

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>December-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>784,882</u>	\$ <u>1,543,113</u>	NON-PROMOTIONAL FUND	\$ <u>0</u>	\$ <u>0</u>
INVESTMENT INCOME	<u>(5,226)</u>	<u>(4,396)</u>	PROMOTIONAL FUND	\$ <u>784,882</u>	\$ <u>1,543,113</u>
LATE PENALTIES			ADMINISTRATIVE COST	\$ <u>0</u>	\$ <u>0</u>
CONVENTION CENTER FINANCING FEES	<u>380,399</u>	<u>785,981</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>290</u>	<u>687</u>			
2. Other Revenue	<u>10</u>	<u>10</u>			
TOTAL REVENUE	\$ <u>1,160,355</u>	\$ <u>2,325,395</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)	Balance
	This Qtr	
Carryover From Previous Fiscal Year:		\$ <u>1,810,414</u>
(Note: 2 years maximum carryover before money must be spent).		
NON-PROMOTIONAL FUND	\$ <u>(121,658)</u>	\$ <u>75,997</u>
PROMOTIONAL FUND	\$ <u>376,094</u>	\$ <u>2,486,433</u>
Grand Total	\$ <u>254,436</u>	\$ <u>2,562,430</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>(501,619)</u>	\$ <u>(786,114)</u>
2. _____		
3. _____		
4. _____		
	\$ <u>(501,619)</u>	\$ <u>(786,114)</u>

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

5. EXPENDITURE SUMMARY:

NON-PROMOTIONAL FUND

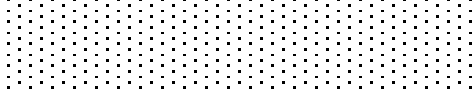
PROMOTIONAL FUND

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					
SEE BELOW					
OPERATING EXPENSES				404,293	771,249
			0		
TOURIST RELATED EVENTS (LIST)					
EVENT	DATE				
	PUBLIC SAFETY (FIRE / EMS / POLICE)				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	PUBLIC SAFETY				
	SANITATION SVCS.				
	SUB-TOTAL	0	0	404,293	771,249
CAPITAL OUTLAY					
(IDENTIFY)					
BUILDINGS & STRUCTURES					
EQUIPMENT & MACHINERY				0	0

LODGERS TAX 4TH QUARTER 2021 REPORT

DEBT SERVICE

(IDENTIFY)

_____	_____	_____		
_____	_____	_____		
_____	_____	_____		
SUB-TOTAL	0	0	0	0
EXPENDITURES TOTAL	\$ -	\$ -	\$ 404,293	\$ 771,249

Quarterly

ADMINISTRATION

Advertising	120,584
Attorney Fees	0
Audit	0
Grants to Sub-Recipients	0
Joint Powers Agreements	0
Printing & Publishing	386
Postage	4,949
Professional Services	48,875
Event Support	8,860
Entertainment - marketing	664

Operating Expenses

Bank Charges	0
Fire Protection	0
Insurance	0
Maintenance	84
Police Services	0
Rent	0
Software	202
Subscriptions & Dues	2,005
Office Supplies	34,825
Telephone	0
Travel	9,369
Utilities	14,718

SUBTOTAL ADMINISTRATION and OPERATING 245,521

Capital Outlay

Buildings	0
Equipment	0
Land Acquisition	_____
Lease Purchase	_____

Debt Service

Principal	_____
Interest	_____
Fees	_____

Total of Capital Outlay and Debt Service 0

GRAND TOTAL 245,521

Personnel 158,772

404,293