

Muskogee Tourism Trust Authority  
220 W. Okmulgee  
Muskogee, OK. 74401

Office of the State of Oklahoma Auditor and Inspector  
Attn: Cindy Byrd  
2300 N. Lincoln Blvd., Rm. 123  
Oklahoma City, OK. 73105

July 12, 2022

Ms. Byrd,

Please find the attached Muskogee Tourism Trust Authority Financial Budget adopted for Fiscal Year 2022-2033. The Muskogee Tourism Trust Authority is a recipient of funds from the City of Muskogee. The Muskogee Tourism Trust Authority operates utilizing Generally Accepted Accounting Principles.

Respectfully,



Daniel Chepkauskas, Chairman  
Muskogee Tourism Trust Authority

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State Auditor  
and Inspector

*Muskogee*

**Muskogee Tourism Trust Authority Budget**

<b>Roxy Theater Income</b>	
Beer, Wine, Mixed Drinks	5,000.00
City Matching	39,000.00
City Subsidy	39,000.00
City Subsidy - Building	15,000.00
Donations, Sponsorships, Memberships	45,000.00
Event Tickets	3,500.00
F&B Concessions	8,000.00
Movie Tickets	1,000.00
Novelties Revenue	1,000.00
Rental Income	10,000.00
Tuition	2,020.00
Total Roxy Theater Income	\$ 168,520.00
<b>Visit Muskogee Income</b>	
Hotel/Motel Tax Income	\$516,500.00
Sponsorships	\$10,000.00
Total Visit Muskogee Income	\$526,500.00
<b>Total MTA Income</b>	<b>\$ 695,020.00</b>
<b>Roxy Theater Expenses</b>	
Cost of Goods Sold Expense	
Food/Beverage Expense	7,000.00
Novelty	600.00
Processing Fee	420.00
Sales Tax Expense	2,000.00
Advertising & Marketing	2,000.00
Building & Maintenance	15,000.00
Event Contracts	2,000.00
Insurance & Licensing	3,000.00
Legal & Accounting Fees	5,000.00
Management Fee	60,000.00
Movie Expenses	1,500.00
Personnel	60,000.00
Supplies & Software	10,000.00
Total Roxy Theater Expenses	\$ 168,520.00
<b>Visit Muskogee Expenses</b>	
<u>Adminstration:</u>	
Insurance	\$2,000.00
Legal + Accounting	\$20,000.00
Management Fee	\$36,000.00
Office Supplies	\$2,500.00
Personnel	\$100,000.00
Ancillary Personnel	\$20,000.00
Technology Expenses	\$10,000.00
Travel	\$10,000.00

	\$190,500.00
<u>Tourism Development &amp; Recruitment:</u>	
Convention Recruitment & RFP Host Response	\$10,000.00
New Event Development	\$10,500.00
RFP Incentive Response	\$50,000.00
	\$70,500.00
<u>Community Support &amp; Marketing:</u>	
Annual Advertising - Activities Guide	\$20,000.00
Annual Advertising -Magazines, Newspapers, and Digital	\$43,000.00
Annual Advertising - Billboard	\$50,000.00
Annual Advertising - Website and Software Analytics	\$17,000.00
Annual Advertising - Promotional Items	\$10,000.00
Special Project Grants	\$80,000.00
OMHOF, OMHOF, Three Rivers, Depot Green, Hatbox	
Community Support Grants	\$45,500.00
	\$265,500.00
Visit Muskogee Expenses	\$526,500.00
<b>Total MTA Expenses</b>	<b>\$695,020.00</b>
<u>Capital</u>	
Tourism Information Center	\$30,000.00
Signage	\$10,000.00
	\$40,000.00