

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>	5% (PERCENT IMPOSED)	QUARTER ENDING:	<u>December-18</u>
				MONTH/YEAR
1. REVENUE SUMMARY:	QUARTERLY AMOUNT (THIS REPORTING PERIOD)	YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)	2. REVENUE ALLOCATION:	QUARTERLY AMOUNT (THIS REPORTING PERIOD)
				YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)
LODGERS' TAX PROCEEDS	\$ <u>554,239</u>	\$ <u>1,099,850</u>	NON-PROMOTIONAL FUND	\$ <u>0</u> \$ <u>0</u>
INVESTMENT INCOME	<u>19,994</u>	<u>25,462</u>	PROMOTIONAL FUND	\$ <u>545,926</u> \$ <u>1,083,352</u>
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>13,856</u> \$ <u>27,496</u>
CONVENTION CENTER FINANCING FEES	<u>323,618</u>	<u>656,209</u>		
HOSPITALITY FEE ACT FEES				
1. CVB Merchandise Sales	<u>306</u>	<u>642</u>		
2. Other Revenue	<u>0</u>	<u>0</u>		
TOTAL REVENUE	\$ <u>898,158</u>	\$ <u>1,782,164</u>		

(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,
i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)

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

3. CASH BALANCES:	Incr/(Decr)	
	This Qtr	Balance
Carryover From Previous Fiscal Year: (Note: 2 years maximum carryover before money must be spent).		\$ <u>2,576,941</u>
NON-PROMOTIONAL FUND	\$ <u>593</u>	\$ <u>24,698</u>
PROMOTIONAL FUND	\$ <u>233,114</u>	\$ <u>2,284,364</u>
Grand Total	\$ <u>233,707</u>	\$ <u>2,309,062</u>

TRANSFERS:OUT

NON-PROMOTIONAL FUND		
INTERFUND TRANSFERS - (OUT) (e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)		
1.	\$ _____	\$ _____
2.		
3.		
4.		
	\$ <u>0</u>	\$ <u>0</u>
INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. DEBT SERVICE FUND - CONVENTION CENT.	\$ <u>323,618</u>	\$ <u>656,209</u>
2.		
3.		
4.		
	\$ <u>323,618</u>	\$ <u>656,209</u>

PROMOTIONAL FUND		
INTERFUND TRANSFERS - (OUT) (e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)		
1. GENERAL FUND- ADMIN FEE	\$ <u>0</u>	\$ <u>0</u>
2. DEBT SERVICE FUND - CONVENTION CENTER	<u>51,575</u>	<u>103,150</u>
3.		
4.		
	\$ <u>51,575</u>	\$ <u>103,150</u>
INTERGOVERNMENTAL TRANSFERS - (OUT)		
1.	\$ _____	\$ _____
2.		
3.		
4.		
	\$ <u>0</u>	\$ <u>0</u>

5. EXPENDITURE SUMMARY:

NON-PROMOTIONAL FUND

PROMOTIONAL FUND

CATEGORY/DESCRIPTION		NON-PROMOTIONAL FUND		PROMOTIONAL FUND	
		Quarterly Amount	YEAR-TO-DATE (Y-T-D)	Quarterly Amount	YEAR-TO-DATE (Y-T-D)
		(This reporting period)	AMOUNT	(This reporting period)	AMOUNT
			(SUM OF ALL QUARTERS)		(SUM OF ALL QUARTERS)
CONTRACTUAL SERVICES					
EVENT or ACTIVITY	DATE				
(attach a separate sheet if needed)					
ADVERTISING CONTRACT(S)					
*VENDOR: MOETIV8 MARKETING INC					
EVENT/ACTIVITY	DATE				
VARIOUS					
SUB-TOTAL		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*Add additional sheets if necessary.					
OPERATING EXPENSES					
SEE BELOW					
OPERATING EXPENSES				<u>827,463</u>	<u>1,335,288</u>
			<u>0</u>		
TOURIST RELATED EVENTS (LIST)					
EVENT	DATE				
PUBLIC SAFETY (FIRE / EMS / POLICE)					
SANITATION SVCS.					
PUBLIC SAFETY					
SANITATION SVCS.					
PUBLIC SAFETY					
SANITATION SVCS.					
SUB-TOTAL		<u>0</u>	<u>0</u>	<u>827,463</u>	<u>1,335,288</u>
CAPITAL OUTLAY					
(IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				<u>0</u>	<u>0</u>

LODGERS TAX 2ND QUARTER 2019 REPORT

DEBT SERVICE

(IDENTIFY)

_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
SUB-TOTAL	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
EXPENDITURES TOTAL	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 827,463</u>	<u>\$ 1,335,288</u>

Quarterly

ADMINISTRATION

Advertising	305,448
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	10,209
Professional Services	175,188
Event Support	19,645
Entertainment - marketing	1,301

Operating Expenses

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	99
Police Services	0
Postage	1,857
Rent	3,586
Solid Waste	0
Subscriptions & Dues	1,531
Office Supplies	4,322
Telephone	0
Travel	42,166
Utilities	21,865

SUBTOTAL ADMINISTRATION and OPERATING 587,216

Capital Outlay

Buildings	_____
Equipment	_____
Land Acquisition	_____
Lease Purchase	_____

Debt Service

Principal	_____
Interest	_____
Fees	_____

Total of Capital Outlay and Debt Service 0

GRAND TOTAL 587,216

Personnel 240,247