



The Norman Firehouse Art Center's

2024 Organization Annual Report

Fiscal Year: September 1, 2022 – August 31, 2023

City of Norman and Parks and Recreation Board

ANNUAL REPORT

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1. Organization Mission Statement and Strategic Plan

Mission Statement

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

Strategic Plan

Please refer to the attachment “Strategic Plan outline-priorities 2022” to view our strategic plan.

2. Current Board of Directors, Staff, and Faculty

BOARD MEMBERS

President: Kendall Hurley
Secretary: Dr. Jeff Buyten
Treasurer: Jordan Stringer
 Kaimee Kellis
 Richard McKown
 Tanya Ingels
 Ricci McManaman
Advisory Board: Fred Schmidt

LATINO CULTURAL COMMITTEE

Narciso Argüelles
 Sam Wargin Grimaldo
 Mariana Llanos

FACULTY

Jewelry: Elyse Bogart
Glass: Chris Burnett
Ceramics: Katherine Gaff
Ceramics: Tim Sullivan
Drawing: Braden Denton
Painting: Karis Chambers
Painting: Thomas Stotts
Embroidery: Darci Lenker
Printmaking: Eric Piper

STAFF

Executive Director/Curator: Andy Couch
Programs Coordinator: Dr. Nikki Krumwiede
Artist Coordinator: Casey Gilman
Communications Coordinator: TBD
Contract Accountant: Susan Barnes

Printmaking: Jenna Bryan
Photography: Chase Spivey
Art Forces Instructor: Brendon “B” Williams
Teen Instructor: Lacy Jo Burgess-Cady
Children’s Instructor: Jane Lawson
Children’s Instructor: Lumen Miramontes
Children’s Instructor: Katie Pendley

3. Narrative of Annual Activities

Overview of Activities for FY 2022 – 2023

The Firehouse Art Center (Firehouse) is a community arts center in Norman, OK established in 1970 operating out of a city-owned building which previously served as a fire station. It houses professional visual arts studios and classrooms that provide children, teen, and adult education and enrichment programs, as well as a gallery and gift shop which are free to the public. We promote visual arts awareness and accessibility, provide art exhibitions, and offer opportunities that support local artists.

In a typical year, the Firehouse serves thousands of individuals through our visual arts programming. This includes offering in-house visual arts classes to children, teens, and adults through quarterly semesters. Classes are offered in a variety of mediums, including painting, jewelry making, glass, and ceramics. The Firehouse's outreach programming strives to make arts education available to all individuals, regardless of age, ability, or socioeconomic status. We pursue this goal through accessibility programming for underserved communities, including our programs for veterans, disabled adults, and the elderly, as well as art experiences at local events and festivals. All Firehouse outreach programming is offered at no cost to the participants.

The Firehouse, along with granting partners the Oklahoma Arts Council, the Norman Arts Council, and Allied Arts, continues to build a cultural infrastructure to strengthen the arts in Norman and its surrounding communities. By offering equal access to educational, high-quality visual art opportunities for everyone, regardless of their socioeconomic background, the Firehouse is laying the groundwork for generations of individuals with the knowledge, appreciation, and personal investment in the arts to become advocates for the future of the arts in the state of Oklahoma.

Arts Education

The Firehouse offers in-house visual arts classes and workshops to hundreds of individuals each year. These classes are offered in a variety of mediums and developed for a wide range of artistic aptitudes and skill levels. The Firehouse's children's



programming follows *Oklahoma Academic Standards for Fine Arts* guidelines. Children's classes are offered for ages 5-14 through our Art After School Program during the Winter, Spring, and Fall semesters and our Children's Summer Art Program during the Summer semester.

The Youth Program is designed to supplement the visual arts education available in Norman and area middle and high schools. These advanced classes and workshops focus on increasing technical study for ages 10 to 17 and encourage creativity and self-expression while setting high expectations for the development of technical visual arts skills.

Accessibility Programming

Healing Studio, an open studio environment for adults with varying degrees of cognitive, physical, and learning disabilities, is held at the Firehouse in 32 weekly sessions. Participants are introduced to visual arts principles and materials, art history, and methods of expression in a supportive environment.

Art Forces is a creative new Firehouse program which was begun in April, 2023. This program, taught by a veteran instructor, offers veterans and active service members a welcoming environment to explore their creativity. These classes meet once per month and are offered at no cost to the participants.

Healing Outreach, in partnership with local retirement communities like Rivermont Independent Living, is a new Firehouse program which offers visual arts activities and enrichment to the elderly in our community.



Community Outreach Programming

In an effort to reach more underserved populations and engage more people with the visual arts, the Firehouse developed partnerships with Norman and metro area community organizations to facilitate free art activities at events and festivals. These events include the City of Norman Parks and Recreation's Outdoor Movie Series, and Earth Day, the University of Oklahoma's National Weather Festival, The Science Museum's Tinkerfest, and more. Last year, the Firehouse added City of Norman Parks and Recreation's International Festival and Juneteenth, and Assistance League of Norman's May Fair to our outreach events. These events attract children and adults from a wide geographic base, encompassing an even broader area than that of participants in our in-house classes. The scope and range of programming implemented by the Firehouse is designed to ensure all individuals, regardless of age or socioeconomic status, are able to participate and engage with visual art.



The **Firehouse Gallery and Gift Shop** are free to the public, promote visual arts awareness and community involvement, and provide visual arts exhibitions and opportunities that support local artists. The Firehouse's gift shop is unique to Norman, as 95% of the artists represented are Oklahoma-based and all items in the gift shop are high quality, original fine arts and craft pieces.

In January 2023, the Firehouse reopened the Firehouse Gallery with an exciting exhibition calendar. The gallery now presents three in-house exhibitions and three culturally relevant exhibitions each year and provides free art experiences and programming.

Last year, the Firehouse **partnered with several new organizations** to provide additional arts programming in Norman. These included working with Norman Cultural Connection and the University of Oklahoma to provide additional gallery programming, partnering with the Norman Parks Foundation to create four new murals in Lions Park, and partnering with Oscillator Press to reopen the Firehouse's printmaking studio.

4. Financial Information and Budget

Please refer to the attachment “FY 23-24 Statement of Financial Position” to view our financial information.

Please refer to the attachment “Budget FY2023-2024” to view our budget.

5. Other Sources of Income

Please refer to the attachment “05. Breakdown of Revenues by Category” to view our other sources of income.

6. How Past Funding was Used

Please refer to the attachment “2 Year P&L” to view how past funding was used. Please request additional reports if more information is needed on how past funding was used.

7. Financial Statements and Tax Statements for the Past Year

Please refer to the attachment “FY 22-23 Statement Activity” to view our financial statements for the past year.

Please refer to the attachment “2022 Draft Return - Firehouse” to view our tax statements for the past year.

8. New requests for Fiscal Year Ending 2024

Last year, with additional funds from the City of Norman, we were able to reach more audiences to further support our mission to enrich our community with creative visual arts education, experiences, and exhibitions (see 10. Number of Participants). Support from the City of Norman is imperative in assisting us to achieve our mission, including providing accessible visual arts programming for underserved groups, such as adults with disabilities, veterans and active military, the elderly, and youth from disadvantaged socioeconomic circumstances. The City of Norman has generously provided operational support consistently to help sustain our service to the Norman community.

The Firehouse Art Center requests \$120,000 for operational expenses for the fiscal year ending 2024. The Parks and Recreation department had an additional \$150,000 allocated for our building, and these funds were re-allocated for other park renovations. We have applied for \$120,000 of ARPA grant funding through the Oklahoma Arts Council. We have chosen to invest 100% of these funds into restoring the building. This year, the Firehouse nearly doubled its attendance and has found additional support from the Kirkpatrick Family Fund, the Kerr Foundation, the OG&E Foundation, and corporate sponsors First United Bank, Sonic, and Home Creations.

The programming provided by the Firehouse Art Center is vital to the Norman community, as Norman's primary schools have no dedicated visual arts instruction. Funding from the City of Norman would assist us in partnering with the Norman Public School Foundation to provide 5th graders with visual art education. Without the support of the City of Norman, the Firehouse Art Center's programming would not be possible. Thank you for your continued generosity!

9. Charges and Fees for Services Provided

Children's Classes

- **Art After School:**
\$105.00 for 8 weeks/10 hours of visual arts education
- **Children's Summer Art Program:**
\$105.00 for 1 week/10 hours of visual arts education
OR
\$210.00 for 2 weeks/20 hours of visual arts education
- **Youth and Teen Program:**
\$176.00 for 8 weeks/16 hours of arts education

Adult Classes

- **Drawing:** \$176.00 for 8 weeks/16 hours of lessons
- **Painting:** \$176.00 for 8 weeks/16 hours of lessons
- **Printmaking:** \$176.00 for 8 weeks/16 hours of lessons
- **Jewelry:** \$228.00 for 8 week/24 hours of lessons
- **Glass:** \$176.00 for 8 week/16 hours of lessons
- **Ceramics:** \$200.00 for 8 week/16 hours of lessons

Classes may have additional material and/or technical fees.

Workshops

The Firehouse sometimes offers seasonal workshops on a quarterly basis; these workshops give new and returning students a taste of the mediums and techniques offered in the longer semesters. Prices for these workshops vary depending on their length and medium.

Adults with Disabilities

Healing Studio is free to participants through scholarships valued at \$30 per weekly, two-hour session. The Firehouse provides up to 12 scholarships a week to individuals with varying degrees of cognitive, physical, and learning disabilities through the Healing Studio program. The weekly sessions provide a supportive, low stress environment for students to experiment with their own creative process.

Scholarships

- 18 scholarships were awarded to children and teens for 10 hours of visual arts classes.
 - Executive Director determines eligibility of each applicant.
 - **Art Stars scholarships** are awarded based on artistic aptitude.
 - **Needs-based scholarships** are offered upon request to students with free and reduced lunch qualification.
- 118 weekly Healing Studio scholarships were awarded to adults for 2-hour sessions.

10. Number of Participants

Age of Participants

- Children's Classes: 5-14
- Teen Classes: 13-17
- Adult Classes: 17 and up

Summary of Participants for FY 22-23

PROGRAMS	ATTENDANCE 21-22	ATTENDANCE 22-23
Gallery and Giftshop	507	947
Community Events	1,285	2,276
Community Arts Programming	1,792 total attendees	3,223 total attendees
Children's Art Classes	282	314
Teen Classes	24	21
Adult Classes	325	381
Accessibility Programming	118	338
Arts Learning in the Community	749 total students	1054 total students
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TOTAL PARTICIPANTS	2,541	4,277

11. Board of Directors' Actions to Generate Income

The Board of Directors at the Firehouse Art Center review financial needs annually with the Executive Director with information provided by our accountant. This information leads to the development of a plan for the upcoming fiscal year. Each year, the Board and Executive Director identify the gap between income and expenses during the preparation of the fiscal year budget. The approach to closing that gap becomes part of the organizational plan for the coming fiscal year, and the Board of Directors takes full responsibility for those areas of funding that are within their ability. These have typically included sponsor/donor solicitation, enrollment promotion, and membership recruitment. For more information on our action plans, please refer to the attachment "Strategic Plan outline-priorities 2022."

Norman Firehouse Art Center

Budget FY2023-2024

September 2023 - August 2024

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	20,000.00
4003 Individuals	5,000.00
Total 4000 Contributions	25,000.00
4100 Investment Income	
4110 Endowment Income	11,000.00
Total 4100 Investment Income	11,000.00
4200 Support	
4201 City	120,000.00
4202 State Oklahoma Arts Council	36,958.00
4204 Norman Arts Council	39,500.00
4206 Allied Arts-Allocation	19,000.00
4208 Allied Arts-Grants	20,000.00
4209 Other Support	10,000.00
Total 4200 Support	245,458.00
4300 Memberships	
4302 General Public Members	13,500.00
4303 Board Members	2,500.00
Total 4300 Memberships	16,000.00
4400 Classes	
4401 Materials Income	10,000.00
4403 Tuition	103,000.00
Total 4400 Classes	113,000.00
4500 Sales	
4501 Gallery Sales	2,500.00
4503 Gift Shop Sales	20,000.00
Total 4500 Sales	22,500.00
4800 Other Revenues	
4801 Interest Income	2,000.00
4807 Other Misc. Revenue	250.00
Total 4800 Other Revenues	2,250.00
4850 In-Kind Revenues	77,300.00
Total Revenue	\$512,508.00
GROSS PROFIT	\$512,508.00
Expenditures	
5000 Salary Wages	212,000.00
5100 Payroll Expenses	
5101 Benefits and Vacation	18,000.00
5102 Taxes	17,000.00
Total 5100 Payroll Expenses	35,000.00
5300 Professional Services	
5301 Accounting	21,500.00

Norman Firehouse Art Center

Budget FY2023-2024

September 2023 - August 2024

	TOTAL
5303 Design	6,000.00
5305 Artist Commission	10,000.00
5306 Instructor Fees	40,000.00
5308 Other Professional Fees	2,500.00
5310 Misc. Services	1,000.00
Total 5300 Professional Services	81,000.00
5350 Travel	
5351 Business Meals	250.00
5354 Conferences	2,000.00
Total 5350 Travel	2,250.00
5400 Supplies	
5401 Art Materials	10,000.00
5404 Office Supplies	2,500.00
5416 Health & Safety	200.00
Total 5400 Supplies	12,700.00
5412 Exhibit Programming Expense	12,000.00
5450 Postage	1,000.00
5500 Occupancy Expenses	
5501 Janitorial	7,500.00
5502 Copier	350.00
5503 Repairs and Maintenance	500.00
5505 Telephone/Internet	1,500.00
5506 Security System	1,200.00
5507 Rent	1,000.00
5508 OG&E	2,500.00
5509 ONG	1,100.00
5510 Utilities	1,500.00
Total 5500 Occupancy Expenses	17,150.00
5600 Membership Discounts-Tuition	2,000.00
5601 Member Discount-Gift/Gallery	500.00
5630 Other Discounts	100.00
5900 Printing	1,500.00
6000 Advertising	1,500.00
6001 Marketing	2,500.00
6010 Awards and Gifts	200.00
6015 Entertainment/Recruiting	250.00
6017 Entertainment/Food	2,500.00
6021 Credit Card Fees	5,000.00
6030 Insurance	
6032 Liability	8,500.00
6033 Workers' Compensation	1,500.00
Total 6030 Insurance	10,000.00
6200 Special Events Expense	1,500.00
6210 Dues and Subscriptions	2,500.00

Norman Firehouse Art Center

Budget FY2023-2024

September 2023 - August 2024

	TOTAL
6230 Technology	
6231 Computer Equipment	250.00
6232 Website & Software Expenses	2,500.00
Total 6230 Technology	2,750.00
6400 Fundraising	500.00
6500 Depreciation	6,500.00
6660 In-Kind Expenses	77,300.00
6700 Miscellaneous Expense	100.00
Total Expenditures	\$490,300.00
NET OPERATING REVENUE	\$22,208.00
NET REVENUE	\$22,208.00



FIREHOUSE

ART CENTER

Strategic Plan Draft Planning Document

Board of Directors Meeting
November 6, 2022

Overview

The following is a **Draft Strategic Plan** for review and discussion. The Strategic Plan when flushed out and adopted becomes a road map for the Firehouse for the next 5 years. It is a dynamic document which means that it is not cast in stone, but instead is reviewed annually to see if there are any course adjustments to make. The annual review is also an opportunity to reflect on our progress and accomplishments.

Our immediate task is to:

1. **Review, refine, and adopt the Goals identified.**
2. **Review, refine, and adopt the Objectives identified.**
3. **Prioritize the Objectives that are most important to be accomplished by year.**
4. **Break down the top Objectives and identify the Tactics and Action Plan for year 1.**

Reference Documents previously distributed.

Strategic Planning Overview

SWOT Process Analysis

Firehouse Vision

Enhancing our community through the visual arts

Firehouse Mission

The Norman Firehouse Art Center enriches our community by offering the highest quality visual arts education, experiences, and exhibitions.

1. Goal 1: Annual Funding

Develop an approach to annual funding that creates income from every current and potential new funding source to exceed a balanced annual budget for Firehouse programs and operations.

a. Objective 1 Identify all the areas of established and potential income

- i. Strategy 1: Maintain relationships and excellence in grant writing quality with existing granting organization.*
- ii. Strategy 2: Develop relationships with new foundations and explore additional local/regional grant opportunities.*
- iii. Strategy 3: Create lucrative partnerships that serve the museum's mission and grow our audiences.*

b. Objective 2 Increase memberships and upgrade membership levels

- i. Strategy 1: Establish a required membership recruitment goal for each board member to achieve.*
- ii. Strategy 2: Research other non-profit membership levels and offerings to upgrade levels of membership.*
- iii. Strategy 3: Write a dedicated plan with achievable outcomes and incentives to increase membership through marketing opportunities.*

c. Objective 3 Increase the number of Corporate Sponsors/Donors

- i. Strategy 1: Assess our current impact and cost related to programs and offerings that need sponsorship to underwrite the cost.*
- ii. Strategy 2: Identify creative sponsorship opportunities that will entice potential donors.*

- iii. *Strategy 3: Plan new offerings that will give corporate representation in building and marketing incentives through programming.*
- d. Objective 4 Increase class enrollment to achieve profitable course offerings
 - i. *Strategy 1: Recruit new faculty to develop relevant offerings that will attract broader audiences.*
 - ii. *Strategy 2: Expand our offerings beyond our current enrollment schedule and model.*
 - iii. *Strategy 3: Learn from other art organizations about future curriculum and offerings that are in high demand and are rising in popularity.*
- e. Objective 5 Identify and Plan fundraising events to support programs
 - i. *Strategy 1: Develop signature fundraising event that includes the following:*
 - a. *Art Auction*
 - b. *Annual Dinner*
 - c. *Award Ceremony*
 - d. *In-kind support from major partners*
 - ii. *Strategy 2: Create new partnerships with specific non-profits and develop joint fundraising events, and new programs. Become relevant to other non-profit audiences, become relevant to new donors.*
 - iii. *Strategy 3: Hold fundraising events that allow participants and students to be involved to facilitate participation with a current or an existing audience. i.e., Winter Chili Bowl with bowls made from Firehouse classes.*
- f. Objective 6 Pursue new and grow existing endowments
 - i. *Strategy 1: Established a Planned Giving procedure to gain funds from future estates and existing individual donor estates.*
 - ii. *Strategy 2: Provide opportunities for existing individual endowment donors to engage with the organization in order to maintain and grow relationships.*
 - iii. *Strategy 3: Development endowments to fund major annual expenses. i.e., payroll, The Wylodean and Bill Saxon Executive Director and Curator*

g. Objective 8 Other revenues; Giftshop, City of Norman, Experiences

- i. Strategy 1: Continue to develop relationship with the City of Norman*
- ii. Strategy 2: Assess the revenue made in the gift shop. Make changes to consignment artists and wholesale offerings to increase revenue and make better use of space.*
- iii. Strategy 3: Develop revenue generating experiences that utilize our unique network of relations. i.e. Travel Programs*

2. Goal 2: Firehouse Board of Directors Recruitment

Strengthen and increase board effectiveness through growing the size and diversity, educating members on Firehouse and non-profit operations and developing a culture of involvement.

a. Objective 1 Board Member Recruitment/Retention; the board needs to grow in size and retain the members it has.

- i. Strategy 1: Assess current board strengths, diversity and size*
 - Tactic 1; have current board members identify their respective strengths and diversity*
 - Action 1; utilize current matrix and have board members fill out*
 - Collect information for upcoming board meeting (TBD)*
 - Action 2; summarize collective board strengths/diversity in a single matrix*
 - Summarize information for upcoming board meeting (TBD)*
 - Tactic 2; Identify desired board strengths, areas of diversity and size*
 - Action 1; have the board collectively discuss and develop a consensus on strengths, diversity and size*
 - Have discussions at upcoming board meeting (TBD)*
- ii. Strategy 2: Solicit Candidates; actively seek out candidates, make contact and explore their interest*
 - Tactic 1; Create a board member position document for use in soliciting candidates (sim. to position open, taking applications for, emphasize strengths)*

Tactic 2; identify sources of where to find candidates; community organizations, leadership programs, personal contact lists and networks

Tactic 3; from sources identified, identify potential candidates that can help achieve the desired list of strengths, diversity and size from a.i.T2.A1.

iii. Strategy 3: Active Solicitation

Tactic 1; Review protocol for new member solicitation

A1; Review at upcoming board meeting (TBD)

Tactic 2; Pair sponsor/mentors and candidates

Tactic 3; Approach potential candidates in informal setting

Tactic 4; Candidate interviews; Exec, Dir, Board Pres., Sponsor

Tactic 5; Board Approval

iv. Strategy 4: Board Member Retention

Tactic 1; Mentoring Program

Tactic 2; Board communication

b. Objective 2 Knowledge Development; work towards an informed and knowledgeable board regarding understanding of non-profits and Firehouse operations

i. Strategy 1: Identify important areas of board knowledge

ii. Strategy 2: Develop a path for learning

iii. Strategy 3: Conduct educational learning lessons

iv. Strategy 4: Develop an understanding of board responsibilities

c. Objective 3 Board Engagement; create a culture of engagement and accountability

i. Strategy 1: Identify those areas of opportunity for engagement

ii. Strategy 2: Define the Firehouse culture

iii. Strategy 3: Expand requirements and commitments

3. Goal 3: Relevancy

Plan a unique series of community programs, and events that will provide an opportunity to reintroduce the Firehouse brand and legacy and set the stage for the future partnerships. By developing new community-based partnerships, the



Firehouse will grow by providing relevant experiences for communities of interest and new audiences.

- a. Objective 1 Define what is relevant and irrelevant in our community
 - i. *Strategy 1: Survey current faculty, staff, students, and community to understand the overall opinion.*
 - ii. *Strategy 2: Assess attendance from current and previous programs, events, and classes.*
 - iii. *Strategy 3: Collect data from other community events and programs to determine what is relevant.*
- b. Objective 2 Identify Communities of Interests
 - i. *Strategy 1: Plan potential partnerships with cultural groups that share our commitment to education, DEI culture, and health and wellness.*
 - ii. *Strategy 2: Observing other arts organizations and their relevant partnerships.*
 - iii. *Strategy 3: Appealing to multiple new or previous audiences. i.e., potters, pet owners, park enthusiasts, etc.*
- c. Objective 3 Establish Firehouse Values
 - i. *Strategy 1: Determine values through focus groups comprised of faculty, staff, board, and community members.*
 - ii. *Strategy 2: Create opportunities to develop shared values with our current and future audiences.*
 - iii. *Strategy 3: Growing our future audiences through our values and new partnerships.*

Norman Firehouse Art Center

Budget FY22-23

September 2022 - August 2023

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	14,000.00
4003 Individuals	5,000.00
4004 Other Contributions	26,050.00
Total 4000 Contributions	45,050.00
4100 Investment Income	
4110 Endowment Income	10,900.00
Total 4100 Investment Income	10,900.00
4200 Support	
4201 City	60,000.00
4202 State Oklahoma Arts Council	24,000.00
4204 Norman Arts Council	18,000.00
4206 Allied Arts-Allocation	19,000.00
4208 Allied Arts-Grants	20,000.00
4209 Other Support	3,000.00
Total 4200 Support	144,000.00
4300 Memberships	
4302 General Public Members	11,000.00
4303 Board Members	2,000.00
Total 4300 Memberships	13,000.00
4400 Classes	
4401 Materials Income	11,000.00
4403 Tuition	107,250.00
Total 4400 Classes	118,250.00
4500 Sales	
4501 Gallery Sales	10,000.00
4503 Gift Shop Sales	20,000.00
Total 4500 Sales	30,000.00
4600 Special Events Income	
4625 Creativity Private Event	500.00
Total 4600 Special Events Income	500.00
4800 Other Revenues	
4801 Interest Income	3,000.00
4807 Other Misc. Revenue	200.00
Total 4800 Other Revenues	3,200.00
4850 In-Kind Revenues	77,300.00
Total Revenue	\$442,200.00
GROSS PROFIT	\$442,200.00
Expenditures	
5000 Salary Wages	183,500.00
5100 Payroll Expenses	
5101 Benefits and Vacation	13,536.00

Norman Firehouse Art Center

Budget FY22-23

September 2022 - August 2023

	TOTAL
5102 Taxes	15,615.00
Total 5100 Payroll Expenses	29,151.00
5300 Professional Services	
5301 Accounting	21,500.00
5303 Design	5,000.00
5305 Artist Commission	12,500.00
5306 Instructor Fees	42,000.00
5308 Other Professional Fees	1,600.00
5310 Misc. Services	1,000.00
Total 5300 Professional Services	83,600.00
5350 Travel	
5351 Business Meals	250.00
5352 Room & Board	250.00
5354 Conferences	1,000.00
Total 5350 Travel	1,500.00
5400 Supplies	
5401 Art Materials	5,000.00
5404 Office Supplies	1,200.00
5416 Health & Safety	200.00
Total 5400 Supplies	6,400.00
5412 Exhibit Programming Expense	10,000.00
5450 Postage	750.00
5500 Occupancy Expenses	
5501 Janitorial	5,000.00
5502 Copier	425.00
5503 Repairs and Maintenance	2,200.00
5505 Telephone/Internet	2,000.00
5506 Security System	1,200.00
5507 Rent	1,000.00
5508 OG&E	2,000.00
5509 ONG	725.00
5510 Utilities	450.00
Total 5500 Occupancy Expenses	15,000.00
5600 Membership Discounts-Tuition	2,000.00
5601 Member Discount-Gift/Gallery	500.00
5630 Other Discounts	100.00
5900 Printing	1,500.00
6000 Advertising	1,700.00
6001 Marketing	2,500.00
6010 Awards and Gifts	100.00
6015 Entertainment/Recruiting	400.00
6017 Entertainment/Food	800.00
6021 Credit Card Fees	4,000.00
6030 Insurance	

Norman Firehouse Art Center

Budget FY22-23

September 2022 - August 2023

	TOTAL
6032 Liability	9,500.00
6033 Workers' Compensation	1,400.00
Total 6030 Insurance	10,900.00
6150 City/Chamber Events	100.00
6200 Special Events Expense	500.00
6210 Dues and Subscriptions	1,800.00
6220 Equipment Acquisition	250.00
6230 Technology	
6231 Computer Equipment	500.00
6232 Website & Software Expenses	1,500.00
6233 Digital Cameras & Misc Equip	250.00
Total 6230 Technology	2,250.00
6400 Fundraising	500.00
6500 Depreciation	5,000.00
6660 In-Kind Expenses	77,300.00
6700 Miscellaneous Expense	99.00
Total Expenditures	\$442,200.00
NET OPERATING REVENUE	\$0.00
NET REVENUE	\$0.00

Norman Firehouse Art Center

Statement of Financial Position

As of August 31, 2023

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	
1000 Armstrong Bank	318,533.01
1001 Arvest Bank Money Market Acct.	20,720.33
1003 PayPal	252.25
1005 First United Acct	107,257.05
1010 Valliance Money Market Acct	20,460.42
1250 Petty Cash Fund	252.80
Total Bank Accounts	\$467,475.86
Accounts Receivable	
1200 Accounts Receivable	5,875.00
Total Accounts Receivable	\$5,875.00
Other Current Assets	
1121 Inventory	2,132.70
1225 Prepaid Insurance & Other Items	3,690.93
Total Other Current Assets	\$5,823.63
Total Current Assets	\$479,174.49
Fixed Assets	
1305 Other Property and Equipment	38,319.98
1310 Leasehold Improvements	20,928.63
1315 Memorial Gardens	19,150.21
1350 Accumulated Depreciation	-52,240.70
Total Fixed Assets	\$26,158.12
Other Assets	
1400 Investments	0.00
1405 Master's Endowment Liability Fund	30,173.81
1410 FAC Liability # 323	123,991.12
1445 Madole Arts Education Liability Fund #1231	10,498.77
Total 1400 Investments	164,663.70
Total Other Assets	\$164,663.70
TOTAL ASSETS	\$669,996.31

	TOTAL
LIABILITIES AND EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 Accounts Payable	696.54
Total Accounts Payable	\$696.54
Credit Cards	
2005 VISA Corporate Card	1,062.67
Total Credit Cards	\$1,062.67
Other Current Liabilities	
2100 Payroll Liabilities	0.00
Federal Taxes (941/943/944)	1,169.64
OK Income Tax	251.00
OK Unemployment Tax	228.64
Total 2100 Payroll Liabilities	1,649.28
2110 Accrued Artists Commissions	509.93
2112 Accrued Other Liabilities	400.00
2120 Deferred Tuition & Other	24,592.00
2195 Certificates-Gift	500.00
2200 Sales Tax Payable	0.00
OTC Payable	82.78
Total 2200 Sales Tax Payable	82.78
Total Other Current Liabilities	\$27,733.99
Total Current Liabilities	\$29,493.20
Total Liabilities	\$29,493.20
Equity	
3900 Net Assets Without Donor Restriction	595,629.74
3901 Net Assets with Donor Restriction	25,000.00
Net Revenue	19,873.37
Total Equity	\$640,503.11
TOTAL LIABILITIES AND EQUITY	\$669,996.31

Norman Firehouse Art Center

Statement of Activity

September 2022 - August 2023

	TOTAL
Revenue	
4000 Contributions	
4002 Business/Corp./Fdns/Sponsors	13,400.00
4003 Individuals	6,377.22
4008 Donor Restricted Contributions	2,000.00
Total 4000 Contributions	21,777.22
4100 Investment Income	
4110 Endowment Income	10,961.08
Total 4100 Investment Income	10,961.08
4200 Support	
4201 City	120,000.00
4202 State Oklahoma Arts Council	34,219.00
4204 Norman Arts Council	23,625.00
4206 Allied Arts-Allocation	19,391.49
4208 Allied Arts-Grants	15,000.00
4209 Other Support	7,372.00
Total 4200 Support	219,607.49
4300 Memberships	
4302 General Public Members	15,400.00
4303 Board Members	2,700.00
Total 4300 Memberships	18,100.00
4400 Classes	
4401 Materials Income	9,512.51
4403 Tuition	110,755.99
4404 Cancellation Refunds	-6,689.25
Total 4400 Classes	113,579.25
4500 Sales	
4501 Gallery Sales	2,600.00
4503 Gift Shop Sales	18,053.43
Total 4500 Sales	20,653.43
4800 Other Revenues	
4801 Interest Income	2,417.17
4807 Other Misc. Revenue	221.72
4809 Unrealized Gain/Loss on Invest	5,998.66
Total 4800 Other Revenues	8,637.55
4850 In-Kind Revenues	77,300.00
Total Revenue	\$490,616.02
Cost of Goods Sold	
5001 Cost of Goods Sold	274.78
Total Cost of Goods Sold	\$274.78
GROSS PROFIT	\$490,341.24

	TOTAL
Expenditures	
5000 Salary Wages	186,558.25
5100 Payroll Expenses	
5101 Benefits and Vacation	17,623.74
5102 Taxes	15,643.75
Total 5100 Payroll Expenses	33,267.49
5300 Professional Services	
5301 Accounting	21,446.00
5303 Design	5,935.04
5305 Artist Commission	8,439.29
5306 Instructor Fees	34,678.80
5308 Other Professional Fees	3,504.80
5309 Programming Assistants	-20.00
5310 Misc. Services	983.00
Total 5300 Professional Services	74,966.93
5350 Travel	
5351 Business Meals	20.87
5353 Transportation	550.98
5354 Conferences	1,247.41
Total 5350 Travel	1,819.26
5400 Supplies	
5401 Art Materials	9,982.48
5404 Office Supplies	4,706.54
Total 5400 Supplies	14,689.02
5412 Exhibit Programming Expense	20,288.05
5450 Postage	905.77
5500 Occupancy Expenses	
5501 Janitorial	7,124.16
5502 Copier	327.16
5503 Repairs and Maintenance	867.44
5505 Telephone/Internet	1,671.12
5506 Security System	1,345.63
5507 Rent	1,063.33
5508 OG&E	2,859.01
5509 ONG	1,030.09
5510 Utilities	1,465.75
Total 5500 Occupancy Expenses	17,753.69
5600 Membership Discounts-Tuition	1,845.20
5601 Member Discount-Gift/Gallery	436.66
5630 Other Discounts	572.64
5900 Printing	2,581.77
6000 Advertising	1,680.88
6001 Marketing	2,353.34
6010 Awards and Gifts	259.07
6015 Entertainment/Recruiting	315.00
6017 Entertainment/Food	3,599.43
6020 Bank Service Charges	72.92
6021 Credit Card Fees	4,895.15

	TOTAL
6030 Insurance	
6032 Liability	7,740.47
6033 Workers' Compensation	1,748.16
Total 6030 Insurance	9,488.63
6200 Special Events Expense	1,703.04
6210 Dues and Subscriptions	2,614.68
6220 Equipment Acquisition	1,550.76
6230 Technology	
6231 Computer Equipment	105.86
6232 Website & Software Expenses	2,488.16
Total 6230 Technology	2,594.02
6500 Depreciation	6,356.22
6660 In-Kind Expenses	77,300.00
Total Expenditures	\$470,467.87
NET OPERATING REVENUE	\$19,873.37
NET REVENUE	\$19,873.37

05. Breakdown of Revenues by Category

Grants & Contributions

Indiv/Corp Donations

Investment Income

Other Revenues

Grants/Government Support

In-Kind Donations

Total Grants & Contributions

Charged Services Funding

Membership Dues

Class Tuition & Material Fees

Gallery & Gift Shop Sales

Total Charged Services Funding

Total Income End of Fiscal Year

FY 22/23	% of Revenue
21,777.22	4.44%
10,961.08	2.23%
8,637.55	1.76%
219,607.49	44.76%
77,300.00	15.76%
338,283.34	68.95%
18,100.00	3.69%
113,579.25	23.15%
20,653.43	4.21%
152,332.68	31.05%
490,616.02	100.00%

Norman Firehouse Art Center, Inc.

Profit and Loss

September 2021 - August 2023

	SEP 2021 - AUG 2022	SEP 2022 - AUG 2023	TOTAL
Revenue			
4000 Contributions			\$0.00
4002 Business/Corp./Fdns/Sponsors	49.50	13,400.00	\$13,449.50
4003 Individuals	2,949.96	6,377.22	\$9,327.18
4004 Other Contributions	262.00		\$262.00
4008 Donor Restricted Contributions		2,000.00	\$2,000.00
Total 4000 Contributions	3,261.46	21,777.22	\$25,038.68
4100 Investment Income			\$0.00
4110 Endowment Income	10,467.55	10,961.08	\$21,428.63
Total 4100 Investment Income	10,467.55	10,961.08	\$21,428.63
4200 Support			\$0.00
4201 City	60,000.00	120,000.00	\$180,000.00
4202 State Oklahoma Arts Council	41,825.00	34,219.00	\$76,044.00
4204 Norman Arts Council	21,625.00	23,625.00	\$45,250.00
4206 Allied Arts-Allocation	17,872.04	19,391.49	\$37,263.53
4208 Allied Arts-Grants	14,000.00	15,000.00	\$29,000.00
4209 Other Support		7,372.00	\$7,372.00
4210 CARES Support	37,365.00		\$37,365.00
Total 4200 Support	192,687.04	219,607.49	\$412,294.53
4300 Memberships			\$0.00
4302 General Public Members	8,150.00	15,400.00	\$23,550.00
4303 Board Members	1,950.00	2,700.00	\$4,650.00
Total 4300 Memberships	10,100.00	18,100.00	\$28,200.00
4400 Classes			\$0.00
4401 Materials Income	8,764.49	9,512.51	\$18,277.00
4403 Tuition	96,109.00	110,755.99	\$206,864.99
4404 Cancellation Refunds	-6,963.50	-6,689.25	\$ -13,652.75
Total 4400 Classes	97,909.99	113,579.25	\$211,489.24
4500 Sales			\$0.00
4501 Gallery Sales		2,600.00	\$2,600.00
4503 Gift Shop Sales	16,921.71	18,053.43	\$34,975.14
Total 4500 Sales	16,921.71	20,653.43	\$37,575.14
4800 Other Revenues			\$0.00
4801 Interest Income	2,173.09	2,417.17	\$4,590.26
4807 Other Misc. Revenue		221.72	\$221.72
4809 Unrealized Gain/Loss on Invest	-22,437.19	5,998.66	\$ -16,438.53
Total 4800 Other Revenues	-20,264.10	8,637.55	\$ -11,626.55
4850 In-Kind Revenues	77,300.00	77,300.00	\$154,600.00
Total Revenue	\$388,383.65	\$490,616.02	\$878,999.67

	SEP 2021 - AUG 2022	SEP 2022 - AUG 2023	TOTAL
Cost of Goods Sold			
5001 Cost of Goods Sold		274.78	\$274.78
Total Cost of Goods Sold	\$0.00	\$274.78	\$274.78
GROSS PROFIT	\$388,383.65	\$490,341.24	\$878,724.89
Expenditures			
5000 Salary Wages	149,612.45	186,558.25	\$336,170.70
5100 Payroll Expenses			\$0.00
5101 Benefits and Vacation	8,893.83	17,623.74	\$26,517.57
5102 Taxes	11,686.03	15,643.75	\$27,329.78
Total 5100 Payroll Expenses	20,579.86	33,267.49	\$53,847.35
5300 Professional Services			\$0.00
5301 Accounting	25,051.05	21,446.00	\$46,497.05
5303 Design	2,703.01	5,935.04	\$8,638.05
5305 Artist Commission	10,402.24	8,439.29	\$18,841.53
5306 Instructor Fees	32,025.00	34,678.80	\$66,703.80
5308 Other Professional Fees	2,579.55	3,504.80	\$6,084.35
5309 Programming Assistants	3,560.00	-20.00	\$3,540.00
5310 Misc. Services	931.78	983.00	\$1,914.78
Total 5300 Professional Services	77,252.63	74,966.93	\$152,219.56
5350 Travel			\$0.00
5351 Business Meals	96.27	20.87	\$117.14
5352 Room & Board	468.22		\$468.22
5353 Transportation	6,576.75	550.98	\$7,127.73
5354 Conferences	129.00	1,247.41	\$1,376.41
Total 5350 Travel	7,270.24	1,819.26	\$9,089.50
5400 Supplies			\$0.00
5401 Art Materials	5,592.98	9,982.48	\$15,575.46
5404 Office Supplies	1,034.00	4,706.54	\$5,740.54
5416 Health & Safety	153.09		\$153.09
Total 5400 Supplies	6,780.07	14,689.02	\$21,469.09
5412 Exhibit Programming Expense		20,288.05	\$20,288.05
5450 Postage	631.88	905.77	\$1,537.65
5500 Occupancy Expenses			\$0.00
5501 Janitorial	5,751.23	7,124.16	\$12,875.39
5502 Copier	394.03	327.16	\$721.19
5503 Repairs and Maintenance	2,913.18	867.44	\$3,780.62
5505 Telephone/Internet	3,909.28	1,671.12	\$5,580.40
5506 Security System	802.60	1,345.63	\$2,148.23
5507 Rent	1,402.31	1,063.33	\$2,465.64
5508 OG&E	2,131.18	2,859.01	\$4,990.19
5509 ONG	754.88	1,030.09	\$1,784.97
5510 Utilities	1,175.69	1,465.75	\$2,641.44
Total 5500 Occupancy Expenses	19,234.38	17,753.69	\$36,988.07
5600 Membership Discounts-Tuition	1,719.99	1,845.20	\$3,565.19
5601 Member Discount-Gift/Gallery	266.78	436.66	\$703.44
5630 Other Discounts	10.52	572.64	\$583.16
5900 Printing	51.53	2,581.77	\$2,633.30
6000 Advertising	2,889.23	1,680.88	\$4,570.11

	SEP 2021 - AUG 2022	SEP 2022 - AUG 2023	TOTAL
6001 Marketing	2,437.64	2,353.34	\$4,790.98
6010 Awards and Gifts	93.86	259.07	\$352.93
6015 Entertainment/Recruiting	740.95	315.00	\$1,055.95
6017 Entertainment/Food	1,312.89	3,599.43	\$4,912.32
6020 Bank Service Charges		72.92	\$72.92
6021 Credit Card Fees	4,439.51	4,895.15	\$9,334.66
6030 Insurance			\$0.00
6032 Liability	9,578.74	7,740.47	\$17,319.21
6033 Workers' Compensation	1,382.65	1,748.16	\$3,130.81
Total 6030 Insurance	10,961.39	9,488.63	\$20,450.02
6200 Special Events Expense	100.00	1,703.04	\$1,803.04
6210 Dues and Subscriptions	699.00	2,614.68	\$3,313.68
6220 Equipment Acquisition	736.92	1,550.76	\$2,287.68
6230 Technology			\$0.00
6231 Computer Equipment	655.71	105.86	\$761.57
6232 Website & Software Expenses	4,680.76	2,488.16	\$7,168.92
6233 Digital Cameras & Misc Equip	1,142.68		\$1,142.68
Total 6230 Technology	6,479.15	2,594.02	\$9,073.17
6500 Depreciation	5,697.18	6,356.22	\$12,053.40
6660 In-Kind Expenses	77,300.00	77,300.00	\$154,600.00
Total Expenditures	\$397,298.05	\$470,467.87	\$867,765.92
NET OPERATING REVENUE	\$ -8,914.40	\$19,873.37	\$10,958.97
NET REVENUE	\$ -8,914.40	\$19,873.37	\$10,958.97