

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 5/6/15

**Agenda Date Requested:** 5/11/15

**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 April 30, 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 10/2015

83% of FY15 lapsed

BEGINNING FUND BALANCE	FY15 BUDGETED CARRY OVER	FY14 AUDIT CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	446,627.90	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
<b>TOTAL</b>	<b>997,330</b>	<b>878,821</b>

*\*Room Tax reported through March 2015 (rcvd in April)*

FY15 REVENUE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL*	% RCVD
VISITORS BUREAU ROOM TAX	849,750.98	878,267.81	738,275.05	84.1%
V&T CAPITAL PROJECTS FUND ROOM TAX	283,250.33	292,755.94	246,091.66	84.1%
CAPITAL PROJECTS FUND ROOM TAX	283,250.33	292,755.94	246,091.66	84.1%
GIFT STORE	20,000.00	20,000.00	18,109.14	90.5%
REFUNDS/REIMBURSEMENTS	-	-	3,412.22	
GRANTS	25,000.00	42,700.00	-	0.0%
DONATIONS RECEIVED			11,000.00	
RTT BUS PASS SALES			2,389.64	
VISITORS BUREAU INTEREST INCOME	1,000.00	1,000.00	1,453.66	145.4%
V&T CAPITAL PROJECTS FUND INTEREST INCOME	310.00	310.00	1,036.15	334.2%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME	270.00	270.00	544.43	201.6%
<b>TOTAL</b>	<b>1,462,831.63</b>	<b>1,528,059.68</b>	<b>1,268,403.61</b>	<b>83.0%</b>
<b>ADJUSTMENT TO CCVB REVENUE</b>				
NET OUT of TOT NCOT 3/8%	53,109.44	54,891.74	38,416.21	70.0%
NET OUT of TOT CCPR FIELD MAINT 3/16%	26,554.72	27,445.87	-	0.0%
<b>TOTAL</b>	<b>79,664.15</b>	<b>82,337.61</b>	<b>38,416.21</b>	<b>46.7%</b>
<b>FY15 CCVB ADJUSTED REVENUE TOTAL</b>	<b>816,086.82</b>	<b>859,630.20</b>	736,223.50	85.6%
<b>FY15 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>283,560.33</b>	<b>293,065.94</b>	247,127.81	84.3%
<b>FY15 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>283,520.33</b>	<b>293,025.94</b>	246,636.09	84.2%
<b>TOTAL</b>	<b>1,383,167.47</b>	<b>1,445,722.07</b>	<b>1,229,987.40</b>	<b>85.1%</b>
<b>FY15 CCVB EXPENDABLE REVENUE TOTAL</b>	<b>1,302,190.00</b>	<b>1,324,686.20</b>	1,201,279.50	90.7%
<b>FY15 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>598,930.00</b>	<b>606,830.94</b>	560,892.81	92.4%
<b>FY15 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>383,520.00</b>	<b>393,025.94</b>	346,636.09	88.2%
<b>FY15 EXPENDABLE REVENUE TOTAL</b>	<b>2,284,640.00</b>	<b>2,324,543.07</b>	<b>2,108,808.40</b>	<b>90.7%</b>

**CARSON CITY VISITORS BUREAU  
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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)
	<b>71,616.81</b>

INTERGOVERNMENTAL EXPENDITURES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
CC INTERLOCAL AGREEMENT	106,218.87	109,783.48	94,736.99	86.3%
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%
<b>TOTAL</b>	<b>555,373.87</b>	<b>558,938.48</b>	<b>226,814.49</b>	<b>40.6%</b>

VISITORS BUREAU SALARIES & WAGES	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
SALARIES 0101	220,607.00	233,579.46	180,868.31	
SALARIES 0102	31,956.00	34,071.00	25,444.73	
MANAGEMENT LEAVE 0106	-	-	3,885.12	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	44.25	
HOLIDAY PAY 0116	-	-	-	
LEAVE PAYOUT	-	-	-	
<b>TOTAL</b>	<b>252,563.00</b>	<b>267,650.46</b>	<b>210,242.41</b>	<b>78.6%</b>

VISITORS BUREAU EMPLOYEE BENEFITS	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL	% EXPENDED
MEDICARE 0225	3,705.00	3,938.93	2,963.87	75.2%
RETIREMENT 0230	58,703.00	62,301.47	47,574.07	76.4%
GROUP INSURANCE 0240	49,185.00	49,184.90	35,806.97	72.8%
WORKERS COMP. 0250	3,961.00	4,210.58	2,243.25	53.3%
CAR ALLOWANCE 0270	3,000.00	4,000.00	3,284.69	82.1%
PHONE ALLOWANCE 0271	960.00	960.00	800.00	83.3%
<b>TOTAL</b>	<b>119,514.00</b>	<b>124,595.88</b>	<b>92,672.85</b>	<b>74.4%</b>

<b>UNEMPLOYMENT CLAIMS</b>	4,070.00	4,070.00	4,070.00	100.0%
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<b>VISITORS BUREAU SALARIES - BENEFITS TOTAL</b>	<b>376,147.00</b>	<b>396,316.34</b>	<b>306,985.26</b>	<b>77.5%</b>
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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	53,906.22	81.9%
CONTRACTUAL AGREEMENTS/SERVICES 0349	52,020.00	65,561.68	41,685.68	63.6%
<b>TOTAL</b>	<b>120,320.00</b>	<b>133,861.68</b>	<b>95,851.90</b>	<b>71.6%</b>
 <b>VISITORS BUREAU PROPERTY SERVICES</b>				
EQUIPMENT REPAIR & MAINT. 0430	2,000.00	1,295.50	-	0.0%
RENT 0440	1,200.00	56,190.84	34,038.84	60.6%
OFFICE EQUIPMENT RENTAL/LEASE 0444	19,180.00	40,903.97	23,828.33	58.3%
<b>TOTAL</b>	<b>22,380.00</b>	<b>98,390.31</b>	<b>57,867.17</b>	<b>58.8%</b>
 <b>VISITORS BUREAU OTHER SERVICES</b>				
INSURANCE 0511	1,000.00	4,100.03	2,534.33	61.8%
DUES/MEMBERSHIP/PUBLICATIONS 0545	2,750.00	3,089.54	2,383.49	77.1%
RTC BUS PASSES		-	2,233.75	
TRAVEL/LODGING 0580	10,000.00	10,000.00	6,179.86	61.8%
<b>TOTAL</b>	<b>13,750.00</b>	<b>17,189.57</b>	<b>13,331.43</b>	<b>77.6%</b>
 <b>VISITORS BUREAU MARKETING &amp; ADVERTISEMENT</b>				
SPECIAL EVENT 0540	50,000.00	50,000.00	37,774.62	75.5%
PRINTING/ADVERTISING - 0542	40,000.00	40,000.00	32,867.80	82.2%
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%
<b>TOTAL</b>	<b>104,800.00</b>	<b>104,800.00</b>	<b>78,727.42</b>	<b>75.1%</b>
 <b>VISITORS BUREAU OPERATING SUPPLIES</b>				
OFFICE SUPPLIES 0601	3,000.00	3,000.00	915.80	30.5%
OPERATING SUPPLIES 0625	74,000.00	53,489.49	44,743.44	83.6%
SMALL FURNISHINGS 0675	1,000.00	1,000.00	-	0.0%
STORE INVENTORY 0697	-	20,000.00	11,239.74	56.2%
<b>TOTAL 06-25</b>	<b>78,000.00</b>	<b>77,489.49</b>	<b>56,898.98</b>	<b>73.4%</b>
 <b>VISITORS BUREAU UTILITIES</b>				
TELEPHONE 0710	3,200.00	5,463.46	3,089.46	56.5%
POWER 0712	2,100.00	3,739.69	2,129.69	56.9%
UTILITIES GAS 0713	1,000.00	2,641.09	1,381.09	52.3%
<b>TOTAL</b>	<b>6,300.00</b>	<b>11,844.24</b>	<b>6,600.24</b>	<b>55.7%</b>
<b>VISITORS BUREAU SERVICE AND SUPPLIES TOTAL</b>	<b>345,550.00</b>	<b>443,575.29</b>	<b>309,277.14</b>	<b>69.7%</b>

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ENDING FUND BALANCE	FY15 BUDGET	FY15 PROJECTION	FY15 ACTUAL
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	106,218.87	109,783.48	94,736.99
VISITORS BUREAU SALARIES & BENEFITS TOTAL	376,147.00	396,316.34	306,985.26
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	345,550.00	443,575.29	309,277.14
VISITORS BUREAU CONTINGENCY TOTAL	20,000.00	20,000.00	20,000.00
VISITORS BUREAU EXPENDITURES TOTAL	847,915.87	969,675.11	730,999.39
VISITORS BUREAU CONTINGENCY BALANCE	20,000.00	<b>20,000.00</b>	20,000.00
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	1,302,190.00	1,324,686.20	1,201,279.50
VISITORS BUREAU ENDING FUND BALANCE TOTAL	<b>474,274.13</b>	<b>375,011.09</b>	<b>490,280.11</b>
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	560,892.81
V&T CAPITAL ENDING FUND BALANCE TOTAL	<b>433,295.00</b>	<b>450,701.87</b>	<b>460,892.81</b>
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	283,520.00	293,025.94	32,077.50
CAPITAL EXPENDABLE REVENUE TOTAL	383,520.00	393,025.94	346,636.09
CAPITAL ENDING FUND BALANCE TOTAL	<b>100,000.00</b>	<b>100,000.00</b>	<b>314,558.59</b>