

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

**Date Submitted:** 03/04/20

**Agenda Date Requested:** 03/09/20

**Time Requested:** 5 Minutes

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

**From:** David Peterson, Executive Director ([dpeterson@visitcarsoncity.com](mailto:dpeterson@visitcarsoncity.com))

**Subject Title:** Discussion and possible action regarding approval of the adjusted CTA FY20 budget report.

**Staff Summary:** The CTA Board will review a comparative statement of adjusted revenue totaling \$1,257,097.30, expenses totaling \$1,162,690.70 and fund balance for all CTA Fund totaling \$1,654,581.10, and make a determination whether they approve of the report.

**Type of Action Requested:**

(\_\_\_\_) Resolution

(\_\_\_\_) Ordinance

(\_xx\_) Formal Action/Motion

(\_\_\_) Other (Specify) Presentation Only

**Recommended Board Action:** **I move to approve the adjusted FY20 Budget Report as presented through January, 2020.**

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

**Fiscal Impact:**

**Explanation of Impact:**

**Funding Source:**

**Supporting Material/Attachments:** CTA Budget Report – FY20 (Accounting Period 07/2020)

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

## CARSON CITY CULTURE & TOURISM AUTHORITY

### 2019/2020 (FY20) MASTER BUDGET REPORT

as of Accounting Period 07/2020 (01/31/20)

58% of FY20 lapsed

BEGINNING FUND BALANCE	FY20 BUDGETED CARRY OVER	FY21 BUDGETED CARRY OVER	FY20 ACTUAL CARRY OVER
CCCTA BEGINNING FUND BALANCE (uncommitted)	918,593.00	978,619.88	1,096,155.00
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	213,983.00	228,104.80	202,873.00
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	430,821.00	379,605.00	440,525.00
<b>TOTAL</b>	<b>1,563,397.00</b>	<b>1,586,329.68</b>	<b>1,739,553.00</b>

*Includes December Room Tax Revenue payments received by 01/31/20*

FY20 REVENUE	FY20 BUDGET	FY20 PROJECTION	FY20 ACTUAL *	% RCVD
CCCTA ROOM TAX 7409887-418350	1,279,815.01	1,279,815.01	657,940.14	51.4%
CAPITAL PROJECTS FUND ROOM TAX 7409887-418351	426,526.80	426,526.80	219,273.18	51.4%
V&T CAPITAL PROJECTS FUND ROOM TAX 7409887-418352	-	-	-	
V&T MARKETING 7409887-418353	426,526.80	426,526.80	219,273.18	51.4%
ART & CULTURE 7409887-418354	213,263.40	213,263.40	109,636.59	51.4%
REFUNDS/REIMBURSEMENTS 7409880-466050	-	-	20,196.17	
STATE GRANTS 7409881-434010	70,000.00	70,000.00	-	0.0%
PRINTING 7409880-447620			3,222.50	
DONATIONS RECEIVED 7409880-465920	-	-	-	
CCCTA INTEREST INCOME 7409888-461010	5,760.00	5,760.00	13,226.66	229.6%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00	2,160.00	2,160.00	4,960.00	229.6%
V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00	4,080.00	4,080.00	9,368.88	229.6%
<b>TOTAL</b>	<b>2,428,132.01</b>	<b>2,428,132.01</b>	<b>1,257,097.30</b>	<b>51.8%</b>
<b>FY20 CCCTA REVENUE TOTAL</b>	<b>1,995,365.21</b>	<b>1,995,365.21</b>	<b>1,020,272.74</b>	<b>51.1%</b>
<b>FY20 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>428,686.80</b>	<b>428,686.80</b>	<b>224,233.18</b>	<b>52.3%</b>
<b>FY20 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>4,080.00</b>	<b>4,080.00</b>	<b>9,368.88</b>	<b>229.6%</b>
<b>TOTAL</b>	<b>2,428,132.01</b>	<b>2,428,132.01</b>	<b>1,253,874.80</b>	<b>51.6%</b>
<b>FY20 CCCTA EXPENDABLE REVENUE TOTAL</b>	<b>2,913,958.21</b>	<b>2,913,958.21</b>	<b>1,938,865.74</b>	<b>66.5%</b>
<b>FY20 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>642,669.80</b>	<b>642,669.80</b>	<b>438,216.18</b>	<b>68.2%</b>
<b>FY20 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>434,901.00</b>	<b>434,901.00</b>	<b>440,189.88</b>	<b>101.2%</b>
<b>FY20 EXPENDABLE REVENUE TOTAL</b>	<b>3,991,529.01</b>	<b>3,991,529.01</b>	<b>2,817,271.80</b>	<b>70.6%</b>

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
**2019/2020 (FY20) MASTER BUDGET REPORT**

<b>INTERGOVERNMENTAL EXPENDITURES</b>	<b>FY20 BUDGET</b>	<b>FY20 PROJECTION</b>	<b>FY20 ACTUAL*</b>	<b>% RCVD</b>
CC INTERLOCAL AGREEMENT 1% 740-7200-413.25-10	213,263.40	213,263.40	98,586.86	46.2%
CC INTERLOCAL AGREEMENT 1% ARTS & CULTURE 740-7254-450.25-10	213,263.40	213,263.40	98,586.86	46.2%
CCPR FIELD MAINT 3/16% 740-7200-413.25-11	39,990.89	39,990.89	18,486.89	46.2%
NCOT 3/8% 740-7200-413.25-12	87,979.95	87,979.95	40,631.32	46.2%
CAPITAL PROJECT FUND 2% 740-7251-425.25-01	403,455.00	403,455.00	16,727.50	4.1%
V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02	65,000.00	65,000.00	65,000.00	
<b>INTERGOVERNMENTAL EXPENDITURES TOTAL</b>	<b>1,022,952.64</b>	<b>1,022,952.64</b>	<b>338,019.43</b>	<b>33.0%</b>

<b>CCCTA SALARIES &amp; WAGES</b>	<b>FY20 BUDGET</b>	<b>FY20 PROJECTION</b>	<b>FY20 ACTUAL*</b>	<b>% EXPENDED</b>
SALARIES 0101	393,811.69	393,811.69	203,650.72	
SALARIES 0102	10,800.00	10,800.00	7,550.92	
MANAGEMENT LEAVE 0106	-	-	2,596.15	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	378.23	
HOLIDAY PAY 0116	-	-	-	
ANNUAL & SICK LEAVE PAYOFF 0107 & 0108	-	-	1,557.26	
<b>TOTAL</b>	<b>404,611.69</b>	<b>404,611.69</b>	<b>215,733.28</b>	<b>53.3%</b>

<b>CCCTA EMPLOYEE BENEFITS</b>	<b>FY20 BUDGET</b>	<b>FY20 PROJECTION</b>	<b>FY20 ACTUAL*</b>	<b>% EXPENDED</b>
MEDICARE 0225	5,866.87	5,866.87	3,075.21	
RETIREMENT 0230	115,189.92	115,189.92	58,208.46	
GROUP INSURANCE 0240	83,743.00	83,743.00	36,320.30	
WORKERS COMP. 0250	4,687.20	4,687.20	2,053.81	
CAR ALLOWANCE 0270	4,000.00	4,000.00	2,215.34	
PHONE ALLOWANCE 0271	1,920.00	1,920.00	1,024.00	
<b>TOTAL</b>	<b>215,406.99</b>	<b>215,406.99</b>	<b>102,897.12</b>	<b>47.8%</b>

<b>CCCTA SALARIES - BENEFITS TOTAL</b>	<b>620,018.69</b>	<b>620,018.69</b>	<b>318,630.40</b>	<b>51.4%</b>
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**CARSON CITY CULTURE & TOURISM AUTHORITY**  
**2019/2020 (FY20) MASTER BUDGET REPORT**

<b>CCCTA PROFESSIONAL SERVICES</b>	<b>FY20 BUDGET</b>	<b>FY20 PROJECTION</b>	<b>FY20 ACTUAL*</b>	<b>% EXPENDED</b>
TRAINING/CONFERENCE/WORKSHOPS 0330	5,000.00	5,000.00	2,973.00	59.5%
CONTRACT EMPLOYEES 0340	50,000.00	90,000.00	60,580.43	67.3%
CONTRACTUAL AGREEMENTS/SERVICES 0349	445,726.00	445,726.00	225,439.98	50.6%
UNEMPLOYMENT CLAIMS	-	-	-	
<b>TOTAL</b>	<b>500,726.00</b>	<b>540,726.00</b>	<b>288,993.41</b>	<b>53.4%</b>
<b>CCCTA PROPERTY SERVICES</b>				
EQUIPMENT REPAIR & MAINT. 0430	500.00	500.00	-	0.0%
RENT 0440	65,358.00	65,358.00	49,679.00	76.0%
OFFICE EQUIPMENT RENTAL/LEASE 0444	54,250.00	54,250.00	36,394.42	67.1%
<b>TOTAL</b>	<b>120,108.00</b>	<b>120,108.00</b>	<b>86,073.42</b>	<b>71.7%</b>
<b>CCCTA OTHER SERVICES</b>				
INSURANCE 0512	9,000.00	9,205.00	9,204.00	100.0%
SPECIAL EVENT 0540	45,000.00	45,000.00	31,200.00	69.3%
PRINTING/ADVERTISING - 0542	184,700.00	136,700.00	38,719.67	28.3%
TRADE SHOWS 0543	1,000.00	1,000.00	-	0.0%
GOLF PROJECTS 0544	-	-	-	
DUES/MEMBERSHIP/PUBLICATIONS 0545	7,500.00	7,500.00	5,471.44	73.0%
ASSET MANAGEMENT ****	-	-	-	#DIV/0!
TRAVEL/LODGING 0580	5,000.00	13,000.00	12,387.74	95.3%
<b>TOTAL</b>	<b>252,200.00</b>	<b>212,405.00</b>	<b>96,982.85</b>	<b>45.7%</b>
<b>CCCTA OPERATING SUPPLIES</b>				
OFFICE SUPPLIES 0601	4,000.00	3,795.00	1,054.62	27.8%
OPERATING SUPPLIES 0625	39,000.00	39,000.00	25,845.17	66.3%
SMALL FURNISHINGS 0675	3,000.00	3,000.00	212.27	7.1%
COMPUTER EQUIPMENT 77-15	6,350.00	6,350.00	2,489.00	39.2%
<b>TOTAL</b>	<b>52,350.00</b>	<b>52,145.00</b>	<b>29,601.06</b>	<b>56.8%</b>
<b>CCCTA UTILITIES</b>				
TELEPHONE 0710	5,000.00	5,000.00	1,504.92	30.1%
POWER 0712	5,000.00	5,000.00	2,020.41	40.4%
UTILITIES GAS 0713	3,000.00	3,000.00	864.80	28.8%
<b>TOTAL</b>	<b>13,000.00</b>	<b>13,000.00</b>	<b>4,390.13</b>	<b>33.8%</b>
<b>CCCTA SERVICE AND SUPPLIES TOTAL</b>	<b>938,384.00</b>	<b>938,384.00</b>	<b>506,040.87</b>	<b>53.9%</b>

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**2019/2020 (FY20) MASTER BUDGET REPORT**

ENDING FUND BALANCE	FY20 BUDGET	FY20 PROJECTION	FY20 ACTUAL*
CCCTA INTERGOVERNMENTAL TOTAL	554,497.64	554,497.64	256,291.93
CCCTA SALARIES & BENEFITS TOTAL	620,018.69	620,018.69	318,630.40
CCCTA SERVICE AND SUPPLIES TOTAL	938,384.00	938,384.00	506,040.87
CCCTA CONTINGENCY TOTAL	20,000.00	20,000.00	
CCCTA EXPENDITURES TOTAL	2,132,900.33	2,132,900.33	1,080,963.20
CCCTA CONTINGENCY BALANCE	20,000.00	20,000.00	
CCCTA EXPENDABLE REVENUE TOTAL	2,913,958.21	3,091,520.21	1,938,865.74
<b>CCCTA ENDING FUND BALANCE TOTAL</b>	<b>801,057.88</b>	<b>978,619.88</b>	<b>857,902.54</b>
<b>CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL</b>	<b>403,455.00</b>	<b>403,455.00</b>	<b>16,727.50</b>
<b>CAPITAL EXPENDABLE REVENUE TOTAL</b>	<b>642,669.80</b>	<b>631,559.80</b>	<b>438,216.18</b>
<b>CAPITAL ENDING FUND BALANCE TOTAL</b>	<b>239,214.80</b>	<b>228,104.80</b>	<b>421,488.68</b>
<b>V&amp;T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL</b>	<b>65,000.00</b>	<b>65,000.00</b>	<b>65,000.00</b>
<b>V&amp;T CAPITAL EXPENDABLE REVENUE TOTAL</b>	<b>434,901.00</b>	<b>444,605.00</b>	<b>440,189.88</b>
<b>V&amp;T CAPITAL ENDING FUND BALANCE TOTAL</b>	<b>369,901.00</b>	<b>379,605.00</b>	<b>375,189.88</b>

<b>Adjusted Revenue Total</b>	<b>1,257,097.30</b>
<b>Expenses Total</b>	<b>1,162,690.70</b>
<b>Fund balance for all CTA Funds</b>	<b>1,654,581.10</b>