

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>		<u>0</u> (PERCENT IMPOSED)	QUARTER ENDING:	<u>September-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>545,611</u>	\$ <u>545,611</u>	NON-PROMOTIONAL FUND	\$ <u>0</u>	\$ <u>0</u>
INVESTMENT INCOME	<u>4,732</u>	<u>4,732</u>	PROMOTIONAL FUND	\$ <u>537,426</u>	\$ <u>537,426</u>
LATE PENALTIES CENTER FINANCING FEES HOSPITALITY FEE ACT FEES	<u>332,591</u>	<u>332,591</u>	ADMINISTRATIVE COST	\$ <u>13,640</u>	\$ <u>13,640</u>
1. _____	<u>336</u>	<u>336</u>	(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,		
2. _____	<u>0</u>	<u>0</u>	i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)		
TOTAL REVENUE	\$ <u>883,270</u>	\$ <u>883,270</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>2,630,156</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ _____	\$ _____
PROMOTIONAL FUND	\$ <u>59,462</u>	\$ <u>2,517,479</u>
Grand Total	\$ _____	\$ _____

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>332,591</u>	\$ <u>332,591</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
	\$ <u>332,591</u>	\$ <u>332,591</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>
DEBT SERVICE FUND - CONVENTION CENTER	<u>51,575</u>	<u>51,575</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
	\$ <u>51,575</u>	\$ <u>51,575</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				507,825	507,825
			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	507,825	507,825
CAPITAL OUTLAY					
(IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				0	0
DEBT SERVICE					
(IDENTIFY)					
SUB-TOTAL		0	0	0	0
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 507825	\$ 507825

ADMINISTRATION

Advertising	126,448	
Attorney Fees	0	
Audit	0	
Grants to Sub-Recipients	0	
Joint Powers Agreements	0	
Printing & Publishing	6,589	
Professional Services	137,826	
Event Support	24,682	
Entertainment - marketing	4,254	
Operating Expenses		
Bank Charges	0	
Fire Protection	0	
Insurance	0	
Maintenance	251	
Police Services	0	
Postage	1,601	
Rent	3,939	
Solid Waste	0	
Subscriptions & Dues	6,050	
Office Supplies	6,910	
Telephone	0	
Travel	16,106	
Utilities	20,138	
SUBTOTAL ADMINISTRATION and OPERATING		354,793
Capital Outlay		
Buildings		
Equipment	0	
Land Acquisition		
Lease Purchase		
Debt Service		
Principal		
Interest		
Fees		
Total of Capital Outlay and Debt Service		0
GRAND TOTAL		354,793
Personnel		153,032
		507,825
Difference		0