### Benton Advertising & Promotion Commission Agenda

#### January 10, 2024

#### 3:30 pm at the Benton Municipal Complex in Council Chambers

I.	Call to Order					
II.	Roll Call Frank Baptist Steve Brown Alison Burch Bill Eldridge Elgin Hamner IV Luke Moody Greg Shinn	Present	Absent			
III.	Minutes from December Meeting	3				
IV.	Financial Reports  A. Profit and Loss Reports – Jordan Woolbright  B. Bank Balances and Collections Report – Mandy Spicer					
V.	Administrative Delinquency Report – Mandy Spicer					
VI.	Funding None					
VII.	Report from Benton Event Cente	er – Nikki C	humley			
VIII.	Report on the Development of Ex	kit 114 Prop	erty – Bill Eldridge			
IX.	Old Business 2024 Budget Committee – Bill Eldridge					
Х.	New Business Signature Cards for Bank Accounts – Amy McCormick					
XI.	Other Business					
XII.	Adjournment					

## BENTON ADVERTISING & PROMOTION COMMISSION Minutes December 13, 2023

#### I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on December 13, 2023 at 3:30 pm at the Benton Municipal Complex in Council Chambers.

#### II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Alison Burch, Elgin Hamner IV, Steve Lee, Luke Moody and Greg Shinn. No one was absent.

#### III. MINUTES

Luke Moody made a motion to approve the minutes of the November 8, 2023 meeting. Steve Lee seconded. Motion carried.

#### IV. FINANCIAL REPORTS

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following balances as of November 30, 2023:

Bank OZK - Focus Group Project	\$395,150.31
Bank OZK – A&P	\$88,899.54
Bank OZK – Event Center	\$361,501.63
Bank OZK – Savings	\$377,427.20
Total Checking/Savings	\$1,222,978.68

There is a liability of \$389.80 owed to the Arkansas Department of Finance for sales tax and to the City of Benton for sales tax.

A&P profit and loss statement: for the month of November 2023 total income of \$18,175.89 and total expenses of \$10,981.42 resulting in net income of \$7,194.47. For the year to date as of November 2023 total income of \$189,354.15, total operating expenses of \$157,046.61 resulting in net income of \$32,307.54.

Event Center profit and loss statement: for the month of November 2023 total income of \$49,770.07, total operating expenses of \$44,613.44 resulting in net income of \$5,156.63. For the year to date as of November 2023 total income of \$672,783.77, total operating expenses of \$479,745.83 and capital expenditures of \$121,498.78 resulting in net income of \$71,539.16.

Focus Group profit and loss statement: for the month of November 2023 total income of \$19,246.62 and total expenses of \$0 resulting in net income of \$19,246.62. For the

year to date as of November 2023 total income of \$197,859.98 and total expenses of \$0 resulting in net income of \$197,859.98.

City of Benton Financial Officer Mandy Spicer presented the bank account report with the following balances as of November 30, 2023:

	Statement	Prev. Month's
	Balance	Balance
A&P Collections General (clearing account)	\$2,614.85	\$5,470.66
Bond Account	Closed	Closed
A&P Large Project Checking (50% distribution)	\$1,533,966.59	\$1,518,466.02
A&P Small Project Checking (20% distribution)	\$754,370.03	\$716,003.34
A&P General Operating Checking (10% distribution	) \$90,363.63	\$81,705.07
Benton Focus Group Checking (10% distribution)	\$395,150.31	\$375,903.69
Benton Event Center Gen Operating Checking		
(10% distribution)	\$367,338.11	\$371,243.83
Benton Event Center Savings	\$377,427.20	\$376,097.98
	\$3,521,230.72	

Luke Moody made a motion to accept the financial reports as presented. Alison Burch seconded. Motion carried.

V. Collections received in the month of November 2023 were \$178,342.67 which is 16% higher than collections in November 2022. Below are the amounts collected in November of this year along with November of the previous four years:

November 2023 Collections	\$178,342.67
November 2022 Collections	\$154,044.55
November 2021 Collections	\$141,463.51
November 2020 Collections	\$129,755.98
November 2019 Collections	\$119,762.25

Mandy Spicer directed the commissioners to the list of current delinquent businesses. There are two that are almost 3-months past due. She said these businesses have received notices via mail and phone calls as is the procedure and the next step is for her to contact them personally. She requested that the commissioners schedule hearings to revoke their licenses if the accounts are not brought current by the next A&P meeting. The commissioners agreed. Mandy reminded the commissioners that past due payments include penalties and interest.

#### VI. FUNDING REQUESTS

Literacy Action of Central Arkansas submitted a funding request for \$2,800 for a pickleball tournament to be held at River Center in January 2024. Bill Eldridge opened the floor for discussion. Luke Moody made a motion to approve the \$2,800 funding

request. Alison Burch seconded. Motion carried. Both Bill and Luke expressed excitement about this first year event and commented that they look forward to it.

#### VII. REPORT FROM BENTON EVENT CENTER

Nikki Chumley reported that there have been 20 events since the last A&P meeting including the chamber's veterans luncheon, a holiday children's consignment sale, a blood drive with more than 100 donors, the Arkansas Opioid Prevention conference hosted by Kirk Lane, the Arkansas Attorney General Officer of the Year event and six holiday parties. Estimated attendance since opening day (October 1, 2013) is 877,073. Nikki informed the commissioner that the new riding vacuum has been received.

#### VIII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY

Bill Eldridge recognized Dan Barenick with McClelland Engineers to give an update. Dan thanked the commissioners and reported the following:

- Regular meetings are being held with Bill Eldridge, Gary James and Mayor Tom Farmer
- The process is going well and there has been quite a bit of progress within the last 2-3 months
- The survey has been finished
- FTN has submitted its report on the wetlands/stream delineation to the Corps of Engineers and FEMA
- Flat Earth Archeology has completed the cultural resource study and submitted it to the Corps of Engineers with no significant findings
- He and his team are working to complete the design and site plan to maximize space based on the preliminary grading reports and site visits to other RV parks

The commissioners thanked Dan for the update and said they look forward to regular updates.

### IX. OLD BUSINESS None.

#### X. NEW BUSINESS

Nikki Chumley showed the commissioners an example of signage she would like to place in the Benton Event Center parking lot advising against overnight parking. The estimate for a 12"x18" sign with post is \$56 plus tax. She would like to have Steve Jordan install two poles with two signs on each. Luke Moody recommended adding "at owner's expense" on the signs underneath the towing verbiage. Luke Moody made a motion for Nikki to purchase four signs and two posts prohibiting overnight parking. Steve Lee seconded. Motion carried.

#### XI. OTHER BUSINESS

Bill Eldridge reported that the 2024 budget committee needs to be created and suggested it be comprised of himself, Nikki Chumley, Gary James, Jordan Woolbright,

Mandy Spicer and Amy McCormick. Luke Moody made a motion that the 2024 budget committee be made up of Bill Eldridge, Nikki Chumley, Gary James, Jordan Woolbright, Mandy Spicer and Amy McCormick. Alison Burch seconded. Motion carried.

#### XII. ADJOURNMENT

Luke Moody made a motion to adjourn the meeting. Alison Burch seconded. Motion carried. The meeting was adjourned at 3:54 pm.

Bill Eldridge, Chairman

Amy McCormick, Recording Secretary

#### Statement of Assets, Liabilites & Equity-Modified Cash Basis

Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted As of December 31, 2023

	Dec 31, 23
ASSETS	
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	412,792.40
Bank OZK - A&P	95,840.58
Bank OZK - Event Center	332,025.12
Bank OZK - Savings	378,716.66
Total Checking/Savings	1,219,374.76
Total Current Assets	1,219,374.76
TOTAL ASSETS	1,219,374.76
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	1,107.25
Total Other Current Liabilities	1,107.25
Total Current Liabilities	1,107.25
Total Liabilities	1,107.25
Equity	
Retained Earnings	920,882.20
Net Income	297,385.31
Total Equity	1,218,267.51
TOTAL LIABILITIES & EQUITY	1,219,374.76

### Benton A&P Commission Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis stantially All Disclosures Required by the Modified Cash Basis of Accounting O

### Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted December 2023

	The second of th			
	Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	284.21	125.00	159.21	227.37%
Sales Tax Revenue	16,290.16	14,867.00	1,423.16	109.57%
Total Income	16,574.37	14,992.00	1,582.37	110.56%
Gross Profit	16,574.37	14,992.00	1,582.37	110.56%
Expense			sa 8	
Accounting Services	500.00	500.00	0.00	100.0%
Advertising Expense	0.00	150.00	(150.00)	0.0%
Comp. for Commissioners	600.00	750.00	(150.00)	80.0%
Funding	675.00	3,333.00	(2,658.00)	20.25%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Postage	0.00	50.00	(50.00)	0.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	9,633.33	12,641.33	(3,008.00)	76.21%
Net Ordinary Income	6,941.04	2,350.67	4,590.37	295.28%
et Income	6,941.04	2,350.67	4,590.37	295.28%

# Benton A&P Commission Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				0======================================
Income				
Interest	2,641.88	1,380.00	1,261.88	191.44%
Sales Tax Revenue	203,286.64	183,689.00	19,597.64	110.67%
Total Income	205,928.52	185,069.00	20,859.52	111.27%
Gross Profit	205,928.52	185,069.00	20,859.52	111.27%
Expense				
Accounting Services	5,575.00	6,000.00	(425.00)	92.92%
Advertising Expense	24,678.10	23,800.00	878.10	103.69%
Comp. for Commissioners	6,300.00	7,500.00	(1,200.00)	84.0%
Funding	34,956.30	40,000.00	(5,043.70)	87.39%
Legal Counsel	13,950.00	14,400.00	(450.00)	96.88%
Office Expense	127.42	0.00	127.42	100.0%
Postage	148.63	200.00	(51.37)	74.32%
Repairs & Maintenance	1,044.53	0.00	1,044.53	100.0%
Service Agreement	79,899.96	79,899.96	0.00	100.0%
Total Expense	166,679.94	171,799.96	(5,120.02)	97.02%
Net Ordinary Income	39,248.58	13,269.04	25,979.54	295.79%
let Income	39,248.58	13,269.04	25,979.54	295.79%

## Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted December 2023

		Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary inc	ome/Expense				
Income	25				
Inter	est	2,487.71	400.00	2,087.71	621.93%
Sale	s-Revenue			•	
Al	cohol Sales-Beer/Wine	4,449.83	4,664.00	(214.17)	95.41%
Al	cohol Sales-Mixed Drinks	1,592.50	1,448.00	144.50	109.98%
Sa	ales-Revenue - Other	25,130.43	19,905.00	5,225.43	126.25%
Total	i Sales-Revenue	31,172.76	26,017.00	5,155.76	119.82%
Sales	s Tax Revenue	16,290.16	14,867.00	1,423.16	109.57%
Total In	come	49,950.63	41,284.00	8,666.63	120.99%
Gross Pro	fit	49,950.63	41,284.00	8,666.63	120.99%
Expens	е	,	.,	0,000,00	,_0.00,70
Alcoi	hol Expense	178.99	421.22	(242.23)	42.49%
	Service Fees	407.79	509.64	(101.85)	80.02%
Build	ling Alarm System	147.61	148.00	(0.39)	99.74%
Cable	e TV	184.22	175.70	8.52	104.85%
Clear	ning Service	2,572.50	1,200.00	1,372.50	214.38%
Cont	ract Labor	2,184.50	3,297.75	(1,113.25)	66.24%
Dues	& Memberships	150.00	0.00	150.00	100.0%
Healt	th Insurance	1,165.63	1,165.63	0.00	100.0%
Insur	rance	21,604.14	22,000.00	(395.86)	98.2%
inter	net	333.45	325.00	8.45	102.6%
Labo	r Expenses	17,664.88	16,361.96	1,302.92	107.96%
Laun	dry Expense	886.95	0.00	886.95	100.0%
Office	e Expense	371.32	228.34	142.98	162.62%
Pest	Control Expense	131.26	131.26	0.00	100.0%
Repa	irs & Maintenance	2,919.42	1,285.00	1,634.42	227.19%
Supp	lies	607.44	614.68	(7.24)	98.82%
Telep	hone Expense	168.80	231.51	(62.71)	72.91%
Trast	Pickup	1,399.06	333.28	1,065.78	419.79%
Utiliti	es	6,797.53	7,544.00	(746.47)	90.11%
Webs	site	59.95	59.95	0.00	100.0%
Total Ex	pense	59,935.44	56,032.92	3,902.52	106.97%
Net Ordinary	Income	(9,984.81)	(14,748.92)	4,764.11	67.7%
Other Income	/Expense	3.5			
Other Expe	ense				
Capital i	Expenditures	18,919.69			
Total Other	r Expense	18,919.69			
Net Other Inc	ome	(18,919.69)			
et Income		(28,904.50)			

# Benton A&P Commission Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	28,281.24	4,550.00	23,731.24	621.57%
Sales-Revenue				
Alcohol Sales-Beer/Wine	21,616.30	17,316.00	4,300.30	124.83%
Alcohol Sales-Mixed Drinks	6,666.58	8,071.00	(1,404.42)	82.6%
Refunds/Returns	(2,684.00)	(300.00)	(2,384.00)	894.67%
Sales-Revenue - Other	465,567.64	433,399.00	32,168.64	107.42%
Total Sales-Revenue	491,166.52	458,486.00	32,680.52	107.13%
Sales Tax Revenue	203,286.64	183,689.00	19,597.64	110.67%
Total Income	722,734.40	646,725.00	76,009.40	111.75%
Gross Profit	722,734.40	646,725.00	76,009.40	111.75%
Expense				
Advertising Expense	2,186.50	2,000.00	186.50	109.33%
Alcohol Expense	18,723.63	7,051.65	11,671.98	265.52%
Alcohol Permit Expense	3,500.00	3,500.00	0.00	100.0%
Bank Service Fees	7,660.76	6,035.93	1,624.83	126.92%
<b>Building Alarm System</b>	2,739.18	2,832.00	(92.82)	96.72%
Cable TV	2,193.60	2,108.40	85.20	104.04%
Cleaning Service	17,294.07	14,400.00	2,894.07	120.1%
Contract Labor	48,729.95	41,305.28	7,424.67	117.98%
Dues & Memberships	475.00	325.00	150.00	146.15%
Health Insurance	13,637.86	13,637.86	0.00	100.0%
Insurance	21,604.14	22,000.00	(395.86)	98.2%
Internet	3,896.90	3,900.00	(3.10)	99.92%
Labor Expenses	170,933.53	170,178.64	754.89	100.44%
Laundry Expense	20,120.63	10,290.83	9,829.80	195.52%
Linen & Supplies	1,410.30	1,104.87	305.43	127.64%
Mileage Reimbursement	366.28	360.99	5.29	101.47%
Office Expense	8,225.39	4,114.41	4,110.98	199.92%
Pest Control Expense	1,334.44	1,126.63	207.81	118.45%
Repairs & Maintenance	92,146.56	65,118.00	27,028.56	141.51%
Supplies	21,862.48	19,186.03	2,676.45	113.95%
Telephone Expense	2,104.34	2,587.52	(483.18)	81.33%
Trash Pickup	5,602.65	3,417.21	2,185.44	163.95%
Utilities	72,173.73	81,591.24	(9,417.51)	88.46%
Website	759.35	759.35	0.00	100.0%
Total Expense	539,681.27	478,931.84	60,749.43	112.68%
Net Ordinary Income	183,053.13	167,793.16	15,259.97	109.1%
Other Income/Expense				
Other Expense				
Capital Expenditures	140,418.47			
Total Other Expense	140,418.47			
Net Other Income	(140,418.47)			
Net Income	42,634.66		to the	

## Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted December 2023

The same of the sa			
Dec 23	Budget	\$ Over Budget	% of Budget
		The state of the s	
1,351.93	300.00	1,051.93	450.64%
16,290.16	14,866.56	1,423.60	109.58%
17,642.09	15,166.56	2,475.53	116.32%
17,642.09	15,166.56	2,475.53	116.32%
17,642.09	15,166.56	2,475.53	116.32%
17,642.09	15,166.56	2,475.53	116.32%
	1,351.93 16,290.16 17,642.09 17,642.09	1,351.93 300.00 16,290.16 14,866.56 17,642.09 15,166.56 17,642.09 15,166.56 17,642.09 15,166.56	1,351.93     300.00     1,051.93       16,290.16     14,866.56     1,423.60       17,642.09     15,166.56     2,475.53       17,642.09     15,166.56     2,475.53       17,642.09     15,166.56     2,475.53

## Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through December 2023

	Jan - Dec 23	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	12,215.43	3,300.60	8,914.83	370.1%
Sales Tax Revenue	203,286.64	183,688.31	19,598.33	110.67%
Total Income	215,502.07	186,988.91	28,513.16	115.25%
Gross Profit	215,502.07	186,988.91	28,513.16	115.25%
Net Ordinary Income	215,502.07	186,988.91	28,513.16	115.25%
Net Income	215,502.07	186,988.91	28,513.16	115.25%

### Benton Advertising & Promotion Commission Bank Account Balances December 31, 2023

			Statement	Previous Month's
Account Name		Acct #	Balance	Balance
Cash Accounts:				
A&P Collections General	-	***1584	5,900.29	2,614.85
Bond Account		***1592	CLOSED	CLOSED
				0.00
A&P Large Project Checking	50%	***0318	1,619,402.75	1,533,966.59
A&P Small Project Checking	20%	***0348	789,531.45	754,370.03
A&P General Op Checking	10%	***3297	95,840.58	90,363.63
Benton Focus Group Checking	10%	***2274	412,792.40	395,150.31
				0.00
Benton Event Center General Op Checking	10%	***2640	333,254.69	367,338.11
Benton Event Center Savings		***9832	378,716.66	377,427.20

**TOTAL OPERATING CASH & INVESTMENTS** 

3,635,438.82

BENTON ADVERTISING & PROMOTION COLLECTIONS - FY2023 -

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FOT	OIAL	1,828,297.81			11,050.41		0	67.380.56			38,453.64		54.857.89			33,247.58		2,033,287.89		1,637,135.24	1,419,547.31	1,443,077.07
Recd in Dec	2	144,027.16	85		777.53	8		5,661.09	10		3,181.03	22	7.403.40			2,432.45		163,482.66		135 536 13	109,901.21	116,259.46 10%
Recd in Nov	3	161,592.25	85		1,406.42	17		5,327.36	11		2,858.39	19	4.175.34	11		2,876.21	m	178,235.97		141 463 51	129,755.98	119,762.25 16%
	SEPT	142,727.87	78		734.90	15		5,731.29	11		5,922.56	20	3.885.27	17		2,764.87	m	161,766.76	, c	131 394 46	119,983.38	112,256.92 2%
Recd in Sept Recd in Oct	50000	158,032.33	83		1,308.67	24		5,286.50	10		2,160.43	16	4.089.31	14		2,539.69	8	173,416.93		143,658,46	126,876.64	119,508.52 12%
Recd in Aug R	100	168,352.64	84		821.73	18		6,601.72	10		2,737.86	19	5,512.95	13		3,303.56	m	187,330.46	00 000	160.523.11	134,831.92	131,093.40 10%
Recd in July R	J. C.	145,225.43	78		1,032.36	72		6,219.59	11		3,640.15	20	5,096.84	12		2,889.50	m	164,103.87	007 471	148.740.03	115,292.01	123,451.44 6%
	I WISH	168,107.36	80		1,053.82	15		7,435.44	11		1,825.50	19	4,713.90	12		2,953.95	m	186,089.97	010000	152,994.36	123,024.71	135,416.48 11%
Recd in May Recd in June	AL VI	147,520.29	82		1,022.90	12		5,565.80	10		3,390.42	18	7,428.34	12		2,913.60	E	167,841.35	15 610	147,830.27	97,678.07	120,664.42
Recd in April B		160,752.77	80		541.34	00		5,251.69	10		3,189.04	17	2,368.03	12		2,343.76	æ	174,446.63	158 650 20	150,715.18	105,889.39	129,020.47 10%
Recd in Mar F	2	138,188.73	62		1,158.80	10		4,388.11	10		3,229.98	19	4,155.16	11		2,646.78	ĸ	153,767.56	177 020 40	114,271,51	111,444.38	110,355.97 20%
Recd in Feb Re	NG.	154,235.68	81		479.70	9		4,595.48	10		2,762.41	17	2,969.53	12		2,419.25	m	167,462.05	179 628 16	109,322.08	117,613.40	107,528.57 29%
Recd in Jan	3	139,535.30	82		712.24	∞		5,316.49	10		3,765.75	17	3,059.82	13		3,163.96	m	155,553.56	154 095 92	136,911.96	127,256.22	11/,/59.17
•	E.		# of Businesses			# of Businesses			# of Businesses			# of Businesses		# of Businesses			# of Businesses	GRAND TOTALS				2023
	~	RANTS	#		RUCKS	##	ä	& HOTEL	#	STORE:		#:		#		44	#	GR	<u>v</u>	. <u>2</u>	S.	15 n 2022 to 2
	RESTAURANTS:	<b>TOTAL RESTAURANTS</b>		FOOD TRUCKS:	TOTAL FOOD TRUCKS	U	MOTEL & HOTEL:	TOTAL MOTEL & HOTE		CONVENIENCE STORE:	TOTAL C-STORE	OTHER:	TOTAL OTHER		GROCERY:	TOTAL GROCERY			2022 Collections	2021 Collections	2020 Collections	2019 Collections % increase from 2022 to 2023

#### **Benton Event Center-Event Report**

December 13, 2023 to January 9, 2024

October 1, 2013 to December 13, 2023

877,073

	Date(s)	# of Attendees
Saline County Gun & Knife Show	12/15-12/17/2023	2,800
Huber Christmas Party	12/20/2023	100
Titan General Contractors Christmas Party	12/20/2023	95
Benton Chamber Bingo	12/28-29/2023	903
Sportscard Auction	1/6/2024	50
Becker Baby Shower	1/7/2024	40
Price Birthday Party	1/7/2024	40

TOTAL:

4,028

# of Events: 7

TOTAL:

881,101