

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 6/3/15

Agenda Date Requested: 6/08/15

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 monthly FY15 Budget Report as presented through May 31, 2015.

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 11/2015

92% of FY15 lapsed

BEGINNING FUND BALANCE	FY15 BUDGETED CARRY OVER	FY14 AUDIT CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	440,195.18	465,056.00
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	450,701.87	313,765.00
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	100,000.00	100,000.00
TOTAL	990,897	878,821

**Room Tax reported through April 2015 (rcvd in May)*

FY15 REVENUE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL*	% RCVD
VISITORS BUREAU ROOM TAX	849,750.98	878,267.81	810,111.62	92.2%
V&T CAPITAL PROJECTS FUND ROOM TAX	283,250.33	292,755.94	270,037.19	92.2%
CAPITAL PROJECTS FUND ROOM TAX	283,250.33	292,755.94	270,037.19	92.2%
GIFT STORE	20,000.00	20,000.00	20,000.53	100.0%
REFUNDS/REIMBURSEMENTS	-	-	8,762.22	
GRANTS	25,000.00	42,700.00	-	0.0%
DONATIONS RECEIVED			11,000.00	
RTT BUS PASS SALES			2,538.39	
VISITORS BUREAU INTEREST INCOME	1,000.00	1,000.00	2,061.57	206.2%
V&T CAPITAL PROJECTS FUND INTEREST INCOME	310.00	310.00	1,460.28	471.1%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME	270.00	270.00	773.09	286.3%
TOTAL	1,462,831.63	1,528,059.68	1,396,782.08	91.4%
ADJUSTMENT TO CCVB REVENUE				
NET OUT of TOT NCOT 3/8%	53,109.44	54,891.74	46,195.95	84.2%
NET OUT of TOT CCPR FIELD MAINT 3/16%	26,554.72	27,445.87	20,431.25	74.4%
TOTAL	79,664.15	82,337.61	66,627.20	80.9%
FY15 CCVB ADJUSTED REVENUE TOTAL	816,086.82	859,630.20	787,847.13	91.6%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	283,560.33	293,065.94	271,497.47	92.6%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	283,520.33	293,025.94	270,810.28	92.4%
TOTAL	1,383,167.47	1,445,722.07	1,330,154.88	92.0%
FY15 CCVB EXPENDABLE REVENUE TOTAL	1,302,190.00	1,324,686.20	1,252,903.13	94.6%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	598,930.00	606,830.94	585,262.47	96.4%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	383,520.00	393,025.94	370,810.28	94.3%
FY15 EXPENDABLE REVENUE TOTAL	2,284,640.00	2,324,543.07	2,208,975.88	95.0%

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

SALE OF CCVB 1/2 OF 1900 S CARSON ST BLDG	100,000.00
ONE TIME EXPENSES FOR NEW LOCATION SET UP	(28,383.19)
	71,616.81

INTERGOVERNMENTAL EXPENDITURES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
CC INTERLOCAL AGREEMENT	106,218.87	109,783.48	110,296.51	100.5%
V&T CAPITAL PROJECT FUND 2%	165,635.00	156,129.06	100,000.00	64.0%
CAPITAL PROJECT FUND 2%	283,520.00	293,025.94	32,077.50	10.9%
	555,373.87	558,938.48	242,374.01	43.4%

VISITORS BUREAU SALARIES & WAGES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
SALARIES 0101	220,607.00	233,579.46	197,765.23	
SALARIES 0102	31,956.00	34,071.00	29,027.13	
MANAGEMENT LEAVE 0106	-	-	4,516.24	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	44.25	
HOLIDAY PAY 0116	-	-	-	
LEAVE PAYOUT	-	-	-	
TOTAL	252,563.00	267,650.46	231,352.85	86.4%

VISITORS BUREAU EMPLOYEE BENEFITS	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
MEDICARE 0225	3,705.00	3,938.93	3,227.23	81.9%
RETIREMENT 0230	58,703.00	62,301.47	52,087.55	83.6%
GROUP INSURANCE 0240	49,185.00	49,184.90	39,773.15	80.9%
WORKERS COMP. 0250	3,961.00	4,210.58	2,471.99	58.7%
CAR ALLOWANCE 0270	3,000.00	4,000.00	3,592.39	89.8%
PHONE ALLOWANCE 0271	960.00	960.00	880.00	91.7%
TOTAL	119,514.00	124,595.88	102,032.31	81.9%

UNEMPLOYMENT CLAIMS	4,070.00	4,070.00	4,070.00	100.0%
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VISITORS BUREAU SALARIES - BENEFITS TOTAL	376,147.00	396,316.34	337,455.16	85.1%
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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	2,500.00	2,500.00	260.00	10.4%
CONTRACT EMPLOYEES 0340	65,800.00	65,800.00	61,286.70	93.1%
CONTRACTUAL AGREEMENTS/SERVICES 0349	52,020.00	65,561.68	41,685.68	63.6%
TOTAL	120,320.00	133,861.68	103,232.38	77.1%
 VISITORS BUREAU PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	2,000.00	1,295.50	-	0.0%
RENT 0440	1,200.00	60,124.84	37,972.84	63.2%
OFFICE EQUIPMENT RENTAL/LEASE 0444	19,180.00	42,055.19	25,467.58	60.6%
TOTAL	22,380.00	103,475.53	63,440.42	61.3%
 VISITORS BUREAU OTHER SERVICES				
INSURANCE 0511	1,000.00	4,100.03	2,534.33	61.8%
DUES/MEMBERSHIP/PUBLICATIONS 0545	2,750.00	3,159.53	2,504.97	79.3%
RTC BUS PASSES		-	2,637.50	
TRAVEL/LODGING 0580	10,000.00	10,000.00	6,323.88	63.2%
TOTAL	13,750.00	17,259.56	14,000.68	81.1%
 VISITORS BUREAU MARKETING & ADVERTISEMENT				
SPECIAL EVENT 0540	50,000.00	50,000.00	40,713.40	81.4%
PRINTING/ADVERTISING - 0542	40,000.00	40,000.00	33,482.80	83.7%
TRADE SHOWS 0543	6,000.00	6,000.00	1,585.00	26.4%
GOLF PROJECTS	8,800.00	8,800.00	6,500.00	73.9%
TOTAL	104,800.00	104,800.00	82,281.20	78.5%
 VISITORS BUREAU OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	3,000.00	3,000.00	915.80	30.5%
OPERATING SUPPLIES 0625	74,000.00	53,850.73	45,851.12	85.1%
SMALL FURNISHINGS 0675	1,000.00	1,000.00	-	0.0%
STORE INVENTORY 0697	-	20,000.00	11,850.30	59.3%
TOTAL 06-25	78,000.00	77,850.73	58,617.22	75.3%
 VISITORS BUREAU UTILITIES				
TELEPHONE 0710	3,200.00	6,146.94	3,772.94	61.4%
POWER 0712	2,100.00	3,972.48	2,362.48	59.5%
UTILITIES GAS 0713	1,000.00	2,641.09	1,381.09	52.3%
TOTAL	6,300.00	12,760.51	7,516.51	58.9%
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550.00	450,008.01	329,088.41	73.1%

**CARSON CITY VISITORS BUREAU
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ENDING FUND BALANCE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	106,218.87	109,783.48	110,296.51
VISITORS BUREAU SALARIES & BENEFITS TOTAL	376,147.00	396,316.34	337,455.16
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550.00	450,008.01	329,088.41
VISITORS BUREAU CONTINGENCY TOTAL	20,000.00	20,000.00	20,000.00
VISITORS BUREAU EXPENDITURES TOTAL	847,915.87	976,107.83	796,840.08
VISITORS BUREAU CONTINGENCY BALANCE	20,000.00	20,000.00	20,000.00
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	1,302,190.00	1,324,686.20	1,252,903.13
VISITORS BUREAU ENDING FUND BALANCE TOTAL	474,274.13	368,578.37	476,063.05
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	165,635.00	156,129.06	100,000.00
V&T CAPITAL EXPENDABLE REVENUE TOTAL	598,930.00	606,830.94	585,262.47
V&T CAPITAL ENDING FUND BALANCE TOTAL	433,295.00	450,701.87	485,262.47
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	283,520.00	293,025.94	32,077.50
CAPITAL EXPENDABLE REVENUE TOTAL	383,520.00	393,025.94	370,810.28
CAPITAL ENDING FUND BALANCE TOTAL	100,000.00	100,000.00	338,732.78