

**INSTRUCTIONS**

1. Provide quarterly and year-to-date revenue for the quarterly reporting period. Money received through joint powers agreements must be reported separately. Other sources includes private grants, donations, reimbursements, etc.
2. Allocate revenue to the promotional, non-promotional and general funds based on the percent of tax imposed. Administrative costs may not exceed 10% of the gross proceeds.
3. Provide a "book cash balance" for both the promotional and non-promotional funds for the quarterly reporting period and year to date amounts.
4. Provide quarterly and year-to-date transfers-in and transfers - out.  
[Note: The Lodgers' Tax Act does not allow transfers from the Lodgers' Tax Fund to the General Fund or other Funds of the local public body.]
5. Provide quarterly and year-to-date expenditures on the expenditures tab. Contractual service expenditures must comply with the Lodgers' Tax Act, terms of the contract and the Procurement Code 13-1-28 through 13-1-199 NMSA 1978.

REPORTING ENTITY:	<u>CITY OF LAS CRUCES</u>	<u>5%</u> (PERCENT IMPOSED)	QUARTER ENDING:	<u>June-19</u> <small>MONTH/YEAR</small>				
<b>1. REVENUE SUMMARY:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small></td> <td style="width: 50%; text-align: center;">YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small></td> </tr> </table>	QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small>	YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small>	<b>2. REVENUE ALLOCATION:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;">QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small></td> <td style="width: 50%; text-align: center;">YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small></td> </tr> </table>	QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small>	YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small>	
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LODGERS' TAX PROCEEDS	\$ <u>633,131</u>	\$ <u>2,203,804</u>	NON-PROMOTIONAL FUND	\$ <u>0</u> \$ <u>0</u>				
INVESTMENT INCOME	<u>17,553</u>	<u>51,301</u>	PROMOTIONAL FUND	\$ <u>633,131</u> \$ <u>2,203,804</u>				
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>0</u> \$ <u>0</u>				
CONVENTION CENTER FINANCING FEES	<u>351,935</u>	<u>1,301,266</u>	( 10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,					
HOSPITALITY FEE ACT FEES			i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)					
1. CVB Merchandise Sales	<u>1,056</u>	<u>3,376</u>						
2. Other Revenue	<u>122,631</u>	<u>122,959</u>						
<b>TOTAL REVENUE</b>	<b>\$ <u>1,126,305</u></b>	<b>\$ <u>3,682,706</u></b>						

<b>4. TRANSFERS: IN</b>		
<u>INTERGOVERNMENT, INTERFUND TRANSFERS - IN</u> <b>(e.g. JPAs, GRANTS TRANSFERRED TO LODGERS' TAX FUND)</b>		
1. CONVENTION CENTER CONSTRUCTION	\$ <u>0</u>	\$ <u>0</u>
2. _____		
	<u>\$ 0</u>	<u>\$ 0</u>

<b>3. CASH BALANCES:</b>	Incr/(Decr)	
	This Qtr	Balance
Carryover From Previous Fiscal Year:		\$ <u>2,576,941</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ <u>51,684</u>	\$ <u>76,544</u>
PROMOTIONAL FUND	\$ <u>213,530</u>	\$ <u>2,460,856</u>
<b>Grand Total</b>	<b>\$ <u>265,214</u></b>	<b>\$ <u>2,537,400</u></b>

**TRANSFERS:OUT**

<b>NON-PROMOTIONAL FUND</b>		
<b>INTERFUND TRANSFERS - (OUT)</b> <b>(e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)</b>		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	<u>\$ 0</u>	<u>\$ 0</u>

<b>PROMOTIONAL FUND</b>		
<b>INTERFUND TRANSFERS - (OUT)</b> <b>(e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)</b>		
1. GENERAL FUND- ADMIN FEE	\$ <u>0</u>	\$ <u>0</u>
2. DEBT SERVICE FUND - CONVENTION CENTER	<u>(66,048)</u>	<u>(220,773)</u>
3. _____		
4. _____		
	<u>\$ (66,048)</u>	<u>\$ (220,773)</u>

<b>INTERGOVERNMENTAL TRANSFERS - (OUT)</b>		
1. DEBT SERVICE FUND - CONVENTION CENT	\$ <u>(300,668)</u>	\$ <u>(1,250,000)</u>
2. _____		
3. _____		
4. _____		
	<u>\$ (300,668)</u>	<u>\$ (1,250,000)</u>

<b>INTERGOVERNMENTAL TRANSFERS - (OUT)</b>		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	<u>\$ 0</u>	<u>\$ 0</u>

**5. EXPENDITURE SUMMARY:**

<b>CONTRACTUAL SERVICES</b>		<b>NON-PROMOTIONAL FUND</b>		<b>PROMOTIONAL FUND</b>	
		Quarterly Amount <small>(This reporting period)</small>	YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small>	Quarterly Amount <small>(This reporting period)</small>	YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small>
<b>EVENT or ACTIVITY</b>	<b>DATE</b>				
(attach a separate sheet if needed)					
<hr/> <hr/> <hr/>					
ADVERTISING CONTRACT(S)					
*VENDOR: MOETIV8 MARKETING INC, EIG*Constant Contact.com					
<b>EVENT/ACTIVITY</b>	<b>DATE</b>				
VARIOUS					
<hr/> <hr/> <hr/>					
<b>SUB-TOTAL</b>		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*Add additional sheets if necessary.					
<b>OPERATING EXPENSES</b>		<small>SEE BELOW</small>			
<b>OPERATING EXPENSES</b>				522,338	2,248,096
<hr/> <hr/> <hr/>					
TOURIST RELATED EVENTS (LIST)					
<b>EVENT</b>	<b>DATE</b>				
<hr/>					
	PUBLIC SAFETY <small>(FIRE / EMS / POLICE)</small>				
<hr/>					
	SANITATION SVCS.				
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	PUBLIC SAFETY				
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	SANITATION SVCS.				
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	PUBLIC SAFETY				
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	SANITATION SVCS.				
<hr/>					
<b>SUB-TOTAL</b>		<u>0</u>	<u>0</u>	<u>522,338</u>	<u>2,248,096</u>
<b>CAPITAL OUTLAY</b>		<small>(IDENTIFY)</small>			
<b>BUILDINGS &amp; STRUCTURES</b>					
<hr/>					
<b>EQUIPMENT &amp; MACHINERY</b>				0	0
<hr/> <hr/> <hr/>					

LODGERS TAX 4TH QUARTER 2019 REPORT

DEBT SERVICE

(IDENTIFY)

_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
SUB-TOTAL	0	0	0	0
<b>EXPENDITURES TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 522,338</b>	<b>\$ 2,248,096</b>

Quarterly

**ADMINISTRATION**

Advertising	94,146
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	5,391
Professional Services	86,275
Event Support	24,134
Entertainment - marketing	5,981

**Operating Expenses**

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	0
Police Services	0
Postage	3,746
Rent	6,424
Solid Waste	0
Subscriptions & Dues	933
Office Supplies	6,060
Telephone	0
Travel	21,551
Utilities	29,794

**SUBTOTAL ADMINISTRATION and OPERATING** 284,435

**Capital Outlay**

Buildings	_____
Equipment	_____
Land Acquisition	_____
Lease Purchase	_____

**Debt Service**

Principal	_____
Interest	_____
Fees	_____

**Total of Capital Outlay and Debt Service** 0

**GRAND TOTAL** 284,435

Personnel 237,903