

**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 adjusted CTA fiscal year (“FY”) 2023 budget report.

**Staff Summary:** The CTA Board will review a comparative statement of adjusted revenue totaling \$3,318,910.49, expenses totaling \$2,676,873.84, and fund balance for all CTA Fund totaling \$3,218,110.65, and make a determination whether they approve of the report.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve the adjusted FY2023 Budget Report as presented through August 2023.

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

**Fiscal Impact:**

**Explanation of Impact:**

**Funding Source:**

**Supporting Material/Attachments:** CTA Budget Report – FY2023 (Accounting Period 13/2023)

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

# CARSON CITY CULTURE & TOURISM AUTHORITY

## FY23 MASTER BUDGET REPORT

\*as of Accounting Period TO DATE (08/31/23)

100.00% of FY23 lapsed

BEGINNING FUND BALANCE	FY23 BUDGETED CARRY OVER from FY22	FY23 ACTUAL CARRY OVER from FY22	FY23 PROJECTED CARRY OVER to FY24
CCCTA BEGINNING FUND BALANCE (uncommitted)	1,827,659.50	2,029,011.00	2,450,521.78
CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	310,725.82	322,658.00	497,284.08
V&T CAPITAL PROJECTS FUND BEGINNING BALANCE (committed)	288,291.00	287,961.00	224,761.00
<b>TOTAL</b>	<b>2,426,676.32</b>	<b>2,639,630.00</b>	<b>3,172,566.86</b>

*Includes June 2023 Room Tax Revenue payments received & posted by 08/31/23*

FY23 REVENUE	FY23 BUDGET	FY23 PROJECTION	FY23 ACTUAL *	% RCVD
CCCTA ROOM TAX 7409887-418350	1,562,427.87	1,732,970.92	1,706,409.38	98.5%
CAPITAL PROJECTS FUND ROOM TAX 7409887-418351	520,713.82	577,551.08	568,698.91	98.5%
V&T CAPITAL PROJECTS FUND ROOM TAX 7409887-418352	-	-	-	
V&T MARKETING 7409887-418353	520,713.82	577,551.08	568,698.91	98.5%
ART & CULTURE 7409887-418354	260,356.91	288,775.54	284,349.45	98.5%
ART & CULTURE DONATIONS 7409880-465925	-	31,500.00	35,575.00	
ART & CULTURE SPONSORSHIPS 7409880-465930	-	33,500.00	8,200.00	
REFUNDS/REIMBURSEMENTS 7409880-466050	-	-	32,243.96	
STATE GRANTS 7409881-434010	50,000.00	63,556.00	63,556.00	100.0%
GIFT STORE REVENUE 7409880-447610	15,000.00	-	-	#DIV/0!
PRINTING 7409880-447620	-	-	-	
DONATIONS RECEIVED 7409880-465920	-	-	1,500.00	
CCCTA INTEREST INCOME 7409888-461010	11,250.00	11,250.00	37,259.16	331.2%
CAPITAL PROJECTS FUND (BOND) INTEREST INCOME 7409888-461010	1,950.00	1,950.00	6,458.25	331.2%
V&T CAPITAL PROJECTS FUND INTEREST INCOME 7409888-461010	1,800.00	1,800.00	5,961.47	331.2%
<b>TOTAL</b>	<b>2,944,212.42</b>	<b>3,320,404.62</b>	<b>3,318,910.49</b>	100.0%

<b>FY23 CCCTA REVENUE TOTAL</b>	<b>2,419,748.60</b>	<b>2,739,103.54</b>	<b>2,737,791.86</b>	100.0%
<b>FY23 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>522,663.82</b>	<b>579,501.08</b>	<b>575,157.16</b>	99.3%
<b>FY23 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>1,800.00</b>	<b>1,800.00</b>	<b>5,961.47</b>	331.2%
<b>TOTAL</b>	<b>2,944,212.42</b>	<b>3,320,404.62</b>	<b>3,318,910.49</b>	100.0%

<b>FY23 CCCTA EXPENDABLE REVENUE TOTAL</b>	<b>4,247,408.10</b>	<b>4,768,114.54</b>	<b>4,766,802.86</b>	100.0%
<b>FY23 CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>833,389.64</b>	<b>902,159.08</b>	<b>897,815.16</b>	99.5%
<b>FY23 V&amp;T CAPITAL PROJECTS FUND REVENUE TOTAL</b>	<b>290,091.00</b>	<b>289,761.00</b>	<b>293,922.47</b>	101.4%
<b>FY23 EXPENDABLE REVENUE TOTAL</b>	<b>5,370,888.74</b>	<b>5,960,034.62</b>	<b>5,958,540.49</b>	100.0%

# CARSON CITY CULTURE & TOURISM AUTHORITY

## FY23 MASTER BUDGET REPORT

INTERGOVERNMENTAL EXPENDITURES	FY23 BUDGET	FY23 PROJECTION	FY23 ACTUAL*	% RCVD
CC INTERLOCAL AGREEMENT 1% 7407200-502513	260,356.91	317,653.09	287,983.25	90.7%
CCPR FIELD MAINT 3/16% 7407200-502511	48,821.80	59,565.91	54,002.27	90.7%
NCOT 3/8% 7407200-502512	107,407.97	131,045.00	118,807.58	90.7%
CAPITAL PROJECT FUND 2% 7407251-502520	404,875.00	404,875.00	404,875.00	100.0%
V&T CAPITAL PROJECT FUND 2% 7407252-502503	65,000.00	65,000.00	65,000.00	100.0%
<b>INTERGOVERNMENTAL EXPENDITURES TOTAL</b>	<b>886,461.68</b>	<b>978,139.00</b>	<b>930,668.10</b>	<b>95.1%</b>

CCCTA SALARIES & WAGES	FY23 BUDGET	FY23 PROJECTION	FY23 ACTUAL*	% EXPENDED
SALARIES 500101	516,322.82	521,403.62	522,738.58	
HOURLY 500102	3,220.00	3,220.00	257.98	
MANAGEMENT LEAVE 500106	-	-	4,040.58	
ANNUAL LEAVE 500107	-	-	-	
SICK LEAVE 500108	-	-	-	
OVERTIME 500111	-	-	220.84	
HOLIDAY PAY 500116	-	-	-	
TEMP STAFFING 500125	-	-	-	
<b>TOTAL</b>	<b>519,542.82</b>	<b>524,623.62</b>	<b>527,257.98</b>	<b>100.5%</b>

CCCTA EMPLOYEE BENEFITS	FY23 BUDGET	FY23 PROJECTION	FY23 ACTUAL*	% EXPENDED
MEDICARE 500225	7,486.68	7,560.35	7,669.07	
RETIREMENT 500230	146,336.84	147,848.38	149,132.19	
GROUP INSURANCE 500240 & HSA 500241	115,560.43	115,560.43	77,278.14	
WORKERS COMP. 500250	5,208.00	5,208.00	5,733.59	
CAR ALLOWANCE 500270	4,000.00	4,000.00	4,015.49	
PHONE ALLOWANCE 500271	4,180.00	4,180.00	960.00	
<b>TOTAL</b>	<b>282,771.95</b>	<b>284,357.16</b>	<b>244,788.48</b>	<b>86.1%</b>

<b>CCCTA SALARIES - BENEFITS TOTAL</b>	<b>802,314.77</b>	<b>808,980.78</b>	<b>772,046.46</b>	<b>96.2%</b>
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# CARSON CITY CULTURE & TOURISM AUTHORITY

## FY23 MASTER BUDGET REPORT

CCCTA PROFESSIONAL SERVICES	FY23 BUDGET	FY23 PROJECTION	FY23 ACTUAL*	% EXPENDED
TRAINING/CONFERENCE/WORKSHOPS (includes registration & travel) 0330	17,664.00	12,920.00	12,628.88	97.7%
PROFESSIONAL SERVICES/CONTRACT EMPLOYEES 0340	102,628.70	93,872.00	95,973.69	102.2%
CONTRACTUAL AGREEMENTS/SERVICES 0349	299,000.00	340,976.40	351,005.49	102.9%
<b>TOTAL</b>	<b>419,292.70</b>	<b>447,768.40</b>	<b>459,608.06</b>	<b>102.6%</b>
<b>CCCTA PROPERTY SERVICES</b>				
EQUIPMENT REPAIR & MAINT. 0430	500.00	500.00	-	0.0%
RENT 0440	65,940.00	65,940.00	65,940.00	100.0%
OFFICE EQUIPMENT RENTAL/LEASE 0444	25,500.00	25,500.00	15,810.92	62.0%
<b>TOTAL</b>	<b>91,940.00</b>	<b>91,940.00</b>	<b>81,750.92</b>	<b>88.9%</b>
<b>CCCTA OTHER SERVICES</b>				
INSURANCE 0512	13,431.00	15,931.00	14,394.00	90.4%
SPONSORSHIPS - EVENTS/SHOWS/CONFERENCES 0540	122,275.00	49,000.00	43,306.47	88.4%
ADVERTISING/MARKETING - 0542	193,500.00	207,806.83	207,277.35	99.7%
TRADE SHOWS (includes registration & travel) 0543	26,265.00	24,450.00	22,752.95	93.1%
PRINTING/COLLATERAL 0544	29,750.00	36,456.75	32,482.06	89.1%
DUES/MEMBERSHIPS/PUBLICATIONS 0545	10,868.00	10,530.00	9,241.00	87.8%
EVENT DEVELOPMENT (TRAVEL/LODGING) 0580	6,000.00	-	-	#DIV/0!
<b>TOTAL</b>	<b>402,089.00</b>	<b>344,174.58</b>	<b>329,453.83</b>	<b>95.7%</b>
<b>CCCTA OPERATING SUPPLIES</b>				
OFFICE SUPPLIES 0601	3,000.00	2,500.00	2,308.72	92.3%
RETIREE SUBSIDY 0604	11,100.00	11,100.00	11,083.80	99.9%
OPERATING SUPPLIES 0625	137,193.00	83,777.00	72,788.20	86.9%
STORE INVENTORY 0688	20,000.00	-	-	#DIV/0!
SMALL FURNISHINGS 0675	-	2,400.00	2,351.18	98.0%
COMPUTER EQUIPMENT 7715	2,000.00	1,100.00	1,054.99	95.9%
<b>TOTAL</b>	<b>173,293.00</b>	<b>100,877.00</b>	<b>89,586.89</b>	<b>51.7%</b>
<b>CCCTA UTILITIES</b>				
TELEPHONE 0710	6,708.00	6,708.00	5,115.76	76.3%
POWER 0712	4,000.00	4,000.00	4,032.24	100.8%
UTILITIES GAS 0713	3,000.00	4,880.00	4,611.58	94.5%
<b>TOTAL</b>	<b>13,708.00</b>	<b>15,588.00</b>	<b>13,759.58</b>	<b>88.3%</b>
<b>CCCTA SERVICE AND SUPPLIES TOTAL</b>	<b>1,100,322.70</b>	<b>1,000,347.98</b>	<b>974,159.28</b>	<b>97.4%</b>

# CARSON CITY CULTURE & TOURISM AUTHORITY

## FY23 MASTER BUDGET REPORT

ENDING FUND BALANCE	FY23 BUDGET	FY23 PROJECTION	FY23 ACTUAL*
CCCTA INTERGOVERNMENTAL TOTAL	416,586.68	508,264.00	460,793.10
CCCTA SALARIES & BENEFITS TOTAL	802,314.77	808,980.78	772,046.46
CCCTA SERVICE AND SUPPLIES TOTAL	1,100,322.70	1,000,347.98	974,159.28
CCCTA CONTINGENCY TOTAL	20,000.00	20,000.00	
CCCTA EXPENDITURES TOTAL	2,339,224.15	2,337,592.76	2,206,998.84
CCCTA CONTINGENCY BALANCE	20,000.00	20,000.00	
CCCTA EXPENDABLE REVENUE TOTAL	4,247,408.10	4,768,114.54	4,703,246.86
CCCTA ENDING FUND BALANCE TOTAL	<b>1,928,183.95</b>	<b>2,450,521.78</b>	<b>2,496,248.02</b>
CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	404,875.00	404,875.00	404,875.00
CAPITAL EXPENDABLE REVENUE TOTAL	833,389.64	902,159.08	897,815.16
CAPITAL ENDING FUND BALANCE TOTAL	<b>428,514.64</b>	<b>497,284.08</b>	<b>492,940.16</b>
V&T CAPITAL INTERGOVERNMENTAL EXPENDITURES TOTAL	65,000.00	65,000.00	65,000.00
V&T CAPITAL EXPENDABLE REVENUE TOTAL	290,091.00	289,761.00	293,922.47
V&T CAPITAL ENDING FUND BALANCE TOTAL	<b>225,091.00</b>	<b>224,761.00</b>	<b>228,922.47</b>

Adjusted Revenue Total	<b>3,318,910.49</b>
Expenses Total	<b>2,676,873.84</b>
Fund balance for all CTA Funds	<b>3,218,110.65</b>