Notice of Meeting

Shawnee Civic & Cultural Development Authority

Type of Meeting
(Please Check)

Regular Meeting	( )	Rescheduled Regular Meeting	( )
Special Meeting	(X)	Continued or	
Emergency Meeting	( )	Reconvened Meeting	( )
Canceled Meeting	( )		

Date: Time:

Special Call Meeting: September 27, 2018 11:00AM

Location: Heart of Oklahoma Exposition Center
1700 W. Independence
Shawnee, OK 74804

To be completed by person filing notice:

Name: Stephanie Gideon

Title: Marketing Manager

Address: PO Box 1466

Shawnee, OK 74802-1466

Phone: 405-275-7020

Filed in the office of the municipal clerk at 2:53 AM/PM.

On: Sept. 24, 2018.

Signed: Marie Eck

For City Clerk's Office Use Only

Date Notice released to news media: 9/24/18

Person filing notice: Stephanie Gideon-

Notice verified by: Marie Eck

Shawnee Civic & Cultural Development Authority
September 27, 2018
@ 11:00AM
Heart of Oklahoma Exposition Center

1. Call to Order.
2. Roll Call.
3. Declaration of a Quorum.
4. Approval of minutes of the scheduled Meeting of August 2018.
5. Review and Acknowledgment of Monthly Activity Report.
6. Approval of Monthly Financial Report.
7. Approval of Claims: General Account.
8. Approval of Claims: Expo Center Special Events.
9. Approval of Claims: Shavings Account.
10. Presentation by CBEW Group (Mr. Chuck Crooks) on audit of the SC&CDA for year ending December 31, 2017.
11. Discussion Consideration and possible action to payoff Arvest Bank note on the Sweeper.
12. Discussion Consideration and Possible Action to purchase a new Skid Steer for the Expo Center.
13. Discussion Consideration and Possible Action to approve the 2019 SC&CDA Board Meeting Schedule as presented.
14. IFYR Up-Date.
15. Committee Reports.
16. Administrative Reports.
17. Old Business.
18. New Business.
19. Public & Trustee Comments.
20. Adjournment.

A MEETING OF THE SHAWNEE
CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
AUGUST 16, 2018
2:00 PM
HEART OF OKLAHOMA EXPOSITION CENTER

THE TRUSTEES OF THE SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY WAS SCHEDULED TO HAVE THEIR REGULAR MEETING DATE THURSDAY, AUGUST 16, 2018 AT 12:30PM AT HEART OF OKLAHOMA EXPOSITION CENTER, PURSUANT TO NOTICE DULY POSTED AS PRESCRIBED BY LAW. NOTICE WAS FILED AT CITY HALL ON AUGUST 13, 2018 AT 4:55PM.

AGENDA ITEM NO.1 — CALL TO ORDER.

THE MEETING WAS CALLED TO ORDER AT 12:30 PM BY CHAIRMAN RANDY GILBERT.

AGENDA ITEM NO.2 — ROLL CALL.

TRUSTEES PRESENT:
MR. RANDY GILBERT
MR. TIM BARRICK
MR. LANCE WORTHAM
MR. JUSTIN ERICKSON
MS. RACHEL MELOT
MR. CARL PACKWOOD

TRUSTEES ABSENT: MR. KARL KOZEL

*ALSO IN ATTENDANCE CITY COMMISSIONER ED BOLT, FINLEY & COOK ACCOUNTANT SHELLY WELCH, & DEFINE BOUTIQUE EMILY FLETCHER

AGENDA ITEM NO.4 — APPROVAL OF THE MINUTES OF THE REGULAR MEETING JUNE 2018

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE WORTHAM TO APPROVE THE MINUTES AS PRESENTED FOR THE JUNE 2018 REGULAR BOARD MEETING. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 6 — APPROVAL OF THE MONTHLY FINANCIAL REPORT

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE MELOT TO APPROVE THE MONTHLY FINANCIAL REPORT. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO.7 — APPROVAL OF GENERAL CLAIMS WITH ADD ONS.

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE THE GENERAL CLAIMS AND WITH ADD ONS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

General Claims:

A. Stuart & Clover (2)	$702.47
B. Armstrong Termite & Pest	$150.00
C. Locke Supply	$14.19
D. Finley & Cook	$1,096.81
E. Visit Shawnee	$827.50
F. Fresh Filtered Air	$760.00
G. Express	$664.00
H. Constellation- June	$30.53
I. ONG	$40.17
J. ONG	$46.91
K. ONG	$41.29
L. ONG	$150.81
M. ONG	$51.41
N. ONG	$100.20
O. ONG	$48.04
P. Shawnee Municipal	$705.89
Q. INS	$734.00
R. OG&E	$11,011.98
S. Shawnee Forward	$87.50
T. City of Shawnee- Surcharge	$562.50
U. Fresh Filtered Air	$760.00
V. Automatic Fire Control (2)	$3,100.00
W. NAPA	$137.85
X. P&K Equipment	$72.80
Y. CH&W (3)	$327.63
Z. Lowe's	$54.82
AA. Vann & Associates	$918.75
BB. Armstrong Termite & Pest	$150.00
CC. Shawnee Office Systems	$221.36
DD. MetTel	$882.40
EE. Arvest	$625.11
FF. INS-Aug	$734.00
GG. Airgas	$19.40
HH. Chuck Jones	$3,850.00
II. Shawnee Forward	$125.00
JJ. NAPA	$145.49
KK. City of Shawnee-Surcharge	$477.50
LL. OK Tax Commission	$657.71
MM. John Deere	$169.58
NN. Airgas	$19.88
OO. Vann & Associates	$2,374.00
PP. Yort's	$90.00

Add ons:

General Claims:

A. Constellation-August	$67.84
B. The A Team	$2,548.00
C. Pitney Bowes	$374.80

AGENDA ITEM NO.8 APPROVAL OF SPECIAL CLAIMS

THE MOTION MADE BY TRUSTEE BARRICK, SECONDED BY TRUSTEE PACKWOOD TO APPROVE THE SPECIAL CLAIMS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

Special Claims:

A. KSLE-FM 104.7	$300.00
B. KWSH-AM 1260	$300.00
C. KIRC/105.9 FM	$1,200.00
D. Staples (2)	$815.31
E. AT&T Mobility	$56.25
F. Ask About Windows	$216.00
G. NAPA	$250.00
H. Personal Plumbing	$1173.40
I. Grimsley's (4)	$4.287.79
J. Rodeo Decorations	$75.00
K. Go Consulting	$170.00
L. Bill Veazey's	$1,000.00
M. Express (2)	$3,328.80
N. Shawnee Office Systems	$145.76
O. First United	$3,672.39
P. OkC Digital	$140.42
Q. Countywide & Sun	$1,050.00
R. Sign Factory (2)	$222.50
S. Sign Factory	$815.00
T. Vann & Associates (3)	$ 3,376.52
U. Westco	$160.00
V. First United	$4,548.61
W. Techsico	$270.00
X. Charley's Golf Cart	$16,500.00
Y. KGFF 100.9 FM	$120.00
Z. OneLink Wireless	$3,703.00
AA. Fuelman	$3,820.05
BB. Buford White's	$1,557.98
CC. Celebrations Entertainment (2nd half)	$1,450.00
DD. Steer Wrestling	$200.00
EE. Calf Roping	$200.00
FF. Bull Riding	$200.00
GG. Bareback	$200.00

HH.Saddle Bronc	$200.00
II.Goat Tying	$200.00
JJ. Breakaway	$200.00
KK. Pole Bending	$200.00
LL. Barrel Racing	$200.00
MM. Team Roping	$200.00
NN.Team Roping	$200.00
OO. Tatum Nelson	$48.99
PP. Haley Polk	$154.77
QQ.Kelsey Cadwell	$399.97
RR. Aly Ghormley	$74.18
SS. Garret Guillot	$163.23
TT.Garrett Golliher	$73.43
UU.INS	$10,620.00
~~VV. Constellation~~	~~$30.53~~
WW.BancFirst	$2,717.42
XX. Ok Tax Commission	$2,103.37
YY. Tuff Bull Productions	$5,500.00
ZZ. James Phifer	$21,650.00
AAA. Sports Medicine	$1,000.00
BBB. Bobby Cain	$1,300.00
CCC. Rodeo News	$1,200.00
DDD. Brandon Harris	$2,450.00
EEE. Bubba Rhea	$1,375.00
FFF. Carissa Stewart	$2,750.00
GGG.Charlotte Janes	$1,100.00
HHH. Danna Gann	$2,750.00
III. Gina Hampton	$1,100.00
JJJ. IPRA	$25,900.00
KKK. Jeff Lee	$2,250.00
LLL. Jeff Smith	$7,060.00
MMM. Jodi Wright	$1,100.00
NNN.Josh Crager	$2,750.00
OOO.Justin Harrell	$5.400.00
PPP. Kevin Hampton	$36,000.00
QQQ. Lyndia Chaffin	$1,100.00
RRR. Mark Weber	$2,750.00
SSS. Marty Kueckelhan	$24,960.00
TTT. Mary Ann Barnett	$1,100.00
UUU. Monty Stueve	$2,250.00
VVV. Rick Chaffin	$,1375.00
WWW. Rab Gann	$1,100.00
XXX. Ronnie Barnett	$1,375.00
YYY. Sherry Sumner	$1,100.00
ZZZ. Stan Williamson	$5,240.00
AAAA. Wayne Walker	$20,000.00
BBBB. Zach Flatt	$5,500.00

CCCC. Tommy Pettit	$2,450.00
DDDD. Tom Osborn	$1,375.00
EEEE. Steve Ratchford	$1,375.00
FFFF. Terry Tate	$1,375.00
GGGG. Wrinkler Door Company	$305.00
HHHH. CH&W Tire/Truck	$434.84
IIII. Communication Services	$373.60
JJJJ. Hunzicker Brothers	$85.19
KKKK. John Deere	$3,324.24
LLLL. Lee Woodside	$700.00
MMMM. A Cut Above Buckles	$2,620.00
NNNN. Rent-A-Tent	$152.59
OOOO. OG&E	$11,011.99
PPPP. National Band & Tag	$189.42
QQQQ. Shawnee News Star	$2,469.00
RRRR. Staples	$537.92
SSSS. Buford White's	$58.97
TTTT. Vision Bank	$819.04
UUUU. Constellation-July	$30.53
VVVV. Grimsley's	$30.00
WWWW. Xylo of Oklahoma	$4536.00
XXXX. Lynnzey Dunlap	$4,000.00
YYYY. Gilbert & Son's	$2,200.00
ZZZZ. AT&T	$398.33
AAAAA. McCormick Armstrong	$5,313.20
BBBBB. DEMCO	$3,400.00
CCCCC. Herc Rentals	$356.93
DDDDD. Shawnee Feed Center	$81.50
EEEEE. Double Rafter	$4,500.00
FFFFF. Sign Factory	$150.00
GGGGG. OK Tax Commission Sales Tax	$23,090.97
HHHHH. Buford White's	$154.28
IIIII. Derek Winter	$250.00
JJJJJ. Hagen Herring	$550.00
KKKKK. Emily Seeker	$850.00
LLLLL. Tyler Ravenscroft	$300.00
MMMMM. Bradi Good	$150.00
NNNNN. Winsten McGraw	$150.00
OOOOO. Madalyn Newman	$1,000.00
PPPPP. Ty Newman	$300.00
QQQQQ. Tyler Kipps	$150.00
RRRRR. Wyatt Austin	$400.00
SSSSS. Ry TA Clark	$300.00
TTTTT. Paige Dawson	$150.00
UUUUU. Makenna Babin	$150.00
VVVVV. Peyton Stepanoff	$150.00
WWWWW. Amanda Terrell	$1,150.00

XXXXX. Jack Kahla	$150.00
YYYYY. Morgan Tripp	$300.00
ZZZZZ. BancFirst	$1,000.00
AAAAAA. BancFirst	$5,324.00
BBBBBB. ONG	$131.68
CCCCCC. ONG	$117.65
DDDDDD. Stewart Wholesale	$235.67
EEEEEE. Ice Man	$3,195.00
FFFFFF. Marsh Electric	$4,605.55
GGGGGG. Heritage Embroidery	$455.00
HHHHHH. Locke Supply (2)	$186.16
IIIIII. Titan Security	$22,774.50
JJJJJJ. Tecumseh FFA Boost Club	$3,000.00
KKKKKK. Brylen Dees	$150.00
LLLLLL. Jake Vance	$150.00
MMMMMM. Personal Plumbing	$876.60
NNNNNN. Vann & Associates	$145.17
OOOOOO. CH&W Tire/Truck	$163.03
PPPPPP. TS&H	$820.31
QQQQQQ. Express	$7,660.93
RRRRRR. {de fine}	$5,633.00
SSSSSS. {de fine}	$2,500.00
TTTTTT. Gilbert & Son's	$1,100.00
UUUUUU. Finley & Cook	$858.19
VVVVVV. ONG	$55.46
WWWWWW. ONG	$100.56
XXXXXX. ONG	$154.32
YYYYYY. ONG	$37.54
ZZZZZZ. ONG	$70.45
AAAAAAA. ONG	$45.21
BBBBBBB. ONG	$47.78
CCCCCCC. AT&T Mobility	$55.88
DDDDDDD. Rent-A-Tent	$35.00
EEEEEEE. A Cut Above Buckles (2)	$4,660.00
FFFFFFF. Kozel Farms	$3,689.00
GGGGGGG. Fuelman	$570.60
HHHHHHH. MetTel	$900.66
IIIIIII. KGFF 100.9 FM	$330.00
JJJJJJJ. Gilbert & Son's (2)	$1,100.00
KKKKKKK. Shawnee Municipal-July	$1,004.91
LLLLLLL. Jim's Portable Toilet Service	$950.00
MMMMMMM. Marsh Electric	$1,103.04
NNNNNNN. City of Shawnee-Surcharge	$477.50
OOOOOOO. First United Bank	$1,220.42
PPPPPPP. Central Disposal	$4,449.60
QQQQQQQ. React EMS	$2,750.00
RRRRRRR. The Seminole Producer	$1,375.92

SSSSSSS. DEMCO	$50.00
TTTTTTT. John Deere	$984.78

AGENDA ITEM NO. 9 APPROVAL OF SHAVINGS CLAIMS

THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE MELOT TO APPROVE THE SPECIAL CLAIMS AS PRESENTED. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

Shavings Claims:

A. Xylo of Oklahoma (2)	$5,324.00
B. Arvest	$1,500.00
C. Grand Casino	$2,717.42
D. Bill Veazey's	$1,000.00

AGENDA ITEM NO. 10 D, C, PA ON REIMBURSING $3,000.00 TO DUNLAP CONSTRUCTION ON SKID STEER RENTAL

THE BOARD CONSULTED WITH MIKE CLOVER ABOUT REFUNDING $3,000.00 TO DUNLAP CONSTRUCTION FOR THE SKID STEER RENTAL USED DURING THE IFYR & FOR EXPO EVENTS. THE MOTION MADE BY TRUSTEE PACKWOOD, SECONDED BY TRUSTEE BARRICK TO APPROVE THE REFUND TO DUNLAP CONSTRUCTION FOR SKID STEER RENTAL -MOTION CARRIED.

AYE: BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

AGENDA ITEM NO. 11 IFYR UPDATE

*WORKING ON SPONSORSHIPS FOR 2019
*WORKING ON 2019 BUDGET
* SOFT GOODS VENDOR, EMILY FLETCHER, ATTENDED THE BOARD MEETING, THANKED THE BOARD FOR TAKING A CHANCE WITH HER. SALES DID AMAZING & IS READY FOR 2019 IFYR
*LITTLE BRITCHES MOVED THEIR DATES TO JULY 1-7, 2109

AGENDA ITEM NO.12 COMMITTEE REPORTS

NONE

AGENDA ITEM NO.13 ADMINISTRATIVE REPORTS

*OG&E SCHEDULED TO SERVICE ALL HVAC UNITS
*LIVE FACEBOOK FEEDS PROMOTING EXPO EVENTS
*LOOKING INTO GETTING SECURITY SYSTEMS FOR OUR SHOPS
*GATHERING BIDS FOR A NEW SKID STEER
*GATHERING BIDS FOR KEY PADS ON COMFORT STATIONS
*LOOKING INTO CAPITAL IMPROVEMENTS PROJECTS

AGENDA ITEM NO. 14 & 15 OLD BUSINESS & NEW BUSINESS

NONE

AGENDA ITEM NO. 16 PUBLIC & TRUSTEE COMMENTS

*WE SAY FAREWELL JUSTIN ERICKSON THE CITY MANAGER WHO IS LEAVING AFTER SERVING 10

YEARS WITH THE CITY OF SHAWNEE. WE WANT TO THANK HIM FOR EVERYTHING HE HAS DONE FOR THE CITY OF SHAWNEE. WE ARE IN A MUCH BETTER POSITION NOW THAN WE WERE WHEN HE STARTED.
*IN NOVEMBER 2018 EMILY, IFYR SOFT GOODS VENDOR, CONTRACT WILL BE REVIEW AND IT WILL BE DETERMINED IF IT WILL BE RENEWED

AGENDA ITEM NO. 27 ADJOURNMENT @1:40PM

THE MOTION MADE BY TRUSTEE MELOT, SECONDED BY TRUSTEE BARRICK TO ADJOURN THE MEETING. -MOTION CARRIED.

AYE: GILBERT, BARRICK, ERICKSON, WORTHAM, MELOT, PACKWOOD
NAY: NONE
ABSTAIN: NONE

CHAIRMAN: MR. RANDY GILBERT

SECRETARY: MR. JUSTIN ERICKSON

Heart of Oklahoma Expo Center

Sept 2018 Events	Amount Owed	Amount Paid	Concessions / Catering
Two Sisters Flea Market-July	$ -	$ 900.79	$ -
Garcia Birthday Party	$ -	$ 125.00	$ -
Safari International Rally	$ -	$ 12,000.00	$ 1,724.00
G&S Promotions	$ -	$ 1,762.54	$ -
Blaze 7th Tribute Challenge	$ -	$ 2,460.00	$ 122.00
OG&E-CC	$ -	$ 175.00	$ 15.00
OG&E-CC	$ -	$ 175.00	$ -
OG&E Recertification	$ -	$ 425.00	$ 113.00
OG&E Recertification	$ -	$ 425.00	$ -
FCCLA	$ -	$ 1,000.00	$ -
Child Abuse Prevention (Write Off)	$ 805.00	$ -	$ -
CB Circus T-Rex Magic Show (Write Off)	$ 395.00	$ 100.00	$ -
Kim Carver Barrel Race (3)	$ 2,567.01	$ 1,138.01	$ -
Muskogee Cat Show	**$ 1,745.77**	$ 100.00	$ 131.00
Monster Truck Show	**$ 520.00**	$ 250.00	$ -
C&L Antique Arms	**$ 2,177.63**	$ 432.50	$ 175.00
Two Sisters Flea Market-August	**$ 100.70**	$ 686.50	$ -
OK HS Rodeo	**$ 6,476.20**	$ -	$ -
Triangle Sale	**$ 10,925.40**	$ -	$ 547.00
9th Labor Day Sale	**$ 2,216.22**	$ 350.00	$ -
OK Quarter Horse	**$ 3,244.00**	$ -	$ -
Community Action Banquet deposit	$ -	$ 216.50	$ -
Gypsy Horse Show deposit	$ -	$ 500.00	$ -
Blaze 8th Tribute Challenge deposit	$ -	$ 500.00	$ -
Totals from Above:	***$ 31,172.93***	***$ 23,721.84***	***$ 2,827.00***
July Concession/Catering	$ -	$ -	***$ 1,122.50***
August Concession/Catering	$ -	$ -	***$ 2,817.00***
September 2017 $) $ $2,736.63			
2018 Totals:	$ 5,512.78	$ 20,786.34	$ -

Write-Off
Making Payments
Deposit Pd

Shawnee Expo Center / SC&CDA
Balance Sheet
As of August 31, 2018

		Aug 31, 18
ASSETS		
Current Assets		
Checking/Savings		
Arvest-General		38,962.18
Bancfirst-0161902-Shavings		5,537.07
FNB - 1020390 (Capital Improve)		27,473.62
FUB-282367-Payoff		1,114.17
FUB-603708-Special		86,949.69
FUB-603910-Ticket		2,358.46
Total Checking/Savings		162,395.19
Accounts Receivable		
Accounts Receivable		16,938.61
Total Accounts Receivable		16,938.61
Other Current Assets		
Concession Receivable		-3,178.95
Undeposited Funds		5,532.11
Total Other Current Assets		2,353.16
Total Current Assets		181,686.96
Fixed Assets		
Land Improvements		47,350.44
Parking Lot Improvements		265,886.47
RV Park		
600 Section	246,317.00	
Total RV Park		246,317.00
Accum Depr- Land Improvements		-746,754.28
Accum Depr- Vehicles		-110,953.19
Accum Depr-Audiovisual Equip		-56,887.35
Accum Depr-Buildings		-4,625,912.93
Accum Depr-Business Mach		-68,505.52
ACcum Depr-Comm. Equip		-5,080.64
Accum Depr-Furniture		-49,425.22
Accum Depr-Mach. & Tools		-1,846,344.36
Audiovisual Equipment		68,623.71
Buildings		8,423,344.37
Business Machines		25,786.79
Communications Equipment		68,849.24
Furniture		102,813.33
Land		645,821.42
Machinery & Tools		2,038,650.93
Parks & Recreation Equip.		29,503.09
Vehicles		124,513.19
Total Fixed Assets		4,577,596.49
TOTAL ASSETS		**4,759,283.45**
LIABILITIES & EQUITY		
Liabilities		
Current Liabilities		
Accounts Payable		
*Accounts Payable		33,515.19
Total Accounts Payable		33,515.19
Other Current Liabilities		
Sales Tax Payable		468.23
Total Other Current Liabilities		468.23
Total Current Liabilities		33,983.42

Shawnee Expo Center / SC&CDA
Balance Sheet
As of August 31, 2018

		Aug 31, 18
Long Term Liabilities		
N/P - Arvest Sweeper		10,357.48
Total Long Term Liabilities		10,357.48
Total Liabilities		44,340.90
Equity		
County Money for Improvements		458,651.00
Fund Balance		
Restricted	3,771,858.53	
Total Fund Balance		3,771,858.53
Retained Earnings		431,240.60
Net Income		53,192.42
Total Equity		4,714,942.55
TOTAL LIABILITIES & EQUITY		**4,759,283.45**

10:47 AM
09/17/18
Accrual Basis

Shawnee Expo Center / SC&CDA
Profit & Loss YTD Comparison
August 2018

	Aug 18	Jan - Aug 18
Ordinary Income/Expense		
Income		
Additional Charges	6,400.50	38,626.05
Booth Income	0.00	4,287.50
Clean Up Fee	0.00	-45.00
Concession/Catering Income	1,122.50	16,551.25
Conference Center	3,180.00	36,383.50
Discounts	-296.00	-348.50
Fred Humphrey Pavilion	1,145.00	52,105.00
Grandstand	0.00	2,240.00
Interest Income	105.29	560.10
Laundry Commission	0.00	542.05
Otto Krause Building	1,650.00	14,512.41
Rodeo Income		
Service Fees	0.00	33,815.00
Photography Fees	0.00	21,650.00
Softgoods	0.00	2,502.12
Practice Pen	0.00	2,525.00
Adversiting	0.00	600.00
Booth Rental	0.00	46,690.00
Camping	0.00	117,750.00
Concession	0.00	1,050.00
Entry Fees	0.00	213,550.00
Hay/Shavings/Ice	0.00	7,951.00
Ice	275.00	275.00
IFYR Income	0.00	2,268.00
Programs	1,727.00	2,727.00
Sponsorship	5,900.00	102,550.00
Stall Rental	0.00	160,800.00
Ticket Sales	2,200.00	84,608.02
Total Rodeo Income	10,102.00	801,311.14
RV Spaces	21,506.37	77,988.32
Shavings	2,670.00	25,749.00
Total Income	47,585.66	1,070,462.82
Expense		
Accounting	858.19	9,625.53
Advertising	0.00	7,308.76
Marketing	3,292.75	21,435.94
Bank Charges	0.56	266.93
Contract Labor	0.00	14,963.26
Credit Card Discounts	307.09	2,167.65
Dues	0.00	50.00
Equipment	0.00	72.80
Equipment Rental	0.00	709.50
Fuel/Deisel	570.60	13,301.65
impact study	0.00	3,806.00
Insurance	0.00	4,951.00
Interest - Loan	656.37	5,688.51
Legal	0.00	2,332.32
Maintenance		
Bldg & Grounds	521.10	35,724.83
Computer	0.00	6,571.97
Equipment	1,485.60	17,392.71
Vehicle	145.49	1,182.11
Total Maintenance	2,152.19	60,871.62

Shawnee Expo Center / SC&CDA
Profit & Loss YTD Comparison
August 2018

	Aug 18	Jan - Aug 18
Meals	0.00	2,400.00
Memberhisp Fees	0.00	35.00
Office Expense	0.00	384.52
Other Expense	0.00	707.55
Postage	374.80	374.80
Refund	0.00	400.00
Return Check	0.00	350.00
Rodeo Expense		
Meals/Food	0.00	819.04
Computer	0.00	10,790.00
Credit Card Fees	267.45	19,598.50
Photography	0.00	21,650.00
Softgoods	0.00	1,000.00
Ice	0.00	3,195.00
Advertising	1,705.92	14,096.47
Awards	150.00	30,605.00
Equipment Rental	3,950.00	34,363.80
Feed/Hay	3,689.00	3,689.00
IFYR Payoffs	0.00	235,395.31
Maintenance - Building & Ground	4,751.04	8,267.04
Maintenance - Office Equipment	0.00	700.00
Mileage	0.00	1,042.65
Permits Pd to IFYR	0.00	25,900.00
Personnel	0.00	61,993.85
Refund	0.00	7,088.34
Rodeo Expenses	9,630.02	52,256.11
Security	0.00	22,774.50
Stock	0.00	78,660.00
Supplies - Office	0.00	982.81
Shavings & Bedding	0.00	12,860.00
Tax & Surcharge	955.00	24,095.97
Temporary Labor	8,432.49	31,457.42
Utilities	16,757.60	27,769.58
Youth Director	0.00	885.00
Total Rodeo Expense	50,288.52	731,935.39
Shavings & Bedding	0.00	23,388.76
Subscription	125.00	212.50
Supplies - Other	0.00	-356.30
Taxes-Other	629.38	6,997.46
Telephone	1,783.06	9,026.21
Uniforms	0.00	718.50
Utility		
Electric	16,757.59	100,681.69
Gas	67.84	35,453.31
Water	1,004.91	7,067.32
Total Utility	17,830.34	143,202.32
Total Expense	78,868.85	1,067,328.18
Net Ordinary Income	-31,283.19	3,134.64
Other Income/Expense		
Other Income		
City Contribution -SEDF	5,000.00	35,000.00
City - Capital Money	0.00	13,192.75
City Contributions	34,678.79	273,564.36
Total Other Income	39,678.79	321,757.11

Shawnee Expo Center / SC&CDA
Profit & Loss YTD Comparison
August 2018

	Aug 18	Jan - Aug 18
Other Expense		
Fringe Benefits		
Health Insurance	3,149.61	21,043.07
Life Insurance	46.90	315.25
Retirement	1,202.27	9,973.75
Worker Compensaton Insurance	0.00	5,508.05
Total Fringe Benefits	4,398.78	36,840.12
Miscellaneous	2,675.00	1,872.34
Payroll Taxes	1,855.05	13,292.19
Salaries	23,077.30	165,523.76
Temp Labor	2,672.66	54,170.92
Total Other Expense	34,678.79	271,699.33
Net Other Income	5,000.00	50,057.78
Net Income	**-26,283.19**	**53,192.42**

General Claims:

A.	Arvest-Aug	$656.37
B.	CH&W	$5.00
C.	Hunzicker Brothers	$321.86
D.	AT&T	$364.92
E.	Staples	$43.32
F.	Personal Plumbing	$300.00
G.	INS	$734.00
H.	ONG	$43.54
I.	ONG	$100.20
J.	ONG	$8.15
K.	ONG	$45.26
L.	ONG	$51.71
M.	ONG	$155.99
N.	ONG	$75.08
O.	ONG	$116.33
P.	ONG	$130.36
Q.	Locke Supply	$23.65
R.	MetTel	$880.49
S.	Express	$1,063.86
T.	Airgas	$19.88
U.	Chuck Jones	$1,500.00
V.	Shawnee Municipal	$922.23
W.	Express	$1,086.98
X.	Vann & Associates	$1,187.00
Y.	Airgas-March	$19.88
Z.	Patriot Heat & Air	$528.00
AA.	Sign Factory	$196.18
BB.	AT&T Mobility	$55.88
CC.	Acme Glass	$116.28
DD.	Locke Supply	$63.83

EE. Music Unlimited	$40.00
FF. Hunzicker Brothers	$56.59
GG. Shawnee Office Systems	$150.83
HH. Thyssenkrupp	$1,030.45
II. Fuelman	$1,937.87
JJ. Ford Audio-Video	$850.00
KK. Stewart Wholesale	$28.61
LL. City Grease Trap	$225.00
MM. Finley & Cook	$230.00
NN. OK Tax Commission	$1,765.90
OO. Armstrong Termite & Pest	$150.00
PP. First United Bank	$336.68
QQ. Preferred Material Handling	$175.10
RR. Postmaster	$214.00
SS. OMAG	$2,725.50
TT. OG&E-July/Aug	$16,757.60
UU. OG&E-Sept	$17,499.90
VV. Constellation	$56.86
WW. Pitney Bowes-Lease Acct	$683.28
XX. Pitney Bowes-PP Acct	$94.96

Special Claims:

A. Sign Factory	$60.00
B. A Cut Above	$500.00
C. Jayda Jameson	$150.00
D. Relay for Life	$2,860.00
E. Finley & Cook	$431.25
F. Vann & Associates	$1,187.00
G. OG&E-July/Aug	$16,757.59
H. Copp Media Services	$9,737.71

Shavings Claims:

A.	Bucky Harmon	$100.00
B.	Xylo of Oklahoma	$4,518.00
C.	Red Hot Recovery & Towing	$1,233.33

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY

BASIC FINANCIAL STATEMENTS
December 31, 2017 and 2016

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
POTTAWATOMIE COUNTY
Shawnee, Oklahoma

CONTENTS

CBEW
Professional
Group, LLP
Certified Public Accountants

WALTER H. WEBB, CPA
JANE FRAZIER, CPA
CHARLES E. CROOKS, CPA
TRISHA J. RIEMAN, CPA
GABRIELLE CONCHOLA, CPA

206 N. HARRISON • P.O. BOX 790 • CUSHING, OKLAHOMA 74023 • 918-225-4216 • FAX 918-225-4315

INDEPENDENT AUDITOR'S REPORT

June 8, 2018

Board of Trustees
Shawnee Civic and Cultural Development Authority
Pottawatomie County
Shawnee, Oklahoma

Report on the Financial Statements

We have audited the accompanying financial statements of Shawnee Civic and Cultural Development Authority, Pottawatomie County, Shawnee Oklahoma (the Authority), a component unit of the City of Shawnee, Shawnee, Oklahoma, as of and for the years ended December 31, 2017 and 2016, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of the business-type activities of the Shawnee Civic and Cultural Development Authority, Pottawatomie County, Shawnee, Oklahoma as of December 31, 2017 and 2016, and the respective changes in financial position and cash flows thereof for the years then ended in conformity with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The Authority has omitted Management's Discussion and Analysis that accounting principles generally accepted in the United States of America requires to be presented to supplement the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board (GASB), who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. Our opinion on the basic financial statements is not affected by this missing information.

Other Reporting Required by Government Auditing Standards

In accordance with *Government Auditing Standards*, we have also issued our report dated June 8, 2018, on our consideration of the Shawnee Civic and Cultural Development Authority's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Shawnee Civic and Cultural Development Authority's internal control over financial reporting and compliance.

Emphasis of Matter

As discussed in Note 1, the financial statements present only the Shawnee Civic and Cultural Development Authority and do not purport to, and do not, present fairly the financial position of the City of Shawnee, Oklahoma, as of December 31, 2017 and 2016 and the changes in its financial position and cash flows in conformity with accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants
Cushing, Oklahoma

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
POTTAWATOMIE COUNTY
Shawnee, Oklahoma

STATEMENT OF NET POSITION
December 31, 2017 and 2016

ASSETS

	December 31, 2017	December 31, 2016
Current assets:		
Cash and cash equivalents (Note 1)	$ 135,918	$ 93,888
Accounts receivable	19,211	22,896
Due from affiliated entity	-	-
Total current assets	155,129	116,784
Capital assets:		
Land	-	-
Buildings, net of accumulated depreciation	3,532,733	3,532,733
Equipment, net of accumulated depreciation	1,004,939	622,891
Total capital assets	4,537,672	4,155,624
Total assets	4,692,801	4,272,408
Deferred outflows of resources:		
Total deferred outflows	-	-
LIABILITIES AND NET POSITION		
Current liabilities:		
Accounts payable and accrued expenses	7,280	13,329
Current portion of noncurrent liabilities	7,107	7,107
Customer deposits	13,414	9,807
Total current liabilities	27,801	30,243
Noncurrent liabilities:		
Note payable	3,250	11,655
Total noncurrent liabilities	3,250	11,655
Total liabilities	31,051	41,898
Deferred inflows of resources:		
Total deferred inflows	-	-
Net position:		
Net investment in capital assets	4,527,315	4,136,862
Restricted	-	-
Unrestricted	134,435	93,648
Total net position	$ 4,661,750	$ 4,230,510

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE CIVIC AND DEVELOPMENT AUTHORITY
POTTAWATOMIE COUNTY
Shawnee, Oklahoma

STATEMENT OF ACTIVITIES
For the Years Ended December 31, 2017 and 2016

	December 31, 2017	December 31, 2016
Operating Revenues:		
Commissions	$ 6,369	$ 3,582
Events	804,224	753,611
Other	39,707	18,897
Rental income	366,985	472,380
Shavings	40,588	38,658
Total operating revenues	1,257,873	1,287,128
Operating Expenses:		
Accounting and legal	16,050	22,421
Advertising	48,055	24,755
Awards and prizes	237,902	218,775
Contract services	83,242	67,574
Depreciation	277,486	274,286
Event expenses	492,332	470,497
Fringe benefits	69,824	40,069
Fuel	10,123	6,932
Insurance	45,453	18,694
Office supplies, postage and printing	15,009	16,203
Other	31,927	4,165
Payroll taxes	21,340	20,195
Permits	-	-
Repairs and maintenance	128,334	124,096
Salaries	289,922	269,477
Security	22,726	21,594
Shavings and bedding	37,291	38,687
Stock	-	-
Supplies	12,169	11,572
Surcharge and other taxes	14,959	30,712
Telephone	12,105	13,264
Utilities	206,724	190,695
Total operating expenses	2,072,973	1,884,663
Operating income (loss)	(815,100)	(597,535)
Other non-operating income and expense:		
Contributions	1,239,931	597,141
Interest income	739	123
Interest expense	(1,065)	(5,438)
Total other non-operating income and expense	1,246,340	591,826
Increase (decrease) in net position	431,240	(5,709)
Net position - beginning of year	4,230,510	4,236,219
Net position - end of year	$ 4,661,750	$ 4,230,510

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
POTTAWATOMIE COUNTY
Shawnee, Oklahoma

STATEMENT OF CASH FLOWS
For the Years Ended December 31, 2017 and 2016

	December 31, 2017	December 31, 2016
Cash flows from operating activities:		
Cash received from customers	$ 1,265,165	$ 1,261,126
Cash payments to suppliers for goods and contractors and other services	(1,801,536)	(1,630,945)
Net cash provided by operating activities	(536,371)	(369,819)
Cash flows from capital and related financing activities:		
Contributions from City of Shawnee	1,239,931	597,141
Purchase of property and equipment	(659,534)	(171,955)
Proceeds from notes	-	-
Principal paid on debt	(8,405)	(8,901)
Interest paid on debt	(1,065)	(5,438)
Net cash used in capital and related financing activities	577,662	410,847
Cash flows from investing activities:		
Interest income	739	123
Net cash provided by investing activities	739	123
Net increase (decrease) in cash	42,030	41,151
Cash and cash equivalents at beginning of year	93,888	52,737
Cash and cash equivalents at end of year	$ 135,918	$ 93,888
Reconciliation of operating income to net cash provided by operating activities:		
Operating income (loss)	$ (815,100)	$ (597,535)
Adjustments to reconcile net income to net cash provided by operating activities:		
Depreciation	277,486	274,286
Changes in assets and liabilities:		
(Increase) decrease in accounts receivable	3,685	(7,468)
Increase (decrease) in accounts payable	(6,049)	(20,568)
Increase (decrease) in customer deposits	3,607	(18,534)
Total adjustments	278,729	227,716
Net cash provided by operating activities	$ (536,371)	$ (369,819)

The accompanying notes are an integral part of the basic financial statements.

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
POTTAWATOMIE COUNTY
Shawnee, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS
December 31, 2017 and 2016

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Shawnee Civic and Cultural Development Authority, Shawnee, Oklahoma (the Authority), was created January 5, 1976 under the provisions of Title 60, O.S. 2001, Sections 176-180.4 inclusive, to acquire by lease and to operate, regulate, and administer all physical properties, real or personal which shall be of public use or of civic and/or cultural benefit or incident to carrying out an authority or proper function of the City of Shawnee. The Authority is exempt from federal and state income taxes.

The Authority, by virtue of common control and dependence, is a component unit of the City of Shawnee, Oklahoma. The governing body consists of seven members; the City Manager of the City of Shawnee, two residents of Pottawatomie County appointed by the Commissioners of Pottawatomie County, and four citizens representing the general public appointed by the Mayor of Shawnee and approved by the Authority's Trustees. The financial activities of the City of Shawnee and its other component units are not included in the financial statements of the Authority.

The Governmental Accounting Standards Board (GASB) is responsible for establishing GAAP for state and local governments through its pronouncements (Statements and Interpretations).

The presentation of comparative financial statements enhances the usefulness of such reports and brings out more clearly the nature and trends of current changes affecting the entity. Such presentation emphasizes the fact that statements for a series of periods are far more significant than those for a single period and that the accounts for one period are but an installment of what is essentially a continuous history.

The more significant of the Authority's accounting policies are described below.

A. Reporting Entity

Shawnee Civic and Cultural Development Authority is an independent, self-contained reporting entity with no associated component units. It is operated in a manner similar to a private business enterprise where the cost (expenses, including depreciation) of promoting civic and cultural development in Shawnee is funded by facility rentals, events, and contributions from the City of Shawnee.

B. Measurement Focus, Basis of Accounting and Basis of Presentation – Fund Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with Generally Accepted Accounting Principles (GAAP) promulgated in the United States of America. The accounting and financial reporting treatment is accounted for on a flow of economic resources measurement focus. With this measurement focus, all assets and liabilities associated with the operation are included on the balance sheet. The operating statements present increases (e.g., revenues) and decreases (e.g., expenses) in net total assets. Depreciation expense is provided for capital assets based upon estimated useful lives.

C. Assets, Liabilities and Equity

1. Deposits and Investments

Oklahoma Statutes authorize the Authority to invest in certificates of deposit, repurchase agreements, passbooks, bankers' acceptances, and other available bank investments provided that all deposits are fully covered by approved securities pledged to secure those funds. In addition, the Authority can invest in direct debt securities of the United States unless such an investment is expressly prohibited by law.

Bank deposits are held at four financial institutions and are carried at cost. For purposes of statements of cash flows, the Authority considers cash and all highly liquid investments with an initial maturity of three months or less to be cash equivalents.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

C. Assets, Liabilities and Equity (Continued)

2. Fair Value of Financial Instruments

The Authority's financial instruments include cash and cash equivalents, accounts receivable, and accounts payable. The Authority's estimate of the fair value of all financial instruments does not differ materially from the aggregate carrying values of its financial instruments recorded in the accompanying statement of financial condition. The carrying amount of these financial instruments approximates fair value because of the short maturity of these instruments.

3. Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Accordingly, actual results could differ from those estimates.

4. Capital Assets

Additions to the buildings and equipment are recorded at cost or, if contributed property, at their estimated acquisition value at time of contribution. Repairs and maintenance are recorded as expenses; renewals and betterments are capitalized. It is the Authority's policy to capitalize property and equipment over $1,000. Lesser amounts are expensed.

Depreciation has been calculated on each class of depreciable property using the straight-line method. Estimated useful lives are as follows:

Buildings	40 years
Equipment	5-20 years
Office furniture and equipment	5-10 years

5. Net Position

In the basic financial statements, net position represents the difference between assets and liabilities. Net investment in capital assets consists of capital assets, net of accumulated depreciation, reduced by the outstanding balances of any borrowing used for the acquisition, construction, or improvement of those assets. Net position is reported as restricted when limitations on their use change the nature or normal understanding of the availability of the asset. Such constraints are either externally imposed by creditors, contributors, grantors, laws or other governments.

6. Resource Use Policy

It is in the Authority's policy for all funds that when an expenditure/expense is incurred for purposes for which both restricted and unrestricted resources, including net positions, are available, the Authority considers restricted amounts to be spent first before any unrestricted amounts are used.

2. DEPOSITS AND INVESTMENTS

Custodial Credit Risk

At December 31, 2017, the Authority held deposits of approximately $135,918 at financial institutions. The Authority's cash deposits, including interest-bearing certificates of deposit, are entirely covered by Federal Depository Insurance (FDIC) or direct obligation of the U.S. Government Insured or collateralized with securities held by the Authority or by its agent in the Authority's name.

Investment Interest Rate Risk

The Authority does not have a formal investment policy that limits investment maturities as a means of managing its exposure to fair value losses arising from increasing interest rates.

Investment Credit Risk

The Authority has no policy that limits its investment choices other than the limitation of state law as follows:

a. Direct obligations of the U.S. Government, its agencies and instrumentalities to which the full faith and credit of the U.S. Government is pledged, or obligations to the payment of which the full faith and credit of the State is pledged.
b. Certificates of deposits or savings accounts that are either insured or secured with acceptable collateral with in-state financial institutions, and fully insured certificates of deposit or savings accounts in out-of-state financial institutions.
c. With certain limitation, negotiable certificates of deposit, prime bankers' acceptances, prime commercial paper and repurchase agreements with certain limitations.
d. County, municipal or school district tax supported debt obligations, bond or revenue anticipation notes, money judgments, or bond or revenue anticipation notes of public trusts whose beneficiary is a county, municipality or school district.
e. Notes or bonds secured by mortgage or trust deed insured by the Federal Housing Administrator and debentures issued by the Federal Housing Administrator, and in obligations of the National Mortgage Association.
f. Money market funds regulated by the SEC and in which investments consist of the investments mentioned in the previous paragraphs (a.-d.).

Concentration of Investment Credit Risk

The Authority places no limit on the amount it may invest in any one issuer. The Authority has the following of credit risk: 100% in Checking Accounts ($135,918).

3. CAPITAL ASSETS

The following is a summary of changes in property, plant and equipment.

	Balance December 31, 2016	Additions	Deletions	Balance December 31, 2017
Land	$ -	$ -	$ -	$ -
Buildings	10,606,319	501,499	-	11,107,818
Equipment	781,683	158,033	-	939,716
Total	11,388,002	659,532	-	12,047,534
Less accumulated depreciation	(7,232,377)	(277,486)	-	(7,509,863)
Net	$ 4,155,625	$ 382,046	$ -	$ 4,537,671

	Balance December 31, 2015	Additions	Deletions	Balance December 31, 2016
Land	$ -	$ -	$ -	$ -
Buildings	10,451,564	154,755	-	10,606,319
Equipment	764,483	17,200	-	781,683
Total	11,216,047	171,955	-	11,388,002
Less accumulated depreciation	(6,958,092)	(274,286)	-	(7,232,378)
Net	$ 4,257,955	$ (102,331)	$ -	$ 4,155,624

Depreciation expense for the twelve months ended December 31, 2017 and 2016 totaled $277,486 and $274,286, respectively.

4. NOTES PAYABLE

Note payable -- Arvest	$ 10,357
Total	10,357
Less current maturities	(7,323)
	$ 3,034

Aggregate annual maturities of notes payable at December 31, 2017, are:

2018	$ 7,323
2019	3,034
Total	$ 10,357

Note payable to Arvest Equipment Finance due June, 2019; payable monthly at $625 including principal and interest payable at 2.54%. The note is secured by the equipment purchased.

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY
POTTAWATOMIE COUNTY
Shawnee, Oklahoma

NOTES TO THE BASIC FINANCIAL STATEMENTS
December 31, 2017 and 2016

5. RISK MANAGEMENT

Shawnee Civic and Cultural Development Authority is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The Authority continues to carry commercial insurance for these risks, including general liability, property damage, and public officials' liability

6. CONCENTRATIONS

Approximately 49% of the Authority's revenues are derived from contributions from the City of Shawnee. Any significant change in appropriations by the City of Shawnee could have a significant impact on operations.

7. DEFINED BENEFIT PLAN – OKLAHOMA MUNICIPAL RETIREMENT FUND

The employees of the Authority are considered employees of the City of Shawnee and are reported as such. The City of Shawnee contributes to the OMRF for all eligible employees of the Authority. The plan is an agent multiple employer – defined benefit plan administered by OMRF. The OMRF plan issues a separate financial report and can be obtained from OMRF website: www.okmrf.org/reports.html. Benefits are established or amended by the City Council in accordance with O.S. Title 11, Section 48-101-102.

The City Council has the authority to set and amend contribution rates by ordinance for the OMRF defined benefit plan in accordance with O.S. Title 11, Section 48-102. The contribution rates for the current fiscal year have been made in accordance with and actuarially determined rate. Employees cannot contribute to the plan in accordance with the plan provisions adopted by the City Council.

Since the Authority's employees are included within the City of Shawnee, no provision for pension liability is reported within the financial statements of the Authority.

SHAWNEE CIVIC AND CULTURAL DEVELOPMENT AUTHORITY

REPORT REQUIRED BY *GOVERNMENT AUDITING STANDARDS*
December 31, 2017 and 2016

CBEW Professional Group, LLP
Certified Public Accountants

WALTER H. WEBB, CPA
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TRISHA J. RIEMAN, CPA
GABRIELLE CONCHOLA, CPA

206 N. HARRISON • P.O. BOX 790 • CUSHING, OKLAHOMA 74023 • 918-225-4216 • FAX 918-225-4315

INDEPENDENT AUDITOR'S REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

June 8, 2018

Board of Directors
Shawnee Civic and Cultural Development Authority
Pottawatomie County
Shawnee, Oklahoma

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the business-type activities of the Shawnee Civic and Cultural Development Authority, Pottawatomie County, Shawnee, Oklahoma (the Authority), a component unit of the City of Shawnee, Shawnee, Oklahoma, as of and for the year ended December 31, 2017, and the related notes to the financial statements, which collectively comprise the Authority's basic financial statements, and have issued our report thereon dated June 8, 2018. The Authority did not present the Management's Discussion and Analysis required by the Governmental Accounting Standards Board.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Authority's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Authority's internal control. Accordingly, we do not express an opinion on the effectiveness of the Authority's internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or, significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Authority's financial statements are free of material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

Shawnee Civic and Cultural Development Authority
June 8, 2018

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

CBEW Professional Group, LLP

CBEW Professional Group, LLP
Certified Public Accountants
Cushing, Oklahoma

HEART OF OKLAHOMA EXPOSITION CENTER
Shawnee, Oklahoma

August & September 2018
Event Attendance Numbers

August Events:

Aug. 17th -18th	Two Sisters Flea Market (Otto Krause)	650 ppl
Aug. 20th-23rd	OG&E (Conf Center)	30 ppl
Aug. 21st	Shawnee Forward (Free)	30 ppl
Aug. 23rd	Green Hand Day (Free)	200 ppl
Aug. 25th	Cops N Kids (Free)	3000 ppl
Aug. 25th	United Way Kick Off (Free)	400 ppl
Aug. 27th – 31st	Safari Inter. RV Rally (Stephanie's)	135 rigs/270 ppl

September Events:

Sept. 1st	Labor Day Boer Goat Sale (Otto Krause)	80 ppl
Sept. 1st -2nd	Quarter Horse Foundation (Fred Humphrey)	30 ppl
Sept. 5th – 8th	Pott County Free Fair (Free Event)	1000 ppl
Sept. 8th -9th	OK High School & JR High Rodeo (Grandstands)	420 ppl
Sept. 10th -13th	Baptist Campers RV Rally (Grandstands E & W)	24 ppl
Sept. 11th	FCCLA Conference (Conference Center)	230 ppl
Sept. 14th -15th	Two Sisters Flea Market (Otto Krause)	500 ppl

Totals:

Total Event Days = 27
Estimated Attendance Numbers = 6864
Total Events for the year = 104
Total # of event days for the year = 143
Total Estimate of Attendance #'s for the year to date = 64,413

Marketing Report for August & September 2018

Events:
*C&L Arms Collector Gun Show (Conference Center) 2 day event
*Triangle Horse Sale (Barns) 1 day sale
*OG&E Mtg (UpStairs) 1 day
*Two Sisters Flea Market (Otto Krause) 2 day event
*OG&E Mtg (Up Stairs) 1 day
*OG&E Mtg (Up Stairs) 3 day event
*Shawnee Forward (Up Stairs) 1 day event (Free)
*United Way Kick Off (Conf Center) 1 day event (Free)
*Cops N Kids (Grounds) 1 day event (Free)
*Safari International RV Rally (130 rigs) Week Long Rally
*Labor Day Boer Goat Sale (Otto Krause) 3 day event
*OK Quarter Horse Foundation (Fred Humphrey) 2 day event
*Pottawatomie County Free Fair (ALL of Grounds) 1 week event (Free)
*Baptist Campers RV Rally (Grandstand E & W) 4 day Rally
*FCCLA (Conference Center Upstairs & Down) 1 day event
*FMCA RV Rally 6 State (330+ rigs) Week Long Rally
*1 Awards Selection Banquet (Up Stairs) 1 day event

Media Relations
*Working with Good Sams Digital Publication on Expo Campaign
*Took & Sent pictures of 2 Sisters to Vann & Associates
*Checked in with Vann on Boer Goat Sale, Pott County Fair Coverage
*Meeting with Vann & Associates wrapping up our IFYR coverage.
*Re-Scheduled Lunch Meeting with Vann & Associates 9/18/2018 to start looking into the goals for Expo Center 2019 and new Marketing avenues/ budgets to make those things happen/ Etc.

Contracts Sent Out:
*2 Sisters Flea Market
*Labor Day Boer Goat Sale
*C&L Arms Antique/Collector Show
*OCCRA Banquet
*Black Hawk Casino
*G&S Promotions for the 2019 year (3)
*Central Church of Christ
*Bully Un-Limited Dog Show (2)
*National Wild Turkey Federation Banquet

New Leads/Events Bookings
*13th Annual Girls Night Out Hog Sale (New Event)
*2nd Annual Trivia & Tapas Event
*Alpaca Blast Off (using entire bldg. now) Otto Krause

Other Projects:
*Organized/Planned the IFYR Volunteer Appreciation Dinner
*Pottawatomie County Free Fair- Commercial Room & 4-H/FFA, Open entry rooms (Set Up)
*Expo Center Brochure revision with Vann & Associates
*Created an internal PO System for tracking equipment/ grounds/ and supply needs

Miscellaneous
*Worked with Belfair on some table & chair situation they encountered last minute.
*Purchased Gift Card for a Scavenger Hunt @ the Mall during Safari RV Rally helping get the RV Crowd out and active in Shawnee while they are in town.
*Initiated 2nd scavenger hunt with Shawnee Mall for the FMCA RV Rally, helps get the RV Crowd out & active in Shawnee while they are in town.

Meetings/Events Attended
*Met with Tim Keppler of Safari International to discuss event set up changes
*IFYR Volunteer Appreciation Dinner
*Frontier Country Board Meeting, Edmond OK (Aug)
*Frontier Country Board Meeting, Norman OK (Sept)
*Met with Herman Alsup on Tradeshow for FMCA RV Rally.
*Met with Herman Mullins on general rally information and set up choices for rooms & classes.

Expo:

3,966 followers on FB

IFYR:

10,079 followers on FB

2,079 followers on Twitter

5,866 followers on Instagram

Add ons:

General Claims:

A.	Arvest	$625.11
B.	Marsh Electric	$318.00
C.	Express	$512.56
D.	Communications Services	$60.00
E.	John Deere	$208.81
F.	City of Shawnee-Aug Surcharge	$250.00
G.	Journal Communications-2nd half	$1,738.75
H.	ONG	$132.33
I.	ONG	$114.22
J.	Staples	$67.53
K.	Buford White's	$279.04
L.	AT&T-Sept	$364.92
M.	Grimsley's	$393.85

Special Claims:

A.	Environmental Fly	$1,220.00
B.	Midstate Traffic Control, Inc	$1,196.35

HEART OF OKLAHOMA
EXPOSITION CENTER
Shawnee, Oklahoma

1700 W. Independence
P.O. Box 1466
Shawnee, Oklahoma 74802

(405) 275-7020 | ShawneeExpo.org

2019 Proposed SC&CDA Regular Meeting Schedule

Heart of Oklahoma Expo Center – 12:30PM

January 17, 2019

February 21, 2019

March 21, 2019

April 18, 2019

May 16, 2019

June 20, 2019

July – No Meeting

August 15, 2019

September 19, 2019

October 17, 2019

November 21, 2019

December 19, 2019