



## City of Tomball Application for Use of Hotel Occupancy Tax

Application Date: 7/18/2023  
Name of Organization/Business: Spring Creek County Historical Association  
Street Address: 510 N. Pines Street  
City: Tomball State: TX Zip Code: 77375  
Contact Name: Henry Reid  
Phone Number: 281-831-0738 Email: tomballmuseumcenter@gmail.com

Type of Organization/Business:       Private/For-Profit       Non-Profit

Purpose of organization/business: To preserve and raise historical awareness of Tomball area through the discovery, collection, and preservation of history and daily life of Tomball residents

Does your event/expenditure pass Part One of the statutory Hotel Occupancy Tax test listed below?

*Defined specifically as directly enhancing and promoting tourism in Tomball and directly promoting the overnight accommodation industry in Tomball by increasing overnight stays.*

Yes       No

Does your event/expenditure pass Part Two of the statutory Hotel Occupancy Tax test, defined specifically as limiting the use of Hotel Occupancy Tax funds to one of more of the following categories?

Select all categories that apply.

- Establishment, improvement or maintenance of a convention or visitor center
- Administrative cost for facilitating convention registration
- Advertising, solicitations, and promotions that attracts tourists and delegates
- Encouragement, promotion, improvement, and application of the arts
- Historical restoration or preservation programs
- Signage directing tourists to attractions visited by hotel guests
- None of the above

Is this a new event/expenditure?  Yes  No

Name of the event/expenditure: Tomball Museum Center

Website address of event/expenditure: tomballmuseumcenter.com

Date(s) of event/expenditure: All year

Location of event/expenditure: 510 N. Pine Street

Description of event/expenditure: Various events, which including tours of our facilities, our annual

Antique Car Social, Kids Days at the museum including a special Halloween night, informative talks about the

history of Tomball and Texas, our quarterly Tea and Chats and our annual Christmas Candlelight Tours

Estimated local attendees: 2500 Estimated out of town attendees: 400

If approved, how will the grant funds be used? \_\_\_\_\_

To maintain the historical integrity of our buildings and property.

How will you measure the impact of your event on local overnight accommodations? Our goal is

to provide another reason for families and visitors to come explore

the history of Tomball.

Amount of funding requested: \$ 45,000

Current operating budget for the event/expenditure: \$ 88,000

Total funding dedicated to advertising/promotion of event/expenditure: \$ 9,000

Organization's direct contribution to the operating and advertising budget: \$ 43,000

Please indicate all promotion efforts your organization will utilize to alert visitors of the event/expenditure:

Paid Advertising     Radio     Television     Brochures

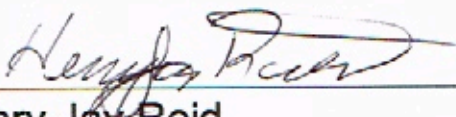
Social Media     Newspaper     Online/Digital     Press Release

How do you intend to advertise or promote your event to gain overnight stays in Tomball? \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

1. I have read the entire information in this application packet and understand and will comply with all provisions therein; and that I intend to use the grant for the event/expenditure to directly enhance and promote the tourism and hotel industry by attracting visitors from outside of Tomball to stay overnight in one of Tomball's lodging facilities.
2. I will abide by all relevant local, state, and federal laws/regulations regarding the use of Hotel Occupancy Tax.
3. I understand that all grant funds are provided on a reimbursement basis and only proven eligible expenses will be reimbursed.
4. Applicant acknowledges that if grant funds are awarded, the event organizers agree to allow the financials of this event to be viewed at any time by the City of Tomball prior to receiving reimbursement for the event.

Applicant Signature:   
Applicant Name: Henry Jay Reid

**Required Documents:**

- Itemized budget of expenditures for grant funds
- Organization's most recent annual budget
- Organization's most recent financial statements – must be audited for grants exceeding \$100,000
- List of Board of Directors/Event Committee with contact information
- IRS Form W-9 – required if not currently on file with the City of Tomball
- Any other information that supports the request for funding

Please submit applications by email to [finance@tomballtx.gov](mailto:finance@tomballtx.gov) or mail/deliver to:

City of Tomball  
Attn: Finance Dept.  
501 James Street  
Tomball, Texas 77375

**ORGANIZED BUDGET FOR 2023-2024**

	CITY FUNDS	OTHER FUNDS	TOTAL
PERSONNEL		\$18,000	\$18,000
UTILITIES		\$12,000	\$12,000
REPAIRS AND MAINTANENCE	\$20,000	\$4,000	\$24,000
ADVERTISING	\$5,000	\$4,000	\$9,000
FEES - Yearly Dry-wood Termite Inspections/ Insurance	\$8,000	\$2,000	\$10,000
MISCELLANEOUS EXPENSES	\$2,000	\$2,000	\$4,000
CONTRACTED SERVICES - MOWING, ACCOUNTING, ETC	\$10,000	\$1,000	\$11,000
TOTAL	\$45,000	\$43,000	\$88,000

**FUNDS FROM OTHER SOURCES**

**Other Investors/Contributors**

Corporate	\$ 5,000
Foundations	\$ 2,000
Royalties	\$ 3,000
Grants	\$ 10,000

**Fees**

Admissions (Wedding and Events)	\$ 5,000
Application (Tours and Donations)	\$ 5,000
Vendors (Photographers)	\$ 3,000

**Membership**

\$ 5,000

**Others (Memorials)**

\$ 5,000

Total \$ 43,000

**Spring Creek County Historical Association  
Budget 2023**

	<u>Total</u>
<b>Income</b>	
Building Use Income	\$5,000.00
Direct Public Support	
City of Tomball Contributions	\$30,000.00 *
Grants	\$20,000.00 **
<b>Total Direct Public Support</b>	<u>\$50,000.00</u>
Donations	
Donations - Undesignated	\$10,000.00
Cobb Family Foundation	\$1,500.00
Memorial Donations	\$2,000.00
Photography Donations	\$3,000.00
<b>Total Donations - Undesignated</b>	<u>\$16,500.00</u>
Program Income	
Candlelight Tour Income	\$3,000.00
Membership Dues Income	\$2,500.00
Membership Corporate	\$3,000.00
Tours Income	\$5,000.00
<b>Total Program Income</b>	<u>\$13,500.00</u>
Other income - Sale of books, etc	\$500.00
<b>Total Income</b>	<u>\$85,500.00</u>
<b>Gross Profit</b>	<u>\$85,500.00</u>
<b>Expenses</b>	
Contract Services	
Accounting Fees	\$300.00 *
<b>Total Contract Services</b>	<u>\$300.00</u>
Events Expense	
Antique Car Show Expenses	\$2,000.00 *
Candlelight Tour Expense	\$500.00
<b>Total Events Expense</b>	<u>\$2,500.00</u>
Insurance	
Property Insurance	\$3,500.00 *
D & O Insurance	\$1,000.00 *
Liability	\$2,500.00 *
<b>Total Insurance</b>	<u>\$7,000.00</u>
Office Expenses	\$150.00
Operations	

Postage, Mailing Service	\$200.00 *
Supplies	\$500.00 +
<b>Total Operations</b>	<u>\$700.00</u>
Repairs & Maintenance	
Buildings & Grounds Maintenance	\$10,000.00 *
Cleaning	\$1,000.00 *
Lawn Service	\$8,000.00 *
Exterior Contract Painting	\$20,000.00 **
<b>Total Repairs &amp; Maintenance</b>	<u>\$39,000.00</u>
Salaries	\$13,680.00
Security	\$500.00
Taxes	
Payroll Taxes	\$1,100.00
Property Taxes	\$15.00
<b>Total Taxes</b>	<u>\$1,115.00</u>
Telephone	\$2,000.00
Utilities	\$15,000.00
Website	\$1,000.00 *
	<u>\$85,445.00</u>
<b>Total Expenses</b>	<u>\$85,445.00</u>
<b>Net Operating Income</b>	\$55.00
Other Income	
Interest Income - CD	\$4,000.00
Royalty Income	
Americo Energy Resources	\$4,000.00
<b>Total Royalty Income</b>	<u>\$4,000.00</u>
<b>Total Other Income</b>	<u>\$8,055.00</u>
<b>Net Other Income</b>	<u>\$8,055.00</u>
<b>Net Income</b>	<u>\$8,110.00</u>

\*. City of Tomball Direct Support reimburses for direct expenses. For accounting purposes, on the P&L statement this support is applied directly to their expense and therefore the majority of this support is not included as income or expenses on that statement.

\*\* We will be applying for various grants to cover the cost of painting our three (3) main buildings.

# Spring Creek County Historical Association

## Profit and Loss

January - December 2022

	TOTAL
<b>Income</b>	<b>2,775.00</b>
Building Use Income	
Direct Public Support	0.00
City of Tomball Contributions	0.00
<b>Total Direct Public Support</b>	<b>45.00</b>
Donations	9,308.00
Donations - Undesignated	1,500.00
Cobb Family Foundation	605.00
Memorial Donations	1,256.00
Photography Donations	12,700.00
<b>Total Donations - Undesignated</b>	<b>12,745.00</b>
<b>Total Donations</b>	
Program Income	1,361.13
Candlelight Tour Income	1,765.00
Membership Dues Income	480.00
Program Service Fees	3,943.00
Tours Income	7,549.13
<b>Total Program Income</b>	<b>20.00</b>
Sales of Product Income	360.00
Books	380.00
<b>Total Sales of Product Income</b>	<b>0.00</b>
Uncategorized Income	\$23,449.13
<b>Total Income</b>	<b>\$23,449.13</b>
<b>GROSS PROFIT</b>	<b>\$23,449.13</b>
<b>Expenses</b>	<b>10.00</b>
Bank Service Charges	
Contract Services	0.00
Accounting Fees	0.00
<b>Total Contract Services</b>	<b>289.33</b>
Credit Fees	75.00
Dues & Subscriptions	
Events Expense	3,385.72
Antique Car Show Expenses	822.64
Candlelight Tour Expense	
<b>Total Events Expense</b>	<b>4,208.36</b>
Facilities and Equipment	
Property Insurance	3,297.80
<b>Total Facilities and Equipment</b>	<b>935.00</b>
Insurance	2,228.00
Insurance -COMMERCIAL LIABILITY	
Office Expenses	97.96
Operations	

Profit and Loss  
January - December 2022

	TOTAL
	120.00
Postage, Mailing Service	228.54
Supplies	<b>348.54</b>
<b>Total Operations</b>	650.00
Repairs & Maintenance	1,587.74
Buildings & Grounds Maintenance	60.07
Cleaning	2,100.00
Lawn Service	<b>4,397.81</b>
<b>Total Repairs &amp; Maintenance</b>	13,680.00
Salaries	495.41
Security	
Taxes	1,046.52
Payroll Taxes	13.75
Property Taxes	<b>1,060.27</b>
<b>Total Taxes</b>	1,432.80
Telephone	11,534.78
Utilities	0.00
Website	<b>\$44,091.06</b>
<b>Total Expenses</b>	<b>\$ -20,641.93</b>
NET OPERATING INCOME	
Other Income	20.00
Bank Rewards	626.42
Interest Income - CD	
Royalty Income	2,477.81
Americo Energy Resources	<b>2,477.81</b>
<b>Total Royalty Income</b>	<b>\$3,124.23</b>
<b>Total Other Income</b>	<b>\$3,124.23</b>
NET OTHER INCOME	<b>\$ -17,517.70</b>
NET INCOME	



## Tomball Museum Center Board of Directors

SPRING CREEK COUNTY HISTORICAL ASSOCIATION			
2023-20254 BOARD OF DIRECTORS			
Name	Position	Phone	Email
Henry Reid	President	281-831-0738	Henryreid4466@gmail.com
Michael Bradfield	Vice President	281-831-7139	michobbrad@gmail.com
Rebecca Clepper	Secretary	713-702-3513	bclepper72681@aol.com
Mary McCoy	Treasurer	281-507-8693	marymcoy@gmail.com
Kyle Stallones	Board Member	713-899-3586	<a href="mailto:kylestallones@gmail.com">kylestallones@gmail.com</a>
JoAnn Ehrhardt	Board Member	713-376-0188	joanne6607@gmail.com
Pamela Kaiser	Board Member	281-636-1824	pkaiser54@yahoo.com
Celila Lang	Board Member	832-934-2363	grlang@yahoo.com
Rayford McCoy	Board Member	281-384-2621	<a href="mailto:rayford.mccoy@gmail.com">rayford.mccoy@gmail.com</a>
Dwana McShan	Board Member	832-475-0321	ddesigns76@yahoo.com
Bob Russell	Board Member	281-610-6685	bearkats73@aol.com
Robert Watts	Board Member	832-562-1518	rwatts1944@yahoo.com

P.O. BOX 421

City Tomball	State TX	Zip Code 77377
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Foreign Country	Foreign Province	Foreign Zip
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**Principal Officer of Organization**

Name HENRY REID	Check here if Officer is a business <input type="checkbox"/>	SSN or EIN
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Street 11102 OLDE MINT HOUSE LANE	Room/Suite
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City TOMBALL	State TX	Zip Code 77375
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Foreign Country
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Organization's annual gross receipts are still normally \$50,000 or less

If applicable, organization is terminating (going out of business)

Electronic Filing

**Return Name:** SPRING CREEK COUNTY HISTORICAL ASSOCIATION

**SSN:** 746070572

**Submission ID:** 7627322023078md8f5ow

**Refund:** 0

**Status:** Accepted

**Status Date:** 6/5/2023

**Jurisdiction:** Federal

**Type:** 990-N

**Sub Type:** Federal

**Service Center:** Unknown

**Current Acknowledgement Detail**

**Acceptance Code:** Accepted

**Ack Status Date:** 6/5/2023

**Debt Code:**

**Expected Refund:** 0

**PIN Indicator:**

**EIC Indicator:**

**Payment Ack:** ---

**State-Only Code:**

**Birth Date Validity:** ---

**State Packet:**

**Number of Errors:** 0

**Error Rejected Codes:**