

Nitro CVB

Agenda

January 15, 2018

- Call To order
- Determination of Quorum
- Minutes of last meeting
- Financial Update
- Director's Update
 - Mistletoe Market & Christmas Parade
 - Mardi Gras
 - City Website
 - Fairs & Festivals Convention
 - Heads Up Community Text Update System
- Upcoming Events
 - Easter Extravaganza
- Old Business
- New Business
- Other
- Adjourn

Minutes

The City of Nitro Convention and Visitors Bureau

December 4, 2018

The Nitro Convention and Visitors Bureau met on Tuesday, December 4, 2018. The meeting was called to order in the training room of the Nitro Police Station. Those in attendance were Bill Racer, Bill Fortune, Bill Javins, Ivan Meadows, John Young, Julia Washington, Carmen Kostelansky, Susan Valleau and Mayor David Casebolt. Also, in attendance was CVB Executive Director Joe Stevens.

A quorum was determined to be present and the minutes were reviewed and a motion to accept the minutes was made by John Young and seconded by Bill Fortune. The motion was adopted.

A financial report was presented and a motion to accept the report was made by Bill Javins and seconded by Ivan Meadows. The motion was adopted. John Young also reported to the board that there had been a delay in receiving the Hotel & Motel Tax payment from Mardi Gras and was going to follow-up on the situation.

Joe Stevens updated the board on the success of the Chili Cookoff, which raised over \$4,000 for Dog Bless and the excellent coverage the city received through the Veterans Day ceremony. The Road Trippin' program was discussed and Carmen was complimented for her love of the War Museum and how it came out in the story. The board was brought up to date on the upcoming Mistletoe Market and Christmas Parade.

A motion was made by Julia Washington and seconded by Susan Valleau for the city and CVB enter into an agreement with Heads Up Community, an alert system. Stevens was directed by the board to contact Heads Up and get the agreement signed.

The meeting was adjourned at 6:30 pm with the next meeting to coincide with January City Council meeting.

**CITY OF NITRO CONVENTION & VISITORS CY
General Ledger**

For the Period From Dec 1, 2018 to Dec 31, 2018

Filter Criteria includes: 1) IDs from 10200 to 10200. Report order is by ID. Report is printed with shortened descriptions and in Detail Format.

| Account ID Account Description | Date | Reference | Jrnl | Trans Description | Debit Amt | Credit Amt | Balance |
|-----------------------------------|----------|-----------|------|--------------------|-----------|------------|-----------|
| 10200 | 12/1/18 | | | Beginning Balance | | | 33,909.79 |
| Regular Checking Acc | 12/14/18 | 1547 | CRJ | CITY OF NITRO | 8,183.73 | | |
| | 12/18/18 | 3321 | CDJ | HEADS UP HOLDI | | 600.00 | |
| | 12/19/18 | 3320 | CDJ | BRISTOL BROAD | | 400.00 | |
| | 12/21/18 | 3319 | CDJ | OneBeacon Insura | | 877.12 | |
| | 12/31/18 | 12/31/18 | GEN | Service Charge | | 8.06 | |
| | | | | Current Period Cha | 8,183.73 | 1,885.18 | 6,298.55 |
| | 12/31/18 | | | Ending Balance | | | 40,208.34 |

Income Statement
For the Six Months Ending December 31, 2018

| | Current Month Actual | Current Month Budget | Current Month LY | Year to Date Current Year | Year to Date Budget | Year to Date LY |
|----------------------------------|-------------------------|-------------------------|--------------------|------------------------------|------------------------|-----------------------|
| Revenues | | | | | | |
| Prior Year Carryforward | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 0.00 | \$ 20,583.54 | \$ 0.00 |
| Sales-Booth Rentals | 0.00 | 0.00 | 0.00 | 1,620.00 | 0.00 | 0.00 |
| Sales-Snack Stand | 0.00 | 0.00 | 400.00 | 0.00 | 0.00 | 0.00 |
| Events Registration | 0.00 | 0.00 | 0.00 | 1,600.00 | 0.00 | 2,140.00 |
| Program Service Revenue | 8,183.73 | 8,000.00 | 7,356.71 | 44,521.48 | 0.00 | 51,647.65 |
| Sale of Cookbooks | 0.00 | 0.00 | 0.00 | 435.00 | 0.00 | 0.00 |
| Sponsorship Income | 0.00 | 0.00 | 0.00 | 4,150.00 | 0.00 | 0.00 |
| Miscellaneous Income | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 220.00 |
| Contributions-Restricted | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 2,255.00 |
| Other Income | 0.00 | 166.67 | 0.00 | 0.00 | 1,000.02 | 0.00 |
| Total Revenues | 8,183.73 | 8,666.67 | 7,396.71 | 52,326.48 | 72,583.56 | 56,262.65 |
| Expenses | | | | | | |
| Cost of Goods Sold | | | | | | |
| Cost of Sales-Fireworks | 0.00 | 375.00 | 0.00 | 0.00 | 2,250.00 | 0.00 |
| Cost of Festivals | 0.00 | 333.34 | 0.00 | 300.00 | 2,000.04 | 0.00 |
| Materials Purchased | 0.00 | 0.00 | 0.00 | 1,190.00 | 0.00 | 12,530.54 |
| Purchase Returns and Allowance | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 |
| Winnings & Trophies | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Sponsorships | 0.00 | 1,041.67 | 306.50 | 5,183.65 | 6,250.02 | 1,906.27 |
| Sponsorships Bands | 0.00 | 583.34 | 0.00 | 5,000.00 | 3,499.96 | 18,186.35 |
| Total Costs of Goods Sold | 0.00 | 2,333.35 | 306.50 | 11,773.65 | 14,000.02 | 38,673.16 |
| Expenses | | | | | | |
| Grant and Allocation Exp. | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 |
| Bank Charges Expense | 8.06 | 0.00 | 47.64 | 43.06 | 0.00 | 328.87 |
| Advertising | 400.00 | 833.34 | 600.00 | 493.22 | 5,000.04 | 18,599.05 |
| Professional Services | 0.00 | 2,386.67 | 0.00 | 11,500.55 | 14,320.02 | 2,500.00 |
| Employee Benefit Programs Exp | 0.00 | 375.00 | 516.78 | 0.00 | 2,250.00 | 3,124.68 |
| Dues & Subscriptions | 0.00 | 41.67 | 461.77 | 1,901.09 | 2,500.02 | 2,286.16 |
| Social Media Expense | 600.00 | 0.00 | 0.00 | 1,046.19 | 2,500.02 | 584.75 |
| Supplies Expense | 0.00 | 416.67 | 0.00 | 2,099.34 | 2,000.04 | 1,707.74 |
| Telephone Expense | 0.00 | 333.34 | 759.11 | 0.00 | 1,380.00 | 658.76 |
| Postage and Shipping Expense | 0.00 | 230.00 | 84.06 | 34.46 | 600.00 | 196.00 |
| Occupancy Expense | 0.00 | 600.00 | 0.00 | 3,000.00 | 3,600.00 | 3,600.00 |
| Insurance Expense | 0.00 | 46.42 | 0.00 | 1,389.62 | 278.52 | 557.00 |
| Maintenance Expense | 877.12 | 0.00 | 0.00 | 0.00 | 435.00 | 480.00 |
| Printing Expense | 0.00 | 72.50 | 0.00 | 0.00 | 2,000.04 | 0.00 |
| Travel Expense | 0.00 | 333.34 | 83.34 | 0.00 | 500.04 | 119.20 |
| Conferences Expense | 0.00 | 0.00 | 0.00 | 0.00 | 250.02 | 0.00 |
| Meetings Expense | 0.00 | 41.67 | 0.00 | 0.00 | 0.00 | 289.13 |
| Payroll Tax Expense | 0.00 | 0.00 | 0.00 | 240.72 | 0.00 | 1,043.12 |
| Wages Expense | 0.00 | 0.00 | 3,146.55 | (65.00) | 0.00 | 13,635.05 |
| Total Expenses | 1,885.18 | 8,227.31 | 6,163.13 | 33,216.18 | 49,363.78 | 88,432.67 |
| Net Income | \$ 6,298.55 | \$ 439.36 | \$ 1,233.58 | \$ 19,110.30 | \$ 23,221.78 | \$ (32,170.02) |

For Management Purposes Only

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CITY OF NITRO CONVENTION & VISITORS CY
Balance Sheet
December 31, 2018

ASSETS

| | | |
|------------------------------|----|--------------|
| Current Assets | | |
| Regular Checking Account | \$ | 40,208.34 |
| | | 40,208.34 |
| Total Current Assets | | |
| | | |
| Property and Equipment | | |
| Furniture and Fixtures | | 2,000.00 |
| Equipment | | 6,095.48 |
| Accum. Depreciation | | (2,992.71) |
| | | 5,102.77 |
| Total Property and Equipment | | |
| | | |
| Other Assets | | |
| | | 0.00 |
| Total Other Assets | | |
| | | 0.00 |
| Total Assets | | \$ 45,311.11 |
| | | 45,311.11 |

LIABILITIES AND CAPITAL

| | | |
|-----------------------------|----|--------------|
| Current Liabilities | | |
| | | 0.00 |
| Total Current Liabilities | | |
| | | |
| Long-Term Liabilities | | |
| | | 0.00 |
| Total Long-Term Liabilities | | |
| | | 0.00 |
| Total Liabilities | | |
| | | |
| Capital | | |
| Retained Earnings | \$ | 26,200.81 |
| Net Income | | 19,110.30 |
| | | 45,311.11 |
| Total Capital | | |
| | | 45,311.11 |
| Total Liabilities & Capital | | \$ 45,311.11 |
| | | 45,311.11 |



THE NITRO CONVENTION & BUSINESS BUR
 201 21ST STREET AVE NITRO WV 25143
 201 21ST ST
 NITRO WV 25143-1737

Have a Question or Concern?

Stop by your nearest
 Huntington office or
 contact us at:

1-800-480-2001

www.huntington.com/
 businessresources

Huntington Public Funds Economy Checking

Account: 01221213866

| | | | |
|---|--|----------------------------------|--------------------|
| Statement Activity From: 12/01/18 to 12/31/18 | | Beginning Balance | \$34,899.89 |
| Days in Statement Period 31 | | Credits (+) | 8,183.73 |
| Average Ledger Balance* 38,991.03 | | Regular Deposits | 8,183.73 |
| Average Collected Balance* 38,991.03 | | Debits (-) | 1,882.45 |
| * The above balances correspond to the service charge cycle for this account. | | Regular Checks Paid | 1,882.45 |
| | | Total Service Charges (-) | 8.00 |
| | | Ending Balance | \$41,193.17 |

Deposits (+)

Account: 01221213866

| Date | Amount | Serial # | Type | Date | Amount | Serial # | Type |
|-------|----------|-----------|----------|------|--------|----------|------|
| 12/14 | 8,183.73 | 162072928 | Brch/ATM | | | | |

Checks (-)

Account: 01221213866

| Date | Amount | Check # | Date | Amount | Check # |
|-------|--------|---------|-------|--------|---------|
| 12/04 | 300.00 | 3314 | 12/28 | 877.18 | 3319* |
| 12/11 | 250.00 | 3315 | 12/28 | 400.00 | 3320 |
| 12/04 | 55.27 | 3316 | | | |

(*) Indicates the prior sequentially numbered check(s) may have 1) been voided by you 2) not yet been presented 3) appeared on a previous statement or 4) been included in a list of checks.

Service Charge Detail

Account: 01221213866

| Date | Service Charge (-) | Waives and Discounts (+) | Description |
|-------|--------------------|--------------------------|------------------------------|
| 12/17 | 3.00 | | STATEMENT CHARGE |
| 12/17 | 5.00 | | BUSINESS ONLINE SERVICE FEES |

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