

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>June-20</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>180,328</u>	\$ <u>1,869,720</u>	NON-PROMOTIONAL FUND	\$ _____	\$ _____	
INVESTMENT INCOME	<u>3,688</u>	<u>77,696</u>	PROMOTIONAL FUND	\$ <u>180,328</u>	\$ <u>1,869,720</u>	
LATE PENALTIES	_____	_____	ADMINISTRATIVE COST	\$ _____	\$ _____	
CENTER FINANCING FEES	<u>117,981</u>	<u>1,106,365</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>1,294</u>				
2. Other Revenue	<u>0</u>	<u>105,240</u>				
TOTAL REVENUE	\$ <u>301,997</u>	\$ <u>3,160,314</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:		
Carryover From Previous Fiscal Year:		\$ <u>2,362,263</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ <u>(8)</u>	\$ <u>92,159</u>
PROMOTIONAL FUND	\$ <u>(460,624)</u>	\$ <u>1,524,548</u>
Grand Total	\$ <u>(460,632)</u>	\$ <u>1,619,707</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 CEN	\$ <u>(118,201)</u>	\$ <u>(1,090,476)</u>
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____
	<u>\$ (118,201)</u>	<u>\$ (1,090,476)</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>(66,994)</u>	<u>(267,975)</u>
3. _____	_____	_____
4. _____	_____	_____
	<u>\$ (66,994)</u>	<u>\$ (267,975)</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					
SUB-TOTAL		0	0	0	0
*Add additional sheets if necessary.					
OPERATING EXPENSES (IDENTIFY)					
OPERATING EXPENSES				656,159	2,651,776
			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	656,159	2,651,776
CAPITAL OUTLAY (IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				(59,534)	0
DEBT SERVICE (IDENTIFY)					
SUB-TOTAL					
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 596,625	\$ 2,651,776

ADMINISTRATION

Advertising	81,247
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	0
Professional Services	295,890
Event Support	(5,000)
Entertainment - marketing	4,316

Operating Expenses

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	4,056
Police Services	0
Postage	0
Rent	0
Solid Waste	7,803
Subscriptions & Dues	420
Office Supplies	66,653
Telephone	0
Travel	(1,453)
Utilities	17,115

SUBTOTAL ADMINISTRATION and OPERATING **471,048**

Capital Outlay

Buildings	
Equipment	
Land Acquisition	(59,534)
Lease Purchase	

Debt Service

Principal	
Interest	
Fees	

Total of Capital Outlay and Debt Service **(59,534)**

GRAND TOTAL **411,514**

Personnel 185,111