

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>5%</u> (PERCENT IMPOSED)	QUARTER ENDING:	<u>September-18</u>					
				MONTH/YEAR					
1. REVENUE SUMMARY:	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small></td> <td style="width: 50%; text-align: center;">YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small></td> </tr> </table> </td> <td style="width: 50%; text-align: center;"> <table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small></td> <td style="width: 50%; text-align: center;">YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small></td> </tr> </table> </td> </tr> </table>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small></td> <td style="width: 50%; text-align: center;">YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small></td> </tr> </table>	QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small>	YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small>	<table border="0" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small></td> <td style="width: 50%; text-align: center;">YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small></td> </tr> </table>	QUARTERLY AMOUNT <small>(THIS REPORTING PERIOD)</small>	YEAR-TO-DATE (Y-T-D) AMOUNT <small>(SUM OF ALL QUARTERS)</small>	2. REVENUE ALLOCATION:	
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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	<u> </u>	<u> </u>	ADMINISTRATIVE COST	\$ <u>13,640</u> \$ <u>13,640</u>					
CENTER FINANCING FEES	<u>332,591</u>	<u>332,591</u>	(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,						
HOSPITALITY FEE ACT FEES	<u> </u>	<u> </u>	i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)						
1. CVB MERCHANDISE SALES	<u>336</u>	<u>336</u>							
2. OTHER REVENUE	<u>0</u>	<u>0</u>							
TOTAL REVENUE	\$ <u>883,270</u>	\$ <u>883,270</u>							

3. CASH BALANCES:

Carryover From Previous Fiscal Year:	\$ <u>2,630,156</u>
(Note: 2 years maximum carryover before money must be spent).	
NON-PROMOTIONAL FUND	\$ <u> </u> \$ <u> </u>
PROMOTIONAL FUND	\$ <u>59,462</u> \$ <u>2,517,479</u>
Grand Total	\$ <u> </u> \$ <u> </u>

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

TRANSFERS:OUT

NON-PROMOTIONAL FUND

INTERFUND TRANSFERS - (OUT) <small>(e.g. FROM NON-PROMOTIONAL TO VENDOR OR PROMOTIONAL)</small>		
1. _____	\$ <u> </u>	\$ <u> </u>
2. _____	<u> </u>	<u> </u>
3. _____	<u> </u>	<u> </u>
4. _____	<u> </u>	<u> </u>
	\$ <u>0</u>	\$ <u>0</u>

PROMOTIONAL FUND

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

INTERGOVERNMENTAL TRANSFERS - (OUT)

1. DEBT SERVICE FUND - CONVENTION CEN	\$ <u>332,591</u>	\$ <u>332,591</u>
2. _____	<u> </u>	<u> </u>
3. _____	<u> </u>	<u> </u>
4. _____	<u> </u>	<u> </u>
	\$ <u>332,591</u>	\$ <u>332,591</u>

INTERGOVERNMENTAL TRANSFERS - (OUT)

1. _____	\$ <u> </u>	\$ <u> </u>
2. _____	<u> </u>	<u> </u>
3. _____	<u> </u>	<u> </u>
4. _____	<u> </u>	<u> </u>
	\$ <u>0</u>	\$ <u>0</u>

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	
Land Acquisition	0
Lease Purchase	

Debt Service

Principal	
Interest	
Fees	

Total of Capital Outlay and Debt Service**0****GRAND TOTAL****354,793**

Personnel

153,032