

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

**Date Submitted:** 09/05/23

**Agenda Date Requested:** 09/11/23

**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](mailto:ckipp@visitcarsoncity.com))

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

**Staff Summary:** The CTA Board will review the invoice listing for accounts payable checks and P-card charges totaling \$238,265.44 in July 2023, 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 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 July 2023.

**Prepared By:** Chris Kipp, Operations & Finance Manager

# City of Carson City

## INVOICE LIST BY GL ACCOUNT

YEAR/PERIOD: 2024/1 TO 2024/1												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
7407200								CTA - EXECUTIVE				
7407200	500440							BUILDING RENTAL				
000360	CARSONCITYSQUARELLC	2461	0	2024	1	INV	P	5,610.00	ES071423	903105795		
								ACCOUNT TOTAL				
								5,610.00				
7407200	500444							OFFICE EQUIPMENT RENTAL				
001669	RAYMORGANCOMPANY	4187522	0	2024	1	INV	P	108.68	080423ES	903106464	07/23/23-08/22/23	
004698	GREATAMERICAFINANCIA	34496823	FY24	0	2024	1	INV	P	121.88	080423ES	903106383	FY24 202307 Print L
								ACCOUNT TOTAL				
								230.56				
7407200	500545							MEMBERSHIP / PUBLICATIONS				
001695	RENOTAHOETERRITORY	646	0	2024	1	INV	P	1,000.00	072123ES	903106056	07/01/23-06/30/24 D	
								ACCOUNT TOTAL				
								1,000.00				
7407200	500601							OFFICE SUPPLIES				
001487	OFFICEDEPOTINC	321016282-001	0	2024	1	INV	P	168.55			OFFICE DEPOT - OFFI	
001487	OFFICEDEPOTINC	321017278-001	0	2024	1	INV	P	71.97			OFFICE DEPOT - OFFI	
001487	OFFICEDEPOTINC	321017279-001	0	2024	1	INV	P	37.09			OFFICE DEPOT - OFFI	
001487	OFFICEDEPOTINC	973-4-2421-1018508-2	0	2024	1	INV	P	66.27			OFFICE DEPOT - CABL	
001487	OFFICEDEPOTINC	973-4-2422-1018508-2	0	2024	1	INV	P	-30.69			OFFICE DEPOT - CRED	
001487	OFFICEDEPOTINC	973-4-2424-1018508-2	0	2024	1	INV	P	89.29			OFFICE DEPOT - INK	
								402.48				
004494	WALMART	04920	0	2024	1	INV	P	-19.96			WALMART - OFFICE SU	
004494	WALMART	3592 0161 2908 1341	0	2024	1	INV	P	67.34			WALMART - OFFICE SU	
								47.38				
								ACCOUNT TOTAL				
								449.86				
7407200	500625							OPERATING SUPPLIES				
000724	FIRSTCHOICESERVICES	668075	0	2024	1	INV	P	54.00	072123ES	903105987	202307 Rental	
001439	NVDEPTBUSINESS	AA23-504	0	2024	1	INV	P	21.00	072823ES	903106227	FY24 Assessment Fee	
002551	AMAZON	113-6004836-9565023	0	2024	1	INV	P	37.98			AMAZON - CABLE COVE	
888813	ADOBE CREATIVE CLO	2507387311	0	2024	1	INV	P	101.98			ADOBE 07/20/23-08/1	
888813	USPS PO	3113600701 840-58900303-1-59029	0	2024	1	INV	P	42.45			USPS - POSTAGE	
								144.43				
								ACCOUNT TOTAL				
								257.41				
7407200	500710							TELEPHONE				
000071	ALLSTREAM	7200	0	2024	1	INV	P	24.44	072123ES	903105941		

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YEAR/PERIOD: 2024/1 TO 2024/1												
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION				
002113	VERIZONWIRELESS	9937638686	FY24	0	2024	1	INV P	149.94	06/20/23-07/19/23			F
ACCOUNT TOTAL								174.38				
ORG 7407200 TOTAL								7,722.21				
7407201			CTA - MARKETING									
7407201	500349					CONTRACTUAL SERVICES						
000417	CERTIFIEDFOLDERDISPL	604706		0	2024	1	INV P	6,773.67	072823ES	903106142	07/01/23-06/30/24 "	
003719	BANDWANGO	10285		0	2024	1	INV P	4,750.00	ES071423	903105788	Hosting Fees 07/01/	
005366	RIPEINC	1712		0	2024	1	INV P	24,000.00	072823ES	903106275	RT-24-01-010 Bookin	
ACCOUNT TOTAL								35,523.67				
7407201	500444					OFFICE EQUIPMENT RENTAL						
001669	RAYMORGANCOMPANY	4187522		0	2024	1	INV P	108.68	080423ES	903106464	07/23/23-08/22/23	
004698	GREATAMERICAFINANCIA	34496823	FY24	0	2024	1	INV P	164.54	080423ES	903106383	FY24 202307 Print L	
ACCOUNT TOTAL								273.22				
7407201	500542					PRINTING/ADVERTISING						
000372	CARSONNOWLLC	0007274		0	2024	1	INV P	400.00	ES071423	903105796	07/01/23-07/31/23	
000372	CARSONNOWLLC	0007296		0	2024	1	INV P	4,400.00	072823ES	903106139	08/01/23-06/30/24 "	
								4,800.00				
003229	GOOGLELLC	GOOGLE20230722		0	2024	1	INV P	5,000.00				GOOGLE - MEDIA BUYS
003229	GOOGLELLC	GOOGLE20230801		0	2024	1	INV P	2,265.87				GOOGLE - MEDIA BUYS
								7,265.87				
004676	METAPLATFORMSINC	6243578752425472-126		0	2024	1	INV P	48.49				FACEBOOK - AD CAMPA
004676	METAPLATFORMSINC	632955369049464	FY24	0	2024	1	INV P	294.44				FACEBOOK - AD CAMPA
								342.93				
888813	TIKTOK ADS	TIKTOK	MUUS20230975194	0	2024	1	INV P	200.00				TIKTOK - AD CAMPAIG
ACCOUNT TOTAL								12,608.80				
7407201	500625					OPERATING SUPPLIES						
005529	MAILCHIMP	MC17607357	FY24	0	2024	1	INV P	176.00				06/25/23-07/24/23 S
888813	ADOBE CREATIVE CLO	2507387311		0	2024	1	INV P	169.98				ADOBE 07/20/23-08/1
888813	PREMIUMBEAT.COM	3536121		0	2024	1	INV P	64.95				PREMIUM BEAT - Mont
888813	PREMIUMBEAT INTERNAT	3536121-2		0	2024	1	INV P	.52				INTERNATIONAL TRANS
888813	SQ L.A. BAKERY	7JE1		0	2024	1	INV P	12.38				LA BAKERY - VCC VID
888813	FLIPSNACK.COM	cch_3NUF1dDq0EmiUUDW		0	2024	1	INV P	420.00				FLIPSNACK - VISITOR
888813	SQ COMMA COFFEE	COMMACOFFEE072523		0	2024	1	INV P	6.00				COMMA COFFEE - VCC

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YEAR/PERIOD: 2024/1 TO 2024/1		ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION	
										673.83	
										ACCOUNT TOTAL	849.83
										ORG 7407201 TOTAL	49,255.52
7407205										CCTA - EVENTS & SALES	
7407205	500349									CONTRACTUAL SERVICES	
004928	DATAFYLLC	3899		0	2024	1	INV P	12,307.00	072123ES 903105977	07/01/23-06/30/24 M	
										ACCOUNT TOTAL	12,307.00
7407205	500444									OFFICE EQUIPMENT RENTAL	
001669	RAYMORGANCOMPANY	4187522		0	2024	1	INV P	217.36	080423ES 903106464	07/23/23-08/22/23	
004698	GREATAMERICAFINANCIA	34496823	FY24	0	2024	1	INV P	322.98	080423ES 903106383	FY24 202307 Print L	
										ACCOUNT TOTAL	540.34
7407205	500543									ADVERTISING/MARKETING	
888813	US TRAVEL ASSOCIATIO	IPW-210872		0	2024	1	INV P	6,000.00		US TRAVEL ASSOCIATI	
										ACCOUNT TOTAL	6,000.00
7407205	500625									OPERATING SUPPLIES	
888813	BALLYS LAKE TAHOE PA	0000000016919		0	2024	1	INV P	15.00		BALLY'S LAKE TAHOE	
888813	TST The Fox Brewpub	188CR		0	2024	1	INV P	-43.71		FOX BREWPUB - BRAND	
888813	ADOBE CREATIVE CLO	2507387311		0	2024	1	INV P	16.99		ADOBE 07/20/23-08/1	
											-11.72
										ACCOUNT TOTAL	-11.72
										ORG 7407205 TOTAL	18,835.62
7407211										CTA - VISITORS CENTER	
7407211	500625									OPERATING SUPPLIES	
888813	ADT SECURITY	4011313	ADT07182023	0	2024	1	INV P	56.24		ADT SECURITY - 07/1	
										ACCOUNT TOTAL	56.24
										ORG 7407211 TOTAL	56.24
7407252										CTA - V&T CAPITAL PROJECTS	
7407252	502503									NV COMM V&T RAILWAY	
001336	NEVADACOMMRECONSTRUC	VT2024-01		0	2024	1	INV P	150,000.00	ES071423 903105847	V&T Parking Lot Imp	
										ACCOUNT TOTAL	150,000.00
										ORG 7407252 TOTAL	150,000.00

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YEAR/PERIOD: 2024/1 TO 2024/1											
ACCOUNT/VENDOR	INVOICE	PO	YEAR/PR	TYP	S	CHECK RUN	CHECK	DESCRIPTION			
7407254								CTA - ARTS & CULTURE 1%			
7407254	500349							CONTRACTUAL SERVICES			
004928	DATAFYLLC	3899	0	2024	1	INV	P	12,307.00	072123ES	903105977	07/01/23-06/30/24 M
ACCOUNT TOTAL								12,307.00			
7407254	500625							OPERATING SUPPLIES			
002113	VERIZONWIRELESS	9937638686	FY24	0	2024	1	INV	P	71.86		06/20/23-07/19/23 F
888813	ADOBE	CREATIVE CLO	2507387311	0	2024	1	INV	P	16.99		ADOBE 07/20/23-08/1
ACCOUNT TOTAL								88.85			
ORG 7407254 TOTAL								12,395.85			
FUND 740 CARSON CITY TOURISM AUTHORITY TOTAL:								238,265.44			

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