



Board of Directors Monthly Review

August 16, 2016

Executive Summary:

On behalf of the administrative staff "Welcome to the Utah State Fairpark" We are extremely excited about our future and look forward to working with each of you. For some of you this will be your first board meeting therefore I will do my best to bring you up to date on current affairs. The demolition of the old Horse barns and arena is close to completion and construction of the new 10,000 seat arena is well underway. **Construction of the new arena will be the first significant construction project on the Fairpark campus in over 33 years!**

The annual audit of our financial position is now complete. I believe the audit has gone as anticipated with two exceptions. The auditors uncovered a few gaps in our processes; cash reporting procedures during the fair and excessive journal entries that could potentially lead to misappropriation of funds. Representatives from the Office of the State Auditor's office will present their findings and recommendations to the board.

We are currently working to resolve three claims that have been filed against the Fairpark. Peterson Hog case "withdraw of recognition" and two active accident /injury cases from 2014.

- 1. Peterson Hog:** Fairpark policy requires that we blood test all winning livestock entries for substances not approved for use in food producers. Unfortunately in 2015 the reserve grand champion HOG tested positive. Rules require that we withdraw all recognition and awards. Subsequently we report our findings to the organization whose rules policies and procedures we must follow in order to be a credited show. The Utah Livestock Show Association who in turn enforced their policy which prohibits the youth offender from showing in the amateur ranks for the remainder of their eligible years. **This case is currently active therefore further discussion must be conducted in accordance with state public meeting law.**

2. **Karakashian Accident 2014:** during the 2014 State Fair Mrs. Karakashian while taking pictures “as encouraged” with one of our caricature picture boards Mrs. Karakashian fell from the elevated perch sustaining numerous minor injuries. Risk Management is currently negotiating with their legal counsel attempting to resolve. **This case is currently active therefore further discussion must be conducted in accordance with state public meeting law.**

3. **Nobel Accident:** in 2014 while taking photos with one of our caricature picture board a child and his mother were struck by the board. A very strong gust of wind blew the picture board over striking the child and parent. The parent was not injured however the child suffered minor injuries. **This case is currently active therefore further discussion must be conducted in accordance with state public meeting law.**

4. **Royal Hannaford Circus:** In July we were informed that the founder’s stepdaughter was awarded the family business as part of her inheritance. Using legal means took over control of the Royal Hannaford circus from their current president (Billy Martin). Shortly thereafter we received notification from their insurance provider informing us that their insurance policy had been cancelled. We immediately placed calls to representatives from Royal Hannaford who confirmed the situation and informed us that other fairs had also received cancellation notices. About this time is when the panic began to build....here we are 45 days before the fair and we just lost headline act the Circus! VIA priority mail we sent notification to Royal Hannaford informing them of our contractual insurance requirements and provided them with the allotted time per the contract to cure. Unfortunately Hannaford Circus failed to respond. Sensing the position that this directional change left us in, long time circus promoter Billy Martin took it upon himself to secure contracts with the circus performers slated to be at our fair along with the supplier of the tent intended for SLC and agreed to bring the circus themselves to our fair. He and a longtime partner currently own and produce another circus on the east coast and are highly regarded within the circus industry. Their Current list of clients include the BIG E fair in the New England area. Deep breath... crisis was averted!

5. **Days of 47 Arena:** demolition of the existing arena and horse barns began on July 26th. Demolition will be completed by August 19th clearing way for construction to begin August 22,
 - a. Construction of the arena was awarded to Okland Construction Company.
 - b. The design architect for the new arena and equestrian area is Babcock design
 - c. Underground utilities design and engineering will be completed by Anderson Wahlen & Associates.

- d. Sound and lighting designer/builder is Spectrum. FYI The state of Utah contracted with a third party design architect to ensure that all lighting and sound meet Fairpark and State of Utah expectations.
- e. The arena will be supported by a 9 window ticket box office that will also serve the annual state fair!
- f. FLCC cost is roughly 14.5 million total budget is 16.5 million.
- g. Substantial completion date is **July 1, 2017**

6. Collateral damage issues and other concerns:

- a. Little hands will be need to be "temporarily" relocated for this year's fair. We selected the area just north of mall 4 to place the exhibit. The plan is to relocate the exhibit to its permanent location after the fair.
- b. The "Giant Yellow Slide" will need to be moved to a different location to accommodate the new arena. Our initial thoughts were to place it adjacent to mall #4 however if we can somehow find a new location for the slide it somewhere east of mall #4 we would be able to utilize the slide during other events. As of now it is only used during the fair..
- c. The Circus Tent will be relocated from the old Grandstand area to where the old barns sat just north of the yellow slide. We really like this location as it will drive foot traffic west where the arena was located minimizing lost sales opportunities for our vendor/partners.
- d. We will lose permanent public access to gate 19, the new arena will occupy this space in the future. We will need to relocate the automatic gate and controller to gate 20 which is currently not being used. Additionally we will lose roughly 5 rows of parking on the west side of the parking lot.

7. Other opportunities: we have several new ventures that we are currently working on.

- a. Relocate new department of Agriculture building to the Fairpark. Commissioner Adams will supply the board with an update.
- b. Tracy Aviary is actively looking to expand into the west side of SLC and has narrowed their search down to locations. The Fairpark being one of the preferred locations. They require 4 acres to accomplish their objective which is a hands on facility that will introduce the youth to conservation and the outdoors. We have a follow up meeting scheduled for August 17th this would make a great addition to the Fairpark!
- c. Real-estate purchase opportunity east of White Ball park...90 square feet of building space with offices located on 4 acres. The current owner has an offer pending....however he would prefer that the property be sold to the state of Utah of to the Fairpark. I will know more this about this opportunity come Tuesday morning.

**UTAH STATE FAIR CORPORATION
NOTES TO THE BOARD REPORT
FOR THE MONTH ENDED JULY 31st, 2016**

SUMMARY:

Cash is up, revenues are up, and expenses are under budget.

MONTH-TO-DATE (MTD) ANALYSIS:

Revenues: Revenues are up over last year by \$133k. We are up \$107k on our budget for the monthly comparison mainly because of our Event revenue.

Expenses: Expenses were up on last year by \$21k but under budget by \$27k. Contract Services were the biggest contributor to the increase. Utilities were also up over last year.

Overall, we are up \$111k in profit on last year and \$135k on our budget.

YEAR-TO-DATE (ytd) ANALYSIS:

Revenues: Compared to last year, revenues are up \$92k. We are \$83k up on our budget.

Expenses: The YTD expenses are up about \$88k over last year. Advertising and Maintenance expenses are up. When compared to the budget, contract services is down \$69k and payroll is down \$15k helping keep us \$112k under budget.

So we are now up, compared to last year profit, by \$4k, and we are up \$196k compared to our budget.

INVESTMENTS AND CASH ACCOUNT BALANCES:

Cash and receivables are up \$301k over last year. This is after we stopped adding future events to our receivables at the time of booking. These future sales are now tracked on Sales Orders which does not impact our accounts receivable.

Please keep in mind that the numbers on the following reports have not been audited and are subject to change.

UTAH STATE FAIRPARK
Profit & Loss
July 2016

	Jul 16	Jan - Jul 16
Income		
Appropriation	337,927.66	676,685.33
Contributions/ Donations	13,163.00	13,163.00
Event Revenue	152,656.26	356,835.32
Fair Revenue	13,300.00	110,437.00
Miscellaneous Incomes	14,027.30	19,751.87
Monthly Rental/ Storage	13,690.61	101,520.63
Stall Rental	526.00	6,880.00
Total Income	545,290.83	1,285,273.15
Gross Profit	545,290.83	1,285,273.15
Expense		
Advertising & Legal	2,503.66	69,597.77
Awards & Premiums	5,485.72	15,512.37
Board Member Expenses	0.00	8,155.03
Contract Services	35,131.24	119,120.11
Data Processing	211.58	2,127.06
Depreciation Expense	16,174.88	128,160.58
Equipment Rental	913.18	18,241.87
Insurance	0.00	36,893.54
Maintenance Expenses	22,610.50	97,434.47
Miscellaneous Expense	1,676.56	7,471.75
Office Equipment/ Furnishings	0.00	4,904.98
Office Expense	1,774.02	11,722.44
Payroll Expenses	101,731.29	637,307.00
Processing Fees	2,094.53	9,237.45
Public Relations Expenses	176.66	2,123.57
Travel Expenses	220.78	3,021.43
Utilities	38,348.27	174,782.34
Total Expense	229,052.87	1,345,813.76
Net Income	316,237.96	-60,540.61

UTAH STATE FAIRPARK
Profit & Loss Prev Year Comparison - Month
July 2016

	Jul 16	Jul 15	\$ Change
Income			
Appropriation	337,927.66	337,510.67	416.99
Contributions/ Donations	13,163.00	0.00	13,163.00
Event Revenue	152,656.26	41,060.31	111,595.95
Fair Revenue	13,300.00	16,779.80	-3,479.80
Miscellaneous Incomes	14,027.30	3,444.47	10,582.83
Monthly Rental/ Storage	13,690.61	13,428.91	261.70
Stall Rental	526.00	466.00	60.00
Total Income	<u>545,290.83</u>	<u>412,690.16</u>	<u>132,600.67</u>
Gross Profit	545,290.83	412,690.16	132,600.67
Expense			
Advertising & Legal	2,503.66	20,955.82	-18,452.16
Awards & Premiums	5,485.72	2,949.02	2,536.70
Board Member Expenses	0.00	3,025.21	-3,025.21
Contract Services	35,131.24	8,793.47	26,337.77
Data Processing	211.58	1,865.71	-1,654.13
Depreciation Expense	16,174.88	18,847.47	-2,672.59
Equipment Rental	913.18	4,562.94	-3,649.76
Insurance	0.00	3,948.68	-3,948.68
Interest Expense	0.00	401.63	-401.63
Maintenance Expenses	22,610.50	18,403.89	4,206.61
Miscellaneous Expense	1,676.56	1,121.44	555.12
Office Expense	1,774.02	3,947.50	-2,173.48
Payroll Expenses	101,731.29	92,648.15	9,083.14
Processing Fees	2,094.53	-16.55	2,111.08
Public Relations Expenses	176.66	277.09	-100.43
Travel Expenses	220.78	1,261.13	-1,040.35
Utilities	38,348.27	24,673.15	13,675.12
Total Expense	<u>229,052.87</u>	<u>207,665.75</u>	<u>21,387.12</u>
Net Income	<u><u>316,237.96</u></u>	<u><u>205,024.41</u></u>	<u><u>111,213.55</u></u>

UTAH STATE FAIRPARK
Profit & Loss Prev Year Comparison
January through July 2016

	Jan - Jul 16	Jan - Jul 15	\$ Change
Income			
Appropriation	676,685.33	675,538.28	1,147.05
Contributions/ Donations	13,163.00	17,635.00	-4,472.00
Event Revenue	356,835.32	246,273.08	110,562.24
Fair Revenue	110,437.00	114,579.25	-4,142.25
Miscellaneous Incomes	19,751.87	31,244.88	-11,493.01
Monthly Rental/ Storage	101,520.63	106,169.51	-4,648.88
Stall Rental	6,880.00	1,741.00	5,139.00
Total Income	<u>1,285,273.15</u>	<u>1,193,181.00</u>	<u>92,092.15</u>
Gross Profit	1,285,273.15	1,193,181.00	92,092.15
Expense			
Advertising & Legal	69,597.77	45,309.60	24,288.17
Awards & Premiums	15,512.37	9,569.04	5,943.33
Board Member Expenses	8,155.03	12,142.75	-3,987.72
Contract Services	119,120.11	110,485.78	8,634.33
Data Processing	2,127.06	3,586.41	-1,459.35
Depreciation Expense	128,160.58	132,276.50	-4,115.92
Equipment Rental	18,241.87	18,597.97	-356.10
Insurance	36,893.54	28,681.88	8,211.66
Interest Expense	0.00	401.63	-401.63
Maintenance Expenses	97,434.47	77,179.12	20,255.35
Miscellaneous Expense	7,471.75	7,493.21	-21.46
Office Equipment/ Furnishings	4,904.98	2,184.22	2,720.76
Office Expense	11,722.44	12,096.00	-373.56
Payroll Expenses	637,307.00	623,922.84	13,384.16
Processing Fees	9,237.45	7,797.39	1,440.06
Public Relations Expenses	2,123.57	2,396.36	-272.79
Travel Expenses	3,021.43	3,069.96	-48.53
Utilities	174,782.34	160,159.52	14,622.82
Total Expense	<u>1,345,813.76</u>	<u>1,257,350.18</u>	<u>88,463.58</u>
Net Income	<u><u>-60,540.61</u></u>	<u><u>-64,169.18</u></u>	<u><u>3,628.57</u></u>

UTAH STATE FAIRPARK
Budget vs. Actual - Month
July 2016

	Jul 16	Budget	\$ Over Budget
Income			
Appropriation	337,927.66	337,500.00	427.66
Contributions/ Donations	13,163.00	0.00	13,163.00
Event Revenue	152,656.26	50,150.00	102,506.26
Fair Revenue	13,300.00	34,000.00	-20,700.00
Miscellaneous Incomes	14,027.30	2,650.00	11,377.30
Monthly Rental/ Storage	13,690.61	13,017.61	673.00
Stall Rental	526.00	150.00	376.00
Total Income	545,290.83	437,467.61	107,823.22
Gross Profit	545,290.83	437,467.61	107,823.22
Expense			
Advertising & Legal	2,503.66	12,700.00	-10,196.34
Awards & Premiums	5,485.72	17,150.00	-11,664.28
Board Member Expenses	0.00	3,734.10	-3,734.10
Contract Services	35,131.24	22,995.18	12,136.06
Data Processing	211.58	253.00	-41.42
Depreciation Expense	16,174.88	19,197.41	-3,022.53
Equipment Rental	913.18	1,169.00	-255.82
Insurance	0.00	7,493.79	-7,493.79
Maintenance Expenses	22,610.50	18,488.00	4,122.50
Miscellaneous Expense	1,676.56	3,675.00	-1,998.44
Office Equipment/ Furnishings	0.00	200.00	-200.00
Office Expense	1,774.02	23,980.00	-22,205.98
Payroll Expenses	101,731.29	90,944.81	10,786.48
Processing Fees	2,094.53	1,415.00	679.53
Public Relations Expenses	176.66	500.00	-323.34
Travel Expenses	220.78	330.00	-109.22
Utilities	38,348.27	31,606.00	6,742.27
Total Expense	229,052.87	255,831.29	-26,778.42
Net Income	316,237.96	181,636.32	134,601.64

UTAH STATE FAIRPARK
Budget vs. Actual - YTD
January through July 2016

	Jan - Jul 16	Budget	\$ Over Budget
Income			
Appropriation	676,685.33	675,245.00	1,440.33
Contributions/ Donations	13,163.00	2,000.00	11,163.00
Event Revenue	356,835.32	285,890.00	70,945.32
Fair Revenue	110,437.00	134,200.00	-23,763.00
Miscellaneous Incomes	19,751.87	6,690.00	13,061.87
Monthly Rental/ Storage	101,520.63	96,010.66	5,509.97
Stall Rental	6,880.00	1,860.00	5,020.00
Total Income	<u>1,285,273.15</u>	<u>1,201,895.66</u>	<u>83,377.49</u>
Gross Profit	1,285,273.15	1,201,895.66	83,377.49
Expense			
Advertising & Legal	69,597.77	30,500.00	39,097.77
Awards & Premiums	15,512.37	26,490.00	-10,977.63
Board Member Expenses	8,155.03	15,938.60	-7,783.57
Contract Services	119,120.11	187,785.20	-68,665.09
Data Processing	2,127.06	3,038.74	-911.68
Depreciation Expense	128,160.58	134,382.77	-6,222.19
Equipment Rental	18,241.87	7,981.00	10,260.87
Insurance	36,893.54	45,054.11	-8,160.57
Maintenance Expenses	97,434.47	86,935.36	10,499.11
Miscellaneous Expense	7,471.75	15,838.00	-8,366.25
Office Equipment/ Furnishings	4,904.98	3,787.00	1,117.98
Office Expense	11,722.44	34,484.00	-22,761.56
Payroll Expenses	637,307.00	652,358.80	-15,051.80
Processing Fees	9,237.45	12,726.00	-3,488.55
Public Relations Expenses	2,123.57	4,735.00	-2,611.43
Travel Expenses	3,021.43	3,682.00	-660.57
Utilities	174,782.34	192,659.00	-17,876.66
Total Expense	<u>1,345,813.76</u>	<u>1,458,375.58</u>	<u>-112,561.82</u>
Net Income	<u><u>-60,540.61</u></u>	<u><u>-256,479.92</u></u>	<u><u>195,939.31</u></u>

UTAH STATE FAIRPARK
Statement of Financial Position
As of July 31, 2016

	Jul 31, 16	Jul 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings	672,155.00	356,023.13	316,131.87
Accounts Receivable	186,758.84	183,854.62	2,904.22
Other Current Assets	42,720.84	60,739.64	-18,018.80
Total Current Assets	901,634.68	600,617.39	301,017.29
Other Assets	285,660.42	473,879.62	-188,219.20
TOTAL ASSETS	1,187,295.10	1,074,497.01	112,798.09
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	128,679.77	69,971.71	58,708.06
Credit Cards	4,205.47	4,747.95	-542.48
Other Current Liabilities	787,475.08	538,684.04	248,791.04
Total Current Liabilities	920,360.32	613,403.70	306,956.62
Long Term Liabilities	15,268.70	15,801.75	-533.05
Total Liabilities	935,629.02	629,205.45	306,423.57
Equity	251,666.08	445,291.56	-193,625.48
TOTAL LIABILITIES & EQUITY	1,187,295.10	1,074,497.01	112,798.09

UTAH STATE FAIR CORPORATION
GATE ADMISSION CASH HANDLING PROCEDURES

PRE-FAIR:

1. A \$100,000 change fund will be acquired through Fairpark's current bank, to be delivered by armored service the day prior to the Fair opening. This change fund will consist of \$60,000 in one dollars and \$40,000 in fives. Funds will be verified by Gate Admission Office staff before the Fair opens and any discrepancy will be reported to the Finance Department immediately.
2. Each ticket seller will be assigned a unique user ID through our ticket services provider, Data Tix. Seller will only sell using their assigned user ID. A report will be printed out each night for use in reconciliation.

DAILY OPENING:

3. Gate Admission Office supervisor will open safe and, with one other office staff present, will count and re-verify money in the safe to prior night cash reconciliation.
4. Any transfer, in or out, of the safe will be logged and initialed by Gate Admission Office supervisor and one other office staff member.
5. Gate Admission Office supervisor, with one other office staff present, will remove \$10,000.00 to be used to establish daily operating cash fund. This cash will be used to prepare ticket seller change boxes and change runner funds.
6. Assigned Gate Admission Office staff will prepare a change box for each seller working the first shift. Each change fund will consist of \$200.00 (one hundred in ones and one hundred in fives). Total amount will be verified, recorded and initialed on seller sheet by the ticket seller and Gate Admission Office staff before seller leaves the cash room.
7. Assigned staff will prepare change runners money, complete the appropriate form and have change runner staff member verify and sign.

CASH AND TICKET RECONCILIATION:

8. Upon completing their shift, each ticket seller will verify their money and coupons on the daily settlement sheet with a Gate Admission Office staff member. Seller reports to the settlement room and a member of the office staff runs the seller report and verifies cash and coupons to determine overages, shortages or balance as compared to user report. If the seller disagrees then cash and coupons will be re-verified using the same procedures. After the seller agrees with the reconciliation they will sign their daily ticket sheet. Office staff member will attach money pickup sheets and coupons or special gate promotions to the daily settlement sheets.
9. The daily ticket sheet and money will then be taken to the money counting room. Another member of the office staff will re-verify the money count, coupons, etc. . If any discrepancies are noted, the process will take place again with the office staff member who did the original reconciliation. When the difference is mutually resolved, corrections will be made and both will initial. At this point, money will go into the general money box where it will be counted and sorted by denomination. The daily ticket sheet will be given to the Accounting staff.

CHANGE RUNNERS:

10. Assigned Gate Admission Office staff will prepare an adequate fund for change runners. This amount will vary depending on anticipated demand for that day. When a change runner returns from their rounds, a Gate Admission Office staff member will verify, in front of the

UTAH STATE FAIR CORPORATION
GATE ADMISSION CASH HANDLING PROCEDURES

runner, the amount of change and note it on the master list as returned. The Gate Admission Office staff will return change fund back to money office and another office staff member will re-verify the count. Any differences will be re-reconciled and noted. After money has been re-verified, it will be returned to the general money box.

MONEY PICKUPS:

11. Assigned Gate Admission Office staff will assign money pickup sheets to the money pickup staff. Sheet numbers assigned will be recorded on the master money pickup sheet. Money pickup sheets are in duplicate. The pickup staff will go to each assigned booth and pickup up excess money. The seller counts the money first and then gives it to the pickup staff that will both count and verify the amount. If all are in agreement, the money pickup form is filled out and the top copy is left with the seller. The amount is also recorded on the sellers daily settlement sheet.
12. When the Money pickup staff returns with the money to the money room, it will be verified with pickup and office staff. If there is a discrepancy the money pick up staff is responsible until the seller comes in and is reconciled. The sheets are verified against the master money pickup sheet. A tape on all pickups are run and all sheets are attached with the master money pickup sheet for the day. At the end of the night any unused money pickup sheets are recorded as returned to use the next day.

NIGHTLY ACCOUNTING:

13. An assigned member of the Fairpark Accounting staff will enter each daily settlement in the gate admission reconciliation form. If there are any differences between the daily settlement sheet and the gate admission reconciliation form, the settlement sheet will be given back to the Gate Admission Office supervisor who then goes over it with the staff that performed the second reconciliation. When the reason for the difference is discovered, the sheet is corrected and returned to the Accounting staff member.
14. Accounting staff will verify the master change runner list for that day, noting ending numbers in stock for use the next day.
15. Accounting staff will verify the master money pickup sheet for that day, noting ending numbers in stock for use the next day.

DAILY CLOSING:

16. After all sellers have been checked in and all the daily settlement sheets are recorded in the gate admission reconciliation file, the general money box is separated by denomination. The \$10,000 daily cash operating fund will be returned to the safe, if it has not already been done. The remainder will be machine counted and verified twice by hand count. It is then strapped and initialed. After all money has been counted, the deposit is prepared with the funds over \$100,000, and the bag# and amount recorded on the deposit manifest. A reconciliation between the accounting office and the money office is then done. If there are any differences between the accounting and money office they will be noted on the daily summary sheet. Each seller sheet and coupons are placed in the seller's daily envelope. Money pickups and change runners reports are filed by day.

UTAH STATE FAIR CORPORATION
GATE ADMISSION CASH HANDLING PROCEDURES

17. Any money presented by Parking and Concession staff will be held in the money office safe until deposited. These deposits are not opened or counted by any Gate Admission office staff. However, bag # and amount will be recorded on the deposit manifest.

RECORDING DAILY TRANSACTIONS IN QUICKBOOK:

18. The next morning someone from the Fairpark Accounting office will prepare an invoice in Quickbooks for the previous day's deposit. The deposit will be posted in Quickbooks, referencing the deposit bag number listed on the manifest for the armored car service.

CHANGE RUNNER REPORT

CURRENCY

ONES \$ _____
FIVES \$ _____
TOTAL \$ _____

RECEIVED BY: _____

VERIFIED BY: _____

CHECKED IN BY: _____

RUNNERS SIGNATURE: _____

MONEY PICKUP SHEET

Date _____

Booth # _____ Seller's Name _____

Currency \$ _____

Coins \$ _____

Total amount picked up \$ _____

Seller's signature _____

Money pickup signature _____

white copy - Ticket Seller
yellow copy - Money pickup runner

No 1609

UTAH STATE FAIR CORPORATION
GATE ADMISSION RECONCILIATION
Saturday, September 12, 2015
Day 3

CASH RECONCILIATION:

CASH ON HAND, BEGINNING	\$	-
BEGINNING ADJUSTMENTS		
CASH ON HAND, ADJUSTED	\$	-
CASH COLLECTED	\$	-
OTHER	\$	-
SUB-TOTAL	\$	-
LESS OTHER (ADMIN)	\$	-
CASH ON HAND, BEFORE DEPOSIT MONEY OFFICE COUNT	\$	-
OVER/(SHORT) OFFICE	\$	-
CASH ON HAND, BEFORE DEPOSIT TRANSFER TO ON-SITE BANK	\$	-
DEPOSIT	\$	-
CASH ON HAND, ENDING	\$	-

Board Report

State Fair & Major Event Department

August 2016

- The popular Read and Win program has over 1,300 entries this year. Each entrant (age 6-12) will receive a bookmark, a free ticket to the Fair, one carnival ride coupon and a free drink coupon.
- The circus has been re-branded as the Big Top Circus Spectacular and will perform 3 shows daily at 1, 5 and 8 pm (with the exception of Sept 14 & 15 when the first show will be at Noon). A list of performers is attached.
- Grandstand Entertainment is planned as follows:
 - Sunday, Sept 11 - Luis Coronel – regional Hispanic music
 - Monday, Sept 12 - Country Showdown with headliner Ned LeDoux – country music, state final
 - Tuesday, Sept 13 - Blues Traveler – classic rock music
 - Friday, Sept 16 - Official Blues Brothers Revue – comedy rhythm, soul and blues
- Governor Herbert will be visiting the Fair on opening day, Thursday, Sept 8. His first stop will be the Dairy Barn at 5:45 p.m. where he will sign a proclamation for Eat Local week. He will then attend the Governor's Favorite Honey Recipe contest in the Zion Building at 6:30 p.m. and will serve as the honorary ringmaster at the Big Top Circus Spectacular at 8:00 p.m.
- The Farm Bureau Education Committee will be hosting a hands-on workshop on weekday mornings – stop by to make your own “delicious DNA” - http://www.agfoundation.org/files/ED_Guide_Biotech.pdf
- Bill Johnson, well-known local dutch oven chef, has agreed to serve as the Indoor Cook-off supervisor. He will oversee contests as well as demonstrations in the Zion Building kitchens.
- Jr Livestock entries must be postmarked or entered online by August 16 to avoid the late penalty - online entries are coming in daily and we are seeing less paper entries!
- Miss Utah State Fair and her attendants will be on-site during the Fair, greeting patrons and helping hand out awards and ribbons at some of the livestock shows. If you would like to request that they attend a specific event, please let Katie know and she will work it into their schedule.
- Food concession spaces are sold out and Grazi has a waiting list in the event of last minute cancellations. She has 6-8 commercial vendor spaces left to fill and is being selective in filling those with quality vendors and products.

Marketing/Advertising:

Utah State Fair 2016 advertising campaign

- Transit
- Outdoor 10 billboards – 4 more start next week
- Pandora running
- SEO
- Social Media – FB ads
- Pre-roll ads

Sponsorship:

- Fulfillment
 - Banners
 - Display material
 - Other assets

Events:

August:

- Warped Tour – Attendance - **12090**
- Ford Dealerships Roundup
- JJ Kane Auctioneers
- Freeman Co. Marshalling Yard
- Hargrove Incorporated – Marshalling Yard
- Reggae Rise Up Festival
- Foam Glow 5K Run
- Utah Beer Festival

September:

- Smoke School
- Volunteers of America Gala
- The Vintage Whites Market

October:

- Super Pet Adoption
- Salt Lake Fair Maker
- Salt Lake Antique Show
- Wasatch Reptile Expo
- Heat Exchangers Experts

Board Report

Facilities and Operations

August 2016

I would like to take a moment to introduce myself. My name is Craig Greenfield and I am the Director of Facilities for the Utah State Fairpark. I live in the Millcreek area and have resided in the county for over 25 years. My professional experience includes 13 years with Salt Lake County as Operations Manager for the county's largest Recreational facility. I am happy to be associated with the fairpark and look forward to many years of continued fairpark improvements.

1. DFCM Projects- Grand, Zion, and Show Ring building roofs to be started after fair and be completed before the winter season. Multipurpose building to start as soon as bids are approved. New HVAC to be installed in Poultry, Discovery, Agriculture, Maintenance, and South Food court. Grand Building interior renovation starting after fair. Door upgrades thru out the campus. Arena project on strict timeline and construction proceeding per schedule.
2. Changes in operations organization. I have changed the structure of the staff in operations and am pleased to announce that Bobby Villarreal has been named Events manager Jeff Caldwell has been Moved to Operations Manager both working well together with the team of very talented staff. We are happy to say we are now fully staffed.
3. Completed projects under my direction include improvements to North food court, grandstands reinstalled in concert area, electronic gates functional, Barn Yard Friends, working on fiber and IT on the campus, removal of little hands and grandstand equipment and grandstand utility terminations.
4. Mapping and identifying utilities and underground systems to better understand what goes where on our campus.



Board of Directors Monthly Review

August 16, 2016

Executive Summary:

On behalf of the administrative staff "Welcome to the Utah State Fairpark" We are extremely excited about our future and look forward to working with each of you. For some of you this will be your first board meeting therefore I will do my best to bring you up to date on current affairs. The demolition of the old Horse barns and arena is close to completion and construction of the new 10,000 seat arena is well underway. **Construction of the new arena will be the first significant construction project on the Fairpark campus in over 33 years!**

The annual audit of our financial position is now complete. I believe the audit has gone as anticipated with two exceptions. The auditors uncovered a few gaps in our processes; cash reporting procedures during the fair and excessive journal entries that could potentially lead to misappropriation of funds. Representatives from the Office of the State Auditor's office will present their findings and recommendations to the board.

We are currently working to resolve three claims that have been filed against the Fairpark. Peterson Hog case "withdraw of recognition" and two active accident /injury cases from 2014.

- 1. Peterson Hog:** Fairpark policy requires that we blood test all winning livestock entries for substances not approved for use in food producers. Unfortunately in 2015 the reserve grand champion HOG tested positive. Rules require that we withdraw all recognition and awards. Subsequently we report our findings to the organization whose rules policies and procedures we must follow in order to be a credited show. The Utah Livestock Show Association who in turn enforced their policy which prohibits the youth offender from showing in the amateur ranks for the remainder of their eligible years. **This case is currently active therefore further discussion must be conducted in accordance with state public meeting law.**

2. **Karakashian Accident 2014:** during the 2014 State Fair Mrs. Karakashian while taking pictures “as encouraged” with one of our caricature picture boards Mrs. Karakashian fell from the elevated perch sustaining numerous minor injuries. Risk Management is currently negotiating with their legal counsel attempting to resolve. **This case is currently active therefore further discussion must be conducted in accordance with state public meeting law.**

3. **Nobel Accident:** in 2014 while taking photos with one of our caricature picture board a child and his mother were struck by the board. A very strong gust of wind blew the picture board over striking the child and parent. The parent was not injured however the child suffered minor injuries. **This case is currently active therefore further discussion must be conducted in accordance with state public meeting law.**

4. **Royal Hannaford Circus:** In July we were informed that the founder’s stepdaughter was awarded the family business as part of her inheritance. Using legal means took over control of the Royal Hannaford circus from their current president (Billy Martin). Shortly thereafter we received notification from their insurance provider informing us that their insurance policy had been cancelled. We immediately placed calls to representatives from Royal Hannaford who confirmed the situation and informed us that other fairs had also received cancellation notices. About this time is when the panic began to build....here we are 45 days before the fair and we just lost headline act the Circus! VIA priority mail we sent notification to Royal Hannaford informing them of our contractual insurance requirements and provided them with the allotted time per the contract to cure. Unfortunately Hannaford Circus failed to respond. Sensing the position that this directional change left us in, long time circus promoter Billy Martin took it upon himself to secure contracts with the circus performers slated to be at our fair along with the supplier of the tent intended for SLC and agreed to bring the circus themselves to our fair. He and a longtime partner currently own and produce another circus on the east coast and are highly regarded within the circus industry. Their Current list of clients include the BIG E fair in the New England area. Deep breath... crisis was averted!

5. **Days of 47 Arena:** demolition of the existing arena and horse barns began on July 26th. Demolition will be completed by August 19th clearing way for construction to begin August 22,
 - a. Construction of the arena was awarded to Okland Construction Company.
 - b. The design architect for the new arena and equestrian area is Babcock design
 - c. Underground utilities design and engineering will be completed by Anderson Wahlen & Associates.

- d. Sound and lighting designer/builder is Spectrum. FYI The state of Utah contracted with a third party design architect to ensure that all lighting and sound meet Fairpark and State of Utah expectations.
- e. The arena will be supported by a 9 window ticket box office that will also serve the annual state fair!
- f. FLCC cost is roughly 14.5 million total budget is 16.5 million.
- g. Substantial completion date is **July 1, 2017**

6. Collateral damage issues and other concerns:

- a. Little hands will be need to be "temporarily" relocated for this year's fair. We selected the area just north of mall 4 to place the exhibit. The plan is to relocate the exhibit to its permanent location after the fair.
- b. The "Giant Yellow Slide" will need to be moved to a different location to accommodate the new arena. Our initial thoughts were to place it adjacent to mall #4 however if we can somehow find a new location for the slide it somewhere east of mall #4 we would be able to utilize the slide during other events. As of now it is only used during the fair...
- c. The Circus Tent will be relocated from the old Grandstand area to where the old barns sat just north of the yellow slide. We really like this location as it will drive foot traffic west where the arena was located minimizing lost sales opportunities for our vendor/partners.
- d. We will lose permanent public access to gate 19, the new arena will occupy this space in the future. We will need to relocate the automatic gate and controller to gate 20 which is currently not being used. Additionally we will lose roughly 5 rows of parking on the west side of the parking lot.

7. Other opportunities: we have several new ventures that we are currently working on.

- a. Relocate new department of Agriculture building to the Fairpark. Commissioner Adams will supply the board with an update.
- b. Tracy Aviary is actively looking to expand into the west side of SLC and has narrowed their search down to locations. The Fairpark being one of the preferred locations. They require 4 acres to accomplish their objective which is a hands on facility that will introduce the youth to conservation and the outdoors. We have a follow up meeting scheduled for August 17th this would make a great addition to the Fairpark!
- c. Real-estate purchase opportunity east of White Ball park...90 square feet of building space with offices located on 4 acres. The current owner has an offer pending....however he would prefer that the property be sold to the state of Utah of to the Fairpark. I will know more this about this opportunity come Tuesday morning.

**UTAH STATE FAIR CORPORATION
NOTES TO THE BOARD REPORT
FOR THE MONTH ENDED JULY 31st, 2016**

SUMMARY:

Cash is up, revenues are up, and expenses are under budget.

MONTH-TO-DATE (MTD) ANALYSIS:

Revenues: Revenues are up over last year by \$133k. We are up \$107k on our budget for the monthly comparison mainly because of our Event revenue.

Expenses: Expenses were up on last year by \$21k but under budget by \$27k. Contract Services were the biggest contributor to the increase. Utilities were also up over last year.

Overall, we are up \$111k in profit on last year and \$135k on our budget.

YEAR-TO-DATE (ytd) ANALYSIS:

Revenues: Compared to last year, revenues are up \$92k. We are \$83k up on our budget.

Expenses: The YTD expenses are up about \$88k over last year. Advertising and Maintenance expenses are up. When compared to the budget, contract services is down \$69k and payroll is down \$15k helping keep us \$112k under budget.

So we are now up, compared to last year profit, by \$4k, and we are up \$196k compared to our budget.

INVESTMENTS AND CASH ACCOUNT BALANCES:

Cash and receivables are up \$301k over last year. This is after we stopped adding future events to our receivables at the time of booking. These future sales are now tracked on Sales Orders which does not impact our accounts receivable.

Please keep in mind that the numbers on the following reports have not been audited and are subject to change.

UTAH STATE FAIRPARK
Profit & Loss
 July 2016

	<u>Jul 16</u>	<u>Jan - Jul 16</u>
Income		
Appropriation	337,927.66	676,685.33
Contributions/ Donations	13,163.00	13,163.00
Event Revenue	152,656.26	356,835.32
Fair Revenue	13,300.00	110,437.00
Miscellaneous Incomes	14,027.30	19,751.87
Monthly Rental/ Storage	13,690.61	101,520.63
Stall Rental	526.00	6,880.00
Total Income	<u>545,290.83</u>	<u>1,285,273.15</u>
Gross Profit	545,290.83	1,285,273.15
Expense		
Advertising & Legal	2,503.66	69,597.77
Awards & Premiums	5,485.72	15,512.37
Board Member Expenses	0.00	8,155.03
Contract Services	35,131.24	119,120.11
Data Processing	211.58	2,127.06
Depreciation Expense	16,174.88	128,160.58
Equipment Rental	913.18	18,241.87
Insurance	0.00	36,893.54
Maintenance Expenses	22,610.50	97,434.47
Miscellaneous Expense	1,676.56	7,471.75
Office Equipment/ Furnishings	0.00	4,904.98
Office Expense	1,774.02	11,722.44
Payroll Expenses	101,731.29	637,307.00
Processing Fees	2,094.53	9,237.45
Public Relations Expenses	176.66	2,123.57
Travel Expenses	220.78	3,021.43
Utilities	38,348.27	174,782.34
Total Expense	<u>229,052.87</u>	<u>1,345,813.76</u>
Net Income	<u><u>316,237.96</u></u>	<u><u>-60,540.61</u></u>

UTAH STATE FAIRPARK
Profit & Loss Prev Year Comparison - Month
July 2016

	Jul 16	Jul 15	\$ Change
Income			
Appropriation	337,927.66	337,510.67	416.99
Contributions/ Donations	13,163.00	0.00	13,163.00
Event Revenue	152,656.26	41,060.31	111,595.95
Fair Revenue	13,300.00	16,779.80	-3,479.80
Miscellaneous Incomes	14,027.30	3,444.47	10,582.83
Monthly Rental/ Storage	13,690.61	13,428.91	261.70
Stall Rental	526.00	466.00	60.00
Total Income	<u>545,290.83</u>	<u>412,690.16</u>	<u>132,600.67</u>
Gross Profit	545,290.83	412,690.16	132,600.67
Expense			
Advertising & Legal	2,503.66	20,955.82	-18,452.16
Awards & Premiums	5,485.72	2,949.02	2,536.70
Board Member Expenses	0.00	3,025.21	-3,025.21
Contract Services	35,131.24	8,793.47	26,337.77
Data Processing	211.58	1,865.71	-1,654.13
Depreciation Expense	16,174.88	18,847.47	-2,672.59
Equipment Rental	913.18	4,562.94	-3,649.76
Insurance	0.00	3,948.68	-3,948.68
Interest Expense	0.00	401.63	-401.63
Maintenance Expenses	22,610.50	18,403.89	4,206.61
Miscellaneous Expense	1,676.56	1,121.44	555.12
Office Expense	1,774.02	3,947.50	-2,173.48
Payroll Expenses	101,731.29	92,648.15	9,083.14
Processing Fees	2,094.53	-16.55	2,111.08
Public Relations Expenses	176.66	277.09	-100.43
Travel Expenses	220.78	1,261.13	-1,040.35
Utilities	38,348.27	24,673.15	13,675.12
Total Expense	<u>229,052.87</u>	<u>207,665.75</u>	<u>21,387.12</u>
Net Income	<u><u>316,237.96</u></u>	<u><u>205,024.41</u></u>	<u><u>111,213.55</u></u>

UTAH STATE FAIRPARK
Profit & Loss Prev Year Comparison
January through July 2016

	Jan - Jul 16	Jan - Jul 15	\$ Change
Income			
Appropriation	676,685.33	675,538.28	1,147.05
Contributions/ Donations	13,163.00	17,635.00	-4,472.00
Event Revenue	356,835.32	246,273.08	110,562.24
Fair Revenue	110,437.00	114,579.25	-4,142.25
Miscellaneous Incomes	19,751.87	31,244.88	-11,493.01
Monthly Rental/ Storage	101,520.63	106,169.51	-4,648.88
Stall Rental	6,880.00	1,741.00	5,139.00
Total Income	<u>1,285,273.15</u>	<u>1,193,181.00</u>	<u>92,092.15</u>
Gross Profit	1,285,273.15	1,193,181.00	92,092.15
Expense			
Advertising & Legal	69,597.77	45,309.60	24,288.17
Awards & Premiums	15,512.37	9,569.04	5,943.33
Board Member Expenses	8,155.03	12,142.75	-3,987.72
Contract Services	119,120.11	110,485.78	8,634.33
Data Processing	2,127.06	3,586.41	-1,459.35
Depreciation Expense	128,160.58	132,276.50	-4,115.92
Equipment Rental	18,241.87	18,597.97	-356.10
Insurance	36,893.54	28,681.88	8,211.66
Interest Expense	0.00	401.63	-401.63
Maintenance Expenses	97,434.47	77,179.12	20,255.35
Miscellaneous Expense	7,471.75	7,493.21	-21.46
Office Equipment/ Furnishings	4,904.98	2,184.22	2,720.76
Office Expense	11,722.44	12,096.00	-373.56
Payroll Expenses	637,307.00	623,922.84	13,384.16
Processing Fees	9,237.45	7,797.39	1,440.06
Public Relations Expenses	2,123.57	2,396.36	-272.79
Travel Expenses	3,021.43	3,069.96	-48.53
Utilities	174,782.34	160,159.52	14,622.82
Total Expense	<u>1,345,813.76</u>	<u>1,257,350.18</u>	<u>88,463.58</u>
Net Income	<u><u>-60,540.61</u></u>	<u><u>-64,169.18</u></u>	<u><u>3,628.57</u></u>

UTAH STATE FAIRPARK
Budget vs. Actual - Month
July 2016

	Jul 16	Budget	\$ Over Budget
Income			
Appropriation	337,927.66	337,500.00	427.66
Contributions/ Donations	13,163.00	0.00	13,163.00
Event Revenue	152,656.26	50,150.00	102,506.26
Fair Revenue	13,300.00	34,000.00	-20,700.00
Miscellaneous Incomes	14,027.30	2,650.00	11,377.30
Monthly Rental/ Storage	13,690.61	13,017.61	673.00
Stall Rental	526.00	150.00	376.00
Total Income	<u>545,290.83</u>	<u>437,467.61</u>	<u>107,823.22</u>
Gross Profit	545,290.83	437,467.61	107,823.22
Expense			
Advertising & Legal	2,503.66	12,700.00	-10,196.34
Awards & Premiums	5,485.72	17,150.00	-11,664.28
Board Member Expenses	0.00	3,734.10	-3,734.10
Contract Services	35,131.24	22,995.18	12,136.06
Data Processing	211.58	253.00	-41.42
Depreciation Expense	16,174.88	19,197.41	-3,022.53
Equipment Rental	913.18	1,169.00	-255.82
Insurance	0.00	7,493.79	-7,493.79
Maintenance Expenses	22,610.50	18,488.00	4,122.50
Miscellaneous Expense	1,676.56	3,675.00	-1,998.44
Office Equipment/ Furnishings	0.00	200.00	-200.00
Office Expense	1,774.02	23,980.00	-22,205.98
Payroll Expenses	101,731.29	90,944.81	10,786.48
Processing Fees	2,094.53	1,415.00	679.53
Public Relations Expenses	176.66	500.00	-323.34
Travel Expenses	220.78	330.00	-109.22
Utilities	38,348.27	31,606.00	6,742.27
Total Expense	<u>229,052.87</u>	<u>255,831.29</u>	<u>-26,778.42</u>
Net Income	<u><u>316,237.96</u></u>	<u><u>181,636.32</u></u>	<u><u>134,601.64</u></u>

UTAH STATE FAIRPARK
Budget vs. Actual - YTD
January through July 2016

	Jan - Jul 16	Budget	\$ Over Budget
Income			
Appropriation	676,685.33	675,245.00	1,440.33
Contributions/ Donations	13,163.00	2,000.00	11,163.00
Event Revenue	356,835.32	285,890.00	70,945.32
Fair Revenue	110,437.00	134,200.00	-23,763.00
Miscellaneous Incomes	19,751.87	6,690.00	13,061.87
Monthly Rental/ Storage	101,520.63	96,010.66	5,509.97
Stall Rental	6,880.00	1,860.00	5,020.00
Total income	<u>1,285,273.15</u>	<u>1,201,895.66</u>	<u>83,377.49</u>
Gross Profit	1,285,273.15	1,201,895.66	83,377.49
Expense			
Advertising & Legal	69,597.77	30,500.00	39,097.77
Awards & Premiums	15,512.37	26,490.00	-10,977.63
Board Member Expenses	8,155.03	15,938.60	-7,783.57
Contract Services	119,120.11	187,785.20	-68,665.09
Data Processing	2,127.06	3,038.74	-911.68
Depreciation Expense	128,160.58	134,382.77	-6,222.19
Equipment Rental	18,241.87	7,981.00	10,260.87
Insurance	36,893.54	45,054.11	-8,160.57
Maintenance Expenses	97,434.47	86,935.36	10,499.11
Miscellaneous Expense	7,471.75	15,838.00	-8,366.25
Office Equipment/ Furnishings	4,904.98	3,787.00	1,117.98
Office Expense	11,722.44	34,484.00	-22,761.56
Payroll Expenses	637,307.00	652,358.80	-15,051.80
Processing Fees	9,237.45	12,726.00	-3,488.55
Public Relations Expenses	2,123.57	4,735.00	-2,611.43
Travel Expenses	3,021.43	3,682.00	-660.57
Utilities	174,782.34	192,659.00	-17,876.66
Total Expense	<u>1,345,813.76</u>	<u>1,458,375.58</u>	<u>-112,561.82</u>
Net income	<u><u>-60,540.61</u></u>	<u><u>-256,479.92</u></u>	<u><u>195,939.31</u></u>

UTAH STATE FAIRPARK
Statement of Financial Position
As of July 31, 2016

	Jul 31, 16	Jul 31, 15	\$ Change
ASSETS			
Current Assets			
Checking/Savings	672,155.00	356,023.13	316,131.87
Accounts Receivable	186,758.84	183,854.62	2,904.22
Other Current Assets	42,720.84	60,739.64	-18,018.80
Total Current Assets	901,634.68	600,617.39	301,017.29
Other Assets	285,660.42	473,879.62	-188,219.20
TOTAL ASSETS	1,187,295.10	1,074,497.01	112,798.09
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable	128,679.77	69,971.71	58,708.06
Credit Cards	4,205.47	4,747.95	-542.48
Other Current Liabilities	787,475.08	538,684.04	248,791.04
Total Current Liabilities	920,360.32	613,403.70	306,956.62
Long Term Liabilities	15,268.70	15,801.75	-533.05
Total Liabilities	935,629.02	629,205.45	306,423.57
Equity	251,666.08	445,291.56	-193,625.48
TOTAL LIABILITIES & EQUITY	1,187,295.10	1,074,497.01	112,798.09

UTAH STATE FAIR CORPORATION
GATE ADMISSION CASH HANDLING PROCEDURES

PRE-FAIR:

1. A \$100,000 change fund will be acquired through Fairpark's current bank, to be delivered by armored service the day prior to the Fair opening. This change fund will consist of \$60,000 in one dollars and \$40,000 in fives. Funds will be verified by Gate Admission Office staff before the Fair opens and any discrepancy will be reported to the Finance Department immediately.
2. Each ticket seller will be assigned a unique user ID through our ticket services provider, Data Tix. Seller will only sell using their assigned user ID. A report will be printed out each night for use in reconciliation.

DAILY OPENING:

3. Gate Admission Office supervisor will open safe and, with one other office staff present, will count and re-verify money in the safe to prior night cash reconciliation.
4. Any transfer, in or out, of the safe will be logged and initialed by Gate Admission Office supervisor and one other office staff member.
5. Gate Admission Office supervisor, with one other office staff present, will remove \$10,000.00 to be used to establish daily operating cash fund. This cash will be used to prepare ticket seller change boxes and change runner funds.
6. Assigned Gate Admission Office staff will prepare a change box for each seller working the first shift. Each change fund will consist of \$200.00 (one hundred in ones and one hundred in fives). Total amount will be verified, recorded and initialed on seller sheet by the ticket seller and Gate Admission Office staff before seller leaves the cash room.
7. Assigned staff will prepare change runners money, complete the appropriate form and have change runner staff member verify and sign.

CASH AND TICKET RECONCILIATION:

8. Upon completing their shift, each ticket seller will verify their money and coupons on the daily settlement sheet with a Gate Admission Office staff member. Seller reports to the settlement room and a member of the office staff runs the seller report and verifies cash and coupons to determine overages, shortages or balance as compared to user report. If the seller disagrees then cash and coupons will be re-verified using the same procedures. After the seller agrees with the reconciliation they will sign their daily ticket sheet. Office staff member will attach money pickup sheets and coupons or special gate promotions to the daily settlement sheets.
9. The daily ticket sheet and money will then be taken to the money counting room. Another member of the office staff will re-verify the money count, coupons, etc. . If any discrepancies are noted, the process will take place again with the office staff member who did the original reconciliation. When the difference is mutually resolved, corrections will be made and both will initial. At this point, money will go into the general money box where it will be counted and sorted by denomination. The daily ticket sheet will be given to the Accounting staff.

CHANGE RUNNERS:

10. Assigned Gate Admission Office staff will prepare an adequate fund for change runners. This amount will vary depending on anticipated demand for that day. When a change runner returns from their rounds, a Gate Admission Office staff member will verify, in front of the

UTAH STATE FAIR CORPORATION
GATE ADMISSION CASH HANDLING PROCEDURES

runner, the amount of change and note it on the master list as returned. The Gate Admission Office staff will return change fund back to money office and another office staff member will re-verify the count. Any differences will be re-reconciled and noted. After money has been re-verified, it will be returned to the general money box.

MONEY PICKUPS:

11. Assigned Gate Admission Office staff will assign money pickup sheets to the money pickup staff. Sheet numbers assigned will be recorded on the master money pickup sheet. Money pickup sheets are in duplicate. The pickup staff will go to each assigned booth and pickup up excess money. The seller counts the money first and then gives it to the pickup staff that will both count and verify the amount. If all are in agreement, the money pickup form is filled out and the top copy is left with the seller. The amount is also recorded on the sellers daily settlement sheet.
12. When the Money pickup staff returns with the money to the money room, it will be verified with pickup and office staff. If there is a discrepancy the money pick up staff is responsible until the seller comes in and is reconciled. The sheets are verified against the master money pickup sheet. A tape on all pickups are run and all sheets are attached with the master money pickup sheet for the day. At the end of the night any unused money pickup sheets are recorded as returned to use the next day.

NIGHTLY ACCOUNTING:

13. An assigned member of the Fairpark Accounting staff will enter each daily settlement in the gate admission reconciliation form. If there are any differences between the daily settlement sheet and the gate admission reconciliation form, the settlement sheet will be given back to the Gate Admission Office supervisor who then goes over it with the staff that performed the second reconciliation. When the reason for the difference is discovered, the sheet is corrected and returned to the Accounting staff member.
14. Accounting staff will verify the master change runner list for that day, noting ending numbers in stock for use the next day.
15. Accounting staff will verify the master money pickup sheet for that day, noting ending numbers in stock for use the next day.

DAILY CLOSING:

16. After all sellers have been checked in and all the daily settlement sheets are recorded in the gate admission reconciliation file, the general money box is separated by denomination. The \$10,000 daily cash operating fund will be returned to the safe, if it has not already been done. The remainder will be machine counted and verified twice by hand count. It is then strapped and initialed. After all money has been counted, the deposit is prepared with the funds over \$100,000, and the bag# and amount recorded on the deposit manifest. A reconciliation between the accounting office and the money office is then done. If there are any differences between the accounting and money office they will be noted on the daily summary sheet. Each seller sheet and coupons are placed in the seller's daily envelope. Money pickups and change runners reports are filed by day.

UTAH STATE FAIR CORPORATION
GATE ADMISSION CASH HANDLING PROCEDURES

17. Any money presented by Parking and Concession staff will be held in the money office safe until deposited. These deposits are not opened or counted by any Gate Admission office staff. However, bag # and amount will be recorded on the deposit manifest.

RECORDING DAILY TRANSACTIONS IN QUICKBOOK:

18. The next morning someone from the Fairpark Accounting office will prepare an invoice in Quickbooks for the previous day's deposit. The deposit will be posted in Quickbooks, referencing the deposit bag number listed on the manifest for the armored car service.

CHANGE RUNNER REPORT

CURRENCY

ONES \$ _____
FIVES \$ _____
TOTAL \$ _____

RECEIVED BY: _____

VERIFIED BY: _____

CHECKED IN BY: _____

RUNNERS SIGNATURE: _____

MONEY PICKUP SHEET

Date _____

Booth # _____ Seller's Name _____

Currency \$ _____

Coins \$ _____

Total amount picked up \$ _____

Seller's signature _____

Money pickup signature _____

white copy - Ticket Seller
yellow copy - Money pickup runner

No 1609

10
GATE ADMISSION SHEET
Saturday, September 12, 2015
Day 3

Seller Name: _____
 Seller # _____
 Gate: - _____
 Shift: - _____ AM / PM / DBL

Gates			School Children		Special Needs	
Number	Value	Amount	Total Admitted	0	Total Admitted	0
SmithTix		\$ 0.00	Total Wavied	0		
Roll Tickets	\$ 7	\$ 0.00	Total Paying	0		
Roll Tickets	\$ 10	\$ 0.00	Price per Ticket	\$ 1	Price per Ticket	\$ 1
Total Gate Tickets		\$ 0.00	School Sales	\$ -	Sp Needs Total	\$ -

Coupons	Number	Value	Amount	Dates
Farm Bureau		\$ 10.00	XXX	09/10-20/2015
Coke		\$ 2.00	XXX	09/10-20/2015
State Employees (Up to 5 separate coupon for each ticket)		\$ 5.00	XXX	09/14-17/2015
2 for 1 Coupon		\$ 10.00	XXX	09/14-17/2015
Farm Bureau Rodeo Coupon		\$ 15.00	XXX	09/10-13/2015
Rodeo Coupon		\$ 15.00	XXX	09/10-13/2015
Wrangler Rodeo Coupon		\$ 15.00	XXX	09/10-13/2015
		\$ -	\$ -	
		\$ -	\$ -	
		\$ -	\$ -	
Forms				
Scouts - In Uniform		\$ 2.00	\$ -	09/10-20/2015
		\$ -	\$ -	
Total Coupons			\$ -	

Cash Totals

Check Total

\$ 100.00	\$ -
\$ 50.00	\$ -
\$ 20.00	\$ -
\$ 10.00	\$ -
\$ 5.00	\$ -
\$ 2.00	\$ -
\$ 1.00	\$ -
\$1.00 Coin	\$ -
\$ 0.50	\$ -
\$ 0.25	\$ -
\$ 0.10	\$ -
\$ 0.05	\$ -
\$ 0.01	\$ -

Cash Pickup

\$ -
\$ -
\$ -
\$ -
\$ -

Cash Total

\$ -

Cash Advance

\$ -

Total Cash

\$ -

Reconciliation

Payments	Total Cash	Credit Cards	
Vertex (SmithTix)	AX	\$ -	\$ -
	DI	\$ -	
	MC	\$ -	
	VI	\$ -	
Paymentech	AX	\$ -	\$ -
	DI	\$ -	
	MC	\$ -	
	VI	\$ -	\$ -
Coupons			
Total Payments & Coupons			

Reports

Gate Sales:

Schools & Special Needs Sales:

Total Tickets Sold:

Cash Over or (Short)

Remarks:

UTAH STATE FAIR CORPORATION
GATE ADMISSION RECONCILIATION
Saturday, September 12, 2015
Day 3

CASH RECONCILIATION:

CASH ON HAND, BEGINNING	\$	-
BEGINNING ADJUSTMENTS		
CASH ON HAND, ADJUSTED	\$	-
CASH COLLECTED	\$	-
OTHER	\$	-
SUB-TOTAL	\$	-
LESS OTHER (ADMIN)	\$	-
CASH ON HAND, BEFORE DEPOSIT	\$	-
MONEY OFFICE COUNT	\$	-
OVER/(SHORT) OFFICE	\$	-
CASH ON HAND, BEFORE DEPOSIT	\$	-
TRANSFER TO ON-SITE BANK		
DEPOSIT	\$	-
CASH ON HAND, ENDING	\$	-

Board Report

State Fair & Major Event Department

August 2016

- The popular Read and Win program has over 1,300 entries this year. Each entrant (age 6-12) will receive a bookmark, a free ticket to the Fair, one carnival ride coupon and a free drink coupon.
- The circus has been re-branded as the Big Top Circus Spectacular and will perform 3 shows daily at 1, 5 and 8 pm (with the exception of Sept 14 & 15 when the first show will be at Noon). A list of performers is attached.
- Grandstand Entertainment is planned as follows:
 - Sunday, Sept 11 - Luis Coronel – regional Hispanic music
 - Monday, Sept 12 - Country Showdown with headliner Ned LeDoux – country music, state final
 - Tuesday, Sept 13 - Blues Traveler – classic rock music
 - Friday, Sept 16 - Official Blues Brothers Revue – comedy rhythm, soul and blues
- Governor Herbert will be visiting the Fair on opening day, Thursday, Sept 8. His first stop will be the Dairy Barn at 5:45 p.m. where he will sign a proclamation for Eat Local week. He will then attend the Governor's Favorite Honey Recipe contest in the Zion Building at 6:30 p.m. and will serve as the honorary ringmaster at the Big Top Circus Spectacular at 8:00 p.m.
- The Farm Bureau Education Committee will be hosting a hands-on workshop on weekday mornings – stop by to make your own “delicious DNA” - http://www.agfoundation.org/files/ED_Guide_Biotech.pdf
- Bill Johnson, well-known local dutch oven chef, has agreed to serve as the Indoor Cook-off supervisor. He will oversee contests as well as demonstrations in the Zion Building kitchens.
- Jr Livestock entries must be postmarked or entered online by August 16 to avoid the late penalty - online entries are coming in daily and we are seeing less paper entries!
- Miss Utah State Fair and her attendants will be on-site during the Fair, greeting patrons and helping hand out awards and ribbons at some of the livestock shows. If you would like to request that they attend a specific event, please let Katie know and she will work it into their schedule.
- Food concession spaces are sold out and Grazi has a waiting list in the event of last minute cancellations. She has 6-8 commercial vendor spaces left to fill and is being selective in filling those with quality vendors and products.

Marketing/Advertising:

Utah State Fair 2016 advertising campaign

- Transit
- Outdoor 10 billboards – 4 more start next week
- Pandora running
- SEO
- Social Media – FB ads
- Pre-roll ads

Sponsorship:

- Fulfillment
 - Banners
 - Display material
 - Other assets

Events:

August:

- Warped Tour – Attendance - **12090**
- Ford Dealerships Roundup
- JJ Kane Auctioneers
- Freeman Co. Marshalling Yard
- Hargrove Incorporated – Marshalling Yard
- Reggae Rise Up Festival
- Foam Glow 5K Run
- Utah Beer Festival

September:

- Smoke School
- Volunteers of America Gala
- The Vintage Whites Market

October:

- Super Pet Adoption
- Salt Lake Fair Maker
- Salt Lake Antique Show
- Wasatch Reptile Expo
- Heat Exchangers Experts

Board Report
Facilities and Operations
August 2016

I would like to take a moment to introduce myself. My name is Craig Greenfield and I am the Director of Facilities for the Utah State Fairpark. I live in the Millcreek area and have resided in the county for over 25 years. My professional experience includes 13 years with Salt Lake County as Operations Manager for the county's largest Recreational facility. I am happy to be associated with the fairpark and look forward to many years of continued fairpark improvements.

1. DFCM Projects- Grand, Zion, and Show Ring building roofs to be started after fair and be completed before the winter season. Multipurpose building to start as soon as bids are approved. New HVAC to be installed in Poultry, Discovery, Agriculture, Maintenance, and South Food court. Grand Building interior renovation starting after fair. Door upgrades thru out the campus. Arena project on strict timeline and construction proceeding per schedule.
2. Changes in operations organization. I have changed the structure of the staff in operations and am pleased to announce that Bobby Villarreal has been named Events manager Jeff Caldwell has been Moved to Operations Manager both working well together with the team of very talented staff. We are happy to say we are now fully staffed.
3. Completed projects under my direction include improvements to North food court, grandstands reinstalled in concert area, electronic gates functional, Barn Yard Friends, working on fiber and IT on the campus, removal of little hands and grandstand equipment and grandstand utility terminations.
4. Mapping and identifying utilities and underground systems to better understand what goes where on our campus.