Carson City Culture & Tourism Authority
Agenda Report

Date Submitted: 02/07/18 **Agenda Date Requested: 02/12/18**
Time Requested: 15 Minutes

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

From: Chris Kipp, Operations Manager

Subject Title: For Possible Action to accept the adjusted CTA FY18 budget report.

Staff Summary: The CTA Board will review a comparative statement of adjusted revenue totaling $1,224,082.53 expenses totaling $707,609.87 and fund balance for all CTA Fund totaling $2,028,321.66

Type of Action Requested:

(____) Resolution (____) Ordinance
(_xx_) Formal Action/Motion (___) Other (Specify) Presentation Only

Recommended Board Action: **I move to approve the adjusted FY18 Budget Report as presented through December 2017.**

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

Fiscal Impact: n/a

Explanation of Impact: n/a

Funding Source: n/a

Supporting Material: CTA Budget Report – December 2017 (Accounting Period 06/2018)

Prepared By: Chris Kipp, Operations Manager

CARSON CITY VISITORS BUREAU

2017/2018 (FY18) MASTER BUDGET REPORT

as of Accounting Period 06/2018 (December, 2017)

50% of FY18 lapsed

BEGINNING FUND BALANCE	FY18 BUDGETED CARRY OVER	FY19 PROJECTED CARRY OVER	FY17 ACTUAL CARRY OVER
VISITORS BUREAU BEGINNING FUND BALANCE (uncommitted)	849,454.40		813,558.00
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	159,494.85		125,880.00
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	576,491.00		572,411.00
TOTAL	**1,585,440.25**	**-**	**1,511,849.00**

Room Tax Revenue payments received by 12/31/17

FY18 REVENUE	FY18 BUDGET	FY18 PROJECTION	FY18 ACTUAL*	% RCVD
VISITORS BUREAU ROOM TAX 740-0000-318.35-00	1,134,837.60	1,134,837.60	660,875.41	58.2%
CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-01	378,209.85	378,209.85	220,016.52	58.2%
V&T CAPITAL PROJECTS FUND ROOM TAX 740-0000-318.35-02	-	-	-	
V&T MARKETING 740-0000-318.35-03	378,209.85	378,209.85	220,016.52	58.2%
ART & CULTURE 740-0000-318.35-04	189,104.93	189,104.93	110,008.27	58.2%
GIFT STORE 740-0000-347.61-00	-	-	-	0.0%
REFUNDS/REIMBURSEMENTS 740-0000-366.05-00	-	-	1,291.00	
GRANTS 740-0000-126.01-00	40,000.00	40,000.00	-	0.0%
DONATIONS RECEIVED 740-0000-365.92-00	-	-	2,701.67	
RTT BUS PASS SALES 740-0000-347.60-01	-	-	-	0.0%
VISITORS BUREAU INTEREST INCOME 740-0000-361.01-00	5,760.00	5,760.00	4,403.10	76.4%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 740-0000-361.01-00	2,160.00	2,160.00	1,651.17	76.4%
V&T CAPITAL PROJECTS FUND INTEREST INCOME 740-0000-361.01-00	4,080.00	4,080.00	3,118.87	76.4%
TOTAL	**2,132,362.23**	**2,132,362.23**	**1,224,082.53**	57.4%
FY18 CCVB REVENUE TOTAL	**1,747,912.38**	**1,747,912.38**	**999,295.97**	57.2%
FY18 CAPITAL PROJECTS FUND REVENUE TOTAL	**380,369.85**	**380,369.85**	**221,667.69**	58.3%
FY18 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	**4,080.00**	**4,080.00**	**3,118.87**	76.4%
TOTAL	**2,132,362.23**	**2,132,362.23**	**1,224,082.53**	57.4%
FY18 CCVB EXPENDABLE REVENUE TOTAL	**2,561,470.38**	**2,561,470.38**	**1,812,853.97**	70.8%
FY18 CAPITAL PROJECTS FUND REVENUE TOTAL	**506,249.85**	**506,249.85**	**347,547.69**	68.7%
FY18 V&T CAPITAL PROJECTS FUND REVENUE TOTAL	**576,491.00**	**576,491.00**	**575,529.87**	99.8%
FY18 EXPENDABLE REVENUE TOTAL	**3,644,211.23**	**3,644,211.23**	**2,735,931.53**	75.1%

CARSON CITY VISITORS BUREAU

2017/2018 (FY18) MASTER BUDGET REPORT

INTERGOVERNMENTAL EXPENDITURES	FY18 BUDGET	FY18 PROJECTION	FY18 ACTUAL*	% RCVD
CC INTERLOCAL AGREEMENT 1% 740-7200-413.25-10	189,123.84	189,123.84	-	0.0%
CCPR FIELD MAINT 3/16% 740-7200-413.25-11	35,460.72	35,460.72	-	0.0%
NCOT 3/8% 740-7200-413.25-12	70,921.44	70,921.44	30,091.59	42.4%
CAPITAL PROJECT FUND 2% 740-7251-425.25-01	346,755.00	346,755.00	-	0.0%
V&T CAPITAL PROJECT FUND 2% 740-7251-425.25-02	-	-	15,000.00	
INTERGOVERNMENTAL EXPENDITURES TOTAL	**642,261.00**	**642,261.00**	**45,091.59**	7.0%

VISITORS BUREAU SALARIES & WAGES	FY18 BUDGET	FY18 PROJECTION	FY18 ACTUAL*	% EXPENDED
SALARIES 0101	409,996.58	409,996.58	163,335.21	
SALARIES 0102	15,660.00	15,660.00	5,371.47	
MANAGEMENT LEAVE 0106	-	-	3,502.65	
ANNUAL LEAVE 0107	-	-	-	
SICK LEAVE 0108	-	-	-	
OVERTIME 0111	-	-	80.33	
HOLIDAY PAY 0116	-	-	287.48	
ANNUAL & SICK LEAVE PAYOFF 0107 & 0108	-	-	49,062.29	
TOTAL	**425,656.58**	**425,656.58**	**221,639.43**	52.1%

VISITORS BUREAU EMPLOYEE BENEFITS	FY18 BUDGET	FY18 PROJECTION	FY18 ACTUAL*	% EXPENDED
MEDICARE 0225	6,172.02	6,172.02	3,148.12	
RETIREMENT 0230	109,199.03	109,199.03	46,795.03	
GROUP INSURANCE 0240	72,841.05	72,841.05	31,930.92	
WORKERS COMP. 0250	4,298.29	4,298.29	999.79	
CAR ALLOWANCE 0270	7,000.00	7,000.00	2,569.20	
PHONE ALLOWANCE 0271	3,960.00	3,960.00	704.00	
TOTAL	**203,470.40**	**203,470.40**	**86,147.06**	42.3%

VISITORS BUREAU SALARIES - BENEFITS TOTAL	**629,126.98**	**629,126.98**	**307,786.49**	48.9%

CARSON CITY VISITORS BUREAU
2017/2018 (FY18) MASTER BUDGET REPORT

VISITORS BUREAU PROFESSIONAL SERVICES	FY18 BUDGET	FY18 PROJECTION	FY18 ACTUAL*	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS 0330	10,000.00	10,000.00	540.00	5.4%
CONTRACT EMPLOYEES 0340	105,000.00	105,000.00	62,774.79	59.8%
CONTRACTUAL AGREEMENTS/SERVICES 0349	103,125.00	103,125.00	58,081.66	56.3%
UNEMPLOYMENT CLAIMS	-	-	-	
TOTAL	**218,125.00**	**218,125.00**	**121,396.45**	55.7%
VISITORS BUREAU PROPERTY SERVICES				
EQUIPMENT REPAIR & MAINT. 0430	500.00	500.00	150.00	30.0%
RENT 0440	65,358.00	65,358.00	28,221.23	43.2%
OFFICE EQUIPMENT RENTAL/LEASE 0444	54,250.00	54,250.00	41,268.52	76.1%
TOTAL	**120,108.00**	**120,108.00**	**69,639.75**	58.0%
VISITORS BUREAU OTHER SERVICES				
INSURANCE 0512	4,000.00	4,000.00	7,720.38	193.0%
SPECIAL EVENT 0540	90,000.00	90,000.00	48,663.04	54.1%
PRINTING/ADVERTISING - 0542	193,000.00	193,000.00	13,463.53	7.0%
TRADE SHOWS 0543	6,000.00	6,000.00	3,125.00	52.1%
GOLF PROJECTS 0544	8,800.00	8,800.00	-	0.0%
DUES/MEMBERSHIP/PUBLICATIONS 0545	5,650.00	5,650.00	2,120.19	37.5%
RTC BUS PASSES 0560	-	-	-	#DIV/0!
TRAVEL/LODGING 0580	17,000.00	17,000.00	10,167.86	59.8%
TOTAL	**324,450.00**	**324,450.00**	**85,260.00**	26.3%
VISITORS BUREAU OPERATING SUPPLIES				
OFFICE SUPPLIES 0601	5,000.00	5,000.00	1,392.22	27.8%
OPERATING SUPPLIES 0625	106,000.00	106,000.00	43,135.09	40.7%
SMALL FURNISHINGS 0675	2,000.00	2,000.00	-	0.0%
WORKS OF ART 66**	-	-	30,000.00	#DIV/0!
TOTAL 06-25	**113,000.00**	**113,000.00**	**74,527.31**	66.0%
VISITORS BUREAU UTILITIES				
TELEPHONE 0710	5,000.00	5,000.00	1,773.00	35.5%
POWER 0712	3,700.00	3,700.00	1,881.25	50.8%
UTILITIES GAS 0713	3,000.00	3,000.00	254.03	8.5%
TOTAL	**11,700.00**	**11,700.00**	**3,908.28**	33.4%
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	**787,383.00**	**787,383.00**	**354,731.79**	45.1%

CARSON CITY VISITORS BUREAU
2017/2018 (FY18) MASTER BUDGET REPORT

ENDING FUND BALANCE	FY18 BUDGET	FY18 PROJECTION	FY18 ACTUAL
VISITORS BUREAU INTERGOVERNMENTAL TOTAL	295,506.00	295,506.00	30,091.59
VISITORS BUREAU SALARIES & BENEFITS TOTAL	629,126.98	629,126.98	307,786.49
VISITORS BUREAU SERVICE AND SUPPLIES TOTAL	787,383.00	787,383.00	354,731.79
VISITORS BUREAU CONTINGENCY TOTAL	20,000.00	20,000.00	
VISITORS BUREAU EXPENDITURES TOTAL	1,732,015.98	1,732,015.98	692,609.87
VISITORS BUREAU CONTINGENCY BALANCE	20,000.00	20,000.00	
VISITORS BUREAU EXPENDABLE REVENUE TOTAL	2,561,470.38	2,561,470.38	1,812,853.97
VISITORS BUREAU ENDING FUND BALANCE TOTAL	**849,454.40**	**849,454.40**	**1,120,244.10**
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	346,755.00	346,755.00	-
CAPITAL EXPENDABLE REVENUE TOTAL	506,249.85	506,249.85	347,547.69
CAPITAL ENDING FUND BALANCE TOTAL	**159,494.85**	**159,494.85**	**347,547.69**
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	-	-	15,000.00
V&T CAPITAL EXPENDABLE REVENUE TOTAL	576,491.00	576,491.00	575,529.87
V&T CAPITAL ENDING FUND BALANCE TOTAL	**576,491.00**	**576,491.00**	**560,529.87**