

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 2/4/15

Agenda Date Requested: 2/9/15

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

as of Accounting Period 07/2015

58% 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 Dec 2014 (rcvd in Jan)

FY15 REVENUE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL*	% RCVD
VISITORS BUREAU ROOM TAX	849,751	878,268	556,828	63.4%
V&T CAPITAL PROJECTS FUND ROOM TAX	283,250	292,756	185,609	63.4%
CAPITAL PROJECTS FUND ROOM TAX	283,250	292,756	185,609	63.4%
GIFT STORE	20,000	20,000	15,329	76.6%
REFUNDS/REIMBURSEMENTS	-	-	912	
GRANTS	25,000	42,700	-	0.0%
DONATIONS RECEIVED			10,000	
RTT BUS PASS SALES			917	
VISITORS BUREAU INTEREST INCOME	1,000	1,000	1,163	116.3%
V&T CAPITAL PROJECTS FUND INTEREST INCOME	310	310	700	225.7%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME	270	270	417	154.3%
TOTAL	1,462,832	1,528,060	957,485	62.7%
ADJUSTMENT TO CCVB REVENUE				
NET OUT of TOT NCOT 3/8%	53,109	54,892	31,925	58.2%
NET OUT of TOT CCPR FIELD MAINT 3/16%	26,555	27,446	-	0.0%
TOTAL	79,664	82,338	31,925	38.8%
FY15 CCVB ADJUSTED REVENUE TOTAL	816,087	859,630	553,225	64.4%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	283,560	293,066	186,309	63.6%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	283,520	293,026	186,026	63.5%
TOTAL	1,383,167	1,445,722	925,560	64.0%
FY15 CCVB EXPENDABLE REVENUE TOTAL	1,302,190	1,324,686	1,018,281	76.9%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	598,930	606,831	500,074	82.4%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	383,520	393,026	286,026	72.8%
FY15 EXPENDABLE REVENUE TOTAL	2,284,640	2,324,543	1,804,381	77.6%

**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	129,107	
SALARIES 0102	31,956	34,071	19,044	
MANAGEMENT LEAVE 0106	-	-	3,062	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	44	
HOLIDAY PAY 0116	-	-	-	
LEAVE PAYOUT	-	-	-	
TOTAL	252,563	267,650	151,258	56.5%

VISITORS BUREAU EMPLOYEE BENEFITS	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
MEDICARE 0225	3,705	3,924	2,156	54.9%
RETIREMENT 0230	58,703	62,044	34,034	54.9%
GROUP INSURANCE 0240	49,185	49,185	23,908	48.6%
WORKERS COMP. 0250	3,961	4,195	1,538	36.7%
CAR ALLOWANCE 0270	3,000	3,000	2,362	78.7%
PHONE ALLOWANCE 0271	960	960	560	58.3%
TOTAL	119,514	123,308	64,558	52.4%

UNEMPLOYMENT CLAIMS	4,070	4,070	4,070	100.0%
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VISITORS BUREAU SALARIES - BENEFITS TOTAL	376,147	395,029	219,886	55.7%
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**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	37,372	56.8%
CONTRACTUAL AGREEMENTS/SERVICES 0349	52,020	65,442	39,147	59.8%
TOTAL	120,320	133,742	76,519	57.2%
 VISITORS BUREAU PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	2,000	5,146	3,850	74.8%
RENT 0440	1,200	45,115	22,963	50.9%
OFFICE EQUIPMENT RENTAL/LEASE 0444	19,180	32,098	16,301	50.8%
TOTAL	22,380	82,359	43,114	52.3%
 VISITORS BUREAU OTHER SERVICES				
INSURANCE 0511	1,000	3,078	1,513	49.1%
DUES/MEMBERSHIP/PUBLICATIONS 0545	2,750	2,830	2,124	75.0%
RTT BUS PASSES		-	1,235	
TRAVEL/LODGING 0580	10,000	10,000	4,089	40.9%
TOTAL	13,750	15,908	8,960	56.3%
 VISITORS BUREAU MARKETING & ADVERTISEMENT				
SPECIAL EVENT 0540	50,000	50,000	35,266	70.5%
PRINTING/ADVERTISING - 0542	40,000	40,000	27,353	68.4%
TRADE SHOWS 0543	6,000	6,000	-	0.0%
GOLF PROJECTS	8,800	8,800	6,500	73.9%
TOTAL	104,800	104,800	69,119	66.0%
 VISITORS BUREAU OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	3,000	3,000	396	13.2%
OPERATING SUPPLIES 0625	74,000	51,297	33,982	66.2%
SMALL FURNISHINGS 0675	1,000	1,000	-	0.0%
STORE INVENTORY 0697	-	20,000	10,919	54.6%
TOTAL 06-25	78,000	75,297	45,296	60.2%
 VISITORS BUREAU UTILITIES				
TELEPHONE 0710	3,200	4,632	2,258	48.7%
POWER 0712	2,100	3,099	1,489	48.1%
UTILITIES GAS 0713	1,000	1,718	458	26.7%
TOTAL	6,300	9,450	4,206	44.5%
 VISITORS BUREAU SERVICE AND SUPPLIES TOTAL				
	345,550	421,556	247,214	58.6%

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

ENDING FUND BALANCE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	106,219	109,783	65,808
VISITORS BUREAU SALARIES & BENEFITS TOTAL	376,147	395,029	219,886
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550	421,556	247,214
VISITORS BUREAU CONTENGENCY TOTAL	20,000	20,000	20,000
VISITORS BUREAU EXPENDITURES TOTAL	847,916	946,368	552,908
VISITORS BUREAU CONTENGENCY BALANCE	20,000	20,000	20,000
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	1,302,190	1,324,686	1,018,281
VISITORS BUREAU ENDING FUND BALANCE TOTAL	474,274	398,318	485,373
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	165,635	156,129	50,000
V&T CAPITAL EXPENDABLE REVENUE TOTAL	598,930	606,831	500,074
V&T CAPITAL ENDING FUND BALANCE TOTAL	433,295	450,702	450,074
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	283,520	293,026	32,078
CAPITAL EXPENDABLE REVENUE TOTAL	383,520	393,026	286,026
CAPITAL ENDING FUND BALANCE TOTAL	100,000	100,000	253,949