

**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>	5%	(PERCENT IMPOSED)	QUARTER ENDING:	<u>September-20</u> <small>MONTH/YEAR</small>						
<b>1. REVENUE SUMMARY:</b>	<table border="0" style="width: 100%;"> <tr> <td style="width: 50%; text-align: center;"> <table border="0" style="width: 100%;"> <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%;"> <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%;"> <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%;"> <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>	<b>2. REVENUE ALLOCATION:</b>	<table border="0" style="width: 100%;"> <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>
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LODGERS' TAX PROCEEDS	\$ <u>361,766</u>	\$ <u>361,766</u>	NON-PROMOTIONAL FUND	\$ <u>0</u>	\$ <u>0</u>						
INVESTMENT INCOME	<u>959</u>	<u>959</u>	PROMOTIONAL FUND	\$ <u>361,766</u>	\$ <u>361,766</u>						
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>0</u>	\$ <u>0</u>						
CONVENTION CENTER FINANCING FEES	<u>234,863</u>	<u>234,863</u>	( 10% IS THE MAXIMUM OF GROSS TAX PROCEEDS, i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)								
HOSPITALITY FEE ACT FEES											
1. CVB Merchandise Sales	<u>0</u>	<u>0</u>									
2. Other Revenue	<u>6,027</u>	<u>6,027</u>									
<b>TOTAL REVENUE</b>	<b>\$ <u>603,615</u></b>	<b>\$ <u>603,615</u></b>									

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

<b>3. CASH BALANCES:</b>	Incr/(Decr)	Balance
	This Qtr	
Carryover From Previous Fiscal Year:		\$ <u>1,470,311</u>
<small>(Note: 2 years maximum carryover before money must be spent).</small>		
NON-PROMOTIONAL FUND	\$ <u>(427)</u>	\$ <u>76,604</u>
PROMOTIONAL FUND	\$ <u>63,922</u>	\$ <u>1,534,232</u>
<b>Grand Total</b>	<b>\$ <u>63,495</u></b>	<b>\$ <u>1,610,837</u></b>

**TRANSFERS:OUT**

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

<b>PROMOTIONAL FUND</b>		
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>0</u>	<u>0</u>
3. _____		
4. _____		
	<u>\$ 0</u>	<u>\$ 0</u>

INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. DEBT SERVICE FUND - CONVENTION CENT	\$ <u>(235,259)</u>	\$ <u>(235,259)</u>
2. _____		
3. _____		
4. _____		
	<u>\$ (235,259)</u>	<u>\$ (235,259)</u>

INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	<u>\$ 0</u>	<u>\$ 0</u>



LODGERS TAX 1ST QUARTER 2021 REPORT

DEBT SERVICE

(IDENTIFY)

_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
	0	0	0	0
<b>SUB-TOTAL</b>				
	\$ -	\$ -	\$ 270,568	\$ 270,568

Quarterly

**ADMINISTRATION**

Advertising	30,586
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	703
Professional Services	96,556
Event Support	(1,000)
Entertainment - marketing	17

**Operating Expenses**

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	997
Police Services	0
Postage	1,023
Rent	0
Software	0
Subscriptions & Dues	5,440
Office Supplies	496
Telephone	0
Travel	(8,425)
Utilities	10,910

**SUBTOTAL ADMINISTRATION and OPERATING** 137,303

**Capital Outlay**

Buildings	_____
Equipment	0
Land Acquisition	_____
Lease Purchase	_____

**Debt Service**

Principal	_____
Interest	_____
Fees	_____

**Total of Capital Outlay and Debt Service** 0

**GRAND TOTAL** 137,303

Personnel 133,265