

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 1/7/15

Agenda Date Requested: 1/12/15

Time Requested: 15 Minutes

To: Carson City Visitors Bureau - Board of Directors

From: Joel Dunn, Executive Director

Subject Title: Approval of the monthly FY15 Budget Report.

Staff Summary: A Comparative Statement of Adjusted Revenue, Expenses and Fund Balance for the General Fund are attached.

Type of Action Requested:

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

Recommended Board Action: I move to approve the Year-to-Date FY15 Budget Report.

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 2014/2015 (FY15) MASTER BUDGET REPORT

50% of FY15 lapsed

BEGINNING FUND BALANCE	FY15 BUDGETED CARRY OVER	FY14 AUDIT CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	505,273	465,056
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	433,296	313,765
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	100,000	100,000
TOTAL	1,038,569	878,821

**Room Tax reported through Nov. 2014 (rcvd in Dec)*

FY15 REVENUE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL*	% RCVD
VISITORS BUREAU ROOM TAX	849,751	878,268	506,283	57.6%
V&T CAPITAL PROJECTS FUND ROOM TAX	283,250	292,756	168,761	57.6%
CAPITAL PROJECTS FUND ROOM TAX	283,250	292,756	168,761	57.6%
GIFT STORE	20,000	20,000	14,027	70.1%
REFUNDS/REIMBURSEMENTS	-	-	912	
GRANTS	25,000	42,700	-	0.0%
DONATIONS RECEIVED			9,500	
RTT BUS PASS SALES			853	
VISITORS BUREAU INTEREST INCOME	1,000	1,000	800	80.0%
V&T CAPITAL PROJECTS FUND INTEREST INCOME	310	310	333	107.4%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME	270	270	275	101.7%
TOTAL	1,462,832	1,528,060	870,505	57.0%
ADJUSTMENT TO CCVB REVENUE				
NET OUT of TOT NCOT 3/8%	53,109	54,892	24,179	44.0%
NET OUT of TOT CCPR FIELD MAINT 3/16%	26,555	27,446	-	0.0%
TOTAL	79,664	82,338	24,179	29.4%
FY15 CCVB ADJUSTED REVENUE TOTAL	816,087	859,630	508,196	59.1%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	283,560	293,066	169,094	57.7%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	283,520	293,026	169,036	57.7%
TOTAL	1,383,167	1,445,722	846,325	58.5%
FY15 CCVB EXPENDABLE REVENUE TOTAL	1,302,190	1,324,686	973,252	73.5%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	598,930	606,831	482,859	79.6%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	383,520	393,026	269,036	68.5%
FY15 EXPENDABLE REVENUE TOTAL	2,284,640	2,324,543	1,725,146	74.2%

**CARSON CITY VISITORS BUREAU
2014/2015 (FY15) MASTER BUDGET REPORT**

SALE OF CCVB 1/2 OF 1900 S CARSON ST BLDG	100,000
ONE TIME EXPENSES FOR NEW LOCATION SET UP	(28,383)
	71,617

INTERGOVERNMENTAL EXPENDITURES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
CC INTERLOCAL AGREEMENT	106,219	109,783	65,808	59.9%
V&T CAPITAL PROJECT FUND 2%	165,635	156,129	50,000	32.0%
CAPITAL PROJECT FUND 2%	283,520	293,026	32,078	10.9%
	555,374	558,938	147,886	26.5%

VISITORS BUREAU SALARIES & WAGES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
SALARIES 0101	220,607	233,579	103,007	
SALARIES 0102	31,956	34,071	15,396	
MANAGEMENT LEAVE 0106	-	-	2,870	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	44	
HOLIDAY PAY 0116	-	-	-	
LEAVE PAYOUT	-	-	-	
TOTAL	252,563	267,650	121,317	45.3%

VISITORS BUREAU EMPLOYEE BENEFITS	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
MEDICARE 0225	3,705	3,924	1,727	44.0%
RETIREMENT 0230	58,703	62,044	27,263	43.9%
GROUP INSURANCE 0240	49,185	49,185	19,942	40.5%
WORKERS COMP. 0250	3,961	4,195	1,164	27.8%
CAR ALLOWANCE 0270	3,000	3,000	1,900	63.3%
PHONE ALLOWANCE 0271	960	960	480	50.0%
TOTAL	119,514	123,308	52,477	42.6%

UNEMPLOYMENT CLAIMS	4,070	4,070	4,070	100.0%
----------------------------	--------------	--------------	--------------	---------------

VISITORS BUREAU SALARIES - BENEFITS TOTAL	376,147	395,029	177,864	45.0%
--	----------------	----------------	----------------	--------------

**CARSON CITY VISITORS BUREAU
2014/2015 (FY15) MASTER BUDGET REPORT**

VISITORS BUREAU PROFESSIONAL SERVICES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS 0330	2,500	2,500	-	0.0%
CONTRACT EMPLOYEES 0340	65,800	65,800	32,315	49.1%
CONTRACTUAL AGREEMENTS/SERVICES 0349	52,020	64,044	37,561	58.6%
TOTAL	120,320	132,344	69,875	52.8%
VISITORS BUREAU PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	2,000	1,296	-	0.0%
RENT 0440	1,200	41,423	19,271	46.5%
OFFICE EQUIPMENT RENTAL/LEASE 0444	19,180	29,909	12,072	40.4%
TOTAL	22,380	72,627	31,343	43.2%
VISITORS BUREAU OTHER SERVICES				
INSURANCE 0511	1,000	3,078	1,513	49.1%
DUES/MEMBERSHIP/PUBLICATIONS 0545	2,750	2,060	1,328	64.5%
RTT BUS PASSES		-	1,172	
TRAVEL/LODGING 0580	10,000	10,000	4,089	40.9%
TOTAL	13,750	15,138	8,101	53.5%
VISITORS BUREAU MARKETING & ADVERTISEMENT				
SPECIAL EVENT 0540	50,000	50,000	22,908	45.8%
PRINTING/ADVERTISING - 0542	40,000	40,000	14,602	36.5%
TRADE SHOWS 0543	6,000	6,000	-	0.0%
GOLF PROJECTS	8,800	8,800	6,500	73.9%
TOTAL	104,800	104,800	44,010	42.0%
VISITORS BUREAU OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	3,000	3,000	340	11.3%
OPERATING SUPPLIES 0625	74,000	50,892	32,084	63.0%
SMALL FURNISHINGS 0675	1,000	1,000	-	0.0%
STORE INVENTORY 0697	-	20,000	8,123	40.6%
TOTAL 06-25	78,000	74,892	40,547	54.1%
VISITORS BUREAU UTILITIES				
TELEPHONE 0710	3,200	4,084	1,710	41.9%
POWER 0712	2,100	2,873	1,263	44.0%
UTILITIES GAS 0713	1,000	1,355	95	7.0%
TOTAL	6,300	8,312	3,068	48.7%
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550	408,113	196,945	48.3%

**CARSON CITY VISITORS BUREAU
2014/2015 (FY15) MASTER BUDGET REPORT**

ENDING FUND BALANCE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	106,219	109,783	65,808	59.9%
VISITORS BUREAU SALARIES & BENEFITS TOTAL	376,147	395,029	177,864	45.0%
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550	408,113	196,945	48.3%
VISITORS BUREAU CONTENGENCY TOTAL	20,000	20,000	20,000	100.0%
VISITORS BUREAU EXPENDITURES TOTAL	847,916	932,925	460,617	49.4%
VISITORS BUREAU CONTENGENCY BALANCE	20,000	20,000	20,000	100.0%
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	1,302,190	1,324,686	973,252	73.5%
VISITORS BUREAU ENDING FUND BALANCE TOTAL	474,274	411,761	532,635	129.4%
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	165,635	156,129	50,000	32.0%
V&T CAPITAL EXPENDABLE REVENUE TOTAL	598,930	606,831	482,859	79.6%
V&T CAPITAL ENDING FUND BALANCE TOTAL	433,295	450,702	432,859	96.0%
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	283,520	293,026	32,078	10.9%
CAPITAL EXPENDABLE REVENUE TOTAL	383,520	393,026	269,036	68.5%
CAPITAL ENDING FUND BALANCE TOTAL	100,000	100,000	236,958	237.0%