

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 pr
 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>
CENTER FINANCING FEES	<u>323,618</u>	<u>656,209</u>	(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS, i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)		
HOSPITALITY FEE ACT FEES					
1. _____	<u>306</u>	<u>642</u>			
2. _____	<u>0</u>	<u>0</u>			
TOTAL REVENUE	\$ <u>898,158</u>	\$ <u>1,782,164</u>			

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

3. CASH BALANCES:	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>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 CENTER	\$ <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		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					
EVENT/ACTIVITY	DATE				
VARIOUS					
SUB-TOTAL		0	0	0	0
*Add additional sheets if necessary.					
OPERATING EXPENSES					
SEE BELOW					
OPERATING EXPENSES				827,463	1,335,288
			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	827,463	1,335,288
CAPITAL OUTLAY					
(IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				0	0
DEBT SERVICE					
(IDENTIFY)					
SUB-TOTAL		0	0	0	0
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 827463	\$ 1335288

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	0	
Land Acquisition		
Lease Purchase		
Debt Service		
Principal		
Interest		
Fees		
Total of Capital Outlay and Debt Service		0
GRAND TOTAL		240,247
Personnel		827,463
		507,825
Difference		0