

**Carson City Visitors Bureau  
Agenda Report**

**Date Submitted:** 04/06/16

**Agenda Date Requested:** 04/11/16

**Time Requested:** 15 Minutes

**To:** Carson City Visitors Bureau - Board of Directors

**From:** Joel Dunn, Executive Director

**Subject Title:** Approval of the adjusted FY16 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 FY16 Budget Report as presented through February 29, 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 2015/2016 (FY16) MASTER BUDGET REPORT

as of Accounting Period 08/2015 (through February 29, 2016)

67% of FY16 lapsed

BEGINNING FUND BALANCE	FY16 BUDGETED CARRY OVER	FY16 PROJECTED CARRY OVER	FY15 ACTUAL CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	532,865.12	491,842.09	540,716.00
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	100,000.00	100,000.00	105,929.00
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	629,634.35	468,255.00	466,695.00
<b>TOTAL</b>	<b>1,262,499.47</b>	<b>1,060,097.09</b>	<b>1,113,340.00</b>

*\*Room tax revenue includes Room Tax collected July 2015 - Jan 2016*

FY16 REVENUE	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL *	% RCVD
VISITORS BUREAU ROOM TAX 740-0000-318.35-00	904,616.03	904,616.03	574,940.04	63.6%
CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01	301,538.68	301,538.68	191,646.73	63.6%
V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02	301,538.68	140,159.32	89,080.31	63.6%
V&T MARKETING 740-0000-318.35-XX	-	161,379.36	102,566.42	63.6%
GIFT STORE 740-0000-347.61-00	25,000.00	40,000.00	21,262.76	53.2%
REFUNDS/REIMBURSEMENTS 740-0000-366.05-00	-	-	1,478.96	
GRANTS	25,000.00	32,500.00	-	0.0%
DONATIONS RECEIVED 740-0000-365.92-00	-	-	1,200.00	
RTT BUS PASS SALES 740-0000-347.60-01	4,200.00	4,200.00	1,848.75	44.0%
VISITORS BUREAU INTEREST INCOME 740-0000-361.01-00	2,100.00	2,100.00	1,041.08	49.6%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00	828.00	828.00	390.41	47.2%
V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00	1,560.00	1,560.00	737.43	47.3%
<b>TOTAL</b>	<b>1,566,381.38</b>	<b>1,588,881.38</b>	<b>986,192.89</b>	<b>62.1%</b>
<b>FY16 CCVB REVENUE TOTAL</b>	<b>960,916.03</b>	<b>1,144,795.38</b>	<b>704,338.01</b>	<b>61.5%</b>
<b>FY16 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>302,366.68</b>	<b>302,366.68</b>	<b>192,037.14</b>	<b>63.5%</b>
<b>FY16 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>303,098.68</b>	<b>141,719.32</b>	<b>89,817.74</b>	<b>63.4%</b>
<b>TOTAL</b>	<b>1,566,381.38</b>	<b>1,588,881.38</b>	<b>986,192.89</b>	<b>62.1%</b>
<b>FY16 CCVB EXPENDABLE REVENUE TOTAL</b>	<b>1,501,632.03</b>	<b>1,685,511.38</b>	<b>1,245,054.01</b>	<b>73.9%</b>
<b>FY16 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>408,295.68</b>	<b>408,295.68</b>	<b>297,966.14</b>	<b>73.0%</b>
<b>FY16 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>769,793.68</b>	<b>608,414.32</b>	<b>556,512.74</b>	<b>91.5%</b>
<b>FY16 EXPENDABLE REVENUE TOTAL</b>	<b>2,679,721.38</b>	<b>2,702,221.38</b>	<b>2,099,532.89</b>	<b>77.7%</b>

**CARSON CITY VISITORS BUREAU  
2015/2016 (FY16) MASTER BUDGET REPORT**

INTERGOVERNMENTAL EXPENDITURES	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL*	% RCVD
CC INTERLOCAL AGREEMENT 740-7200-413.25-10	113,077.00	113,077.00	49,966.20	44.2%
CCPR FIELD MAINT 3/16% 740-7200-413.25-11	28,269.25	28,269.25	-	0.0%
NCOT 3/8% 740-7200-413.25-12	56,538.50	56,538.50	24,983.10	44.2%
CAPITAL PROJECT FUND 2% 740-7251-425.25-01	308,295.68	308,295.68	29,227.50	9.5%
V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02	140,159.32	140,159.32	75,000.00	53.5%
	<b>646,339.76</b>	<b>646,339.76</b>	<b>179,176.80</b>	<b>27.7%</b>

VISITORS BUREAU SALARIES & WAGES	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL	% EXPENDED
SALARIES 0101	240,805.88	246,568.11	152,522.12	
SALARIES 0102	36,143.25	33,603.00	28,769.99	
MANAGEMENT LEAVE 0106	-	-	7,096.58	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	-	
HOLIDAY PAY 0116	-	-	-	
<b>TOTAL</b>	<b>276,949.13</b>	<b>280,171.11</b>	<b>188,388.69</b>	<b>67.2%</b>

VISITORS BUREAU EMPLOYEE BENEFITS	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL	% EXPENDED
MEDICARE 0225	3,855.22	3,921.11	2,624.76	
RETIREMENT 0230	67,425.65	69,039.07	44,355.58	
GROUP INSURANCE 0240	49,973.57	49,973.57	29,599.48	
WORKERS COMP. 0250	2,624.58	2,605.68	1,445.29	
CAR ALLOWANCE 0270	4,000.00	4,000.00	2,415.34	
PHONE ALLOWANCE 0271	960.00	960.00	560.00	
<b>TOTAL</b>	<b>128,839.02</b>	<b>130,499.43</b>	<b>81,000.45</b>	<b>62.1%</b>

<b>VISITORS BUREAU SALARIES - BENEFITS TOTAL</b>	<b>405,788.15</b>	<b>410,670.54</b>	<b>269,389.14</b>	<b>65.6%</b>
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## CARSON CITY VISITORS BUREAU 2015/2016 (FY16) MASTER BUDGET REPORT

VISITORS BUREAU PROFESSIONAL SERVICES	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS 0330	1,000.00	1,000.00	200.00	20.0%
CONTRACT EMPLOYEES 0340	40,000.00	60,000.00	29,382.50	49.0%
CONTRACTUAL AGREEMENTS/SERVICES 0349	26,020.00	123,020.00	22,279.04	18.1%
UNEMPLOYMENT CLAIMS	-	-	-	
<b>TOTAL</b>	<b>67,020.00</b>	<b>184,020.00</b>	<b>51,861.54</b>	<b>28.2%</b>
<b>VISITORS BUREAU PROPERTY SERVICES</b>				
EQUIPMENT REPAIR & MAINT. 0430	1,300.00	1,300.00	-	0.0%
RENT 0440	45,744.00	45,744.00	27,528.07	60.2%
OFFICE EQUIPMENT RENTAL/LEASE 0444	30,280.00	30,600.00	2,550.27	8.3%
<b>TOTAL</b>	<b>77,324.00</b>	<b>77,644.00</b>	<b>30,078.34</b>	<b>38.7%</b>
<b>VISITORS BUREAU OTHER SERVICES</b>				
INSURANCE 0512	5,000.00	5,000.00	2,399.77	48.0%
SPECIAL EVENT 0540	83,000.00	98,000.00	57,159.75	58.3%
PRINTING/ADVERTISING - 0542	35,000.00	69,000.00	40,515.56	58.7%
TRADE SHOWS 0543	3,000.00	3,000.00	-	0.0%
GOLF PROJECTS 0544	8,800.00	8,800.00	6,802.41	77.3%
DUES/MEMBERSHIP/PUBLICATIONS 0545	3,750.00	3,750.00	1,162.18	31.0%
RTC BUS PASSES 5060	4,200.00	4,200.00	2,061.25	49.1%
TRAVEL/LODGING 0580	7,000.00	10,000.00	4,233.90	42.3%
<b>TOTAL</b>	<b>149,750.00</b>	<b>201,750.00</b>	<b>114,334.82</b>	<b>56.7%</b>
<b>VISITORS BUREAU OPERATING SUPPLIES</b>				
OFFICE SUPPLIES 0601	2,000.00	2,000.00	1,422.56	71.1%
OPERATING SUPPLIES 0625	41,000.00	76,000.00	29,004.16	38.2%
SMALL FURNISHINGS 0675	1,000.00	1,000.00	444.99	44.5%
STORE INVENTORY 0697	18,000.00	33,000.00	21,953.57	66.5%
<b>TOTAL 06-25</b>	<b>62,000.00</b>	<b>112,000.00</b>	<b>52,825.28</b>	<b>47.2%</b>
<b>VISITORS BUREAU UTILITIES</b>				
TELEPHONE 0710	3,500.00	3,500.00	2,171.11	62.0%
POWER 0712	3,000.00	3,700.00	2,433.44	65.8%
UTILITIES GAS 0713	2,500.00	2,500.00	1,072.93	42.9%
<b>TOTAL</b>	<b>9,000.00</b>	<b>9,700.00</b>	<b>5,677.48</b>	<b>58.5%</b>
<b>VISITORS BUREAU SERVICE AND SUPPLIES TOTAL</b>	<b>365,094.00</b>	<b>585,114.00</b>	<b>254,777.46</b>	<b>43.5%</b>

**CARSON CITY VISITORS BUREAU  
2015/2016 (FY16) MASTER BUDGET REPORT**

ENDING FUND BALANCE	FY16 BUDGET	FY16 PROJECTION	FY16 ACTUAL
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	197,884.76	197,884.76	74,949.30
VISITORS BUREAU SALARIES & BENEFITS TOTAL	405,788.15	410,670.54	269,389.14
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	365,094.00	585,114.00	254,777.46
VISITORS BUREAU CONTINGENCY TOTAL	20,000.00	20,000.00	
VISITORS BUREAU EXPENDITURES TOTAL	988,766.91	1,213,669.29	599,115.90
VISITORS BUREAU CONTINGENCY BALANCE	20,000.00	20,000.00	
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	1,501,632.03	1,685,511.38	1,245,054.01
VISITORS BUREAU ENDING FUND BALANCE TOTAL	<b>532,865.12</b>	<b>491,842.09</b>	<b>645,938.11</b>
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	308,295.68	308,295.68	29,227.50
CAPITAL EXPENDABLE REVENUE TOTAL	408,295.68	408,295.68	297,966.14
CAPITAL ENDING FUND BALANCE TOTAL	<b>100,000.00</b>	<b>100,000.00</b>	<b>268,738.64</b>
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	140,159.32	140,159.32	75,000.00
V&T CAPITAL EXPENDABLE REVENUE TOTAL	769,793.68	608,414.32	556,512.74
V&T CAPITAL ENDING FUND BALANCE TOTAL	<b>629,634.35</b>	<b>468,255.00</b>	