



Golden Spike Tower

Finance Committee Minutes – 3-12-17

In attendance, Kirsten Parker, Ty Lucas, Bonnie Kruse, Jim Nisley, Mike Steele, Anna Stacy and Kim Wood. Meeting called to order at noon at NebraskaLand National Bank.

The committee started with a review of the financial statements through 2/28/18, which have been reconciled by our CPA firm. The cash position is \$115k vs \$87.8k 2/28/17. Inventory is significantly lower than prior year due to lower levels and prior Inventory adjustment. A/R is low and A/P is higher than at 2/27/17. The only alterations of fixed assets over the last year is the capitalization of the landscaping project (approx \$10k). The USDA loan has been reduced by approximately \$175M in the last 12 months. The AP and AR reports were then reviewed and all is current. The committee then reviewed the profit and loss reports for February, YTD, vs budget and YTD vs prior year. Bad weather caused slower admissions in February. Occupancy expense was higher than budget due to electrical repair issue and bills to NE Fire and Safety that were unordinary. This expense category should level out in relation to budget as the year progresses. Last year, the GS had “Love my Spike” month in February which increased merchandise sales, which was skipped this year. The 10-yr anniversary is in May this year, so items such as maps, tickets, etc have not been re-ordered as aggressively to keep options open for customizing these items for the 10-yr anniversary. We are currently budgeting for additional celebration at community days and working to provide Thomas the Train for Rail Days to celebrate the anniversary. Cost of Goods sold is higher YTD due to the inventory adjustment that was discussed in prior meetings. Errors in inventory accounting caused an accounting overstatement of inventory which is now corrected. Occupancy tax YTD is a little higher than prior year. Unrestricted contributions are up due to Xmas at Cody participation. Net income YTD is -34,066 vs -29,532 (12/31/17) and vs -24,072 (2018 YTD budget). However, a large part of the deviation is from the approximate \$6k in inventory adjustment. Higher occupancy expense and lower February admissions are also contributing to the negative deviation from budget through 2/28/18.

The committee then reviewed of the checks written report. Kirsten answered various questions about checks written. The \$900 item to anchor point is to inspect the 8th floor window washing brace. Snow removal will be high for this winter due to lots of snow.

Kirsten then explained that the CPA firm is very timely and thorough with reconciliation and she is very happy with the new firm. They found a \$446 credit for the FNB account. We think an item was double booked between the alterations of the checking account in 2017. Kirsten is working with the auditor to get this corrected in the financial statements. Kirsten also provided a current sales tax formulation report.

Kirsten then provided a written overview of our insurance carriers and timing of policy renewals.

The committee then reviewed the status of USDA loan reserve funds. We have \$100k plus interest in the GWB money market account, \$100k plus interest in a 2-yr CD that matures in May, 2019, and \$100k plus interest in a 3-yr CD that matures in May, 2020. May is our scheduled time to bid \$100,000 for reinvestment from the GWB money market account. The committee agreed that Kirsten should issue a bid notice to all NP banks for \$100,000 on a 12-month CD, 36-month CD or money market account. Then, these bids can be reviewed in the next finance committee meeting to make a board recommendation and then place these funds in May, 2018. The committee discussed that interest rates appear to be rising and so it may be smart to consider shorter CD options and not only consider a 3-yr CD. However, Kirsten also explained the benefits of annual scheduled bidding with supporting banks and Ty explained the history on our goal to establish a 3-year cycling CD ladder.

The committee then discussed the status of the building fund. This would be the likely source of funds for the planned playground project to match potential grant funding. The building fund is an interest bearing savings account that currently has a balance of \$20,016. The funds for the landscaping project in 2017 have not yet been removed from the building fund (approx \$10k). The committee discussed the history of the building fund and ideas for adding more funds to it. Kirsten is going to provide an estimated 2017 net cash flow, interest earned on reserve accounts in 2017, results of giving day in 2017, and the exact amount of the sprinkler system in 2017. *Then, this will be added as an agenda item to the upcoming board meeting so the board can determine if it wants to make an allocation to the building fund. The committee believes that we currently have sufficient solvency to make some allocation to the building fund.

Bonnie mentioned that the board needs to brainstorm ideas for the upcoming 10th anniversary and also to help replace the great admissions in 2017 that came from the CMT video event and the eclipse.

At 12:45pm, the committee adjourned.

*Action Items for upcoming Board Meeting – discussion and action on a TBD allocation to the building fund.

Golden Spike Tower & Visitor Center
1-Balance Sheet vs. Last Year
As of February 28, 2018

Accrual Basis

	Feb 28, 18	Feb 28, 17	\$ Change
ASSETS			
Current Assets			
Checking/Savings			
100000 · Cash in Bank			
101000 · FNB-Checking	4,301.17	41,344.84	-37,043.67
101200 · NLNB Main Account	91,226.76	0.00	91,226.76
101400 · FNB-Savings	0.00	12,516.69	-12,516.69
101500 · FNB-Building Fund-Savings	0.00	33,988.79	-33,988.79
101700 · Equitable-Building Fund	20,016.01	0.00	20,016.01
Total 100000 · Cash in Bank	115,543.94	87,850.32	27,693.62
104000 · FNB-USDA Loan Repayment Reserve			
First Nation Bank 2 Year CD	100,754.14	0.00	100,754.14
First National Bank 3 Year CD	100,903.59	0.00	100,903.59
Great Western Bank MM	100,813.92	0.00	100,813.92
104000 · FNB-USDA Loan Repayment Reserve - Other	0.00	300,528.17	-300,528.17
Total 104000 · FNB-USDA Loan Repayment Reserve	302,471.65	300,528.17	1,943.48
Total Checking/Savings	418,015.59	388,378.49	29,637.10
Accounts Receivable			
120000 · Accounts Receivable	500.00	1,677.69	-1,177.69
Total Accounts Receivable	500.00	1,677.69	-1,177.69
Other Current Assets			
110000 · Cash on Hand			
111000 · Cash on Hand-Ticket Window Till	250.00	250.00	0.00
112000 · Cash on Hand-Gift Shop Till	250.00	250.00	0.00
113000 · Cash On Hand - Petty Cash	500.00	500.00	0.00
Total 110000 · Cash on Hand	1,000.00	1,000.00	0.00
115000 · Undeposited Funds	-104.32	0.00	-104.32
121000 · Inventory Asset	26,372.99	44,236.07	-17,863.08
123500 · Accrued Occupancy Tax Receivabl	21,781.95	20,491.11	1,290.84
Total Other Current Assets	49,050.62	65,727.18	-16,676.56
Total Current Assets	467,566.21	455,783.36	11,782.85
Fixed Assets			
150000 · Fixed Assets			
151000 · Building			
151500 · Accumulated Depreciation-Buildi	-1,511,884.66	-1,511,884.66	0.00
151000 · Building - Other	4,772,747.37	4,772,747.37	0.00
Total 151000 · Building	3,260,862.71	3,260,862.71	0.00
152000 · Furniture & Fixtures	61,001.64	61,001.64	0.00
153000 · Equipment	502,636.79	492,644.79	9,992.00
154000 · Land	289,259.10	289,259.10	0.00
155000 · Parking Lot Improvements	11,375.00	11,375.00	0.00
Total 150000 · Fixed Assets	4,125,135.24	4,115,143.24	9,992.00
Total Fixed Assets	4,125,135.24	4,115,143.24	9,992.00
TOTAL ASSETS	4,592,701.45	4,570,926.60	21,774.85
LIABILITIES & EQUITY			
Liabilities			
Current Liabilities			
Accounts Payable			
200000 · Accounts Payable	14,511.52	9,498.59	5,012.93
Total Accounts Payable	14,511.52	9,498.59	5,012.93

Golden Spike Tower & Visitor Center
1-Balance Sheet vs. Last Year
As of February 28, 2018

Accrual Basis

	Feb 28, 18	Feb 28, 17	\$ Change
Credit Cards			
201000 - Credit Card-First Card			
Kirsten's Credit Card	3,123.90	0.00	3,123.90
Sydnee's Credit Card	2,826.43	1,252.33	1,574.10
CLOSED - Kirsten CLOSED CC	0.00	180.44	-180.44
Total 201000 - Credit Card-First Card	<u>5,950.33</u>	<u>1,432.77</u>	<u>4,517.56</u>
Total Credit Cards	5,950.33	1,432.77	4,517.56
Other Current Liabilities			
210000 - Accrued Accounts Payable			
211000 - Accrued USDA Interest	5,722.17	5,722.17	0.00
212000 - Accrued Real Estate Taxes	8,640.12	8,640.12	0.00
210000 - Accrued Accounts Payable - Other	-616.57	-616.57	0.00
Total 210000 - Accrued Accounts Payable	<u>13,745.72</u>	<u>13,745.72</u>	<u>0.00</u>
220000 - Payroll Liabilities	2,921.29	2,876.36	44.93
230000 - Sales Tax Payable	2,796.01	2,185.07	610.94
252000 - Gift Certificates Outstanding	-4.00	0.00	-4.00
Total Other Current Liabilities	<u>19,459.02</u>	<u>18,807.15</u>	<u>651.87</u>
Total Current Liabilities	39,920.87	29,738.51	10,182.36
Long Term Liabilities			
250000 - Loans Payable			
251000 - USDA	2,293,429.73	2,469,153.56	-175,723.83
Total 250000 - Loans Payable	<u>2,293,429.73</u>	<u>2,469,153.56</u>	<u>-175,723.83</u>
Total Long Term Liabilities	<u>2,293,429.73</u>	<u>2,469,153.56</u>	<u>-175,723.83</u>
Total Liabilities	2,333,350.60	2,498,892.07	-165,541.47
Equity			
300000 - Opening Bal Equity	1,112,262.69	1,112,262.69	0.00
310000 - Retained Earnings	1,181,154.66	989,303.79	191,850.87
Net Income	-34,066.50	-29,531.95	-4,534.55
Total Equity	<u>2,259,350.85</u>	<u>2,072,034.53</u>	<u>187,316.32</u>
TOTAL LIABILITIES & EQUITY	<u><u>4,592,701.45</u></u>	<u><u>4,570,926.60</u></u>	<u><u>21,774.85</u></u>

Golden Spike Tower & Visitor Center
02-A/P Aging Summary
As of February 28, 2018

	Current	1 - 30	> 30	TOTAL
Amersterdam Printing	662.63	0.00	0.00	662.63
Birch Communications	291.13	0.00	0.00	291.13
Cody Pro Lawn & Snow	360.75	0.00	0.00	360.75
D and N Event Center	100.00	0.00	0.00	100.00
Eakes Office Supplies	225.95	0.00	0.00	225.95
Golden Spike Tower	0.00	0.00	0.00	0.00
Heartland Security	267.50	0.00	0.00	267.50
Hub International Mountain States Limiter	1,146.55	0.00	0.00	1,146.55
Ideal Linen Supply	326.80	0.00	0.00	326.80
Kalmbach Publishing Co.	320.00	0.00	0.00	320.00
Kirsten R. Parker	0.00	0.00	-9.81	-9.81
KNOP-TV/KIIT-TV/KNPL	125.28	0.00	0.00	125.28
Maly Marketing	240.00	0.00	0.00	240.00
McPherron Skiles & Loop	325.00	0.00	0.00	325.00
Menards	682.02	50.13	-51.12	681.03
Mid-Plains Community College	50.00	0.00	0.00	50.00
Municipal Light & Water	2,860.01	0.00	0.00	2,860.01
NARVRE	300.00	0.00	0.00	300.00
NE Safety & Fire Equipment, Inc	311.23	0.00	0.00	311.23
North Platte Janitorial	1,300.00	0.00	0.00	1,300.00
Northwestern Energy	317.01	0.00	0.00	317.01
Pro Printing & Graphics	0.00	679.46	0.00	679.46
Rod Christmann Electric Solution	1,139.30	0.00	0.00	1,139.30
SirkDot Innovations Inc	0.00	414.50	0.00	414.50
United Healthcare	0.00	1,867.20	0.00	1,867.20
US Cellular	0.00	30.00	0.00	30.00
White River Productions, Inc	180.00	0.00	0.00	180.00
TOTAL	11,531.16	3,041.29	-60.93	14,511.52

Golden Spike Tower & Visitor Center
03-A/R Aging
As of February 28, 2018

	<u>Current</u>	<u>1 - 30</u>	<u>> 30</u>	<u>TOTAL</u>
Ameriprise Financial	0.00	0.00	0.00	0.00
Great Western Bank	0.00	0.00	500.00	500.00
West Central Research	0.00	0.00	0.00	0.00
TOTAL	<u>0.00</u>	<u>0.00</u>	<u>500.00</u>	<u>500.00</u>

Golden Spike Tower & Visitor Center 4-Profit & Loss (Month vs. Budget)

February 2018

Accrual Basis

	Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
410000 · Admissions Income	2,192.94	3,200.00	-1,007.06
440000 · Vending	37.06	76.00	-38.94
460000 · Merchandise Sales	2,050.21	3,300.00	-1,249.79
470000 · Special Event Income	-13.00		
495000 · Occupancy Tax Proceeds	21,781.95	20,500.00	1,281.95
Total Income	26,049.16	27,076.00	-1,026.84
Cost of Goods Sold	1,079.52	1,386.00	-306.48
Gross Profit	24,969.64	25,690.00	-720.36
Expense			
601000 · Bank Fees & Service Charges	99.35	250.00	-150.65
602000 · Contract Labor	325.00	375.00	-50.00
603000 · Dues & Subscriptions	40.00	40.00	0.00
605000 · Insurance	1,146.55	1,200.00	-53.45
606800 · Marketing-Non Agency	2,990.62	3,500.00	-509.38
607000 · Occupancy	12,006.85	7,000.00	5,006.85
609000 · Operating Supplies	3,231.01	3,800.00	-568.99
610000 · Payroll Expense	12,053.98	12,500.00	-446.02
611000 · Travel	1,236.50	1,500.00	-263.50
612000 · Miscellaneous Expense	234.90		
Total Expense	33,364.76	30,165.00	3,199.76
Net Ordinary Income	-8,395.12	-4,475.00	-3,920.12
Other Income/Expense			
Other Income			
700000 · Other Income			
701000 · Interest Income	77.44	10.00	67.44
710000 · Contribution Income			
714000 · Unrestricted Contributions	384.12		
710000 · Contribution Income - Other	2,216.00	250.00	1,966.00
Total 710000 · Contribution Income	2,600.12	250.00	2,350.12
726000 · Miscellaneous Income	20.33	0.00	20.33
Total 700000 · Other Income	2,697.89	260.00	2,437.89
Total Other Income	2,697.89	260.00	2,437.89
Other Expense			
800000 · Other Expenses			
801000 · In-kind Contribution Exp	2,216.00		
804000 · Interest Expense	8,086.60	8,100.00	-13.40
Total 800000 · Other Expenses	10,302.60	8,100.00	2,202.60
Total Other Expense	10,302.60	8,100.00	2,202.60
Net Other Income	-7,604.71	-7,840.00	235.29
Net Income	-15,999.83	-12,315.00	-3,684.83

Golden Spike Tower & Visitor Center 5-Profit & Loss (Month vs. Last Year)

February 2018

Accrual Basis

	Feb 18	Feb 17	\$ Change
Ordinary Income/Expense			
Income			
410000 - Admissions Income	2,192.94	4,753.40	-2,560.46
440000 - Vending	37.06	72.28	-35.22
460000 - Merchandise Sales	2,050.21	3,175.72	-1,125.51
470000 - Special Event Income	-13.00	0.00	-13.00
495000 - Occupancy Tax Proceeds	21,781.95	20,491.11	1,290.84
Total Income	<u>26,049.16</u>	<u>28,492.51</u>	<u>-2,443.35</u>
Cost of Goods Sold	<u>1,079.52</u>	<u>1,156.83</u>	<u>-77.31</u>
Gross Profit	24,969.64	27,335.68	-2,366.04
Expense			
601000 - Bank Fees & Service Charges	99.35	362.23	-262.88
602000 - Contract Labor	325.00	250.00	75.00
603000 - Dues & Subscriptions	40.00	40.00	0.00
605000 - Insurance	1,146.55	2,229.14	-1,082.59
606800 - Marketing-Non Agency	2,990.62	3,629.99	-639.37
607000 - Occupancy	12,006.85	9,596.06	2,410.79
609000 - Operating Supplies	3,231.01	997.77	2,233.24
610000 - Payroll Expense	12,053.98	12,226.65	-172.67
611000 - Travel	1,236.50	1,414.04	-177.54
612000 - Miscellaneous Expense	234.90	144.18	90.72
Total Expense	<u>33,364.76</u>	<u>30,890.06</u>	<u>2,474.70</u>
Net Ordinary Income	-8,395.12	-3,554.38	-4,840.74
Other Income/Expense			
Other Income			
700000 - Other Income			
701000 - Interest Income	77.44	3.09	74.35
710000 - Contribution Income			
711000 - Brick Sales	0.00	700.00	-700.00
714000 - Unrestricted Contributions	384.12	20.44	363.68
710000 - Contribution Income - Other	2,216.00	0.00	2,216.00
Total 710000 - Contribution Income	<u>2,600.12</u>	<u>720.44</u>	<u>1,879.68</u>
726000 - Miscellaneous Income	20.33	9.21	11.12
Total 700000 - Other Income	<u>2,697.89</u>	<u>732.74</u>	<u>1,965.15</u>
Total Other Income	2,697.89	732.74	1,965.15
Other Expense			
800000 - Other Expenses			
801000 - In-kind Contribution Exp	2,216.00	0.00	2,216.00
804000 - Interest Expense	8,086.60	8,697.70	-611.10
Total 800000 - Other Expenses	<u>10,302.60</u>	<u>8,697.70</u>	<u>1,604.90</u>
Total Other Expense	<u>10,302.60</u>	<u>8,697.70</u>	<u>1,604.90</u>
Net Other Income	-7,604.71	-7,964.96	360.25
Net Income	<u><u>-15,999.83</u></u>	<u><u>-11,519.34</u></u>	<u><u>-4,480.49</u></u>

Golden Spike Tower & Visitor Center
6-Profit & Loss (YTD vs. Budget)
 January through February 2018

Accrual Basis

	Jan - Feb 18	Budget	\$ Over Budget
Ordinary Income/Expense			
Income			
410000 · Admissions Income	4,413.79	5,000.00	-586.21
440000 · Vending	91.08	136.00	-44.92
460000 · Merchandise Sales	4,113.17	5,600.00	-1,486.83
470000 · Special Event Income	-22.00		
495000 · Occupancy Tax Proceeds	47,249.63	46,555.00	694.63
Total Income	55,845.67	57,291.00	-1,445.33
Cost of Goods Sold	8,445.79	2,363.50	6,082.29
Gross Profit	47,399.88	54,927.50	-7,527.62
Expense			
601000 · Bank Fees & Service Charges	394.14	375.00	19.14
602000 · Contract Labor	975.00	1,125.00	-150.00
603000 · Dues & Subscriptions	420.00	420.00	0.00
604000 · Furniture & Equipment	25.00		
605000 · Insurance	2,827.26	2,900.00	-72.74
606800 · Marketing-Non Agency	6,756.03	7,000.00	-243.97
607000 · Occupancy	18,994.56	14,000.00	4,994.56
609000 · Operating Supplies	7,131.62	7,600.00	-468.38
610000 · Payroll Expense	23,803.69	26,200.00	-2,396.31
611000 · Travel	4,593.62	3,700.00	893.62
612000 · Miscellaneous Expense	307.87		
Total Expense	66,228.79	63,320.00	2,908.79
Net Ordinary Income	-18,828.91	-8,392.50	-10,436.41
Other Income/Expense			
Other Income			
700000 · Other Income			
701000 · Interest Income	168.62	20.00	148.62
710000 · Contribution Income			
711000 · Brick Sales	150.00		
714000 · Unrestricted Contributions	648.20		
710000 · Contribution Income - Other	4,526.20	500.00	4,026.20
Total 710000 · Contribution Income	5,324.40	500.00	4,824.40
726000 · Miscellaneous Income	20.33	0.00	20.33
Total 700000 · Other Income	5,513.35	520.00	4,993.35
Total Other Income	5,513.35	520.00	4,993.35
Other Expense			
800000 · Other Expenses			
801000 · In-kind Contribution Exp	4,526.20		
804000 · Interest Expense	16,224.74	16,200.00	24.74
Total 800000 · Other Expenses	20,750.94	16,200.00	4,550.94
Total Other Expense	20,750.94	16,200.00	4,550.94
Net Other Income	-15,237.59	-15,680.00	442.41
Net Income	-34,066.50	-24,072.50	-9,994.00

Golden Spike Tower & Visitor Center 7-Profit & Loss (YTD vs. Last Year)

Accrual Basis

January through February 2018

	Jan - Feb 18	Jan - Feb 17	\$ Change
Ordinary Income/Expense			
Income			
410000 · Admissions Income	4,413.79	6,421.65	-2,007.86
440000 · Vending	91.08	128.91	-37.83
460000 · Merchandise Sales	4,113.17	5,373.57	-1,260.40
470000 · Special Event Income	-22.00	-0.01	-21.99
495000 · Occupancy Tax Proceeds	47,249.63	46,317.09	932.54
Total Income	55,845.67	58,241.21	-2,395.54
Cost of Goods Sold	8,445.79	2,596.77	5,849.02
Gross Profit	47,399.88	55,644.44	-8,244.56
Expense			
601000 · Bank Fees & Service Charges	394.14	569.11	-174.97
602000 · Contract Labor	975.00	500.00	475.00
603000 · Dues & Subscriptions	420.00	275.00	145.00
604000 · Furniture & Equipment	25.00	0.00	25.00
605000 · Insurance	2,827.26	4,458.23	-1,630.97
606800 · Marketing-Non Agency	6,756.03	11,916.05	-5,160.02
607000 · Occupancy	18,994.56	16,842.93	2,151.63
609000 · Operating Supplies	7,131.62	2,689.88	4,441.74
610000 · Payroll Expense	23,803.69	25,440.13	-1,636.44
611000 · Travel	4,593.62	5,906.35	-1,312.73
612000 · Miscellaneous Expense	307.87	117.82	190.05
Total Expense	66,228.79	68,715.50	-2,486.71
Net Ordinary Income	-18,828.91	-13,071.06	-5,757.85
Other Income/Expense			
Other Income			
700000 · Other Income			
701000 · Interest Income	168.62	10.10	158.52
710000 · Contribution Income			
711000 · Brick Sales	150.00	700.00	-550.00
714000 · Unrestricted Contributions	648.20	42.20	606.00
710000 · Contribution Income - Other	4,526.20	0.00	4,526.20
Total 710000 · Contribution Income	5,324.40	742.20	4,582.20
726000 · Miscellaneous Income	20.33	233.99	-213.66
Total 700000 · Other Income	5,513.35	986.29	4,527.06
Total Other Income	5,513.35	986.29	4,527.06
Other Expense			
800000 · Other Expenses			
801000 · In-kind Contribution Exp	4,526.20	0.00	4,526.20
804000 · Interest Expense	16,224.74	17,447.18	-1,222.44
Total 800000 · Other Expenses	20,750.94	17,447.18	3,303.76
Total Other Expense	20,750.94	17,447.18	3,303.76
Net Other Income	-15,237.59	-16,460.89	1,223.30
Net Income	-34,066.50	-29,531.95	-4,534.55

Golden Spike Tower & Visitor Center

3/7/2018 5:02 PM

Register: 100000 · Cash in Bank:101200 · NLNB Main Account

From 02/01/2018 through 02/28/2018

Sorted by: Date, Type, Number/Ref

Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/01/2018			-split-	Deposit		X	59.75	106,746.37
02/01/2018			109500 · Cash in Drawer	Deposit		X	123.87	106,870.24
02/01/2018	EFT	Hub International M...	200000 · Accounts Pay...	307011225374...	1,148.66	X		105,721.58
02/01/2018	EFT		601000 · Bank Fees & ...		9.95	X		105,711.63
02/01/2018	16472	Eakes Office Supplies	200000 · Accounts Pay...	190628	838.24	X		104,873.39
02/01/2018	16473	North Platte Area Ch...	200000 · Accounts Pay...	Sydnee Hansen...	40.00	X		104,833.39
02/01/2018	16474	Northwestern Energy	200000 · Accounts Pay...		344.58	X		104,488.81
02/01/2018	16476	Tourism Advisory C...	200000 · Accounts Pay...	2018 Annual D...	40.00			104,448.81
02/01/2018	16477	Cody Pro Lawn & Sn...	200000 · Accounts Pay...		933.00	X		103,515.81
02/01/2018	16478	Presto X	200000 · Accounts Pay...	005010187	60.00	X		103,455.81
02/01/2018	16479	Municipal Light & ...	200000 · Accounts Pay...	059-00009855-...	2,771.27	X		100,684.54
02/01/2018	16480	NE Travel Associatio...	200000 · Accounts Pay...		45.00	X		100,639.54
02/01/2018		QuickBooks Payroll ...	-split-	Created by Pay...	3,461.44	X		97,178.10
02/02/2018			-split-	Deposit		X	63.79	97,241.89
02/02/2018			109500 · Cash in Drawer	Deposit		X	67.87	97,309.76
02/02/2018		Intuit	601000 · Bank Fees & ...		2.79	X		97,306.97
02/02/2018	DD1361	Danika Cumming	-split-	Direct Deposit		X		97,306.97
02/02/2018	DD1363	Kirsten R Parker	-split-	Direct Deposit		X		97,306.97
02/02/2018	DD1364	Pamela J Rickett	-split-	Direct Deposit		X		97,306.97
02/02/2018	DD1365	Sydnee E Hansen	-split-	Direct Deposit		X		97,306.97
02/02/2018	DD1366	Tierney Coon	-split-	Direct Deposit		X		97,306.97
02/02/2018	DD1367	Kimberly Wood	-split-	Direct Deposit		X		97,306.97
02/03/2018			-split-	Deposit		X	272.49	97,579.46
02/03/2018			109500 · Cash in Drawer	Deposit		X	188.05	97,767.51
02/03/2018		Intuit	601000 · Bank Fees & ...		2.57	X		97,764.94
02/04/2018			-split-	Deposit		X	58.65	97,823.59
02/04/2018			109500 · Cash in Drawer	Deposit		X	0.31	97,823.90
02/05/2018		Hub International	115000 · Undeposited ...	Deposit		X	250.00	98,073.90
02/05/2018			-split-	Deposit		X	34.48	98,108.38
02/05/2018			109500 · Cash in Drawer	Deposit		X	42.65	98,151.03
02/05/2018		Intuit	601000 · Bank Fees & ...		11.25	X		98,139.78
02/05/2018	EFT	ADT Security	200000 · Accounts Pay...		56.20	X		98,083.58
02/06/2018			115000 · Undeposited ...	Deposit		X	12.00	98,095.58
02/06/2018			109500 · Cash in Drawer	Deposit		X	47.09	98,142.67
02/06/2018		Intuit	601000 · Bank Fees & ...		2.32	X		98,140.35
02/06/2018		Intuit	601000 · Bank Fees & ...		2.35	X		98,138.00
02/07/2018			115000 · Undeposited ...	Deposit		X	2.29	98,140.29
02/07/2018			109500 · Cash in Drawer	Deposit		X	5.01	98,145.30
02/07/2018		Intuit	601000 · Bank Fees & ...		1.34	X		98,143.96
02/08/2018			123500 · Accrued Occ...	Deposit		X	25,467.68	123,611.64

Golden Spike Tower & Visitor Center

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Register: 100000 · Cash in Bank:101200 · NLNB Main Account

From 02/01/2018 through 02/28/2018

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Date	Number	Payee	Account	Memo	Payment	C	Deposit	Balance
02/08/2018			109500 · Cash in Drawer	Cash-Deposit		X	83.11	123,694.75
02/08/2018			-split-	CC-Deposit		X	45.34	123,740.09
02/08/2018		Intuit	601000 · Bank Fees & ...		0.61	X		123,739.48
02/08/2018	EFT	First National Bank ...	201000 · Credit Card-F...		2,333.46	X		121,406.02
02/08/2018	EFT		201000 · Credit Card-F...		1,731.48	X		119,674.54
02/08/2018	Dec Taxes	NE Dept of Revenue	230000 · Sales Tax Pa...	Actual Payment	331.19	X		119,343.35
02/08/2018	Jan Taxes	NE Dept of Revenue	230000 · Sales Tax Pa...		232.95	X		119,110.40
02/09/2018			109500 · Cash in Drawer	Cash-Deposit		X	188.31	119,298.71
02/09/2018			-split-	CC-Deposit		X	97.42	119,396.13
02/09/2018		Intuit	601000 · Bank Fees & ...		0.33	X		119,395.80
02/10/2018			109500 · Cash in Drawer	Cash-Deposit		X	80.61	119,476.41
02/10/2018			-split-	CC-Deposit		X	45.96	119,522.37
02/10/2018	16841	Intuit	601000 · Bank Fees & ...		2.08	X		119,520.29
02/11/2018			109500 · Cash in Drawer	Cash-Deposit		X	40.38	119,560.67
02/11/2018			-split-	CC-Deposit		X	30.33	119,591.00
02/12/2018			109500 · Cash in Drawer	Cash-Deposit		X	40.97	119,631.97
02/12/2018			115000 · Undeposited ...	CC-Deposit		X	33.20	119,665.17
02/12/2018			200000 · Accounts Pay...	Deposit		X	50.13	119,715.30
02/12/2018		USDA-Rural Develo...	-split-		22,853.00	X		96,862.30
02/12/2018		Intuit	601000 · Bank Fees & ...		4.70	X		96,857.60
02/12/2018		Intuit	601000 · Bank Fees & ...		2.37	X		96,855.23
02/13/2018			109500 · Cash in Drawer	Cash-Deposit		X	26.09	96,881.32
02/13/2018			115000 · Undeposited ...	Check-Deposit		X	7,000.00	103,881.32
02/13/2018		Intuit	601000 · Bank Fees & ...		1.66	X		103,879.66
02/14/2018			109500 · Cash in Drawer	Cash-Deposit		X	85.69	103,965.35
02/14/2018			-split-	CC-Deposit		X	131.33	104,096.68
02/14/2018		Intuit	601000 · Bank Fees & ...		1.20	X		104,095.48
02/15/2018			109500 · Cash in Drawer	Cash-Deposit		X	39.05	104,134.53
02/15/2018			-split-	CC-Deposit		X	32.59	104,167.12
02/15/2018	AW	EFTPS	-split-	47-0843465	1,870.90	X		102,296.22
02/15/2018	16481	Ideal Linen Supply	200000 · Accounts Pay...	312171-00000	250.43	X		102,045.79
02/15/2018	16482	Kirsten R. Parker	200000 · Accounts Pay...		458.00	X		101,587.79
02/15/2018	16483	McPherron Skiles & ...	200000 · Accounts Pay...	1731933	650.00	X		100,937.79
02/15/2018	16484	North Platte Janitorial	200000 · Accounts Pay...		1,300.00	X		99,637.79
02/15/2018	16485	O'Keefe Elevator Co...	200000 · Accounts Pay...		458.44	X		99,179.35
02/15/2018	16486	AJ Sheet Metal, Inc.	200000 · Accounts Pay...		138.04	X		99,041.31
02/15/2018	16487	Birch Communications	200000 · Accounts Pay...	784848	285.91	X		98,755.40
02/15/2018	16488	Presto X	200000 · Accounts Pay...	005010187	60.00	X		98,695.40
02/15/2018	16489	ABC Recycling	200000 · Accounts Pay...		90.00	X		98,605.40
02/15/2018	16490	Eldon Walters.	200000 · Accounts Pay...		25.00	X		98,580.40

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02/15/2018	16491	Cody Pro Lawn & Sn...	200000 · Accounts Pay...		796.75	X		97,783.65
02/15/2018	16492	Eakes Office Supplies	200000 · Accounts Pay...	190628	225.95	X		97,557.70
02/15/2018	16493	White River Producti...	200000 · Accounts Pay...		180.00			97,377.70
02/15/2018	16494	Signs & Shapes Inter...	200000 · Accounts Pay...		20.00	X		97,357.70
02/15/2018	16495	Hansen's Plumbing, ...	200000 · Accounts Pay...		82.00	X		97,275.70
02/15/2018	16496	Danika Cummings	200000 · Accounts Pay...		18.29	X		97,257.41
02/15/2018	16498	Schaben Sanitation, I...	200000 · Accounts Pay...		161.20			97,096.21
02/15/2018	16504	Kirsten R. Parker	200000 · Accounts Pay...		862.41	X		96,233.80
02/15/2018	16505	Presto X	200000 · Accounts Pay...	005010187	60.00			96,173.80
02/15/2018		QuickBooks Payroll ...	-split-	Created by Pay...	3,792.85	X		92,380.95
02/16/2018			109500 · Cash in Drawer	Cash-Deposit		X	44.00	92,424.95
02/16/2018			115000 · Undeposited ...	Deposit		X	48.51	92,473.46
02/16/2018			-split-	CC-Deposit		X	129.36	92,602.82
02/16/2018		Intuit	601000 · Bank Fees & ...		5.90	X		92,596.92
02/16/2018	16497	Amersterdam Printing	200000 · Accounts Pay...	VOID:		X		92,596.92
02/16/2018	16499	Anchor Point Service...	200000 · Accounts Pay...		900.00			91,696.92
02/16/2018	16500	Computer Troublesh...	200000 · Accounts Pay...		85.60	X		91,611.32
02/16/2018	16501	Mid-Plains Communi...	200000 · Accounts Pay...		65.00			91,546.32
02/16/2018	16502	NE Safety & Fire Eq...	200000 · Accounts Pay...	G15411	2,457.11	X		89,089.21
02/16/2018	16503	North Platte Bulletin	200000 · Accounts Pay...		67.50	X		89,021.71
02/16/2018	DD1368	Danika Cumming	-split-	Direct Deposit		X		89,021.71
02/16/2018	DD1369	Kimberly Wood	-split-	Direct Deposit		X		89,021.71
02/16/2018	DD1370	Kirsten R Parker	-split-	Direct Deposit		X		89,021.71
02/16/2018	DD1371	Pamela J Rickett	-split-	Direct Deposit		X		89,021.71
02/16/2018	DD1372	Sydnee E Hansen	-split-	Direct Deposit		X		89,021.71
02/16/2018	DD1373	Tierney Coon	-split-	Direct Deposit		X		89,021.71
02/17/2018			-split-	CC-Deposit		X	103.00	89,124.71
02/17/2018			109500 · Cash in Drawer	Cash-Deposit		X	151.71	89,276.42
02/17/2018		Intuit	601000 · Bank Fees & ...		1.35	X		89,275.07
02/18/2018			109500 · Cash in Drawer	Cash-Deposit		X	195.83	89,470.90
02/18/2018			-split-	Deposit		X	194.62	89,665.52
02/19/2018			109500 · Cash in Drawer	Cash-Deposit		X	99.02	89,764.54
02/19/2018			-split-	CC-Deposit		X	252.73	90,017.27
02/19/2018		Intuit	601000 · Bank Fees & ...		5.26	X		90,012.01
02/19/2018		Intuit	601000 · Bank Fees & ...		5.40	X		90,006.61
02/20/2018			109500 · Cash in Drawer	Cash-Deposit		X	48.03	90,054.64
02/20/2018			-split-	CC-Deposit		X	106.70	90,161.34
02/20/2018		Intuit	601000 · Bank Fees & ...		7.60	X		90,153.74
02/21/2018			700000 · Other Income...	Check-Deposit		X	364.57	90,518.31
02/21/2018			109500 · Cash in Drawer	Cash-Deposit		X	26.89	90,545.20

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02/21/2018			-split-	CC-Deposit		X	69.92	90,615.12
02/21/2018		Intuit	601000 · Bank Fees & ...		8.28	X		90,606.84
02/21/2018	16506	NE Safety & Fire Eq...	200000 · Accounts Pay...	G15411	316.50	X		90,290.34
02/22/2018			109500 · Cash in Drawer	CASH-Deposit		X	34.03	90,324.37
02/22/2018			-split-	CC-Deposit		X	37.18	90,361.55
02/22/2018		Intuit	601000 · Bank Fees & ...		4.34	X		90,357.21
02/23/2018			109500 · Cash in Drawer	Cash-Deposit		X	149.62	90,506.83
02/23/2018			115000 · Undeposited ...	CC-Deposit		X	63.27	90,570.10
02/23/2018		Intuit	601000 · Bank Fees & ...		3.42	X		90,566.68
02/24/2018			109500 · Cash in Drawer	Cash-Deposit		X	110.73	90,677.41
02/24/2018			-split-	CC-Deposit		X	29.79	90,707.20
02/24/2018		Intuit	601000 · Bank Fees & ...		1.64	X		90,705.56
02/25/2018			109500 · Cash in Drawer	Cash-Deposit		X	5.45	90,711.01
02/25/2018			-split-	CC-Deposit		X	138.72	90,849.73
02/26/2018			109500 · Cash in Drawer	Cash-Deposit		X	85.66	90,935.39
02/26/2018			115000 · Undeposited ...	CC-Deposit			38.99	90,974.38
02/26/2018		Intuit	601000 · Bank Fees & ...		2.79	X		90,971.59
02/26/2018		Intuit	601000 · Bank Fees & ...		1.57	X		90,970.02
02/27/2018			109500 · Cash in Drawer	Cash-Deposit		X	64.74	91,034.76
02/27/2018			-split-	CC-Deposit			36.00	91,070.76
02/27/2018		Intuit	601000 · Bank Fees & ...		4.92	X		91,065.84
02/28/2018			109500 · Cash in Drawer	Cash-Deposit			46.61	91,112.45
02/28/2018			-split-	CC-Deposit			57.02	91,169.47
02/28/2018			700000 · Other Income...	Cash-Deposit			19.55	91,189.02
02/28/2018			440000 · Vending:464...	Cash-Deposit			13.75	91,202.77
02/28/2018			440000 · Vending:463...	Cash-Deposit			18.10	91,220.87
02/28/2018			440000 · Vending:465...	Cash-Deposit			7.25	91,228.12
02/28/2018		Intuit	601000 · Bank Fees & ...		1.36			91,226.76

End of Month Entries

Month -

February

- 1 **USDA Loan Split: (loan PI distribution sent to director at mid month) IF EMAIL HASN'T ARRIVED BY FIRST OF THE MONTH**
CALL NATALIE FURROW AT USDA 534.2360 x 1129 or call Kearney office 308-237-3118 x 4

The full loan payment is \$22,853.00 and is automatically deducted from the #4377 ckg
 ADJUST CHECK ENTRY from automatic payment

!! This entry may have been made as part of the monthly loan transfer please check numbers and verify breakdown is correct !!

	Account #		
Checking	101000	\$	22,853.00
Interest:	804000		8086.6
Principle:	251000		\$14,766.40
EFT - USDA-Rural Development			

Journal Entries

- 2 **Cash in Drawer Reconciliation: Found on Balance Sheet account #109500 (If there is a balance in Cash in Drawer Account) ALL DEPOSITS MUST BE ENTERED FIRST BEFORE ENTERING THIS NUMBER**

	Account #	Debit	Credit
Cash In Drawer	109500		\$ 0.90
Cash Drawer Over/Under	612100	\$ 0.90	

- 3 **Accrued Occupation Tax: (spreadsheet sent to director from city end of Month)**

Date transaction last day of the month

	Account #	Debit	Credit
Accrued Occ Tax Receivable	123500	\$ 21,781.95	
Occup. Tax Proceeds	495000		\$ 21,781.95

- 7 **Building Fund Journal Entry: get total from #4 P&L Report**

	Account#	Debit	Credit
Money Market	101400		
Building Fund	101500	\$ -	
Special Events	413500		ON HOLD. DO NOT DO THIS SECTION
Penny Smasher	463000		
Binocular	464000		
Overhead Model RR Track	465000		
Unrestricted Contributions	714000		
Brick Sales	711000		
Food /Drink Sales	POS Report		

- 6 **In Quickbooks make journal entries for all the above items except #1 USDA LOAN (This should be entered as a check into the checking account) OPEN QB → Company → Make Journal Entries**

7 Sales Tax Calculations: (QB-Reports / Memorized Reports / Memorized Report List / 4-P&L Month v. Budget)

Enter Sales amounts in Gray column (this column is used for calculations only)

Make General Journal entry dated the last day of the month from the blue columns (do this before calculating taxes)

FOR MONTHLY SALES TAX

	Account #	Debit	Credit	Sales
Admission Fees	411000	\$ 120.06		\$ 2,303.00
Private Event Fees	412000	\$ -		
Private Event Rentals	412500	\$ -		
Corporate Pass Sales	413500	\$ -		
Special Event Fees	413000	\$ -		
Annual Pass Sales	414000	\$ -		
Penny Smasher	463000	\$ 0.94		\$ 18.10
Binoculars	464000	\$ 0.72		\$ 13.75
Overhead Model RR Track	465000	\$ 0.38		\$ 7.25
Special Event Admission	471000	\$ -		
Special Event Concessions	473000	\$ -		
Special Event Pumpkin Sales	474200	\$ -		
Special Event T-Shirts	474300	\$ -		
Special Event Other Merch.	474400	\$ -		
Sales Tax Payable	230000	\$ -	\$ 122.10	

Calculate Gross and Net sales for Sales Tax calculations (ENTER ALL TRANSACTIONS ABOVE FIRST)

Taxable Sales			
Total Admissions	41000	\$ 2,192.94	
Total Vending Income	463000-465000	\$ 37.06	
Merchandise Sales - GS	461000	\$ 2,050.21	
Special Event Income	470000		
		\$ -	Total Tax Due*
Non-Taxable ("Total Income" less "Taxable Sales total")			
Enter on Line 1 of Sales & Use Form	Total Income	\$ 26,049.16	
			(From Report 4-P&L v Month)
Enter on Line 2 of Sales & Use Form	Gross Income	\$ 4,267.21	
	Non Taxable	\$ 21,781.95	Do not include special events, sponsorships, or Occ Tax)

Sign on to NE Department of Revenue to file Sales Tax (due each month by the 20th)

<https://ndr-efs.ne.gov/revefs/allPages/availableTaxForms.faces>

User ID: 10141405

PIN: 24120

6337

8	Journal Entry for Sales Tax	DEBIT	CREDIT	
	Sales Tax Payable	230000	\$ 234.690	Total Tax Due*
	Sales Tax Collection Fee	726000	\$5.87	As listed on Form 10
	General Checking	NLNB	\$229.34	actual payment
	Previous Balance	23000	0.52	

9	Calculate Volunteer Hours	
	Total Hours	221.6

10	Journal Entry for Volunteer Hours	Value of \$10 Per hour
	In Kind Contribution	801000 2216
	In Kind Contribution	710000 2216