

**Carson City Visitors Bureau
Agenda Report**

Date Submitted: 11/10/14

Agenda Date Requested: 11/17/14

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 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

Accounting Period 04/2015 (Oct 2014)

33% of FY15 lapsed

BEGINNING FUND BALANCE	FY15 FORECAST CARRY OVER	FY14 ESTIMATED CARRY OVER	FY13 REPORTED CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	505,273	486,103	536,954
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	433,296	315,370	249,747
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	100,000	100,000	136,421
TOTAL	1,038,569	901,473	923,122

*Room Tax reported through Sept. 2014 (rcvd in Oct)

FY15 REVENUE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL*	% RCVD
VISITORS BUREAU ROOM TAX	849,751	849,751	373,784	44.0%
V&T CAPITAL PROJECTS FUND ROOM TAX	283,250	283,250	124,595	44.0%
CAPITAL PROJECTS FUND ROOM TAX	283,250	283,250	124,595	44.0%
GIFT STORE	20,000	20,000	10,784	53.9%
GRANTS	25,000	25,000	-	0.0%
DONATIONS RECEIVED			5,500	
RTT BUS PASS SALES			340	
VISITORS BUREAU INTEREST INCOME	1,000	1,000	262	26.2%
V&T CAPITAL PROJECTS FUND INTEREST INCOME	310	310	91	29.3%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME	270	270	82	30.5%
TOTAL	1,462,832	1,462,832	640,032	43.8%
ADJUSTMENT TO CCVB REVENUE				
NET OUT of TOT NCOT 3/8%	53,109	53,109	18,655	35.1%
NET OUT of TOT CCPR FIELD MAINT 3/16%	26,555	26,555	-	0.0%
TOTAL	79,664	79,664	18,655	23.4%
FY15 CCVB ADJUSTED REVENUE TOTAL	816,087	816,087	372,014	45.6%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	283,560	283,560	124,685	44.0%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	283,520	283,520	124,677	44.0%
TOTAL	1,383,167	1,383,167	621,376	44.9%
FY15 CCVB EXPENDABLE REVENUE TOTAL	1,302,190	1,302,190	372,014	28.6%
FY15 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	598,930	598,930	124,685	20.8%
FY15 CAPITAL PROJECTS FUND REVENUE TOTAL	383,520	383,520	124,677	32.5%
FY15 EXPENDABLE REVENUE TOTAL	2,284,640	2,284,640	621,376	27.2%

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

INTERGOVERNMENTAL EXPENDITURES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
CC INTERLOCAL AGREEMENT	106,219	106,219	10,607	10.0%
V&T CAPITAL PROJECT FUND 2%	165,635	165,635	-	0.0%
CAPITAL PROJECT FUND 2%	283,520	283,520	-	0.0%
	555,374	555,374	10,607	1.9%
VISITORS BUREAU SALARIES & WAGES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
SALARIES 0101	220,607	220,607	68,574	
SALARIES 0102	31,956	31,956	10,526	
MANAGEMENT LEAVE 0106	-	-	2,211	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	(12)	
HOLIDAY PAY 0116	-	-	-	
LEAVE PAYOUT	-	-	-	
TOTAL	252,563	252,563	81,299	32.2%
VISITORS BUREAU EMPLOYEE BENEFITS	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
MEDICARE 0225	3,706	3,706	1,159	31.3%
RETIREMENT 0230	58,704	58,704	18,227	31.0%
GROUP INSURANCE 0240	49,185	49,185	12,010	24.4%
WORKERS COMP. 0250	3,961	3,961	814	20.5%
CAR ALLOWANCE 0270	3,000	3,000	1,285	42.8%
PHONE ALLOWANCE 0271	960	960	320	33.3%
TOTAL	119,515	119,515	33,814	28.3%
UNEMPLOYMENT CLAIMS	4,070	4,070	-	0.0%
VISITORS BUREAU SALARIES - BENEFITS TOTAL	376,148	376,148	115,113	30.6%

**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	25,731	39.1%
CONTRACTUAL AGREEMENTS/SERVICES 0349	52,020	52,020	26,768	51.5%
TOTAL	120,320	120,320	52,499	43.6%
VISITORS BUREAU PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	2,000	2,000	3,850	192.5%
RENT 0440	1,200	1,200	11,426	952.2%
OFFICE EQUIPMENT RENTAL/LEASE 0444	19,180	19,180	9,256	48.3%
TOTAL	22,380	22,380	24,532	109.6%
VISITORS BUREAU OTHER SERVICES				
INSURANCE 0511	1,000	1,000	949	94.9%
DUES/MEMBERSHIP/PUBLICATIONS 0545	2,750	2,750	933	33.9%
RTT BUS PASSES			659	
TRAVEL/LODGING 0580	10,000	10,000	1,482	14.8%
TOTAL	13,750	13,750	4,022	29.3%
VISITORS BUREAU MARKETING & ADVERTISEMENT				
SPECIAL EVENT 0540	50,000	50,000	18,672	37.3%
PRINTING/ADVERTISING - 0542	40,000	40,000	11,137	27.8%
TRADE SHOWS 0543	6,000	6,000	-	0.0%
GOLF PROJECTS	8,800	8,800	6,500	73.9%
TOTAL	104,800	104,800	36,309	34.6%
VISITORS BUREAU OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	3,000	3,000	799	26.6%
OPERATING SUPPLIES 0625	74,000	74,000	27,464	37.1%
SMALL FURNISHINGS 0675	1,000	1,000	540	54.0%
TOTAL 06-25	78,000	78,000	28,803	36.9%
VISITORS BUREAU UTILITIES				
TELEPHONE 0710	3,200	3,200	907	28.3%
POWER 0712	2,100	2,100	806	38.4%
UTILITIES GAS 0713	1,000	1,000	95	9.5%
TOTAL	6,300	6,300	1,808	28.7%
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550	345,550	147,973	42.8%

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

ENDING FUND BALANCE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	106,219	106,219	10,607	10.0%
VISITORS BUREAU SALARIES & BENEFITS TOTAL	376,148	376,148	115,113	30.6%
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550	345,550	147,973	42.8%
VISITORS BUREAU CONTENGENCY TOTAL	20,000	20,000	20,000	100.0%
VISITORS BUREAU EXPENDITURES TOTAL	847,917	847,917	293,694	34.6%
VISITORS BUREAU CONTENGENCY BALANCE	20,000	20,000	20,000	100.0%
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	1,302,190	1,302,190	372,014	28.6%
VISITORS BUREAU ENDING FUND BALANCE TOTAL	474,273	474,273	98,321	20.7%
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	165,635	165,635	-	0.0%
V&T CAPITAL EXPENDABLE REVENUE TOTAL	598,930	598,930	124,685	20.8%
V&T CAPITAL ENDING FUND BALANCE TOTAL	433,296	433,296	124,685	28.8%
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	283,520	283,520	-	0.0%
CAPITAL EXPENDABLE REVENUE TOTAL	383,520	383,520	124,677	32.5%
CAPITAL ENDING FUND BALANCE TOTAL	100,000	100,000	124,677	124.7%