

The City of Muskogee encourages participation from all its citizens in public meetings. If participation is not possible due to a disability, notify the City Clerk, in writing, at least forty-eight hours prior to the scheduled meeting and necessary accommodations will be made (ADA 28 CFR/36).

AGENDA
MUSKOGEE WAR MEMORIAL PARK AUTHORITY
May 16, 2018

*****If you are a Board Member and are unable to attend, please contact the City Clerk's Office at
918/684-6270.*****

To: MEMBERS OF THE MUSKOGEE WAR MEMORIAL PARK AUTHORITY

Jaime Stout, Chair

John Martin, Trustee

David Weston, Trustee

Mark Hughes, Trustee

Angie O'Neal, Vice-Chair

Tom Hampton, Trustee

Donald Wardlow, Trustee

Honorary Members: George Abel, Tom Clayton, Nancy Ellis, Nick Guagliardo, Andy Simmons, Lanny Cartwright, Kim Crissler, and James Gulley

From: Tammy L. Tracy, City Clerk

**RE: NOTICE AND AGENDA OF THE MEETING OF THE MUSKOGEE WAR MEMORIAL
PARK AUTHORITY**

DATE: MAY 16, 2018

TIME: 9:00 A.M.

PLACE: WAR MEMORIAL PARK, 3500 BATFISH ROAD, MUSKOGEE, OK

1. Call to order
2. Roll Call
3. Consider approval of Minutes: April 18, 2018.
4. Consider approval to receive Executive Director's April 2018 Report and update on upcoming events, and take other necessary action.

5. Consider approval to receive financials for the month of April 2018, and take other necessary action.
6. Receive report on 501c(3) status of Friends of Muskogee War Memorial Park, and take other necessary action.
7. Consider authorizing Staff to attend the Oklahoma Historic Preservation Conference, or take other necessary action.
8. Discuss amending the Trust Agreement to differentiate the appointment of Muskogee War Memorial Park Authority Trustees, and take other necessary action.
9. Citizens wishing to address the Board.

ADJOURN

War Memorial Trust Authority

3.

Meeting Date: 05/17/2018

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval of Minutes: April 18, 2018.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

April 18, 2018 MIN

MINUTES

MUSKOGEE WAR MEMORIAL PARK AUTHORITY WEDNESDAY, APRIL 18, 2018

The Board of Trustees of the Muskogee War Memorial Park Authority of the City of Muskogee, Oklahoma, met Wednesday, April 18, 2018, at 9:00 a.m., at Muskogee War Memorial Park, 3500 Batfish Road.

Meeting was called to order by Chair Jaime Stout and the City Clerk called the roll as follows:

Present: Jaime Stout, Chair; Angie O'Neal, Vice-Chair; John Martin, Trustee; Tom Hampton, Trustee; David Weston, Trustee; Donald Wardlow, Trustee

Absent: Mark Hughes, Trustee

Staff Present: Brent Trout, Executive Director; Tammy L. Tracy, City Clerk; Matt Beese, Assistant City Attorney

Attendees: Lanny Cartwright, Honoray Member

1 Consider approval of Minutes: March 21, 2018.

Trustee John Martin requested the minutes be amended to reflect his initiation of the discussion (rather than Trustee Weston) related to Item #6 on the February 21, 2018 agenda and motion made at the same, "...to reinstate, on a three (3) month probation, Dennis Wilhite to the War Memorial Trust Authority to serve out the remainder of his three (3) year term ending December 31, 2020."

Assistant City Attorney Matt Beese entered the meeting at this time.

Motion was made by Trustee David Weston, seconded by Trustee Tom Hampton to approve the amended Minutes of March 21, 2018.

AYE: Chair Jaime Stout, Vice-Chair Angie O'Neal, Trustee John Martin, Trustee Tom Hampton, Trustee David Weston, Trustee Donald Wardlow

Carried - Unanimously

2 Consider approval to receive Executive Director's March 2018 Report and update on upcoming events, and take other necessary action.

Motion was made by Trustee David Weston, seconded by Trustee Tom Hampton to receive Executive Director's March 2018 report and update on upcoming events.

AYE: Chair Jaime Stout, Vice-Chair Angie O'Neal, Trustee John Martin, Trustee Tom Hampton, Trustee David Weston, Trustee Donald Wardlow
Carried - Unanimously

- 3 Consider approval to receive financials for the month of March 2018, and take other necessary action.

Executive Director Trout presented the financial report and stated for the month of March 2018, income was \$20,889.48, compared to March 2017, in the amount of \$20,094.71.

Motion was made by Vice-Chair Angie O'Neal, seconded by Trustee Tom Hampton to approve the financial report for the month of March 2018.

AYE: Chair Jaime Stout, Vice-Chair Angie O'Neal, Trustee John Martin, Trustee Tom Hampton, Trustee David Weston, Trustee Donald Wardlow
Carried - Unanimously

- 4 **(No action taken):** Discuss amending the Trust Agreement to differentiate the appointment of Muskogee War Memorial Park Trust Authority Trustees, and take other necessary action.

Assistant City Attorney Matt Beese stated the City of Muskogee is the Beneficiary of the Muskogee War Memorial Park Trust Authority, therefore any proposed changes by the Trust are ultimately decided upon by the Mayor and City Council. Mr. Beese distributed a copy of the proposed changes to the Trustees present. He explained the Trust consists of nine (9) Trustees. Based upon the proposed changes, six (6) Trustees would be appointed by the Mayor and approved by City Council, thus giving the Trustees the authority to recommend the three (3) remaining Trustees. At that point, the City Council would then ratify those appointments. He explained that according to State Law, Trusts can no longer make their own appointments; the Beneficiaries must approve them. Based upon the current City Council Board Appointment Rotation Process, every third appointment would then be awarded to the Trustees for final City Council approval.

At this stage, the Trustees will need to review and approve the proposed changes and present those changes to the City Council. The City Council will vote on whether to approve or deny the proposed changes.

Discussion followed.

The item was Tabled to allow for the Trustees to review the proposed changes.

- 5 Discuss Professional Development for Staff, and take other necessary action.

Executive Director Trout explained he would like to attend a conference at Mountain Plains Museum Association in Billings, Montana, September 11 through 15. He feels he will receive a scholarship for the actual conference (\$500.00), however the travel costs will run approximately \$920.00. If he does not receive the scholarship, the total cost would be \$1,420.00. The costs will be paid out of the FY 2018-2019 budget.

Discussion followed.

Motion was made by Chair Jaime Stout, seconded by Trustee David Weston to approve funds not to exceed \$1,500.00 for the Executive Director to attend the Mountain Plains Musuem Association Conference to be held in Billings, MT, September 11 - 15, 2018

AYE: Chair Jaime Stout, Vice-Chair Angie O'Neal, Trustee John Martin, Trustee Tom Hampton, Trustee David Weston, Trustee Donald Wardlow

Carried - Unanimously

ADJOURN

JAIME STOUT, CHAIR

TAMMY L. TRACY, CITY CLERK

War Memorial Trust Authority

4.

Meeting Date: 05/17/2018

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to receive Executive Director's April 2018 Report and update on upcoming events, and take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

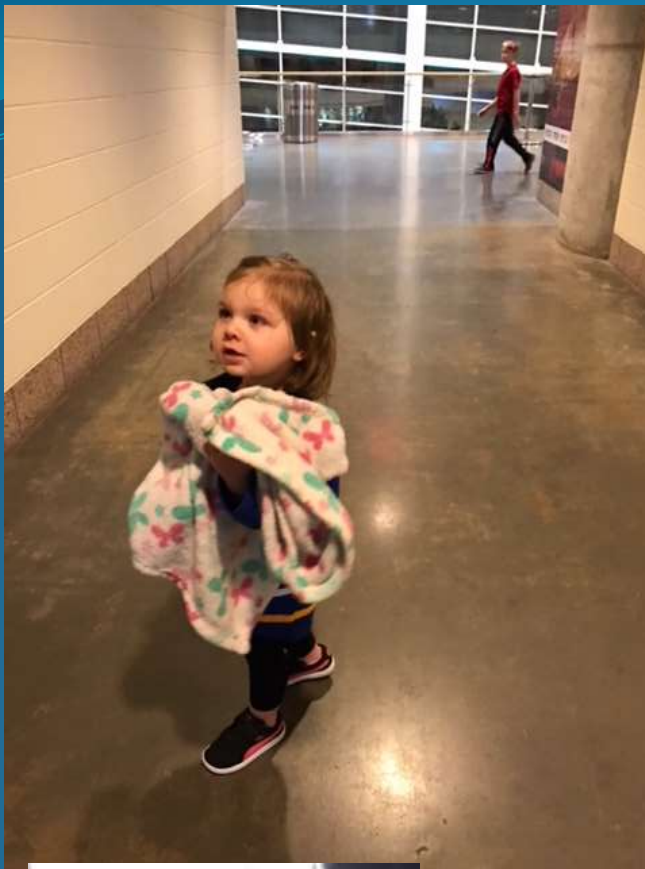
Fiscal Impact

Attachments

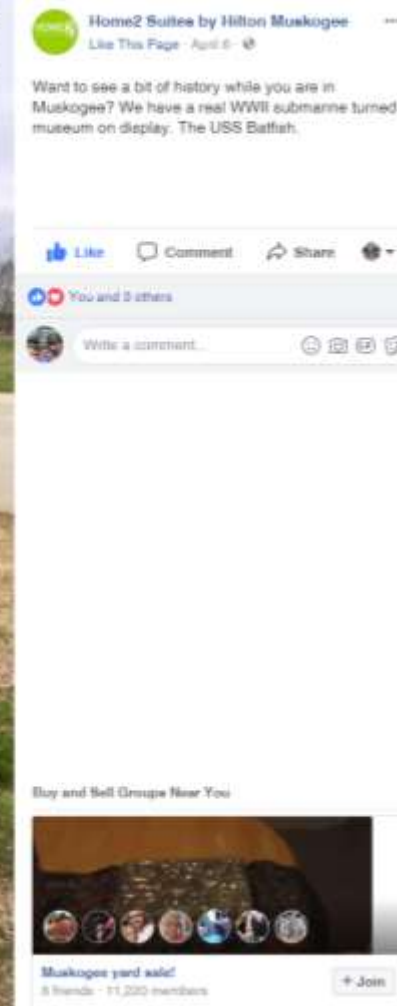
E.D. Report for May

Muskogee War Memorial

Board of Trustees' Meeting | May 16, 2018



Item 4: Park Director's Report –



Item 4: Park Director's Report – Review

Muskogee War Memorial Park: Home of the USS Batfish

3500 Batfish Rd, Muskogee, OK

[Write a review](#)

4.8 ★★★★★ 172 reviews

Sort by: Newest ▼



Jerry Shellenbarger

9 reviews

★★★★★ 3 days ago

We took our boy scout troop here to stay the night on the submarine I would recommend for any group experiences

[Reply](#) [Like](#)



Dena Randall

Local Guide · 81 reviews · 653 photos

★★★★★ 6 days ago

A great museum to visit to get some good Oklahoma history. Friendly staff & cheap price to tour the Batfish. It's a really cool experience to walk through a war Submarine. There's videos inside that explains different quarters was for.



[Reply](#) [Like](#)



Robert Forester

Local Guide · 171 reviews · 17 photos

★★★★★ a week ago

Fantastic place to visit. I can't say enough good about this place!

[Reply](#) [Like](#)

Item 4: Park Director's Report – Projects

- Cataloging artifacts
 - New materials – World War I love letters, diary, and bible.
 - Deaccessioned photographs and research materials related to USS Helena at request of donor.
 - Severely backlogged due to short staff and tour abundance.
- Completed my TTIA Capstone Project
 - Will culminate in receiving a certified tourism executive certificate.

Item 4: Park Director's Report – Projects

- Cleanup of Batfish
 - Painting resumed.
 - Repairing 40mm swivel.
 - Repairing Christmas tree automation.
- Museum
 - Reorganizing and removing non-scope artifacts.
- Gift shop
 - Several new items.
 - New T-Shirt Line
 - New Coffee Cup
 - New Hats
 - Expanded book store offerings

Item 4: Park Director's Report – Projects



001 - Black



843 - Heathered Orange



None

Item 4: Park Director's Report – Projects



Item 4: Park Director's Report – Projects

- Mowing contract nearly finished.
 - Can no longer keep up with grass.
- 52 Memorial work continues – fixing anchors and replacing fixtures with stainless steel.
- 52 Memorial repairs being done in preparation of
- Continuing to digitize old video content.
- End of year tours are going great!
- Just completed a speaking engagement in Okmulgee.

Item 4 - Director's Report

- Sump pump project roughed out.
 - Now recruiting volunteers
 - City has directed us on a different way to install the system.
 - Ideally completed before June 2nd.

Item 4 - Director's Report

- Dream with me!



Item 4 - Director's Report

- Dream with me!




Image 1 of 1

Playground Overview

Veteran's Park in St. Cloud, Florida was installed as a memorial to honor past, present and future service members. Generations gather to share stories of their time in the military, then eager kids ages 5 to 12 to jump on the PlayBooster® playstructure to be their own heroes. Camo-colored Cooltoppers® shade systems help promote the theme along with sun protection as kids practice their soldier skills, climbing nets, ropes and climbers. Another roof even features a fighter jet!

Featured in this Playground

Play Systems
PlayBooster®

Play Styles
Custom/Themed

[Visit This Playground →](#)

Item 4 - Director's Report

- Events

- ~~April 14~~

- Hands on History – Build a DIY Periscope, get a guided tour of the USS Batfish, and learn about history.
 - The first in a long-term summer education series dedicated to hands on experiences.
 - Next one is steam power, then air power, finally, submarine principles.
 - Anyone want to guide a class?

Item 4 - Director's Report

- Events

- May 5th
 - ~~75th Anniversary of the Launching of the USS Batfish.~~
 - ~~Hands on History-Submerging submarines~~
- May 19th
 - Tolling of the Boats – Please come for the
- June 2nd
 - Chalk off!
 - Bulk chalk purchased at \$1 for 24 sticks.
- TBD
 - Inaugural Batfish Battleship Tournament
 - More Details to come.
 - Scored 14 copies on clearance.



Item 4 - Director's Report

Advertising

- Negotiated rates for
 - Muskogee Hotel Placements
 - Kids Directory
 - Green Country Map
 - Green Country Attractions Guide
 - Tulsa Voice – City Guide

MUSKOGEE WAR MEMORIAL PARK



MAY 19TH
TOLLING OF THE BOATS
JUNE 2ND
CHALK OFF: DRAW ON OUR SUB!
JUNE 20 - 25
REMEMBERING OUR FALLEN
JULY 21ST
BATTLESHIP TOURNAMENT!
AUGUST 24TH
LIVING HISTORY DAY



DON'T JUST READ HISTORY

OVERNIGHTS • TOURS • EVENTS
918.682.6294 | WARMEMORIALPARK.ORG

MUSKOGEE WAR MEMORIAL PARK

DON'T JUST READ HISTORY



LIVE IT!

OVERNIGHTS • TOURS • EVENTS

918.682.6294 | WARMEMORIALPARK.ORG

**JUNE 2ND
CHALK OFF: DRAW ON OUR SUB!**

**JUNE 20 - 25TH
REMEMBERING OUR FALLEN**

**MAY 19TH
TOLLING OF THE BOATS**

**AUGUST 24TH
LIVING HISTORY DAY**

Marketing Report

Travel Ok - Promotion

Partnering with TravelOK to provide one free overnight pass for a contest winner.

Allows us to reach 70,000 – 100,000 tourists with interest in travel and attractions.

Item 4 - Park Director's report

Totals for the month of April: 1,675 \$5,182

- April gift sales: \$4,306.47| 2017: \$4,560

Donations \$235|Overnights \$2882.50 (\$2,300):

Memberships \$30.25

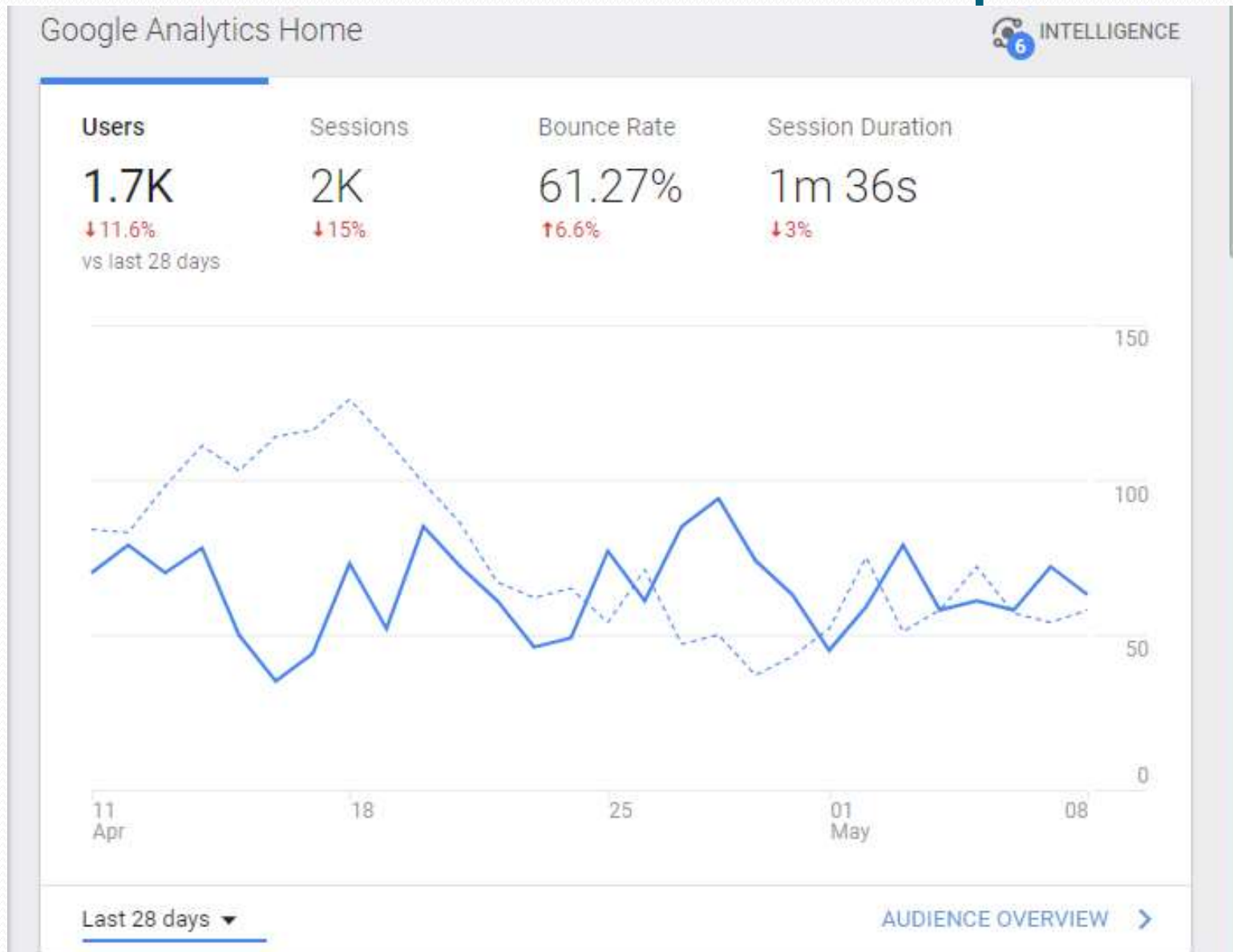
Vending \$80|

April 2018: \$13,090.46

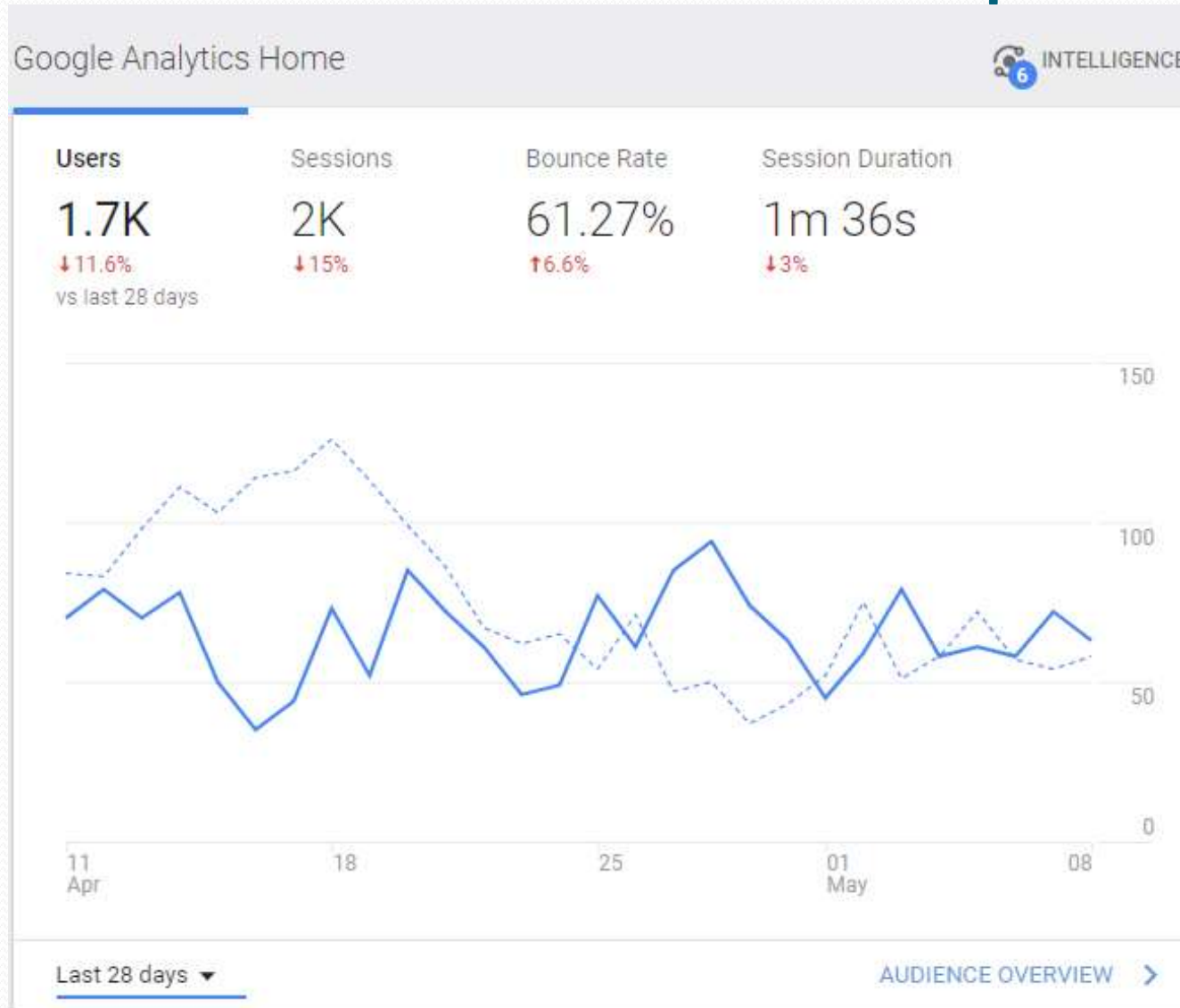
- **2017: \$14,725.70**

(Impacted by teacher strike)

Item 4 - Park Director's Report:



Item 4 - Park Director's Report:



Item 4 - Park Director's Report:

How customers search for your business



1 month ▼



Direct

Customers who find your listing searching for your business name or address.



Discovery

Customers who find your listing searching for a category, product, or service.

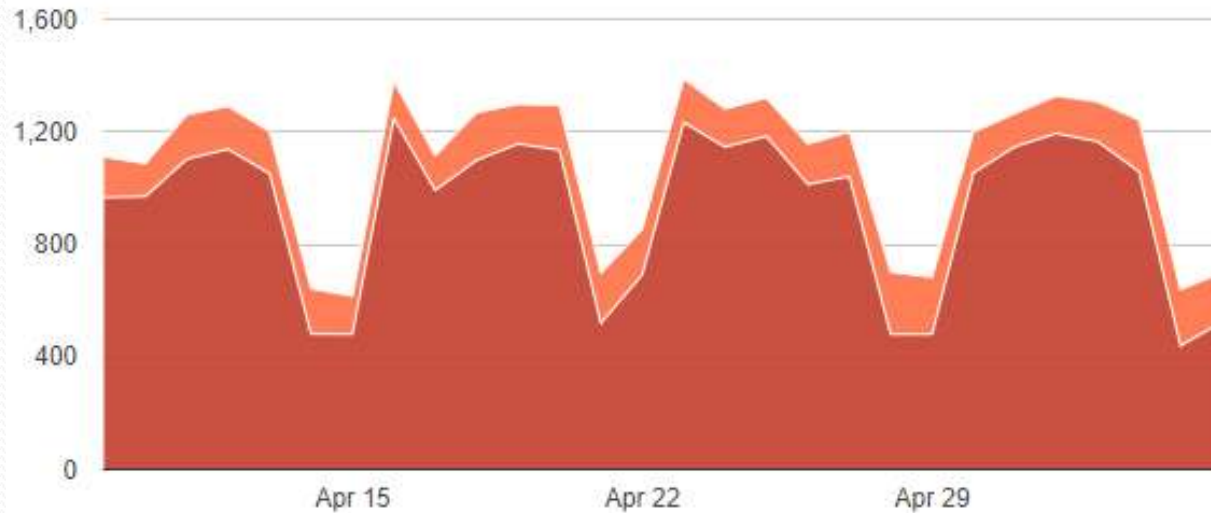
Item 4 - Park Director's Report:

here customers view your business on Google
e Google services that customers use to find your business



nonth ▼

tal views 30.5K



Listing on Search
4.35K



Listing on Maps
26.2K

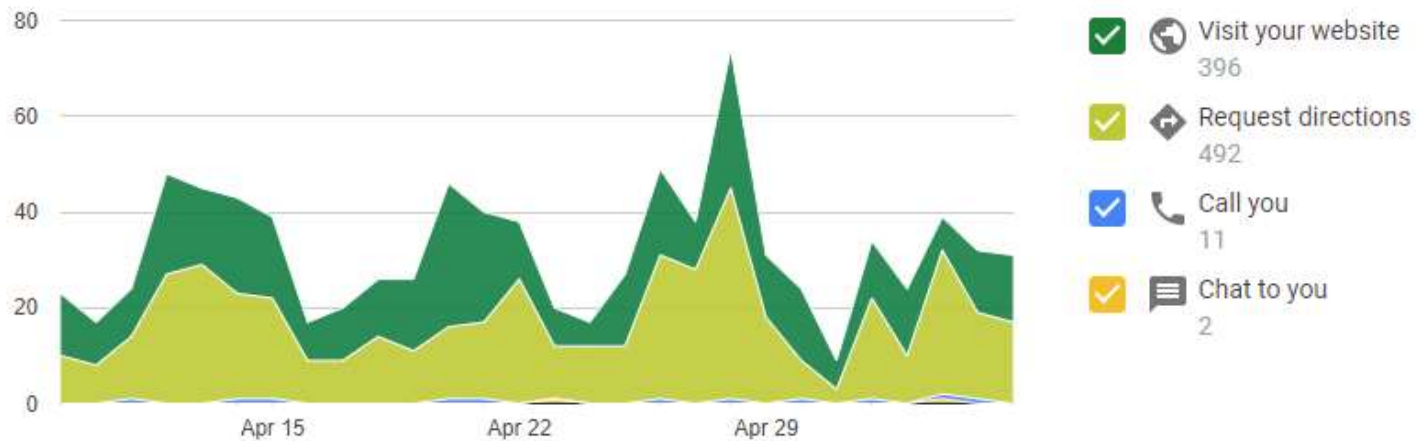
Item 4 - Park Director's Report:

Customer actions

The most common actions that customers take on your listing

1 month ▼

Total actions 901



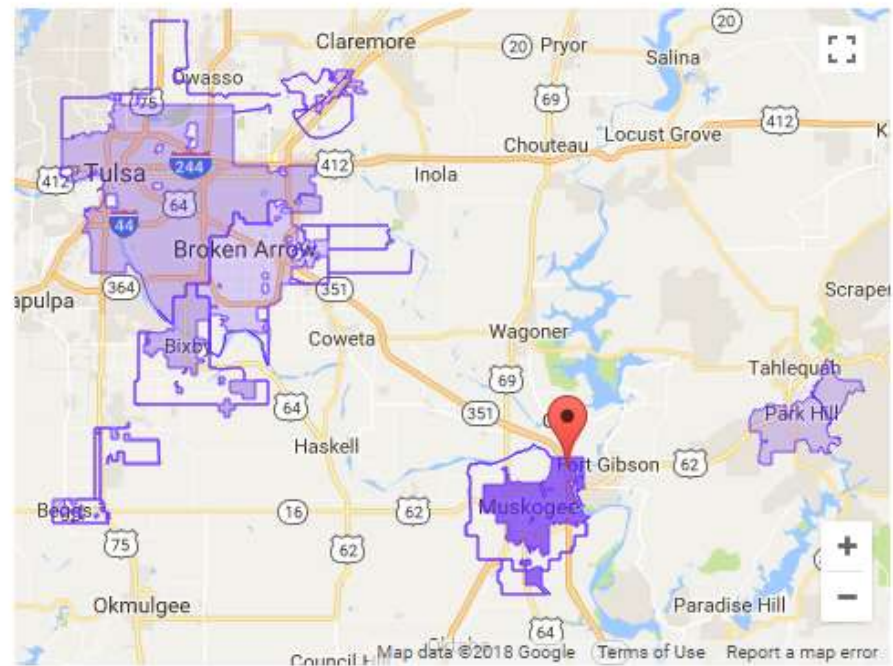
Item 4 - Park Director's Report:

Directions requests

The places where customers request directions to your business from

1 month ▼

Muskogee	107
Bixby	26
Beggs	21
Tulsa	20
Broken Arrow	10
Park Hill	10
Verdigris	<10



Item 4 - Park Director's Report:

ADWORDS EXPRESS

Your ad performance this month

Views

1.71K

▼ -19

Clicks

258

▼ -35

Calls

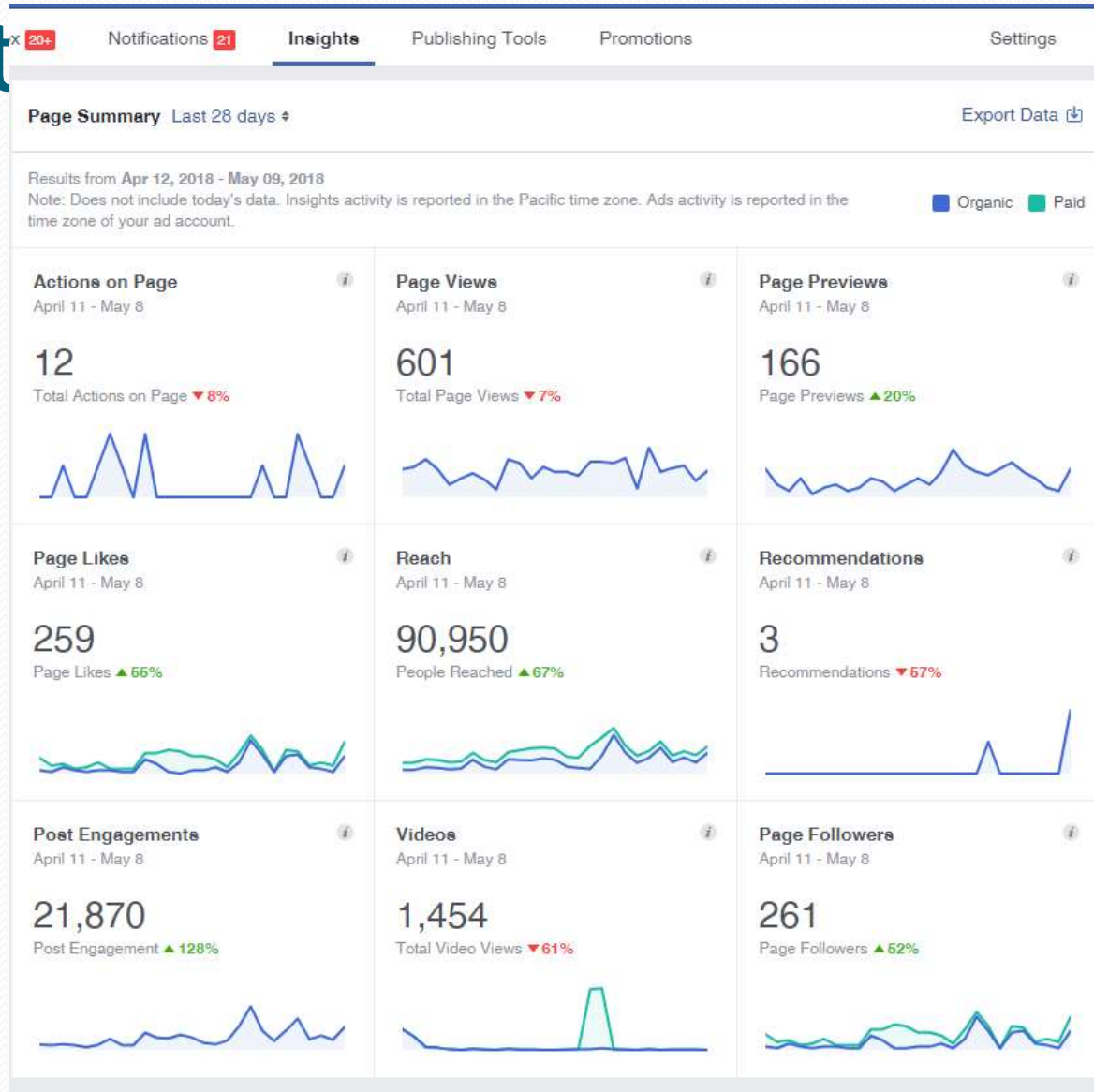
18

▼ -31

[Manage your ads](#)




Item 4 - Park Director's Report:

Direct






Item 4 - Park Director's Report:

Director's report

Recent Promotions on Muskogee War Memorial Park - Home of the USS Batfish				+ Create New Promotion
Ads activity is reported in the time zone of your ad account.				
	Boosted Job Post Coordinator Promoted by Brent Trout on 04/22/2018 Completed	2,226 People Reached	7 Applications Submi...	\$70.00 Spent of \$70.00 View Results
	Boosted Post Today we honor Major Ronald D. Milam of Mus... Promoted by Brent Trout on 04/22/2018 Completed	3,250 People Reached	594 Post Engagements	\$12.00 Spent of \$12.00 View Results
	Event Promotion Hands on History - Periscope and Submarine T... Saturday, April 14, 2018, 12:00 PM - 4:15 PM Promoted by Brent Trout on 04/03/2018 Completed	2,022 People Reached	135 Engagements	\$12.00 Spent of \$12.00 View Results
Manage All Promotions >				

t:

● Chat (20)   

Item Direc

3:01 pm	 Ross A. Penhane of Snaw					74	
04/26/2018 5:28 pm	 Today we honor Army Spc. Joshua M. Pearce of Guymo			1.1K		35 78	Boost Post
04/25/2018 5:23 pm	 Today we remember Army S gt. Vincent L.C. Owens from			1.6K		55 113	Boost Post
04/25/2018 11:30 am	 Want to win a free overnight for you and your friends? Ho			337		6 12	Boost Event
04/24/2018 5:48 pm	 Today we remember Army S taff Sgt. Kirk A. Owen from			6.9K		698 490	Boost Post
04/23/2018 8:51 pm	 Today we honor Marine Sgt. Justin L. Noyes of Vinita, Ok			2.7K		161 189	Boost Post
04/22/2018 6:23 pm	 Today we honor Air Force T ech. Sgt. Jason L. Norton of			1.9K		84 117	Boost Post
04/22/2018 4:31 pm	 Coordinator			3.1K		58 35	View Promotion
04/21/2018 5:43 pm	 Today we honor Marine Lan ce Cpl. Joseph L. Nice of Ni			1.5K		57 94	Boost Post
04/20/2018 5:12 pm	 Today we honor Army Spc. Jordan M. Morris of Ripley,			942		33 55	Boost Post
04/19/2018 4:18 pm	 Today we remember Army Maj. Horst G. Moore of Lawt			1.6K		84 118	Boost Post
04/18/2018 5:32 pm	 Today we remember Army Cpl. Gary L. Moore of Del Ci			1.4K		33 85	Boost Post
04/18/2018 4:58 pm	 Coordinator			1.9K		57 13	Boost Post
04/17/2018 8:20 pm	 Today we honor Major Rona Id D. Milam of Muskogee, O			18.3K		2.1K 1.6K	View Promotion
04/16/2018 5:16 pm	 Today we honor Sgt. Jason J. McCluskey of McAlester,			1.1K		46 70	Boost Post
04/15/2018 5:03 pm	 Today we honor Staff Sgt. J ack M. Martin III of Bethany,			1.8K		98 95	Boost Post
See More				Chat (20)		  	

Item 4 Direct

ort:

3:03 pm	 ack M. Martin III of Bethany,						
04/14/2018 5:12 pm	 Today we honor Pfc David J. Martin of Edmond, Oklaho			2.4K		115 150	
04/13/2018 6:29 pm	 Today we remember Army S pc. James E. Marshall of Tul			1K		23 75	
04/12/2018 6:03 pm	 Special thanks to Indian Cap ital Technology Center's Ser			553		16 28	
04/12/2018 5:55 pm	 Today we remember Army S gt. 1st Class Jonathan A. Lo			1.2K		42 73	
04/11/2018 5:05 pm	 Today we remember Army S gt. Andrew R. Looney of Ow			1.6K		96 88	
04/11/2018 3:13 pm	 #OTD It is National Submari ne Day! On April 11, 1900, t			664		34 21	
04/10/2018 7:17 pm	 Today we remember the US S Thresher (SSN-593), on A			920		69 38	
04/10/2018 5:48 pm	 Today we remember Army P fc. Thomas R. Leemhuis of			867		24 55	
04/09/2018 5:23 pm	 Today we honor 1st Lt. Dam on T. Leehan of Edmond, O			1.1K		41 52	
04/08/2018 11:15 pm	 Today we remember Army S gt. Carl W. Lee of Oklahoma			936		36 69	
04/07/2018 2:06 pm	 Today we remember Army 1 st Lt. Brandon J. Landrum of			1.2K		39 64	
04/06/2018 5:12 pm	 Today we remember Sgt. 1s t Class William W. Labadie J			1.3K		65 91	
04/05/2018 5:27 pm	 Today we honor Petty Office r 2nd Class Brian K. Joplin o			1.5K		99 90	
04/04/2018 3:33 pm	 Today we remember Army S pc. Dylan J. Johnson of Tuls			1K		25 58	
04/03/2018 5:32 pm	 Today we honor the life of A rmy Spc. Charles S. Jirtle of			1.2K		31 83	

Item Something – Professional Development

- Seeking authorization to attend the State Historic Preservation Conference as part of the Historic Preservation Commission Chair.
 - Also as a preservationist of a historic vessel.
- Always seeking to learn and prepare to put the Batfish on the historic register.
- No cost except maybe mileage (It is in Tulsa).

War Memorial Trust Authority

5.

Meeting Date: 05/17/2018

Initiator: Tammy Tracy, City Clerk

Department: City Clerk

Staff Information Source:

Information

AGENDA ITEM TITLE:

Consider approval to receive financials for the month of April 2018, and take other necessary action.

BACKGROUND:

RECOMMENDED ACTION:

Fiscal Impact

Attachments

Financials

Muskogee War Memorial Park

Profit & Loss YTD Comparison

April 2018

	Apr 18	Jul '17 - Apr 18
Ordinary Income/Expense		
Income		
4000 · ADMISSIONS	5,149.00	55,476.00
4010 · MERCHANDISE SALES	4,301.47	34,927.86
4015 · MEMBERSHIPS	30.25	322.68
4021 · OVERNIGHT INCOME	2,882.50	16,951.36
4051 · SPONSORSHIPS	0.00	6,500.00
7110 · VENDING SALES	80.00	1,016.35
Total Income	12,443.22	115,194.25
Cost of Goods Sold		
5001 · Cost of Goods Sold	1,083.91	19,411.26
Total COGS	1,083.91	19,411.26
Gross Profit	11,359.31	95,782.99
Expense		
5010 · WALK OF HONOR MONUMENTS	0.00	85.00
5015 · WALL THAT HEALS	68.00	68.00
6020 · ADVERTISING	1,184.30	23,134.51
6024 · MUSEUM DEVELOPMENT	239.39	8,372.35
6025 · WEB SITE DESIGN/HOSTING	100.00	100.00
6030 · EVENT EXPENSES	159.80	4,098.38
6035 · OUTREACH	385.00	3,442.12
6075 · CREDIT CARD CHARGES	474.02	3,067.69
6080 · CASH (OVER) & SHORT	-7.97	-15.27
6100 · CONTRACT SERVICES	1,881.95	34,348.16
6105 · JANITORIAL SUPPLIES	119.17	312.12
6250 · DUES & SUBSCRIPTIONS	779.00	1,917.08
6310 · INSURANCE EXPENSE-OTHER	0.00	2,150.74
6500 · OFFICE SUPPLIES	37.31	2,411.52
6505 · UNIFORMS	0.00	507.79
6510 · COMPUTER HARDWARE/SOFTWARE	39.00	1,192.40
6560 · PAYROLL EXPENSES	0.00	301.51
6570 · POSTAGE	117.45	786.43
6605 · RENT	60.00	790.00
6610 · REPAIRS & MAINT-BUILD & GROUNDS	157.95	9,073.08
6620 · REPAIR & MAINTENANCE-EQUIPMENT	0.00	680.91
6800 · TRAVEL EXPENSES	0.00	541.44
6900 · TELEPHONE	110.96	1,017.58
6905 · INTERNET	67.45	670.17
6915 · UTILITIES-ELECTRIC	371.74	6,398.36
6950 · MISCELLANEOUS EXPENSE	0.00	607.06
Total Expense	6,344.52	106,059.13
Net Ordinary Income	5,014.79	-10,276.14
Other Income/Expense		
Other Income		
4036 · GRANT REVENUE	0.00	1,499.92
4040 · WALK OF HONOR DONATIONS	0.00	100.00
4050 · DONATIONS	235.00	4,160.09
7150 · SALES TAX PERCENTAGE	0.00	-60.09
Total Other Income	235.00	5,699.92
Other Expense		
6511 · FLAGS	191.36	191.36
Total Other Expense	191.36	191.36
Net Other Income	43.64	5,508.56
Net Income	5,058.43	-4,767.58

Muskogee War Memorial Park
Balance Sheet
As of April 30, 2018

	Apr 30, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · CASH IN BANK-OPERATING	27,571.28
Total Checking/Savings	27,571.28
Other Current Assets	
1010 · CASH ON HAND	200.00
1120 · Inventory Asset	19,548.66
Total Other Current Assets	19,748.66
Total Current Assets	47,319.94
Fixed Assets	
1630 · FURNITURE & FIXTURES	8,981.19
1640 · EQUIPMENT	18,853.04
1650 · BUILDINGS & IMPROVEMENTS	111,602.18
1651 · CONSTRUCTION IN PROGRESS	23,875.00
1655 · LAND IMPROVEMENTS	11,109.55
1660 · SUBMARINE IMPROVEMENTS	27,820.00
1730 · ACCUM DEPREC- FURN & FIXTURE	-6,697.82
1740 · ACCUM DEPREC- EQUIPMENT	-17,632.52
1750 · ACCUM DEPREC-BUILDING IMPROV	-41,601.15
1755 · ACCUM DEPREC- LAND IMPROVEMENT	-9,617.22
1760 · ACCUM DEPREC-SUBMARINE IMPROV	-27,467.87
1810 · SUBMARINE BATFISH & SETUP	60,000.00
1860 · ACCUM DEPREC-SUBMARINE SETUP	-43,200.08
Total Fixed Assets	116,024.30
TOTAL ASSETS	163,344.24
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · *Accounts Payable	1,502.03
Total Accounts Payable	1,502.03
Other Current Liabilities	
2270 · SALES TAX PAYABLE	925.40
Total Other Current Liabilities	925.40
Total Current Liabilities	2,427.43
Total Liabilities	2,427.43
Equity	
3000 · Opening Bal Equity	672.79
3200 · Retained Earnings	165,011.60
Net Income	-4,767.58
Total Equity	160,916.81
TOTAL LIABILITIES & EQUITY	163,344.24

Muskogee War Memorial Park

Profit & Loss Budget Performance

April 2018

Ordinary Income/Expense	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
Income					
4000 · ADMISSIONS	5,149.00	5,416.67	55,476.00	54,166.66	65,000.00
4010 · MERCHANDISE SALES	4,301.47	3,500.00	34,927.86	35,000.00	42,000.00
4015 · MEMBERSHIPS	30.25	0.00	322.68	0.00	0.00
4021 · OVERNIGHT INCOME	2,882.50	1,250.00	16,951.36	12,500.00	15,000.00
4051 · SPONSORSHIPS	0.00		6,500.00		
7110 · VENDING SALES	80.00	166.67	1,016.35	1,666.66	2,000.00
7125 · INSURANCE RECOVERIES	0.00	0.00	0.00	0.00	0.00
Total Income	12,443.22	10,333.34	115,194.25	103,333.32	124,000.00
Cost of Goods Sold					
5001 · Cost of Goods Sold	1,083.91	2,083.33	19,411.26	20,833.34	25,000.00
Total COGS	1,083.91	2,083.33	19,411.26	20,833.34	25,000.00
Gross Profit	11,359.31	8,250.01	95,782.99	82,499.98	99,000.00
Expense					
5010 · WALK OF HONOR MONUMENTS	0.00	416.67	85.00	4,166.66	5,000.00
5015 · WALL THAT HEALS	68.00	791.67	68.00	7,916.66	9,500.00
6020 · ADVERTISING	1,184.30	2,249.89	23,134.51	22,500.22	27,000.00
6024 · MUSEUM DEVELOPMENT	239.39	1,500.00	8,372.35	15,000.00	18,000.00
6025 · WEB SITE DESIGN/HOSTING	100.00	20.83	100.00	208.34	250.00
6030 · EVENT EXPENSES	159.80	416.67	4,098.38	4,166.66	5,000.00
6035 · OUTREACH	385.00	83.33	3,442.12	833.34	1,000.00
6070 · BANK CHARGES	0.00	0.00	0.00	0.00	0.00
6075 · CREDIT CARD CHARGES	474.02	375.00	3,067.69	3,750.00	4,500.00
6080 · CASH (OVER) & SHORT	-7.97	0.00	-15.27	0.00	0.00
6100 · CONTRACT SERVICES	1,881.95	3,333.33	34,348.16	33,333.34	40,000.00
6105 · JANITORIAL SUPPLIES	119.17	83.33	312.12	833.34	1,000.00
6250 · DUES & SUBSCRIPTIONS	779.00	125.00	1,917.08	1,250.00	1,500.00
6310 · INSURANCE EXPENSE-OTHER	0.00	183.33	2,150.74	1,833.34	2,200.00
6350 · LICENSE & FEES	0.00	25.00	0.00	250.00	300.00
6500 · OFFICE SUPPLIES	37.31	291.67	2,411.52	2,916.66	3,500.00
6505 · UNIFORMS	0.00	50.00	507.79	500.00	600.00
6510 · COMPUTER HARDWARE/SOFTWARE	39.00	166.67	1,192.40	1,666.66	2,000.00
6560 · PAYROLL EXPENSES	0.00	208.33	301.51	2,083.34	2,500.00
6570 · POSTAGE	117.45	75.00	786.43	750.00	900.00
6605 · RENT	60.00	0.00	790.00	0.00	0.00
6610 · REPAIRS & MAINT-BUILD & GROUNDS	157.95	2,916.67	9,073.08	29,166.66	35,000.00
6620 · REPAIR & MAINTENANCE-EQUIPMENT	0.00	208.33	680.91	2,083.34	2,500.00
6650 · OPERATING SUPPLIES	0.00	208.33	0.00	2,083.34	2,500.00
6700 · SALARIES & WAGES	0.00		0.00	0.00	0.00
6710 · FICA/MEDICARE TAX	0.00		0.00	0.00	0.00
6715 · STATE UNEMPLOYMENT TAX	0.00		0.00	0.00	0.00
6800 · TRAVEL EXPENSES	0.00	250.00	541.44	2,500.00	3,000.00

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Accrual Basis

Muskogee War Memorial Park

Profit & Loss Budget Performance

April 2018

	Apr 18	Budget	Jul '17 - Apr 18	YTD Budget	Annual Budget
6900 · TELEPHONE	110.96	100.00	1,017.58	1,000.00	1,200.00
6905 · INTERNET	67.45	83.33	670.17	833.34	1,000.00
6915 · UTILITIES-ELECTRIC	371.74	566.67	6,398.36	5,666.66	6,800.00
6950 · MISCELLANEOUS EXPENSE	0.00		607.06	0.00	0.00
Total Expense	6,344.52	14,729.05	106,059.13	147,291.90	176,750.00
Net Ordinary Income	5,014.79	-6,479.04	-10,276.14	-64,791.92	-77,750.00
Other Income/Expense					
Other Income					
4030 · CITY OF MUSKOGEE-FUNDING	0.00		0.00	0.00	0.00
4036 · GRANT REVENUE	0.00	2,916.67	1,499.92	29,166.66	35,000.00
4040 · WALK OF HONOR DONATIONS	0.00	66.67	100.00	666.66	800.00
4050 · DONATIONS	235.00	1,833.33	4,160.09	18,333.34	22,000.00
7100 · MISCELLANEOUS INCOME	0.00	0.00	0.00	0.00	0.00
7150 · SALES TAX PERCENTAGE	0.00	0.00	-60.09	0.00	0.00
Total Other Income	235.00	4,816.67	5,699.92	48,166.66	57,800.00
Other Expense					
6511 · FLAGS	191.36		191.36		
Total Other Expense	191.36		191.36		
Net Other Income	43.64	4,816.67	5,508.56	48,166.66	57,800.00
Net Income	5,058.43	-1,662.37	-4,767.58	-16,625.26	-19,950.00

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Muskogee War Memorial Park
Check Detail
April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		04/11/2018	A CLEAN POTTY		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	AMERICAN ALLIAN...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	ASHBY STREET O...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	AT&T ONENET SE...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	BIG TIME BILLBOA...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	BRAVADO WIRELE...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	Cintas		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	Corporate to Casual		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	INNOVATIVE IDEAS		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	JOHN MARTIN		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00

Muskogee War Memorial Park
Check Detail
April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check		04/11/2018	KTFX-FM OKIE CO...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	OG&E		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	Security Alarms CO.		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	Sign for the Times		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	THASC SALES CO...		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check		04/11/2018	Toysmith		1000 · CASH IN BA...		0.00
TOTAL						0.00	0.00
Bill Pmt -Check	7995	04/11/2018	A CLEAN POTTY		1000 · CASH IN BA...		-60.00
Bill	31776	03/24/2018			6605 · RENT	-60.00	60.00
TOTAL						-60.00	60.00
Bill Pmt -Check	7996	04/11/2018	AMERICAN ALLIAN...		1000 · CASH IN BA...		-165.00
Bill	TIER 3	03/24/2018			6250 · DUES & SUB...	-165.00	165.00
TOTAL						-165.00	165.00
Bill Pmt -Check	7997	04/11/2018	ASHBY STREET O...		1000 · CASH IN BA...		-166.00
Bill	47054	04/02/2018			6020 · ADVERTISING	-166.00	166.00

Muskogee War Memorial Park
Check Detail
April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
TOTAL						-166.00	166.00
Bill Pmt -Check	7998	04/11/2018	AT&T ONENET SE...		1000 · CASH IN BA...		-1.21
Bill	11683...	04/02/2018			6900 · TELEPHONE	-1.21	1.21
TOTAL						-1.21	1.21
Bill Pmt -Check	7999	04/11/2018	BIG TIME BILLBOA...		1000 · CASH IN BA...		-250.00
Bill	1738	04/01/2018			6020 · ADVERTISING	-250.00	250.00
TOTAL						-250.00	250.00
Bill Pmt -Check	8000	04/11/2018	BRAVADO WIRELE...		1000 · CASH IN BA...		-67.45
Bill	00848...	04/02/2018			6905 · INTERNET	-67.45	67.45
TOTAL						-67.45	67.45
Bill Pmt -Check	8001	04/11/2018	Cintas		1000 · CASH IN BA...		-66.24
Bill	50103...	03/29/2018			6500 · OFFICE SUP ...	-66.24	66.24
TOTAL						-66.24	66.24
Bill Pmt -Check	8002	04/11/2018	Corporate to Casual		1000 · CASH IN BA...		-25.00
Bill	16295	03/15/2018			6035 · OUTREACH	-25.00	25.00
TOTAL						-25.00	25.00
Bill Pmt -Check	8003	04/11/2018	INNOVATIVE IDEAS		1000 · CASH IN BA...		-47.20
Bill	248128	03/26/2018			5001 · Cost of Good...	-47.20	47.20
TOTAL						-47.20	47.20
Bill Pmt -Check	8004	04/11/2018	JOHN MARTIN		1000 · CASH IN BA...		-816.38
Bill	1096	03/26/2018			6610 · REPAIRS & ...	-816.38	816.38
TOTAL						-816.38	816.38

Muskogee War Memorial Park

Check Detail

April 2018

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Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	8005	04/11/2018	KTFX-FM OKIE CO...		1000 · CASH IN BA...		-100.00
Bill	2881...	04/01/2018			6035 · OUTREACH	-100.00	100.00
TOTAL						-100.00	100.00
Bill Pmt -Check	8006	04/11/2018	OG&E		1000 · CASH IN BA...		-339.01
Bill	13069...	03/27/2018			6915 · UTILITIES-E...	-36.09	36.09
Bill	13070...	03/27/2018			6915 · UTILITIES-E...	-302.92	302.92
TOTAL						-339.01	339.01
Bill Pmt -Check	8007	04/11/2018	Security Alarms CO.		1000 · CASH IN BA...		-204.00
Bill	244073	04/01/2018			6250 · DUES & SUB...	-204.00	204.00
TOTAL						-204.00	204.00
Bill Pmt -Check	8008	04/11/2018	Sign for the Times		1000 · CASH IN BA...		-43.66
Bill	19618	03/14/2018			6024 · MUSEUM D...	-43.66	43.66
TOTAL						-43.66	43.66
Bill Pmt -Check	8009	04/11/2018	THASC SALES CO...		1000 · CASH IN BA...		-69.85
Bill	3-2-18	03/02/2018			6035 · OUTREACH	-69.85	69.85
TOTAL						-69.85	69.85
Bill Pmt -Check	8010	04/11/2018	Toysmith		1000 · CASH IN BA...		-830.40
Bill	00014...	03/29/2018			5001 · Cost of Good...	-830.40	830.40
TOTAL						-830.40	830.40
Bill Pmt -Check	8011	04/13/2018	A T & T		1000 · CASH IN BA...		-109.75
Bill	918 6...	04/13/2018			6900 · TELEPHONE	-109.75	109.75
TOTAL						-109.75	109.75

Muskogee War Memorial Park

Check Detail

April 2018

Type	Num	Date	Name	Item	Account	Paid Amount	Original Amount
Bill Pmt -Check	8012	04/13/2018	JOHNNY CHILDRE...		1000 · CASH IN BA...		-939.70
Bill	4-13-18	04/13/2018			6100 · CONTRACT ...	-580.00	580.00
Bill	4-7-18	04/13/2018			6100 · CONTRACT ...	-359.70	359.70
TOTAL						-939.70	939.70
Bill Pmt -Check	8013	04/13/2018	KYLE GIBSON		1000 · CASH IN BA...		-116.00
Bill	4-13-18	04/13/2018			6100 · CONTRACT ...	-116.00	116.00
TOTAL						-116.00	116.00
Bill Pmt -Check	8014	04/13/2018	Veteran's Gear		1000 · CASH IN BA...		-138.00
Bill	201808	04/13/2018			5001 · Cost of Good...	-138.00	138.00
TOTAL						-138.00	138.00
Bill Pmt -Check	8015	04/27/2018	JOHNNY CHILDRE...		1000 · CASH IN BA...		-450.00
Bill	4-27-18	04/27/2018			6100 · CONTRACT ...	-450.00	450.00
TOTAL						-450.00	450.00
Bill Pmt -Check	8016	04/27/2018	KYLE GIBSON		1000 · CASH IN BA...		-376.25
Bill	4-27-18	04/27/2018			6100 · CONTRACT ...	-203.00	203.00
Bill	4-27-18	04/27/2018			6100 · CONTRACT ...	-173.25	173.25
TOTAL						-376.25	376.25