# Benton Advertising & Promotion Commission Agenda

# July 17, 2024

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

	Call to Oudon
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 June Meeting
IV.	Financial Reports  A. Profit and Loss Reports – Jordan Woolbright  B. Bank Balances and Collections Report – Jordan Woolbright
V.	Administrative Delinquency Report – Mandy Spicer
VI.	<ul> <li>Funding</li> <li>A. Request from Benton Senior Activity &amp; Wellness Center for Old Fashioned Day 2<sup>nd</sup> Reading and Vote</li> <li>B. Request from Royal Players, Inc. – 2<sup>nd</sup> Reading and Vote</li> </ul>
VII.	Report from Benton Event Center - Nikki Chumley
VIII.	Report on the Development of Exit 114 Property - Bill Eldridge
IX.	Old Business A&P Marketing Committee – Steve Brown
Х.	New Business Next Meeting Date – August 21
XI.	Other Business

XII. Adjournment

# BENTON ADVERTISING & PROMOTION COMMISSION Minutes June 12, 2024

#### I. CALL TO ORDER

Chairman Bill Eldridge called the meeting of the Benton Advertising & Promotion Commission to order on June 12, 2024 at 3:30 pm at the Benton Municipal Complex in Council Chambers.

#### II. ROLL CALL

Commissioners in attendance included: Bill Eldridge, Steve Brown, Elgin Hamner IV, Frank Baptist and Luke Moody. Alison Burch and Greg Shinn were absent.

#### III. MINUTES

Luke Moody made a motion to approve the minutes of the May 8, 2024 meeting. Frank Baptist seconded. Motion carried.

#### IV. FINANCIAL REPORTS

### A. Profit & Loss Reports

Financial reports were presented by Jordan Woolbright. The A&P Commission bank accounts show the following balances as of May 31, 2024:

Bank OZK – Focus Group Project	\$509,040.44
Bank OZK – A&P	\$130,700.15
Bank OZK – Event Center	\$401,489.34
Bank OZK – Savings	\$385,637.52
Total Checking/Savings	\$1,426,867.45

There is a liability of \$349.84 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 May 2024 total income of \$18,731.07 and total expenses of \$14,513.25 resulting in net income of \$4,217.82. For the year to date as of May 2024 total income of \$89,962.75, total operating expenses of \$55,103.18 resulting in net income of \$34,859.57.

Event Center profit and loss statement: for the month of May 2024 total income of \$58,936.40, total operating expenses of \$38,572.35 and capital expenditures of \$5,920.00 resulting in net income of \$14,444.05. For the year to date as of May 2024 total income of \$307,379.01, total operating expenses of \$186,537.07 and capital expenditures of \$44,261.17 resulting in net income of \$76,580.77.

Focus Group profit and loss statement: for the month of May 2024 total income of \$20,081.07 and total expenses of \$0 resulting in net income of \$20,081.07. For the year to date as of May 2024 total income of \$96,248.04 and total expenses of \$0 resulting in net income of \$96,248.04.

### B. Bank Balances and Collections Report

City of Benton Financial Officer Mandy Spicer presented the bank account report with the following balances as of May 31, 2024:

	Statement	Prev. Month's
	Balance	Balance
A&P Collections General	\$4,988.84	\$6,005.97
Bond Account	Closed	Closed
A&P Large Project Checking	\$1,078,792.62	\$992,379.93
A&P Small Project Checking	\$977,926.55	\$941,340.13
A&P General Operating Checking	\$132,905.07	\$126,482.33
Benton Focus Group Checking	\$509,040.44	\$488,959.37
Benton Event Center Gen Operating Checking	\$404,791.19	\$399,887.61
Benton Event Center Savings	\$385,637.52	\$384,234.25
	\$3,494,082.23	

Collections received in the month of May 2024 were \$182,695.22 which is 8.85% more than collections in May 2023. Below are the amounts collected in May of this year along with May of the previous five years:

May 2024 Collections:	\$182,695.22
May 2023 Collections:	\$167,841.35
May 2022 Collections:	\$156,810.34
May 2021 Collections:	\$147,830.27
May 2020 Collections:	\$97,678.07
May 2019 Collections:	\$120,664.42

#### V. ADMINISTRATIVE

Mandy reported there are 19 delinquencies of which 90% are food trucks that are one month behind. All of the payers have been contacted and it's expected the accounts will be brought current before the next A&P meeting.

Luke Moody made a motion to accept the financial reports as presented. Elgin Hamner IV seconded. Motion carried.

#### VI. FUNDING REQUESTS

- A. Benton Parks & Recreation Department request for \$500 for Juneteenth Event This is the second reading of this request. Luke Moody made a motion to approve \$500 in funding for the Juneteenth event. Frank Baptist seconded. Motion carried.
- B. Benton Senior Activity & Wellness Center request for \$5,000 for Old Fashioned Day This is the first reading of this request. Dustin Parsons addressed the commission on behalf of the Old Fashioned Day event. He explained that the organizers would like to increase advertising this year to get more exposure for the event because the City of Bryant has scheduled its Fall Fest on the same day and during the same time. There were no questions from the commissioners. The request will be voted on at the next meeting.
- C. Royal Players, Inc. request for \$9,470 This is the first reading of this request. Michelle Alverio addressed the commission on behalf of Royal Players Inc. She thanked the commission for previous funding and explained that there are six remaining events this year that the requested funding would be used to purchase advertising, including posters and playbills. The budget is included in the funding request. There were no questions from the commissioners. The request will be voted on at the next meeting.

#### VII. REPORT FROM BENTON EVENT CENTER

Director Nikki Chumley reported about 15 events that have taken place in the venue since the last A&P meeting, including the Go Red for Women event, a job fair and business expo hosted by the Benton Chamber, the annual meeting of the Arkansas Retired Teachers Association, the Woodland Hills High School graduation, Memphis Flea Market and AASEA Conference. Total estimated attendance since the date of opening (October 1, 2013) is 919,379. The schedule continues to be very busy with only a few available dates until the end of the year.

# VIII. REPORT ON THE DEVELOPMENT OF EXIT 114 PROPERTY Bill Eldridge reported that progress continues and requests for permits have been submitted.

#### IX. OLD BUSINESS

Steve Brown and Frank Baptist gave an update on the A&P Marketing Committee. The committee members are working with Mandy Spicer to create an RFP for an A&P website.

#### X. NEW BUSINESS

A. Downtown Lighting – Bill Eldridge stated that the lighting project in downtown Benton has been very successful and different avenues for maintenance are being researched.

B. Bill Eldridge said the next meeting will be on July 17 (one week later than usual) due to scheduling conflicts.

### XI. OTHER BUSINESS

Luke Moody asked about the status of an air conditioner unit at the Benton Event Center that wasn't working properly a couple of weeks ago. Nikki Chumley reported that it has been repaired.

### XII. ADJOURNMENT

Luke Moody made a motion to adjourn the meeting. Steve Brown seconded. Motion carried. The meeting was adjourned at 3:47 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 June 30, 2024

	Jun 30, 24
ASSETS	<del></del>
Current Assets	
Checking/Savings	
Bank OZK - Focus Group Project	527,281.12
Bank OZK - A&P	131,303.60
Bank OZK - Event Center	390,070.79
Bank OZK - Savings	386,909.60
Total Checking/Savings	1,435,565.11
Total Current Assets	1,435,565.11
TOTAL ASSETS	1,435,565.11
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Sales Tax Payable	327.00
Total Other Current Liabilities	327.00
Total Current Liabilities	327.00
Total Liabilities	327.00
Equity	
Retained Earnings	1,218,829.23
Net Income	216,408.88
Total Equity	1,435,238.11
TOTAL LIABILITIES & EQUITY	1,435,565.11

# Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted June 2024

	Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	415.75	250.00	165.75	166.3%
Sales Tax Revenue	16,557.64	18,933.47	(2,375.83)	87.45%
Total Income	16,973.39	19,183.47	(2,210.08)	88.48%
Gross Profit	16,973.39	19,183.47	(2,210.08)	88.48%
Expense				
Accounting Services	500.00	550.00	(50.00)	90.91%
Advertising Expense	109.80	420.00	(310.20)	26.14%
Comp. for Commissioners	600.00	750.00	(150.00)	80.0%
Funding	7,301.81	4,166.67	3,135.14	175.24%
Legal Counsel	1,200.00	1,200.00	0.00	100.0%
Repairs & Maintenance	0.00	750.00	(750.00)	0.0%
Service Agreement	6,658.33	6,658.33	0.00	100.0%
Total Expense	16,369.94	14,495.00	1,874.94	112.94%
Net Ordinary Income	603.45	4,688.47	(4,085.02)	12.87%
Net income	603.45	4,688.47	(4,085.02)	12.87%

# Profit & Loss Budget vs. Actual - A&P - Modified Cash Basis

### Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
interest	2,307.15	1,500.00	807.15	153.81%
Sales Tax Revenue	104,628.99	102,462.71	2,166.28	102.11%
Total Income	106,936.14	103,962.71	2,973.43	102.86%
Gross Profit	106,936.14	103,962.71	2,973.43	102.86%
Expense				
Accounting Services	3,215.00	3,300.00	(85.00)	97.42%
Advertising Expense	374.80	2,520.00	(2,145.20)	14.87%
Comp. for Commissioners	3,900.00	4,500.00	(600.00)	86.67%
Funding	15,127.06	25,000.02	(9,872.96)	60.51%
Legal Counsel	7,200.00	7,200.00	0.00	100.0%
Postage	65.66	80.00	(14.34)	82.08%
Repairs & Maintenance	1,640.62	1,500.00	140.62	109.38%
Service Agreement	39,949.98	39,949.98	0.00	100.0%
Total Expense	71,473.12	84,050.00	(12,576.88)	85.04%
Net Ordinary Income	35,463.02	19,912.71	15,550.31	178.09%
Net Income	35,463.02	19,912.71	15,550.31	178.09%

# Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted June 2024

	Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	2,559.85	2,300.00	259.85	111.3%
Sales-Revenue				
Alcohol Sales-Beer/Wine	108.14	800.00	(691.86)	13.52%
Refunds/Returns	(993.00)	0.00	(993.00)	100.0%
Sales-Revenue - Other	31,497.00	54,026.00	(22,529.00)	58.3%
Total Sales-Revenue	30,612.14	54,826.00	(24,213.86)	55.84%
Sales Tax Revenue	16,557.64	18,933.47	(2,375.83)	87.45%
Total Income	49,729.63	76,059.47	(26,329.84)	65.38%
Gross Profit	49,729.63	76,059.47	(26,329.84)	65.38%
Expense			,	
Alcohol Expense	477.45	533.00	(55.55)	89.58%
Alcohol Permit Expense	3,576.00	1,000.00	2,576.00	357.6%
Bank Service Fees	640.47	1,590.90	(950.43)	40.26%
Building Alarm System	147.61	147.61	0 00	100.0%
Cable TV	186.35	184.22	2.13	101.16%
Cleaning Service	911 10	1.441.00	(529.90)	63.23%
Contract Labor	2.970 40	2,885.80	84.60	102.93%
Health Insurance	1,213.43	1,213.43	0.00	100.0%
Internet	0.00	333.45	(333.45)	0.0%
Labor Expenses	13,391.98	13,419.83	(27.85)	99.79%
Laundry Expense	3,909 15	2,113 35	1,795.80	184.97%
Mileage Reimbursement	0.00	146.51	(146.51)	0.0%
Office Expense	479.87	486.67	(6.80)	98.6%
Pest Control Expense	0.00	65.63	(65.63)	0.0%
Repairs & Maintenance	6,309.85	5,000.00	1,309.85	126.2%
Supplies	472.40	489.84	(17.44)	96.44%
Telephone Expense	107.71	106.12	1.59	101.5%
Trash Pickup	359.85	373.06	(13.21)	96.46%
Utilities	5,799.74	5,429.01	370.73	106.83%
Website	99.90	59.95	39.95	166.64%
Total Expense	41,053.26	37,019.38	4,033.88	110.9%
Net Ordinary Income	8.676 37	39,040.09	(30,363.72)	22.22%
Other Income/Expense			,	
Other Expense				
Capital Expenditures	18,800.00	0.00	18,800.00	100.0%
Total Other Expense	18,800.00	0.00	18,800.00	100.0%
Net Other Income	(18,800.00)	0.00	(18,800.00)	100.0%
et Income	(10,123.63)	39,040.09	(49,163.72)	(25.93%)

# Profit & Loss Budget vs. Actual - Event Center - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget	
Ordinary Income/Expense					
Income	•				
Interest	16,217.53	13,800.00	2,417.53	117.52%	
Sales-Revenue					
Alcohol Sales-Beer/Wine	3.807.02	3,908.76	(101.74)	97.4%	
Alcohol Sales-Mixed Drinks	1,176.16	1,672.73	(496.57)	70.31%	
Refunds/Returns	(1.153.00)	0.00	(1,153.00)	100.0%	
Sales-Revenue - Other	232,431.94	241,897.00	(9,465.06)	96.09%	
Total Sales-Revenue	236.262.12	247,478.49	(11,216.37)	95.47%	
Sales Tax Revenue	104,628.99	102,462.71	2,166.28	102.11%	
Total Income	357,108.64	363,741.20	(6,632.56)	98.18%	
Gross Profit	357.108.64	363,741.20	(6,632.56)	98.18%	
Expense			<b>,_,,</b>		
Advertising Expense	0.00	186.50	(186.50)	0.0%	
Alcohol Expense	2,644.19	3,340.60	(696.41)	79.15%	
Alcohol Permit Expense	3,576.00	3,500.00	76.00	102.17%	
Bank Service Fees	3.490.30	4,671.42	(1,181.12)	74.72%	
Building Alarm System	1.881.08	1,255.66	625.42	149.81%	
Cable TV	1.113.84	1,105.32	8.52	100.77%	
Cleaning Service	7.186.24	8,646.00	(1,459.76)	83.12%	
Contract Labor	20.267.90	22,231.80	(1,963.90)	91.17%	
Dues & Memberships	175.00	325.00	(150.00)	53.85%	
Health Insurance	7,098.57	7,098.57	0.00	100.0%	
Internet	1,656,90	2,000.70	(343.80)	82.82%	
Labor Expenses	86.980.90	87,354.90	(374.00)	99.57%	
Laundry Expense	9,745.50	9,099.00	646.50	107.11%	
Linen & Supplies	690.71	467.00	223.71	147.9%	
Mileage Reimbursement	157.05	219.77	(62.72)	71.46%	
Office Expense	2,795.78	3,015.93	(220.15)	92.7%	
Pest Control Expense	601.59	667.22	(65.63)	90.16%	
Repairs & Maintenance	34.374.97	38.103.95	(3.728.98)	90.21%	
Supplies	8.148.35	9,351.66	(1,203.31)	87.13%	
Telephone Expense	710.48	1,010.40	(299.92)	70.32%	
Trash Pickup	1,359.90	2,203.15	(843.25)	61.73%	
Utilities	32 535 43	33,502.53	(967.10)	97.11%	
Website	399.65	359.70	39.95	111.11%	
Total Expense	227.590.33	239,716.78	(12,126.45)	94.94%	
Net Ordinary Income	129 518.31	124,024 42	5,493.89	104.43%	
Other Income/Expense			·		
Other Expense					
Capital Expenditures	63,061.17	47,638.51	15,422.66	132.37%	
Total Other Expense	63,061.17	47,638.51	15,422.66	132.37%	
Net Other Income	(63,061.17)	(47,638.51)	(15,422.66)	132.37%	
let Income	66,457.14	76,385.91	(9,928.77)	87.0%	

# Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted June 2024

	Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	1,683.04	1,200.00	483.04	140.25%
Sales Tax Revenue	16,557.64	18,933.47	(2,375.83)	87.45%
Total Income	18,240.68	20,133.47	(1,892.79)	90.6%
Gross Profit	18,240.68	20,133.47	(1,892.79)	90.6%
Net Ordinary Income	18,240.68	20,133.47	(1,892.79)	90.6%
Net Income	18,240.68	20,133.47	(1,892.79)	90.6%

# Profit & Loss Budget vs. Actual - Focus Group - Modified Cash Basis Substantially All Disclosures Required by the Modified Cash Basis of Accounting Omitted January through June 2024

	Jan - Jun 24	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
Interest	9.859.73	7,200.00	2,659.73	136.94%
Sales Tax Revenue	104,628.99	102,462.71	2,166.28	102.11%
Total Income	114,488.72	109,662.71	4,826.01	104.4%
Gross Profit	114,488.72	109,662.71	4,826.01	104.4%
Net Ordinary Income	114,488.72	109,662.71	4,826.01	104.4%
Net Income	114,488.72	109,662.71	4,826.01	104.4%

# Benton Advertising & Promotion Commission Bank Account Balances June 30, 2024

Account Name		Acct #	Statement Balance	Previous Month's Balance
Cash Accounts:	_			
A&P Collections General		***1584	22,686.64	4,988.84
Bond Account		***1592	CLOSED	CLOSED
				0.00
A&P Large Project Checking	50%	***0318	1,168,805.27	1,078,792.62
A&P Small Project Checking	20%	***0348	1,017,728.94	977,926.55
A&P General Op Checking	10%	***3297	132,561.39	132,905.07
Benton Focus Group Checking	10%	***2274	527,281.12	509,040.44
				0.00
Benton Event Center General Op Checking	10%	***2640	391,098.79	404,791.19
Benton Event Center Savings		***9832	386,909.60	385,637.52

TOTAL OPERATING CASH & INVESTMENTS

3,647,071.75

BENTON ADVERTISING & PROMOTION

COLLECTIONS - FY2024 - NET		ecd in Jan	Recd in Jan Recd in Feb Recd in Mar		Recd in April Recd in May Recd in June Recd in July Recd in Aug	Recd in May F	Recd in June	Recd in July		Recd in Sept Recd in Oct		Recd in Nov	Recd in Dec	
		DEC	JAN	FEB	MARCH	APRIL	MAY	JUNE		AUGUST	- 1		NOV	TOTAL
RESTAURANTS:														
TOTAL RESTAURANTS		155,744.58	132,120.63	141,358.07	171,655.72	158,393.68	158,326.35	0.00	00:00	00'0	00.0	0.00	0.00	77.791,816
	# of Businesses	82	82	85	98	84	78							
FOOD TRUCKS:														
TOTAL FOOD TRUCKS		992.80	378.26	438.84	1,007.65	365.00	963.92	0.00	0.00	0.00	0.00	00:00	0.00	3,930.51
MOTEL & HOTEL:	# of Businesses	20	13	16	16	19	24							
TOTAL MOTEL & HOTEL		4.889.11	4.466.31	5.016.73	5.844.87	6.141.01	6.587.56	00.0	000	000	000	000	000	0.00
	# of Businesses	11	Ħ	11	11	11	11							
CONVENIENCE STORE:														
TOTAL C-STORE		3,450.15	3,223.99	2,264.79	3,213.69	2,695.65	2,295.34	0.00	0.00	0.00	00:00	00:00	0.00	17.692.85
OTHER:	# of Businesses	23	21	19	21	21	20							
TOTAL OTHER		13,319.78	9,654.77	11,410.70	13,985.26	11,803.45	13,364.59	0.00	0.00	0.00	0.00	00:00	0.00	73.152.08
GROCERY:	# of Businesses	18	14	16	18	16	16							
TOTAL GROCERY		4.216.97	3.025.75	3.556.72	3.715.28	3.296.43	3 636 12	000	000	000	800	8	8	10 204 01
	# of Businesses		N.	S	50	10	5						8	00103/04
	GRAND TOTALS 182,613.39	182,613.39	152,869.71	164,045.85	199,422.47	182,695.22	185,173.88	0.00	00'0	0.00	0.00	0.00	00'0	1,064,364.05
2023 Collections 2022 Collections		155,553.56	167,462.05	153,767.56	174,446.63	167,841.35	186,089.97	164,103.87	187,330.46	173,416.93	161,766.76	178,235.97	163,482.66	1 827 155 24
2021 Collections		136,911.96	109,322.08	114,271.51	150,715.18	147,830.27	152,994.36	148,740.03	160,523.11	143,658.46	131,394.46	141,463.51	135,536.13	1,673,361.06
2020 Collections		127,256.22	117,613.40	111,444.38	105,889.39	97,678.07	123,024.71	115,292.01	134,831.92	126,876.64	119,983.38	129,755.98	109,901.21	1,419,547.31
2019 Collections		117,759.17	107,528.57	110,355.97	129,020,47	120,664.42	135,416.48	123,451.44	131,093.40	119,508.52	112,256.92	119,762.25	116,259.46	1,443,077.07
% increase from 2023 to 2024		17.4%	-8.71%	6.68%	14.32%	8.85%	-0.49%							

### NOTICE

# The following businesses are delinquent in the remittance of their Benton Advertising and Promotion Tax as of July 10, 2024

10FiyahSide Island Grill Antojitos La Pasadita Big Bear's Meat House & Catering Breitweiser's Market Extra Stop **Grindhead Coffee** Jimmy's Mart Koffee With a Kause La Calle 7 Niecy's Pasta J's Pizza Inn Red Dog Bakery Saline Memorial Hospital Sip the Season SuperStop (David Benton Road LLC) That 1 Cafe

This notice is being placed in accordance with the Benton Advertising and Promotion Commission Delinquency Policy, as adopted November 15, 2012.

# **Benton Event Center-Event Report**

June 12, 2024 to July 16, 2024

October 1, 2013 to June 11,2024

919,379

	Date(s)	# of Attendees
AR School Bus Mechanics Dinner	6/12/2024	300
Benton Chamber Luncheon	6/13/2024	200
Saline County Com-Con	6/14-6/16/2024	700
AR AG Never Forget Conference	6/18/2024	465
AR Prevention Summit	6/19-6/20/2024	350
Enchanted! Metaphysics & Mystic Market	6/21-6/23/2024	600
Rental Concepts Managers Meeting	6/24/2024	60
Retire Path Master Class	6/25/2024	28
SC Realtor's Association	6/25/024	175
Al in Education Conference	6/26/2024	200
AR State Police Foundation	6/27/2024	440
SC Gun & Knife Show	6/28-6/30/2024	2,100
Cannon 80th Birthday Party	7/6/2024	50
Poe Anniversary Party	7/6/2024	58
AR Legistlative Audit	7/7-7/9/2024	550
Demolay/ Rainbow Girls Conference	7/11-7/14/2024	600
CTE Summer Conference	7/15-7/16/2024	810

# of Events: 17

TOTAL: **7,686** 

TOTAL: 927,065