

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-21</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>298,851</u>	\$ <u>1,023,440</u>	NON-PROMOTIONAL FUND	\$ <u>0</u>	\$ <u>0</u>
INVESTMENT INCOME	<u>(2,387)</u>	<u>(677)</u>	PROMOTIONAL FUND	\$ <u>298,851</u>	\$ <u>1,023,440</u>
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>0</u>	\$ <u>0</u>
CONVENTION CENTER FINANCING FEES	<u>198,578</u>	<u>660,565</u>			
HOSPITALITY FEE ACT FEES					
1. CVB Merchandise Sales	<u>0</u>	<u>0</u>	(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,		
2. Other Revenue	<u>0</u>	<u>6,027</u>	i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)		
TOTAL REVENUE	\$ <u>495,042</u>	\$ <u>1,689,354</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)	
	This Qtr	Balance
Carryover From Previous Fiscal Year:		\$ <u>1,468,955</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ <u>(52,325)</u>	\$ <u>76,520</u>
PROMOTIONAL FUND	\$ <u>(150,711)</u>	\$ <u>1,359,966</u>
Grand Total	\$ <u>(203,036)</u>	\$ <u>1,436,486</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>0</u>	<u>0</u>
3. _____		
4. _____		
	\$ <u>0</u>	\$ <u>0</u>

INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. DEBT SERVICE FUND - CONVENTION CENTE	\$ <u>(250,723)</u>	\$ <u>(660,914)</u>
2. _____		
3. _____		
4. _____		
	\$ <u>(250,723)</u>	\$ <u>(660,914)</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, EIG*Constant Contact.com					
EVENT/ACTIVITY	DATE				
VARIOUS					
*Add additional sheets if necessary.					
OPERATING EXPENSES					
OPERATING EXPENSES				403,312	1,059,678
SUB-TOTAL		0	0	0	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	403,312	1,059,678
CAPITAL OUTLAY (IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				43,997	43,997

LODGERS TAX 1ST QUARTER 2021 REPORT

DEBT SERVICE

(IDENTIFY)

_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
SUB-TOTAL	0	0	43,997	43,997
EXPENDITURES TOTAL	\$ -	\$ -	\$ 447,309	\$ 1,103,676

Quarterly

ADMINISTRATION

Advertising	75,410
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	0
Postage	4,435
Professional Services	124,906
Event Support	278
Entertainment - marketing	27

Operating Expenses

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	65
Police Services	0
Rent	18,749
Software	12,650
Subscriptions & Dues	2,835
Office Supplies	3,533
Telephone	0
Travel	262
Utilities	4,947

SUBTOTAL ADMINISTRATION and OPERATING 248,097

Capital Outlay

Buildings	43,997
Equipment	0
Land Acquisition	_____
Lease Purchase	_____

Debt Service

Principal	_____
Interest	_____
Fees	_____

Total of Capital Outlay and Debt Service 43,997

GRAND TOTAL 292,094

Personnel 155,215