

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

Date Submitted: 02/06/24

Agenda Date Requested: 02/12/24

Time Requested: 5 Minutes

To: Carson City Culture & Tourism Authority ("CTA") - Board of Directors ("CTA Board")

From: Chris Kipp, Operations & Finance Manager (ckipp@visitcarsoncity.com)

Subject Title: Discussion and possible action regarding approval of the CTA Statement of Accounts Payable checks and p-card charges for December 2023.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$42,987.55 and P-card charges totaling \$20,134.57 for December 2023, for possible approval.*

Background:

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 and the P-card charges for December 2023.**

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 & P-Card Charges for December 2023.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
7407200								CTA - EXECUTIVE				
7407200	500349							CONTRACTUAL SERVICES				
003085	CASEYNEILONINC	629079	0	2024	6	INV	P	15,000.00	122223KH	903109942	FY23 Financial Stmt	
								ACCOUNT TOTAL				15,000.00
7407200	500444							OFFICE EQUIPMENT RENTAL				
001669	UBEWESTLLC	4350755	0	2024	6	INV	P	108.68	122923KH	903110201	12/23/23-01/22/24 M	
								ACCOUNT TOTAL				108.68
7407200	500625							OPERATING SUPPLIES				
000425	CHARTERCOMMUNICATION	230475701120123	0	2024	6	INV	P	260.97	122223KH	903109945	Internet 11/16/23-1	
000724	FIRSTCHOICESERVICES	683502	0	2024	6	INV	P	54.00	121523KH	903109794	202311 Rental	
000724	FIRSTCHOICESERVICES	687246	0	2024	6	INV	P	54.00	122223KH	903109963	202312 Rental	
												108.00
								ACCOUNT TOTAL				368.97
7407200	500712							POWER				
001458	NVENERGY	67482002802261-11/23	0	2024	6	INV	P	200.78	122223KH	903110016	10/30/23-11/30/23 1	
001458	NVENERGY	67482002802279-11/23	0	2024	6	INV	P	65.63	122223KH	903110016	10/30/23-11/30/23 1	
												266.41
								ACCOUNT TOTAL				266.41
								ORG 7407200 TOTAL				15,744.06
7407201								CTA - MARKETING				
7407201	500349							CONTRACTUAL SERVICES				
001050	KPS3	INV62551	0	2024	6	INV	P	22,737.28	122223KH	903109982	202311 WEB-CRM	
								ACCOUNT TOTAL				22,737.28
7407201	500444							OFFICE EQUIPMENT RENTAL				
001669	UBEWESTLLC	4350755	0	2024	6	INV	P	108.68	122923KH	903110201	12/23/23-01/22/24 M	
001848	SIERRAOFFICESOLUTION	IN3819832	0	2024	6	INV	P	6.42	122223KH	903110034	08/20/23-11/19/23 O	
								ACCOUNT TOTAL				115.10
7407201	500545							MEMBERSHIP / PUBLICATIONS				
000336	CARSONCITYCHAMBEROFC	15072	0	2024	6	INV	P	275.00	122923KH	903110085	02/01/24-02/01/25 M	
								ACCOUNT TOTAL				275.00
								ORG 7407201 TOTAL				23,127.38

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/6 TO 2024/6									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION
7407205									CCTA - EVENTS & SALES
7407205 500349									CONTRACTUAL SERVICES
001050 KPS3	INV62551	0	2024 6	INV	P	1,358.75	122223KH	903109982	202311 WEB-CRM
						1,358.75			ACCOUNT TOTAL
7407205 500444									OFFICE EQUIPMENT RENTAL
001669 UBEOWESTLLC	4350755	0	2024 6	INV	P	217.36	122923KH	903110201	12/23/23-01/22/24 M
						217.36			ACCOUNT TOTAL
7407205 500540									PUBLICITY/SPECIAL EVENTS
001695 RENOTAHOETERRITORY	676	0	2024 6	INV	P	2,500.00	122223KH	903110030	2023 NTA Sponsorshi
						2,500.00			ACCOUNT TOTAL
						4,076.11			ORG 7407205 TOTAL
7407254									CTA - ARTS & CULTURE 1%
7407254 500340									CONTRACT EMPLOYEES
002487 KATHARINEJCOX	1114B	0	2024 6	INV	P	40.00	122223KH	903109979	Motor Camp Brochure
						40.00			ACCOUNT TOTAL
						40.00			ORG 7407254 TOTAL
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:						42,987.55			

** END OF REPORT - Generated by Chris Kipp **

**City of Carson City
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10055	*****5118	David Peterson	7200	012024	New	2024/06	10,933.18

GL Effective Date: 12/11/2023 Invoice Date: 12/11/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
73672	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/04/2023	12/05/2023	12/11/2023	900.00
73931	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/09/2023	12/11/2023	12/18/2023	378.38
73932	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/09/2023	12/11/2023	12/18/2023	103.62
73933	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		12/14/2023	12/15/2023	12/18/2023	354.00
74253	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/17/2023	12/18/2023	12/27/2023	900.00
74254	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		12/22/2023	12/22/2023	12/27/2023	5000.00
74470	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		12/28/2023	12/28/2023	01/02/2024	900.00
74640	TIKTOK - AD CAMPAIGNS	P-CARD OTP VENDOR		01/01/2024	01/02/2024	01/05/2024	40.65
74641	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		01/01/2024	01/02/2024	01/05/2024	2356.53

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	10933.18

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10060	*****6540	STUART WEXLER	7200	012024	New	2024/06	4,496.20

GL Effective Date: 12/11/2023 Invoice Date: 12/11/2023

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
73690	DELTA - ABA MARKETPLACE 2024	P-CARD OTP VENDOR		12/04/2023	12/05/2023	12/11/2023	806.40
73691	ALLIANZ TRAVEL - ABA MARKETP	P-CARD OTP VENDOR		12/05/2023	12/05/2023	12/11/2023	56.45
73945	GO WEST - GO WEST SUMMIT 202	P-CARD OTP VENDOR		12/11/2023	12/12/2023	12/18/2023	3295.00
74647	OMNI NASHVILLE - ABA MARKETP	P-CARD OTP VENDOR		12/29/2023	01/02/2024	01/05/2024	338.35

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	4496.20

CCCTA BOARD MEMBER APPROVAL


Mike Jones, CCCTA Chairman

**City of Carson City
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10105	*****8725	CHRISTINE KIPP	7200	012024	New	2024/06	1,140.32
GL Effective Date: 12/11/2023		Invoice Date: 12/11/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
73863	VERIZON - 11/20/23-12/19/23	P-CARD OTP VENDOR		12/10/2023	12/11/2023	12/18/2023	507.66
73864	CLOUDWAYS - WEBSITE HOSTING	P-CARD OTP VENDOR		12/12/2023	12/12/2023	12/18/2023	48.26
74161	ADT SECURITY - 12/18/23-01/1	P-CARD OTP VENDOR		12/18/2023	12/19/2023	12/27/2023	61.86
74162	ADOBE 12/20/23-01/19/24	P-CARD OTP VENDOR		12/20/2023	12/21/2023	12/27/2023	326.94
74163	RTT 20231108 - MEETING LUNCH	P-CARD OTP VENDOR		12/20/2023	12/21/2023	12/27/2023	78.00
74164	RTT 20231213 - MEETING LUNCH	P-CARD OTP VENDOR		12/20/2023	12/21/2023	12/27/2023	78.00
74584	USPS - POSTAGE STAMPS	P-CARD OTP VENDOR		01/02/2024	01/04/2024	01/05/2024	39.60

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	252.58
7407200	500710	TELEPHONE		Y-Apprv	N	423.89
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	218.24
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	23.99
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	61.86
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	75.99
7407254	500710	TELEPHONE		Y-Apprv	N	83.77

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
10124	*****1023	LYDIA BECK	7200	012024	New	2024/06	3,564.87
GL Effective Date: 12/11/2023		Invoice Date: 12/11/2023					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
73984	PHOTOSHELTER - 12/14/23-12/1	P-CARD OTP VENDOR		12/14/2023	12/15/2023	12/18/2023	3150.00
74296	CANVA - Subscription purchas	P-CARD OTP VENDOR		12/16/2023	12/18/2023	12/27/2023	119.40
74514	MAILCHIMP - 11/25/23-12/24/2	P-CARD OTP VENDOR		12/24/2023	12/26/2023	01/02/2024	230.00
74678	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		01/01/2024	01/02/2024	01/05/2024	64.95
74679	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		01/02/2024	01/02/2024	01/05/2024	0.52

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	3564.87

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