

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>March-19</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>470,823</u>	\$ <u>1,570,673</u>	NON-PROMOTIONAL FUND	\$ <u>0</u> \$ <u>0</u>
INVESTMENT INCOME	<u>7,705</u>	<u>33,330</u>	PROMOTIONAL FUND	\$ <u>470,823</u> \$ <u>1,570,673</u>
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>0</u> \$ <u>0</u>
CONVENTION CENTER FINANCING FEES	<u>293,123</u>	<u>949,332</u>		
HOSPITALITY FEE ACT FEES				
1. CVB Merchandise Sales	<u>1,678</u>	<u>2,320</u>	(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,	
2. Other Revenue	<u>328</u>	<u>328</u>	i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)	
TOTAL REVENUE	\$ <u>773,657</u>	\$ <u>2,555,983</u>		

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)	Balance
	This Qtr	
Carryover From Previous Fiscal Year:		\$ <u>2,576,941</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ <u>163</u>	\$ <u>24,860</u>
PROMOTIONAL FUND	\$ <u>(37,038)</u>	\$ <u>2,247,326</u>
Grand Total	\$ <u>(36,875)</u>	\$ <u>2,272,187</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>

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>(154,725)</u>
3. _____		
4. _____		
	\$ <u>(51,575)</u>	\$ <u>(154,725)</u>

INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. DEBT SERVICE FUND - CONVENTION CENT	\$ <u>(293,123)</u>	\$ <u>(949,332)</u>
2. _____		
3. _____		
4. _____		
	\$ <u>(293,123)</u>	\$ <u>(949,332)</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	
		YEAR-TO-DATE (Y-T-D)		YEAR-TO-DATE (Y-T-D)	
CONTRACTUAL SERVICES		Quarterly Amount	AMOUNT	Quarterly Amount	AMOUNT
EVENT or ACTIVITY	DATE	(This reporting period)	(SUM OF ALL QUARTERS)	(This reporting period)	(SUM OF ALL QUARTERS)
(attach a separate sheet if needed)					
_____	_____	_____	_____	_____	\$ _____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
ADVERTISING CONTRACT(S)					
*VENDOR:	MOETIV8 MARKETING INC, EIG*Constant Contact.com				
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>390,469</u>	<u>1,725,758</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>390,469</u>	<u>1,725,758</u>
CAPITAL OUTLAY	(IDENTIFY)				
BUILDINGS & STRUCTURES					

EQUIPMENT & MACHINERY				<u>0</u>	<u>0</u>

LODGERS TAX 3RD QUARTER 2019 REPORT

DEBT SERVICE

(IDENTIFY)

_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
	0	0	0	0
EXPENDITURES TOTAL	\$ -	\$ -	\$ 390,469	\$ 1,725,758

Quarterly

ADMINISTRATION

Advertising	119,928
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	989
Professional Services	16,570
Event Support	7,411
Entertainment - marketing	4,440

Operating Expenses

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	257
Police Services	0
Postage	(242)
Rent	20,491
Solid Waste	0
Subscriptions & Dues	2,610
Office Supplies	3,047
Telephone	0
Travel	17,884
Utilities	13,084

SUBTOTAL ADMINISTRATION and OPERATING 206,468

Capital Outlay

Buildings	_____
Equipment	_____
Land Acquisition	_____
Lease Purchase	_____

Debt Service

Principal	_____
Interest	_____
Fees	_____

Total of Capital Outlay and Debt Service 0

GRAND TOTAL 206,468

Personnel 184,001