

**Carson City Culture & Tourism Authority  
Agenda Report**

**Date Submitted:** 06/21/18

**Agenda Date Requested:** 06/26/18

**Time Requested:** 15 Minutes

**To:** Carson City Culture & Tourism Authority - Board of Directors

**From:** Chris Kipp, Operations Manager

**Subject Title: For possible action to approve CTA Statement of Accounts Payable Checks and P-Card Report for April, 2018**

**Staff Summary:** The CTA Board will review an account activity statement for Accounts Payable Checks for April, 2018 totaling \$74,458.39 and p-card purchases for April, 2018 totaling \$8,032.65 and make a determination whether they approve of the statement.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the CTA Account Activity Statement of Accounts Payable Checks and P-Card charges for April, 2018.

**Applicable Statute, Code, Policy, Rule or Regulation:** n/a

**Fiscal Impact:** n/a

**Explanation of Impact:** n/a

**Funding Source:** n/a

**Supporting Material:** CTA Account Activity Statement of Accounts Payable Checks and P-Card Report for April, 2018

**Prepared By:** Chris Kipp, Operations Manager

CHECK NUMBER	CHECK DATE	VENDOR NUMBER	VENDOR NAME	MEMO	CHECK AMOUNT
377079	04/20/18	2663516	ALLSTREAM	2018 MAR TELEPHONE	17.36
1000203	04/30/18	12086	BANK OF AMERICA	PCARD CHARGES 03/05/18-04/04/18	13,396.38
376768	04/06/18	2665828	CARSON CITY SQUARE, LLC	2017 APR RENT	4,882.00
376768	04/06/18	2665828	CARSON CITY SQUARE, LLC	02/05/18-03/07/18 GAS UTILITIES	464.30
376958	04/13/18	15638	COMPUTER ARTISTRY	03/21/18-04/03/18 DESIGN WORK	585.00
377309	04/27/18	15638	COMPUTER ARTISTRY	04/04/18-04/17/18 DESIGN WORK	1,007.50
377327	04/27/18	2666136	EPIC RIDES	CARSON CITY OFF ROAD HOST COMMUNITY FEE PMT 2 OF 2	27,562.50
376798	04/06/18	1905365	FIRST CHOICE SERVICES	COFFEE & SUPPLIES FOR VISITORS CENTER	25.00
377349	04/27/18	2666220	ISTORAGE 50 EAST BUSINESS CENTER	UNIT 212 RENT MAY 2018	625.00
377350	04/27/18	2666737	J GREG SMITH INC	2018 CA & OR TRAILS PARTNERSHIP MARKETING PROGRAM	1,500.00
376985	04/13/18	2666687	KONICA MINOLTA BUSINESS SOLUTIONS	03/26/18-04/25/18 MAINTENCE AGREEMENT DUPLO	1,137.50
377359	04/27/18	2666568	KONICA MINOLTA PREMIER FINANCE	04/01/18-04/30/18 PRINTER & DUPLO CUTTER LEASE	3,475.43
376829	04/06/18	2665378	MARATHON STAFFING	McMANUS W/E 03/10/18	144.59
376997	04/13/18	2665378	MARATHON STAFFING	McMANUS W/E 03/17/18	33.37
377179	04/20/18	2665378	MARATHON STAFFING	McMANUS W/E 03/24/18	88.98
377188	04/20/18	11508	NEVADA MOMENTUM	PHOTOGRAPHY & CONTENT WRITING THROUGH 03/28/18	875.00
376843	04/06/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 03/16/18-03/22/18	2,520.00
376843	04/06/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 03/23/18-03/29/18	2,520.00
377198	04/20/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 03/30/18-04/05/18	2,520.00
377198	04/20/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 04/06/18-04/12/18	2,520.00
377388	04/27/18	2666622	NV CONSULTING, LLC	CONSULTING SERVICES 04/13/18-04/19/18	2,520.00
377199	04/20/18	13957	NV ENERGY	02/28/18-03/29/18	263.41
377209	04/20/18	1602505	PITNEY BOWES INC	01/30/18-04/29/18	275.07
377234	04/20/18	10550	SIERRA NEVADA MEDIA GROUP	03/01/18-03/31/18 TARGETED INTERNET ADS	5,000.00
377043	04/13/18	2663857	STEWART FATHER'S DAY POWWOW	2018 PROGRAM AD	500.00
					74,458.39

## CCVB P-Card Report

CH Full Name Exactly Matches 'null'  
 Company Name City of Carson City  
 Post Date Between 2018-04-05 00:00:00 and 2018-05-04 00:00:00  
 Report Owner KIPP, CHRISTINE  
 Report Time 2018-06-19 17:29:12  
 Transaction Type One of: Misc Credit or Misc Debit or Purchase

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
04/05/2018	SP RESOURCE REVIVAL	845.00	740-7201-450-05-80-	SWAG - KEYCHAINS
04/06/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
04/08/2018	INT IN DEERFIELD MEDI	600.00	740-7201-450-06-25-	MARKETING VIDEO
04/09/2018	SMASHBALLOON.COM INSTA	19.50	740-7201-450-06-25-	INSTAGRAM FEED PRO 1 YR OF UPDATES & SUPPORT
04/10/2018	VZWRLLS APOCC VISB	240.91	740-7200-413-07-10-	03/20/18-04/19/18
04/11/2018	CHEVRON 0356637	99.99	740-7201-450-05-80-	2018 RURAL ROUND UP - FUEL
04/11/2018	CLOWN MOTEL	248.92	740-7201-450-05-80-	2018 RURAL ROUND UP - LODGING
04/11/2018	TONOPAH BREWING COMPAN	41.41	740-7201-450-05-80-	2018 RURAL ROUND UP - MEAL
04/13/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
04/13/2018	BEANS AND BREW 1403	17.36	740-7201-450-05-80-	2018 RURAL ROUND UP - MEAL
04/14/2018	HOSTGATOR.COM	16.95	740-7201-450-06-25-	201804 yourexperiencesstartshere.co mBusinessPackage
04/16/2018	DMV-44	90.00	740-7201-450-06-25-	1961 JEEP REGISTRATION EXP 04/17/19
04/16/2018	YPS HOMEAWAY HA-M9H9CP	1,301.00	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - LODGING
04/17/2018	INTUIT IN SIMPVIEW	991.67	740-7201-450-03-49-	MOBILE APP LICENSING 04/01/18-04/30/18
04/17/2018	SHELL OIL 646112200QPS	133.33	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - FUEL
04/18/2018	ADT SECURITY 401131352	45.49	740-7211-450-06-25-	04/18/18 - 05/17/18
04/20/2018	CIVIL AIR PATROL MAGAZ	100.00	740-7201-450-05-42-	ADVERTISING
04/21/2018	ADOBE CREATIVE CLOUD	69.99	740-7201-450-05-45-	04/20/18-05/19/18 CREATIVE SUITE MEMBERSHIP
04/21/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
04/23/2018	MAILCHIMP MONTHLY	135.00	740-7201-450-06-25-	2018 APRIL LIST CHARGE 12,801-25,000
04/27/2018	KLIPFOLIO INC.	441.00	740-7201-450-06-25-	ONLINE DASHBOARD PLATFORM
04/30/2018	INTERNATIONAL TRANSACTION	3.53	740-7201-450-06-25-	INTERNATIONAL TRANSACTION FEE
04/30/2018	YPS RDD HA-M9H9CP	(1,000.00)	740-7201-450-05-80-	2018 SEA OTTER CLASSIC - LODGING
04/30/2018	FACEBK B44NWFWTY2	100.00	740-7201-450-05-42-	FACEBOOK CAMPAIGNS

Purchase Date	Vendor Name	Item Total	Item GL Combination	Reference
05/01/2018	REACHLOCAL	500.00	740-7201-450-05-42-	GEOFENCE MARKETING
05/01/2018	ISTORAGE-50 EAST	79.00	740-7200-413-04-40-	Unit F14 2018 MAY
05/02/2018	CHARTER COMM	39.99	740-7200-413-07-10-	04/20/18-05/19/18 FAX, INTERNET & TV
05/02/2018	CHARTER COMM	218.61	740-7211-450-06-25-	04/20/18-05/19/18 FAX, INTERNET & TV
05/03/2018	DISCOUNTMUGS.COM	1,154.00	740-7201-450-06-25-	CCCTA LOGO BACK PACKS FOR NV TRACK
report count:	29	8,032.65		