

**Carson City Culture & Tourism Authority
Agenda Report**

Date Submitted: 12/14/17

Agenda Date Requested: 12/19/17

Time Requested: 15 Minutes

To: Carson City Culture & Tourism Authority - Board of Directors

From: Chris Kipp, Operations Manager

Subject Title: For Possible Action to accept the adjusted CTA FY18 budget report.

Staff Summary: The CTA Board will review a comparative statement of adjusted revenue totaling \$763,086.96 expenses totaling \$377,307.25 and fund balance for all CTA Fund totaling \$1,897,628.71

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the adjusted FY18 Budget Report as presented through October 2017.

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

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: CTA Budget Report – October 2017 (Accounting Period 04/2018)

Prepared By: Chris Kipp, Operations Manager

CARSON CITY VISITORS BUREAU

2017/2018 (FY18) MASTER BUDGET REPORT

as of Accounting Period 04/2018 (October 31, 2017)

33% of FY18 lapsed

| BEGINNING FUND BALANCE | FY18 BUDGETED CARRY OVER | FY19 PROJECTED CARRY OVER | FY17 ACTUAL OVER | CARRY |
|---|-----------------------------|------------------------------|---------------------|---------------------|
| VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted) | 849,454.40 | | | 813,558.00 |
| CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 159,494.85 | | | 125,880.00 |
| V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 576,491.00 | | | 572,411.00 |
| TOTAL | 1,585,440.25 | - | | 1,511,849.00 |

Room Tax Revenue payments received by 10/31/17

| FY18 REVENUE | FY18 BUDGET | FY18 PROJECTION | FY18 ACTUAL * | % RCVD |
|---|---------------------|---------------------|---------------------|--------------|
| VISITORS BUREAU ROOM TAX 740-0000-318.35-00 | 1,134,837.60 | 1,134,837.60 | 413,577.64 | 36.4% |
| CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01 | 378,209.85 | 378,209.85 | 137,599.03 | 36.4% |
| V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02 | - | - | - | |
| V&T MARKETING 740-0000-318.35-03 | 378,209.85 | 378,209.85 | 137,599.03 | 36.4% |
| ART & CULTURE 740-0000-318.35-04 | 189,104.93 | 189,104.93 | 68,799.53 | 36.4% |
| GIFT STORE 740-0000-347.61-00 | - | - | - | 0.0% |
| REFUNDS/REIMBURSEMENTS 740-0000-366.05-00 | - | - | - | |
| GRANTS 740-0000-126.01-00 | 40,000.00 | 40,000.00 | - | 0.0% |
| DONATIONS RECEIVED 740-0000-365.92-00 | - | - | - | |
| RTT BUS PASS SALES 740-0000-347.60-01 | - | - | - | 0.0% |
| VISITORS BUREAU INTEREST INCOME 740-0000-361.01-00 | 5,760.00 | 5,760.00 | 2,645.63 | 45.9% |
| CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00 | 2,160.00 | 2,160.00 | 992.11 | 45.9% |
| V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00 | 4,080.00 | 4,080.00 | 1,873.99 | 45.9% |
| TOTAL | 2,132,362.23 | 2,132,362.23 | 763,086.96 | 35.8% |
| FY18 CCVB REVENUE TOTAL | 1,747,912.38 | 1,747,912.38 | 622,621.83 | 35.6% |
| FY18 CAPITAL PROJECTS FUND REVENUE TOTAL | 380,369.85 | 380,369.85 | 138,591.14 | 36.4% |
| FY18 V&T CAPITAL PROJECTS FUND REVENUE TOTAL | 4,080.00 | 4,080.00 | 1,873.99 | 45.9% |
| TOTAL | 2,132,362.23 | 2,132,362.23 | 763,086.96 | 35.8% |
| FY18 CCVB EXPENDABLE REVENUE TOTAL | 2,561,470.38 | 2,561,470.38 | 1,436,179.83 | 56.1% |
| FY18 CAPITAL PROJECTS FUND REVENUE TOTAL | 506,249.85 | 506,249.85 | 264,471.14 | 52.2% |
| FY18 V&T CAPITAL PROJECTS FUND REVENUE TOTAL | 576,491.00 | 576,491.00 | 574,284.99 | 99.6% |
| FY18 EXPENDABLE REVENUE TOTAL | 3,644,211.23 | 3,644,211.23 | 2,274,935.96 | 62.4% |

CARSON CITY VISITORS BUREAU

2017/2018 (FY18) MASTER BUDGET REPORT

| INTERGOVERNMENTAL EXPENDITURES | FY18 BUDGET | FY18 PROJECTION | FY18 ACTUAL* | % RCVD |
|--|-------------------|-------------------|--------------|--------|
| CC INTERLOCAL AGREEMENT 1% 740-7200-413.25-10 | 189,123.84 | 189,123.84 | - | 0.0% |
| CCPR FIELD MAINT 3/16% 740-7200-413.25-11 | 35,460.72 | 35,460.72 | - | 0.0% |
| NCOT 3/8% 740-7200-413.25-12 | 70,921.44 | 70,921.44 | - | 0.0% |
| CAPITAL PROJECT FUND 2% 740-7251-425.25-01 | 346,755.00 | 346,755.00 | - | 0.0% |
| V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02 | - | - | - | |
| INTERGOVERNMENTAL EXPENDITURES TOTAL | 642,261.00 | 642,261.00 | - | 0.0% |

| VISITORS BUREAU SALARIES & WAGES | FY18 BUDGET | FY18 PROJECTION | FY18 ACTUAL* | % EXPENDED |
|--|-------------------|-------------------|-------------------|--------------|
| SALARIES 0101 | 409,996.58 | 409,996.58 | 110,526.21 | |
| SALARIES 0102 | 15,660.00 | 15,660.00 | 2,657.55 | |
| MANAGEMENT LEAVE 0106 | - | - | 2,510.34 | |
| ANNUAL LEAVE 0107 | - | - | 1,560.87 | |
| SICK LEAVE 0108 | - | - | - | |
| OVERTIME 0111 | - | - | - | |
| HOLIDAY PAY 0116 | - | - | - | |
| ANNUAL & SICK LEAVE PAYOFF 0107 & 0108 | - | - | 49,062.29 | |
| TOTAL | 425,656.58 | 425,656.58 | 166,317.26 | 39.1% |

| VISITORS BUREAU EMPLOYEE BENEFITS | FY18 BUDGET | FY18 PROJECTION | FY18 ACTUAL* | % EXPENDED |
|-----------------------------------|-------------------|-------------------|------------------|--------------|
| MEDICARE 0225 | 6,172.02 | 6,172.02 | 2,367.62 | |
| RETIREMENT 0230 | 109,199.03 | 109,199.03 | 31,650.19 | |
| GROUP INSURANCE 0240 | 72,841.05 | 72,841.05 | 22,667.08 | |
| WORKERS COMP. 0250 | 4,298.29 | 4,298.29 | 703.78 | |
| CAR ALLOWANCE 0270 | 7,000.00 | 7,000.00 | 1,992.30 | |
| PHONE ALLOWANCE 0271 | 3,960.00 | 3,960.00 | 544.00 | |
| TOTAL | 203,470.40 | 203,470.40 | 59,924.97 | 29.5% |

| | | | | |
|--|-------------------|-------------------|-------------------|--------------|
| VISITORS BUREAU SALARIES - BENEFITS TOTAL | 629,126.98 | 629,126.98 | 226,242.23 | 36.0% |
|--|-------------------|-------------------|-------------------|--------------|

CARSON CITY VISITORS BUREAU
2017/2018 (FY18) MASTER BUDGET REPORT

| VISITORS BUREAU PROFESSIONAL SERVICES | FY18 BUDGET | FY18 PROJECTION | FY18 ACTUAL* | % EXPENDED |
|---|-------------------|-------------------|-------------------|--------------|
| TRAINING/CONFERENCE/WORKSHOPS 0330 | 10,000.00 | 10,000.00 | 540.00 | 5.4% |
| CONTRACT EMPLOYEES 0340 | 105,000.00 | 105,000.00 | 24,704.21 | 23.5% |
| CONTRACTUAL AGREEMENTS/SERVICES 0349 | 103,125.00 | 103,125.00 | 15,127.25 | 14.7% |
| UNEMPLOYMENT CLAIMS | - | - | - | |
| TOTAL | 218,125.00 | 218,125.00 | 40,371.46 | 18.5% |
| | | | | |
| VISITORS BUREAU PROPERTY SERVICES | | | | |
| EQUIPMENT REPAIR & MAINT. 0430 | 500.00 | 500.00 | 150.00 | 30.0% |
| RENT 0440 | 65,358.00 | 65,358.00 | 16,664.50 | 25.5% |
| OFFICE EQUIPMENT RENTAL/LEASE 0444 | 54,250.00 | 54,250.00 | 30,459.22 | 56.1% |
| TOTAL | 120,108.00 | 120,108.00 | 47,273.72 | 39.4% |
| | | | | |
| VISITORS BUREAU OTHER SERVICES | | | | |
| INSURANCE 0512 | 4,000.00 | 4,000.00 | 1,925.38 | 48.1% |
| SPECIAL EVENT 0540 | 90,000.00 | 90,000.00 | 25,565.70 | 28.4% |
| PRINTING/ADVERTISING - 0542 | 193,000.00 | 193,000.00 | 6,573.43 | 3.4% |
| TRADE SHOWS 0543 | 6,000.00 | 6,000.00 | 435.00 | 7.3% |
| GOLF PROJECTS 0544 | 8,800.00 | 8,800.00 | - | 0.0% |
| DUES/MEMBERSHIP/PUBLICATIONS 0545 | 5,650.00 | 5,650.00 | 653.27 | 11.6% |
| RTC BUS PASSES 0560 | - | - | - | #DIV/0! |
| TRAVEL/LODGING 0580 | 17,000.00 | 17,000.00 | 4,619.95 | 27.2% |
| TOTAL | 324,450.00 | 324,450.00 | 39,772.73 | 12.3% |
| | | | | |
| VISITORS BUREAU OPERATING SUPPLIES | | | | |
| OFFICE SUPPLIES 0601 | 5,000.00 | 5,000.00 | 1,064.92 | 21.3% |
| OPERATING SUPPLIES 0625 | 106,000.00 | 106,000.00 | 20,285.05 | 19.1% |
| SMALL FURNISHINGS 0675 | 2,000.00 | 2,000.00 | - | 0.0% |
| STORE INVENTORY 0697 | - | - | - | #DIV/0! |
| TOTAL 06-25 | 113,000.00 | 113,000.00 | 21,349.97 | 18.9% |
| | | | | |
| VISITORS BUREAU UTILITIES | | | | |
| TELEPHONE 0710 | 5,000.00 | 5,000.00 | 980.18 | 19.6% |
| POWER 0712 | 3,700.00 | 3,700.00 | 1,275.10 | 34.5% |
| UTILITIES GAS 0713 | 3,000.00 | 3,000.00 | 41.86 | 1.4% |
| TOTAL | 11,700.00 | 11,700.00 | 2,297.14 | 19.6% |
| | | | | |
| VISITORS BUREAU SERVICE AND SUPPLIES TOTAL | 787,383.00 | 787,383.00 | 151,065.02 | 19.2% |

CARSON CITY VISITORS BUREAU
2017/2018 (FY18) MASTER BUDGET REPORT

| ENDING FUND BALANCE | FY18 BUDGET | FY18 PROJECTION | FY18 ACTUAL |
|--|-------------------|-------------------|---------------------|
| VISITORS BUREAU INTERGOVERNMENTAL TOTAL | 295,506.00 | 295,506.00 | - |
| VISITORS BUREAU SALARIES & BENEFITS TOTAL | 629,126.98 | 629,126.98 | 226,242.23 |
| VISITORS BUREAU SERVICE AND SUPPLIES TOTAL | 787,383.00 | 787,383.00 | 151,065.02 |
| VISITORS BUREAU CONTINGENCY TOTAL | 20,000.00 | 20,000.00 | |
| VISITORS BUREAU EXPENDITURES TOTAL | 1,732,015.98 | 1,732,015.98 | 377,307.25 |
| VISITORS BUREAU CONTINGENCY BALANCE | 20,000.00 | 20,000.00 | |
| VISITORS BUREAU EXPENDABLE REVENUE TOTAL | 2,561,470.38 | 2,561,470.38 | 1,436,179.83 |
| VISITORS BUREAU ENDING FUND BALANCE TOTAL | 849,454.40 | 849,454.40 | 1,058,872.58 |
| CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | 346,755.00 | 346,755.00 | - |
| CAPITAL EXPENDABLE REVENUE TOTAL | 506,249.85 | 506,249.85 | 264,471.14 |
| CAPITAL ENDING FUND BALANCE TOTAL | 159,494.85 | 159,494.85 | 264,471.14 |
| V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | - | - | - |
| V&T CAPITAL EXPENDABLE REVENUE TOTAL | 576,491.00 | 576,491.00 | 574,284.99 |
| V&T CAPITAL ENDING FUND BALANCE TOTAL | 576,491.00 | 576,491.00 | 574,284.99 |