

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

**Date Submitted:** 06/03/25

**Agenda Date Requested:** 06/09/25

**Time Requested:** 5 Minutes

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

**From:** Chris Kipp, Operations & Finance Manager ([ckipp@visitcarsoncity.com](mailto:ckipp@visitcarsoncity.com))

**Subject Title:** For Possible Action: Discussion and possible action regarding a proposed resolution to augment the Carson City Culture & Tourism Authority (“CTA”) Final Budget for Fiscal Year (“FY”) 2025.

**Staff Summary:** The CTA Board will review a resolution to augment the FY 2025 Budget, to augment the General Fund in the amount of \$729,756; to augment the Capital Projects Fund in the amount of \$112,501 and to augment the V&T Capital Project Fund in the amount of \$60,796.

**Type of Action Requested:**

Resolution

Ordinance

Formal Action/Motion

Other (Specify) Presentation Only

**Recommended Board Action:** I move to approve Resolution Numbers 2025-01, 2025-02, and 2025-03 as presented.

**Applicable Statute, Code, Policy, Rule or Regulation:** NRS 354.598005 & NAC 354.400

**Fiscal Impact:**

**Explanation of Impact:**

**Funding Source:**

**Supporting Material/Attachments:**

Resolution #2025-01 and Revised Revenue Schedule for the General Fund

Resolution #2025-02 and Revised Revenue Schedule for the Capital Project Fund

Resolution #2025-03 and Revised Revenue Schedule for the V&T Capital Projects Fund

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

**CARSON CITY CULTURE & TOURISM AUTHORITY  
RESOLUTION #2025-01  
2024-2025 BUDGET AUGMENTATION  
GENERAL FUND**

RESOLUTION TO AUGMENT THE 2024-2025 BUDGET OF **CARSON CITY CULTURE & TOURISM AUTHORITY**

WHEREAS, total resources of the **GENERAL FUND**, Carson City Culture & Tourism Authority were budgeted to be \$5,413,415 on July 1, 2024; and

WHERE AS, the total available resources are now determined to be \$6,143,171.

WHEREAS, said additional unanticipated resources are as follows:

Actual beginning fund balance in excess of amount budgeted	\$ 334,240
Increase in projected room tax revenue	\$ 179,959
Increase in Intergovernmental Revenue	\$ 65,675
Increase in interest Income	\$ 98,474
Increase in Transfer in	\$ 51,408
Total	\$ <u>729,756</u>

WHEREAS, there is a need to apply these excess proceeds in the **GENERAL FUND**.

Now, therefore, it is hereby RESOLVED, that the **CARSON CITY CULTURE & TOURISM AUTHORITY** shall augment its

2024-2025 budget by appropriating **\$729,756** for use in the **GENERAL FUND** thereby increasing its appropriations from **\$5,413,415** to **\$6,143,171**. A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that Chris Kipp, Operations & Finance Manager shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the **9th** of the **June, 2025**.

**AYES:**

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**NAYS:**

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**Absent:**

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**By:** \_\_\_\_\_  
Chris Kipp, Operations & Finance Manager

**ATTEST:** \_\_\_\_\_







CARSON CITY CULTURE TOURISM AUTHORITY  
2024-2025 BUDGET AUGMENTATION  
GENERAL FUND

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
SUBTOTAL EXPENDITURES	\$ 2,825,296	\$ (214,526)	\$ 2,610,769
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers			
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	\$ 2,588,119	\$ 944,282	\$ 3,532,401
TOTAL ENDING FUND BALANCE	\$ 2,588,119	\$ 944,282	\$ 3,532,401
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	\$ 5,413,415	\$ 729,756	\$ 6,143,171

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
(Local Government)  
Schedule B - GENERAL Fund

**CARSON CITY CULTURE & TOURISM AUTHORITY  
RESOLUTION #2025-02  
2024-2025 BUDGET AUGMENTATION  
CAPITAL PROJECTS FUND**

**RESOLUTION TO AUGMENT THE 2024-2025 BUDGET OF CARSON CITY CULTURE & TOURISM AUTHORITY**

WHEREAS, total resources of the **CAPITAL PROJECTS FUND**, Carson City Culture & Tourism Authority were budgeted to be \$1,539,789 on July 1, 2024; and

WHERE AS, the total available resources are now determined to be \$1,652,290.

WHEREAS, said additional unanticipated resources are as follows:

Actual beginning fund balance in excess of amount budgeted	\$ 29,155
Increase in projected room tax revenue	\$ 51,408
Increase in interest Income	\$ 31,938
Total	\$ <u>112,501</u>

WHEREAS, there is a need to apply these excess proceeds in the **CAPITAL PROJECTS FUND**.

Now, therefore, it is hereby RESOLVED, that the **CARSON CITY CULTURE & TOURISM AUTHORITY** shall augment its

2024-2025 budget by appropriating **\$112,501** for use in the **CAPITAL PROJECTS FUND** thereby increasing its appropriations from **\$1,539,789** to **\$1,652,290**. A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that Chris Kipp, Operations & Finance Manager shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the **9th** of the **June, 2025**.

**AYES:**

**NAYS:**

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**Absent:**

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**By:** \_\_\_\_\_  
Chris Kipp, Operations & Finance Manager

**ATTEST:** \_\_\_\_\_



CARSON CITY CULTURE TOURISM AUTHORITY  
2024-2025 BUDGET AUGMENTATION  
CAPITAL PROJECTS FUND

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
SUBTOTAL REVENUE ALL SOURCES	\$ 546,704	\$ 83,346	\$ 630,050
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES			
BEGINNING FUND BALANCE			
Reserved			
Unreserved	\$ 993,085	\$ 29,155	\$ 1,022,240
TOTAL BEGINNING FUND BALANCE	\$ 993,085	\$ 29,155	\$ 1,022,240
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	\$ 1,539,789	\$ 112,501	\$ 1,652,290

**CARSON CITY CULTURE & TOURISM AUTHORITY**

(Local Government)

Schedule B - CAPITAL PROJECTS FUND

REVISED REVENUE SCHEDULE



CARSON CITY CULTURE TOURISM AUTHORITY  
2024-2025 BUDGET AUGMENTATION  
CAPITAL PROJECTS FUND

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
SUBTOTAL EXPENDITURES	\$ 384,950	\$ -	\$ 384,950
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers			
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	\$ 1,154,839	\$ 112,501	\$ 1,267,340
TOTAL ENDING FUND BALANCE	\$ 1,154,839	\$ 112,501	\$ 1,267,340
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	\$ 1,539,789	\$ 112,501	\$ 1,652,290

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
(Local Government)  
Schedule B - CAPITAL PROJECTS FUND

**CARSON CITY CULTURE & TOURISM AUTHORITY  
RESOLUTION #2025-03  
2024-2025 BUDGET AUGMENTATION  
V&T CAPITAL PROJECTS FUND**

**RESOLUTION TO AUGMENT THE 2024-2025 BUDGET OF CARSON CITY CULTURE & TOURISM AUTHORITY**

WHEREAS, total resources of the **V&T CAPITAL PROJECTS FUND**, Carson City Culture & Tourism Authority were budgeted to be \$624,385 on July 1, 2024; and

WHERE AS, the total available resources are now determined to be \$685,181.

WHEREAS, said additional unanticipated resources are as follows:

Actual beginning fund balance in excess of amount budgeted	\$ 6,727
Increase in projected room tax revenue	\$ 51,408
Increase in interest Income	\$ 2,661
Total	\$ <u>60,796</u>

WHEREAS, there is a need to apply these excess proceeds in the **V&T CAPITAL PROJECTS FUND**.

Now, therefore, it is hereby RESOLVED, that the **CARSON CITY CULTURE & TOURISM AUTHORITY** shall augment its

2024-2025 budget by appropriating **\$60,796** for use in the **V&T CAPITAL PROJECTS FUND** thereby increasing its appropriations from **\$624,385** to **\$685,181**. A detailed schedule is attached to this Resolution and by reference is made a part thereof.

IT IS FURTHER RESOLVED, that Chris Kipp, Operations & Finance Manager shall forward the necessary documents to the Department of Taxation, State of Nevada.

PASSED, ADOPTED, AND APPROVED the **9th** of the **June, 2025**.

**AYES:**

**NAYS:**

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**Absent:**

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**By:** \_\_\_\_\_  
Chris Kipp, Operations & Finance Manager

**ATTEST:** \_\_\_\_\_



CARSON CITY CULTURE TOURISM AUTHORITY  
2024-2025 BUDGET AUGMENTATION  
V T CAPITAL PROJECTS FUND

REVENUES	FINAL BUDGET	REVISIONS	REVISED REVENUE RESOURCES
SUBTOTAL REVENUE ALL SOURCES	\$ 543,404	\$ 54,069	\$ 597,473
OTHER FINANCING SOURCES			
Operating Transfers in (Sch T)			
Proceeds of Long-Term Debt			
Other			
SUBTOTAL OTHER FINANCING SOURCES			
BEGINNING FUND BALANCE			
Reserved			
Unreserved	\$ 80,981	\$ 6,727	\$ 87,708
TOTAL BEGINNING FUND BALANCE	\$ 80,981	\$ 6,727	\$ 87,708
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL AVAILABLE RESOURCES	\$ 624,385	\$ 60,796	\$ 685,181

**CARSON CITY CULTURE & TOURISM AUTHORITY**

(Local Government)

Schedule B - V & T CAPITAL PROJECT FUND

REVISED REVENUE SCHEDULE



CARSON CITY CULTURE TOURISM AUTHORITY  
 2024-2025 BUDGET AUGMENTATION  
 V T CAPITAL PROJECTS FUND

EXPENDITURE BY FUNCTION AND ACTIVITY	FINAL BUDGET	REVISIONS	REVISED EXPENDITURES
SUBTOTAL EXPENDITURES	\$ -	\$ -	\$ -
OTHER USES			
Contingency (not to exceed 3% of total expenditures)			
Operating Transfers	\$ 543,104	\$ 51,408	\$ 594,512
SUBTOTAL OTHER USES			
ENDING FUND BALANCE			
Reserved			
Unreserved	\$ 81,281	\$ 9,388	\$ 90,669
TOTAL ENDING FUND BALANCE	\$ 81,281	\$ 9,388	\$ 90,669
Prior Period Adjustments			
Residual Equity Transfers			
TOTAL FUND COMMITMENTS AND FUND BALANCE	\$ 624,385	\$ 60,796	\$ 685,181

**CARSON CITY CULTURE & TOURISM AUTHORITY**  
 (Local Government)  
 Schedule B - V & T CAPITAL PROJECT FUND