

**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>March-20</u>
				MONTH/YEAR
<b>1. REVENUE SUMMARY:</b>	QUARTERLY AMOUNT (THIS REPORTING PERIOD)	YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)	<b>2. REVENUE ALLOCATION:</b>	QUARTERLY AMOUNT (THIS REPORTING PERIOD)
				YEAR-TO-DATE (Y-T-D) AMOUNT (SUM OF ALL QUARTERS)
LODGERS' TAX PROCEEDS	\$ <u>486,618</u>	\$ <u>1,689,391</u>	NON-PROMOTIONAL FUND	\$ <u>0</u> \$ <u>0</u>
INVESTMENT INCOME	<u>17,089</u>	<u>74,028</u>	PROMOTIONAL FUND	\$ <u>486,618</u> \$ <u>1,689,391</u>
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>0</u> \$ <u>0</u>
CENTER FINANCING FEES	<u>300,075</u>	<u>988,384</u>		
HOSPITALITY FEE				
ACT FEES				
1. CVB Merchandise Sales	<u>361</u>	<u>1,294</u>		
2. Other Revenue	<u>1,799</u>	<u>105,240</u>		
TOTAL REVENUE	\$ <u>805,941</u>	\$ <u>2,858,338</u>		

( 10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,  
i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)

<b>4. TRANSFERS: IN</b>		
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>

<b>3. CASH BALANCES:</b>	Incr/(Decr)	
	This Qtr	
Carryover From Previous Fiscal Year:		\$ <u>2,362,263</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ <u>(15,936)</u>	\$ <u>95,168</u>
PROMOTIONAL FUND	\$ <u>(162,358)</u>	\$ <u>1,985,172</u>
Grand Total	\$ <u>(178,294)</u>	\$ <u>2,080,340</u>

**TRANSFERS:OUT**

<b>NON-PROMOTIONAL FUND</b>		
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>(317,459)</u>	\$ <u>(972,275)</u>
2. _____		
3. _____		
4. _____		
	\$ <u>(317,459)</u>	\$ <u>(972,275)</u>

<b>PROMOTIONAL FUND</b>		
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>(200,982)</u>
3. _____		
4. _____		
	\$ <u>(66,994)</u>	\$ <u>(200,982)</u>
INTERGOVERNMENTAL TRANSFERS - (OUT)		
1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	\$ <u>0</u>	\$ <u>0</u>

**5. EXPENDITURE SUMMARY:**

**NON-PROMOTIONAL FUND**

**PROMOTIONAL FUND**

CATEGORY/DESCRIPTION		Quarterly Amount	YEAR-TO-DATE (Y-T-D)	Quarterly Amount	YEAR-TO-DATE (Y-T-D)
CONTRACTUAL SERVICES		AMOUNT	AMOUNT	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:					
EVENT/ACTIVITY	DATE				
	<b>SUB-TOTAL</b>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
*Add additional sheets if necessary.					
<b>OPERATING EXPENSES</b>					
	(IDENTIFY)				
OPERATING EXPENSES				613,187	1,995,617
	<b>SUB-TOTAL</b>	<u>0</u>	<u>0</u>	<u>613,187</u>	<u>1,995,617</u>
<b>TOURIST RELATED EVENTS (LIST)</b>					
<b>EVENT</b>	<b>DATE</b>				
	PUBLIC SAFETY (FIRE / EMS / POLICE)				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	<b>SUB-TOTAL</b>	<u>0</u>	<u>0</u>	<u>613,187</u>	<u>1,995,617</u>
<b>CAPITAL OUTLAY</b>					
	(IDENTIFY)				
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				0	59,534
<b>DEBT SERVICE</b>					
	(IDENTIFY)				
	<b>SUB-TOTAL</b>			<u>0</u>	<u>59,534</u>
<b>EXPENDITURES TOTAL</b>		\$ <u>0</u>	\$ <u>0</u>	\$ <u>613,187</u>	\$ <u>2,055,151</u>

**ADMINISTRATION**

Advertising	<u>214,248</u>
Attorney Fees	<u>0</u>
Audit	<u>0</u>
Grants to Sub-Recipients	<u>0</u>
Joint Powers Agreements	<u>0</u>
Printing & Publishing	<u>3,573</u>
Professional Services	<u>139,518</u>
Event Support	<u>20,731</u>
Entertainment - marketing	<u>802</u>

**Operating Expenses**

Bank Charges	<u>0</u>
Fire Protection	<u>0</u>
Insurance	<u>0</u>
Maintenance	<u>0</u>
Police Services	<u>0</u>
Postage	<u>4,172</u>
Rent	<u>18,749</u>
Solid Waste	<u>17,427</u>
Subscriptions & Dues	<u>4,755</u>
Office Supplies	<u>5,809</u>
Telephone	<u>0</u>
Travel	<u>31,232</u>
Utilities	<u>11,425</u>

**SUBTOTAL ADMINISTRATION and OPERATING****472,442****Capital Outlay**

Buildings	<u>          </u>
Equipment	<u>0</u>
Land Acquisition	<u>          </u>
Lease Purchase	<u>          </u>

**Debt Service**

Principal	<u>          </u>
Interest	<u>          </u>
Fees	<u>          </u>

**Total of Capital Outlay and Debt Service****0****GRAND TOTAL****472,442**

Personnel

140,745