

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

Date Submitted: 10/08/24

Agenda Date Requested: 10/14/24

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 August 2024.

Staff Summary: *The CTA Board will review the invoice listing for accounts payable checks totaling \$53,373.98 and P-card charges totaling \$19,383.78 for August 2024, 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 August 2024.

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 August 2024.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2		ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION
7407200											CTA - EXECUTIVE
7407200	500444										OFFICE EQUIPMENT RENTAL
001669	UBEOWESTLLC	4606187-FY25	0		2025	2	INV	P	108.68	083024KH 903116148	08/23/24-09/22/24 M
											ACCOUNT TOTAL
									108.68		
7407200	500512										INSURANCE PREMIUMS
002034	TRAVELERS	1062KA213-FY25	0		2025	2	INV	P	14,010.00	082324KH 903115903	1062KA213-FY25 Ins
											ACCOUNT TOTAL
									14,010.00		
7407200	500625										OPERATING SUPPLIES
000425	CHARTERCOMMUNICATION	230475701080124	0		2025	2	INV	P	109.99	091324KH 903116302	Internet 08/01/24-0
000724	FIRSTCHOICESERVICES	717625	0		2025	2	INV	P	54.00	081624KH 903115557	202408 Rental
001829	SHREDITUSALLC	8007991236	0		2025	2	INV	P	375.15	081624KH 903115673	Shredding Services
002390	CITICARDS	127726251	0		2025	2	INV	P	149.98	080924LW 903115405	CCCTA
											ACCOUNT TOTAL
									689.12		
7407200	500675										SMALL FURNISHINGS
002390	CITICARDS	127726251-1	0		2025	2	INV	P	99.99	080924LW 903115405	CCCTA
											ACCOUNT TOTAL
									99.99		
7407200	500712										POWER
001458	NVENERGY	67482002802337-07/24	0		2025	2	INV	P	259.81	081624KH 903115629	07/01/24-07-31/24
											ACCOUNT TOTAL
									259.81		
											ORG 7407200 TOTAL
									15,167.60		
7407201											CTA - MARKETING
7407201	500340										CONTRACT EMPLOYEES
002757	SHELBYHOLTE	0072401	0		2025	2	INV	P	3,500.00	081624KH 903115672	07/01/24-06/30/25 1
											ACCOUNT TOTAL
									3,500.00		
7407201	500349										CONTRACTUAL SERVICES
001050	KPS3	00001606	0		2025	2	INV	P	23,813.25	083024KH 903116018	202407 Creative Con
											ACCOUNT TOTAL
									23,813.25		
7407201	500444										OFFICE EQUIPMENT RENTAL
001669	UBEOWESTLLC	4606187-FY25	0		2025	2	INV	P	108.68	083024KH 903116148	08/23/24-09/22/24 M
											ACCOUNT TOTAL
									108.68		
7407201	500542										PRINTING/ADVERTISING
006360	CASEYSCHREINER	MH-001	0		2025	2	INV	P	281.20	090624KH 903116170	Airfare

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2025/2 TO 2025/2										
ACCOUNT/VENDOR		INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
ACCOUNT TOTAL							281.20			
ORG 7407201 TOTAL							27,703.13			
7407205 CCTA - EVENTS & SALES										
7407205	500340			CONTRACT EMPLOYEES						
002487	KATHARINEJCOX	6211	0	2025	2	INV P	280.00	082324KH	903115805	Logo Art Notebook-S
ACCOUNT TOTAL							280.00			
7407205 500444 OFFICE EQUIPMENT RENTAL										
001669	UBEOWESTLLC	4606187-FY25	0	2025	2	INV P	223.25	083024KH	903116148	08/23/24-09/22/24 M
ACCOUNT TOTAL							223.25			
ORG 7407205 TOTAL							503.25			
7407254 CTA - ARTS & CULTURE 1%										
7407254	500540			PUBLICITY/SPECIAL EVENTS						
000273	BREWERYARTSCENTER	1217	0	2025	2	INV P	10,000.00	082324KH	903115740	2024 CC Music & Mur
ACCOUNT TOTAL							10,000.00			
ORG 7407254 TOTAL							10,000.00			
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:							53,373.98			

** 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
11522	*****1760	ERIC BROOKS	7200	092024	Released	2025/02	605.10

GL Effective Date: 08/12/2024 Invoice Date: 08/12/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
84615	GREAT BASIN - 2024 MURAL FE	THE UNION - CARSO LLC		08/06/2024	08/08/2024	08/12/2024	72.75
84935	NV TOURISM - 2024 GOVERNOR'S	STATE OF NEVADA		08/16/2024	08/19/2024	08/20/2024	350.00
85369	SPIRIT AIR - 2024 GOVERNOR'S	P-CARD OTP VENDOR		08/19/2024	08/21/2024	08/27/2024	120.53
86137	GROCERY OUTLET - BAC SATELLI	P-CARD OTP VENDOR		08/23/2024	08/26/2024	09/12/2024	46.07
86138	DOLLAR TREE - BAC SATELLITE	P-CARD OTP VENDOR		08/23/2024	08/26/2024	09/12/2024	13.75
86139	DOLLAR TREE - BAC SATELLITE	P-CARD OTP VENDOR		08/23/2024	08/26/2024	09/12/2024	2.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500330	TRAINING		Y-Apprv	N	470.53
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	134.57

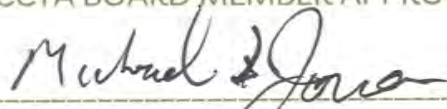
Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11548	*****8725	CHRISTINE KIPP	7200	092024	Released	2025/02	2,057.36

GL Effective Date: 08/12/2024 Invoice Date: 08/12/2024

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
84699	CLOUDWAYS - 2024 JUL WEBSITE	P-CARD OTP VENDOR		08/08/2024	08/09/2024	08/12/2024	71.13
85034	KELLY PAPER - POSTER, FLYER,	P-CARD OTP VENDOR		08/09/2024	08/12/2024	08/20/2024	1079.05
85035	VERIZON - 07/20/24-08/19/24	P-CARD OTP VENDOR		08/10/2024	08/12/2024	08/20/2024	487.24
85036	RTT MEETING LUNCHES 08/14/24	P-CARD OTP VENDOR		08/09/2024	08/12/2024	08/20/2024	78.00
85435	ADOBE 08/20/24-09/19/24	CREA P-CARD OTP VENDOR		08/20/2024	08/21/2024	08/27/2024	341.94

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	325.15
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	165.98
7407200	500710	TELEPHONE		Y-Apprv	N	445.08
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	382.76
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	257.76
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	438.47
7407254	500710	TELEPHONE		Y-Apprv	N	42.16

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Mike Jones, CCCTA Chairman

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City of Carson City PURCHASE CARD STATEMENTS

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11578	*****5118	David Peterson	7200	092024	Released	2025/02	12,490.68
GL Effective Date: 08/12/2024		Invoice Date: 08/12/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
84777	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		08/07/2024	08/07/2024	08/12/2024	900.00
85146	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		08/09/2024	08/12/2024	08/20/2024	168.62
85147	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		08/09/2024	08/12/2024	08/20/2024	117.49
85148	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		08/17/2024	08/19/2024	08/20/2024	900.00
85769	KANE PUBLICATIONS - FALL '24	P-CARD OTP VENDOR		08/29/2024	08/30/2024	09/03/2024	4595.00
85770	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		09/01/2024	09/02/2024	09/03/2024	900.00
85771	GOOGLE - MEDIA BUYS 08/01/24	XXVI HOLDINGS INC.		09/01/2024	09/02/2024	09/03/2024	4009.57
86177	FACEBOOK - AD CAMPAIGNS	META PLATFORMS, INC.		08/24/2024	08/26/2024	09/12/2024	900.00
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	11706.81	
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	783.87	
11584	*****6540	STUART WEXLER	7200	092024	Released	2025/02	3,542.39
GL Effective Date: 08/12/2024		Invoice Date: 08/12/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
84787	ABA - 2025 ABA MARKETPLACE -	P-CARD OTP VENDOR		08/07/2024	08/08/2024	08/12/2024	1745.00
85166	SW AIR - TEAMS '24 CONFERENC	SOUTHWEST AIRLINES CO.		08/16/2024	08/19/2024	08/20/2024	302.96
85783	EDLEN - TEAMS '24 CONFERENCE	P-CARD OTP VENDOR		08/29/2024	08/30/2024	09/03/2024	365.00
85989	INNOVA - TEAMS '24 CONFERENC	CHAMPION DISCS INC.		09/03/2024	09/04/2024	09/05/2024	560.46
86180	STAYBRIDGE - BRONCO SUPER CE	P-CARD OTP VENDOR		08/24/2024	08/26/2024	09/12/2024	258.00
86181	SW AIR - TEAMS '24 CONFERENC	SOUTHWEST AIRLINES CO.		08/22/2024	08/26/2024	09/12/2024	310.97
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	3284.39	
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	258.00	
11622	*****4100	LINDA MACAULEY	7200	092024	Released	2025/02	261.74
GL Effective Date: 08/12/2024		Invoice Date: 08/12/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
84944	USPS - POSTAGE	P-CARD OTP VENDOR		08/15/2024	08/16/2024	08/20/2024	174.00
86142	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		08/23/2024	08/26/2024	09/12/2024	87.74
Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount	
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	87.74	
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	174.00	

CCCTA BOARD MEMBER APPROVAL

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Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
11680	*****1023	LYDIA BECK	7200	092024	Released	2025/02	426.51
GL Effective Date: 08/12/2024		Invoice Date: 08/12/2024					
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
85533	AMAZON B2B PRIME - Business	P-CARD OTP VENDOR		08/21/2024	08/22/2024	08/27/2024	9.99
85534	CUSTOMLIDS.COM - GIFT FOR JO	P-CARD OTP VENDOR		08/23/2024	08/23/2024	08/27/2024	94.15
85535	CAFE DISQUE - DISC GOLF DISC	P-CARD OTP VENDOR		08/22/2024	08/23/2024	08/27/2024	26.90
85838	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		09/02/2024	09/02/2024	09/03/2024	0.52
85839	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		09/02/2024	09/02/2024	09/03/2024	64.95
86194	MAILCHIMP - 07/25/24-08/24/2	P-CARD OTP VENDOR		08/24/2024	08/26/2024	09/12/2024	230.00
Org	Object Proj	Account Description	PA Account	GL OVR?		PA OVR?	Amount
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N		399.61
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N		26.90

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