

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

Date Submitted: 03/03/21

Agenda Date Requested: 03/08/21

Time Requested: 5 Minutes

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

From: David Peterson, Executive Director (dpeterson@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks February 2021 and p-card charges for January 2021.

Staff Summary: The CTA Board will review the invoice listing for Accounts Payable Checks totaling \$16,125.13 in February 2021 and P-card charges totaling \$11,884.52 in January 2021, for possible approval.

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 for February 2021 and the P-card charges for January 2021.

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

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: CTA Invoice Listing of Accounts Payable Checks for February 2021 & P-Card Statements for January 2021.

Prepared By: Chris Kipp, Operations Manager

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/8	TO 2021/8											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION			
7407200									CTA - EXECUTIVE			
7407200 500440									BUILDING RENTAL			
000360 CARSONCITY SQUARELLC	2248	0	2021 8	INV	P	5,266.00	021221MD	903086088	202102 Rent-12/04/2			
						5,266.00			ACCOUNT TOTAL			
7407200 500625									OPERATING SUPPLIES			
000724 FIRSTCHOICESERVICES	552394	0	2021 8	INV	P	25.00	021221MD	903086108	202102 Rental			
						25.00			ACCOUNT TOTAL			
7407200 500710									TELEPHONE			
000071 ALLSTREAM	638-2321	0	2021 8	INV	P	2.22	021921OL	903086250				
000071 ALLSTREAM	7200	0	2021 8	INV	P	21.02	021921OL	903086250				
						23.24						
						23.24			ACCOUNT TOTAL			
7407200 500712									POWER			
001458 NVENERGY	67482002802261 -01	0	2021 8	INV	P	131.40	021921OL	903086325	12/30/20-01/29/21 1			
001458 NVENERGY	67482002802279 -01	0	2021 8	INV	P	86.85	021921OL	903086325	12/30/20-01/29/21 1			
						218.25						
						218.25			ACCOUNT TOTAL			
7407200 500713									HEATING			
000360 CARSONCITY SQUARELLC	2248	0	2021 8	INV	P	408.98	021221MD	903086088	202102 Rent-12/04/2			
						408.98			ACCOUNT TOTAL			
7407200 502512									3/8% NCOT			
001342 NEVADADEPARTMENTOFTA	202012NVTAX	0	2021 8	INV	P	4,336.01	021921OL	903086318	202012 NCOT 3/8%			
						4,336.01			ACCOUNT TOTAL			
						10,277.48			ORG 7407200 TOTAL			
7407201									CTA - MARKETING			
7407201 500349									CONTRACTUAL SERVICES			
001050 KPS3	43576	0	2021 8	INV	P	3,675.00	021921OL	903086296	202101 #1920-001 CR			
001050 KPS3	43577	0	2021 8	INV	P	96.25	021921OL	903086296	202101 #1920-003 WE			
						3,771.25						
						3,771.25			ACCOUNT TOTAL			
7407201 500444									OFFICE EQUIPMENT RENTAL			
001048 KONICAMINOLTABUSINES	270914799	0	2021 8	INV	P	1,176.40	021221MD	903086122	01/26/21-02/25/21			
						1,176.40			ACCOUNT TOTAL			

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City of Carson City
INVOICE LIST BY GL ACCOUNT

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YEAR/PERIOD: 2021/8 ACCOUNT/VENDOR	TO 2021/8 INVOICE	PO	YEAR/PR TYP S	CHECK RUN CHECK	DESCRIPTION
7407201 500542 000372 CARSONNOWLLC	0005365	0	PRINTING/ADVERTISING 2021 8 INV P	400.00 021221MD 903086089	02/02/21-03/01/21
ACCOUNT TOTAL				400.00	
7407201 500625 000041 ADVOCATESTOENDDOMEST	ADVOCATES202101	0	OPERATING SUPPLIES 2021 8 INV P	500.00 021221MD 903086074	Donation
ACCOUNT TOTAL				500.00	
ORG 7407201 TOTAL				5,847.65	
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FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:				16,125.13	
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** END OF REPORT - Generated by Chris Kipp **



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City of Carson City
PURCHASE CARD STATEMENTS

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
3511	*****7162	Lydia Bruegge	7200	022021	New	2021/07	1,003.53
GL Effective Date: 01/11/2021		Invoice Date: 01/11/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
24710	THE FEDERAL HOTEL - INFLUENC	P-CARD OTP VENDOR		01/04/2021	01/06/2021	01/11/2021	356.40
25354	FIVERR - Voice Over for Upda	P-CARD OTP VENDOR		01/21/2021	01/22/2021	01/25/2021	78.75
25689	FLIPSNACK - VISITOR GUIDE PD	P-CARD OTP VENDOR		01/26/2021	01/27/2021	02/01/2021	48.00
25690	EPIDEMIC SOUND - MUSIC LISTE	P-CARD OTP VENDOR		01/29/2021	01/29/2021	02/01/2021	49.00
25691	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		01/29/2021	01/29/2021	02/01/2021	0.39
25967	EVENT BRIGHT - How to make q	P-CARD OTP VENDOR		02/01/2021	02/02/2021	02/05/2021	15.00
25968	BLINDS.COM - BLINDS FOR OFFI	HOME DEPOT U.S.A., INC		02/02/2021	02/03/2021	02/05/2021	158.70
25969	BLINDS.COM - CREDIT INV #969	P-CARD OTP VENDOR		02/02/2021	02/03/2021	02/05/2021	-170.76
25970	BLINDS.COM - BLINDS FOR OFFI	HOME DEPOT U.S.A., INC		02/01/2021	02/03/2021	02/05/2021	170.76
25971	WACVB - DMA - 2021 Tech Summ	P-CARD OTP VENDOR		02/03/2021	02/04/2021	02/05/2021	65.00
25972	AMERICAN FLOOR MATS - logo f	P-CARD OTP VENDOR		02/03/2021	02/04/2021	02/05/2021	232.29

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625			OPERATING SUPPLIES		Y-Apprv	N	329.46
7407200	500625			OPERATING SUPPLIES		N	N	-170.76
7407201	500330			TRAINING		Y-Apprv	N	80.00
7407201	500625			OPERATING SUPPLIES		Y-Apprv	N	764.83

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
3549	*****8725	CHRISTINE KIPP	7200	022021	New	2021/07	591.56
GL Effective Date: 01/11/2021		Invoice Date: 01/11/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
24861	VERIZON - 12/20/20-01/19/21	P-CARD OTP VENDOR		01/10/2021	01/11/2021	01/19/2021	202.77
25186	ADT SECURITY - 01/18/20-02/1	P-CARD OTP VENDOR		01/18/2021	01/19/2021	01/25/2021	50.53
25187	ADOBE 01/20/21-02/19/21 CREA	P-CARD OTP VENDOR		01/21/2021	01/22/2021	01/25/2021	239.97
25477	INTL TRANS FOR PAYMO INV #-2	P-CARD OTP VENDOR		01/25/2021	01/25/2021	02/01/2021	0.15
25478	MAILCHIMP - 2021 01 LIST CHA	P-CARD OTP VENDOR		01/24/2021	01/25/2021	02/01/2021	79.19
25479	PAYMO - PRINTING PROJECT MAN	P-CARD OTP VENDOR		01/23/2021	01/25/2021	02/01/2021	18.95

Org	Object	Proj	Account	Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500545			MEMBERSHIP / PUBLICATIONS		Y-Apprv	N	79.99
7407200	500625			OPERATING SUPPLIES		Y-Apprv	N	50.53
7407200	500710			TELEPHONE		Y-Apprv	N	202.77
7407201	500625			OPERATING SUPPLIES		Y-Apprv	N	258.27



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City of Carson City
PURCHASE CARD STATEMENTS

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appcstmt

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
3592	*****7554	David Peterson	7200	022021	New	2021/07	192.66
GL Effective Date: 01/11/2021		Invoice Date: 01/11/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
25395	JUANS MEXICAN GRILL - INFLUE	P-CARD OTP VENDOR		01/21/2021	01/22/2021	01/25/2021	87.20
26028	KEI SUSHI - MEETING MEAL	P-CARD OTP VENDOR		01/29/2021	02/01/2021	02/05/2021	105.46

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625		OPERATING SUPPLIES		Y-Apprv	N	105.46
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	87.20

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
3594	*****0059	JAMES SALANOA	7200	022021	New	2021/07	269.23
GL Effective Date: 01/11/2021		Invoice Date: 01/11/2021					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
25454	GWTRA 2021 conference "The	P-CARD OTP VENDOR		01/25/2021	01/26/2021	02/01/2021	64.23
25455	MOONDANCE CHOCOLATE - Sales	P-CARD OTP VENDOR		01/26/2021	01/27/2021	02/01/2021	60.00
25456	GO WEST SUMMIT - March 1-5,	P-CARD OTP VENDOR		01/28/2021	01/29/2021	02/01/2021	145.00

Org	Object	Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330		TRAINING		N	N	64.23
7407201	500543		ADVERTISING/MARKETING		Y-Apprv	N	145.00
7407201	500625		OPERATING SUPPLIES		Y-Apprv	N	60.00