

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 03/09/16

**Agenda Date Requested:** 03/14/16

**Time Requested:** 15 Minutes

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

**From:** Joel Dunn, Executive Director

**Subject Title:** Approval of the adjusted FY16 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 adjusted FY16 Budget Report as presented through January 31, 2016.

**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 (FY16) MASTER BUDGET REPORT

as of Accounting Period 07/2015 (through January 31, 2016)

58% of FY16 lapsed

| BEGINNING FUND BALANCE                                  | FY16 BUDGETED<br>CARRY OVER | FY16 PROJECTED<br>CARRY OVER | FY15 ACTUAL<br>CARRY OVER | CARRY OVER          |
|---|-----------------------------|------------------------------|---------------------------|---------------------|
| VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)    | 532,865.12                  | 502,542.09                   |                           | 540,716.00          |
| CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)     | 100,000.00                  | 100,000.00                   |                           | 105,929.00          |
| V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 629,634.35                  | 468,255.00                   |                           | 466,695.00          |
| <b>TOTAL</b>  | <b>1,262,499.47</b>         | <b>1,070,797.09</b>          |                           | <b>1,113,340.00</b> |

| FY16 REVENUE  | FY16 BUDGET         | FY16 PROJECTION     | FY16 ACTUAL*        | % RCVD       |
|---|---------------------|---------------------|---------------------|--------------|
| VISITORS BUREAU ROOM TAX 740-0000-318.35-00                     | 904,616.03          | 904,616.03          | 530,387.66          | 58.6%        |
| CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01               | 301,538.68          | 301,538.68          | 176,795.94          | 58.6%        |
| V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02           | 301,538.68          | 140,159.32          | 82,210.10           | 58.7%        |
| V&T MARKETING 740-0000-318.35-XX                                | -                   | 161,379.36          | 94,585.84           | 58.6%        |
| GIFT STORE 740-0000-347.61-00                                   | 25,000.00           | 40,000.00           | 20,668.56           | 51.7%        |
| REFUNDS/REIMBURSEMENTS 740-0000-366.05-00                       | -                   | -                   | 1,478.96            |              |
| GRANTS  | 25,000.00           | 22,500.00           | -                   | 0.0%         |
| DONATIONS RECEIVED 740-0000-365.92-00                           | -                   | -                   | 1,200.00            |              |
| RTT BUS PASS SALES 740-0000-347.60-01                           | 4,200.00            | 4,200.00            | 1,636.25            | 39.0%        |
| VISITORS BUREAU INTEREST INCOME 740-0000-361.01-00              | 2,100.00            | 2,100.00            | 694.09              | 33.1%        |
| CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00 | 828.00              | 828.00              | 260.28              | 31.4%        |
| V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00    | 1,560.00            | 1,560.00            | 491.65              | 31.5%        |
| <b>TOTAL</b>  | <b>1,566,381.38</b> | <b>1,578,881.38</b> | <b>910,409.33</b>   | <b>57.7%</b> |
| <b>FY16 CCVB REVENUE TOTAL</b>                                  | <b>960,916.03</b>   | <b>1,134,795.38</b> | <b>650,651.36</b>   | <b>57.3%</b> |
| <b>FY16 CAPITAL PROJECTS FUND REVENUE TOTAL</b>                 | <b>302,366.68</b>   | <b>302,366.68</b>   | <b>177,056.22</b>   | <b>58.6%</b> |
| <b>FY16 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>         | <b>303,098.68</b>   | <b>141,719.32</b>   | <b>82,701.75</b>    | <b>58.4%</b> |
| <b>TOTAL</b>  | <b>1,566,381.38</b> | <b>1,578,881.38</b> | <b>910,409.33</b>   | <b>57.7%</b> |
| <b>FY16 CCVB EXPENDABLE REVENUE TOTAL</b>                       | <b>1,501,632.03</b> | <b>1,675,511.38</b> | <b>1,191,367.36</b> | <b>71.1%</b> |
| <b>FY16 CAPITAL PROJECTS FUND REVENUE TOTAL</b>                 | <b>408,295.68</b>   | <b>408,295.68</b>   | <b>282,985.22</b>   | <b>69.3%</b> |
| <b>FY16 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>         | <b>769,793.68</b>   | <b>608,414.32</b>   | <b>549,396.75</b>   | <b>90.3%</b> |
| <b>FY16 EXPENDABLE REVENUE TOTAL</b>                            | <b>2,679,721.38</b> | <b>2,692,221.38</b> | <b>2,023,749.33</b> | <b>75.2%</b> |

**CARSON CITY VISITORS BUREAU  
2015/2016 (FY16) MASTER BUDGET REPORT**

| <b>INTERGOVERNMENTAL EXPENDITURES</b>          | <b>FY16 BUDGET</b> | <b>FY16 PROJECTION</b> | <b>FY16 ACTUAL*</b> | <b>% RCVD</b> |
|--|--------------------|------------------------|---------------------|---------------|
| CC INTERLOCAL AGREEMENT 740-7200-413.25-10     | 113,077.00         | 113,077.00             | 49,966.20           | 44.2%         |
| CCPR FIELD MAINT 3/16% 740-7200-413.25-11      | 28,269.25          | 28,269.25              | -                   | 0.0%          |
| NCOT 3/8% 740-7200-413.25-12                   | 56,538.50          | 56,538.50              | 24,983.10           | 44.2%         |
| CAPITAL PROJECT FUND 2% 740-7251-425.25-01     | 308,295.68         | 308,295.68             | 29,227.50           | 9.5%          |
| V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02 | 140,159.32         | 140,159.32             | 75,000.00           | 53.5%         |
| <b>TOTAL</b>                                   | <b>646,339.76</b>  | <b>646,339.76</b>      | <b>179,176.80</b>   | <b>27.7%</b>  |

| <b>VISITORS BUREAU SALARIES &amp; WAGES</b> | <b>FY16 BUDGET</b> | <b>FY16 PROJECTION</b> | <b>FY16 ACTUAL</b> | <b>% EXPENDED</b> |
|---|--------------------|------------------------|--------------------|-------------------|
| SALARIES 0101                               | 240,805.88         | 246,568.11             | 133,787.54         |                   |
| SALARIES 0102                               | 36,143.25          | 33,603.00              | 23,609.99          |                   |
| MANAGEMENT LEAVE 0106                       | -                  | -                      | 6,868.64           |                   |
| ANNUAL LEAVE 0107                           | -                  | -                      | -                  |                   |
| SICK LEAVE 0108                             | -                  | -                      | -                  |                   |
| OVERTIME 0111                               | -                  | -                      | -                  |                   |
| HOLIDAY PAY 0116                            | -                  | -                      | -                  |                   |
| <b>TOTAL</b>                                | <b>276,949.13</b>  | <b>280,171.11</b>      | <b>164,266.17</b>  | <b>58.6%</b>      |

| <b>VISITORS BUREAU EMPLOYEE BENEFITS</b> | <b>FY16 BUDGET</b> | <b>FY16 PROJECTION</b> | <b>FY16 ACTUAL</b> | <b>% EXPENDED</b> |
|--|--------------------|------------------------|--------------------|-------------------|
| MEDICARE 0225                            | 3,855.22           | 3,921.11               | 2,343.01           |                   |
| RETIREMENT 0230                          | 67,425.65          | 69,039.07              | 39,046.07          |                   |
| GROUP INSURANCE 0240                     | 49,973.57          | 49,973.57              | 25,572.34          |                   |
| WORKERS COMP. 0250                       | 2,624.58           | 2,605.68               | 1,204.28           |                   |
| CAR ALLOWANCE 0270                       | 4,000.00           | 4,000.00               | 2,107.64           |                   |
| PHONE ALLOWANCE 0271                     | 960.00             | 960.00                 | 480.00             |                   |
| <b>TOTAL</b>                             | <b>128,839.02</b>  | <b>130,499.43</b>      | <b>70,753.34</b>   | <b>54.2%</b>      |

|  |                   |                   |                   |              |
|--|-------------------|-------------------|-------------------|--------------|
| <b>VISITORS BUREAU SALARIES - BENEFITS TOTAL</b> | <b>405,788.15</b> | <b>410,670.54</b> | <b>235,019.51</b> | <b>57.2%</b> |
|--|-------------------|-------------------|-------------------|--------------|

## CARSON CITY VISITORS BUREAU 2015/2016 (FY16) MASTER BUDGET REPORT

| VISITORS BUREAU PROFESSIONAL SERVICES             | FY16 BUDGET       | FY16 PROJECTION   | FY16 ACTUAL       | % EXPENDED |
|---|-------------------|-------------------|-------------------|------------|
| TRAINING/CONFERENCE/WORKSHOPS 0330                | 1,000.00          | 1,000.00          | 200.00            | 20.0%      |
| CONTRACT EMPLOYEES 0340                           | 40,000.00         | 60,000.00         | 26,260.00         | 43.8%      |
| CONTRACTUAL AGREEMENTS/SERVICES 0349              | 26,020.00         | 123,020.00        | 21,580.04         | 17.5%      |
| UNEMPLOYMENT CLAIMS                               | -                 | -                 | -                 |            |
| <b>TOTAL</b>                                      | <b>67,020.00</b>  | <b>184,020.00</b> | <b>48,040.04</b>  | 26.1%      |
| <br>  |                   |                   |                   |            |
| <b>VISITORS BUREAU PROPERTY SERVICES</b>          |                   |                   |                   |            |
| EQUIPMENT REPAIR & MAINT. 0430                    | 1,300.00          | 1,300.00          | -                 | 0.0%       |
| RENT 0440   | 45,744.00         | 45,744.00         | 23,495.07         | 51.4%      |
| OFFICE EQUIPMENT RENTAL/LEASE 0444                | 30,280.00         | 30,600.00         | 2,550.27          | 8.3%       |
| <b>TOTAL</b>                                      | <b>77,324.00</b>  | <b>77,644.00</b>  | <b>26,045.34</b>  | 33.5%      |
| <br>  |                   |                   |                   |            |
| <b>VISITORS BUREAU OTHER SERVICES</b>             |                   |                   |                   |            |
| INSURANCE 0512                                    | 5,000.00          | 5,000.00          | 1,373.12          | 27.5%      |
| SPECIAL EVENT 0540                                | 83,000.00         | 98,000.00         | 36,412.25         | 37.2%      |
| PRINTING/ADVERTISING - 0542                       | 35,000.00         | 69,000.00         | 31,039.38         | 45.0%      |
| TRADE SHOWS 0543                                  | 3,000.00          | 3,000.00          | -                 | 0.0%       |
| GOLF PROJECTS 0544                                | 8,800.00          | 8,800.00          | 6,802.41          | 77.3%      |
| DUES/MEMBERSHIP/PUBLICATIONS 0545                 | 3,750.00          | 3,750.00          | 1,092.19          | 29.1%      |
| RTC BUS PASSES 5060                               | 4,200.00          | 4,200.00          | 2,061.25          | 49.1%      |
| TRAVEL/LODGING 0580                               | 7,000.00          | 10,000.00         | 4,233.90          | 42.3%      |
| <b>TOTAL</b>                                      | <b>149,750.00</b> | <b>201,750.00</b> | <b>83,014.50</b>  | 41.1%      |
| <br>  |                   |                   |                   |            |
| <b>VISITORS BUREAU OPERATING SUPPLIES</b>         |                   |                   |                   |            |
| OFFICE SUPPLIES 0601                              | 2,000.00          | 2,000.00          | 1,230.60          | 61.5%      |
| OPERATING SUPPLIES 0625                           | 41,000.00         | 56,000.00         | 27,738.96         | 49.5%      |
| SMALL FURNISHINGS 0675                            | 1,000.00          | 1,000.00          | 250.00            | 25.0%      |
| STORE INVENTORY 0697                              | 18,000.00         | 33,000.00         | 21,746.17         | 65.9%      |
| <b>TOTAL 06-25</b>                                | <b>62,000.00</b>  | <b>92,000.00</b>  | <b>50,965.73</b>  | 55.4%      |
| <br>  |                   |                   |                   |            |
| <b>VISITORS BUREAU UTILITIES</b>                  |                   |                   |                   |            |
| TELEPHONE 0710                                    | 3,500.00          | 3,500.00          | 2,156.66          | 61.6%      |
| POWER 0712  | 3,000.00          | 3,000.00          | 2,220.02          | 74.0%      |
| UTILITIES GAS 0713                                | 2,500.00          | 2,500.00          | 571.61            | 22.9%      |
| <b>TOTAL</b>                                      | <b>9,000.00</b>   | <b>9,000.00</b>   | <b>4,948.29</b>   | 55.0%      |
| <br>  |                   |                   |                   |            |
| <b>VISITORS BUREAU SERVICE AND SUPPLIES TOTAL</b> | <b>365,094.00</b> | <b>564,414.00</b> | <b>213,013.90</b> | 37.7%      |

**CARSON CITY VISITORS BUREAU  
2015/2016 (FY16) MASTER BUDGET REPORT**

| ENDING FUND BALANCE                              | FY16 BUDGET       | FY16 PROJECTION   | FY16 ACTUAL       |
|--|-------------------|-------------------|-------------------|
| VISITORS BUREAU INTERGOVERNMENTAL TOTAL          | 197,884.76        | 197,884.76        | 74,949.30         |
| VISITORS BUREAU SALARIES & BENEFITS TOTAL        | 405,788.15        | 410,670.54        | 235,019.51        |
| VISITORS BUREAU SERVICE AND SUPPLIES TOTAL       | 365,094.00        | 564,414.00        | 213,013.90        |
| VISITORS BUREAU CONTINGENCY TOTAL                | 20,000.00         | 20,000.00         |                   |
| VISITORS BUREAU EXPENDITURES TOTAL               | 988,766.91        | 1,192,969.29      | 522,982.71        |
| VISITORS BUREAU CONTINGENCY BALANCE              | 20,000.00         | 20,000.00         |                   |
| VISITORS BUREAU EXPENDABLE REVENUE TOTAL         | 1,501,632.03      | 1,675,511.38      | 1,191,367.36      |
| VISITORS BUREAU ENDING FUND BALANCE TOTAL        | <b>532,865.12</b> | <b>502,542.09</b> | <b>668,384.65</b> |
| CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL     | 308,295.68        | 308,295.68        | 29,227.50         |
| CAPITAL EXPENDABLE REVENUE TOTAL                 | 408,295.68        | 408,295.68        | 282,985.22        |
| CAPITAL ENDING FUND BALANCE TOTAL                | <b>100,000.00</b> | <b>100,000.00</b> | <b>253,757.72</b> |
| V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | 140,159.32        | 140,159.32        | 75,000.00         |
| V&T CAPITAL EXPENDABLE REVENUE TOTAL             | 769,793.68        | 608,414.32        | 549,396.75        |
| V&T CAPITAL ENDING FUND BALANCE TOTAL            | <b>629,634.35</b> | <b>468,255.00</b> |                   |