



To: Metro Council Members

From: Douglas Peters, Finance Officer, The Fairgrounds Nashville

Cc: Laura Womack, Director of The Fairgrounds
Kenneth W. Sanders, Assistant Director of The Fairgrounds
Tony Neumaier, Assistant Director Accounting
Mike Curl, Metro Council
Mike Jameson, Metro Council
Abayomi Ojo, Finance Officer
Roseanne Hayes, Metro Council

Date: April 18, 2018

RE: Monthly Financial Reports for the Fairgrounds Nashville FY 2017-18

Earned revenue for the month of March was approximately \$292,278. There were several small events, the Flea Market being the largest. The weather for the weekend of the Flea Market was a little cold but the attendance was up from the prior month and the number of vendors increased. Concessions commissions and parking were more than expected and amounted to approximately \$12,424 in concessions and parking was approximately \$64,489.

Expenses for the month of February were approximately \$272,962. Salaries and overtime were approximately \$88,864 and two payrolls were recorded in the General Ledger. Overtime has reduced dramatically from the prior year. Temporary staff has remained high and security is currently billed to the clients for the security service except for the Flea Market. Utility expenses were \$49,917 which is lower than the previous month due to milder weather decreasing the usage of Natural Gas and Electricity. Maintenance expenses are high due to further repairs for rentals and supplies for cleanup of bathrooms and Other Repairs and Maintenance.

Please contact me or Laura Womack with any questions.

**Metro Government of Nashville
Monthly Budget Accountability Report
As of March 31, 2018**

State Fair Board
Fund 60156

Groups	Prior Year Budget	PY Budget Thru Current Mo.	PY Actuals Thru Current Mo.	PY % Thru Current Mo.	Prior YTD Variance	Current Annual Budget	CY Budget Thru Current Mo.	Current Mo. Actuals	Actuals Thru Current Mo.	YTD % Thru Current Mo.	YTD Variance	FY18-FY17 Act. Variance
EXPENSES & TRANSFERS:												
Salaries:												
Regular Pay	1,080,200	810,150	817,629	100.9%	(7,479)	1,080,200	810,150	85,312	802,663	99.1%	7,487	(14,966)
Overtime	53,800	40,350	70,268	174.1%	(29,918)	26,500	19,875	3,167	25,248	127.0%	(5,373)	(45,020)
All Other Salary Codes	12,600	9,450	(26,360)	-278.9%	35,810	12,600	9,450	384	12,083	127.9%	(2,633)	38,443
Total Salaries	1,146,600	859,950	861,537	100.2%	(1,587)	1,119,300	839,475	88,864	839,994	100.1%	(519)	(21,544)
Fringes	438,300	328,725	305,014	92.8%	23,711	438,300	328,725	25,718	308,526	93.9%	20,199	3,512
Other Expenses:												
Utilities	689,400	517,050	496,245	96.0%	20,805	729,700	547,275	49,917	545,402	99.7%	1,873	49,157
Professional & Purchased Services	432,200	324,150	353,570	109.1%	(29,420)	352,100	264,075	18,898	248,149	94.0%	15,926	(105,421)
Travel, Tuition & Dues	700	525	10,067	1917.6%	(9,542)	700	525	470	865	164.8%	(340)	(9,202)
Communications	121,000	90,750	94,154	103.8%	(3,404)	70,000	52,500	14,734	76,433	145.6%	(23,933)	(17,721)
Repairs & Maintenance Services	162,700	122,025	122,038	100.0%	(13)	173,600	130,200	10,304	111,389	85.6%	18,811	(10,649)
Internal Service Fees	81,900	61,425	61,425	100.0%	0	74,900	56,175	6,241	56,169	100.0%	6	(5,256)
All Other Expenses	491,700	368,775	339,448	92.0%	29,327	494,800	371,100	57,816	454,373	122.4%	(83,273)	114,925
Total Other Expenses	1,979,600	1,484,700	1,476,947	99.5%	7,753	1,895,800	1,421,850	158,379	1,492,779	105.0%	(70,929)	15,832
Transfers to Other Funds & Units	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
TOTAL EXPENSES & TRANSFERS	3,564,500	2,673,375	2,643,499	98.9%	29,876	3,453,400	2,590,050	272,962	2,641,299	102.0%	(51,249)	(2,200)
REVENUES & TRANSFERS:												
Charges, Commissions & Fees	3,564,500	2,673,375	2,500,756	93.5%	172,619	3,032,200	2,274,150	292,278	2,284,072	100.4%	(9,922)	(216,684)
Other Governments & Agencies:												
Federal Direct	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Fed Through State Pass-Through	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Fed Through Other Pass-Through	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
State Direct	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Other Government & Agencies	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Total Other Governments & Agencies	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Other Revenue:												
Property Taxes	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Local Option Sales Tax	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Other Tax, Licences & Permits	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Fines, Forfeits & Penalties	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Compensation from Property	0	0	11,226	0.0%	(11,226)	0	0	0	0	0.0%	0	(11,226)
Miscellaneous Revenue	0	0	0	0.0%	0	0	0	0	0	0.0%	0	0
Total Other Revenue	0	0	11,226	0.0%	(11,226)	0	0	0	0	0.0%	0	(11,226)
Transfers From Other Funds & Units	0	0	262,004	0.0%	(262,004)	0	0	99,493	928,279	0.0%	(928,279)	666,275
TOTAL REVENUE & TRANSFERS	3,564,500	2,673,375	2,773,985	103.8%	(100,610)	3,032,200	2,274,150	391,771	3,212,351	141.3%	(938,201)	438,366

NOTE EXPLANATION OF VARIANCES - March 2018:

1 Salaries :

Salaries for the first 3 months are under budget. Have not added personnel to roster. Creating a surplus in funds for salaries. Surplus of approximately \$23K in October. November expenses are in line with budget and the \$23K surplus is being maintained. December had 3 payrolls. Actual vs. Budget shows that the Actual is about \$12K higher than budget. The surplus of \$23K has been used. With the weather more attention was needed at the facility to keep pipes and other items from breaking in the cold weather. Still under budget for the month of January but may creep up during the last 5 months with employees on medical leave coming back. Salaries for February went up due to the increased use of seasonal employees. March Salaries are under budget and seem to be holding that way. YTD is also under budget with 3 months to go.

2 Overtime:

Overtime for the 1st two months was minimal and the State Fair cleanup created the need for our maintenance people to spend time cleaning up before the Flea Market was able to be set up. Reduction of Overtime is one of the goals for this year. In October, the goal is underbudget, due to better scheduling of personnel. November had more expense due to events like Christmas Village and the Flea Market were on holidays. December also had some OT for the Flea Market but is under budget for the year by \$4K. Holding at \$4K under budget. Coming months will have OT with the shows that are scheduled. No overtime for February. OT increased this month due to some large shows and larger than normal Flea Market. Flea Market is starting to come back from the slow time of year.

3 All Other Salary Codes:

Under budget by approximately half. No longer paying for out of class pay and the shift pay hours have reduced. October did not create any additional expense other than what was expected. The Longevity amounts for the people who were eligible were expensed in November creating more of an expenses. Also, the accrual from the prior year reversed and another was not needed. Shift Pay is what makes up most of the expense for the month of December. Shift Pay should remain constant for January and the rest of the year. Longevity has been paid out for the year. At this point the expense is under budget but it is anticipated to go over by the end of the year. This is shift pay only for the employees that are working nights. Anticipated to be approximately \$700 over budget at this time.

4 Fringes:

Pension and insurances have increased for the year due to higher costs for the provider. September expenses for this area were low but October expenses increased due to the insurances and pension costs increasing. November expenses in line with Salaries decrease in expense. Fringes are showing a surplus for December. This should continue into the rest of the year. January expenses will be in line with budget with the new insurance expenses. Since the salaries went up the taxes did also for the month of February reflecting an increase in taxes. The other fringes stayed about the same from the prior month. Percentages estimated by Finance and used in the budget are showing estimates higher than actuals which will give the Fairgrounds a surplus in this area that can be used elsewhere.

Other Expenses:

5 Utilities:

Utilities for the last 3 months have increased due to costs associated with hot weather and clean up of water damage. When comparing to prior year, the expense has decreased by approximately \$42K from the prior year. November expense for Electric may be low due to bills not showing up on a timely basis. Natural Gas expense will have to be reviewed due to the amount over the prior year. Electricity will continue to increase due to the number of events at the race track and outside events that will occur. Over budget for the year and month. February was an especially cold month. After a supplemental increase, electricity actual costs will be around \$60K per month for the rest of the fiscal year.

6 Professional and Purchased Services:

This category involves Temporary Help and Security Services. Security for all events is being charged to the client, except for the Flea Market which is an in-House event. These items are a little over budget for the year. But a change in policy on Security has led to lower billings. Temporary help increased for the Flea Market and Christmas Village. Security is showing a surge in expense for the Flea Market. Temps are also a large part of the expense from the Flea Market. Adjusting items to decrease expenses for security and other expenses that are needed. At this time the Fairgrounds is about \$33K over budget. Increased the expense with a supplemental budget increase to tide the Fairgrounds over due to temp labor and security increases that are anticipated.

7 Travel, Tuition, and Dues:

Executive Director had expenses for a trip for Fairgrounds opportunities,

8 Communications:

Billing from Home Office and Cell Phone bills. Use of Metro Services have increased. In October, the expenses for the year are under the prior year and consistent with the budget provided by ITS. Working with ITS to keep costs down for our location. December billings were consistent from Metro and Cell phone bills were not used as much due to less traffic at the Fairgrounds. At the present rate of expense, this will be over budget by \$9K for the year at this time. Over Budget at this time.

9 Repairs and Maintenance Services:

Due to water coming out of its banks and creating damage that was repaired in the month of September. October is under the expense from the prior year at this time. Several equipment repairs amounted to high expenses. In November the YTD expense was greater than budget for the year. Due to repairs of major equipment. Expensive repairs due to out-dated and generally worn out equipment. Still maintaining old buildings until new ones can be built in the coming years. With the number of repairs that we are doing it could be possible to spend the \$49K by the end of the year. At this time the Fairgrounds is under budget but it is unpredictable what kind of repairs that will become apparent during the rest of the year.

10 Internal Services Fees:

On Budget

11 All Other Expenses:

Increase in expense over prior year. These expenses are for rent of equipment and insurance costs. All have increased for the current year. Equipment rent has increased due to the rental of clean up equipment. December had a \$5K expense for a sweeper machine rental for 4 weeks. Due to the break down of our sweeper machine. In January the Sweeper is still making an impact and driving up costs that there is not a budget to apply against. YTD appears to have enough in the budget to expense for the rest of the year. Next month these expenses stay the same but the Fairgrounds is in the process of acquiring a new scrubbing machine to reduce expense.

12 Charges, Commissions, and Fees:

Revenue for this quarter is above budget. But off from the prior year by approximately \$100K December shows that the revenue is still above budget. Compared to the prior year the revenue is short \$89K due to asset reclass out of Work in process. January revenue is traditionally low, but it has dipped quite low this January compared to prior years. February revenue popped up from January and December with the Flea Market having a fairly normaly month. Along with the major Events that happened at the end of February. March should be stable from the prior year.

13 Other Program Revenue:

14 Non Program Revenue:

15 Transfers From Other Funds & Units

Transfers for the upgrades of Fairgrounds. Construction Costs. Purchase of AC unit for \$24K will increase this area and the increase in expenses for the new construction. January transfer to Asset Fund. February transfers were very large for assets out of Work In Process. Affects the Designated Fund Balance.

**Metro Government of Nashville
Monthly Cash Flow
As of March 31, 2018**

1/19/2018

Board of Fair Commissioners

	July 2017 Actuals	August 2017 Actuals	September 2017 Actuals	October 2017 Actuals	November 2017 Actuals	December 2017 Actuals	January 2018 Actuals	February 2018 Actuals	March 2018 Actuals	April 2018 Budget	May 2018 Budget	June 2018 Budget
Investments **	1,071,357	966,740	864,529	716,742	740,111	845,974	617,409	555,483	566,303	1,358,650	1,254,560	1,580,432
Total Cash	\$ 1,071,357	\$ 966,740	\$ 864,529	\$ 716,742	\$ 740,111	\$ 845,974	\$ 617,409	\$ 555,483	\$ 566,303	\$ 1,358,650	\$ 1,254,560	\$ 1,580,432

Comments on Cash Flow Statement:

This Schedule includes MIP investments and Other cash items.