

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

Date Submitted: 10/07/25

Agenda Date Requested: 10/13/25

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 adjusted CTA fiscal year (“FY”) 2026 budget report, including a comparative statement of adjusted revenue totaling \$575,396.00, expenses totaling \$282,434.59, and fund balance for all CTA Funds totaling \$5,017,759.32.

Background:

Type of Action Requested:

☐ Resolution

☐ Ordinance

☒ Formal Action/Motion

☐ Other (Specify) Presentation Only

Recommended Board Action: I move to approve the adjusted FY2026 Budget Report as presented through August 2025.

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

Fiscal Impact:

Explanation of Impact:

Funding Source:

Supporting Material/Attachments: CTA Budget Report – FY2026 (Accounting Period 2/2026)

Prepared By: Chris Kipp, Operations & Finance Manager

CARSON CITY CULTURE & TOURISM AUTHORITY

FY26 MASTER BUDGET REPORT

**as of Accounting Period 02/2026 ending 08/31/25*

16.66% of FY26 lapsed

BEGINNING FUND BALANCE	FY26 BUDGETED CARRY OVER from FY25	FY26 ACTUAL CARRY OVER from FY25	FY26 PROJECTED CARRY OVER to FY27
CCCTA BEGINNING FUND BALANCE (uncommitted)	3,399,737.83	-	3,257,503.90
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	1,237,052.08	-	1,471,068.14
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	88,008.00	-	88,233.00
TOTAL	4,724,797.91	-	4,816,805.04

Includes August 2025 Room Tax Revenue payments received & posted by 08/31/25

FY26 REVENUE	FY26 BUDGET	FY26 PROJECTION	FY26 ACTUAL*	% RCVD
CCCTA ROOM TAX 7409887-418350	1,839,521.89	-	297,668.66	16.2%
CAPITAL PROJECTS FUND ROOM TAX 7409887-418351	613,061.56	-	99,204.71	16.2%
V&T CAPITAL PROJECTS FUND ROOM TAX 7409887-418352	-	-	-	0.0%
V&T MARKETING 7409887-418353	613,061.56	-	99,204.71	16.2%
ART & CULTURE 7409887-418354	306,530.78	-	49,602.34	16.2%
ART & CULTURE DONATIONS 7409880-465925	-	-	-	0.0%
ART & CULTURE SPONSORSHIPS 7409880-465930	-	-	-	0.0%
REFUNDS/REIMBURSEMENTS 7409880-466050	-	-	-	0.0%
STATE GRANTS 7409881-434010	383,175.00	-	-	0.0%
GIFT STORE REVENUE 7409880-447610	-	-	-	0.0%
PRINTING 7409880-447620	-	-	-	0.0%
DONATIONS RECEIVED 7409880-465920	-	-	-	0.0%
CCCTA INTEREST INCOME 7409888-461010	11,620.50	-	23,020.66	198.1%
CAPITAL PROJECTS FUND INTEREST INCOME 7409888-461010	3,154.50	-	6,249.19	198.1%
V&T CAPITAL PROJECTS FUND INTEREST INCOME 7409888-461010	225.00	-	445.73	198.1%
TOTAL	3,770,350.79	-	575,396.00	15.3%

FY26 CCCTA REVENUE TOTAL	3,153,909.73	-	469,496.37	14.9%
FY26 CAPITAL PROJECTS FUND REVENUE TOTAL	616,216.06	-	105,453.90	17.1%
FY26 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	225.00	-	445.73	198.1%
TOTAL	3,770,350.79	-	575,396.00	15.3%

FY26 CCCTA EXPENDABLE REVENUE TOTAL	6,553,647.56	-	3,869,234.20	59.0%
FY26 CAPITAL PROJECTS FUND REVENUE TOTAL	1,853,268.14	-	1,342,505.98	72.4%
FY26 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	88,233.00	-	88,453.73	100.3%
FY26 EXPENDABLE REVENUE TOTAL	8,495,148.70	-	5,300,193.91	62.4%

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INTERGOVERNMENTAL EXPENDITURES	FY26 BUDGET	FY26 PROJECTION	FY26 ACTUAL*	% RCVD
CC INTERLOCAL AGREEMENT 1% 7407200-502513	337,183.86	-	-	0.0%
CCPR FIELD MAINT 3/16% 7407200-502511	63,228.30	-	-	0.0%
NCOT 3/8% 7407200-502512	139,102.25	-	-	0.0%
CAPITAL PROJECT FUND 2% 7407251-502520	382,200.00	-	-	0.0%
V&T CAPITAL PROJECT FUND 2% 7407252-502503	-	-	-	0.0%
INTERGOVERNMENTAL EXPENDITURES TOTAL	921,714.41	-	-	0.0%

CCCTA SALARIES & WAGES	FY26 BUDGET	FY26 PROJECTION	FY26 ACTUAL*	% EXPENDED
SALARIES 500101	592,801.34	-	86,241.42	
HOURLY 500102	11,856.02	-	-	
MANAGEMENT LEAVE 500106	-	-	2,021.43	
ANNUAL LEAVE 500107	-	-	-	
SICK LEAVE 500108	-	-	-	
OVERTIME 500111	-	-	-	
HOLIDAY PAY 500116	-	-	-	
TEMP STAFFING 500125	-	-	-	
TOTAL	604,657.36	-	88,262.85	14.6%

CCCTA EMPLOYEE BENEFITS	FY26 BUDGET	FY26 PROJECTION	FY26 ACTUAL*	% EXPENDED
MEDICARE 500225	8,767.53	-	1,266.23	
RETIREMENT 500230	222,211.58	-	28,789.12	
GROUP INSURANCE 500240 & HSA 500241	119,000.00	-	9,416.36	
WORKERS COMP. 500250	8,953.00	-	395.93	
CAR ALLOWANCE 500270	4,000.00	-	584.63	
PHONE ALLOWANCE 500271	-	-	-	
TOTAL	362,932.11	-	40,452.27	11.1%

CCCTA SALARIES - BENEFITS TOTAL	967,589.47	-	128,715.12	13.3%
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FY26 MASTER BUDGET REPORT

CCCTA PROFESSIONAL SERVICES	FY26 BUDGET	FY26 PROJECTION	FY26 ACTUAL*	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS 0330	34,350.00	-	-	0.0%
PROFESSIONAL SERVICES/CONTRACT EMPLOYEES 0340	169,772.18	-	29,500.00	17.4%
CONTRACTUAL AGREEMENTS/SERVICES 0349	847,788.00	-	49,625.00	5.9%
TOTAL	1,051,910.18	-	79,125.00	7.5%
CCCTA PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	500.00	-	-	0.0%
RENT 0440	51,172.80	-	8,528.80	16.7%
OFFICE EQUIPMENT RENTAL/LEASE 0444	19,350.00	-	3,086.60	16.0%
TOTAL	71,022.80	-	11,615.40	16.4%
CCCTA OTHER SERVICES				
INSURANCE 0512	14,950.00	-	14,613.00	97.7%
SPONSORSHIPS - EVENTS/SHOWS/CONFERENCES 0540	162,000.00	-	18,000.00	11.1%
ADVERTISING/MARKETING - 0542	255,400.00	-	10,618.06	4.2%
TRADE SHOWS (includes registration & travel) 0543	25,500.00	-	8,328.77	32.7%
PRINTING/COLLATERAL 0544	24,250.00	-	-	0.0%
DUES/MEMBERSHIPS/PUBLICATIONS 0545	17,734.00	-	7,000.00	39.5%
EVENT DEVELOPMENT (TRAVEL/LODGING) 0580	13,000.00	-	-	0.0%
TOTAL	512,834.00	-	58,559.83	11.4%
CCCTA OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	3,000.00	-	46.82	1.6%
RETIREE SUBSIDY 0604	19,270.80	-	-	0.0%
OPERATING SUPPLIES 0625	119,262.00	-	3,904.56	3.3%
STORE INVENTORY 0688	-	-	-	#DIV/0!
SMALL FURNISHINGS 0675	-	-	-	#DIV/0!
COMPUTER EQUIPMENT 7715	2,000.00	-	-	0.0%
TOTAL	143,532.80	-	3,951.38	2.8%
CCCTA UTILITIES				
TELEPHONE 0710	5,780.00	-	-	0.0%
POWER 0712	2,750.00	-	467.19	17.0%
UTILITIES GAS 0713	1,210.00	-	0.67	0.1%
TOTAL	9,740.00	-	467.86	4.8%
CCCTA SERVICE AND SUPPLIES TOTAL	1,789,039.78	-	153,719.47	8.6%

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FY26 MASTER BUDGET REPORT

ENDING FUND BALANCE	FY26 BUDGET	FY26 PROJECTION	FY26 ACTUAL*
CCCTA INTERGOVERNMENTAL TOTAL	539,514.41	-	-
CCCTA SALARIES & BENEFITS TOTAL	967,589.47	-	128,715.12
CCCTA SERVICE AND SUPPLIES TOTAL	1,789,039.78	-	153,719.47
CCCTA CONTINGENCY TOTAL	20,000.00		
CCCTA EXPENDITURES TOTAL	3,316,143.66	-	282,434.59
CCCTA CONTINGENCY BALANCE	20,000.00		
CCCTA EXPENDABLE REVENUE TOTAL	6,553,647.56	-	3,869,234.20
CCCTA ENDING FUND BALANCE TOTAL	3,257,503.90	-	3,586,799.61
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	382,200.00	-	-
CAPITAL EXPENDABLE REVENUE TOTAL	1,853,268.14	-	1,342,505.98
CAPITAL ENDING FUND BALANCE TOTAL	1,471,068.14	-	1,342,505.98
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	-	-	-
V&T CAPITAL EXPENDABLE REVENUE TOTAL	88,233.00	-	88,453.73
V&T CAPITAL ENDING FUND BALANCE TOTAL	88,233.00	-	88,453.73

Adjusted Revenue Total	575,396.00
Expenses Total	282,434.59
Fund balance for all CTA Funds	5,017,759.32