

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 6/23/16

**Agenda Date Requested:** 6/28/16

**Time Requested:** 15 Minutes

**To:** Carson City Visitors Bureau - Board of Directors

**From:** Joel Dunn, Executive Director

**Subject Title:** Approval of the Resolution to Augment Fiscal Year 2015-2016 Budget.

**Staff Summary:** Revised revenue and expenditure schedules and resolutions to augment the 2015-2016 Budget, for the General Fund, the V&T Capital Projects Fund and the Capital Projects Fund are attached.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the Resolution to Augment the Carson City Visitors Bureau's Fiscal Year 2015-2016 Budget

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** None

**Prepared By:** Joel Dunn, Executive Director

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
GENERAL FUND**

RESOLUTION TO AUGMENT THE 2015-2016 BUDGET OF **CARSON CITY VISITORS BUREAU**

WHEREAS, total resources of the **GENERAL FUND**, Carson City Visitors Bureau were budgeted to be \$1,331,440 on July 1, 2015; and

WHERE AS, the total available resources are now determined to be \$1,664,412.

WHEREAS, said additional unanticipated resources are as follows:

Actual beginning fund balance in excess of amount budgeted	\$	85,384
Increase in projected room tax revenue	\$	42,818
Increase in intergovernmental revenue	\$	8,433
Increase in projected miscellaneous income	\$	196,337

Total \$ 332,972

WHEREAS, there is a need to apply these excess proceeds in the **GENERAL FUND**.

Now, therefore, it is hereby RESOLVED, that **Carson City Visitors Bureau** shall augment its 2015-2016 budget by appropriating **\$332,972** for use in the **GENERAL FUND** thereby increasing its appropriations from **\$1,331,440** to **\$1,664,412** A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that the Joel Dunn, Executive Director shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the **28th** of the **June, 2016**.

**AYES:**

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**NAYS:**

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**Absent:**

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**By:** \_\_\_\_\_  
Joel Dunn, Executive Director

**ATTEST:** \_\_\_\_\_

CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
GENERAL FUND

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
Other Taxes			
Room Taxes	819,808	42,818	862,626
		-	
Intergovernmental Revenue	25,000	8,433	33,433
		-	
Miscellaneous	31,300	196,337	227,637

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
GENERAL FUND**

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
SUBTOTAL REVENUE ALL SOURCES	876,108	247,588	1,123,696
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES			
BEGINNING FUND BALANCE			
Reserved			
Unreserved	455,332	85,384	540,716
TOTAL BEGINNING FUND BALANCE	455,332	85,384	540,716
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	1,331,440	332,972	1,664,412

CARSON CITY VISITORS BUREAU  
Schedule B - GENERAL Fund  
REVISED REVENUE SCHEDULE

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
GENERAL FUND**

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
<b>General Government</b>			
Salaries & Wages	190,213	6,683	196,896
Employee Benefits	99,388	1,968	101,356
Services & Supplies	93,394	5,875	99,269
<b>Total</b>	<b>382,996</b>	<b>14,525</b>	<b>397,521</b>
<b>Culture &amp; Recreation</b>			
Salaries & Wages	84,195	16,781	100,976
Employee Benefits	29,414	158	29,572
Services & Supplies	271,700	228,350	500,050
Capital Outlay	-	-	-
<b>Total</b>	<b>385,309</b>	<b>245,289</b>	<b>630,598</b>
<b>Intergovernmental Expense</b>	<b>113,077</b>	<b>5,906</b>	<b>118,983</b>

CARSON CITY VISITORS BUREAU  
Schedule B - GENERAL Fund

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
GENERAL FUND**

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
SUBTOTAL EXPENDITURES	881,382	265,720	1,147,102
OTHER USES			
Contingency (not to exceed 3% of total expenditures)	20,000	(20,000)	-
Operating Transfers			
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	485,273	32,037	517,310
TOTAL ENDING FUND BALANCE	485,273	32,037	517,310
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	1,386,655	277,757	1,664,412

CARSON CITY VISITORS BUREAU  
Schedule B - GENERAL Fund

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
V&T CAPITAL PROJECTS FUND**

RESOLUTION TO AUGMENT THE 2015-2016 BUDGET OF **CARSON CITY VISITORS BUREAU**

WHEREAS, total resources of the **V&T CAPITAL PROJECTS FUND**, Carson City Visitors Bureau were budgeted to be \$753,801 on July 1, 2015; and

WHERE AS, the total available resources are now determined to be \$592,916.

WHEREAS, said additional unanticipated resources are as follows:

Actual beginning fund balance in excess of amount budgeted	\$ 15,993
Increase in projected room tax revenue	\$-176,301
Increase in projected interest income	\$ -577

Total \$ -160,885

WHEREAS, there is a need to apply these excess proceeds in the **V&T CAPITAL PROJECTS FUND**.

Now, therefore, it is hereby RESOLVED, that **Carson City Visitors Bureau** shall augment its 2015-2016 budget by appropriating **\$-160,885** for use in the **V&T CAPITAL PROJECTS FUND** thereby decreasing its appropriations from **\$753,801** to **\$592,916** A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that the Joel Dunn, Executive Director shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the **28th** of the **June, 2016**.

**AYES:**

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**NAYS:**

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**Absent:**

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**By:** \_\_\_\_\_  
Joel Dunn, Executive Director

**ATTEST:** \_\_\_\_\_





**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
V and T CAPITAL PROJECT FUND**

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
SUBTOTAL REVENUE ALL SOURCES	303,099	(176,878)	126,221
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES			
BEGINNING FUND BALANCE			
Reserved			
Unreserved	450,702	15,993	466,695
TOTAL BEGINNING FUND BALANCE	450,702	15,993	466,695
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	753,801	(160,885)	592,916

CARSON CITY VISITORS BUREAU  
Schedule B - V&T CAPITAL PROJECT Fund  
REVISED REVENUE SCHEDULE

**CARSON CITY VISITORS BUREAU**  
**2015-2016 BUDGET AUGMENTATION**  
**V and T CAPITAL PROJECT FUND**

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
<b>Intergovernmental Expense</b>	<b>146,089</b>	<b>(20,851)</b>	<b>125,238</b>

**CARSON CITY VISITORS BUREAU**  
 Schedule B - V&T CAPITAL PROJECT Fund

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
V and T CAPITAL PROJECT FUND**

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
SUBTOTAL EXPENDITURES	146,089	(20,851)	125,238
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers			
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	607,712	(140,034)	467,678
TOTAL ENDING FUND BALANCE	607,712	(140,034)	467,678
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	753,801	(160,885)	592,916

**CARSON CITY VISITORS BUREAU  
Schedule B - V&T CAPITAL PROJECT Fund**

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
CAPITAL PROJECTS FUND**

RESOLUTION TO AUGMENT THE 2015-2016 BUDGET OF **CARSON CITY VISITORS BUREAU**

WHEREAS, total resources of the **CAPITAL PROJECTS FUND**, Carson City Visitors Bureau were budgeted to be \$402,367 on July 1, 2015; and

WHERE AS, the total available resources are now determined to be \$423,737.

WHEREAS, said additional unanticipated resources are as follows:

Actual beginning fund balance in excess of amount budgeted	\$ 5,929
Increase in projected room tax revenue	\$ 15,749
Increase in projected interest income	\$ -308

Total \$ 21,370

WHEREAS, there is a need to apply these excess proceeds in the **CAPITAL PROJECTS FUND**.

Now, therefore, it is hereby RESOLVED, that **Carson City Visitors Bureau** shall augment its 2015-2016 budget by appropriating **\$21,370** for use in the **CAPITAL PROJECTS FUND** thereby increasing its appropriations from **\$402,367** to **\$423,737** A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that the Joel Dunn, Executive Director shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the **28th** of the **June, 2016**.

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**Absent:**

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**By:** \_\_\_\_\_  
Joel Dunn, Executive Director

**ATTEST:** \_\_\_\_\_

**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
CAPITAL PROJECT FUND**

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
Room Taxes	301,539	15,749	317,288
		-	
Interest Income	828	(308)	520
		-	

**CARSON CITY VISITORS BUREAU  
Schedule B - CAPITAL PROJECT Fund  
REVISED REVENUE SCHEDULE**

**CARSON CITY VISITORS BUREAU**  
**2015-2016 BUDGET AUGMENTATION**  
**CAPITAL PROJECT FUND**

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
<b>SUBTOTAL REVENUE ALL SOURCES</b>	<b>302,367</b>	<b>15,441</b>	<b>317,808</b>
<b>OTHER FINANCING SOURCES</b>			
Operating Transfers in (Sch T)			
Proceeds of Long-Term Debt			
Other			
<b>SUBTOTAL OTHER FINANCING SOURCES</b>			
<b>BEGINNING FUND BALANCE</b>			
Reserved			
Unreserved	100,000	5,929	105,929
<b>TOTAL BEGINNING FUND BALANCE</b>	<b>100,000</b>	<b>5,929</b>	<b>105,929</b>
Prior Period Adjustments			
Residual Equity Transfers			
<b>TOTAL AVAILABLE RESOURCES</b>	<b>402,367</b>	<b>21,370</b>	<b>423,737</b>

**CARSON CITY VISITORS BUREAU**  
 Schedule B - CAPITAL PROJECT Fund  
**REVISED REVENUE SCHEDULE**



**CARSON CITY VISITORS BUREAU  
2015-2016 BUDGET AUGMENTATION  
CAPITAL PROJECT FUND**

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
SUBTOTAL EXPENDITURES	302,367	21,370	323,737
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers			
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	100,000	-	100,000
TOTAL ENDING FUND BALANCE	100,000	-	100,000
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	402,367	21,370	423,737

CARSON CITY VISITORS BUREAU  
Schedule B - CAPITAL PROJECT Fund