

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

Date Submitted: 09/07/22

Agenda Date Requested: 09/12/22

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 and p-card charges for July 2022.

Staff Summary: The CTA Board will review the invoice listing for accounts payable checks totaling \$38,977.42 and P-card charges totaling \$24,828.52 in July 2022, 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 and the P-card charges for July 2022.

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 Statements for July 2022.

Prepared By: Chris Kipp, Operations & Finance Manager

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1									
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
7407200								CTA - EXECUTIVE	
7407200	500440							BUILDING RENTAL	
000360	CARSONCITYSQUARELLC	2385-FY23	0	2023	1	INV	P	5,495.00	071522AF 903097684 202207 Rent
								ACCOUNT TOTAL	5,495.00
7407200	500444							OFFICE EQUIPMENT RENTAL	
001589	PITNEYBOWESINC	3315924609	0	2023	1	INV	P	60.20	070822AF 903097625 07/01/22-07/28/22 F
								ACCOUNT TOTAL	60.20
7407200	500545							MEMBERSHIP / PUBLICATIONS	
001695	RENOTAHOETERRITORY	558	0	2023	1	INV	P	1,000.00	071522AF 903097782 07/01/22-06/30/23 D
								ACCOUNT TOTAL	1,000.00
7407200	500625							OPERATING SUPPLIES	
000724	FIRSTCHOICESERVICES	621859	0	2023	1	INV	P	54.00	071522AF 903097703 202207 Rental
000831	GREENHOUSEPROJECT	2022-0136	0	2023	1	INV	P	2,500.00	080522AF 903098177 Sponsorship Harvest
001865	SILVERSTATEINDUSTRIE	01-06 2301912	0	2023	1	INV	P	183.00	072222AF 903097965 Staff Apparel
								ACCOUNT TOTAL	2,737.00
7407200	500710							TELEPHONE	
000071	ALLSTREAM	7200	0	2023	1	INV	P	25.42	071522AF 903097667
								ACCOUNT TOTAL	25.42
								ORG 7407200 TOTAL	9,317.62
7407201								CTA - MARKETING	
7407201	500340							CONTRACT EMPLOYEES	
002407	AVANTEINTERACTIVE	2199	0	2023	1	INV	P	3,375.00	072222AF 903097838 07/01/22-09/30/22
								ACCOUNT TOTAL	3,375.00
7407201	500349							CONTRACTUAL SERVICES	
000417	CERTIFIEDFOLDERDISPL	596084	0	2023	1	INV	P	6,053.85	072222AF 903097853 07/01/22-06/30/23
003719	BANDWANGO	4012	0	2023	1	INV	P	9,500.00	072922AF 903098010 Hosting Fee 07/01/2
								ACCOUNT TOTAL	15,553.85
7407201	500544							NEVADA DAY	
001243	MONARCHDIRECTLLC	22290	0	2023	1	INV	P	3,229.75	072922AF 903098069 10,000 KCT Tour Map
								ACCOUNT TOTAL	3,229.75
7407201	500545							MEMBERSHIP / PUBLICATIONS	
001865	SILVERSTATEINDUSTRIE	01-06 2301942	0	2023	1	INV	P	1,500.00	072922AF 903098099 Triathlon Tee Shirt

City of Carson City

INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2023/1 TO 2023/1										
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK	RUN	CHECK	DESCRIPTION	
				ACCOUNT TOTAL					1,500.00	
				ORG 7407201 TOTAL					23,658.60	
7407205				CCTA - EVENTS & SALES						
7407205	500544			NEVADA DAY						
001243	MONARCHDIRECTLLC	22265	0	2023	1	INV	P		276.75	
001243	MONARCHDIRECTLLC	22266	0	2023	1	INV	P		242.00	
									518.75	
				ACCOUNT TOTAL					518.75	
				ORG 7407205 TOTAL					518.75	
7407211				CTA - VISITORS CENTER						
7407211	500102			HOURLY/SEASONAL						
001159	MARATHONSTAFFING	142920/FY23	0	2023	1	INV	P		87.45	
				ACCOUNT TOTAL					87.45	
				ORG 7407211 TOTAL					87.45	
7407254				CTA - ARTS & CULTURE 1%						
7407254	500349			CONTRACTUAL SERVICES						
000273	BREWERYARTSCENTER	1146	0	2023	1	INV	P		5,000.00	
				ACCOUNT TOTAL					5,000.00	
7407254	500544			NEVADA DAY						
001243	MONARCHDIRECTLLC	22267	0	2023	1	INV	P		395.00	
				ACCOUNT TOTAL					395.00	
				ORG 7407254 TOTAL					5,395.00	
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:									38,977.42	

** 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
6779	*****1023	LYDIA BECK	7200	082022	Released	2023/01	6,362.57
GL Effective Date: 07/12/2022		Invoice Date: 07/12/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
50040	RAGAN - 2022 SOCIAL MEDIA CO	P-CARD OTP VENDOR		07/05/2022	07/06/2022	07/12/2022	1749.00
50041	DELTA - 2022 SOCIAL MEDIA CO	P-CARD OTP VENDOR		07/05/2022	07/06/2022	07/12/2022	838.20
50042	SPROUT SOCIAL - Professional	P-CARD OTP VENDOR		07/05/2022	07/06/2022	07/12/2022	1788.00
50043	AVIS - 2022 SOCIAL MEDIA CON	P-CARD OTP VENDOR		07/05/2022	07/06/2022	07/12/2022	181.76
50044	SHERATON DOLPHIN HOTEL - 202	P-CARD OTP VENDOR		07/07/2022	07/08/2022	07/12/2022	330.75
50321	GIFT CARD GRANNY - INFLUENCE	P-CARD OTP VENDOR		07/14/2022	07/15/2022	07/18/2022	368.95
50641	FLIPSNACK - VISITOR GUIDE PD	P-CARD OTP VENDOR		07/15/2022	07/18/2022	07/25/2022	420.00
51030	EXPRESSO YOURSELF CAFE - INF	P-CARD OTP VENDOR		07/22/2022	07/25/2022	08/01/2022	28.00
51031	MAIL CHIMP - Standard plan 1	P-CARD OTP VENDOR		07/24/2022	07/25/2022	08/01/2022	211.00
51032	BNH GIFTCARDS.COM - INFLUENC	P-CARD OTP VENDOR		07/28/2022	07/29/2022	08/01/2022	308.94
51294	PREMIUM BEAT - Monthly Subsc	P-CARD OTP VENDOR		08/01/2022	08/02/2022	08/05/2022	64.95
51295	INTERNATIONAL TRANSACTION -	P-CARD OTP VENDOR		08/02/2022	08/02/2022	08/05/2022	0.52
51296	GREAT BASIN BREWING - PROPS	THE UNION - CARSO LLC		08/01/2022	08/03/2022	08/05/2022	72.50

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500330	TRAINING		Y-Apprv	N	3099.71
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	705.89
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	2556.97

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6805	*****8725	CHRISTINE KIPP	7200	082022	Released	2023/01	2,764.91
GL Effective Date: 07/12/2022		Invoice Date: 07/12/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
50186	VERIZON - 05/20/22-06/19/22	VERIZON WIRELESS SERVICES, LLC		07/10/2022	07/11/2022	07/18/2022	344.51
50490	ADT SECURITY - 07/18/22-08/1	P-CARD OTP VENDOR		07/18/2022	07/19/2022	07/25/2022	53.31
50491	ADOBE 07/20/22-08/19/22 CREA	P-CARD OTP VENDOR		07/21/2022	07/22/2022	07/25/2022	290.94
50821	OFFICE FURNITURE USA - CONFE	P-CARD OTP VENDOR		07/27/2022	07/28/2022	08/01/2022	1951.00
51129	BATTERIES PLUS - SECURITY AL	BP NEVADA, INC.		07/29/2022	08/01/2022	08/05/2022	41.99
51130	OFFICE DEPOT - OFFICE SUPPLI	OFFICE DEPOT INC		07/29/2022	08/01/2022	08/05/2022	83.16

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500601	OFFICE SUPPLIES		Y-Apprv	N	83.16
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	96.98
7407200	500675	SMALL FURNISHINGS		Y-Apprv	N	1951.00
7407200	500710	TELEPHONE		Y-Apprv	N	234.32
7407201	500625	OPERATING SUPPLIES		Y-Apprv	N	159.98
7407205	500625	OPERATING SUPPLIES		Y-Apprv	N	16.99
7407211	500625	OPERATING SUPPLIES		Y-Apprv	N	95.30
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	16.99
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N	110.19

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
6821	*****5118	David Peterson	7200	082022	Released	2023/01	10,558.50
GL Effective Date: 07/12/2022		Invoice Date: 07/12/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
50269	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		07/09/2022	07/11/2022	07/18/2022	584.49
50270	CIVIL AIR PATROL - AD IN SIL	P-CARD OTP VENDOR		07/13/2022	07/14/2022	07/18/2022	195.00
50594	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		07/21/2022	07/22/2022	07/25/2022	5000.00
50958	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		07/22/2022	07/25/2022	08/01/2022	900.00
50959	FACEBOOK - AD CAMPAIGNS	P-CARD OTP VENDOR		07/28/2022	07/29/2022	08/01/2022	900.00
51252	GOOGLE - MEDIA BUYS	XXVI HOLDINGS INC.		08/01/2022	08/02/2022	08/05/2022	2979.01

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407201	500542	PRINTING/ADVERTISING		Y-Apprv	N	10031.41
7407254	500542	PRINTING/ADVERTISING		Y-Apprv	N	527.09

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6864	*****6540	STUART WEXLER	7200	082022	Released	2023/01	1,582.32
GL Effective Date: 07/12/2022		Invoice Date: 07/12/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
50606	Atlantis Casino Resort - NTA	P-CARD OTP VENDOR		07/15/2022	07/18/2022	07/25/2022	187.32
50607	NATIONAL TOUR ASSOCIATION -	P-CARD OTP VENDOR		07/20/2022	07/21/2022	07/25/2022	1395.00

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407205	500543	ADVERTISING/MARKETING		Y-Apprv	N	1582.32

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total
6888	*****7554	David Peterson	7200	082022	Released	2023/01	247.40
GL Effective Date: 07/12/2022		Invoice Date: 07/12/2022					

Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount
51044	MCP S TAPHOUSE GRILL - CTA &	P-CARD OTP VENDOR		07/21/2022	07/25/2022	08/01/2022	247.40

Org	Object Proj	Account Description	PA Account	GL OVR?	PA OVR?	Amount
7407200	500625	OPERATING SUPPLIES		Y-Apprv	N	247.40

CCCTA BOARD MEMBER APPROVAL

**City of Carson City
PURCHASE CARD STATEMENTS**

Statement	Card Number	Name On Card	Dept	Code	Status	Year/Pr	Total	
6892	*****8237	DEBRA SOULE	7200	082022	Approved	2023/01	424.38	
GL Effective Date: 07/12/2022		Invoice Date: 07/12/2022						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
51110	GALLERY SYSTEM ART DISPLAYS	P-CARD OTP VENDOR		08/02/2022	08/03/2022	08/05/2022	224.38	
51111	NEVADA MUSEUM OF ART - SCHOL	P-CARD OTP VENDOR		08/02/2022	08/03/2022	08/05/2022	200.00	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
7407254	500545	MEMBERSHIP / PUBLICATIONS		Y-Apprv	N			200.00
7407254	500625	OPERATING SUPPLIES		Y-Apprv	N			224.38
6987	*****8725	CHRISTINE KIPP	7200	092022	New	2023/02	498.44	
GL Effective Date: 08/08/2022		Invoice Date: 08/08/2022						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
51525	VZWRLLS APOCC VISB - Purchas	P-CARD OTP VENDOR		08/10/2022	08/10/2022	08/15/2022	345.18	
51878	EVERGREEN CARPET CARE - Purc	P-CARD OTP VENDOR		08/12/2022	08/15/2022	08/23/2022	99.95	
51879	ADT SECURITY 401131352 - Pur	P-CARD OTP VENDOR		08/18/2022	08/19/2022	08/23/2022	53.31	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
999	227500	P-CARD CLEARING		N		N		498.44
7008	*****5118	David Peterson	7200	092022	New	2023/02	2,390.00	
GL Effective Date: 08/08/2022		Invoice Date: 08/08/2022						
Transactn.	Description	Vendor	Document	Charged	Posted	Imported	Amount	
51623	FACEBK JWVYFGBDU2 - Purchas	P-CARD OTP VENDOR		08/08/2022	08/09/2022	08/15/2022	900.00	
51624	FACEBK D4PXQFTCU2 - Purchas	P-CARD OTP VENDOR		08/09/2022	08/10/2022	08/15/2022	5.00	
51957	IN ADVENTURE SPORTS J - Pur	P-CARD OTP VENDOR		08/18/2022	08/19/2022	08/23/2022	1485.00	
Org	Object Proj	Account Description	PA Account	GL	OVR?	PA	OVR?	Amount
999	227500	P-CARD CLEARING		N		N		2390.00

CCCTA BOARD MEMBER APPROVAL