

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 pro
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:	CITY OF LAS CRUCES		5%	(PERCENT IMPOSED)	QUARTER ENDING:	December-18	
						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	\$ 470,823	\$ 1,570,673	NON-PROMOTIONAL FUND	\$ 0	\$ 0		
INVESTMENT INCOME	7,705	33,330	PROMOTIONAL FUND	\$ 470,823	\$ 1,570,673		
LATE PENALTIES			ADMINISTRATIVE COST	\$ 0	\$ 0		
CENTER							
FINANCING FEES	293,123	949,332					
HOSPITALITY FEE							
ACT FEES							
1.	1,678	2,320					
2.	328	328					
TOTAL REVENUE	\$ 773,657	\$ 2,555,983					

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

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

4. TRANSFERS: IN		
INTERGOVERNMENT, INTERFUND TRANSFERS - IN (e.g. JPAs, GRANTS TRANSFERRED TO LODGERS' TAX FUND)		
1.	\$ 0	\$ 0
2.		
	\$ 0	\$ 0

TRANSFERS:OUT

NON-PROMOTIONAL FUND		
INTERFUND TRANSFERS - (OUT) (e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)		
1.	\$	\$
2.		
3.		
4.		
	\$ 0	\$ 0
INTERGOVERNMENTAL TRANSFERS - (OUT)		
1.	DEBT SERVICE FUND - CONVENTION CENTER	\$ (293,123) \$ (949,332)
2.		
3.		
4.		
	\$ (293,123)	\$ (949,332)

PROMOTIONAL FUND		
INTERFUND TRANSFERS - (OUT) (e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)		
1.	GENERAL FUND- ADMIN FEE	\$ 0 \$ 0
2.	DEBT SERVICE FUND - CONVENTION CENTER	(51,575) (154,725)
3.		
4.		
	\$ (51,575)	\$ (154,725)
INTERGOVERNMENTAL TRANSFERS - (OUT)		
1.		\$ 0 \$ 0
2.		
3.		
4.		
	\$ 0	\$ 0

5. EXPENDITURE SUMMARY:

NON-PROMOTIONAL FUND

PROMOTIONAL FUND

CATEGORY/DESCRIPTION		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)
					\$
ADVERTISING CONTRACT(S)					
*VENDOR: MOETIV8 MARKETING INC					
EVENT/ACTIVITY	DATE				
VARIOUS					
SUB-TOTAL		0	0	0	0
*Add additional sheets if necessary.					
OPERATING EXPENSES					
SEE BELOW					
OPERATING EXPENSES				390,469	1,725,758
			0		
TOURIST RELATED EVENTS (LIST)					
EVENT	DATE				
	PUBLIC SAFETY (FIRE / EMS / POLICE)				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
SUB-TOTAL		0	0	390,469	1,725,758
CAPITAL OUTLAY					
(IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				0	0
DEBT SERVICE					
(IDENTIFY)					
SUB-TOTAL		0	0	0	0
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 390469	1725758

ADMINISTRATION

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

Operating Expenses

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

SUBTOTAL ADMINISTRATION and OPERATING284,435**Capital Outlay**

Buildings	<u> </u>
Equipment	<u> </u>
Land Acquisition	<u> </u>
Lease Purchase	<u> </u>

Debt Service

Principal	<u> </u>
Interest	<u> </u>
Fees	<u> </u>

Total of Capital Outlay and Debt Service0**GRAND TOTAL**284,435

Personnel

237,903

522,338

Difference

0