0.00					
Total 71000 · Marketing	0.00					
72000 · Sales and Development						
72100 · Promotional Items	0.00					
72200 · Meals	0.00					
72300 · Groups	0.00					
72400 · Sports	0.00					
72500 · Meetings	0.00					
72600 · Memberships	0.00					
72700 · Tourism Development	0.00					
72800 · Training and Development						
Total 72000 · Sales and Development	0.00					
73000 · Office and Administrative Exp						
73100 · Office Expenses						

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	W-S House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
73110 · Office Supplies	0.00	0	0.00	0.00%		
73120 · Office Equipment Leases	0.00					
73130 · Office Equipment Purchases	0.00					
73140 · Subscriptions	0.00					
Total 73100 · Office Expenses	0.00	0	0.00			
73200 · Fees						
73210 · Bank Service Charges	0.00					
73220 · Credit Card Fees	0.00					
Total 73200 · Fees	0.00					
73400 · Business Taxes and Licenses						
73500 · Accounting, Audit, & Legal Fees	0.00					
73510 · Accounting Fees	0.00					
73520 · Audit Fees	0.00					
73530 · Legal Fees	0.00					
73700 · Postage and Shipping	0.00					
73900 · Collection Expense	0.00					
Total 73000 · Office and Administrative Exp	0.00					
74000 · Travel						
74100 · Lodging	0.00					
74200 · Mileage	0.00					
74300 · Transportation	0.00					
74400 · Meals Out of Town	0.00					
Total 74000 · Travel	0.00					
75000 · IT Expenses						
75100 · Computer Hardware	0.00					
75200 · Software Purchases and Subs	0.00					
75300 · IT Support and Consulting	0.00					
Total 75000 · IT Expenses	0.00					
76000 · Insurance						
76100 · Insurance - Building & Contents		4,660	(4,660.00)	100.00%		
76200 · Insurance - W/C	0.00					
Total 76000 · Insurance	0.00	4,660	(4,660.00)			
77000 · Facilities						
77100 · Rent	225.00	900	(675.00)	(100.00)	75.00	75
77200 · Internet/Telephone	446.16	1,800	(1,353.84)	(100.00)	148.72	150
77300 · Utilities						
77310 · Electric	150.24	1,080	(929.76)	86.09%	29.60	90
77320 · Gas	944.92	864	80.92	-9.37%	161.47	72
77330 · Water	1,045.39	720	325.39	-45.19%	163.83	60
Total 77300 · Utilities	2,140.55	2,664	(523.45)		354.90	222
77400 · Repairs and Maintenance	2,222.11	125,000	(122,777.89)	-100.00%	(187.79)	10,417
77500 · Janitorial Supplies	21.12	600	(578.88)		0.00	50
77600 · Maintenance Contracts	263.10	1,344	(1,080.90)	80.42%	58.12	112

Fayetteville A and P Commission
Statement of Budget, Revenue and Expense
Year-to-Date @ March 31, 2018

	W-S House					
	Year-to-Date				Month	
	Actual	Budget	Over/(Under) Budget	Remaining % of Budget	Actual	Budget
77800 · FFE & Improvements	600.00	75,000	(74,400.00)	99.20%	600.00	6,250
Total 77000 · Facilities	5,918.04	207,308	(201,389.96)		1,048.95	17,276
Total 70000 · Operating Expenses	5,918.04	211,968	(206,049.96)		1,048.95	17,276
80000 · Grants Awarded						
80100 · Current Year Spring	0.00					
80200 · Prior Year Fall	0.00					
80300 · TheatreSquared Contribution						
Total 80000 · Grants Awarded	0.00	0	0.00			
90000 · Other Expenses						
90100 · Bond Payments	0.00					
90300 · Future Project Funding						
90310 · Future Capital Improvements	0.00					
Total 90300 · Future Project Funding	0.00					
Total 90000 · Other Expenses	0.00					
Total Expense	6,446.04	226,368	(206,049.96)	97.15%	1,224.95	18,476
Net Income/(Loss)	(6,446.04)	(226,368)			(1,224.95)	(18,476)

COMPARISON OF CURRENT YEAR & PRIOR YEAR

	2017	2018	% Change
TOTAL REVENUE	0.00	0.00	0.00
COST OF GOODS SOLD			
TOTAL EXPENSE	6,820.20	6,446.04	-0.05
NET INCOME/(LOSS)	(6,820.20)	(6,446.04)	

~~BY LAWS~~
~~FAYETTEVILLE ADVERTISING AND PROMOTION COMMISSION~~
~~Db a Fayetteville Town Center, Fayetteville Visitors Bureau and Clinton House Museum~~

~~ARTICLE I~~

~~CREATION, DUTIES AND MEMBERSHIP OF THE COMMISSION~~

Fayetteville, Arkansas Advertising and Promotion Commission
By-Laws

I. Creation and Membership of Commission

Section 1. Creation of the Commission. The Fayetteville Advertising and Promotion Commission, hereafter referred to as “the Commission,” has been created by and in accordance with provisions of Acts of Arkansas 185 of 1995, 123 of 1969, and 58 of 1970, codified as Arkansas Code Annotated §26-75-605 *et seq.*, (“the Statute”); and ~~enabling~~ City Ordinance No. 2310 (passed and approved March 1, 1977), which formally established the Commission.

~~Section 2. Duties~~ **Purpose of the Commission.** ~~The Commission is the body that determines the use of the city advertising and promotion fund (hotel, motel, restaurant tax). To operate in accordance with all applicable laws, including without limitation the Statute and City Ordinance No. 2310, in using proceeds of the City of Fayetteville’s hotel, motel, and restaurant tax (“HMR tax”) to advertise and promote the City of Fayetteville and its environs and for any other lawful, appropriate purposes.~~

Section 3. Membership of the Commission. ~~There shall be seven members of the Commission. As specified by state law~~ The membership of the Commission will be composed in accordance with the Statute, and unless preempted by conflicting provisions of the Statute, the seven (7) members will include:

- i. ~~Four (4) members~~ that shall be owners or managers of businesses in the tourism industry, at least three of whom shall be owners or managers of hotels, motels, or restaurants and shall serve for staggered terms of four (4) years;
- ii. ~~Two (2) members of the Commission~~ that shall be members of the governing body of the eCity of Fayetteville, and selected by the governing body, and shall serve at the will of the governing body; ~~and,~~
- iii. ~~One (1) member~~ that shall be from the public at large and shall serve for a term of four (4) years.

~~All members must be residents of the city.~~

Section 4. Officers of the Commission. At the first meeting of each year, the Commission will elect one of its members as its Chair whose term will be for one (1) year. The Chair

can be elected for succeeding terms.

Section 5. Vacancies on the Commission. ~~A vacancy Section 4. Vacancies on the Commission in any of the four of the tourism industry positions or in the at-large position shall be filled by appointment made by the remaining members of the eCommission with the approval of the governing body of the eCity of Fayetteville. Section 5. A vacancy may result from the expiration of a regular term or be declared by the Chair if at any time a eCommissioner resigns, dies, or is absent from misses three (3) consecutive meetings without just cause. may be declared by the Chair, if at any time, a Commission member should resign, should miss of total of three consecutive meeting without just cause, or if the death of a member occurs.~~

~~Section 6. Commission members should advise the Executive Director before the meeting date if they expect to be absent.~~

OFFICERS, ELECTION, TERMS AND DUTIES

~~Section 1. At the January meeting of each year, the Commissioners shall elect a Chair whose term shall be for one year, but Chair can be elected for succeeding terms.~~

~~Section 2. The Chair shall preside at meetings and shall decide points of order or procedure following Robert's Rules of Order. In the absence of the Chair, he may designate a representative to fill in until he returns.~~

ORGANIZATION

~~Section 1. A monthly meeting of the Commission shall be held on the second Monday of every month at 2:00 p.m. These meetings are subject to change at the discretion of the Chair and/or the Commission.~~

~~Section 2. The place designated for the meeting shall be the Fayetteville Town Center. This location is subject to change with Chair approval.~~

~~Section 3. Special meetings of the Commission, for any purpose may be called by the Chair or any three members of the Commission at such times as may be necessary in the judgment of the person or persons calling said meeting, provided reasonable notice of time, place and purpose of said meeting is given.~~

II. Duties of the Commission

Section 1. Essential Function. The Commission is the body that determines the use of the City of Fayetteville's advertising and promotion fund resulting from the HMR tax.

Section 2. Hiring of Staff. The Commission will be responsible for the hiring, supervision, and continued employment of an Executive Director. The Commission delegates to the Executive Director all authority and responsibility necessary to properly administer the

business of the Commission and its agencies, within policies set by the Commission and subject to its review.

Section 3. Regular Meetings. The Commission will meet regularly at a consistent time and place, notice of which shall be published. The time and place of meetings are subject to change at the discretion of the Chair, upon published notice.

Section 4. Special meetings. Special meetings of the Commission, for any purpose, may be called, for any purpose, by the Chair or any three members of the Commission at such times deemed necessary, provided:

- i. Advance notice, and corresponding agenda, of every special meeting of the Commission shall be distributed for each Commissioner not less than three (3) days before such meeting; and,
- ii. No business shall be transacted in special meetings, other than business referred to in the agenda.

Section 5. Quorum. No formal business shall be conducted without a quorum of the Commission, defined as a majority of the Commissioners.

Section 6. Proxy. No Commissioner may vote by proxy.

Section 7. Budget. The Commission will annually approve a budget for the operation of the Commission and its agencies.

~~Section 4. Written or printed notice of every special meeting of the board members shall be prepared and delivered to each board member not less than three (3) days before such meeting. Such notice shall state the objects of object thereof, and the time and place of the meeting. No business shall be transacted in special meetings, other than referred to in the notice.~~

~~Section 5. A majority of the members of the Commission shall constitute a quorum.~~

~~Section 6. No formal business shall be conducted without a quorum and no member may vote by proxy.~~

~~Section 7. The order of business shall follow the distributed agenda unless otherwise agreed to by the members.~~

~~Section 8. As to any matters not covered by these By-Laws concerning the meetings of the Fayetteville Advertising and Promotion Commission, Roberts Rules of Order shall be adopted as the rules of parliamentary law.~~

III. Reporting

Section 1. Meeting Schedule. The Commission's meeting schedule will be published and accessible to the public.

Section 2. Meeting Agendas. The agenda and supporting documents for meetings of the Commission will be distributed no later than three (3) business days before the scheduled meeting.

Section 3. Tax Summaries. The consolidated HMR tax report summaries will be published and accessible to the public.

CONFLICT OF INTEREST

~~Section 1(a). No member of the Commission with a direct or indirect financial interest shall participate in, vote on, influence, or attempt to influence an official decision under consideration by the Commission~~

~~Section 1(b). A member of the Commission may participate in, vote on, influence, or attempt to influence an official decision if the only pecuniary interest that may accrue to the member is incidental to his position or accrues to him as a member of profession, occupation, or large class to no greater extent than the pecuniary interest could be foreseen to accrue to all other members of the profession, occupation, or large class.~~

~~Section 2. No member of the Commission shall participate in any discussion or vote on a rule or regulation that exclusively benefits the member.~~

IV. **Financial Policies and Conflicts of Interest**

Section 1. Financial Policies. Through its Executive Director, the Commission will develop financial policies, implement financial procedures in accordance with those policies, and ensure the practices of the Commission and its agencies are carried out in accordance with those policies.

Section 2. Conflict of Interest. No Commissioner may participate in, vote on, influence, or attempt to influence an official decision of the Commission, unless the pecuniary interest that may accrue to the Commissioner is incidental to their vocation or accrues to the Commissioner to no greater extent than the pecuniary interest could be foreseen to accrue to all other members of the vocation.

AUTHORITY TO CONTRACT WITH COMMISSION

~~Section 1. A member of the Advertising and Promotion Commission is permitted to conduct business with the Commission, provided that the contract or job for services, is submitted as a competitive bid, and is approved by the Fayetteville A & P Commission following disclosure of the direct or indirect financial interest of the individual~~

commissioner.

OFFICES

Section 1. The principal office of the Commission shall be located at the Fayetteville Town Center, 15 W. Mountain, Fayetteville, Washington County, Arkansas. The Commission shall have the power and authority to establish and maintain branch or subordinate offices at any other locations within the City of Fayetteville.

DUTIES AND POWERS OF THE EXECUTIVE DIRECTOR

Section 1. The Commission shall be empowered to employ, and to terminate such employment, an Executive Director and all other personnel deemed necessary to carry out the functions, operations and purposes of the Commission and its agencies created herein or at a later date.

Section 2. The Commission delegates to the Executive Director all authority and responsibility necessary to properly administer the business of the Commission and its agencies, within policies set by the Commission and subject to its review.

Section 3. The Executive Director shall be an ex officio member (non voting) member of the Commission.

FISCAL POLICIES & REPORTING

Section 1. The Commission shall retain financial oversight of the Commission and its agencies, and may delegate responsibility for financial management, operations, and activities to the Executive Director, who shall report directly to the Commission. Included among the Executive Director's reporting responsibilities is preparation of a monthly financial statement covering the preceding month, which shall be presented to the Commission at its regular monthly meeting by the Executive Director or his/her designee.

Section 2. The Commission shall formulate financial policies, will review financial operations and activities, and may delegate the administration of financial policies to the Executive Director and administrative staff. In formulating financial policies and exercising financial oversight, and in engaging in financial management, operations, and activities, the Commission and, if applicable by delegation, the Executive Director, shall seek guidance from the City of Fayetteville's finance policies, as set forth in the City's ordinances and rules.

Section 3. The Executive Director will prepare a budget for the following year with approval made by the Commission before the first regular meeting in January of the budget year.

OPEN AND RESPONSIVE OPERATION

Section 1. Consistent with state law, we will respond as quickly as possible to provide all documents requested by citizens, allowing them to examine the records and

providing copies of all public information rapidly in forms that the public can readily find and use.

~~Section 2. Public documents must be open to inspection and copying by any citizen of the State of Arkansas, within three business days, upon request in accordance with the Arkansas Freedom of Information Act (FOIA), but we should attempt to provide access even sooner. The requester may examine records and request copies of documents, and it is the policy of the Fayetteville Advertising and Promotion Commission to provide those documents as soon as possible in accordance with the FOIA.~~

~~Section 3. It is also the policy of the Fayetteville Advertising and Promotion Commission to recommend that sustainable measures be encouraged, such as the use of CD, DVD, jump drives, or e-mailed scanned documents to avoid the use of paper that causes a negative environmental impact. Such copies of documents are to be provided at the actual cost of the CD, DVD, or jump drive, or at no charge if the requesting citizens provide their own data storage devices.~~

~~Section 4. If the requestor prefers paper copies, the person requesting must pay for the actual cost, which should be no more than 5 cents per copied sheet. If it costs less than 5 cents a sheet, remember that the actual cost is the standard upon which you should use in compliance with such a request. Larger paper documents, such as maps, will be more expensive, but the standard remains that the cost will be judged by the "actual cost" of the copying.~~

~~Section 5. Public records of the Fayetteville Advertising and Promotion Commission are open to inspection and reproduction during business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m. (except holidays). The requestor should make a request for public documents to the Executive Director of the Fayetteville Advertising and Promotion Commission.~~

~~When a request for documents is made, the requestor will be asked to provide an email or phone number (and both, if available) so that the Fayetteville Advertising and Promotion Commission may contact the requestor to best assist in obtaining the public documents sought and provide them as soon as possible. It is not necessary to complete a Request for Public Records Form with the Fayetteville Advertising and Promotion Commission to acquire public documents, but a Request for Public Records Form should be offered to any requestor, for the requestor's convenience.~~

~~The Fayetteville Advertising and Promotion Commission will make available to any person seeking additional information or having questions about the Arkansas Freedom of Information Act to the website of the City of Fayetteville, which provides helpful links, including to the State Attorney General's Office and the Arkansas Press Association, which have generated a handbook on the Arkansas Freedom of Information Act.~~

~~Section 6. To increase transparency and accountability, the By Laws of the Fayetteville Advertising and Promotion Commission should be posted on the Commission's website.~~

~~Section 7. To increase transparency and accountability, the Agenda and supporting documents for meetings of the Fayetteville Advertising and Promotion Commission should be posted on the Commission's website no later than Wednesday before the scheduled meeting.~~

~~Section 8. To increase transparency and accountability, HMR Tax Report summaries should be posted on the Commission's website within one week after that information is available.~~

~~CHANGES TO THE BY LAWS~~

~~Section 1. These by laws shall be adopted and later suspended, changed or cancelled with an affirmative vote of 2/3 vote of the members of the Fayetteville Advertising and Promotion Commission.~~

~~Section 2. Amendments shall be proposed in writing at a regular meeting and voted on at a following meeting. If the written amendment has been given to all Commissioners, a special meeting can be called ten (10) days after the proposed change has been given to Commissioners for the purpose of voting on the change.~~

V. Amendment of the By-Laws

Amendments. Amendments to these By-Laws shall be proposed in writing at a regular meeting of the Commission and voted on at a subsequent meeting. If the proposed, written amendment has been distributed to all Commissioners, a special meeting for the purpose of voting on the proposed amendment can be called after ten (10) days following distribution to the Commissioners of the proposed amendment.

February Activity

\$32,768 + **\$221,927** + **\$1,453**
 Hotel/Motel Restaurant Other Lodging

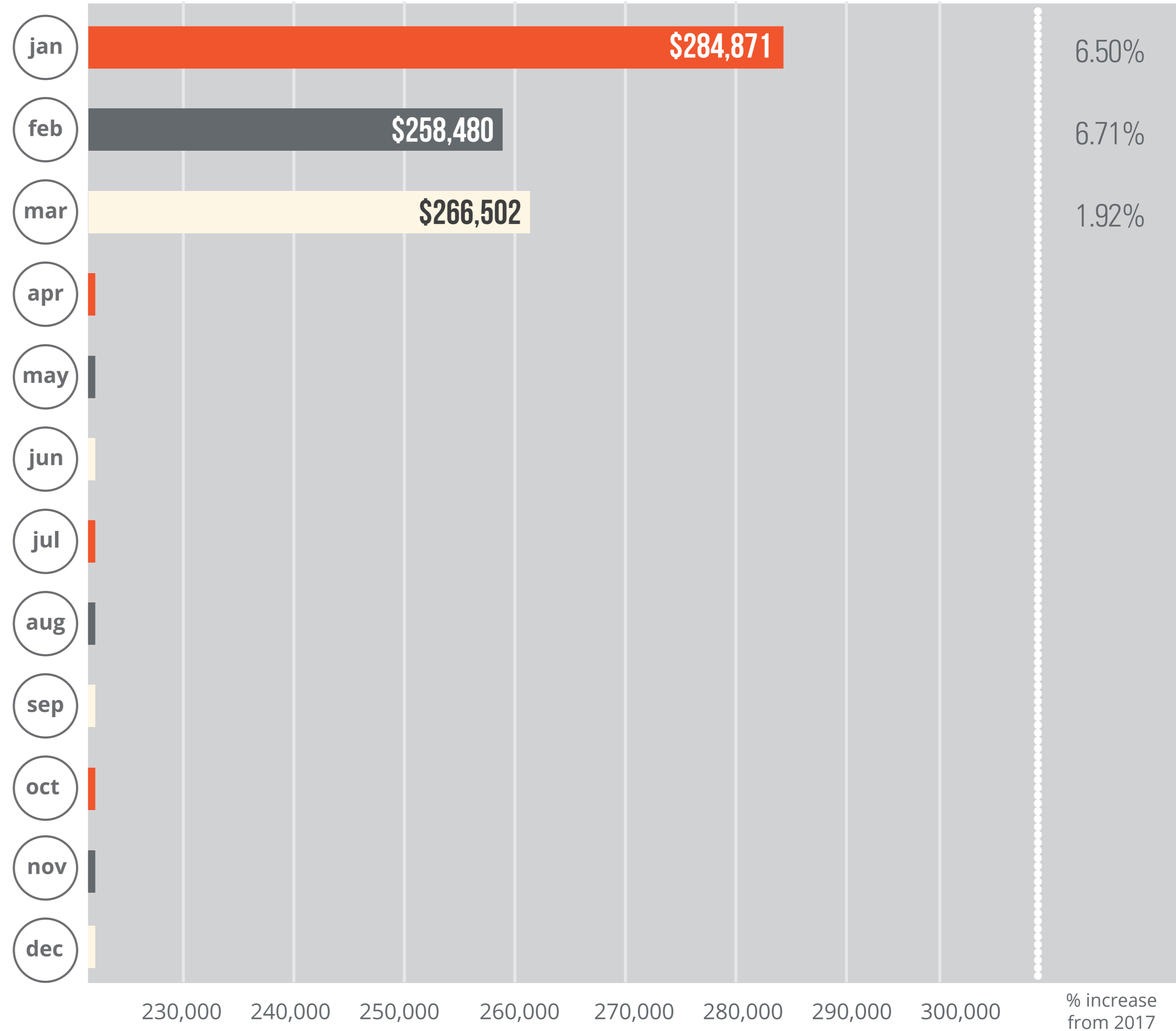
\$10,354
 Prior Dues Collected

\$266,502
 Total HMR Collected

Previous YTD (Jan-Mar) HMR Tax Collection Totals

2014	2015	2016	2017	2018
\$618,710	\$689,562	\$758,853	\$771,185	\$809,853
1.06%	11.45%	10.05%	1.63%	5.01%
% change over previous year				

Monthly A&P Tax Collections 2018**



** This represents one half of the total HMR collections. The other half supports the Parks and Recreation department.

Break Out Space Proposal

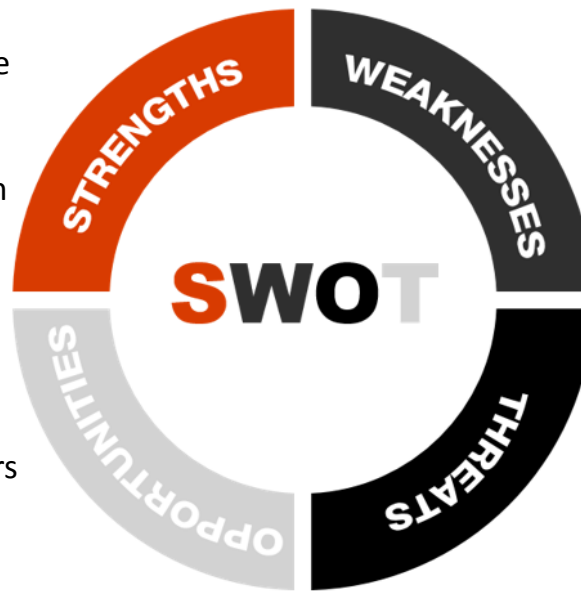


FAYETTEVILLE
TOWN CENTER

Comp Set Market Analysis

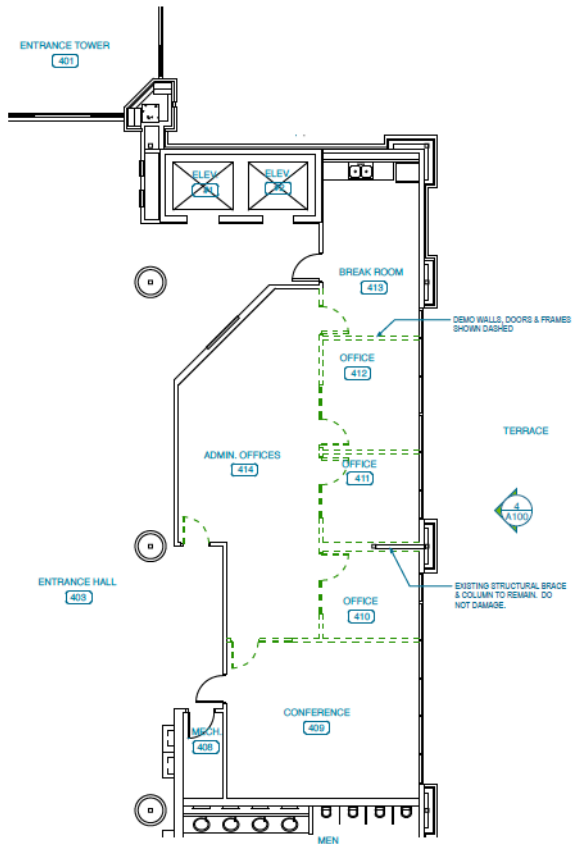
- Downtown historic location
- Largest event room in Fayetteville
- Blank canvas
- Audio/visual included in rental
- Catering allowed to be brought in
- Price, value, & quality


- New branding
- New leadership & team members
- Community minded
- Driving revenue
- Capital improvements
- New sustainable practices

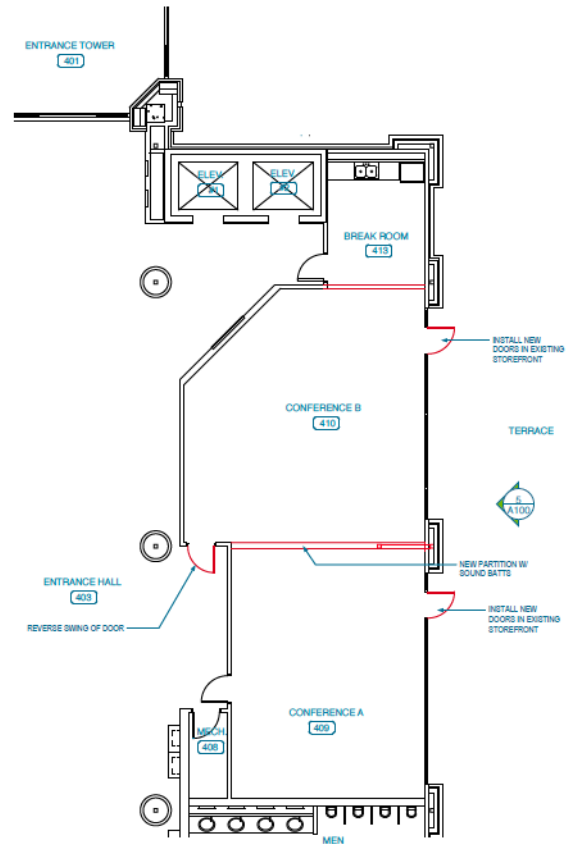


- Not enough breakout space to comp set
- No meeting space for 15-60 guests
- Not enough parking
- Current sustainable practices

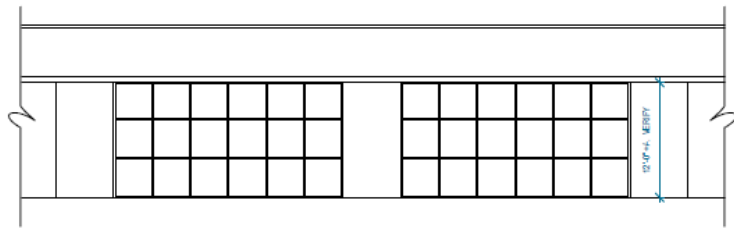
- Aging equipment
- Aging roof
- New meeting facility builds in other cities
- All comp set currently going through renovations or have renovations slated for 2019 or 2020
- Market demand



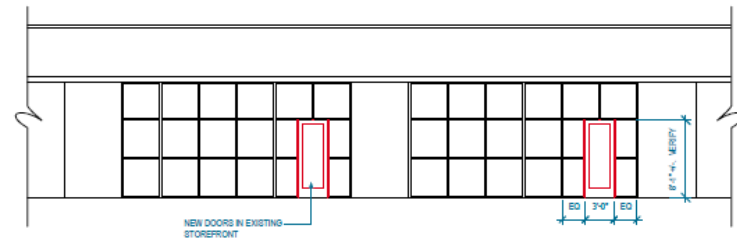
NORTH
 **2** EXISTING PARTIAL DEMO PLAN
 SCALE: 1/8" = 1'-0"



NORTH
 **3** EXISTING PARTIAL FLOOR PLAN (NEW WORK)
 SCALE: 1/8" = 1'-0"



4 EXISTING STOREFRONT ELEVATION
SCALE: 1/8" = 1'-0"



5 PROPOSED STOREFRONT ELEVATION
SCALE: 1/8" = 1'-0"

Cost of Break Out Space Project

General Conditions and Demolition	\$10,000
Finishes	\$34,500
Mechanical and Electrical	\$30,000
Architectural services	\$6,000
Sub total	\$80,500
15% Contingency	\$11,175
Estimated Total	\$91,675

Financials

2018 Needed Improvements	
Carpet, Painting, and Signage Improvements	\$10,300
HVAC Replacement	\$10,200
Lighting Improvements	\$15,000
Break out space project	\$91,675
May - December office lease	\$16,000
Total	\$143,175
Proposed Funding for Improvements	
Budgeted Funds, line 77800	\$45,000
Budgeted Funds for future improvements, line 90310	\$98,175
Request from reserves	\$0
Total	\$143,175

PROJECT BUDGET

Issue Date: March 8, 2018

To: Molly Rawn, Josh Cheshir @ Experience Fayetteville
Cc:

Office Renovations at the Fayetteville Town Center

Our estimated cost of construction for this project is as follows:

1. General Conditions (cost of superintendent, dust control, trash, permit, tools, supplies, etc...)	\$8,000.00
2. Demolition	\$2,000.00
3. Partitions (framing, drywall, insulation, painting, rubber base)	\$8,000.00
4. Doors & Windows	\$12,000.00
5. Ceilings	\$7,000.00
6. Carpeting	\$7,500.00
7. Mechanical	\$10,000.00
8. Electrical	\$20,000.00
Subtotal	\$74,500.00
15% Contingency	\$11,175.00
Estimated Total (excluding design fees & FFE)	\$85,675.00

Mechanical & Electrical cost estimates provided by Burrows & Assoc. consulting engineers. All others provided by Allison + Partners.

Please understand our cost estimates are only estimates—we can make no guarantees of what costs may be on bid day. Because this renovation project is small in nature, we are estimating conservatively.

These costs do not include design fees nor any FF&E (fixtures, furniture or equipment) such as flat screen TV's, projection screens or projectors or window treatments.

Organization	Event	Dates	Requested Amount	Last request date	Lifetime Amount Given
Apple Seeds	Farm to Table Dinners	April - December	\$4,500	First Time	\$0
Art Ventures	Exhibitions and Programs	April - September	\$15,000	Fall 2016	\$138,830
Big Bot Design	Wampus Wonderland	December 15	\$12,500	Spring 2017	\$5,500
Bikes, Blues, and BBQ	Vendor Map	September 26-30	\$5,000	Spring 2013	\$15,000
Botanical Garden of the Ozarks	International Festival	September 16	\$5,000	Spring 2017	\$35,500
Fayetteville Film Festival	Fayetteville Film Festival	September 19 -23	\$15,000	Spring 2017	\$10,600
Fayetteville Public Library	Human Library of Fayetteville	September 8	\$2,500	2006	\$1,800
Fayetteville Roots Festival	Fayetteville Roots Festival	August 22-26	\$15,000	Spring 2016	\$89,000
Fayetteville Senior Activity Center	Improving Cardio equipment & opportunities for NWA Seniors	August 2018	\$15,000	First Time	\$0
Fenix Fayetteville	Fenix Art Festival	May 3 - June 30	\$14,000	First Time	\$0
Homegrown Music Festival	Homegrown Music & Mountain Sports Festival	June 22-24	\$15,000	First Time	\$0
Little Craft Show	Little Craft Show	November 30 - Dec	\$8,000	Spring 2017	\$18,200
NWA Senior Babe Ruth Baseball	2018 Senior Babe Ruth SW Regional	July 12-18	\$7,000	First Time	\$0
NWA Tech Fest	NWA TechFest 2018	May 17	\$5,000	Spring 2015	\$1,500
Open Mouth Reading Series	Open Mouth Poetry Festival 2018	November 1 -3	\$12,000	Fall 2017	\$1,000
Pilot Arts	Tuck Everlasting, The Musical	April 26-29	\$14,800	First Time	\$0
Spark Foundation	2018 Fayetteville Firefighters Hero Half Marathon	October 12-14	\$10,000	Spring 2017	\$13,500
The Community NWA	Banff Mountain Film Fest	September 12-13	\$1,500	Spring 2017	\$3,500

U.S. Pole Vaulting Association	The Fayetteville Street Vault	June 7	\$15,000	First Time	\$0
Arts Live Theatre	Fall Season	July - November 201	\$6,500	Spring 2017	\$20,550
Soldier On Service Dogs	4th Annual Dickson Street Slide	August 26th	\$15,000	Spring 2017	\$10,600
Total			\$213,300		