

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:	CITY OF LAS CRUCES	5%	(PERCENT IMPOSED)	QUARTER ENDING:	December-18
					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	\$ 554,239	\$ 1,099,850	NON-PROMOTIONAL FUND	\$ 0	\$ 0
INVESTMENT INCOME	19,994	25,462	PROMOTIONAL FUND	\$ 545,926	\$ 1,083,352
LATE PENALTIES			ADMINISTRATIVE COST	\$ 13,856	\$ 27,496
CENTER FINANCING FEES	323,618	656,209	(10% IS THE MAXIMUM OF GROSS TAX PROCEEDS,		
HOSPITALITY FEE ACT FEES			i.e. 10% OF QUARTERLY AMOUNT FOR THIS REPORTING PERIOD)		
1. CVB MERCHANDISE SALES	306	642			
2. OTHER REVENUES	0	0			
TOTAL REVENUE	\$ 898,158	\$ 1,782,164			

3. CASH BALANCES:

Carryover From Previous Fiscal Year:	\$ 3,576,941
(Note: 2 years maximum carryover before money must be spent).	
NON-PROMOTIONAL FUND	\$ 593
PROMOTIONAL FUND	\$ 233,114
Grand Total	\$ 233,707

4. TRANSFERS: IN

INTERGOVERNMENT, INTERFUND TRANSFERS - IN		
(e.g. JPAs, GRANTS TRANSFERRED TO LODGERS' TAX FUND)		
1. CONVENTION CENTER CONSTRUCTING	\$ 0	\$ 0
2. _____		
	\$ 0	\$ 0

TRANSFERS:OUT

NON-PROMOTIONAL FUND

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

PROMOTIONAL FUND

INTERFUND TRANSFERS - (OUT)		
(e.g. FROM PROMOTIONAL TO VENDOR OR NON-PROMOTIONAL)		
1. GENERAL FUND - ADMIN FEE	\$ 0	\$ 0
2. DEBT SERVICE FUND - CONVENTION CENTER	51,575	103,150
3. _____		
4. _____		
	\$ 51,575	\$ 103,150

INTERGOVERNMENTAL TRANSFERS - (OUT)

1. DEBT SERVICE FUND - CONVENTION CEN	\$ 323,618	\$ 656,209
2. _____		
3. _____		
4. _____		
	\$ 323,618	\$ 656,209

INTERGOVERNMENTAL TRANSFERS - (OUT)

1. _____	\$ _____	\$ _____
2. _____		
3. _____		
4. _____		
	\$ 0	\$ 0

5. EXPENDITURE SUMMARY:

NON-PROMOTIONAL FUND

PROMOTIONAL FUND

CATEGORY/DESCRIPTION		NON-PROMOTIONAL FUND		PROMOTIONAL FUND	
		Quarterly Amount	YEAR-TO-DATE (Y-T-D)	Quarterly Amount	YEAR-TO-DATE (Y-T-D)
		AMOUNT	AMOUNT	AMOUNT	AMOUNT
CONTRACTUAL SERVICES	DATE	(This reporting period)	(SUM OF ALL QUARTERS)	(This reporting period)	(SUM OF ALL QUARTERS)
EVENT or ACTIVITY	DATE				
(attach a separate sheet if needed)					
					\$
ADVERTISING CONTRACT(S)					
*VENDOR: MOETIV8 MARKETING INC					
EVENT/ACTIVITY	DATE				
SUB-TOTAL		0	0	0	0
*Add additional sheets if necessary.					
OPERATING EXPENSES	(IDENTIFY)				
OPERATING EXPENSES				827,463	1,335,288
			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	827,463	1,335,288
CAPITAL OUTLAY	(IDENTIFY)				
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY					
DEBT SERVICE					
(IDENTIFY)					
SUB-TOTAL					
EXPENDITURES TOTAL		\$ 0	\$ 0	\$ 827463	\$ 1335288

ADMINISTRATION

Advertising	305,448
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>10,209</u>
Professional Services	<u>175,188</u>
Event Support	<u>19,645</u>
Entertainment - marketing	<u>1,301</u>

Operating Expenses

Bank Charges	<u>0</u>
Fire Protection	<u>0</u>
Insurance	<u>0</u>
Maintenance	<u>99</u>
Police Services	<u>0</u>
Postage	<u>1,857</u>
Rent	<u>3,586</u>
Solid Waste	<u>0</u>
Subscriptions & Dues	<u>1,531</u>
Office Supplies	<u>4,322</u>
Telephone	<u>0</u>
Travel	<u>42,166</u>
Utilities	<u>21,865</u>

SUBTOTAL ADMINISTRATION and OPERATING**587,216****Capital Outlay**

Buildings	<u> </u>
Equipment	<u> </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****587,216**

Personnel

240,247