

Archuleta County Fair

Budget Work Session Notes – Tuesday, August 16, 2022

The Work session began at 5:30pm at the CSU Extension building. Board members attending: Alexa Martinez, Tonya Steadmon, Sharon Jennings, Kent Jennings, Emily Martinez, Bobby McMeens. Guests attending: Louise Woods/County Finance Director was introduced.

I. 2022 Revenue & Expenses – Copy distributed and attached. An itemized Revenue/Expense report and complete G/L number listing was available on computer. To date, expenses are \$132,778.52 and receipts are \$ 22,519.84. It was noted that the County allotted \$46,000 to Fair in 2022. Louise said the State Grant funds would not be moved from 2021 to 2022.

Several invoices still to be approved for payment:

Janitor – Heather McCauley \$2,140.00

Operations/Light Towers – Pine Valley Rentals \$ 959.00

Operations/Scissor Lift – Pine Valley Rentals \$ 772.80 (Paid by Fair or a County expense?)

Operations/Spider Boxes & Extension Cords – Pine Valley Rentals \$ 526.00 (Sharon will contact 4-H since this was for Hughes Pavilion)

\$ 970.00 fee was charged to Fair June 30th through County for Disposal Services (Fair disposed of attic items during Clean-up Day; was Fair charged for whole dumpster or shared with CSU?).

\$ 717.85 charge from City Market on the P-Card has no receipt. Sharon will ask Terry Schaaf if same P-Card is used for CSU/4-H spending.

Louise said Fair is a County event. Fair will not be charged for security provided by Sheriff's Dept.

No invoice was received for the large dumpsters and rolling trash carts. Was this paid by County?

Several checks are still expected:

Contributions/Donations – Pagosa Springs Medical Center

Contributions/Donations – First Southwest Bank

Concessions Sales: Ice – Vendors, Beer Garden, 4-H, Livestock

Miscellaneous Revenue – Beer Garden (share of receipts)

Sharon will request a copy of the latest County G/L Detail Listing and compare it to the Fair's current Revenue/Expense listing to ensure 2022 expenses are coded to the correct G/L number. \$14,000 fee for the Fair Coordinator will be reclassified from Special Contractual Services #6413 to Other Professional Services #3209.

\$540.00 revenue from The Adventure Zone will be reclassified from Contributions #4040 to Miscellaneous Revenue #5590.

II. 2023 Projected Budget – A copy of the County's Department Detail of Fair's 2021 Budget was distributed as a worksheet for 2023 revenue and expenses. A draft budget for 2023 is attached.

The Board to discuss charging for additional events to increase revenue (a dance, certain activities like Shred BMX demo, fairgrounds admission).

Revenue:	3244	Kids Rodeo Entry Fees	\$ 1,000
	3245	Fair Gate Entry Revenue	\$10,000
		(based on income from Rodeos only)	

3246	Concession Sales	\$ 300
3274	Vendor Fees/Space, Tent	\$ 3,000
3410	Contest Fees	\$ 300
4040	Contributions	\$15,000
5590	Miscellaneous Revenue	<u>\$ 1,000</u>
Projected Revenue		\$30,600

Expenditures:	1203	Workman's Comp	\$ 132
	3209	Other Professional Services (Fair Coordinator)	\$16,000
	4111	Disposal Services	\$ 1,000
	4307	Software Maintenance (WIX,GoDaddy,Publisher)	\$ 500
	4413	Furniture/Fixtures/Office Eq	\$ 700
	4416	Other Rents/Leases	\$23,000
	5302	Postage	\$ 200
	5303	Telephone	\$ 90
	5401	Advertising/Publishing	\$ 3,000
	5504	Printing/Binding	\$ 100
	5800	Travel/Training	\$ 1,800
	5802	Meals/Hospitality	\$ 500
	6108	Food	\$ 200
	6121	Office Supplies	\$ 400
	6125	Uniforms	\$ 500
	6126	Other Operating Supplies	\$ 2,000
	6405	Dues/Subscriptions	\$ 150
	6413	Special Contractual Services	\$50,000
	7020	Miscellaneous Expenditures	\$ 1,000
	7044	Kids' Rodeo Expenditures	\$ 2,000
	7411	Computer Equipment	\$ 200
	8211	Refunds/Awards/Indem	<u>\$ 100</u>
	Projected Expenditures		\$103,572

Exhibit Hall – Costs for premiums, ribbons, contingencies (loss of Homemaker sponsor)

4307 Software Maintenance Agreements – Costs for WIX for Website has been paid for by Jason Cox for years and should be paid by Fair; purchase of Publisher.

7044 Kid's Rodeo Expenses – Income from fees was only a small portion of the cost of prizes and buckles. Perhaps purchase fixed dollar gift certificates for all prizes.

5401 Advertising – Banners, Mailout to solicit volunteers, Permanent fairground signs (no paper)

5504 Printing/Binding – Print Exhibit Hall Handbooks "Fair Books" in-house

6125 Uniforms – \$500 (Costs for Royalty and Fair Board; Crowns for two more years in storage)

Sharon Jennings
Secretary/Interim Treasurer

Approved September 14, 2022 as written.