

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 10/04/16

Agenda Date Requested: 10/10/16

Time Requested: 15 Minutes

To: Carson City Visitors Bureau - Board of Directors

From: Joel Dunn, Executive Director

Subject Title: Approval of the adjusted FY17 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 FY17 Budget Report as presented through August, 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: CCVB Budget Report

Prepared By: Joel Dunn, Executive Director

CARSON CITY VISITORS BUREAU

2016/2017 (FY17) MASTER BUDGET REPORT

as of Accounting Period 02/2016 (through August 31, 2016)

17% of FY17 lapsed

| BEGINNING FUND BALANCE | FY17 BUDGETED CARRY OVER | FY18 PROJECTED CARRY OVER | FY16 projected CARRY OVER |
|---------------------------------------------------------|-----------------------------|------------------------------|------------------------------|
| VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted) | 545,816.16 | | 543,048.24 |
| CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 143,188.45 | | 104,509.10 |
| V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed) | 468,661.00 | | 467,678.00 |
| TOTAL | 1,157,665.61 | - | 1,115,235.34 |

| FY17 REVENUE | FY17 BUDGET | FY17 PROJECTION | FY17 ACTUAL * | % RCVD |
|-----------------------------------------------------------------|---------------------|---------------------|---------------------|--------------|
| VISITORS BUREAU ROOM TAX 740-0000-318.35-00 | 898,717.13 | 898,717.13 | 95,339.11 | 10.6% |
| CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01 | 359,486.85 | 359,486.85 | 38,134.37 | 10.6% |
| V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02 | - | - | - | #DIV/0! |
| V&T MARKETING 740-0000-318.35-03 | 359,486.85 | 359,486.85 | 38,134.37 | 10.6% |
| ART & CULTURE 740-0000-318.35-04 | 179,743.43 | 179,743.43 | 19,067.18 | 10.6% |
| GIFT STORE 740-0000-347.61-00 | 30,000.00 | 30,000.00 | 6,106.05 | 20.4% |
| REFUNDS/REIMBURSEMENTS 740-0000-366.05-00 | - | - | - | |
| GRANTS | 32,500.00 | 32,500.00 | - | 0.0% |
| DONATIONS RECEIVED 740-0000-365.92-00 | - | - | 2,000.00 | |
| RTT BUS PASS SALES 740-0000-347.60-01 | 4,200.00 | 4,200.00 | 445.08 | 10.6% |
| VISITORS BUREAU INTEREST INCOME 740-0000-361.01-00 | 1,388.00 | 1,388.00 | 607.02 | 43.7% |
| CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00 | 520.00 | 520.00 | 227.64 | 43.8% |
| V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00 | 983.00 | 983.00 | 429.98 | 43.7% |
| TOTAL | 1,867,025.25 | 1,867,025.25 | 200,490.80 | 10.7% |
| FY17 CCVB REVENUE TOTAL | 1,506,035.40 | 1,506,035.40 | 123,564.44 | 8.2% |
| FY17 CAPITAL PROJECTS FUND REVENUE TOTAL | 360,006.85 | 360,006.85 | 38,362.01 | 10.7% |
| FY17 V&T CAPITAL PROJECTS FUND REVENUE TOTAL | 983.00 | 983.00 | 429.98 | 43.7% |
| TOTAL | 1,867,025.25 | 1,867,025.25 | 162,356.43 | 8.7% |
| FY17 CCVB EXPENDABLE REVENUE TOTAL | 2,049,083.64 | 2,049,083.64 | 666,612.68 | 32.5% |
| FY17 CAPITAL PROJECTS FUND REVENUE TOTAL | 464,515.95 | 464,515.95 | 142,871.11 | 30.8% |
| FY17 V&T CAPITAL PROJECTS FUND REVENUE TOTAL | 468,661.00 | 468,661.00 | 468,107.98 | 99.9% |
| FY17 REVENUE TOTAL | 2,982,260.59 | 2,982,260.59 | 1,277,591.77 | 42.8% |

CARSON CITY VISITORS BUREAU

2016/2017 (FY17) MASTER BUDGET REPORT

| INTERGOVERNMENTAL EXPENDITURES | FY17 BUDGET | FY17 PROJECTION | FY17 ACTUAL* | % RCVD |
|------------------------------------------------|--------------------|------------------------|---------------------|---------------|
| CC INTERLOCAL AGREEMENT 740-7200-413.25-10 | 134,807.57 | 134,807.57 | - | 0.0% |
| CCPR FIELD MAINT 3/16% 740-7200-413.25-11 | 33,701.89 | 33,701.89 | - | 0.0% |
| NCOT 3/8% 740-7200-413.25-12 | 67,403.78 | 67,403.78 | - | 0.0% |
| CAPITAL PROJECT FUND 2% 740-7251-425.25-01 | 321,327.50 | 321,327.50 | - | 0.0% |
| V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02 | - | - | - | #DIV/0! |
| TOTAL | 557,240.75 | 557,240.75 | - | 0.0% |

| VISITORS BUREAU SALARIES & WAGES | FY17 BUDGET | FY17 PROJECTION | FY17 ACTUAL* | % EXPENDED |
|---------------------------------------------|--------------------|------------------------|---------------------|-------------------|
| SALARIES 0101 | 374,561.89 | 374,561.89 | 45,339.10 | |
| SALARIES 0102 | 14,787.00 | 14,787.00 | 1,844.99 | |
| MANAGEMENT LEAVE 0106 | - | - | 408.64 | |
| ANNUAL LEAVE 0107 | - | - | - | |
| SICK LEAVE 0108 | - | - | - | |
| OVERTIME 0111 | - | - | - | |
| HOLIDAY PAY 0116 | - | - | - | |
| TOTAL | 389,348.89 | 389,348.89 | 47,592.73 | 12.2% |

| VISITORS BUREAU EMPLOYEE BENEFITS | FY17 BUDGET | FY17 PROJECTION | FY17 ACTUAL* | % EXPENDED |
|------------------------------------------|--------------------|------------------------|---------------------|-------------------|
| MEDICARE 0225 | 5,645.56 | 5,645.56 | 683.99 | |
| RETIREMENT 0230 | 104,877.33 | 104,877.33 | 12,809.37 | |
| GROUP INSURANCE 0240 | 84,568.59 | 84,568.59 | 5,041.23 | |
| WORKERS COMP. 0250 | 3,941.78 | 3,941.78 | 402.88 | |
| CAR ALLOWANCE 0270 | 4,000.00 | 4,000.00 | 538.47 | |
| PHONE ALLOWANCE 0271 | 960.00 | 960.00 | 80.00 | |
| TOTAL | 203,993.26 | 203,993.26 | 19,555.94 | 9.6% |

| | | | | |
|--------------------------------------------------|-------------------|-------------------|------------------|-------|
| VISITORS BUREAU SALARIES - BENEFITS TOTAL | 593,342.16 | 593,342.16 | 67,148.67 | 11.3% |
|--------------------------------------------------|-------------------|-------------------|------------------|-------|

CARSON CITY VISITORS BUREAU
2016/2017 (FY17) MASTER BUDGET REPORT

| VISITORS BUREAU PROFESSIONAL SERVICES | FY17 BUDGET | FY17 PROJECTION | FY17 ACTUAL* | % EXPENDED |
|---------------------------------------------------|-------------------|-------------------|------------------|--------------|
| TRAINING/CONFERENCE/WORKSHOPS 0330 | 10,000.00 | 10,000.00 | - | 0.0% |
| CONTRACT EMPLOYEES 0340 | 55,000.00 | 55,000.00 | 4,257.50 | 7.7% |
| CONTRACTUAL AGREEMENTS/SERVICES 0349 | 28,000.00 | 28,000.00 | - | 0.0% |
| UNEMPLOYMENT CLAIMS | - | - | - | |
| TOTAL | 93,000.00 | 93,000.00 | 4,257.50 | 4.6% |
| | | | | |
| VISITORS BUREAU PROPERTY SERVICES | | | | |
| EQUIPMENT REPAIR & MAINT. 0430 | 500.00 | 500.00 | - | 0.0% |
| RENT 0440 | 62,948.00 | 62,948.00 | 9,638.92 | 15.3% |
| OFFICE EQUIPMENT RENTAL/LEASE 0444 | 28,841.00 | 28,841.00 | 88.63 | 0.3% |
| TOTAL | 92,289.00 | 92,289.00 | 9,727.55 | 10.5% |
| | | | | |
| VISITORS BUREAU OTHER SERVICES | | | | |
| INSURANCE 0512 | 3,000.00 | 3,000.00 | 1,703.22 | 56.8% |
| SPECIAL EVENT 0540 | 146,254.62 | 146,254.62 | 2,377.50 | 1.6% |
| PRINTING/ADVERTISING - 0542 | 148,438.65 | 148,438.65 | 5,540.00 | 3.7% |
| TRADE SHOWS 0543 | 3,000.00 | 3,000.00 | - | 0.0% |
| GOLF PROJECTS 0544 | 8,800.00 | 8,800.00 | - | 0.0% |
| DUES/MEMBERSHIP/PUBLICATIONS 0545 | 3,750.00 | 3,750.00 | 194.33 | 5.2% |
| RTC BUS PASSES 5060 | 4,200.00 | 4,200.00 | 191.25 | 4.6% |
| TRAVEL/LODGING 0580 | 10,000.00 | 10,000.00 | 1,413.48 | 14.1% |
| TOTAL | 327,443.27 | 327,443.27 | 11,419.78 | 3.5% |
| | | | | |
| VISITORS BUREAU OPERATING SUPPLIES | | | | |
| OFFICE SUPPLIES 0601 | 5,000.00 | 5,000.00 | 460.42 | 9.2% |
| OPERATING SUPPLIES 0625 | 112,579.81 | 112,579.81 | 17,504.39 | 15.5% |
| SMALL FURNISHINGS 0675 | 2,000.00 | 2,000.00 | - | 0.0% |
| STORE INVENTORY 0697 | 30,000.00 | 30,000.00 | 1,124.45 | 3.7% |
| TOTAL 06-25 | 149,579.81 | 149,579.81 | 19,089.26 | 12.8% |
| | | | | |
| VISITORS BUREAU UTILITIES | | | | |
| TELEPHONE 0710 | 5,000.00 | 5,000.00 | 326.18 | 6.5% |
| POWER 0712 | 3,700.00 | 3,700.00 | 332.55 | 9.0% |
| UTILITIES GAS 0713 | 3,000.00 | 3,000.00 | 3.70 | 0.1% |
| TOTAL | 11,700.00 | 11,700.00 | 662.43 | 5.7% |
| | | | | |
| VISITORS BUREAU SERVICE AND SUPPLIES TOTAL | 674,012.08 | 674,012.08 | 45,156.52 | 6.7% |

CARSON CITY VISITORS BUREAU
2016/2017 (FY17) MASTER BUDGET REPORT

| ENDING FUND BALANCE | FY16 BUDGET | FY16 PROJECTION | FY16 ACTUAL |
|-------------------------------------------------------------|-------------------|-------------------|-------------------|
| VISITORS BUREAU INTERGOVERNMENTAL TOTAL | 235,913.25 | 235,913.25 | - |
| VISITORS BUREAU SALARIES & BENEFITS TOTAL | 593,342.16 | 593,342.16 | 67,148.67 |
| VISITORS BUREAU SERVICE AND SUPPLIES TOTAL | 674,012.08 | 674,012.08 | 45,156.52 |
| VISITORS BUREAU CONTINGENCY TOTAL | 20,000.00 | 20,000.00 | |
| VISITORS BUREAU EXPENDITURES TOTAL | 1,523,267.48 | 1,523,267.48 | 112,305.19 |
| VISITORS BUREAU CONTINGENCY BALANCE | 20,000.00 | 20,000.00 | |
| VISITORS BUREAU EXPENDABLE REVENUE TOTAL | 2,049,083.64 | 2,049,083.64 | 666,612.68 |
| VISITORS BUREAU ENDING FUND BALANCE TOTAL | 545,816.16 | 545,816.16 | 554,307.49 |
| CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | 321,327.50 | 321,327.50 | - |
| CAPITAL EXPENDABLE REVENUE TOTAL | 464,515.95 | 464,515.95 | 38,362.01 |
| CAPITAL ENDING FUND BALANCE TOTAL | 143,188.45 | 143,188.45 | 38,362.01 |
| V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL | - | - | - |
| V&T CAPITAL EXPENDABLE REVENUE TOTAL | 468,661.00 | 468,661.00 | 429.98 |
| V&T CAPITAL ENDING FUND BALANCE TOTAL | 468,661.00 | 468,661.00 | |