

Council Information Packet
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Friday, April 20, 2018

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The Grid

A working draft of Council Meeting Agendas

April 24, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Post Office Resolution (Carter Napier)	Direction Requested	20 min	4:30
Wyoming Association of Municipalities (WAM) Funding (Carter Napier)	Direction Requested	20 min	4:50
Casper Area Economic Development Authority (CAEDA) Funding (Carter Napier)	Direction Requested	20 min	5:10
Financial Plan - Cost of Service & Rate Design for Water & Sewer (Andrew Beamer)	Direction Requested	20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

April 29, 2018 - Position for a full-time Municipal Judge closes.

May 1, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Pre-meeting: Executive Session Minutes - April 17 (Personnel & Property Acquisition)					
Swear in Fire Chief Solberg					
New Restaurant Liquor License No. 39 for 2nd Street Eats, LLC, d/b/a 2nd Street Eats LLC, Located at 112 East 2nd Street.		C			C
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 2nd reading ordinance			C		
Amending Casper Municipal Code Section 1.28.010E – General Penalty - for a Violation of City Code Section 5.08.370.			C		
Approving a Contract for Professional Services with Nelson/Nygaard Consulting Associates, Inc., for the Long Range Transportation Plan, in an Amount not to Exceed \$318,249.				C	
Approving a 3 year Contract for Professional Services with IDAX Data Solutions, for the Annual Traffic Counting Services, not to Exceed \$88,930.				C	
Establishing Fee for Wireless Cell Towers.				C	
Establishing Fees for the Metropolitan Animal Control Facility and Rescinding Resolution No 13-236.				C	
Wyoming Smart Capital Network Amendment.				C	

The Grid

A working draft of Council Meeting Agendas

Authorizing a Professional Services Agreement with Bearing, Belt, and Chain, Inc., d/b/a NAPA Auto Parts for the Provision of Integrated Business Solution and Inventory Management Services.				C	
2nd Street Concrete Repairs				C	
Authorizing an Agreement with JTL Group, Inc., dba Knife River, in the Amount of \$503,490, for the 3rd Street Improvements - Beverly to Conwell Project.				C	
Authorizing an Agreement with Treto Construction, LLC, in the Amount of \$636,510, for the Beverly Street Improvements Project.				C	
Authorizing an Agreement with Geer Investments, LLC, in the Amount of \$24,000, for the Casper Events Center Seating Replacement Project.				C	
Appointing Councilmember Humphrey to the CWRWS JPB					C
Executive Session (Personnel- Determine who will be interviewed for full-time judge)					

May 8, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
Draft Parking Study Presentation (Aaron Kloke)	Information Only	20 min	4:30
Metro Animal Fees (Liz Becher)	Move Forward for Approval	20 min	4:50
MVPP Discussion (Fleur Tremel)	Move Forward for Approval	20 min	5:10
Continued Discussion for Disposition Options for the Plains Building (Liz Becher)	Direction Requested	20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Executive Session - Judges Interviews			
Approximate Ending Time			7:15

May 9th - May 18th: Mayor makes an offer and Support Services Director will assist with negotiating/writing employment agreement.

May 15, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Repeal Chapter 2.60 Pertaining to the Public Service Code of Ethics. 3rd reading ordinance					
MVPP 2nd reading ordinance			C		
Metro Animal Fees				C	

The Grid

A working draft of Council Meeting Agendas

Authorizing the Sole Source Purchase of Two Flygt Submersible Pumps and appurtenances from Water Technology Group in the amount of \$26,930 for use at the Begonia Lift Station.					C
Authorizing the Sole Source Purchase of Magnetic Flow Meters in the amount of \$45,098 from KROHNE Inc., to be installed in Pratt, North Park, Mountain Road, and Southwest Water Booster Stations.					C
Authorizing the Sole Source Purchase of One Grit Removal Mechanism from Veolia Water Technologies Canada, Inc., in the amount of \$47,492 for use at the Wastewater Treatment Plant.					C

May 21, 2018

Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
** All Department Heads to Attend**		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

May 22, 2018

Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

The Grid

A working draft of Council Meeting Agendas

May 23, 2018

Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

May 24, 2018

Councilmembers Absent:

Special Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Budget Review Session		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
		20 min	5:50
		20 min	6:10
		45 min	6:30
Approximate Ending Time			7:15

June 5, 2018

Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Bright Spot in Reverse: CNFR presenting plaque to City Council for 20th Anniversary (Dave Park and Roger Walters)					
Establish Public Hearing on FY18 Budget Amendments.	C				C
Establish Public Hearing on FY19 Budget Adoption	C				C
MVPP 3rd reading ordinance			C		
Municipal Court Judge Contract				C	
Fire Union Contract				C	
Target date for approval of full-time Municipal Court Judge with official start date beginning of pay period being June 25th . Swearing in on what date?					

The Grid

A working draft of Council Meeting Agendas

June 12, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15

June 19, 2018 Councilmembers Absent:

Regular Council Meeting Agenda Items	Est. Public Hearing	Public Hearing	Ordinances	Resolutions	Minute Action
C = Item is on Consent N = Item is <u>not</u> on Consent					
Pre-meeting: Agenda Review					
Public Hearing on FY18 Budget Amendments.		C		C	
Public Hearing on FY19 Budget Adoption		C		C	

June 26, 2018 Councilmembers Absent:

Work Session Meeting Agenda Items	Recommendation	Allotted Time	Beginning Time
Recommendations = Information Only, Move Forward for Approval, Direction Requested			
		20 min	4:30
		20 min	4:50
		20 min	5:10
		20 min	5:30
Agenda Review	Direction Requested	20 min	5:50
Legislative Update	Information Only	20 min	6:10
Council Around the Table	Information Only	45 min	6:30
Approximate Ending Time			7:15



DOWNTOWN DEVELOPMENT AUTHORITY

Board Meeting
Wednesday, April 18, 2018
11:30AM – 12:30PM
AGENDA

- I. Establish Quorum and Call Meeting to Order B.Daigle
- II. Public Comments
- III. City Report C.Powell
 - A) Charlie Powell
 - B) Liz Becher
- IV. Approval of March 2018 Board Minutes B.Daigle
- V. Financials (DDA, PG, David Street Station)
 - A) March, 2018 Reports N.Grooms
 - B) April, 2018 Payments N.Grooms
 - C) Motion to Approve Financials
- VI. Director's Report K.Hawley
- VII. Committee Reports
 - A) Executive Committee B.Daigle
 - a. Plaques (vote)
 - B) MARCOM Committee P.Fazio
 - C) David Street Station K.Hawley
 - D) Finance Committee N.Grooms
 - a. Special Events Account (vote)
 - E) Infrastructure B.Daigle
 - F) Governance W.Reese
- VIII. Executive Session
- VIX. Action Items

- X. Adjourn

Next Meeting May 9, 2018

Note: Board members wishing to discuss confidential information should request all other board members to hold the information in confidence

Downtown Development Authority

Board Meeting Minutes

March 14, 2018

Present: Brandon Daigle, Nicholas Grooms, Brettnee Tromble, Jenn True, Sona Rummel, Charlie Powell, Will Reese; Kevin Hawley, Jackie Landess, Craig Collins

Excused: Pete Fazio, Critter Murray, Trudi Holthouse

Call to Order: Chairman Daigle called the March 14, 2018 meeting to order at 11:31 A.M.

Public Comments:

- N/A

City Report

Charlie Powell

- Mobile Vendor Application- Council worked on the form last night, only 8 times per block per month, after 6pm. Does not apply for the special event permits.

Craig Collins

- Metal façade on old Plains building is being torn off to expose the old Fire Station.
- Council will discuss the structural assessment at next week's council pre-session.
- City staff will forward the Midwest timeline next week, working to add Ash St. lighting plan into the schedule.
- Parking Garage- ordered the part for the ticket machine, Brad and Kevin had a phone conference with the contractor.

Approval of February 14th, 2018 Board Meeting Minutes

Motion, Second, Passed (Sona Rummel, Brettnee Tromble) (All Approved)

Financials – Nicholas Grooms

- February payments and March payments are included in the packet.
- Large checks to Caspar for construction as we work to finalize the construction in May.

Approval of February 2018 DDA, DSS & Parking Garage Financial Reports & Payments

Motion, Second, Passed (Jennifer True, Sona Rummel) (All Approved)

Director's Report- Kevin Hawley

- Brettnee is updating the Board Application and will send to rest of board for review.
- Zamboni - last month Liz thought that Fort Collins had an ice rink but recently closed it. They have synthetic ice on one ice rink; the other rink does it by hand. We will continue search for used machine but proving difficult.
- Fundraising- working on Partners in Progress
- CVB produced a downtown walkability map that is available on their website
- Afternoon on the Green- if anyone wants to come down volunteer, there will be food, beer, bagpipes, Irish dancers and crafts for kids.
- Brandon asked what the status on Wayfinding and it was determined our limited time and resources were better spent on other items for now.

Committee Reports –

A.) Executive Committee – Brandon Daigle

- We will go into Executive to discuss HR matters
- CACVB marketing promotions grant has been submitted.
- There will be some Foundation asks out there to help with Partners in Progress.
 - Brettnee thought it was a great idea to send out mailers but thought it would be good to follow up with a phone call.
 - We will also get blank ones printed that we can have here in the office.
- Lunch on the Lawn sponsorship - Casper College

B.) MARCOM Committee – Kevin Hawley

- Partners in Progress
- Website
- Looking to hire new full-time marketing person

C.) David Street Station – Kevin Hawley

- Policy & Procedures
- Any help that the board members, we will gladly take
- Construction is on time for May completion.

D.) Finance - Nicholas Grooms

- Meeting with PMCH to go over Audit

E.) Infrastructure – Brandon Daigle

- Discussed David Street Station and wayfinding signage.

F.) Governance – Will Reese

- Preliminary review looked good; forward to legal counsel for final review and recommendation.

Discussion: According to bylaws, we can go into executive session to discuss land acquisition/sale, personnel or legal matters. Limit discussion to HR, Personnel and Legal matters.

Motion to move into Executive Session to discuss HR, Personnel & Legal matters 12:04PM

Motion, Second, Passed (Nicholas Grooms, Sona Rummel) (Approved)

Motion to exit Executive Session and return to Regular Session 12:40PM

Motion, Second, Passed (Nicholas Grooms, Jenn True) (Approved)

Comments: Charlie asked if anyone knew more about the State Building, Brandon said the House meets today and Senate tomorrow to make final decision.

Action Items: N/A

Motion to adjourn at approximately 12:42PM

Motion, Second, Passed (Brettnee Tromble, Nicholas Grooms) (Approved)

Approved by:

Secretary's Signature: _____ /Date: _____

Board Member's Signature: _____ /Date: _____

DDA - Balance Sheet

Mar 31, 18

ASSETS

Current Assets

Checking/Savings

CHECKING 96,199.40

NOW Acct 251,976.49

Total Checking/Savings 348,175.89

Other Current Assets

Due from Parking Garage -12,939.05

Total Other Current Assets -12,939.05

Total Current Assets 335,236.84

TOTAL ASSETS 335,236.84

LIABILITIES & EQUITY

Liabilities

Current Liabilities

Other Current Liabilities

Payroll Liabilities 2,106.75

Total Other Current Liabilities 2,106.75

Total Current Liabilities 2,106.75

Total Liabilities 2,106.75

Equity

Opening Bal Equity 382,324.44

Unrestricted Net Assets -28,520.04

Net Income -20,674.31

Total Equity 333,130.09

TOTAL LIABILITIES & EQUITY 335,236.84

DDA - P&L

Mar 18

Ordinary Income/Expense	
Income	
ACCT. INTEREST	26.07
ASSESSMENTS	2,897.78
Total Income	2,923.85
Expense	
ADMINISTRATIVE	
Operations Manager Salary	0.00
Director's Salary	
ED Allocation to PKG Garage	-816.67
Director's Salary - Other	6,250.02
Total Director's Salary	5,433.35
Social Security	478.13
Unemployment Insurance	4.87
Worker's Compensation	240.27
Cell Phone Reimbursement	75.00
Total ADMINISTRATIVE	6,231.62
MARKETING-COMMUNICATIONS	
PR - Director	77.34
MARKETING-COMMUNICATIONS - Other	129.00
Total MARKETING-COMMUNICATIONS	206.34
OPERATIONS	
Accountant/Bookkeeper	405.00
Office Automation	129.89
Music Service	50.00
Office Rent	1,550.00
Office Supplies	55.14
Total OPERATIONS	2,190.03
Payroll Expenses	0.00
Total Expense	8,627.99
Net Ordinary Income	-5,704.14
Net Income	-5,704.14

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through November 2017

DDA - Budget vs Actual

TOTAL

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Jul '17 - Mar 18	Budget	Over	%
Ordinary Income/Expense													
Income													
City Funding - Temporary	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	125,000.00	-125,000.00	0.0%
Donation - Adopt A Planter	0.00	2,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	2,000.00	0.00	100.0%
ACCT. INTEREST	26.56	25.06	22.59	23.88	22.13	20.96	28.64	25.25	26.07	221.14	840.00	-618.86	26.33%
ASSESSMENTS	493.66	4,718.01	0.00	0.00	23,623.77	0.00	103,721.00	3,242.73	2,897.78	138,696.95	161,000.00	-22,303.05	86.15%
Misc.	0.00	0.00	0.00	0.00	400.00	0.00	0.00	0.00	0.00	400.00			
Total Income	520.22	6,743.07	22.59	23.88	24,045.90	20.96	103,749.64	3,267.98	2,923.85	141,318.09	288,840.00	-147,521.91	48.93%
Expense													
ADMINISTRATIVE													
Incentives	0.00	0.00	0.00	2,000.00	0.00	6,400.00	0.00	0.00	0.00	8,400.00	12,400.00	-4,000.00	67.74%
Operations Manager Salary	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	4,000.00	0.00	32,000.00	48,000.00	-16,000.00	66.67%
Contract Employee/Svc	0.00	0.00	0.00	0.00	0.00	4,500.00	0.00	0.00	0.00	4,500.00	100,000.00	-95,500.00	4.5%
ED Allocation to PKG Garage	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-816.67	-7,350.03	-9,800.00	2,449.97	75.0%
Director's Salary - Other	6,250.02	6,250.02	6,250.02	6,250.02	6,250.02	6,250.01	6,250.02	6,250.02	6,250.02	56,250.17	75,000.00	-18,749.83	75.0%
Total Director's Salary	5,433.35	5,433.35	5,433.35	5,433.35	5,433.35	5,433.34	5,433.35	5,433.35	5,433.35	48,900.14	65,200.00	-16,299.86	75.0%
Social Security	784.13	784.12	784.13	937.12	784.13	1,273.72	784.13	784.12	478.13	7,393.73	6,400.00	993.73	115.53%
Worker's Compensation	0.00	0.00	120.67	0.00	0.00	395.42	0.00	0.00	240.27	756.36	300.00	456.36	252.12%
Cell Phone Reimbursement	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	675.00	900.00	-225.00	75.0%
Total ADMINISTRATIVE	10,330.08	10,312.07	10,426.75	12,465.87	10,306.08	22,082.24	10,388.83	10,349.82	6,231.62	102,893.36	233,600.00	-130,706.64	44.05%
City Funded Project Support	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	25,000.00	-25,000.00	0.0%
Media Expenditures	3,570.04	493.48	1,759.48	1,482.13	5,757.56	205.94	283.14	0.00	0.00	13,551.77	16,500.00	-2,948.23	82.13%
Other Projects	2,000.00	0.00	0.00	0.00	429.00	0.00	0.00	0.00	0.00	2,429.00	3,200.00	-771.00	75.91%
PR - Director	242.63	0.00	0.00	499.80	170.46	41.92	564.99	0.00	77.34	1,597.14	2,068.00	-470.86	77.23%
Recognition Awards	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Sponsorships/PR	2,800.00	0.00	0.00	0.00	0.00	625.00	0.00	1,000.00	0.00	4,425.00	12,800.00	-8,375.00	34.57%
MARKETING-COMMUNICATIONS - O	0.00	0.00	0.00	0.00	0.00	0.00	0.00	129.00	129.00	258.00			
OPERATIONS													
Employee Development	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%
Accountant/Bookkeeper	0.00	0.00	333.00	0.00	418.00	0.00	0.00	0.00	405.00	1,156.00	1,200.00	-44.00	96.33%
Board Mtg. Expense	193.86	351.64	9.99	152.64	0.00	50.53	0.00	0.00	0.00	758.66	500.00	258.66	151.73%
Conference Registration	0.00	0.00	0.00	0.00	365.00	0.00	0.00	0.00	0.00	365.00	2,400.00	-2,035.00	15.21%
Copier Maintenance Plan	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,650.00	-1,650.00	0.0%
Dues/Subscriptions	0.00	0.00	0.00	0.00	0.00	500.00	0.00	0.00	0.00	500.00	1,055.00	-555.00	47.39%
Planters	0.00	4,725.00	0.00	0.00	0.00	0.00	0.00	4,800.00	0.00	9,525.00	10,000.00	-475.00	95.25%
Graffiti	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,500.00	-1,500.00	0.0%

Casper Downtown Development Authority
Profit & Loss Budget vs. Actual
July through November 2017

Insurance/Bonding	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	4,000.00	-1,500.00	62.5%
Office Automation	249.77	225.77	454.34	129.89	129.89	129.89	129.89	236.82	129.89	1,816.15	3,000.00	-1,183.85	60.54%
Music Service	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	50.00	450.00	600.00	-150.00	75.0%
Office Equipment	410.40	0.00	440.92	321.34	25.87	0.00	234.43	0.00	0.00	1,432.96	5,000.00	-3,567.04	28.66%
Total Office Rent	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	1,550.00	13,950.00	25,800.00	-11,850.00	54.07%
Office Supplies	152.82	235.51	0.00	0.00	0.00	0.00	502.60	0.00	55.14	946.07	1,400.00	-453.93	67.58%
Pigeon Control	2,246.33	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,246.33	5,000.00	-2,753.67	44.93%
Postage	0.00	0.00	0.00	0.00	0.00	0.00	196.00	0.00	0.00	196.00	700.00	-504.00	28.0%
Travel	0.00	0.00	0.00	0.00	0.00	995.96	0.00	0.00	0.00	995.96	12,500.00	-11,504.04	7.97%
Operation Alloc. to PKG Gar	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-7,200.00	7,200.00	0.0%
Total OPERATIONS	7,353.18	7,137.92	2,838.25	2,203.87	2,538.76	3,276.38	2,662.92	6,636.82	2,190.03	36,838.13	70,605.00	-33,766.87	52.18%
Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			
RESERVES													
Downtown Priority Project	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total RESERVES	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	100,000.00	-100,000.00	0.0%
Total Expense	26,295.93	17,943.47	15,024.48	16,651.67	19,201.86	26,231.48	13,899.88	18,115.64	8,627.99	161,992.40	468,658.00	-306,665.60	34.57%
Net Ordinary Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-20,674.31	-179,818.00	159,143.69	11.5%
Net Income	-25,775.71	-11,200.40	-15,001.89	-16,627.79	4,844.04	-26,210.52	89,849.76	-14,847.66	-5,704.14	-20,674.31	-179,818.00	159,143.69	11.5%

DDA - March Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Paycheck	03/02/2018	5691	Amy Crawford	VOID: VOIDED due to lost check in mail	0.00	0.00
Liability Check	03/09/2018		IRS USA TAXPYMNT	83-0286881	0.00	0.00
Deposit	03/09/2018			Deposit	2,897.78	2,897.78
Bill Pmt -Check	03/12/2018	5692	Charter Communications	976435022118	-129.89	2,767.89
Bill Pmt -Check	03/12/2018	5693	FIB - MASTERCARD	#6441	-261.48	2,506.41
Bill Pmt -Check	03/12/2018	5694	MOOD	Inv # 116084	-50.00	2,456.41
Bill Pmt -Check	03/12/2018	5695	PMCH	1519 - end of year payroll reports & accounting	-405.00	2,051.41
Bill Pmt -Check	03/12/2018	5696	Walsh Property Management	March Rent	-2,150.00	-98.59
Paycheck	03/15/2018		Kevin Hawley		-2,622.45	-2,721.04
Paycheck	03/31/2018		Kevin Hawley		-2,622.44	-5,343.48
Deposit	03/31/2018			Interest	7.43	-5,336.05
Total CHECKING					-5,336.05	-5,336.05
NOW Acct						
Deposit	03/31/2018			Interest	18.64	18.64
Total NOW Acct					18.64	18.64
TOTAL					-5,317.41	-5,317.41

DDA - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
CHECKING						
Liability Check	04/05/2018		IRS USA TAXPYMNT	83-0286881	0.00	0.00
Paycheck	04/11/2018		Amy Crawford	check #5691 reissued	-504.50	-504.50
Paycheck	04/15/2018		Kevin Hawley		-2,622.45	-3,126.95
Bill Pmt -Check	04/16/2018	5698	CASPER AREA CHAMBER OF COMMERCE	Invoice #203103	-300.00	-3,426.95
Bill Pmt -Check	04/16/2018	5699	Charter Communications	Invoice #0976435032118	-131.83	-3,558.78
Bill Pmt -Check	04/16/2018	5700	Express Services, INC.	Invoice #20417935	-695.36	-4,254.14
Bill Pmt -Check	04/16/2018	5705	Town Square Media		-922.00	-6,679.66
Bill Pmt -Check	04/16/2018	5706	Walsh Property Management	April Rent	-2,150.00	-8,829.66
Bill Pmt -Check	04/16/2018	5707	Ricoh USA, Inc	#5052989645	-99.94	-8,929.60
TOTAL					-8,929.60	-8,929.60

PG - Balance Sheet

Mar 31, 18

ASSETS	
Current Assets	
Checking/Savings	
FIB - Parking Garage	24,197.48
Total Checking/Savings	24,197.48
Accounts Receivable	
Accounts Receivable	-35.00
Total Accounts Receivable	-35.00
Other Current Assets	
Undeposited Funds	1,475.00
Total Other Current Assets	1,475.00
Total Current Assets	25,637.48
TOTAL ASSETS	25,637.48
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
Federal Withholding	250.00
Due to DDA	-12,939.09
Payroll Liabilities	-479.03
Total Other Current Liabilities:	-13,168.12
Total Current Liabilities	-13,168.12
Total Liabilities	-13,168.12
Equity	
City of Casper-Distribution	-1,694.16
Unrestricted Net Assets	29,210.74
Net Income	11,289.02
Total Equity	38,805.60
TOTAL LIABILITIES & EQUITY	25,637.48

Downtown Development Authority Parking Garage
Profit & Loss
 July 2016

PG - P&L

Mar 18

Income	
Parking Fees	
Parking Garage	11,391.00
1st & Center	2,625.00
Daily Parking	550.15
Total Parking Fees	<u>14,566.15</u>
Interest Income	1.63
Total Income	<u>14,567.78</u>
Gross Profit	14,567.78
Expense	
Administrative	
Office Staff	
Exec. Director - Alloc. from DDA	816.67
Administrative Office	3,333.34
Total Office Staff	<u>4,150.01</u>
Garage Staff Payroll Expense	
Payroll Expense	1,820.00
Payroll Taxes - FICA & Medicare	394.24
Payroll Expenses - WC/SUTA/FUTA	70.90
Total Garage Staff Payroll Expense	<u>2,285.14</u>
Total Administrative	6,435.15
OPERATIONS	
Mail / Postage	23.51
Bank Fees	54.75
Office Automation	180.97
Utilities	1,781.34
Landscaping, Repairs / Maint.	804.83
Equip. & Supplies	21.80
Parking Structure Rent	363.00
DDA Oper Costs - Allocated	600.00
Total OPERATIONS	<u>3,830.20</u>
Total Expense	<u>10,265.35</u>
Net Income	<u><u>4,302.43</u></u>

PG - Budget vs Actual

TOTAL

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	Jul '17 - Mar 18	Budget	Over Budget	% Budget
Income													
Uncategorized Income	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,000.00	-6,000.00	0.0%
Parking Fees													
Parking Garage	5,914.50	12,127.00	8,361.00	9,725.00	7,087.00	11,554.50	12,300.69	7,196.31	11,391.00	85,657.00	87,000.00	-1,343.00	98.46%
1st & Center	1,925.00	2,065.00	1,540.00	1,995.00	1,750.00	910.00	3,465.00	910.00	2,625.00	17,185.00	23,500.00	-6,315.00	73.13%
Daily Parking	773.00	481.01	3,452.00	705.25	404.09	198.00	262.00	221.00	550.15	7,046.50	8,500.00	-1,453.50	82.9%
Parking Fees - Other	0.00	95.00	20.00	15.00	0.00	15.00	15.00	30.00	0.00	190.00			
Total Parking Fees	8,612.50	14,768.01	13,373.00	12,440.25	9,241.09	12,677.50	16,042.69	8,357.31	14,566.15	110,078.50	119,000.00	-8,921.50	92.5%
Validation Incentive Program													
Parking Validations	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	350.00			
Validation Incentive Program - Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	500.00	-500.00	0.0%
Total Validation Incentive Program	0.00	110.00	40.00	65.00	50.00	30.00	55.00	0.00	0.00	350.00	500.00	-150.00	70.0%
Commission (Vending Machines)	0.00	109.74	0.00	129.86	0.00	0.00	54.17	0.00	0.00	293.77	300.00	-6.23	97.92%
Interest Income	1.88	1.67	1.76	2.15	2.09	2.00	1.99	1.76	1.63	16.93	5.00	11.93	338.6%
Total Income	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	110,739.20	125,805.00	-15,065.80	88.02%
Gross Profit	8,614.38	14,989.42	13,414.76	12,637.26	9,293.18	12,709.50	16,153.85	8,359.07	14,567.78	110,739.20	125,805.00	-15,065.80	88.02%
Expense													
Administrative													
Office Staff													
Exec.Director - Alloc. from DDA	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	816.67	7,350.03	9,800.00	-2,449.97	75.0%
Director Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,600.00	-1,600.00	0.0%
Administrative Office	2,600.00	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	3,333.34	29,266.72	40,000.00	-10,733.28	73.17%
Admin. Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Total Office Staff	3,416.67	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	4,150.01	36,616.75	53,400.00	-16,783.25	68.57%
Garage Staff Payroll Expense													
Payroll Expense	1,818.40	2,084.25	1,896.70	1,866.25	1,926.50	2,428.05	1,719.10	2,038.00	1,820.00	17,597.25	32,000.00	-14,402.75	54.99%
Staff Incentives	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Payroll Taxes - FICA & Medicare	338.00	414.46	400.09	397.77	402.37	716.16	386.50	410.91	394.24	3,860.50	5,500.00	-1,639.50	70.19%
Payroll Expenses - WC/SUTA/FUTA	61.35	69.70	165.35	51.46	50.62	130.67	90.19	95.07	70.90	785.31	2,000.00	-1,214.69	39.27%
Garage Staff Payroll Expense - Oth	0.00	0.00	0.00	0.00	0.00	3,600.00	0.00	0.00	0.00	3,600.00			
Total Garage Staff Payroll Expense	2,217.75	2,568.41	2,462.14	2,315.48	2,379.49	6,874.88	2,195.79	2,543.98	2,285.14	25,843.06	40,500.00	-14,656.94	63.81%
Total Administrative	5,634.42	6,718.42	6,612.15	6,465.49	6,529.50	11,024.89	6,345.80	6,693.99	6,435.15	62,459.81	93,900.00	-31,440.19	66.52%
OPERATIONS													
Bad Debt Expense	0.00	0.00	0.00	0.00	0.00	0.00	188.00	135.81	0.00	323.81			
City Profit Sharing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Web Development / Support	1,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	1,000.00	0.00	100.0%
Advertising / Promotion	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	4,000.00	-4,000.00	0.0%
Mail / Postage	148.82	2.03	27.24	98.00	0.00	98.00	0.00	0.00	23.51	397.60	700.00	-302.40	56.8%
Software Subscriptions	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	300.00	-300.00	0.0%

Accounting and Legal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,000.00	-2,000.00	0.0%
Bank Fees	58.05	58.25	64.55	64.45	68.35	58.30	75.45	58.65	54.75	560.80	800.00	-239.20	70.1%
Bad Debt	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Office Automation	179.44	179.44	180.47	180.47	180.89	180.89	180.89	180.97	180.97	1,624.43	1,500.00	124.43	108.3%
Utilities	1,057.47	941.55	1,077.35	1,166.06	1,140.02	1,356.12	1,672.85	1,564.97	1,781.34	11,757.73	22,000.00	-10,242.27	53.44%
Landscaping, Repairs / Maint.	50.00	0.00	0.00	0.00	0.00	50.00	635.00	335.00	804.83	1,874.83	4,000.00	-2,125.17	46.87%
Equip. & Supplies													
Office	0.00	97.76	134.54	0.00	0.00	0.00	0.00	0.00	0.00	232.30			
Parking Garage	0.00	0.00	0.00	0.00	1,323.24	0.00	108.54	0.00	0.00	1,431.78			
Equip. & Supplies - Other	185.60	40.51	44.14	56.62	0.00	26.92	0.00	187.50	21.80	563.09	2,500.00	-1,936.91	22.52%
Total Equip. & Supplies	185.60	138.27	178.68	56.62	1,323.24	26.92	108.54	187.50	21.80	2,227.17	2,500.00	-272.83	89.09%
Special Projects	5,920.00	500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,420.00	6,000.00	420.00	107.0%
Building Repairs / Maintenance	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,000.00	-1,000.00	0.0%
Insurance (Liability)	2,500.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	2,500.00	2,500.00	0.00	100.0%
Parking Structure Rent	363.00	363.00	363.00	363.00	363.00	0.00	363.00	363.00	363.00	2,904.00	3,993.00	-1,089.00	72.73%
DDA Oper Costs - Allocated	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	5,400.00	7,200.00	-1,800.00	75.0%
Total OPERATIONS	12,062.38	2,782.54	2,491.29	2,528.60	3,675.50	2,370.23	3,823.73	3,425.90	3,830.20	36,990.37	61,493.00	-24,502.63	60.15%
Total Expense	17,696.80	9,500.96	9,103.44	8,994.09	10,205.00	13,395.12	10,169.53	10,119.89	10,265.35	99,450.18	155,393.00	-55,942.82	64.0%
Net Income	-9,082.42	5,488.46	4,311.32	3,643.17	-911.82	-685.62	5,984.32	-1,760.82	4,302.43	11,289.02	-29,588.00	40,877.02	-38.15%

PG - March Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	03/01/2018			Deposit	3,971.00	8,080.00
Paycheck	03/09/2018		Sharon A Elsberry		-325.07	7,840.08
Paycheck	03/09/2018		Tevin C Reams		-361.72	7,478.36
Liability Check	03/09/2018		United States Treasury	83-0286881	-3,724.07	3,754.29
Deposit	03/09/2018			Deposit	547.00	4,301.29
Bill Pmt -Check	03/12/2018	1484	AAA Landscaping	14914 - Snow Removal	-685.00	3,616.29
Bill Pmt -Check	03/12/2018	1485	Century Link	3072614605	-84.59	3,531.70
Bill Pmt -Check	03/12/2018	1486	Charter	780589021018	-96.38	3,435.32
Bill Pmt -Check	03/12/2018	1487	City of Casper Business Services	March Rent- 160864	-363.00	3,072.32
Bill Pmt -Check	03/12/2018	1488	City of Casper Water and Sewer		-65.46	3,006.86
Bill Pmt -Check	03/12/2018	1490	Mastercard	8674	-45.31	2,841.72
Bill Pmt -Check	03/12/2018	1491	Rocky Mountain Power	Acct # 04279137-001 0	-1,715.88	1,125.84
Paycheck	03/15/2018		Jaclyn A Landess		-1,413.17	-287.33
Deposit	03/20/2018			Deposit	1,451.00	1,279.67
Paycheck	03/23/2018		Sharon A Elsberry		-458.69	820.98
Deposit	03/31/2018			Interest	1.63	2,814.41
Total FIB - Parking Garage					<u>2,814.41</u>	<u>2,814.41</u>
TOTAL					<u>2,814.41</u>	<u>2,814.41</u>

PG - April Transactions

Type	Date	Num	Name	Memo	Amount	Balance
FIB - Parking Garage						
Deposit	04/01/2018			Deposit	4,312.00	4,312.00
Deposit	04/03/2018			Deposit	3,332.00	7,644.00
Deposit	04/04/2018			Deposit	168.00	7,812.00
Liability Check	04/05/2018		United States Treasury	83-0286881	-2,816.45	4,995.55
Paycheck	04/06/2018		Sharon A Elsberry		-414.83	4,580.72
Paycheck	04/06/2018		Tevin C Reams		-409.28	4,171.44
Deposit	04/13/2018			Deposit	166.00	4,337.44
Paycheck	04/15/2018		Jaclyn A Landess		-1,413.17	2,924.27
Bill Pmt -Check	04/16/2018	1493	AAA Landscaping	Invoice # 15052	-125.00	2,301.85
Bill Pmt -Check	04/16/2018	1495	Charter	Invoice # 0780589041018	-192.76	2,024.40
Bill Pmt -Check	04/16/2018	1496	City of Casper Business Services	Invoice #161637	-363.00	1,661.40
Bill Pmt -Check	04/16/2018	1497	City of Casper Water and Sewer	Acct # 381802	-130.92	1,530.48
Bill Pmt -Check	04/16/2018	1498	Mastercard		-318.04	1,212.44
Bill Pmt -Check	04/16/2018	1499	Rocky Mountain Power	Acct # 04279137-001	-1,522.01	-309.57
Total FIB - Parking Garage					<u>-309.57</u>	<u>-309.57</u>
TOTAL					<u>-309.57</u>	<u>-309.57</u>

PG - Aging

	Current	1 - 30	31 - 60	61 - 90	> 90	TOTAL
Angie Smart	20.00	20.00	20.00	0.00	0.00	60.00
Aspen Medical	0.00	0.00	0.00	0.00	78.00	78.00
Brant Rothfuss	0.00	0.00	0.00	0.00	0.00	0.00
Cooper's Makeup & Clothing	210.00	0.00	0.00	0.00	0.00	210.00
Deanna Williams	0.00	0.00	0.00	0.00	91.00	91.00
Edra Phillips	35.00	0.00	0.00	0.00	0.00	35.00
Garden Creek Law Office	78.00	0.00	0.00	0.00	0.00	78.00
Gene George Associates	70.00	0.00	0.00	0.00	0.00	70.00
Hampton M. Young Law Office	70.00	0.00	0.00	0.00	0.00	70.00
HHP - 1						
Harden & Peek Attorneys at Law	175.00	0.00	0.00	0.00	0.00	175.00
Total HHP - 1	175.00	0.00	0.00	0.00	0.00	175.00
Ide, Land and Leasing	1,128.00	0.00	0.00	0.00	0.00	1,128.00
Janice Barratt	35.00	0.00	0.00	0.00	0.00	35.00
John Harold	20.00	0.00	0.00	0.00	0.00	20.00
Jordan Davis	0.00	0.00	0.00	43.00	172.00	215.00
Judie Chitwood	0.00	0.00	0.00	0.00	75.00	75.00
Judy Baker	35.00	0.00	0.00	0.00	0.00	35.00
Lisa Knapp	35.00	0.00	0.00	0.00	0.00	35.00
Mike Henion	0.00	0.00	0.00	0.00	89.00	89.00
Mitchell Clark	35.00	0.00	0.00	0.00	0.00	35.00
Nona Goodrich	43.00	0.00	0.00	0.00	0.00	43.00
Nora Fagan	43.00	0.00	0.00	0.00	0.00	43.00
Patrick Manning	35.00	0.00	0.00	0.00	0.00	35.00
Riley Huss	0.00	0.00	0.00	0.00	185.00	185.00
Rocky Mountain Real Estate						
Rocky Mountain Real Estate-1	183.00	183.00	0.00	0.00	0.00	366.00
Total Rocky Mountain Real Estate	183.00	183.00	0.00	0.00	0.00	366.00
Shirley Naab	35.00	0.00	0.00	0.00	0.00	35.00
Steve Howe	0.00	0.00	0.00	0.00	92.00	92.00
Tannya Nelson	0.00	0.00	0.00	0.00	130.00	130.00
Tina Long	20.00	20.00	0.00	0.00	0.00	40.00
Toni Hargrove	35.00	0.00	0.00	0.00	0.00	35.00
Tyler Vanderhoef	78.00	0.00	0.00	0.00	0.00	78.00
Ugly Bug Fly Shop	78.00	0.00	0.00	0.00	0.00	78.00
Western States, Inc.	0.00	0.00	0.00	0.00	890.00	890.00
Will Yates	0.00	0.00	0.00	0.00	374.00	374.00
TOTAL	2,496.00	223.00	20.00	43.00	2,176.00	4,958.00

Plaza - Balance Sheet

Mar 31, 18

ASSETS	
Current Assets	
Checking/Savings	
Plaza Checking	1,545,230.62
Total Checking/Savings	1,545,230.62
Accounts Receivable	
Accounts Receivable	6,800.00
Total Accounts Receivable	6,800.00
Total Current Assets	1,552,030.62
TOTAL ASSETS	1,552,030.62
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	100.00
Total Accounts Payable	100.00
Total Current Liabilities	100.00
Total Liabilities	100.00
Equity	
Unrestricted Net Assets	1,697,901.09
Net Income	-145,970.47
Total Equity	1,551,930.62
TOTAL LIABILITIES & EQUITY	1,552,030.62

DDA _David Street Station
Profit & Loss
 July 2016

Plaza - P&L

	<u>Mar 18</u>
Ordinary Income/Expense	
Income	
ACCT. INTEREST	124.34
Investments	31,308.00
Other Types of Income	
Miscellaneous Revenue	950.00
Total Other Types of Income	<u>950.00</u>
Total Income	<u>32,382.34</u>
Gross Profit	32,382.34
Expense	
Contract Services	
Construction Expense	259,791.30
Design/Engineering	4,143.85
Contract Services - Other	118.00
Total Contract Services	<u>264,053.15</u>
Facilities and Equipment	
Equip Rental and Maintenance	208.63
Rent, Parking, Utilities	3,413.63
Total Facilities and Equipment	<u>3,622.26</u>
Marketing	999.99
Operations	
Books, Subscriptions, Reference	490.73
Event Expense	195.00
Total Operations	<u>685.73</u>
Total Expense	<u>269,361.13</u>
Net Ordinary Income	-236,978.79
Other Income/Expense	
Other Expense	
Ask My Accountant	-3,971.00
Total Other Expense	<u>-3,971.00</u>
Net Other Income	<u>3,971.00</u>
Net Income	<u><u>-233,007.79</u></u>

Wyoming Business Council- Phase 1 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00
Draw 1 - \$65,963.60	23,747.00	3/28/2016	23,747.00		\$ 476,253.00
Draw 2 - \$71,608.70	\$ 25,779.00	4/27/2016	\$ 25,779.00		\$ 450,474.00
Draw 3 - \$245,233.00	\$ 88,284.00	5/18/2016	\$ 88,284.00		\$ 362,190.00
Draw 4 - \$309,394.00	\$111,188.00	8/8/2016	\$111,188.00		\$ 251,002.00
Draw 5 - \$94,132.78	\$33,887.00	9/17/2016	\$33,887.00		\$ 217,115.00
Draw 6 - \$116,480.00	\$46,133.00	12/28/2016	\$46,133.00		\$ 170,982.00
Draw 7 - \$315,464.00	\$113,568.00	3/3/2017	\$113,568.00		\$ 57,414.00
Draw 8 - \$274,050.00	\$57,414.00	6/6/2017	\$57,414.00		\$0

Wyoming Business Council- Phase 2 Grant

Activity	Amount	Date	DR	CR	Balance
					\$ 500,000.00

City of Casper 1 Cent Allocation

Activity	Amount	Date	DR	CR	Balance
					\$ 3,000,000.00
Purchase of 226 South David	\$772,105.00	2/4/2016	\$ 772,105.00		\$ 2,227,895.00
Stateline No.7 - Design	\$39,423.20	3/7/2016	\$39,423.20		\$ 2,188,471.80
Draw #3	57,878.30	4/1/2016	57,878.30		\$ 2,130,593.50
Draw #4	326,124.20	4/25/2016	326,124.20		\$ 1,804,469.30
Draw #5	203,118.10	5/3/2016	203,118.10		\$ 1,601,351.20
Draw #6	326,376.29	6/3/2016	326,376.29		\$ 1,274,974.91
Draw #7	1,274,974.91	12/28/2017	1,274,974.91		\$0

city/state	\$ 500,000.00
cash	1,775,000.00
pledges	270,000.00
Total funds	2,545,000

Plaza

March Transactions

Type	Date	Num	Name	Memo	Amount	Balance
Deposit	03/01/2018			Deposit	3,971.00	3,971.00
Deposit	03/12/2018			Deposit	700.00	4,671.00
Bill Pmt -Check	03/12/2018	1278	Black Hills Energy	5833625606	-1,105.18	3,565.82
Bill Pmt -Check	03/12/2018	1279	C-Can Rentals	26915	-100.00	3,465.82
Bill Pmt -Check	03/12/2018	1280	Caspar Building Systems, Inc.	Phase 2 Pay App 8	-259,791.30	-256,325.48
Bill Pmt -Check	03/12/2018	1281	City of Casper - Water Services	6167002	-7.81	-256,333.29
Bill Pmt -Check	03/12/2018	1282	Connect Elevation LLC	Inv # 1004	-805.00	-257,138.29
Bill Pmt -Check	03/12/2018	1283	Kustom Koncepts	Invoice # 7189	-195.00	-257,333.29
Bill Pmt -Check	03/12/2018	1284	Mastercard	1222	-685.72	-258,019.01
Bill Pmt -Check	03/12/2018	1285	R&R Rest Stops of Casper	Invoice # 43129	-118.00	-258,137.01
Bill Pmt -Check	03/12/2018	1286	Rocky Mountain Power	04279137-002 8	-617.50	-258,754.51
Bill Pmt -Check	03/12/2018	1287	Stateline No 7 Architects	Invoice # 1692	-4,143.85	-262,898.36
Bill Pmt -Check	03/12/2018	1288	City of Casper - Water Services	#360003	-75.77	-262,974.13
Bill Pmt -Check	03/12/2018	1289	LONG Building Technologies, Inc.	#SRCVE0088938	-208.63	-263,182.76
Bill Pmt -Check	03/12/2018	1290	Rocky Mountain Power	#04279137-0036	-1,507.37	-264,690.13
Deposit	03/20/2018			Deposit	250.00	-264,440.13
Deposit	03/26/2018			Deposit	31,308.00	-233,132.13
Deposit	03/31/2018			Interest	124.34	-233,007.79
Total Plaza Checking					-233,007.79	-233,007.79
TOTAL					-233,007.79	-233,007.79

Plaza		April Transactions				
Type	Date	Num	Name	Memo	Amount	Balance
Plaza Checking						
Bill Pmt -Check	04/12/2018	1291	CY Trailer		-1,850.00	-1,850.00
Bill Pmt -Check	04/16/2018	1292	Black Hills Energy	Acct #5833625606	-373.53	-2,223.53
Bill Pmt -Check	04/16/2018	1293	C-Can Rentals	Invoice #27016	-100.00	-2,323.53
Bill Pmt -Check	04/16/2018	1294	Caspar Building Systems, Inc.	Pay App 9 - Phase II Alt #3	-382,097.70	-384,421.23
Bill Pmt -Check	04/16/2018	1295	City of Casper - Finance Division	161641	-1.00	-384,422.23
Bill Pmt -Check	04/16/2018	1296	City of Casper - Water Services	Acct #360003	-191.10	-384,613.33
Bill Pmt -Check	04/16/2018	1297	CJ's Sound		-200.00	-384,813.33
Bill Pmt -Check	04/16/2018	1298	Connect Elevation LLC	Invoice #1005	-927.50	-385,740.83
Bill Pmt -Check	04/16/2018	1299	Mastercard	Acct	-2,298.81	-388,039.64
Bill Pmt -Check	04/16/2018	1300	R&R Rest Stops of Casper	Invoice #43295	-118.00	-388,157.64
Bill Pmt -Check	04/16/2018	1301	Rocky Mountain Power	Acct #04279137-0036	-2,877.00	-391,034.64
Bill Pmt -Check	04/16/2018	1302	Secure Gunz LLC	Invoice #237	-162.50	-391,197.14
Bill Pmt -Check	04/16/2018	1303	Stateline No 7 Architects	Invoice #1703	-3,817.85	-395,014.99
Bill Pmt -Check	04/16/2018	1304	Steve Glotzer	Invoice # 090817 - Deposit fo	-500.00	-395,514.99
Bill Pmt -Check	04/16/2018	1305	Strata	Invoice #CA181083-IN	-615.00	-396,129.99
Bill Pmt -Check	04/16/2018	1306	City of Casper - Water Services	#6167002	-15.62	-396,145.61
Bill Pmt -Check	04/16/2018	1307	Rocky Mountain Power	#04279137-0028	-614.21	-396,759.82
Total Plaza Checking					<u>-396,759.82</u>	<u>-396,759.82</u>
TOTAL					<u>-396,759.82</u>	<u>-396,759.82</u>

Activity Report for the Month of March 2018

Executive Director

Project Milestones (Event, Target Date, Completion Date)

- Phase 1 opening
- Phase 2 funding complete
- Mill-levy 23 yes; 4 no

Accomplishments

- Donor Perfect
- YMCA Youth Empowerment Council
- Bank of West Meeting – sponsors
- McMurry Fnd presentation Jan 19th.
- Hilltop/Anonymous/McMurry finish line grants received
- Doris M. McMurry David Street Station Endowment
- Black Hills grant submission - \$25,000 via WSO over 2 yr
- WBC Phase II grant submission - \$500,000 – Approved @SLIB
- RMP alley vacate – Aug 1
- Daniels Fund grant submission - \$500,000 – August 21, 2017

Planned Activities

- Donor Plan of Development (Jen & Kevin)
- Partners In Progress
- AV/Security – added FF&E costs
- 1st & Center Lot increase
Cheyenne \$45; RC \$37-47
- CACVB – walkability map
- City of Casper – events guide meetings
- Wayfinding
- Grant Applications

Challenges/Concerns

- Fundraising
- Staffing
 - Plaza Team
- Opportunities:
 - Continual education and advocacy – DDA & PG & DSS

Board Action Requested (if any)

- Continued support from BOD

Downtown Development Authority (DDA) Executive Committee

1. **Participants:** Executive Committee
2. **Date:** April 6, 2018 – Strategic Planning Review
3. **Purpose:** Monthly Planning Meeting
4. **Attendees:** B.Daigle, K. Hawley
5. **Discussion:**

- 5.1. Financials were reviewed and discussed via email with full team.
- 5.2. Discussion on Plaza updates including funding for FFE & Operations.
- 5.3. Discussion and update on events at David Street Station.

6. **Actions/Follow-Up**

MONTHLY ACTIVITY REVIEW March 2018

April 5, 2018

Committee Chair: Pete Fazio
Committee: MARCOM
Project(s): Review Budgets, Media Campaign, PR

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Marketing
- Public Relations
- Sponsorships

PROJECT MILESTONES

- | <u>Event</u> | <u>Target Date</u> | <u>Complete Date</u> |
|-----------------------------------|--------------------|----------------------|
| • Website(s) | | |
| • Social Media/Marketing Services | | |
| • Phase II opening | | |

ACCOMPLISHMENTS

- Contract for services with Hinge Studio's for marketing
 - Donor recognition, sponsors, events, ambassadors, friends of station, etc.
 - Website, social media, newsletter, etc.
- Increased subscriptions to Newsletter
- Incremental increase in facebook followers
- Social Media/Marketing contract services
- Dylan Scott announcement – website event update, facebook, newsletter
- New Logo
- Website updated
- Downtown Map and Picture/Video

PLANNED ACTIVITIES

- Press Releases for Donors
- Website launch
- Social Media specialist

CHALLENGES/CONCERNS

-

Activity Report for the Month of March 2018

Committee: Finance

Chair: Nicholas Grooms

Project(s): Sales Tax TIF, DDA/Garage Financials, Plaza Funding

General Overview/Responsibilities

- Monthly Financials-
 - PG -76% of budget for revenues, 57% for expenses
 - DDA –48% on revenues, 33% for expenses
 - Station – invoices: Caspar Pay App, Stateline No. 7, utility bills.
- Market Driven Funding (TIF) - N/A

Project Milestones (Event, Target Date, Completion Date)

- Project funding oversight for Plaza.

Accomplishments

- W2s & 1099
- Mill-levy
- City Audit
- State reporting

Planned Activities

- District Expansion
- Cash Policy review

Challenges/Concerns

MONTHLY ACTIVITY REVIEW March 2018

April 6, 2018

Name: Brandon Daigle

Committee: Infrastructure

Project(s): Gateway, Public Restrooms, Parking Garage, Downtown Plaza

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Maintain and develop utility infrastructure within DDA boundaries
- Develop special projects and support city in pursuit of projects
- Identify potential developments and recruit investors to DDA district
- Maintain and manage parking garage and surface parking lot

PROJECT MILESTONES

<u>Event</u>	<u>Target Date</u>
• DDA Gateway	Ongoing
• One-Way Street Study	Ongoing
• Downtown Housing	Ongoing
• Downtown Sound Plan	Ongoing

ACCOMPLISHMENTS

PLANNED ACTIVITIES

CHALLENGES/CONCERNS

- Budget Constraints
- Fundraising

PROJECT COSTS

<u>Description</u>	<u>Budget</u>	<u>Actual</u>	<u>Difference</u>
[title	[]	[]	[]

MONTHLY ACTIVITY REVIEW March 2018

April 6, 2018

Committee Chair: Will Reese

Committee: Governance

Project(s): Complete Signage Update, Finalize Contracts

GENERAL DESCRIPTION

The Committee has the responsibility for the following:

- Review and compliance of Statute
- Review and compliance of by-laws

PROJECT MILESTONES

Event

Target Date

Complete Date

ACCOMPLISHMENTS

- Review/Explore Insurance options
- Review Policy/Procedure
- Review of by-laws
- Review of State Statute

PLANNED ACTIVITIES

Investigate By-Laws and State Statute for Plaza Committee
Draft legal action plan to add to master plan of plaza
Recruit new governance volunteers

CHALLENGES/CONCERNS

PROJECT COSTS

Description

NA

Budget

NA

Actual

NA

Difference

NA



Arbor Day Celebration
Thursday, April 26th at 1:00 p.m.
at Washington Park

The Parks Division will celebrate Arbor Day on April 26th by doing a volunteer tree planting in Washington Park with students from Park Elementary school. They will meet near the playground. The ceremony will be at 1:00 pm.

There will be a short presentation followed by the planting. The Mayor will read a proclamation and a representative from State Forestry is also usually on hand to present the city with our Tree City USA designation.

Please let Renée know if you would like to attend.

From: Casper Area Chamber of Commerce [mailto:information@casperwyoming.org]
Sent: Thursday, April 19, 2018 9:01 AM
To: Renee Jordan-Smith <rjordansmith@casperwy.gov>
Subject: *****1 WEEK TO GO!***** Walk Down Memory Lane with the Casper Area Chamber of Commerce 115th Annual Awards Banquet

Walk Down Memory Lane with the Casper Area Chamber of Commerce 115th Annual Awards Banquet on Thursday, April 26, 2018 at the Ramkota.

All are invited to revisit the characters and history that have made Casper the successful community that it is now! Enjoy a presentation by former Governor Mike Sullivan, the historic antics of "painted past" characters and revel in the success of Casper's business community.

The Reception Hour is from 5:30 – 6:30 p.m. and will feature Casper Theater Company actors portraying key players within the Casper community. Featured characters are William S. Kimball, portrayed by Rev. Dr. Jim Shumard, the founding father of the fair city of Casper. He served as city treasurer, helped establish a volunteer fire department, was owner of Kimball Drug Store. He was Mayor in 1903-1913, J.E. Hanway, portrayed by Wayne Clements: Israel Edwin Hanway. That name appears above the doorway of the building where FC Outlet clothing store is located. Natrona Co. Tribune was the largest newspaper in Wyoming, and gained its fame by letting people bet on the World Series, Welker F. Henning, portrayed by Scott Smith: a plumbing contractor Welker F. "Happy" Henning, was able to acquire the stock in a hotel for pennies on the dollar. He renamed it the Henning Hotel. With the acquisition of the Hotel, Henning became Casper's first millionaire, and Emma Ricker portrayed by Rhiannon McLean.

Our Menu for the Evening:

8 oz. Bacon Wrapped Filet
Tossed Garden Salad
Twice Baked Potato
Asparagus
Rolls / Butter
Gourmet Turtle Cheesecake and 3 Tiered Chocolate Cake

Table Sponsor (reserved table for 8 at dinner)- \$600 Investment

Individual Tickets - \$75 Investment

***For billing comments or questions, please contact Connie Richardson. Payments must be made in advance to the Annual Banquet.**

Date: April 26, 2018

Time: 05:00 PM - 09:00 PM MDT

Location: Ramkota Hotel & Conference Center
800 N Poplar St

Menu: Bacon Wrapped Filet
Tossed Garden Salad, Twice Baked Potato
Asparagus, Rolls/Butter
Gourmet Turtle Cheesecake or 3 Tiered Chocolate Caked

Contact: Chamber of Commerce 307-234-5311

Email: jlutz@casperwyoming.org

Date/Time Details: Thursday, April 26, 2018
5 - 9 p.m.

***Please note that this year's Annual Awards Banquet will be held on a Thursday**

NATRONA COUNTY TRAVEL & TOURISM COUNCIL
ANNUAL MEETING
Tuesday, April 24, 2018 - 11:30 A.M.
CAEDA - 300 S. Wolcott St., Suite 300 - Casper, Wyoming
AGENDA

- 11:30 A.M.**
- I. Call to Order - Chair Renee Penton-Jones
 - A. Introductions
 - II. Roll Call (Meetings: Attended/Excused/Held)
 - Kevin Hawley, City of Casper (2/0/2)
 - Shawn Johnson, City of Casper (1/1/2)
 - Renee Penton-Jones, Natrona County (2/0/2)
 - Tiffany Gamble, Natrona County (2/0/2)
 - Brad Murphy, Town of Bar Nunn (2/0/2)
 - Ken Thoren, Town of Edgerton (0/0/0)
 - Jim Ruble, Town of Evansville (1/1/2)
 - Debbie Peterson, Town of Midwest (2/0/2)
 - Erik Aune, Town of Mills (1/1/2)
 - III. Consent Agenda:
 - A. Agenda
 - B. Minutes: March 23, 2018
 - IV. Treasurer's Report, *Tiffany Gamble*
 - A. March 31, 2018
 - V. Old Business:
 - A. Marketing Update, March 2018, *Shawn Houck*
 - B. 2018/2019 Fiscal Year Budget
 - C. 5150 Tourism Development Bylaws
 - D. National Travel & Tourism Week
 - VI. New Business:
 - A. Strategic Planning Update
 - B. Grants & Sponsorships Review
 - VII. Communications Reports:
 - A. Staff Reports
 - B. Community Organization
 - VIII. Council Comments
 - IX. Public Comments
 - X. Upcoming Council Meeting Date: May 22, 2018
 - XI. Executive Session
 - XII. Adjournment

Natrona County Travel & Tourism Council

Casper Area Convention & Visitors Bureau

PUBLIC MEETING MINUTES
TUESDAY, MARCH 27, 2018 ~ 11:30 AM
CASPER, WYOMING

I. **CALL TO ORDER**

Chair Renee Penton-Jones called the public meeting of the Natrona County Travel & Tourism Council to order Tuesday, March 27, 2018, at 11:30 a.m. at the Casper Area Economic Development Alliance. Roll call determined the presence of a quorum.

II. **ROLL CALL**

Present: Kevin Hawley, City of Casper
Renee Penton-Jones, Natrona County
Shawn Johnson, City of Casper
Debbie Peterson, Town of Midwest
Brad Murphy*, Town of Bar Nunn
Tiffany Gamble, Natrona County

Absent: Jim Ruble, Town of Evansville
Erik Aune, Town of Mills

**Joined the meeting in progress*

Also Present: Brook Kaufman, CEO
David Castle, Adbay.com
Mikki Milosevic, Administrative Assistant CVB
Megan Miller, Ramkota Hotel
Karin East, Ramkota Hotel
Tim Monroe, Wyoming Business Report

III. Moved by Mr. Johnson, seconded by Mr. Hawley and carried without dissent to approve the agenda as presented. (Exhibit 1)

IV. Moved by Mrs. Gamble, seconded by Mr. Hawley and carried without dissent to approve the January 2018 minutes as presented.

V. **TREASURER'S REPORT *REPORTED BY BROOK KAUFMAN**

Ms. Kaufman reviewed financial reports and checks for the CACVB and CSA ending January 31, 2018 and February 28, 2018. Moved by Mr. Johnson, seconded by Mrs. Gamble and carried without dissent to accept financial reports including CACVB checks 15447-15510 and CSA checks 6150-6159. (Exhibit 2) (Exhibit 3)

VI. **OLD BUSINESS**

MARKETING UPDATE: Ms. Kaufman stated State Pool was at held at the Casper Events Center March 13 – 18th and that Adbay was able to procure good photos of the event.

Fish Casper is currently running and is the largest leisure advertising investment made by the organization this year. The downtown walking map is now available for visitors and conventioners at VisitCasper.com. Mr. Hauck, Director of Sales and Corporate Partnerships with the CACVB, attended MIC in Denver with the Parkway Plaza and came back with a handful of solid leads. The CSAE show is coming up and Mr. Hauck will be attending that as well. Ms. Kaufman noted that an outcome from the strategic plan with Coraggio group was to post board member photos and bios on VisitCasper.com. Please plan on Adbay facilitating this at the board meeting in April. Ms. Kaufman also reported that website pageviews were down, but the number of visitors were up for January/February. Ms. Kaufman noted that the CNFR 20-year anniversary is in June 2018, and that the CACVB is working on hotel welcome kits, downtown banners and a celebration Saturday night, June 9th as part of NIC FEST. Mrs. Penton- Jones asked if we could include year over year occupancy in the STR Data report. Ms. Kaufman will be adding an additional slide with that information going forward.

OPEN BOARD POSITIONS: Mrs. Penton-Jones asked to go over the open Edgerton Board position. Ken Thorne from Admiral Beverage/Pepsi has been submitted for consideration. Paperwork has been sent to Edgerton Council for approval. The CACVB will know more Monday, April 2nd.

PROUD TO HOST THE BEST (PHB): Ms. Kaufman updated the board as to the next steps for PHB. Ms. Kaufman is meeting with Ms. Karin East, Chair of the Committee, to work through articles of incorporation and applying for 501c3 status. Ms. Kaufman informed the Board that the timeline for incorporation is a few days and 90 days for the non-profit status. Ms. East stated that the next WHSAA board meeting is April 14th and she would like to have something in place before then.

HVS – MARKET DEMAND STUDY: Ms. Kaufman informed the board that the CACVB has received the initial draft of the market demand study performed by HVS. The study was commissioned by the CACVB to help determine if additional meeting space in the market would induce demand or shift demand between existing properties. As a wrap up to this initiative, a follow-up survey has been mailed to all GMs in the market requesting further segmentation and occupancy data to verify data from the STR report. The project will be shared in its entirety upon completion.

NCTTC – TREASURER POSITION: Mr. Ruble called a meeting with Ms. Kaufman to let her know he'd be stepping down as Treasurer. He indicated if possible he'd like to stay on the board but that finding a replacement for his seat is also an option. Ms. Kaufman shared that considering Mr. Ruble's resignation that they would need to elect a new Treasurer and sign updated signature cards. Ms. Penton-Jones shared that the executive committee met and would like the board to consider Tiffany Gamble to fill the position until elections at the annual meeting. Mr. Murphy made a motion for Mrs. Gamble to take on the role of Treasurer for the Natrona County Travel & Tourism Council. Ms. Peterson seconded. The motion carried.

VII. NEW BUSINESS

2018/2019 Fiscal Year Budget: Ms. Kaufman reviewed how she'd like to present the 2018/2019 fiscal budget. In the current structure, there is no good way to track what it truly costs to run each department. All Board members approved the new format and gave thumbs up to proceed.

National Travel & Tourism Week: Ms. Kaufman informed the Board that the CACVB will be partnering with the Chamber of Commerce on a luncheon Wednesday, May 9th for National Travel and Tourism Week. We will invite our CTAs, stakeholders and partners to attend.

CNFR – KEY DATES:

The NCTTC will be hosting a hospitality night at CNFR (in the Rock Star Balcony) Thursday night, June 14th from 6pm – 9pm. As in years past, the invite list will include the board, partners, elected officials and CTAs. We're also partnering with the Nicolaysen Art Museum on a "VIP Recognition Event" Saturday, June 9th, 2018, time TBD.

LODGING TAX RENEWAL – VOTE TO PLACE ON BALLOT: Ms. Kaufman would like a motion made to approach the Natrona County Commissioners to request the 4% Lodging Tax Proposition be placed on the ballot in November. Motioned by Mr. Hawley, seconded by Mr. Murphy and carried without dissent to approach the Natrona County Commissioners to place the 4% lodging tax proposition on the ballot in November 2018.

SPONSORSHIP COMMITTEE:

Ms. Penton-Jones will remain on the committee for grant reviews. Mrs. Gamble and Ms. Peterson will join the committee for reviews. Mr. Murphy abstained due to his position at the Events Center. The next sponsorship review meeting will be held in late April prior to the board meeting.

UPCOMING BOARD MEETINGS:

The Board would like to have meetings once a month and will revisit going back to every other month at the beginning of the 2018/2019 fiscal year.

VISITOR PROFILE STUDY:

Ms. Kaufman reached out to the Wyoming Office of Tourism and multiple research vendors about updating the Visitor Profile Study for Natrona County last commissioned in 2008. Ms. Kaufman shared the proposal from Young Strategies, Inc. with a recommendation to move forward with their proposal to study who is coming to Casper and why they are coming. The study would start in May and information would be available in September. Mr. Hawley stated that this needs to be done and we need to continue renewing these reports. Moved by Mr. Hawley, seconded by Mrs. Gamble and carried without dissent to approve the Berkley Young visitor profile study proposal.

2018 ADVOCACY FOCUS:

Ms. Kaufman stated that 2018 will be a big election year with 5 seats available on City Council, 3 on the Commission, all State Representatives and 2 State Senators. She will be asking the board for help monitoring candidates – look for more discussion around legislative initiatives as the year progresses.

NOTHING ADDITIONAL

VIII. **COMMUNICATIONS REPORTS:**

Staff Reports: no comments

Ms. Kaufman reported that we will have a new Marketing Manager starting April 2, 2018. Amanda Scherlin joins us from the Wyoming Office of Tourism.

Community Liaison Reports: None

IX. **COUNCIL COMMENTS:** There were none.

X. **PUBLIC COMMENTS:** Tim Monroe informed the Board that Legislature appointed money for a veteran's skills center. The Natrona County International Airport plans to be very aggressive in recruiting the project to their campus.

XI. **UPCOMING MEETING DATE:** The next Council meeting is Tuesday, April 24, 2018, and will convene at 11:30 a.m.

XII. **EXECUTIVE SESSION:** The council moved to Executive Session at 12:50pm to discuss personnel issues. The council reconvened at 1:09pm.

XIII. **ADJOURNMENT:** Ms. Penton-Jones made a motion to adjourn the public meeting at 1:11 p.m., seconded by Mr. Hawley. Motion carried unanimously.

Renee Penton-Jones, Chair

Kevin Hawley, Secretary

ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors
Natrona County Travel & Tourism Council
Casper, Wyoming

Management is responsible for the accompanying statement of assets, liabilities, and equity – budgetary basis of the Natrona County Travel & Tourism Council as of March 31, 2018, and the related statements of revenues and expenses – budgetary basis for the nine months then ended and monthly for each month in the current fiscal year in accordance with the budgetary basis of accounting, and for determining that the budgetary basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the basis of accounting the Council uses for budgetary purposes, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures required by the budgetary basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Council's financial position and results of operations. Accordingly, the financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to Natrona County Travel & Tourism Council.

The accompanying financial statements and our accountants' compilation report are for the purpose of the Natrona County Travel & Tourism Council's internal use and should not be used or relied upon by any other party for any purpose. Additional users of these financial statements and accountants' compilation report are hereby advised that the liability of Skogen, Cometto & Associates, P.C. to third party users who use or rely on this information may be limited pursuant to 1995 Wyoming Session Laws, Chapter 155 creating Wyoming Statute § 33-3-201.

Skogen, Cometto & Associates, P.C.

Casper, Wyoming
April 4, 2018

Natrona County Travel & Tourism Council
Statement of Assets, Liabilities, and Equity
 Budgetary Basis as of March 31, 2018

	<u>Mar 31, 18</u>
ASSETS	
Current Assets	
Checking/Savings	
1000 · Petty Cash	150.00
1010 · Checking - Bank of the West	82,421.02
1020 · Wyo Government Investments	727,203.03
Total Checking/Savings	809,774.05
Other Current Assets	
1022 · PrePaid Expense	9,479.42
1025 · Accounts Receivable-Lodging Tax	77,951.60
1050 · Due From CSA	3,698.17
Total Other Current Assets	91,129.19
Total Current Assets	900,903.24
Fixed Assets	
1500 · Computer	2,672.39
1505 · A/D - Computer	-2,401.29
1510 · Furniture & Fixtures	88,652.58
1515 · A/D - Furniture & Fixtures	-43,796.96
1520 · Vehicle	23,287.00
1525 · A/D - Vehicle	-21,734.68
1530 · Office Equipment	3,479.27
1535 · A/D - Office Equipment	-3,479.00
Total Fixed Assets	46,679.31
TOTAL ASSETS	947,582.55
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2001 · AP Accounts Payable	9,201.15
2150 · Payroll Taxes Payable	5,286.64
2170 · Accrued Vacation	6,036.03
2175 · Accrued Wages	8,094.28
2180 · Due to Casper Sports Alliance	5,863.66
2185 · Due to Tourism Development	28,150.00
Total Other Current Liabilities	62,631.76
Total Current Liabilities	62,631.76
Total Liabilities	62,631.76
Equity	
3000 · Investment in Fixed Assets	46,679.31
3100 · Retained Earnings	462,033.71
Net Income	376,237.77
Total Equity	884,950.79
TOTAL LIABILITIES & EQUITY	947,582.55

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Natrona County Travel & Tourism Council
Statement of Revenue and Expenses-Budgetary Basis
July 1 through March 31, 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
Income				
4000 · Lodging Tax Deposits	1,244,704.28	1,387,000.00	-142,295.72	89.7%
4005 · Grant Income	5,000.00	0.00	5,000.00	100.0%
4010 · CTA Income	1,870.48	0.00	1,670.48	100.0%
4090 · Interest	3,985.35	584.00	3,401.35	682.4%
Total Income	1,255,360.11	1,387,584.00	-132,223.89	90.5%
Gross Profit	1,255,360.11	1,387,584.00	-132,223.89	90.5%
Expense				
5000 · Administration				
5001 · Office Expense				
5110 · Telephone & Internet	2,520.58	4,000.00	-1,479.42	63.0%
5120 · Copier Lease/Copier Supplies	7,433.43	8,500.00	-1,066.57	87.5%
5130 · Office Supplies	4,366.62	4,000.00	366.62	109.2%
5135 · Subscriptions	13,085.64	9,000.00	4,085.64	145.4%
5140 · Printing	204.22	500.00	-295.78	40.8%
5160 · Vehicle Expense	960.66	1,500.00	-539.34	64.0%
5160 · Equipment & Furniture	1,046.34	2,000.00	-953.66	52.3%
5170 · Professional & Insurance	24,273.64	30,000.00	-5,726.36	80.9%
5180 · Rent/Maintenance	39,664.75	55,000.00	-15,335.25	72.1%
5200 · Bank Charges	752.08	1,000.00	-247.92	75.2%
Total 5001 · Office Expense	94,307.96	115,500.00	-21,192.04	81.7%
5500 · Administration Staff				
5612 · Salaries	257,663.63	385,400.00	-127,736.37	66.9%
5615 · Bonuses	15,300.00	34,280.00	-18,980.00	44.6%
5632 · Overtime	1,017.24	5,000.00	-3,982.76	20.3%
5642 · Payroll Taxes	25,561.49	41,959.00	-16,397.51	60.9%
5652 · Employee Benefits	58,635.28	88,012.00	-29,376.72	66.6%
Total 5600 · Administration Staff	358,177.64	554,651.00	-196,473.36	64.6%
Total 5000 · Administration	452,485.60	670,151.00	-217,665.40	67.5%
5800 · Grants/Sponsorships				
5810 · Carryover Approved Grants/Spons	11,800.00	26,000.00	-14,200.00	45.4%
5830 · Unencumbered Grants/Sponsorship	49,540.00	124,000.00	-74,460.00	40.0%
Total 5800 · Grants/Sponsorships	61,340.00	150,000.00	-88,660.00	40.9%
6000 · Departmental Marketing				
6200 · Fishing				
6201 · Fishing - Budgeted	0.00	30,000.00	-30,000.00	0.0%
Total 6200 · Fishing	0.00	30,000.00	-30,000.00	0.0%
6301 · Sports				
6320 · Destination Marketing Opportuni	0.00	20,000.00	-20,000.00	0.0%
6330 · Promotional Items	112.63	2,000.00	-1,887.37	5.6%
6340 · Travel/Trade Shows	1,791.23	8,000.00	-6,208.77	22.4%
6350 · CSA Administration	10,627.32	10,000.00	627.32	106.3%
6370 · Business Development	0.00	5,000.00	-5,000.00	0.0%
Total 6301 · Sports	12,531.18	45,000.00	-32,468.82	27.8%
6400 · Meetings				
6420 · Destination Marketing Opportuni	1,131.71	2,000.00	-868.29	56.6%
6430 · Promotional Items	0.00	2,000.00	-2,000.00	0.0%
6440 · Travel/Trade Shows	7,103.98	10,000.00	-2,896.02	71.0%
6450 · Research	15.00	0.00	15.00	100.0%
6470 · Retention	7,500.00	15,000.00	-7,500.00	50.0%
Total 6400 · Meetings	15,750.69	29,000.00	-13,249.31	54.3%
6500 · Tour & Travel				
6524 · FAM Tours	626.60	2,500.00	-1,873.40	25.1%

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Natrona County Travel & Tourism Council
Statement of Revenue and Expenses-Budgetary Basis
July 1 through March 31, 2018

	Jul '17 - Mar 18	Budget	\$ Over Budget	% of Budget
6530 · Promotional Items	2,718.62	1,000.00	1,718.62	271.9%
6534 · Public Relations/Marketing	4,086.95	7,500.00	-3,413.05	54.5%
6540 · Travel/Trade Shows	8,802.24	10,000.00	-1,187.76	88.0%
Total 6500 · Tour & Travel	16,234.41	21,000.00	-4,765.59	77.3%
6600 · Information Distribution				
6616 · Brochures/Posters/Calendars	606.35	1,000.00	-393.65	60.6%
6626 · Postage	3,339.30	14,000.00	-10,660.70	23.9%
Total 6600 · Information Distribution	3,945.65	15,000.00	-11,054.35	26.3%
6700 · Special Projects				
6702 · Airport Reservation Center	0.00	5,000.00	-5,000.00	0.0%
6705 · Legislative	3,161.95	1,500.00	1,661.95	210.8%
6707 · Solar Eclipse	16,666.66	16,667.00	-0.34	100.0%
6713 · Casper Welcome Center	159.52	10,000.00	-9,840.48	1.6%
6715 · Certified Training Ambassador	11,440.76	20,000.00	-8,559.24	57.2%
6725 · Bld Development	-90.00	10,000.00	-10,090.00	-0.9%
6740 · Public Relations	18,494.04	27,500.00	-9,005.96	67.3%
6745 · Wy Outdoor Expo	-6,000.00			
6750 · Research	41,076.85	7,500.00	33,576.85	547.7%
6790 · Zoning Coalition	0.00	1,500.00	-1,500.00	0.0%
Total 6700 · Special Projects	84,909.78	99,667.00	-14,757.22	85.2%
6800 · Travel/Trade Shows/Training				
6813 · Memberships	2,517.00	7,000.00	-4,483.00	36.0%
6823 · Staff Travel/Meetings	17,589.32	25,000.00	-7,410.68	70.4%
6833 · Board Travel/Meetings	4,665.26	9,000.00	-4,334.74	51.8%
6853 · Staff Training/Education	1,461.90	10,000.00	-8,538.10	14.6%
Total 6800 · Travel/Trade Shows/Training	26,233.48	51,000.00	-24,766.52	51.4%
Total 6000 · Departmental Marketing	159,605.19	290,667.00	-131,061.81	54.9%
7000 · Advertising				
7100 · Leisure Travel				
7102 · Leisure Travel-Budgeted	0.00	80,000.00	-80,000.00	0.0%
7116 · Banners/Displays/Signs	975.15			
7125 · Print	22,539.53	0.00	22,539.53	100.0%
7136 · Billboards/Out of Home	11,642.93	0.00	11,642.93	100.0%
7165 · Internet Marketing	24,710.95	0.00	24,710.95	100.0%
7175 · Printing	8,483.80	0.00	8,483.80	100.0%
7185 · Content Production	37,843.56	0.00	37,843.56	100.0%
Total 7100 · Leisure Travel	106,195.92	80,000.00	26,195.92	132.7%
7200 · Fishing				
7201 · Fishing-Budgeted	0.00	86,766.00	-86,766.00	0.0%
7230 · Promotional Items	2,066.90	0.00	2,066.90	100.0%
7255 · Television	86.25	0.00	86.25	100.0%
7265 · Internet Marketing	35.00			
Total 7200 · Fishing	2,188.15	86,766.00	-84,577.85	2.5%
7300 · Advertising-Sports				
7301 · Advertising-Sports-Budgeted	0.00	20,000.00	-20,000.00	0.0%
7325 · Print	99.98	0.00	99.98	100.0%
7366 · Internet Marketing	1,467.00	0.00	1,467.00	100.0%
Total 7300 · Advertising-Sports	1,566.98	20,000.00	-18,433.02	7.8%
7400 · Advertising - Meetings				
7401 · Advertising-Meetings-Budgeted	0.00	41,000.00	-41,000.00	0.0%
7425 · Print	2,671.30	0.00	2,671.30	100.0%
7465 · Internet Marketing	41,682.45	0.00	41,682.45	100.0%
7485 · Video Production	468.75	0.00	468.75	100.0%

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Natrona County Travel & Tourism Council
Statement of Revenue and Expenses-Budgetary Basis
July 1 through March 31, 2018

	<u>Jul '17 - Mar 18</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>
Total 7400 · Advertising - Meetings	44,822.50	41,000.00	3,822.50	109.3%
7500 · Advertising - Tour & Travel				
7525 · Print	168.75	9,000.00	-8,831.25	1.9%
Total 7500 · Advertising - Tour & Travel	168.75	9,000.00	-8,831.25	1.9%
8000 · Casper Guides				
8001 · Casper Guides-Budgeted	0.00	40,000.00	-40,000.00	0.0%
8010 · Casper Guide - Shipping	333.87	0.00	333.87	100.0%
8011 · Casper Guide - Distributions	22,472.42	0.00	22,472.42	100.0%
8075 · Casper Guide - Printing	27,942.96	0.00	27,942.96	100.0%
Total 8000 · Casper Guides	50,749.25	40,000.00	10,749.25	126.9%
Total 7000 · Advertising	205,691.55	276,766.00	-71,074.45	74.3%
Total Expense	879,122.34	1,387,584.00	-508,461.66	63.4%
Net Income	376,237.77	0.00	376,237.77	100.0%

Natrona County Travel & Tourism Council
Statement of Revenue and Expenses
July 2017 through March 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	TOTAL
Income										
4000 - Lodging Tax Deposits	125,620.07	250,544.28	168,855.55	179,636.42	145,307.46	81,223.29	99,411.83	111,951.80	77,951.60	1,244,704.28
4005 - Grant Income	0.00	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00	5,000.00
4010 - CTA Income	108.00	0.00	111.48	185.00	55.00	224.00	258.00	64.00	605.00	1,670.48
4000 - Interest	212.13	222.84	216.44	270.46	414.87	483.74	688.58	683.97	812.34	3,883.35
Total Income	128,140.20	250,767.10	169,188.47	185,071.88	145,777.33	81,930.03	100,358.39	112,699.77	79,458.94	1,239,369.11
Gross Profit	128,140.20	250,767.10	169,188.47	185,071.88	145,777.33	81,930.03	100,358.39	112,699.77	79,458.94	1,239,369.11
Expense										
6000 - Administration										
6001 - Office Expense										
6110 - Telephone & Internet	179.75	219.75	337.67	401.72	389.75	259.75	120.00	302.44	299.75	2,828.58
6120 - Copier Lease/Copier Supplies	641.38	640.56	1,264.34	616.43	844.20	543.00	631.58	1,273.11	1,280.12	7,433.43
6130 - Office Supplies	0.00	165.97	447.67	239.88	465.01	1,887.69	267.48	590.86	292.48	4,368.62
6135 - Subscriptions	0.00	124.56	124.56	7,576.59	682.69	127.69	372.19	3,767.59	109.89	13,035.64
6140 - Printing	78.72	0.00	0.00	0.00	0.00	0.00	0.00	0.00	127.50	204.22
6160 - Vehicle Expense	0.00	148.81	129.17	181.87	87.82	81.56	0.00	101.14	210.29	869.66
6168 - Equipment & Furniture	0.00	0.00	448.35	0.00	699.98	0.00	0.00	0.00	0.00	1,048.34
6170 - Professional & Insurance	818.20	2,995.24	835.75	1,830.07	1,823.65	2,113.70	8,831.13	2,108.15	2,129.73	24,273.64
6180 - Rent/Maintenance	149.75	8,728.00	4,275.00	4,363.00	4,363.00	4,403.00	4,478.00	4,403.00	4,403.00	39,884.73
6200 - Bank Charges	78.65	77.60	78.55	86.81	87.65	90.19	63.91	82.78	82.70	752.08
Total 6001 - Office Expense	1,744.48	13,068.83	8,040.00	18,004.85	9,463.78	9,326.32	15,867.29	12,817.07	8,835.36	94,307.96
6400 - Administration Staff										
6410 - Salaries	22,827.34	25,361.48	29,029.86	29,494.47	29,617.29	28,294.14	29,563.03	38,489.50	23,885.02	257,683.63
6418 - Bonuses	0.00	0.00	0.00	3,200.00	0.00	0.00	3,350.00	0.00	8,750.00	16,300.00
6432 - Overtime	0.00	382.25	473.27	0.00	169.22	0.00	0.00	30.00	22.50	1,017.24
6442 - Payroll Taxes	3,588.36	1,798.48	3,232.79	3,357.14	2,010.10	1,538.99	2,388.60	4,743.00	2,606.98	25,561.49
6452 - Employee Benefits	4,273.37	6,490.99	15,634.47	4,443.70	7,723.89	2,642.82	8,489.40	4,387.62	4,583.22	68,636.28
Total 6400 - Administration Staff	30,689.07	36,033.19	48,369.39	40,488.31	39,466.30	32,873.95	41,783.03	48,840.21	38,648.70	368,177.84
Total 6000 - Administration	32,433.53	49,121.81	56,409.89	58,500.16	48,930.08	42,400.27	57,650.32	61,257.28	48,782.26	482,485.80
6800 - Grants/Sponsorships										
6810 - Carryover Approved Grants/Sponsorships	1,500.00	4,000.00	3,000.00	0.00	3,300.00	0.00	0.00	0.00	0.00	11,800.00
6830 - Unencumbered Grants/Sponsorships	0.00	-2,800.00	1,000.00	0.00	3,200.00	0.00	3,000.00	10,000.00	34,840.00	49,540.00
Total 6800 - Grants/Sponsorships	1,500.00	1,200.00	4,000.00	0.00	6,500.00	0.00	3,000.00	10,000.00	34,840.00	61,340.00
6900 - Departmental Marketing										
6901 - Sports										
6930 - Promotional Items	0.00	0.00	0.00	0.00	112.63	0.00	0.00	0.00	0.00	112.63
6940 - Travel/Trade Shows	0.00	0.00	0.00	0.00	0.00	0.00	862.18	1,199.07	0.00	1,761.23
6950 - CSA Administration	0.00	0.00	2,149.10	1,071.05	273.55	579.36	3,065.15	2,803.24	553.89	10,627.32
Total 6901 - Sports	0.00	0.00	2,149.10	1,071.05	386.18	579.36	3,867.31	4,104.31	553.89	12,631.18
6400 - Meetings										
6420 - Destination Marketing Opportunities	0.00	200.00	0.00	0.00	931.71	0.00	0.00	0.00	0.00	1,131.71
6440 - Travel/Trade Shows	0.00	383.98	0.00	0.00	75.00	-75.00	5,500.00	4,000.00	-2,750.00	7,103.98
6460 - Research	0.00	15.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	15.00
6470 - Retention	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	7,500.00	7,500.00
Total 6400 - Meetings	0.00	588.98	0.00	0.00	1,006.71	-75.00	5,500.00	4,000.00	4,750.00	16,750.69
6500 - Tour & Travel										
6524 - FAM Tours	0.00	0.00	119.45	41.48	81.10	0.00	0.00	0.00	384.57	626.00
6530 - Promotional Items	0.00	0.00	0.00	0.00	1,209.40	1,403.98	0.00	0.00	89.33	2,716.62
6534 - Public Relations/Marketing	0.00	0.00	199.99	2,085.68	0.00	365.43	66.15	1,029.82	330.87	4,068.85
6540 - Travel/Trade Shows	0.00	0.00	0.00	3,000.00	860.00	4,603.19	0.00	-293.00	608.05	8,022.24
Total 6500 - Tour & Travel	0.00	0.00	319.35	5,107.16	2,170.50	6,414.51	85.15	734.82	1,422.82	16,234.41
6600 - Information Distribution										
6616 - Brochures/Posters/Calendars	0.00	130.00	0.00	138.35	85.00	65.00	80.00	65.00	65.00	608.35
6626 - Postage	391.71	647.25	505.00	188.28	139.77	50.01	681.98	422.18	845.12	3,339.30
Total 6600 - Information Distribution	391.71	777.25	505.00	286.63	204.77	115.01	761.98	487.18	410.12	3,948.65
6700 - Special Projects										
6708 - Legislative	0.00	2,861.98	300.00	0.00	0.00	0.00	0.00	0.00	0.00	3,161.98
6707 - Solar Eclipse	16,666.88	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16,666.88
6713 - Casper Welcome Center	0.00	0.00	0.00	0.00	159.32	0.00	0.00	0.00	0.00	159.32
6718 - Certified Training Ambassador	0.00	756.28	296.21	0.00	30.00	340.00	127.42	8,080.47	1,831.40	11,440.78
6725 - Bid Development	0.00	-80.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-80.00
6740 - Public Relations	0.00	48.00	0.00	0.00	0.00	18,000.00	0.00	448.00	0.00	18,496.00
6746 - Wyo Outdoor Expo	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-8,000.00	-8,000.00
6760 - Research	0.00	0.00	0.00	0.00	0.00	7,500.00	0.00	4,738.00	28,633.85	41,071.85
Total 6700 - Special Projects	16,666.88	3,573.21	596.21	0.00	189.32	25,840.00	127.42	13,240.51	24,670.25	84,809.78
6800 - Travel/Trade Shows/Training										
6813 - Memberships	0.00	875.00	0.00	217.00	450.00	973.00	0.00	0.00	0.00	2,515.00
6823 - Staff Travel/Meetings	0.00	3,619.05	411.36	4,234.83	2,617.97	2,355.51	3,992.94	487.78	870.04	17,589.32
6833 - Board Travel/Meetings	0.00	161.24	198.50	616.31	184.13	0.00	2,435.67	825.00	367.41	4,668.28
6853 - Staff Training/Education	0.00	75.00	0.00	0.00	0.00	0.00	1,375.00	0.00	11.90	1,461.90
Total 6800 - Travel/Trade Shows/Training	0.00	4,830.29	610.86	4,867.99	3,228.10	3,333.51	8,903.61	1,312.78	1,249.35	28,233.48
Total 6000 - Departmental Marketing	17,058.57	9,549.75	4,160.51	11,436.83	7,183.78	38,204.41	17,048.47	23,865.70	33,058.39	188,605.19
6900 - Payroll Expenses	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
7000 - Advertising										
7100 - Leisure Travel										
7116 - Banners/Displays/Signs	0.00	0.00	0.00	0.00	0.00	0.00	894.89	0.00	40.18	975.15
7125 - Print	0.00	1,277.85	0.00	9,885.00	0.00	0.00	8,960.83	0.00	5,818.25	22,539.33
7135 - Billboards/Out of Home	0.00	6,984.28	0.00	1,117.44	0.00	0.00	931.50	0.00	0.00	11,042.93
7160 - Internet Marketing	0.00	8,834.18	0.00	1,475.00	6,772.02	855.12	343.38	6,000.00	631.25	24,710.55
7170 - Printing	0.00	1,378.81	0.00	659.84	143.71	0.00	8,249.20	1,122.84	0.00	8,483.80
7188 - Content Production	0.00	2,267.99	0.00	7,843.75	2,048.78	13,327.90	4,386.60	3,563.23	4,358.76	37,643.56
Total 7100 - Leisure Travel	0.00	23,370.72	0.00	20,110.63	8,966.51	13,962.62	16,808.20	10,662.62	10,578.42	106,195.82
7200 - Fishing										
7230 - Promotional Items	0.00	0.00	0.00	0.00	2,088.90	0.00	0.00	0.00	0.00	2,088.90
7258 - Television	0.00	0.00	0.00	86.25	0.00	0.00	0.00	0.00	0.00	86.25
7268 - Internet Marketing	0.00	0.00	0.00	0.00	0.00	0.00	0.00	35.00	0.00	35.00

Natrona County Travel & Tourism Council
Statement of Revenue and Expenses
July 2017 through March 2018

	Jul 17	Aug 17	Sep 17	Oct 17	Nov 17	Dec 17	Jan 18	Feb 18	Mar 18	TOTAL
Total 7200 - Fishing	0.00	0.00	0.00	86.25	2,008.90	0.00	0.00	35.00	0.00	2,188.15
7300 - Advertising-Sports										
7325 - Print	0.00	0.00	0.00	0.00	99.88	0.00	0.00	0.00	0.00	99.88
7345 - Internet Marketing	0.00	0.00	0.00	0.00	0.00	1,467.00	0.00	0.00	0.00	1,467.00
Total 7300 - Advertising-Sports	0.00	0.00	0.00	0.00	99.88	1,467.00	0.00	0.00	0.00	1,566.88
7400 - Advertising - Meetings										
7425 - Print	0.00	300.00	0.00	2,371.50	0.00	0.00	0.00	0.00	0.00	2,671.50
7445 - Internet Marketing	8,750.00	7,500.00	7,515.00	8,087.33	7,483.75	2,285.00	15.00	86.37	0.00	41,682.45
7445 - Video Production	0.00	0.00	0.00	0.00	225.00	343.75	0.00	0.00	0.00	468.75
Total 7400 - Advertising - Meetings	8,750.00	7,800.00	7,515.00	10,438.83	7,708.75	2,608.75	15.00	86.37	0.00	44,822.50
7500 - Advertising - Tour & Travel										
7525 - Print	0.00	0.00	0.00	0.00	168.75	0.00	0.00	0.00	0.00	168.75
Total 7500 - Advertising - Tour & Travel	0.00	0.00	0.00	0.00	168.75	0.00	0.00	0.00	0.00	168.75
8000 - Casper Guides										
8010 - Casper Guide - Shipping	0.00	333.87	0.00	0.00	0.00	0.00	0.00	0.00	0.00	333.87
8011 - Casper Guide - Distributions	0.00	0.00	0.00	0.00	0.00	22,443.00	0.00	29.42	0.00	22,472.42
8075 - Casper Guide - Printing	0.00	8,853.41	0.00	0.00	0.00	0.00	19,289.55	0.00	0.00	27,942.96
Total 8000 - Casper Guides	0.00	9,987.28	0.00	0.00	0.00	22,443.00	19,289.55	29.42	0.00	50,746.25
Total 7000 - Advertising	8,750.00	40,158.00	7,515.00	30,835.41	19,018.89	40,401.37	37,810.75	10,833.71	10,578.42	205,891.55
Total Expense	59,741.90	100,329.54	72,105.40	97,574.40	81,826.73	119,008.05	115,608.54	106,978.69	127,256.09	879,122.34
Net Income	84,389.39	168,437.54	85,081.07	67,487.48	64,180.60	-37,078.02	-15,148.28	6,893.08	-47,798.18	378,337.77

Natrona County Travel & Tourism Council
General Ledger

As of March 31, 2018

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
1000 - Petty Cash								150.00
Total 1000 - Petty Cash								150.00
1010 - Checking - Bank of the West								96,222.78
Check	03/01/2018	Autopsy	Bankcard Processing Fee		5200 - Bank C...	-22.58	-22.58	96,200.20
Check	03/01/2018	Autopsy	Audinet Gateway Billing		5200 - Bank C...	-25.00	-25.00	96,175.20
Deposit	03/02/2018			Deposit	4010 - CTA In...	621.00	621.00	96,796.20
Deposit	03/02/2018			Deposit	6440 - Travel...	2,750.00	2,750.00	101,546.20
Psychcheck	03/05/2018	DD	Glasspoole, Terrio L		-SPLIT-	-193.93	-193.93	101,352.27
Psychcheck	03/05/2018	DD	Milosevic, Milica		-SPLIT-	-1,235.38	-1,235.38	100,116.89
Psychcheck	03/05/2018	DD	Giamonio, John		-SPLIT-	-2,101.35	-2,101.35	98,015.54
Psychcheck	03/05/2018	DD	Hauck, Ryan L		-SPLIT-	-2,567.68	-2,567.68	95,447.86
Psychcheck	03/05/2018	DD	Kaufman, Brook M		-SPLIT-	-2,765.10	-2,765.10	92,682.76
Liability Check	03/05/2018	1	EFTPS		-SPLIT-	-3,126.06	-3,126.06	89,556.70
Liability Check	03/05/2018	2	American Funds		-SPLIT-	-1,071.67	-1,071.67	88,485.03
Check	03/05/2018	15511	Mastcard		-SPLIT-	-7,650.33	-7,650.33	80,834.70
Bill Pmt -Check	03/05/2018	15512	AMBI Mail & Marketing		2000 - Account...	-127.50	-127.50	80,707.20
Bill Pmt -Check	03/05/2018	15513	Casper Sports Alliance		2000 - Account...	-34,500.00	-34,500.00	46,207.20
Bill Pmt -Check	03/05/2018	15514	Connect Elevation LLC		2000 - Account...	-455.00	-455.00	45,752.20
Bill Pmt -Check	03/05/2018	15515	Coraggio Group		2000 - Account...	-19,646.26	-19,646.26	26,105.94
Bill Pmt -Check	03/05/2018	15516	Darlene Matz		2000 - Account...	-167.00	-167.00	25,938.94
Bill Pmt -Check	03/05/2018	15517	DeWit Wazer Systems & Service	#41558	2000 - Account...	-7.50	-7.50	25,931.44
Bill Pmt -Check	03/05/2018	15518	John Giamonio		2000 - Account...	-486.04	-486.04	25,445.40
Bill Pmt -Check	03/05/2018	15519	Kevin Hamley		2000 - Account...	-218.64	-218.64	25,226.76
Bill Pmt -Check	03/05/2018	15520	Roger Davis		2000 - Account...	-65.00	-65.00	25,161.76
Deposit	03/05/2018			Deposit	2185 - Due to ...	350.00	350.00	25,511.76
Deposit	03/07/2018			Deposit	4010 - CTA In...	74.00	74.00	25,585.76
Deposit	03/12/2018			Deposit	1025 - Account...	111,951.80	111,951.80	137,537.56
Check	03/12/2018		United Health Care		5652 - Employ...	-3,056.42	-3,056.42	134,481.14
Psychcheck	03/20/2018	15521	Giamonio, John		-SPLIT-	-2,593.25	-2,593.25	131,887.89
Psychcheck	03/20/2018	15522	Hauck, Ryan L		-SPLIT-	-2,013.75	-2,013.75	129,874.14
Psychcheck	03/20/2018	15523	Kaufman, Brook M		-SPLIT-	-1,769.79	-1,769.79	128,104.35
Psychcheck	03/20/2018	DD	Glasspoole, Terrio L		-SPLIT-	-193.94	-193.94	127,910.41
Psychcheck	03/20/2018	DD	Milosevic, Milica		-SPLIT-	-1,462.36	-1,462.36	126,448.05
Psychcheck	03/20/2018	DD	Giamonio, John		-SPLIT-	-2,101.36	-2,101.36	124,346.69
Psychcheck	03/20/2018	DD	Hauck, Ryan L		-SPLIT-	-2,567.67	-2,567.67	121,779.02
Psychcheck	03/20/2018	DD	Kaufman, Brook M		-SPLIT-	-2,766.09	-2,766.09	119,012.93
Liability Check	03/20/2018	1	EFTPS		-SPLIT-	-5,511.86	-5,511.86	113,501.07
Liability Check	03/20/2018	2	American Funds		-SPLIT-	-2,045.00	-2,045.00	111,456.07
Bill Pmt -Check	03/20/2018	15524	Adoby.com		2000 - Account...	-10,233.92	-10,233.92	101,222.15
Bill Pmt -Check	03/20/2018	15525	Audi Mail & Marketing		2000 - Account...	-1,125.12	-1,125.12	100,097.03
Bill Pmt -Check	03/20/2018	15526	Brook Kaufman		2000 - Account...	-302.93	-302.93	99,794.10
Bill Pmt -Check	03/20/2018	15527	Casper Events Center-Spectra		2000 - Account...	-7,500.00	-7,500.00	92,294.10
Bill Pmt -Check	03/20/2018	15528	Charter Communications		2000 - Account...	-179.75	-179.75	92,114.35
Bill Pmt -Check	03/20/2018	15529	DeWit Wazer Systems & Service		2000 - Account...	-27.50	-27.50	92,086.85
Bill Pmt -Check	03/20/2018	15530	HVS		2000 - Account...	-9,192.59	-9,192.59	82,894.26
Bill Pmt -Check	03/20/2018	15531	John Giamonio		2000 - Account...	-395.43	-395.43	82,498.83
Bill Pmt -Check	03/20/2018	15532	Oil Capital Auto Club		2000 - Account...	-340.00	-340.00	82,158.83
Bill Pmt -Check	03/20/2018	15533	Powder River Shredders, LLC		2000 - Account...	-72.50	-72.50	82,086.33
Bill Pmt -Check	03/20/2018	15534	Quality Office Solutions, Inc		2000 - Account...	-42.99	-42.99	82,043.34
Bill Pmt -Check	03/20/2018	15535	Scott Murray Law, LLC		2000 - Account...	-1,022.40	-1,022.40	81,020.94
Bill Pmt -Check	03/20/2018	15536	Skogen, Conneto & Associates, P.C.		2000 - Account...	-1,107.35	-1,107.35	79,913.59
Bill Pmt -Check	03/20/2018	15537	Xorax Financial Services		2000 - Account...	-1,280.12	-1,280.12	78,633.47
Bill Pmt -Check	03/20/2018	15538	World Bros., Inc.		2000 - Account...	-4,403.00	-4,403.00	74,230.47
Check	03/27/2018			Service Charge	5200 - Bank C...	-35.12	-35.12	74,195.35
Deposit	03/23/2018			Deposit	6823 - Staff Tr...	686.82	686.82	74,882.17
Deposit	03/23/2018			Deposit	2185 - Due to ...	1,250.00	1,250.00	76,132.17
Deposit	03/26/2018			Deposit	2185 - Due to ...	350.00	350.00	76,482.17
Deposit	03/31/2018			Deposit	-SPLIT-	6,000.00	6,000.00	82,482.17
Interest				Interest	4090 - Interest	0.65	0.65	82,482.82
Total 1010 - Checking - Bank of the West						-15,901.76	-15,901.76	62,421.02

Natrona County Travel & Tourism Council
General Ledger
As of March 31, 2018

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
1020 - Wyo Government Investments								726,391.54
Deposit	03/31/2018			Interest	4090 - Interest	811.49	811.49	727,203.03
Total 1020 - Wyo Government Investments						811.49	811.49	727,203.03
1022 - PrePaid Expense								9,479.42
Total 1022 - PrePaid Expense								9,479.42
1025 - Accounts Receivable-Lodging Tax								111,951.80
Deposit	03/12/2018		Wyoming Dept of Revenue		1010 - Check...	-111,951.80	-111,951.80	0.00
General Journal	03/31/2018	JE 01		Record March Lodging Tax	4000 - Lodging...	77,951.80	77,951.80	77,951.80
Total 1025 - Accounts Receivable-Lodging Tax						-34,000.20		77,951.80
1050 - Due From CSA								0.00
Credit Card Charge	03/05/2018	1955	Facebook	Cowboy State Games	2056 - MC - #...	38.17	38.17	38.17
Credit Card Charge	03/05/2018	1955	International Sportsmens Exposition	Casper Sport Alliance	2056 - MC - #...	300.00	300.00	338.17
Credit Card Charge	03/05/2018	1955	Hasty Awards	Cowboy State Games Awards	2056 - MC - #...	3,368.00	3,368.00	3,698.17
Total 1050 - Due From CSA						3,698.17	3,698.17	3,698.17
1500 - Computer								2,672.39
Total 1500 - Computer								2,672.39
1505 - A/D - Computer								-2,401.29
Total 1505 - A/D - Computer								-2,401.29
1510 - Furniture & Fixtures								88,652.58
Total 1510 - Furniture & Fixtures								88,652.58
1515 - A/D - Furniture & Fixtures								-43,798.96
Total 1515 - A/D - Furniture & Fixtures								-43,798.96
1520 - Vehicle								23,287.00
Total 1520 - Vehicle								23,287.00
1525 - A/D - Vehicle								-21,734.68
Total 1525 - A/D - Vehicle								-21,734.68
1530 - Office Equipment								3,479.27
Total 1530 - Office Equipment								3,479.27
1535 - A/D - Office Equipment								-3,479.00
Total 1535 - A/D - Office Equipment								-3,479.00
2000 - Accounts Payable								0.00
Bill Pmt - Check	03/05/2018	15512	AMBI Mail & Marketing		1010 - Check...	127.50	-127.50	-127.50
Bill Pmt - Check	03/05/2018	15512	AMBI Mail & Marketing		1010 - Check...	127.50	127.50	0.00
Bill Pmt - Check	03/05/2018	15513	Casper Sports Alliance		1010 - Check...	34,500.00	34,500.00	34,500.00
Bill Pmt - Check	03/05/2018	15513	Casper Sports Alliance		1010 - Check...	-30,000.00	-30,000.00	4,500.00
Bill Pmt - Check	03/05/2018	15513	Casper Sports Alliance		1010 - Check...	34,500.00	34,500.00	0.00
Bill Pmt - Check	03/05/2018	15514	Connect Elevation LLC		1010 - Check...	455.00	455.00	455.00
Bill Pmt - Check	03/05/2018	15514	Connect Elevation LLC		1010 - Check...	455.00	455.00	0.00
Bill Pmt - Check	03/05/2018	15515	Coraggio Group		1010 - Check...	19,646.26	-17,318.75	-17,318.75
Bill Pmt - Check	03/05/2018	15515	Coraggio Group		1010 - Check...	19,646.26	19,646.26	-19,646.26
Bill Pmt - Check	03/05/2018	15515	Coraggio Group		1010 - Check...	167.00	167.00	0.00
Bill Pmt - Check	03/05/2018	15516	Darlene Metz		1010 - Check...	167.00	167.00	0.00
Bill Pmt - Check	03/05/2018	15516	Darlene Metz		1010 - Check...	7.50	-7.50	-7.50
Bill Pmt - Check	03/05/2018	15517	DeWitt Water Systems & Service	#41558	1010 - Check...	7.50	7.50	0.00
Bill Pmt - Check	03/05/2018	15517	DeWitt Water Systems & Service	#41558	1010 - Check...	486.04	486.04	486.04
Bill Pmt - Check	03/05/2018	15518	John Giamtoro		1010 - Check...	486.04	-486.04	0.00
Bill Pmt - Check	03/05/2018	15518	John Giamtoro		1010 - Check...	218.64	218.64	218.64
Bill Pmt - Check	03/05/2018	15519	Kevin Hawley		1010 - Check...	218.64	-5.50	213.14
Bill Pmt - Check	03/05/2018	15519	Kevin Hawley		1010 - Check...	218.64	-103.55	109.59
Bill Pmt - Check	03/05/2018	15519	Kevin Hawley		1010 - Check...	218.64	-103.55	6.04
Bill Pmt - Check	03/05/2018	15519	Kevin Hawley		1010 - Check...	218.64	-6.04	0.00
Bill Pmt - Check	03/06/2018	15520	Roger Davis		1010 - Check...	65.00	65.00	65.00

Natrona County Travel & Tourism Council
General Ledger
As of March 31, 2018

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
Bill Pmt-Check	03/05/2018	15520	Roger Davis		1010 - Check...	65.00	-65.00	0.00
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-38.74	-38.74
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-55.47	-64.21
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	10,233.92	10,199.71
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-72.35	10,067.36
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-452.18	9,615.18
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-104.52	9,508.66
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-379.83	9,126.83
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-542.62	8,584.21
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-614.97	7,969.24
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-54.26	7,914.98
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-233.13	7,679.85
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-36.17	7,643.68
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-196.96	7,446.72
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-24.10	7,422.62
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-106.52	7,316.10
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-72.35	7,243.75
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-242.66	6,999.09
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-915.21	6,083.88
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-5,078.61	1,005.27
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-196.96	808.31
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-90.44	717.87
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	10,233.92	-180.87	537.00
Bill Pmt-Check	03/20/2018	15524	Adbay.com		1010 - Check...	1,125.12	1,125.12	1,125.12
Bill Pmt-Check	03/20/2018	15525	AMBI Mail & Marketing		1010 - Check...	1,125.12	-760.00	365.12
Bill Pmt-Check	03/20/2018	15525	AMBI Mail & Marketing		1010 - Check...	1,125.12	-345.12	0.00
Bill Pmt-Check	03/20/2018	15525	Brook Kaufman		1010 - Check...	302.93	-80.00	-80.00
Bill Pmt-Check	03/20/2018	15528	Brook Kaufman		1010 - Check...	302.93	-194.02	-274.02
Bill Pmt-Check	03/20/2018	15528	Brook Kaufman		1010 - Check...	302.93	-7.63	-281.39
Bill Pmt-Check	03/20/2018	15528	Brook Kaufman		1010 - Check...	302.93	-31.28	-312.67
Bill Pmt-Check	03/20/2018	15527	Casper Events Center-Spectra		1010 - Check...	7,500.00	-7,500.00	-7,500.00
Bill Pmt-Check	03/20/2018	15527	Casper Events Center-Spectra		1010 - Check...	7,500.00	7,500.00	0.00
Bill Pmt-Check	03/20/2018	15528	Charter Communications		1010 - Check...	179.75	-179.75	-179.75
Bill Pmt-Check	03/20/2018	15528	Charter Communications		1010 - Check...	179.75	179.75	0.00
Bill Pmt-Check	03/20/2018	15529	DeWitt Water Systems & Service		1010 - Check...	27.50	-27.50	-27.50
Bill Pmt-Check	03/20/2018	15530	HVS	#41558	1010 - Check...	9,192.59	-9,192.59	-9,192.59
Bill Pmt-Check	03/20/2018	15531	John Glantonio	#41558	1010 - Check...	396.43	396.43	396.43
Bill Pmt-Check	03/20/2018	15531	John Glantonio		1010 - Check...	396.43	-40.00	356.43
Bill Pmt-Check	03/20/2018	15532	Oil Capital Auto Club		1010 - Check...	340.00	-340.00	0.00
Bill Pmt-Check	03/20/2018	15532	Oil Capital Auto Club		1010 - Check...	340.00	340.00	340.00
Bill Pmt-Check	03/20/2018	15533	Powder River Shredders, LLC		1010 - Check...	72.50	-72.50	0.00
Bill Pmt-Check	03/20/2018	15533	Powder River Shredders, LLC		1010 - Check...	72.50	-72.50	0.00
Bill Pmt-Check	03/20/2018	15534	Quality Office Solutions, Inc.		1010 - Check...	42.99	-42.99	0.00
Bill Pmt-Check	03/20/2018	15534	Quality Office Solutions, Inc.		1010 - Check...	42.99	-42.99	0.00
Bill Pmt-Check	03/20/2018	15535	Scott Murray Law, LLC		1010 - Check...	1,022.40	1,022.40	1,022.40
Bill Pmt-Check	03/20/2018	15535	Scott Murray Law, LLC		1010 - Check...	1,022.40	-1,022.40	0.00
Bill Pmt-Check	03/20/2018	15536	Slopan, Cometa & Associates, P.C.		1010 - Check...	1,107.35	-1,107.35	-1,107.35
Bill Pmt-Check	03/20/2018	15536	Slopan, Cometa & Associates, P.C.		1010 - Check...	1,107.35	1,107.35	0.00
Bill Pmt-Check	03/20/2018	15537	Xerox Financial Services		1010 - Check...	1,280.12	-1,280.12	-1,280.12
Bill Pmt-Check	03/20/2018	15537	Xerox Financial Services		1010 - Check...	1,280.12	1,280.12	0.00
Bill Pmt-Check	03/20/2018	15538	Wold Bros., Inc.		1010 - Check...	4,403.00	-4,403.00	4,403.00
Bill Pmt-Check	03/20/2018	15538	Wold Bros., Inc.		1010 - Check...	4,403.00	-4,403.00	0.00

Total 2000 - Accounts Payable

Natrona County Travel & Tourism Council
 General Ledger
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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
2050 - MC - #8497								
Credit Card Charge	03/05/2018	9597	Amazon		6715 - Certifia...	-62.98	-62.98	0.00
Credit Card Charge	03/05/2018	9597	Walgreens		6830 - Promoti...	-58.38	-58.38	-121.36
Credit Card Charge	03/05/2018	9597	Teeling Services Psychia...		6853 - Staff Tr...	-11.90	-11.90	-133.26
Credit Card Charge	03/05/2018	9597	Natrona Co. Treasurer		5150 - Vehicle...	-165.23	-165.23	-298.49
Credit Card Charge	03/05/2018	9597	Rackspace Email and Apps		5135 - Subscr...	-10.00	-10.00	-308.49
Credit Card Charge	03/05/2018	9597	Frontier		6823 - Staff Tr...	-80.00	-80.00	-388.49
Credit Card Charge	03/05/2018	9597	Charlie T's Pizzeria		6715 - Certifia...	-94.86	-94.86	-483.35
Credit Card Charge	03/05/2018	9597	Denver International Airport		6715 - Certifia...	-8.83	-8.83	-492.18
Credit Card Charge	03/05/2018	9597	Food Hall		6715 - Certifia...	-3.36	-3.36	-495.54
Credit Card Charge	03/05/2018	9597	Marriott		6715 - Certifia...	-61.70	-61.70	-557.24
Credit Card Charge	03/05/2018	9597	Marriott		6715 - Certifia...	-3.74	-3.74	-560.98
Credit Card Charge	03/05/2018	9597	UVC		6715 - Certifia...	-8.20	-8.20	-569.18
Credit Card Charge	03/05/2018	9597	UVC		6715 - Certifia...	-47.60	-47.60	-616.78
Credit Card Charge	03/05/2018	9597	Bay C		6715 - Certifia...	-8.61	-8.61	-625.39
Credit Card Charge	03/05/2018	9597	Toot SVC		6715 - Certifia...	-19.86	-19.86	-645.25
Credit Card Charge	03/05/2018	9597	DIA Parking		6715 - Certifia...	-8.55	-8.55	-653.80
Credit Card Charge	03/05/2018	9597	Marriott		6715 - Certifia...	-120.00	-120.00	-773.80
Credit Card Charge	03/05/2018	9597	Food Hall		6715 - Certifia...	-461.50	-461.50	-1,235.30
Credit Card Charge	03/05/2018	9597	Metro Coffee Company		6715 - Certifia...	-12.61	-12.61	-1,247.91
Credit Card Charge	03/05/2018	9597	Rackspace Email and Apps		5135 - Subscr...	-4.38	-4.38	-1,252.29
Credit Card Charge	03/05/2018	9597	Mastercard		1010 - Checkl...	-90.00	-90.00	-1,342.29
Check	03/05/2018	15511				1,354.41	1,354.41	0.00
Total 2050 - MC - #8497								
2051 - MC - #4952								
Credit Card Charge	03/05/2018	4952	FireLock Steakhouse		6524 - FAM T...	-361.78	-361.78	0.00
Credit Card Charge	03/05/2018	4952	30HT Hospitality		6524 - FAM T...	-22.79	-22.79	-384.57
Credit Card Charge	03/05/2018	4952	One Two Nine Hospitality		6540 - Travel/...	-12.55	-12.55	-397.12
Credit Card Charge	03/05/2018	4952	Amazon		5130 - Office ...	-129.99	-129.99	-527.11
Credit Card Charge	03/05/2018	4952	United Airlines, Inc.		6540 - Travel/...	-595.50	-595.50	-1,122.61
Credit Card Charge	03/05/2018	4952	Best Buy		6520 - Promot...	-40.95	-40.95	-1,163.56
Check	03/05/2018	15511	Mastercard		1010 - Checkl...	1,163.56	1,163.56	0.00
Total 2051 - MC - #4952								
2054 - MC - #1595								
Credit Card Charge	03/05/2018	1595	Schlitzkays		6853 - Board ...	-148.77	-148.77	0.00
Credit Card Charge	03/05/2018	1595	Adobe Software		5135 - Subscr...	-8.98	-8.98	-157.75
Check	03/05/2018	15511	Mastercard		1010 - Checkl...	158.76	158.76	0.00
Total 2054 - MC - #1595								
2056 - MC - #1985								
Credit Card Charge	03/05/2018	1955	Osaka Blues Market		6823 - Staff Tr...	-22.54	-22.54	0.00
Credit Card Charge	03/05/2018	1955	DPAC Garage		6823 - Staff Tr...	-8.00	-8.00	-30.54
Credit Card Charge	03/05/2018	1955	Colorado Concessions		6823 - Staff Tr...	-12.50	-12.50	-43.04
Credit Card Charge	03/05/2018	1955	Baroness Coffee - Denver, CO		6823 - Staff Tr...	-11.50	-11.50	-54.54
Credit Card Charge	03/05/2018	1955	DPAC Garage		6823 - Staff Tr...	-16.00	-16.00	-70.54
Credit Card Charge	03/05/2018	1955	Teal Teac		6823 - Staff Tr...	-13.20	-13.20	-83.74
Credit Card Charge	03/05/2018	1955	Starbuck Social		6823 - Staff Tr...	-19.67	-19.67	-103.41
Credit Card Charge	03/05/2018	1955	DPAC Garage		6823 - Staff Tr...	-15.00	-15.00	-118.41
Credit Card Charge	03/05/2018	1955	Doubletree Hotel		6823 - Staff Tr...	-782.09	-782.09	-890.50
Credit Card Charge	03/05/2018	1955	Facebook		1050 - Due Fr...	-38.17	-38.17	-928.67
Credit Card Charge	03/05/2018	1955	International Sportsmans Exposition		1050 - Due Fr...	-300.00	-300.00	-1,228.67
Credit Card Charge	03/05/2018	1955	Fruit QuickBooks		5130 - Office ...	-12.00	-12.00	-1,240.67
Credit Card Charge	03/05/2018	1955	FireRock Steakhouse		6534 - Public ...	-328.37	-328.37	-1,569.04
Credit Card Charge	03/05/2018	1955	Ridley's Family Markets		5150 - Vehicle...	-3.13	-3.13	-1,572.17
Credit Card Charge	03/05/2018	1955	Shore's Gas		6534 - Public ...	-2.50	-2.50	-1,574.67
Credit Card Charge	03/05/2018	1955	Eaton Mobile		5150 - Vehicle...	-42.35	-42.35	-1,617.02
Credit Card Charge	03/05/2018	1955	Hasty Awards		1050 - Due Fr...	-3,360.00	-3,360.00	-4,977.02

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
Credit Card Credit	03/05/2018	1855	Erson Mobile		5150 - Vehicle...	0.42	0.42	-4,983.60
Check	03/05/2018	15511	Mastercard		1010 - Check...	4,983.60	4,983.60	0.00
Total 2058 - MC - #1855								
2001 - AP Accounts Payable								
Total 2001 - AP Accounts Payable								
2110 - Simple IRA Payable								
Paycheck	03/05/2018	DD	Glantonio, John.		1010 - Check...	-83.75	-83.75	0.00
Paycheck	03/05/2018	DD	Glantonio, John.		1010 - Check...	-83.75	-83.75	-167.50
Paycheck	03/05/2018	DD	Hauck, Ryan L.		1010 - Check...	-181.46	-181.46	-328.96
Paycheck	03/05/2018	DD	Hauck, Ryan L.		1010 - Check...	-86.88	-86.88	-425.84
Paycheck	03/05/2018	DD	Kaufman, Brook M.		1010 - Check...	-520.83	-520.83	-946.67
Paycheck	03/05/2018	DD	Kaufman, Brook M.		1010 - Check...	-125.00	-125.00	-1,071.67
Liability Check	03/05/2018	2	American Funds		1010 - Check...	303.63	303.63	-768.04
Liability Check	03/05/2018	2	American Funds		1010 - Check...	788.04	788.04	0.00
Paycheck	03/20/2018	15521	Glantonio, John.		1010 - Check...	-105.00	-105.00	-105.00
Paycheck	03/20/2018	15522	Hauck, Ryan L.		1010 - Check...	-105.00	-105.00	-210.00
Paycheck	03/20/2018	15522	Hauck, Ryan L.		1010 - Check...	-125.00	-125.00	-335.00
Paycheck	03/20/2018	15522	Hauck, Ryan L.		1010 - Check...	-75.00	-75.00	-410.00
Paycheck	03/20/2018	15523	Kaufman, Brook M.		1010 - Check...	-520.83	-520.83	-930.83
Paycheck	03/20/2018	15523	Kaufman, Brook M.		1010 - Check...	-82.50	-82.50	-1,013.33
Paycheck	03/20/2018	15523	Kaufman, Brook M.		1010 - Check...	-83.75	-83.75	-1,097.08
Paycheck	03/20/2018	DD	Glantonio, John.		1010 - Check...	-83.75	-83.75	-1,180.83
Paycheck	03/20/2018	DD	Hauck, Ryan L.		1010 - Check...	-161.46	-161.46	-1,342.29
Paycheck	03/20/2018	DD	Hauck, Ryan L.		1010 - Check...	-86.88	-86.88	-1,429.17
Paycheck	03/20/2018	DD	Kaufman, Brook M.		1010 - Check...	-520.83	-520.83	-1,950.00
Paycheck	03/20/2018	DD	Kaufman, Brook M.		1010 - Check...	-125.00	-125.00	-2,075.00
Paycheck	03/20/2018	DD	Kaufman, Brook M.		1010 - Check...	568.13	568.13	-1,506.87
Liability Check	03/20/2018	2	American Funds		1010 - Check...	1,518.67	1,518.67	-1,518.67
Liability Check	03/20/2018	2	American Funds		1010 - Check...	0.00	0.00	0.00
Total 2110 - Simple IRA Payable								
2130 - Social Security Payable								
Paycheck	03/05/2018	DD	Glantonio, John.		1010 - Check...	-173.09	-173.09	0.00
Paycheck	03/05/2018	DD	Glantonio, John.		1010 - Check...	-173.09	-173.09	-346.18
Paycheck	03/05/2018	DD	Hauck, Ryan L.		1010 - Check...	-200.21	-200.21	-546.39
Paycheck	03/05/2018	DD	Hauck, Ryan L.		1010 - Check...	-200.21	-200.21	-746.60
Paycheck	03/05/2018	DD	Kaufman, Brook M.		1010 - Check...	-258.33	-258.33	-1,004.93
Paycheck	03/05/2018	DD	Kaufman, Brook M.		1010 - Check...	-258.33	-258.33	-1,263.26
Paycheck	03/05/2018	DD	Milosevic, Milica		1010 - Check...	-80.06	-80.06	-1,353.32
Paycheck	03/05/2018	DD	Milosevic, Milica		1010 - Check...	-90.06	-90.06	-1,443.38
Paycheck	03/05/2018	DD	EFTPS		1010 - Check...	734.71	734.71	-708.67
Liability Check	03/05/2018	1	EFTPS		1010 - Check...	734.71	734.71	-28.04
Liability Check	03/05/2018	1	EFTPS		1010 - Check...	-13.02	-13.02	13.02
Paycheck	03/05/2018	DD	Glasspoole, Terra L.		1010 - Check...	-13.02	-13.02	0.00
Paycheck	03/05/2018	DD	Glasspoole, Terra L.		1010 - Check...	-217.00	-217.00	-217.00
Paycheck	03/20/2018	15521	Glantonio, John.		1010 - Check...	-217.00	-217.00	-434.00
Paycheck	03/20/2018	15521	Glantonio, John.		1010 - Check...	-155.00	-155.00	-589.00
Paycheck	03/20/2018	15522	Hauck, Ryan L.		1010 - Check...	-155.00	-155.00	-744.00
Paycheck	03/20/2018	15522	Hauck, Ryan L.		1010 - Check...	-170.50	-170.50	-914.50
Paycheck	03/20/2018	15523	Kaufman, Brook M.		1010 - Check...	-170.50	-170.50	-1,085.00
Paycheck	03/20/2018	15523	Kaufman, Brook M.		1010 - Check...	-173.08	-173.08	-1,258.08
Paycheck	03/20/2018	DD	Glantonio, John.		1010 - Check...	-13.02	-13.02	-1,431.16
Paycheck	03/20/2018	DD	Glantonio, John.		1010 - Check...	-13.02	-13.02	-1,444.18
Paycheck	03/20/2018	DD	Glasspoole, Terra L.		1010 - Check...	-13.02	-13.02	-1,457.20
Paycheck	03/20/2018	DD	Glasspoole, Terra L.		1010 - Check...	-200.21	-200.21	-1,657.41
Paycheck	03/20/2018	DD	Hauck, Ryan L.		1010 - Check...	-200.21	-200.21	-1,857.62
Paycheck	03/20/2018	DD	Hauck, Ryan L.		1010 - Check...	-258.34	-258.34	-2,115.96
Paycheck	03/20/2018	DD	Kaufman, Brook M.		1010 - Check...	-258.34	-258.34	-2,374.30
Paycheck	03/20/2018	DD	Kaufman, Brook M.		1010 - Check...	-108.12	-108.12	-2,482.42
Paycheck	03/20/2018	DD	Milosevic, Milica		1010 - Check...	-108.12	-108.12	-2,590.54

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Type	Date	Num	Name	Memo	Spk	Original Amount	Paid Amount	Balance
Total 2130 - Social Security Payable								
Liability Check	03/20/2018	1	EFTPS	83-0328838	1010 - Checkl...	1,298.27	1,298.27	-1,298.27
Liability Check	03/20/2018	1	EFTPS	83-0328838	1010 - Checkl...	1,298.27	1,298.27	0.00
Total 2135 - Medicare Payable								
Psychcheck	03/05/2018	DD	Giamonio, John		1010 - Checkl...	0.00	0.00	0.00
Psychcheck	03/05/2018	DD	Giamonio, John		1010 - Checkl...	-40.48	-40.48	0.00
Psychcheck	03/05/2018	DD	Giamonio, John		1010 - Checkl...	-40.48	-40.48	-80.96
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Checkl...	0.00	0.00	-80.96
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Checkl...	-48.82	-48.82	-127.78
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Checkl...	-48.82	-48.82	-174.60
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Checkl...	0.00	0.00	-174.60
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Checkl...	-60.41	-60.41	-235.01
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Checkl...	-60.41	-60.41	-295.42
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Checkl...	0.00	0.00	-295.42
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Checkl...	-21.06	-21.06	-316.48
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Checkl...	-21.06	-21.06	-337.54
Psychcheck	03/05/2018	DD	EFTPS	83-0328838	1010 - Checkl...	171.82	171.82	-165.72
Liability Check	03/05/2018	1	EFTPS	83-0328838	1010 - Checkl...	171.82	171.82	6.10
Psychcheck	03/05/2018	DD	Glaspoole, Terra L		1010 - Checkl...	0.00	0.00	6.10
Psychcheck	03/05/2018	DD	Glaspoole, Terra L		1010 - Checkl...	-3.05	-3.05	3.05
Psychcheck	03/05/2018	DD	Glaspoole, Terra L		1010 - Checkl...	-3.05	-3.05	0.00
Psychcheck	03/20/2018	DD	Giamonio, John		1010 - Checkl...	0.00	0.00	0.00
Psychcheck	03/20/2018	15521	Giamonio, John		1010 - Checkl...	-50.75	-50.75	-50.75
Psychcheck	03/20/2018	15521	Giamonio, John		1010 - Checkl...	0.00	0.00	-101.50
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Checkl...	-36.25	-36.25	-101.50
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Checkl...	-36.25	-36.25	-137.75
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Checkl...	-36.25	-36.25	-174.00
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Checkl...	0.00	0.00	-174.00
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Checkl...	-39.88	-39.88	-213.88
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Checkl...	-39.88	-39.88	-253.76
Psychcheck	03/20/2018	DD	Giamonio, John		1010 - Checkl...	0.00	0.00	-253.76
Psychcheck	03/20/2018	DD	Giamonio, John		1010 - Checkl...	-40.48	-40.48	-294.24
Psychcheck	03/20/2018	DD	Giamonio, John		1010 - Checkl...	-40.48	-40.48	-334.72
Psychcheck	03/20/2018	DD	Glaspoole, Terra L		1010 - Checkl...	0.00	0.00	-334.72
Psychcheck	03/20/2018	DD	Glaspoole, Terra L		1010 - Checkl...	-3.04	-3.04	-337.76
Psychcheck	03/20/2018	DD	Glaspoole, Terra L		1010 - Checkl...	-3.04	-3.04	-340.80
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Checkl...	0.00	0.00	-340.80
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Checkl...	-48.83	-48.83	-387.63
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Checkl...	-48.83	-48.83	-434.46
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Checkl...	0.00	0.00	-434.46
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Checkl...	-60.41	-60.41	-494.87
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Checkl...	-60.41	-60.41	-555.28
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Checkl...	0.00	0.00	-555.28
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Checkl...	-25.52	-25.52	-580.80
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Checkl...	-25.52	-25.52	-606.32
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Checkl...	303.16	303.16	-303.16
Liability Check	03/20/2018	1	EFTPS	83-0328838	1010 - Checkl...	303.16	303.16	0.00
Liability Check	03/20/2018	1	EFTPS	83-0328838	1010 - Checkl...	303.16	303.16	0.00
Total 2135 - Medicare Payable								

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
2140 - FWH Payable								
Paycheck	03/05/2018	DD	Giantonio, John		1010 - Check	-393.00		0.00
Paycheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check	-253.00		-393.00
Paycheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	-561.00		-646.00
Paycheck	03/05/2018	DD	Mitosevic, Milica		1010 - Check	-106.00		-1,207.00
Liability Check	03/05/2018	1	EFTPS	83-0328638	1010 - Check	1,313.00	1,313.00	-1,313.00
Paycheck	03/05/2018	DD	Glasspool, Terria L		1010 - Check	0.00		0.00
Paycheck	03/20/2018	15521	Giantonio, John		1010 - Check	-544.00		-544.00
Paycheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check	-170.00		-714.00
Paycheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	-249.00		-963.00
Paycheck	03/20/2018	DD	Giantonio, John		1010 - Check	-393.00		-1,356.00
Paycheck	03/20/2018	DD	Glasspool, Terria L		1010 - Check	0.00		0.00
Paycheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check	-253.00		-1,609.00
Paycheck	03/20/2018	DD	Kaufman, Brook M		1010 - Check	-561.00		-2,170.00
Paycheck	03/20/2018	DD	Mitosevic, Milica		1010 - Check	-143.00		-2,313.00
Liability Check	03/20/2018	1	EFTPS	83-0328638	1010 - Check	2,313.00	2,313.00	0.00
Total 2140 - FWH Payable								
2150 - Payroll Taxes Payable								
Paycheck	03/05/2018	DD	Giantonio, John		1010 - Check	0.00		-5,286.64
Paycheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check	0.00		-5,286.64
Paycheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	0.00		-5,286.64
Paycheck	03/05/2018	DD	Mitosevic, Milica		1010 - Check	0.00		-5,286.64
Paycheck	03/05/2018	DD	Glasspool, Terria L		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	15521	Giantonio, John		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	DD	Giantonio, John		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	DD	Glasspool, Terria L		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	DD	Kaufman, Brook M		1010 - Check	0.00		-5,286.64
Paycheck	03/20/2018	DD	Mitosevic, Milica		1010 - Check	0.00		-5,286.64
Total 2150 - Payroll Taxes Payable								
2170 - Accrued Vacation								
Total 2170 - Accrued Vacation								
2175 - Accrued Wages								
Total 2175 - Accrued Wages								
2180 - Due to Casper Sports Alliance								
General Journal	03/31/2018	JE 02		To record CSA Administrative costs	6350 - CSA A...	-553.85	-553.85	-5,309.81
Total 2180 - Due to Casper Sports Alliance								
2185 - Due to Tourism Development								
Deposit	03/05/2018		The Sand Trap LLC	Coupon Book	1010 - Check	-350.00	-350.00	-28,200.00
Deposit	03/23/2018		La Quinta Inn Casper	Visitors Guide	1010 - Check	-1,250.00	-1,250.00	-28,550.00
Deposit	03/27/2018		Wyoming Gun Company	Coupon Book	1010 - Check	-350.00	-350.00	-27,800.00
Total 2185 - Due to Tourism Development								
3000 - Investment in Fixed Assets								
Total 3000 - Investment in Fixed Assets								
3100 - Retained Earnings								
Total 3100 - Retained Earnings								
4000 - Lodging Tax Deposits								
General Journal	03/31/2018	JE 01		Record March Lodging Tax	1025 - Account...	-77,951.60	-77,951.60	-1,186,752.68
Total 4000 - Lodging Tax Deposits								
4005 - Grant Income								
Total 4005 - Grant Income								

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
4010 - CTA Income								-975.48
Deposit	03/02/2018		Rumkoka Hotel Casper	Deposit	1010 - Check...	-621.00	-621.00	-1,596.48
Deposit	03/07/2018			Deposit	1010 - Check...	-74.00	-74.00	-1,670.48
Total 4010 - CTA Income						-695.00	-695.00	-1,670.48
4080 - Interest								-3,173.01
Deposit	03/31/2018			Interest	1020 - Wyo G...	-811.49	-811.49	-3,984.50
Deposit	03/31/2018			Interest	1010 - Check...	-0.85	-0.85	-3,985.35
Total 4080 - Interest						-812.34	-812.34	-3,985.35
5000 - Administration								403,703.32
5001 - Office Expense								85,372.38
5110 - Telephone & Internet								2,220.83
Bill	03/20/2018		John Giarronio	Cell phone	2000 - Account...	40.00	40.00	2,260.83
Bill	03/20/2018		Brook Kaufman		2000 - Account...	80.00	80.00	2,340.83
Bill	03/20/2018		Charter Communications		2000 - Account...	179.75	179.75	2,520.58
Total 5110 - Telephone & Internet						299.75	299.75	2,520.58
5120 - Copier Lease/Copier Supplies								6,153.31
Bill	03/20/2018	1089742	Xerox Financial Services		2000 - Account...	1,280.12	1,280.12	7,433.43
Total 5120 - Copier Lease/Copier Supplies						1,280.12	1,280.12	7,433.43
5130 - Office Supplies								4,074.14
Credit Card Charge	03/05/2018	1955	Intuit QuietBooks	Payroll	2056 - MC - #...	12.00	12.00	4,086.14
Credit Card Charge	03/05/2018	4952	Amazon	Headset	2061 - MC - #...	129.99	129.99	4,216.13
Bill	03/05/2018	52591	DeWitt Water Systems & Service		2000 - Account...	7.50	7.50	4,223.63
Bill	03/20/2018	277884	DeWitt Water Systems & Service		2000 - Account...	27.50	27.50	4,251.13
Bill	03/20/2018	748	Powder River Shredders, LLC		2000 - Account...	72.50	72.50	4,323.63
Bill	03/20/2018	77225	Quality Office Solutions, Inc.		2000 - Account...	42.99	42.99	4,366.62
Total 5130 - Office Supplies						292.48	292.48	4,366.62
5135 - Subscriptions								12,975.65
Credit Card Charge	03/05/2018	1585	Adobe Software		2054 - MC - #...	9.99	9.99	12,985.64
Credit Card Charge	03/05/2018	9597	Rackspace Email and Apps		2050 - MC - #...	10.00	10.00	12,995.64
Credit Card Charge	03/05/2018	9597	Rackspace Email and Apps		2050 - MC - #...	90.00	90.00	13,085.64
Total 5135 - Subscriptions						109.99	109.99	13,085.64
5140 - Printing								76.72
Bill	03/05/2018	18-02-169	AMBI Mail & Marketing		2000 - Account...	127.50	127.50	204.22
Total 5140 - Printing						127.50	127.50	204.22
5150 - Vehicle Expense								750.37
Credit Card Charge	03/05/2018	1955	Ridley's Family Markets	Windshield washer fluid	2056 - MC - #...	3.13	3.13	753.50
Credit Card Charge	03/05/2018	1955	Eaton Mobile	Gas for Jeep	2056 - MC - #...	42.35	42.35	795.85
Credit Card Charge	03/05/2018	1955	Eaton Mobile		2056 - MC - #...	-0.42	-0.42	795.43
Credit Card Charge	03/05/2018	9597	Natrona Co. Treasurer		2050 - MC - #...	165.23	165.23	960.66
Total 5150 - Vehicle Expense						210.29	210.29	960.66
5160 - Equipment & Furniture								1,046.34
Total 5160 - Equipment & Furniture								1,046.34
5170 - Professional & Insurance								22,143.89
Bill	03/20/2018	407438	Skogan, Cometto & Associates, P.C.		2000 - Account...	1,107.35	1,107.35	23,251.24
Bill	03/20/2018	25	Scott Mummy Law, LLC		2000 - Account...	1,022.40	1,022.40	24,273.64
Total 5170 - Professional & Insurance						2,129.75	2,129.75	24,273.64

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
5180 - Rent/Maintenance Bill	03/20/2018	April2018	World Bros., Inc.		2000 - Accoun...	4,403.00	4,403.00	35,261.75 39,864.75 39,864.75
Total 5180 - Rent/Maintenance								
5200 - Bank Charges	03/01/2018	Autopay	Bankcard Processing Fee		1010 - Check...	22.58	22.58	689.38
Check	03/01/2018	Autopay	Authnet Gateway Billing		1010 - Check...	25.00	25.00	691.96
Check	03/20/2018			Service Charge	1010 - Check...	35.12	35.12	716.96 752.08
Total 5200 - Bank Charges								
Total 5001 - Office Expense								
5600 - Administration Staff								
5612 - Salaries								
Psychcheck	03/05/2018	DD	Glantonio, John		1010 - Check...	2,791.67	2,791.67	318,330.94
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check...	3,229.17	3,229.17	233,678.61
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check...	4,166.67	4,166.67	238,470.28
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Check...	1,430.00	1,430.00	239,699.45
Psychcheck	03/05/2018	DD	Glantonio, John		1010 - Check...	0.00	0.00	243,868.12
Psychcheck	03/05/2018	DD	Glantonio, John		1010 - Check...	210.00	210.00	245,296.12
Psychcheck	03/20/2018	15521	Hauck, Ryan L		1010 - Check...	0.00	0.00	245,506.12
Psychcheck	03/20/2018	15522	Kaufman, Brook M		1010 - Check...	0.00	0.00	245,506.12
Psychcheck	03/20/2018	15523	Glantonio, John		1010 - Check...	0.00	0.00	245,506.12
Psychcheck	03/20/2018	DD	Visitor Center		1010 - Check...	2,791.67	2,791.67	248,297.79
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check...	210.00	210.00	249,507.79
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Check...	3,229.17	3,229.17	251,736.96
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Check...	4,166.67	4,166.67	255,903.63
Psychcheck	03/20/2018	DD	Glantonio, John		1010 - Check...	1,750.00	1,750.00	257,653.63
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Check...	0.00	0.00	257,653.63
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Check...	0.00	0.00	257,653.63
Total 5612 - Salaries								
5615 - Bonuses								
Psychcheck	03/05/2018	DD	Glantonio, John		1010 - Check...	0.00	0.00	6,550.00
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check...	0.00	0.00	6,550.00
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check...	0.00	0.00	6,550.00
Psychcheck	03/20/2018	15621	Glantonio, John		1010 - Check...	3,500.00	3,500.00	10,050.00
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check...	2,500.00	2,500.00	12,550.00
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check...	2,750.00	2,750.00	15,300.00
Psychcheck	03/20/2018	DD	Glantonio, John		1010 - Check...	0.00	0.00	15,300.00
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check...	0.00	0.00	15,300.00
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Check...	0.00	0.00	15,300.00
Total 5615 - Bonuses								
5632 - Overtime								
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Check...	22.50	22.50	994.74
Total 5632 - Overtime								
							22.50	1,017.24

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5642 - Payroll Taxes								
Psychcheck	03/05/2018	DD	Giantonio, John		1010 - Check	173.09	173.09	23,055.53
Psychcheck	03/05/2018	DD	Giantonio, John		1010 - Check	40.48	40.48	23,228.62
Psychcheck	03/05/2018	DD	Giantonio, John		1010 - Check	0.00	0.00	23,289.10
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check	200.21	200.21	23,489.31
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check	46.82	46.82	23,516.13
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check	0.00	0.00	23,516.13
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	258.33	258.33	23,774.46
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	60.41	60.41	23,834.87
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	0.00	0.00	23,834.87
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	90.06	90.06	23,924.93
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Check	21.06	21.06	23,945.99
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Check	0.00	0.00	23,945.99
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Check	13.02	13.02	23,959.01
Psychcheck	03/05/2018	DD	Milosevic, Milica		1010 - Check	3.05	3.05	23,962.06
Psychcheck	03/05/2018	DD	Glasspool, Terria L		1010 - Check	0.00	0.00	23,962.06
Psychcheck	03/05/2018	DD	Glasspool, Terria L		1010 - Check	217.00	217.00	24,179.06
Psychcheck	03/20/2018	15521	Giantonio, John		1010 - Check	50.75	50.75	24,229.81
Psychcheck	03/20/2018	15521	Giantonio, John		1010 - Check	0.00	0.00	24,229.81
Psychcheck	03/20/2018	15521	Giantonio, John		1010 - Check	155.00	155.00	24,384.81
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check	36.25	36.25	24,421.06
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check	0.00	0.00	24,421.06
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check	170.50	170.50	24,591.56
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	39.88	39.88	24,631.44
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	0.00	0.00	24,631.44
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	173.08	173.08	24,804.52
Psychcheck	03/20/2018	DD	Giantonio, John		1010 - Check	40.48	40.48	24,845.00
Psychcheck	03/20/2018	DD	Giantonio, John		1010 - Check	0.00	0.00	24,845.00
Psychcheck	03/20/2018	DD	Giantonio, John		1010 - Check	13.02	13.02	24,858.02
Psychcheck	03/20/2018	DD	Visitor Center		1010 - Check	3.04	3.04	24,861.06
Psychcheck	03/20/2018	DD	Visitor Center		1010 - Check	0.00	0.00	24,861.06
Psychcheck	03/20/2018	DD	Visitor Center		1010 - Check	200.21	200.21	25,061.27
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check	46.83	46.83	25,108.10
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check	0.00	0.00	25,108.10
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check	258.34	258.34	25,366.44
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Check	60.41	60.41	25,426.85
Psychcheck	03/20/2018	DD	Kaufman, Brook M		1010 - Check	0.00	0.00	25,426.85
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Check	109.12	109.12	25,535.97
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Check	25.52	25.52	25,561.49
Psychcheck	03/20/2018	DD	Milosevic, Milica		1010 - Check	0.00	0.00	25,561.49
Total 5642 - Payroll Taxes								
						2,505.96		25,561.49
5652 - Employee Benefits								
Psychcheck	03/05/2018	DD	Giantonio, John		1010 - Check	83.75	83.75	54,032.06
Psychcheck	03/05/2018	DD	Hauck, Ryan L		1010 - Check	96.88	96.88	54,133.81
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	125.00	125.00	54,222.69
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	0.00	0.00	54,357.69
Psychcheck	03/05/2018	DD	Kaufman, Brook M		1010 - Check	0.00	0.00	54,357.69
Bill	03/05/2018	HRA FEB ...	John Giantonio		2000 - Account	496.04	496.04	54,843.73
Bill	03/05/2018	HRA FEB ...	Darlene Matz		2000 - Account	167.00	167.00	55,010.73
Check	03/12/2018	Autopsy	United Health Care		1010 - Check	3,056.42	3,056.42	58,067.15
Psychcheck	03/20/2018	15521	Giantonio, John		1010 - Check	105.00	105.00	58,172.15
Psychcheck	03/20/2018	15522	Hauck, Ryan L		1010 - Check	75.00	75.00	58,247.15
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	82.50	82.50	58,329.65
Psychcheck	03/20/2018	15523	Kaufman, Brook M		1010 - Check	0.00	0.00	58,329.65
Psychcheck	03/20/2018	15623	Kaufman, Brook M		1010 - Check	83.75	83.75	58,413.40
Psychcheck	03/20/2018	DD	Giantonio, John		1010 - Check	96.88	96.88	58,510.28
Psychcheck	03/20/2018	DD	Hauck, Ryan L		1010 - Check	125.00	125.00	58,635.28

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
6534 - Public Relations/Marketing								
Credit Card Charge	03/05/2018	1955	FireRock Steakhouse	Influencer Tour dinner	2058 - MC - #...	328.37	328.37	3,756.06
Credit Card Charge	03/05/2018	1954S	Slozma's Gas	Water for Influencer Tour	2058 - MC - #...	2.50	2.50	4,084.45
								4,086.95
Total 6534 - Public Relations/Marketing							330.87	4,086.95
6540 - Travel/Trade Shows								
Credit Card Charge	03/05/2018	4952	One Two Nine Hospitality	Lunch w/WG&F for WOE	2051 - MC - #...	12.55	12.55	8,194.19
Credit Card Charge	03/05/2018	4952	United Airlines, Inc.	Flight to IRU in Kailispell	2051 - MC - #...	595.50	595.50	8,206.74
								8,802.24
Total 6540 - Travel/Trade Shows							608.05	8,802.24
Total 6500 - Tour & Travel							1,422.82	16,234.41
6600 - Information Distribution								
Bill								3,535.53
6616 - Brochures/Posters/Calendars								541.35
Bill	03/05/2018	MARCH 2...	Roger Davis		2000 - Account...	65.00	65.00	606.35
Total 6616 - Brochures/Posters/Calendars							65.00	606.35
6626 - Postage								
Bill	03/20/2018	18-02-394	AMBI Mail & Marketing		2000 - Account...	345.12	345.12	2,994.18
Total 6626 - Postage							345.12	3,339.30
Total 6600 - Information Distribution							410.12	3,945.65
6700 - Special Projects								
Bill								60,239.53
6705 - Legislative								3,161.95
Total 6705 - Legislative								16,668.66
6707 - Solar Eclipse								
Total 6707 - Solar Eclipse								159.52
6713 - Casper Welcome Center								159.52
Total 6713 - Casper Welcome Center								9,609.36
6715 - Certified Training Ambassador								
Credit Card Charge	03/05/2018	9597	Amazon		2050 - MC - #...	62.98	62.98	9,672.34
Credit Card Charge	03/05/2018	9597	Charlie Ts Pizzeria		2050 - MC - #...	94.86	94.86	9,767.20
Credit Card Charge	03/05/2018	9597	Denver International Airport		2050 - MC - #...	8.83	8.83	9,776.03
Credit Card Charge	03/05/2018	9597	Food Hall		2050 - MC - #...	6.36	6.36	9,782.39
Credit Card Charge	03/05/2018	9597	Marriott		2050 - MC - #...	61.70	61.70	9,844.09
Credit Card Charge	03/05/2018	9597	Marriott		2050 - MC - #...	3.74	3.74	9,847.83
Credit Card Charge	03/05/2018	9597	UVC		2050 - MC - #...	8.32	8.32	9,856.15
Credit Card Charge	03/05/2018	9597	UVC		2050 - MC - #...	8.20	8.20	9,864.35
Credit Card Charge	03/05/2018	9597	Marriott		2050 - MC - #...	47.60	47.60	9,911.95
Credit Card Charge	03/05/2018	9597	Marriott		2050 - MC - #...	19.66	19.66	9,931.61
Credit Card Charge	03/05/2018	9597	UVC		2050 - MC - #...	9.61	9.61	9,941.22
Credit Card Charge	03/05/2018	9597	Bay C		2050 - MC - #...	8.55	8.55	9,949.77
Credit Card Charge	03/05/2018	9597	Ted SVC		2050 - MC - #...	120.00	120.00	10,069.77
Credit Card Charge	03/05/2018	9597	DJA Parking		2050 - MC - #...	461.50	461.50	10,531.27
Credit Card Charge	03/05/2018	9597	Marriott		2050 - MC - #...	12.81	12.81	10,544.08
Credit Card Charge	03/05/2018	9597	Food Hall		2050 - MC - #...	4.38	4.38	10,548.46
Credit Card Charge	03/05/2018	9597	Metro Coffee Company		2000 - Account...	112.50	112.50	10,660.96
Credit Card Charge	03/05/2018	9597	Acbay.com	CTA newsletters/emails January	2000 - Account...	780.00	780.00	11,440.76
Bill	03/20/2018	INV-4501	AMBI Mail & Marketing	CTA newsletters/emails January	2000 - Account...	112.50	106.52	11,440.76
Bill	03/20/2018	INV-4501	Acbay.com	CTA newsletters/emails January	2000 - Account...	112.50	106.52	11,440.76
Total 6715 - Certified Training Ambassador							1,831.40	11,440.76
6725 - Bid Development								
Total 6725 - Bid Development								-90.00
6740 - Public Relations								
Total 6740 - Public Relations								18,494.04

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Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
5745 - Wy Outdoor Expo								
Deposit	03/28/2018		Whites Mountain Motors	Wy Outdoor Expo	1010 - Checkl...	-5,000.00	-5,000.00	0.00
Deposit	03/28/2018		Wyoming Flycasters	Wy Outdoor Expo	1010 - Checkl...	-1,000.00	-1,000.00	-6,000.00
Total 6745 - Wy Outdoor Expo								-6,000.00
6750 - Research								
Bill	03/05/2018	13715	Coraggio Group	65 hours Get Clear-immersion & Survey & Get Focused-First...	2000 - Account...	17,318.75	17,318.75	12,238.00
Bill	03/05/2018	13715	Coraggio Group	Travel expenses for Matt Landwehrmer & Alexandra Reosa	2000 - Account...	2,327.51	2,327.51	29,565.75
Bill	03/20/2018	Market Sl...	HVS	Proposed Hotel & Conference Center	2000 - Account...	9,192.59	9,192.59	31,884.26
Total 6750 - Research								41,078.85
Total 6700 - Special Projects								84,909.78
6800 - Travel/Trade Shows/Trainings								
6813 - Memberships								
Total 6813 - Memberships								24,984.13
6823 - Staff Travel/Meetings								
Credit Card Charge	03/05/2018	1955	Oskar Blues Market	Dinner Outdoor Retailer Show	2055 - MC - #...	22.54	22.54	16,719.28
Credit Card Charge	03/05/2018	1955	DPAC Garage	Parking - Outdoor Retailer Show	2055 - MC - #...	9.00	9.00	16,741.82
Credit Card Charge	03/05/2018	1955	DPAC Garage	Parking-Outdoor Retailer Show	2055 - MC - #...	16.00	16.00	16,756.82
Credit Card Charge	03/05/2018	1955	Colorado Concessions	Outdoor Retailer Show	2055 - MC - #...	12.50	12.50	16,779.32
Credit Card Charge	03/05/2018	1955	Baroness Caffee - Denver, CO	Outdoor Retailer Show	2055 - MC - #...	11.50	11.50	16,790.82
Credit Card Charge	03/05/2018	1955	DPAC Garage	Outdoor Retailer Show	2055 - MC - #...	16.00	16.00	16,806.82
Credit Card Charge	03/05/2018	1955	Tostitos	Outdoor Retailer Show	2055 - MC - #...	13.20	13.20	16,820.02
Credit Card Charge	03/05/2018	1955	Stout St. Social	Outdoor Retailer Show	2055 - MC - #...	19.67	19.67	16,839.69
Credit Card Charge	03/05/2018	1955	DPAC Garage	Outdoor Retailer Show	2055 - MC - #...	15.00	15.00	16,854.69
Credit Card Charge	03/05/2018	1955	Doubletree Hotel	Outdoor Retailer Show	2055 - MC - #...	762.09	762.09	17,616.78
Credit Card Charge	03/05/2018	9597	Frontier	Outdoor Retailer Show	2050 - MC - #...	80.00	80.00	17,696.78
Bill	03/20/2018	Expense ...	John Glantonio	654 miles	2000 - Account...	356.43	356.43	18,053.21
Bill	03/20/2018	Expense ...	Brook Kaufman.	356 miles Roundrip to Cheyenne	2000 - Account...	194.02	194.02	18,247.23
Bill	03/20/2018	Expense ...	Brook Kaufman.	Uber-CDME-DC	2000 - Account...	7.63	7.63	18,254.86
Bill	03/20/2018	Expense ...	Brook Kaufman.	DC VIP Cab - DCME	2000 - Account...	21.28	21.28	18,276.14
Deposit	03/22/2018		State of Colorado	OREC reimbursement	1010 - Checkl...	-686.82	-686.82	17,589.32
Total 6823 - Staff Travel/Meetings								17,589.32
6833 - Board Meetings								
Credit Card Charge	03/05/2018	1595	Schlotzsky's	Ask Brook	2054 - MC - #...	148.77	148.77	4,297.85
Bill	03/05/2018	Exp Feb 2...	Kevin Hawley	Governors Conference-Cheyenne	2000 - Account...	103.55	103.55	4,446.62
Bill	03/05/2018	Exp Feb 2...	Kevin Hawley	Governors Conference-Teach Ball	2000 - Account...	5.50	5.50	4,550.17
Bill	03/05/2018	Exp Feb 2...	Kevin Hawley	Governors Conference-Duabog Caffee	2000 - Account...	6.04	6.04	4,556.67
Bill	03/05/2018	Exp Feb 2...	Kevin Hawley	Governors Conference-Cheyenne	2000 - Account...	103.55	103.55	4,660.26
Total 6833 - Board Travel/Meetings								4,660.26
6853 - Staff Training/Education								
Credit Card Charge	03/05/2018	9597	Testing Service Psychtases		2050 - MC - #...	11.90	11.90	1,450.00
Total 6853 - Staff Training/Education								1,450.00
Total 6800 - Travel/Trade Shows/Training								1,481.90
Total 8000 - Departmental Marketing								26,233.48
7000 - Advertising								
7100 - Leisure Travel								
7115 - Banners/Displays/Signs								
Bill	03/09/2018	INV-4501	Adway.com	Printing of Banner	2000 - Account...	40.16	1.42	934.99
Bill	03/20/2018	INV-4501	Adway.com	Printing of Banner	2000 - Account...	40.16	36.74	906.41
Total 7115 - Banners/Displays/Signs								975.15

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7125 - Print								
BI	03/08/2018	INV-4501	Adbay.com	Miles media-Travelers Journal (1/2 page ad)	2000 - Account...	5,264.70	186.09	17,023.28
BI	03/08/2018	INV-4501	Adbay.com	Printing Business Cards	2000 - Account...	251.55	8.89	17,218.26
BI	03/20/2018	INV-4501	Adbay.com	Miles media-Travelers Journal (1/2 page ad)	2000 - Account...	5,264.70	5,078.61	22,296.87
BI	03/20/2018	INV-4501	Adbay.com	Printing Business Cards	2000 - Account...	251.55	242.86	22,539.55
Total 7125 - Print 5,516.25								
7135 - Billboards/Out of Home								
Total 7135 - Billboards/Out of Home								
7165 - Internet Marketing								
BI	03/08/2018	INV-4501	Adbay.com	VisitCasper webhosting(1 yr)	2000 - Account...	948.75	33.54	24,079.70
BI	03/08/2018	INV-4501	Adbay.com	Facebook Ad-Visit Casper sponsored post	2000 - Account...	57.50	2.03	24,113.24
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-2.03	24,113.24
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-1.42	24,111.82
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-8.89	24,102.93
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-33.54	24,069.39
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-186.09	23,883.30
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-2.65	23,880.65
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-7.29	23,873.36
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-3.31	23,870.05
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-6.63	23,863.42
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-13.92	23,849.50
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-16.57	23,832.93
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-3.98	23,828.95
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-2.65	23,826.30
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-1.99	23,824.31
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-19.88	23,804.43
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-22.53	23,781.90
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-8.62	23,773.28
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-7.29	23,765.99
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-2.65	23,763.34
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-3.98	23,759.36
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-0.88	23,758.48
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-16.88	23,741.60
BI	03/08/2018	INV-4501	Adbay.com	Jackrabbit redesign, billed twice	2000 - Account...	-375.00	-1.33	23,740.27
BI	03/08/2018	INV-4501	Adbay.com	VisitCasper webhosting(1 yr)	2000 - Account...	948.75	915.21	24,655.48
BI	03/20/2018	INV-4501	Adbay.com	Facebook Ad-Visit Casper sponsored post	2000 - Account...	57.50	65.47	24,710.95
Total 7165 - Internet Marketing 631.25								
7175 - Printing								
Total 7175 - Printing								
7185 - Content Production								
BI	03/05/2018	1003	Connect Elevation LLC	5150 articles	2000 - Account...	455.00	455.00	33,454.80
BI	03/08/2018	INV-4501	Adbay.com	Compass-January	2000 - Account...	468.75	16.57	33,903.80
BI	03/08/2018	INV-4501	Adbay.com	Social Media Mgmt-January	2000 - Account...	393.75	13.92	33,928.37
BI	03/08/2018	INV-4501	Adbay.com	Web updates-January	2000 - Account...	582.50	19.88	33,940.29
BI	03/08/2018	INV-4501	Adbay.com	Website Design-Bear Bail 8 landing page	2000 - Account...	637.50	22.53	33,962.70
BI	03/08/2018	INV-4501	Adbay.com	Lyric & David Street Station Super page on VisitCasper.com	2000 - Account...	243.75	8.62	33,971.32
BI	03/08/2018	INV-4501	Adbay.com	Copywriting/Website Design-Travel Stories Promo	2000 - Account...	205.25	7.29	33,998.61
BI	03/08/2018	INV-4501	Adbay.com	Copywriting-Micro site materials for Spring campaign	2000 - Account...	75.00	2.65	34,001.26
BI	03/08/2018	INV-4501	Adbay.com	Copywriting-MIC video new and tag-thanks airshows and generic	2000 - Account...	112.50	3.98	34,005.24
BI	03/08/2018	INV-4501	Adbay.com	Design-Spring insert ad	2000 - Account...	24.98	0.88	34,006.12
BI	03/08/2018	INV-4501	Adbay.com	Design-structure materials - Spring campaign	2000 - Account...	477.53	16.88	34,022.93
BI	03/08/2018	INV-4501	Adbay.com	Design-MIC banner ad	2000 - Account...	37.50	1.33	34,024.33
BI	03/08/2018	INV-4501	Adbay.com	Design-business cards for M&M	2000 - Account...	56.25	1.99	34,026.32
BI	03/08/2018	INV-4501	Adbay.com	Design-Prod to Host Poster	2000 - Account...	75.00	2.65	34,028.97
BI	03/08/2018	INV-4501	Adbay.com	Design-Visit Casper Marketing Impact Sum	2000 - Account...	187.50	6.63	34,035.60
BI	03/08/2018	INV-4501	Adbay.com	Design-Prozi Update 02.11.18	2000 - Account...	93.75	3.31	34,038.91
BI	03/08/2018	INV-4501	Adbay.com	Design-Grant form PDFs	2000 - Account...	208.25	7.29	34,046.20
BI	03/08/2018	INV-4501	Adbay.com	Design-CAEDA RFP packet	2000 - Account...	75.00	2.65	34,048.85
BI	03/08/2018	INV-4501	Adbay.com	Compass-January	2000 - Account...	468.75	452.18	34,501.03
BI	03/20/2018	INV-4501	Adbay.com	Social Media Mgmt-January	2000 - Account...	393.75	378.83	34,880.66

**Natrona County Travel & Tourism Council
General Ledger**

As of March 31, 2018

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
BUI	03/20/2018	INV-4501	Adbay.com	Web updates-January	2000 - Account...	562.50	542.62	35,423.48
BUI	03/20/2018	INV-4501	Adbay.com	Website Design-Bear Stat & Landing page	2000 - Account...	637.50	614.87	36,038.45
BUI	03/20/2018	INV-4501	Adbay.com	Lynx & David Street Station Super pages on Visitcasper.com	2000 - Account...	243.75	235.13	36,273.58
BUI	03/20/2018	INV-4501	Adbay.com	Copywriting/Webbake Design-Travel Stories Promo	2000 - Account...	206.25	198.86	36,472.54
BUI	03/20/2018	INV-4501	Adbay.com	Copywriting-Micro site materials for Spring campaign	2000 - Account...	75.00	72.35	36,544.89
BUI	03/20/2018	INV-4501	Adbay.com	Copywriting-MIC video new end tag-thanks strollers and generics	2000 - Account...	112.50	108.52	36,653.41
BUI	03/20/2018	INV-4501	Adbay.com	Design-Spring insert ad	2000 - Account...	24.98	24.10	36,677.51
BUI	03/20/2018	INV-4501	Adbay.com	Design-Brochure materials - Spring campaign	2000 - Account...	477.53	460.65	37,138.16
BUI	03/20/2018	INV-4501	Adbay.com	Design-MIC banner ad	2000 - Account...	37.50	36.17	37,174.33
BUI	03/20/2018	INV-4501	Adbay.com	Design-business cards for Mikki	2000 - Account...	56.25	54.26	37,228.59
BUI	03/20/2018	INV-4501	Adbay.com	Design-Proud to Host Poster	2000 - Account...	75.00	73.35	37,300.94
BUI	03/20/2018	INV-4501	Adbay.com	Design-Visit Casper Marketing Impact Stmt	2000 - Account...	187.50	183.87	37,481.81
BUI	03/20/2018	INV-4501	Adbay.com	Design-Print Update 02.11.18	2000 - Account...	93.75	91.44	37,572.25
BUI	03/20/2018	INV-4501	Adbay.com	Design-Grant form PDFs	2000 - Account...	206.25	198.96	37,771.21
BUI	03/20/2018	INV-4501	Adbay.com	Design-CAEDA RFP packet	2000 - Account...	75.00	72.35	37,843.56
						4,388.78		37,843.56
						10,576.42		106,195.92
Total 7100 - Leisure Travel								
7200 - Fishing								2,188.15
7230 - Promotional Items								2,066.90
Total 7230 - Promotional Items								2,066.90
7255 - Television								86.25
7265 - Internet Marketing								86.25
Total 7265 - Internet Marketing								36.00
Total 7200 - Fishing								35.00
7300 - Advertising-Sports								2,188.15
7325 - Print								1,566.98
Total 7325 - Print								89.98
7365 - Internet Marketing								89.98
Total 7365 - Internet Marketing								1,467.00
Total 7300 - Advertising-Sports								1,566.98
7400 - Advertising - Meetings								44,822.50
7425 - Print								2,671.30
Total 7425 - Print								2,671.30
7465 - Internet Marketing								41,662.45
Total 7465 - Internet Marketing								41,662.45
7485 - Video Production								468.75
Total 7485 - Video Production								468.75
Total 7400 - Advertising - Meetings								44,822.50
7500 - Advertising - Tour & Travel								168.75
7525 - Print								168.75
Total 7525 - Print								168.75
Total 7500 - Advertising - Tour & Travel								168.75
8000 - Casper Guides								50,749.25
8010 - Casper Guide - Shipping								333.87
Total 8010 - Casper Guide - Shipping								333.87
8011 - Casper Guide - Distributions								22,472.42
Total 8011 - Casper Guide - Distributions								22,472.42

9:04 AM
04/04/18

Natrona County Travel & Tourism Council
General Ledger
As of March 31, 2018

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
8075 - Casper Guide - Printing								27,942.96
Total 8075 - Casper Guide - Printing								27,942.96
Total 8000 - Casper Guides								50,749.25
Total 7000 - Advertising						10,576.42		205,691.55
TOTAL						0.00		0.00

ACCOUNTANTS' COMPILATION REPORT

To the Board of Directors
Casper Sports Alliance
Casper, Wyoming

Management is responsible for the accompanying financial statements – income tax basis of the Casper Sports Alliance (a nonprofit organization), which comprise the statement of assets, liabilities, and equity– income tax basis as of March 31, 2018, and the related statement of revenues and expenses – income tax basis for the one month and nine months then ended in accordance with the income tax basis of accounting, and for determining that the income tax basis of accounting is an acceptable financial reporting framework. We have performed a compilation engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. We did not audit or review the financial statements nor were we required to perform any procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an opinion, a conclusion, nor provide any form of assurance on these financial statements.

The financial statements are prepared in accordance with the basis of accounting the Alliance uses for income purposes, which is a basis of accounting other than accounting principles generally accepted in the United States of America.

Management has elected to omit substantially all of the disclosures required by the income tax basis of accounting. If the omitted disclosures were included in the financial statements, they might influence the user's conclusions about the Organization's statement of assets, liabilities, and equity and statements of revenues and expenses. Accordingly, these financial statements are not designed for those who are not informed about such matters.

We are not independent with respect to the Casper Sports Alliance.

The supplementary information contained in the statement of revenue and expenses by class is for purposes of additional analysis and is not a required part of the basic financial statements. The supplementary information has been compiled from information that is the representation of management. We have not audited or reviewed the supplementary information and, accordingly, do not express an opinion or provide any assurance on such supplementary information.

The accompanying financial statements and our accountants' compilation report are for the purpose of the Casper Sports Alliance internal use and should not be used or relied upon by any other party for any purpose. Additional users of these financial statements and accountants' compilation report are hereby advised that the liability of Skogen, Cometto & Associates, P.C. to third party users who use or rely on this information may be limited pursuant to 1995 Wyoming Session Laws, Chapter 155 creating Wyoming Statute § 33-3-201.

Skogen, Cometto & Associates, P.C.

Casper, Wyoming
April 4, 2018

Casper Sports Alliance
Statement of Assets, Liabilities, and Equity
Income Tax Basis as of March 31, 2018

	Mar 31, 18
ASSETS	
Current Assets	
Checking/Savings	
1000 · Bank of the West	
1001 · BOW - Proud to Host the Best	178,051.35
1002 · BOW - Bike Casper	506.61
1006 · BOW - 3 On 3 Basketball	-6,325.00
1008 · BOW - CSA Administrative	-2,165.49
1009 · BOW - Cowboy State Games	1,466.99
Total 1000 · Bank of the West	171,534.46
1150 · Cash on Hand	1,000.00
Total Checking/Savings	172,534.46
Other Current Assets	
1120 · Due from CACVB	5,863.66
1160 · PHB - Smiths Gift Card	64.79
Total Other Current Assets	5,928.45
Total Current Assets	178,462.91
TOTAL ASSETS	178,462.91
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Other Current Liabilities	
2730 · Due to CACVB	3,698.17
Total Other Current Liabilities	3,698.17
Total Current Liabilities	3,698.17
Total Liabilities	3,698.17
Equity	
30000 · Opening Balance Equity	78,580.79
32000 · Unrestricted Net Assets	-7,315.86
Net Income	103,499.81
Total Equity	174,764.74
TOTAL LIABILITIES & EQUITY	178,462.91

Casper Sports Alliance
Statement of Revenue and Expenses
Income Tax Basis March 31, 2018

	Mar 18	Jul '17 - Mar 18
Ordinary Income/Expense		
Income		
4000 · Sponsorships	35,650.00	120,150.00
4010 · CACVB Funding	553.85	10,627.32
4020 · Entry Fees		
4023 · Skiing-Downhill	0.00	1,610.00
4024 · Bear Balt 8	270.00	460.00
4020 · Entry Fees - Other	2,146.71	8,169.47
Total 4020 · Entry Fees	2,416.71	10,239.47
4030 · Merchandise Sales	0.00	270.00
4080 · Grants	34,000.00	34,000.00
Total Income	72,620.56	175,286.79
Expense		
Taxes - Sales	0.00	67.00
5000 · 1A/2A Basketball	0.00	600.00
5300 · Event Expenses	3,360.00	19,827.55
5400 · Track	0.00	1,306.75
5500 · Volleyball	0.00	18,936.77
5550 · Marching Band	0.00	8,000.00
5700 · Wy Student Leader Scholarships	0.00	4,500.00
6000 · Advertising	38.17	154.21
6030 · Awards and Grants	-870.00	-870.00
6050 · Bank Charges	0.00	640.63
6100 · Committee Expense	0.00	53.59
6300 · Conference Registration	0.00	275.00
6350 · Design/Production	0.00	800.00
6380 · Dues & Subscriptions	0.00	300.00
7300 · Memberships	0.00	1,100.00
7425 · Mileage Reimbursements	0.00	343.52
7450 · Office Supplies	0.00	116.18
7490 · Postage/Information Distributio	0.00	67.30
7498 · Professional/Insurance Fees	253.85	4,644.80
7600 · Rental for Events	0.00	500.00
7700 · Sponsorship	0.00	4,500.00
7750 · Trade Shows	300.00	4,277.58
7800 · Travel Expense	0.00	1,646.10
Total Expense	3,082.02	71,786.98
Net Ordinary Income	69,538.54	103,499.81
Net Income	69,538.54	103,499.81

Casper Sports Alliance
Statement of Revenue and Expenses by Class
Income Tax Basis March 31, 2017

	3 on 3 Basketball		Administrative		Blake Casper Mar 18
	Mar 18	Jul '17 - Mar 18	Mar 18	Jul '17 - Mar 18	
Ordinary Income/Expense					
Income					
4000 · Sponsorships	150.00	150.00	0.00	0.00	1,000.00
4010 · CACVB Funding	0.00	0.00	553.85	10,827.32	0.00
4020 · Entry Fees					
4023 · Skiing-Downhill	0.00	0.00	0.00	0.00	0.00
4024 · Bear Bait 8	0.00	0.00	0.00	0.00	270.00
4020 · Entry Fees - Other	0.00	0.00	0.00	0.00	0.00
Total 4020 · Entry Fees	0.00	0.00	0.00	0.00	270.00
4030 · Merchandise Sales	0.00	0.00	0.00	0.00	0.00
4080 · Grants	0.00	0.00	0.00	0.00	0.00
Total Income	150.00	150.00	553.85	10,827.32	1,270.00
Expense					
Taxes - Sales	0.00	0.00	0.00	0.00	0.00
5000 · 1A/2A Basketball	0.00	0.00	0.00	0.00	0.00
5300 · Event Expenses	0.00	6,250.00	0.00	489.30	0.00
5400 · Track	0.00	0.00	0.00	0.00	0.00
5500 · Volleyball	0.00	0.00	0.00	0.00	0.00
5550 · Marching Band	0.00	0.00	0.00	0.00	0.00
5700 · Wy Student Leader Scholarships	0.00	0.00	0.00	0.00	0.00
6000 · Advertising	0.00	0.00	0.00	0.00	0.00
6030 · Awards and Grants	0.00	0.00	0.00	0.00	0.00
6050 · Bank Charges	0.00	0.00	0.00	0.00	0.00
6100 · Committee Expense	0.00	0.00	0.00	0.00	0.00
6300 · Conference Registration	0.00	0.00	0.00	30.20	0.00
6350 · Design/Production	0.00	225.00	0.00	0.00	0.00
6380 · Dues & Subscriptions	0.00	0.00	0.00	0.00	0.00
7300 · Memberships	0.00	0.00	0.00	800.00	0.00
7425 · Mileage Reimbursements	0.00	0.00	0.00	0.00	0.00
7450 · Office Supplies	0.00	0.00	0.00	116.18	0.00
7480 · Postage/Information Distributio	0.00	0.00	0.00	0.00	0.00
7498 · Professional/Insurance Fees	0.00	0.00	253.85	3,414.80	0.00
7600 · Rental for Events	0.00	0.00	0.00	0.00	0.00
7700 · Sponsorship	0.00	0.00	0.00	0.00	0.00
7750 · Trade Shows	0.00	0.00	300.00	4,277.58	0.00
7800 · Travel Expense	0.00	0.00	0.00	1,519.26	0.00
Total Expense	0.00	6,475.00	553.85	10,827.32	0.00
Net Ordinary Income	150.00	-6,325.00	0.00	0.00	1,270.00
Net Income	150.00	-6,325.00	0.00	0.00	1,270.00

Casper Sports Alliance
Statement of Revenue and Expenses by Class
Income Tax Basis March 31, 2017

	Blake Casper		Cowboy State Games		Proud to Host the Best	
	Jul '17 - Mar 18	Mar 18	Jul '17 - Mar 18	Mar 18	Jul '17 - Mar 18	Mar 18
Ordinary Income/Expense						
Income						
4000 - Sponsorships	1,000.00	0.00	0.00	0.00	34,500.00	118,000.00
4010 - CACVB Funding	0.00	0.00	0.00	0.00	0.00	0.00
4020 - Entry Fees						
4023 - Skiing-Downhill	0.00	0.00	1,610.00	0.00	0.00	0.00
4024 - Bear Balt 8	480.00	0.00	0.00	0.00	0.00	0.00
4020 - Entry Fees - Other	-88.05	2,146.71	8,255.52	0.00	0.00	0.00
Total 4020 - Entry Fees	373.95	2,146.71	9,865.52	0.00	0.00	0.00
4030 - Merchandise Sales	0.00	0.00	270.00	0.00	0.00	0.00
4080 - Grants	0.00	0.00	0.00	0.00	34,000.00	34,000.00
Total Income	1,373.95	2,146.71	10,135.52	68,500.00	153,000.00	
Expense						
Taxes - Sales	0.00	0.00	67.00	0.00	0.00	0.00
5000 - 1A/ZA Basketball	0.00	0.00	0.00	0.00	0.00	600.00
5300 - Event Expenses	580.00	3,380.00	6,267.85	0.00	0.00	7,290.40
5400 - Track	0.00	0.00	0.00	0.00	0.00	1,308.75
5500 - Volleyball	0.00	0.00	0.00	0.00	0.00	18,938.77
5550 - Marching Band	0.00	0.00	0.00	0.00	0.00	8,000.00
5700 - Wy Student Leader Scholarships	0.00	0.00	0.00	0.00	0.00	0.00
6000 - Advertising	0.00	38.17	154.21	0.00	0.00	0.00
6030 - Awards and Grants	0.00	-870.00	-870.00	0.00	0.00	0.00
6050 - Bank Charges	-8.05	0.00	648.68	0.00	0.00	0.00
6100 - Committee Expense	23.39	0.00	0.00	0.00	0.00	0.00
6300 - Conference Registration	0.00	0.00	275.00	0.00	0.00	0.00
6350 - Design/Production	0.00	0.00	575.00	0.00	0.00	0.00
6380 - Dues & Subscriptions	300.00	0.00	0.00	0.00	0.00	0.00
7300 - Memberships	0.00	0.00	300.00	0.00	0.00	0.00
7425 - Mileage Reimbursements	0.00	0.00	328.65	0.00	0.00	14.87
7450 - Office Supplies	0.00	0.00	0.00	0.00	0.00	0.00
7490 - Postage/Information Distributio	0.00	0.00	67.30	0.00	0.00	0.00
7498 - Professional/Insurance Fees	0.00	0.00	1,230.00	0.00	0.00	0.00
7600 - Rental for Events	0.00	0.00	500.00	0.00	0.00	0.00
7700 - Sponsorship	0.00	0.00	0.00	0.00	0.00	4,500.00
7750 - Trade Shows	0.00	0.00	0.00	0.00	0.00	0.00
7800 - Travel Expense	0.00	0.00	128.84	0.00	0.00	0.00
Total Expense	867.34	2,528.17	8,868.53	68,500.00	40,846.79	
Net Ordinary Income	506.61	-381.46	1,466.99	68,500.00	112,351.21	
Net Income	506.61	-381.46	1,466.99	68,500.00	112,351.21	

Casper Sports Alliance
Statement of Revenue and Expenses by Class
Income Tax Basis March 31, 2017

	Wy Student Leader		TOTAL	
	Mar 18	Jul '17 - Mar 18	Mar 18	Jul '17 - Mar 18
Ordinary Income/Expense				
Income				
4080 - Sponsorships	0.00	0.00	35,660.00	120,150.00
4010 - CACVB Funding	0.00	0.00	553.85	10,627.32
4020 - Entry Fees				
4023 - Skiing-Downhill	0.00	0.00	0.00	1,610.00
4024 - Bear Bait 8	0.00	0.00	270.00	480.00
4020 - Entry Fees - Other	0.00	0.00	2,146.71	8,188.47
Total 4020 - Entry Fees	0.00	0.00	2,418.71	10,239.47
4030 - Merchandise Sales	0.00	0.00	0.00	270.00
4080 - Grants	0.00	0.00	34,000.00	34,000.00
Total Income	0.00	0.00	72,620.56	175,286.79
Expense				
Taxes - Sales	0.00	0.00	0.00	67.00
5000 - 1A/ZA Basketball	0.00	0.00	0.00	600.00
5300 - Event Expenses	0.00	0.00	3,360.00	19,627.55
5400 - Track	0.00	0.00	0.00	1,306.75
5500 - Volleyball	0.00	0.00	0.00	18,938.77
5550 - Marching Band	0.00	0.00	0.00	8,000.00
5700 - Wy Student Leader Scholarships	0.00	4,500.00	0.00	4,500.00
6000 - Advertising	0.00	0.00	38.17	154.21
6030 - Awards and Grants	0.00	0.00	-870.00	-870.00
6050 - Bank Charges	0.00	0.00	0.00	640.63
6100 - Committee Expense	0.00	0.00	0.00	53.59
6300 - Conference Registration	0.00	0.00	0.00	275.00
6350 - Design/Production	0.00	0.00	0.00	800.00
6380 - Dues & Subscriptions	0.00	0.00	0.00	300.00
7300 - Memberships	0.00	0.00	0.00	1,100.00
7425 - Mileage Reimbursements	0.00	0.00	0.00	343.52
7450 - Office Supplies	0.00	0.00	0.00	116.18
7490 - Postage/Information Distributio	0.00	0.00	0.00	67.30
7498 - Professional/Insurance Fees	0.00	0.00	253.85	4,644.80
7600 - Rental for Events	0.00	0.00	0.00	500.00
7700 - Sponsorship	0.00	0.00	0.00	4,500.00
7750 - Trade Shows	0.00	0.00	300.00	4,277.58
7800 - Travel Expense	0.00	0.00	0.00	1,646.10
Total Expense	0.00	4,500.00	3,082.02	71,786.98
Net Ordinary Income	0.00	-4,500.00	69,538.54	103,499.81
Net Income	0.00	-4,500.00	69,538.54	103,499.81

**Casper Sports Alliance
General Ledger-Cash Basis
As of March 31, 2018**

8:41 AM
04/04/18
Cash Basis

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
1000 - Bank of the West								80,051.60
1001 - BOW - Proud to Host the Best								109,551.35
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	68,500.00	68,500.00	178,051.35
Total 1001 - BOW - Proud to Host the Best								178,051.35
1002 - BOW - Bike Casper								-763.39
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	1,270.00	1,270.00	566.61
Total 1002 - BOW - Bike Casper								566.61
1008 - BOW - 3 On 3 Basketball								-6,475.00
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	150.00	150.00	-8,325.00
Total 1008 - BOW - 3 On 3 Basketball								-8,325.00
1008 - BOW - CSA Administrative								-5,309.61
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	-553.85	-553.85	-5,863.66
General Journal	03/31/2018	JE 04		Reclassify	1000 - Bank of ...	3,698.17	3,698.17	-2,165.49
Total 1008 - BOW - CSA Administrative								-2,165.49
1009 - BOW - Cowboy State Games								1,648.45
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	-381.46	-381.46	1,466.99
Total 1009 - BOW - Cowboy State Games								1,466.99
1000 - Bank of the West - Other								0.00
Deposit	03/05/2018				4024 - Bear Ba...	130.00	130.00	130.00
Deposit	03/09/2018				12000 - Undep...	34,500.00	34,500.00	34,630.00
Deposit	03/12/2018				-SPLIT-	2,146.71	2,146.71	36,776.71
Deposit	03/16/2018				4000 - Sponsor...	150.00	150.00	36,926.71
Deposit	03/16/2018				6030 - Awards...	870.00	870.00	37,796.71
Bill Print-Check	03/16/2018				20000 - Accou...	-253.85	-253.85	37,542.86
Deposit	03/20/2018	6160	Stogert, Cornelia & Associates, P. C.		4024 - Bear Ba...	140.00	140.00	37,682.86
Deposit	03/27/2018				4080 - Grants	30,000.00	30,000.00	67,682.86
Deposit	03/27/2018				4080 - Grants	4,000.00	4,000.00	71,682.86
Deposit	03/28/2018				4000 - Sponsor...	1,000.00	1,000.00	72,682.86
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	-SPLIT-	-150.00	-150.00	72,532.86
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	553.85	553.85	73,086.71
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	-68,500.00	-68,500.00	4,586.71
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	-1,270.00	-1,270.00	3,316.71
General Journal	03/31/2018	JE 01		To close March P & L to proper cash account	1000 - Bank of ...	381.46	381.46	3,698.17
General Journal	03/31/2018	JE 04		Reclassify	1009 - BOW - ...	-3,698.17	-3,698.17	0.00
Total 1000 - Bank of the West - Other								0.00
Total 1000 - Bank of the West								171,534.46
1150 - Cash on Hand								1,000.00
Total 1150 - Cash on Hand								1,000.00
11000 - Accounts Receivable								0.00
Payment	03/08/2018	15513	CACVB		12000 - Undep...	-34,500.00	30,000.00	30,000.00
Payment	03/09/2018	15513	CACVB		12000 - Undep...	-34,500.00	-34,500.00	-4,500.00
Payment	03/09/2018	15513	CACVB		12000 - Undep...	-34,500.00	-4,500.00	0.00
Total 11000 - Accounts Receivable								0.00
1120 - Due from NCTT								5,309.81
General Journal	03/31/2018	JE 02		To reclassify as Due From CACVB to cover Administrative exp...	4010 - CACVB ...	553.85	553.85	5,863.66
Total 1120 - Due from NCTT								5,863.66
1160 - PHB - Smalitis Gift Card								64.79
Total 1160 - PHB - Smalitis Gift Card								64.79
12000 - Undeposited Funds								0.00

**Casper Sports Alliance
General Ledger-Cash Basis
As of March 31, 2018**

8:41 AM
04/04/18
Cash Basis

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
Payment	03/09/2018	15513	CACVB		11000 · Accou...	34,500.00	34,500.00	34,500.00
Deposit	03/09/2018	15513	CACVB	Deposit	1000 · Bank of ...	-34,500.00	-34,500.00	0.00
Total 12000 · Undeposited Funds								
20000 · Accounts Payable								
Bill Pmt - Check	03/20/2018	6180	Skogen, Cornette & Associates, P.C.		1000 · Bank of ...	253.85	253.85	0.00
Bill Pmt - Check	03/20/2018	6180	Skogen, Cornette & Associates, P.C.		1000 · Bank of ...	253.85	-253.85	253.85
Total 20000 · Accounts Payable								
2730 · Due to CACVB								
General Journal	03/05/2018	JE 03		Facebook	6000 · Advertis...	-38.17	-38.17	0.00
General Journal	03/05/2018	JE 03		ISE Deposit	6000 · Advertis...	-300.00	-300.00	-38.17
General Journal	03/05/2018	JE 03		Hurry Awards	6000 · Advertis...	-3,360.00	-3,360.00	-338.17
Total 2730 · Due to CACVB								
30000 · Opening Balance Equity								
Total 30000 · Opening Balance Equity								-78,580.79
32000 · Unrestricted Net Assets								-78,580.79
Total 32000 · Unrestricted Net Assets								7,315.86
4000 · Sponsorships								7,315.86
Invoices	03/09/2018	5069	CACVB	2017/2018 Proud to Host the Best Sponsorship-WHSAA March...	11000 · Accou...	-4,500.00	-4,500.00	-84,500.00
Invoices	03/09/2018	5070	CACVB	2017/2018 Proud to Host the Best Sponsorship	11000 · Accou...	-30,000.00	-30,000.00	-89,000.00
Deposit	03/16/2018		Casper College	Backboard Sponsor for 3x3 Basketball	1000 · Bank of ...	-150.00	-150.00	-119,150.00
Deposit	03/28/2018		Whites Mountain Motors	Bear Ball 8 Sponsorship	1000 · Bank of ...	-1,000.00	-1,000.00	-120,150.00
Total 4000 · Sponsorships								
4010 · CACVB Funding								-120,150.00
General Journal	03/31/2018	JE 02		To reclassify as Due From CACVB to cover Administrative exp...	1120 · Due fro...	-553.85	-553.85	-10,073.47
Total 4010 · CACVB Funding								
4020 · Entry Fees								-10,627.32
4023 · Selling-Downhill								-7,622.76
Total 4023 · Selling-Downhill								-1,610.00
4024 · Bear Ball 8								-1,610.00
Deposit	03/05/2018				1000 · Bank of ...	-130.00	-130.00	-190.00
Deposit	03/20/2018			Ask John	1000 · Bank of ...	-140.00	-140.00	-320.00
Total 4024 · Bear Ball 8								
4020 · Entry Fees - Other								-480.00
Deposit	03/12/2018		Clarity Technology Group, Inc.	Deposit	1000 · Bank of ...	-1,359.02	-1,359.02	-602.76
Deposit	03/12/2018		Clarity Technology Group, Inc.	Deposit	1000 · Bank of ...	-787.69	-787.69	-1,381.78
Total 4020 · Entry Fees - Other								
Total 4020 · Entry Fees								-8,189.47
4030 · Merchandise Sales								-10,239.47
Total 4030 · Merchandise Sales								-270.00
4080 · Grants								0.00
Deposit	03/27/2018		McMurry Foundation.	Proud to Host the Best Sponsorship	1000 · Bank of ...	-30,000.00	-30,000.00	-30,000.00
Deposit	03/27/2018		McMurry Foundation	Scholarship	1000 · Bank of ...	-4,000.00	-4,000.00	-34,000.00
Total 4080 · Grants								
Taxes - Sales								67.00
Total Taxes - Sales								67.00
5000 · 1A/2A Basketball								680.00

**Casper Sports Alliance
General Ledger-Cash Basis
As of March 31, 2018**

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04/04/18
Cash Basis

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
Total 5000 - 1A2A Basketball								600.00
5300 - Event Expenses								16,467.55
General Journal	03/05/2018	JE 03				3,350.00	3,350.00	19,827.55
Total 5300 - Event Expenses				Hasty Awards	6000 - Advertis...	3,350.00	3,350.00	19,827.55
5400 - Track								1,306.75
Total 5400 - Track								1,306.75
5500 - Volleyball								18,936.77
Total 5500 - Volleyball								18,936.77
5550 - Marching Band								8,000.00
Total 5550 - Marching Band								8,000.00
5700 - Wy Student Leader Scholarships								4,500.00
Total 5700 - Wy Student Leader Scholarships								4,500.00
6000 - Advertising								116.04
General Journal	03/05/2018	JE 03				38.17	38.17	154.21
Total 6000 - Advertising				Facebook	-SPLIT-	38.17	38.17	154.21
6030 - Awards and Grants								0.00
Deposit	03/18/2018		Casper Figure Skating Club			-870.00	-870.00	-870.00
Total 6030 - Awards and Grants				Medals for Figure Skating	1000 - Bank of ...	-870.00	-870.00	-870.00
6050 - Bank Charges								540.63
Total 6050 - Bank Charges								540.63
6100 - Committee Expense								53.59
Total 6100 - Committee Expense								53.59
6300 - Conference Registration								275.00
Total 6300 - Conference Registration								275.00
6350 - Design/Production								800.00
Total 6350 - Design/Production								800.00
6380 - Dues & Subscriptions								300.00
Total 6380 - Dues & Subscriptions								300.00
7300 - Memberships								1,100.00
Total 7300 - Memberships								1,100.00
7425 - Mileage Reimbursements								343.52
Total 7425 - Mileage Reimbursements								343.52
7450 - Office Supplies								115.18
Total 7450 - Office Supplies								115.18
7490 - Postage/Information Distributio								67.30
Total 7490 - Postage/Information Distributio								67.30
7498 - Professional/Insurance Fees								4,390.95
Bill	03/20/2018	407380	Suogen, Cometto & Associates, P.C.			253.85	253.85	4,644.80
Total 7498 - Professional/Insurance Fees						253.85	253.85	4,644.80
7600 - Rental for Events								500.00
Total 7600 - Rental for Events								500.00
7700 - Sponsorship								4,500.00
Total 7700 - Sponsorship								4,500.00
7750 - Trade Shows								3,977.58

**Casper Sports Alliance
General Ledger-Cash Basis
As of March 31, 2018**

8:41 AM
04/04/18
Cash Basis

Type	Date	Num	Name	Memo	Split	Original Amount	Paid Amount	Balance
General Journal	03/05/2018	JE 03		International Sports		300.00	300.00	4,277.58
Total 7750 - Trade Shows							300.00	4,277.58
7600 - Travel Expense								1,646.10
Total 7600 - Travel Expense								1,646.10
TOTAL							0.00	0.00

Casper Sports Alliance
Treasurer's Report - Details of Transactions
 Fiscal Year 2017 - 2018

	Type	Date	Name	Memo	Paid Amount	Balance
4000 - Sponsorships						
	Invoice	07/12/2017	Casper College Foundation	2018/2017 Proud to Host the Best Sponsorship	10,000.00	10,000.00
	Invoice	10/19/2017	Parkway Plaza,	2018/2017 Proud to Host the Best Sponsorship	2,000.00	12,000.00
	Invoice	11/13/2017	Postal Management, Inc.	2017/2018 Proud to Host the Best Sponsorship	2,000.00	14,000.00
	Invoice	11/14/2017	Casper Orthopedic Associates	2017/2018 Proud to Host the Best Sponsorship	2,000.00	16,000.00
	Invoice	11/20/2017	Ramkota Hotel & Conference Ct	2017/2018 Proud to Host the Best Sponsorship	2,000.00	18,000.00
	Invoice	11/21/2017	Casper College Foundation	2017/2018 Proud to Host the Best Sponsorship	10,000.00	28,000.00
	Invoice	11/21/2017	First Interstate Bank	2017/2018 Proud to Host the Best Sponsorship	2,000.00	30,000.00
	Invoice	11/27/2017	Laughing Out Loud, LLC	2017/2018 Proud to Host the Best Sponsorship	6,000.00	36,000.00
	Invoice	12/01/2017	Timberline Hospitality	2017/2018 Proud to Host the Best Sponsorship	3,000.00	39,000.00
	Invoice	12/04/2017	Economic Development JPB	2017/2018 Proud to Host the Best Sponsorship	30,000.00	69,000.00
	Invoice	12/04/2017	Wandoming Food Service	2017/2018 Proud to Host the Best Sponsorship	1,000.00	70,000.00
	Invoice	12/04/2017	Wandoming Food Service	2017/2018 Proud to Host the Best Sponsorship	1,000.00	71,000.00
	Invoice	12/10/2017	Johnson Restaurant Group	2017/2018 Proud to Host the Best Sponsorship	300.00	71,300.00
	Invoice	12/10/2017	Johnson Restaurant Group	2017/2018 Proud to Host the Best Sponsorship	300.00	71,600.00
	Invoice	12/10/2017	Johnson Restaurant Group	2017/2018 Proud to Host the Best Sponsorship	300.00	71,900.00
	Invoice	12/10/2017	Johnson Restaurant Group	2017/2018 Proud to Host the Best Sponsorship	300.00	72,200.00
	Invoice	12/13/2017	Johnson Restaurant Group	2017/2018 Proud to Host the Best Sponsorship	300.00	72,500.00
	Invoice	01/02/2018	Wyoming Choice Hotels Region	2017/2018 Proud to Host the Best Sponsorship	2,000.00	74,500.00
	Invoice	01/02/2018	Wyoming Choice Hotels Region	2018/2019 Proud to Host the Best Sponsorship	2,000.00	76,500.00
	Invoice	01/02/2018	Wyoming Choice Hotels Region	2019/2020 Proud to Host the Best Sponsorship	2,000.00	78,500.00
	Invoice	01/02/2018	Wyoming Choice Hotels Region	2020/2021 Proud to Host the Best Sponsorship	2,000.00	80,500.00
	Invoice	01/02/2018	Lodas	2017/2018 Proud to Host the Best Sponsorship	2,000.00	82,500.00
	Invoice	02/22/2018	Hilton Garden Inn	2017/2018 Proud to Host the Best Sponsorship	1,000.00	83,500.00
	Invoice	02/22/2018	Hampton Inn & Suites	2017/2018 Proud to Host the Best Sponsorship	1,000.00	84,500.00
	Invoice	03/09/2018	CACVB	2017/2018 Proud to Host the Best Sponsorship-WHSAA Marching Band	4,500.00	89,000.00
	Invoice	03/09/2018	CACVB	2017/2018 Proud to Host the Best Sponsorship	30,000.00	119,000.00
					<u>119,000.00</u>	<u>119,000.00</u>
4080 - Grants						
	Deposit	03/27/2018	McMurry Foundation,	Proud to Host the Best Sponsorship	30,000.00	30,000.00
	Deposit	03/27/2018	McMurry Foundation	Scholarship	4,000.00	34,000.00
					<u>34,000.00</u>	<u>34,000.00</u>
5000 - 1A/2A Basketball						
	Bill	08/11/2017	Odoba Mexican Eats - East	PHB: 3/2/17 1A/2A BB	-600.00	-600.00
	Bill	04/05/2018	Casper Events Center	WHSAA 1A/2A Basketball	-32,837.65	-33,437.65
					<u>-33,437.65</u>	<u>-33,437.65</u>
5100 - 3A/4A Basketball						
	Check	04/05/2018	Pizza Ranch #0775		-182.52	-182.52
	Bill	04/06/2018	Casper Events Center	WHSAA 3A/4A Basketball	-35,345.25	-36,507.77
					<u>-36,507.77</u>	<u>-36,507.77</u>
5300 - Event Expenses						
	Bill	08/01/2017	Pizza Ranch #0775	PHB: 7/16/17 - World Record Track Camp	-550.00	-550.00
	Bill	08/01/2017	Odoba Mexican Eats - West	PHB: World Record Track Camp - 7/20/17	-900.00	-1,450.00
	Bill	11/10/2017	Natrona County Schools	Food & Beverage Services for Volleybal Tourney	-890.40	-2,340.40
	Bill	11/10/2017	Casper Events Center	Thursday Dinner, Coaches meeting & Friday Dinner	-3,375.00	-5,715.40
	Bill	11/10/2017	Casper Events Center	Saturday Coaches meeting and Lunch	-1,575.00	-7,290.40
	General Journ	04/05/2018		Sam's Club- Cups & Coffee	-56.76	-7,347.16
	General Journ	04/05/2018		Sam's Club - Cups, plates & sterno	-56.71	-7,403.87
	General Journ	04/05/2018		Ridley's - creamer	-8.98	-7,492.85
					<u>-7,492.85</u>	<u>-7,492.85</u>
5400 - Track						
	Bill	08/01/2017	Wyoming High School Activities	Invoice #019230: 2017 State Track - Ticket Takers	-1,306.75	-1,306.75
					<u>-1,306.75</u>	<u>-1,306.75</u>
5500 - Volleyball						
	Bill	02/20/2018	Casper Events Center	WHSAA Volleyball Tournament	-18,936.77	-18,936.77
					<u>-18,936.77</u>	<u>-18,936.77</u>
5550 - Marching Band						
	Bill	02/20/2018	Casper Events Center	WHSAA Marching Band Competition	-8,000.00	-8,000.00
					<u>-8,000.00</u>	<u>-8,000.00</u>
5600 - Wrestling						
	Bill	04/05/2018	Casper Events Center	WHSAA Wrestling	-32,088.54	-32,088.54
					<u>-32,088.54</u>	<u>-32,088.54</u>
7425 - Mileage Reimbursements						
	Bill	10/05/2017	John Glantonio	Take Coach to Eadsville trail for World Record Track Camp	-10.70	-10.70
	Bill	10/05/2017	John Glantonio	PHB Meeting at Ramkota	-1.82	-12.52
	Bill	11/22/2017	John Glantonio	Volleyball mtg at CEC	-2.35	-14.87
	Check	04/05/2018	John Glantonio	PTHTB 1A/2A Basketball	-27.79	-42.66
	Check	04/05/2018	John Glantonio	PTHTB 3A/4A Basketball	-27.79	-70.45
					<u>-70.45</u>	<u>-70.45</u>
7700 - Sponsorship						
	Bill	07/14/2017	Wyoming Coaches Association	2017-2018 - INVOICE: Sponsorship - WCF Clinic Luncheon	-4,500.00	-4,500.00
	Bill	04/05/2018	Wy High School Activities Asso	2017/18 WHSAA Tournaments	-5,000.00	-9,500.00
					<u>-5,000.00</u>	<u>-9,500.00</u>
TOTAL					<u>5,742.22</u>	<u>5,742.22</u>

**Natrona County Travel and Tourism Council
Statement of Revenue and Expense**

	March	Y-T-D	Budget	%	
INCOME	<u>\$79,459</u>	<u>\$1,255,360</u>	<u>\$1,387,584</u>	<u>90%</u>	(a)
EXPENSE					
ADMINISTRATION					
Office Expense	\$8,936	\$94,308	\$115,500	82%	
Staff	<u>\$39,847</u>	<u>\$358,178</u>	<u>\$554,651</u>	<u>65%</u>	
Total Administration	<u>\$48,782</u>	<u>\$452,486</u>	<u>\$670,151</u>	<u>68%</u>	(b)
MARKETING					
Grants and Sponsorships					
Grants/Sponsorships	<u>\$34,840</u>	<u>\$61,340</u>	<u>\$150,000</u>	<u>41%</u>	
Total Grants/Sponsorships	<u>\$34,840</u>	<u>\$61,340</u>	<u>\$150,000</u>	<u>41%</u>	
DEPARTMENTAL MARKETING					
Fishing	\$0	\$0	\$30,000	0%	
Sports	\$554	\$12,531	\$45,000	28%	
Meetings	\$4,750	\$15,751	\$29,000	54%	
Tour & Travel	\$1,423	\$16,234	\$21,000	77%	
Information Distribution	\$410	\$3,946	\$15,000	26%	
Special Projects	\$24,670	\$84,910	\$99,667	85%	
Travel/Trade Shows	<u>\$1,249</u>	<u>\$26,233</u>	<u>\$51,000</u>	<u>51%</u>	
Total Departmental Marketing	<u>\$33,056</u>	<u>\$159,605</u>	<u>\$290,667</u>	<u>55%</u>	
ADVERTISING					
Leisure Travel	\$10,576	\$106,196	\$80,000	133%	(c)
Fishing	\$0	\$2,188	\$86,766	3%	(d)
Sports	\$0	\$1,567	\$20,000	8%	
Meetings	\$0	\$44,823	\$41,000	109%	
Tour & Travel	\$0	\$169	\$9,000	2%	
Casper Guides	<u>\$0</u>	<u>\$50,749</u>	<u>\$40,000</u>	<u>127%</u>	
Total Advertising	<u>\$10,576</u>	<u>\$205,692</u>	<u>\$276,766</u>	<u>74%</u>	
Total Marketing	<u>\$127,255</u>	<u>\$426,637</u>	<u>\$717,433</u>	<u>59%</u>	
Total Expenses	<u>\$127,255</u>	<u>\$879,122</u>	<u>\$1,387,584</u>	<u>63%</u>	
INCOME IN EXCESS OF EXPENSES	<u>(\$47,796)</u>	<u>\$376,238</u>			

(a) 18% ahead of budget year-to-date

(b) Savings from open positions, new mkt manager in April

(c) More content creation than anticipated, still within budget allowance

(d) Fishing will be billed in April/May

CEO REPORT

APRIL 2018

WHY I'M STOKED. (AND WHY YOU SHOULD BE, TOO!)

Crisis Communication Policy: After our attorney Scott Murray vets our proposed policy, Fleur Tremel with the City has agreed to help circulate to all EMS departments at the City/County. With this we're one step closer to Destination Marketing Accreditation Program designation with Destinations International!

NEED-TO-KNOW PROJECTS/INITIATIVES

Director of First Impressions: We recently hired a PT employee for the Visitor Center at the Trails Center – Lana Perrotti started April 16th. Please join us in welcoming her to the team!

2018/2019 Budget: The second draft will be ready to review in early May. I'm anticipating the budget will be \$1.450 - \$1.475M. To-date we're ahead of budget by 18%. Our net income at the end of March was \$376k, we'll discuss this in more detail during the review of our financials at the April board meeting.

Proud to Host the Best: Proud to Host the Best is now a separate entity awaiting 501c3 status. Their next step is to vote in an executive committee and open a bank account. I'll attend their next meeting – we should be through most of the process by the end of April.

Sponsorship Committee – The sponsorship committee will meet Wednesday, April 18th to

vet sponsorship/grant requests. The total amount requested this cycle was \$109,991. The committee will make a recommendation to the full board April 24th.

OTHER PROJECTS/INITIATIVES

Strategic Planning: I'll spend 5 minutes updating the board on where we are since Coraggio was in town to facilitate our planning session in February. We'll also discuss next steps for board involvement.

Market Demand Study – We're 2 weeks out from a final draft of the study we commissioned by HVS. We'll want to discuss how we share this information when the report is complete.

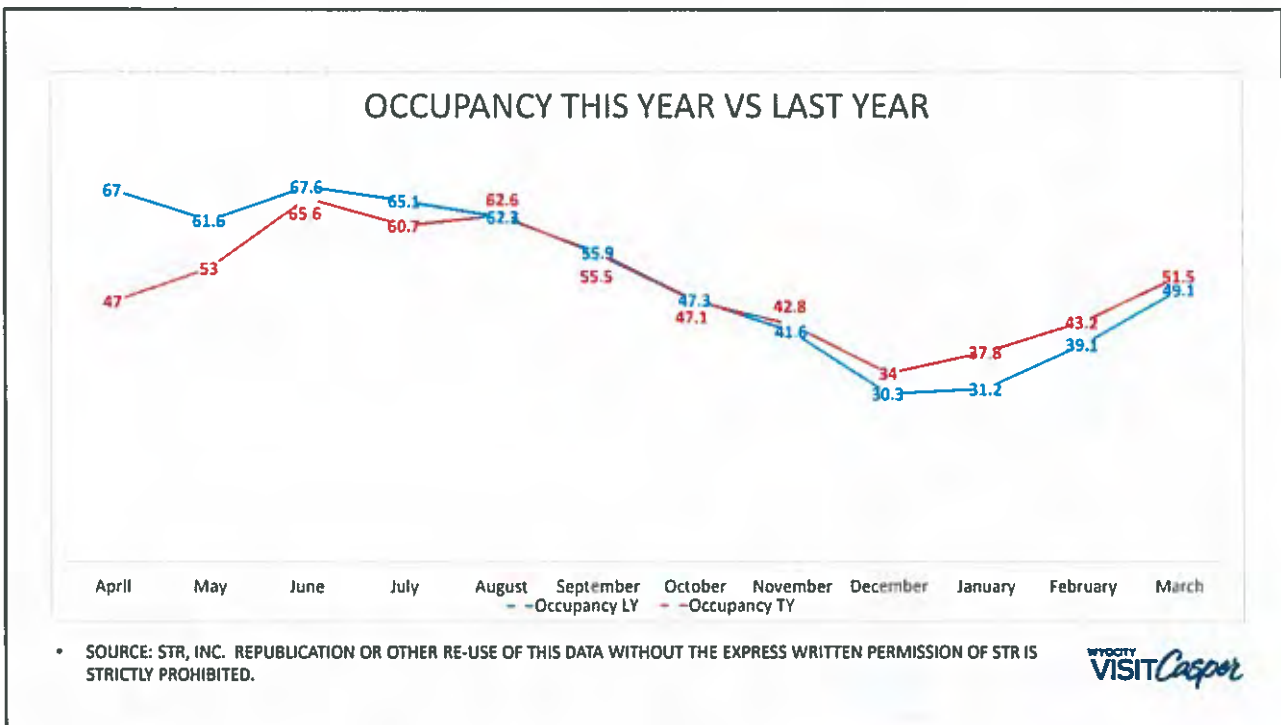
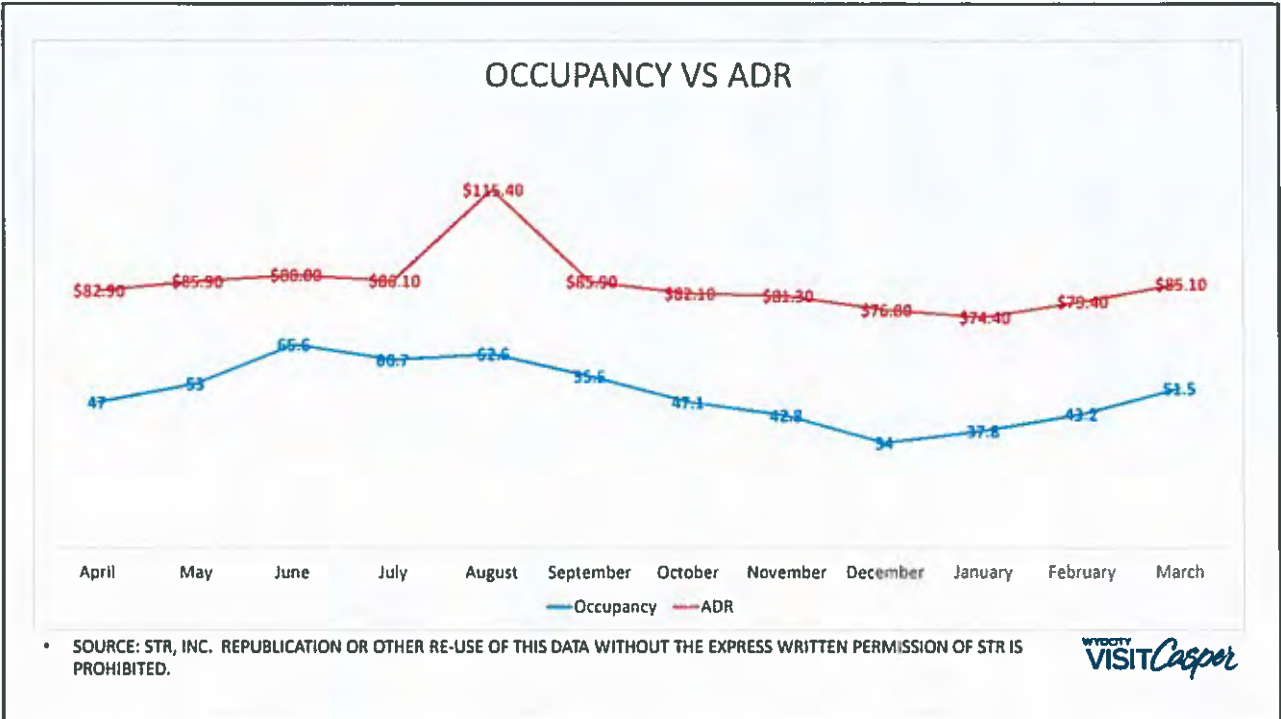
Lodging Tax PAC – Great news... Trent Tatum has stepped forward to chair the "Citizens for the Lodging Tax" PAC, Anita Wheeler with the Holiday Inn East has agreed to be Treasurer.

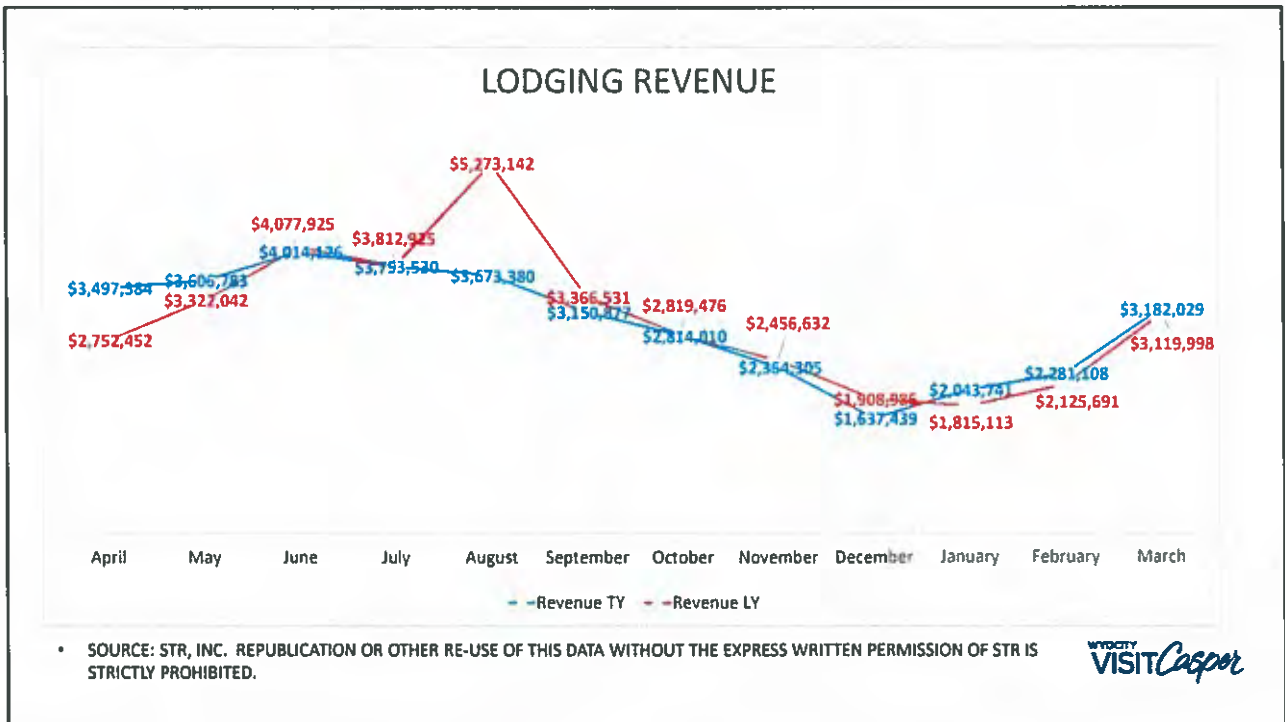
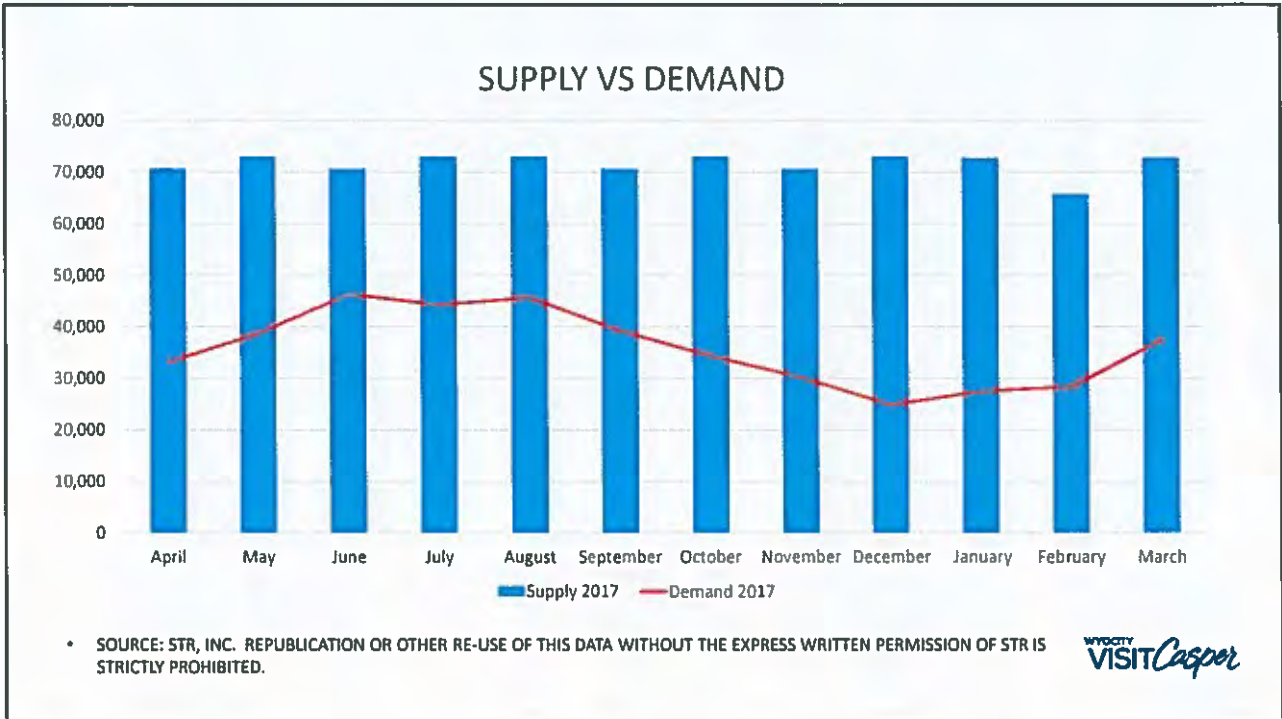
TID Legislation – No word yet on whether or not the Corporations committee will study TID as an interim topic. Regardless, Chris Brown stated the industry plans to bring this funding mechanism forward as part of next year's legislative session.

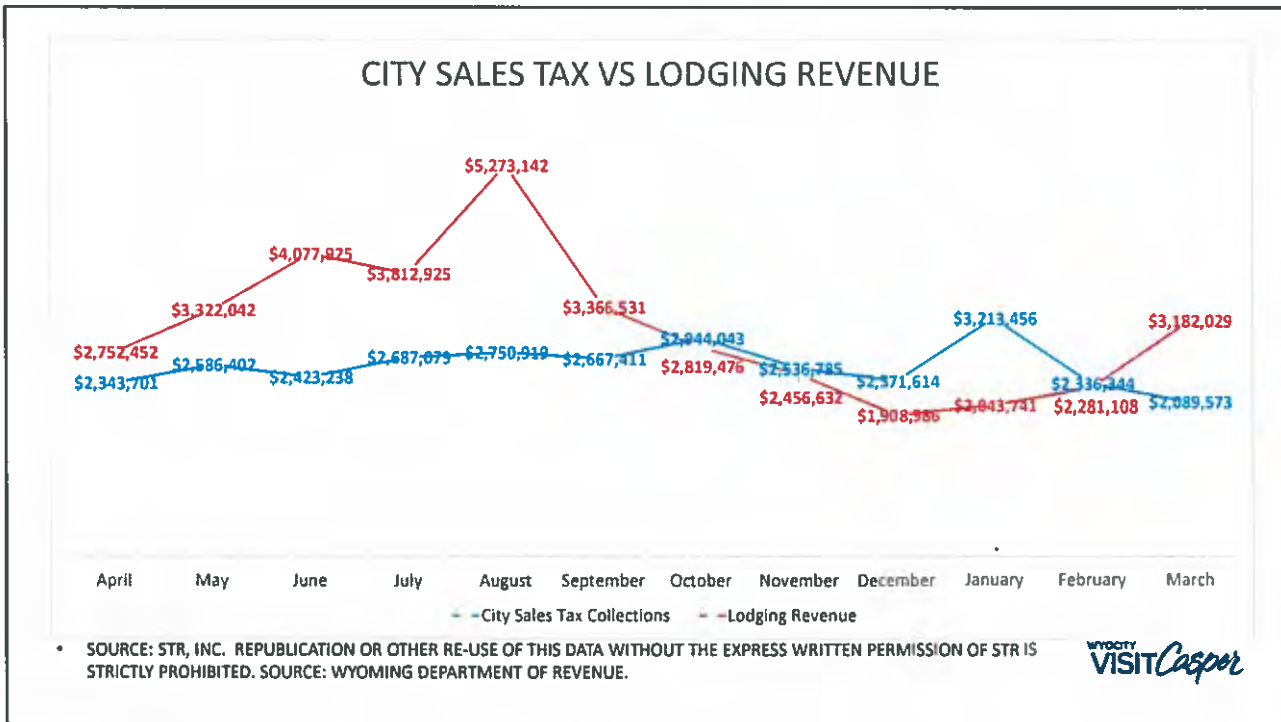
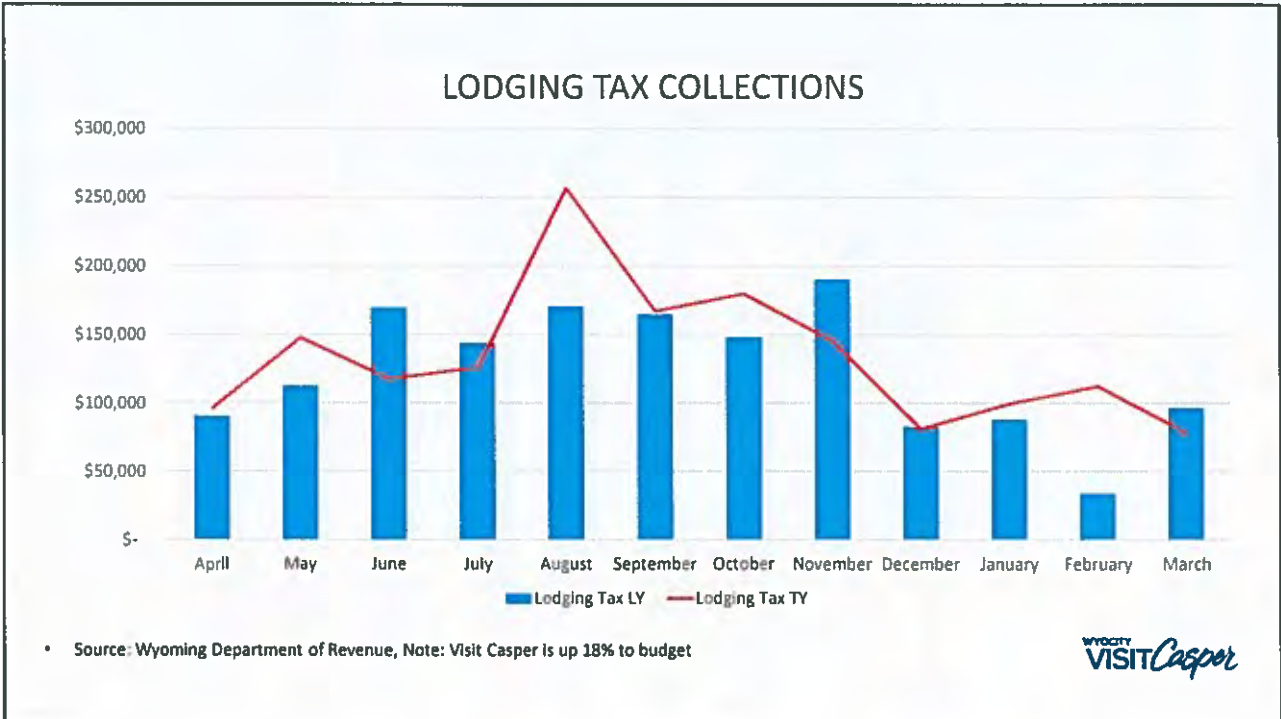
CNFR 2018: If you'd like to volunteer the week of CNFR please see me... we'll be selling day sheets and soliciting survey responses.

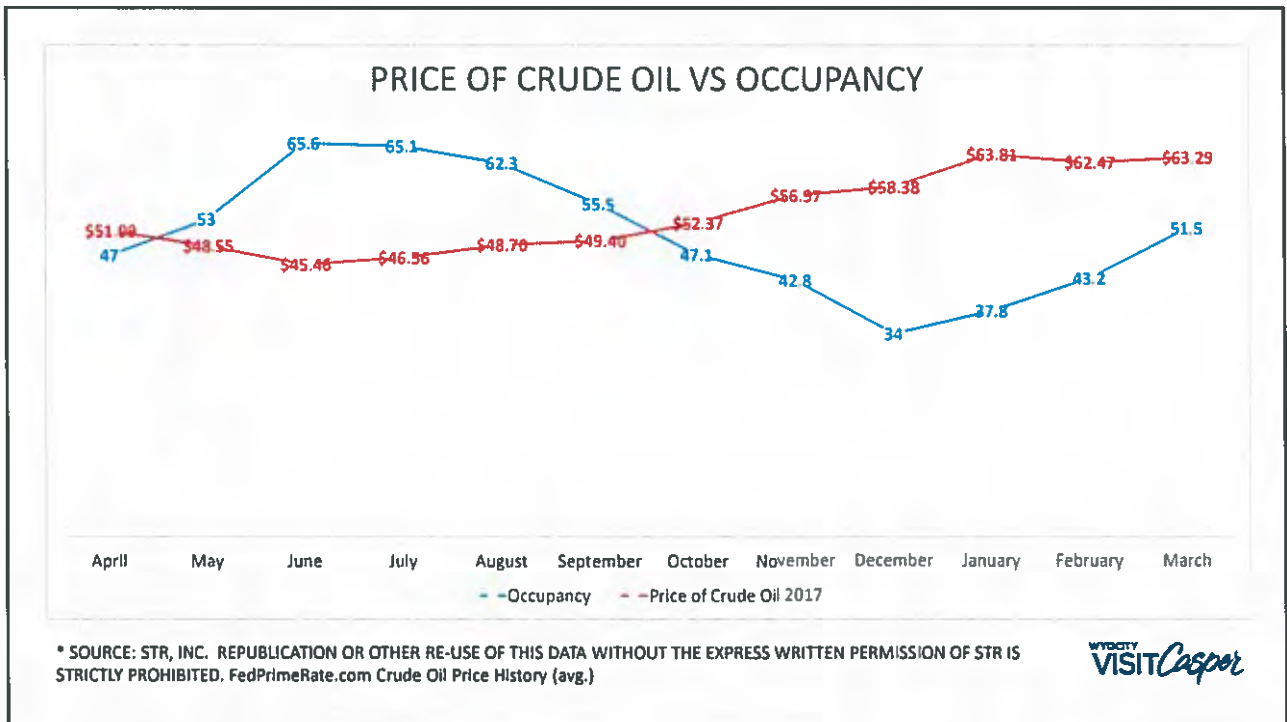
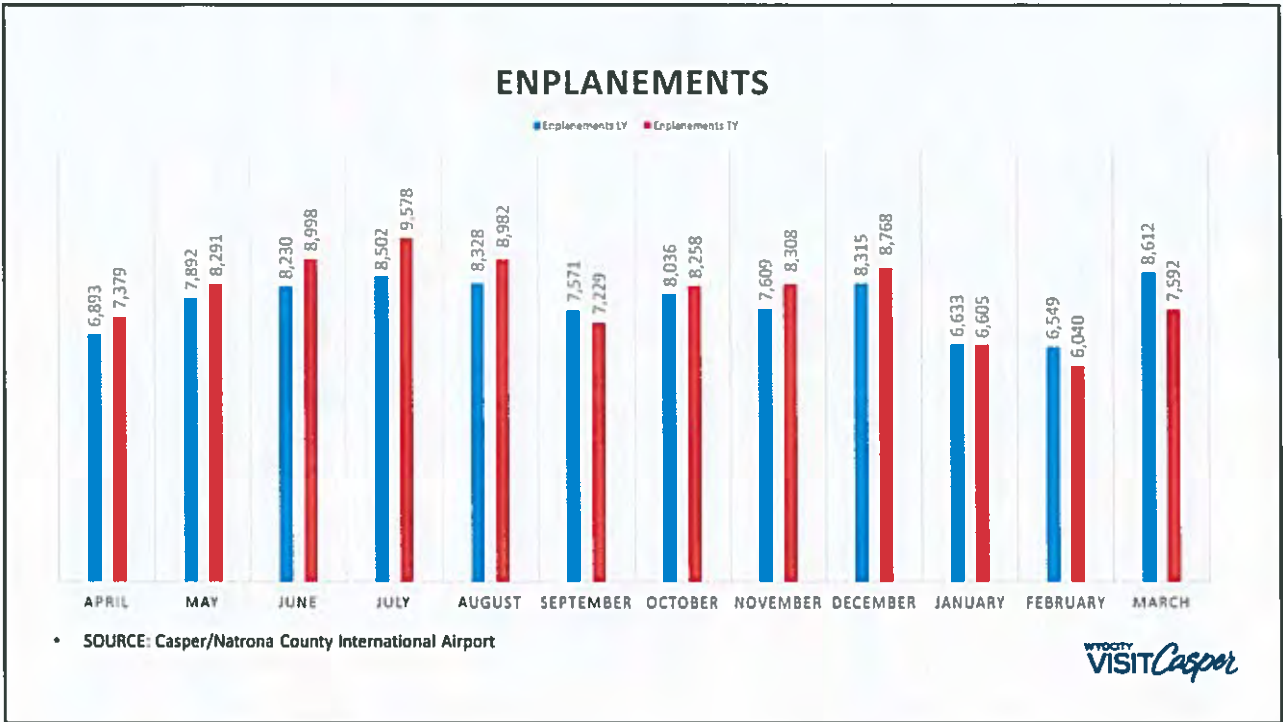
National Travel & Tourism Week –in partnership with the Chamber we're hosting a luncheon May 9th at the Hangar to celebrate tourism in Natrona County. Please RSVP to me and we'll save you a seat!

Visitor Profile Study – We signed a contract with Young Strategies to conduct a visitor profile study – the study will start in May and be ready in September.









Director of Sales & Corporate Sponsorships Board Report

March 17, 2018 – April 17, 2018

Sales & Marketing

Shows Attended

International Roundup – Kalispell, Montana

This show has been the best leisure show for us yet. Over 40 tour operators with international clientele that have interests in Wyoming, North Dakota, South Dakota, and Montana. Not only is the show focused to our region, but we get to speak with every single operator during the “speed dating” sessions. Cost is also very low at just under \$600 for registration. The RFP to host this event will be available in a couple of months for 2020, and we plan on taking a serious look at this for Casper.

Simpleview

We are now using Simpleview as an office to record important communication with partners, sales, and FAMs. We are also getting templates created to use for sales leads, site visits, and events. Brook and I have also started training our full-service partners on the Simpleview extranet. The extranet will be where all RFPs will be sent starting May 1. In the more distant future Visit Casper can use this extranet to help create the Visitor Guide, communicate CTA events, create and promote hotels for the shoulder seasons, have discussion topics for all partners to be a part of, and many more amazing options.

Connect in Casper Marketing Campaign

I have recently presented to Five Trails Rotary which was my last planned group to speak to, ending my Connect in Casper Marketing Campaign. I feel like this campaign was moderately successful since I was able to present to over 400 locals and educate them on who we are, how tourism affects Casper, and how we can help bring in meetings, conferences, and conventions that they are a part of. I walked away with eight leads, but a bunch of potential for future leads.

Meetings, Conferences, Conventions, and Leisure

New RFPs

- Regional Arabian Horse Association for 2020 or 2021 – soft RFP from previous year
- Luz Craig – 15 rooms needed
- Kate Ocana – 12 rooms needed
- Nurses Association Offsite Banquet

New Business Booked

- Youth Voters Summit – Casper Events Center (still need hotels and offsite banquet)
- Enbridge Rooms – 400 rooms at Hilton Garden Inn
- Wyoming Outdoor Expo Appreciation Party – The NIC
- Luz Craig – La Quinta
- Kate Ocana – LaQuinta and Days Inn
- Brain Injury Symposium – Ramkota Hotel
- Nurses Association Offsite Banquet – The Hangar

Site Visits Coming Up

- Youth Voters Summit – April 27
- Oregon Californian Trails Association – May 11
- Arabian Horse Association – June 14, 15

Events

Wyoming Outdoor Expo

The last month we have seen some success getting sponsors and exhibitors on board. Currently we have:

Cash Sponsors / Exhibitors

Sonny's RV (\$5,000)

White Mountain Motors (\$5,000)

Star Tribune (\$5,000)

In-Kind Sponsors

Keyhole Tech (200 candlestick cones)

5150' Rock Gym (\$225 in gift cards)

Mountain Khaki (\$630 in gift cards)

Exhibitors

Wyld Gear (\$375)

Werner Museum (Free)

Sportsman's WH (\$500)

College National Finals Rodeo

Brook has been able to get a total of 59 complimentary rooms for CNFR this year, only 4 short of where we were last year. Working with Jen Adu on domestic and international charter bus operators, we now have 3 charter busses coming for sure, with two more likely to confirm soon. With the response we have gotten so far, 2019 CNFR should see a large increase in charter busses than ever before. Brook and I are also currently organizing a team for day sheets throughout the entire week, since that is an expected responsibility for us from the committee.

Sports and Events Summary
April 16, 2018
Projects

- **Facebook**
 - Work daily on updating Visit Casper, Casper Sports Alliance, Cowboy State Games, Wyoming 3x3 and Proud to Host the Best
- **Cowboy State Games**
 - Hosted youth ice hockey
 - Hosted wrestling
 - Preparing for 10K trail run; fencing; karate
 - Coordinating building podium for Games with assistance from Home Depot and Pathways
- **Foss Motors 3x3 Basketball Tournament**
 - City permit approved
 - Invited Governor to opening ceremonies
 - Working with Pepsi and Teton Distributors in a combined sponsorship for dunk contest and VIK
 - Secured Wyoming Department of Transportation as an advertiser
 - Secured Northern Ice as a vendor
 - Secured Casper Orthopedics
 - Secured, with the assistance of Ryan, Shoshone Rose Casino & Hotel as presenting sponsor
 - Working with David Street Station to coordinate weekend's activities
 - Pursuing additional sponsors
 - Working on sound public address system and entertainment for Friday night dance party
- **White's Mountain Subaru Bear Bait 8**
 - Secured Mountain Khakis as a sponsor
 - Met with Ridley's as a VIK sponsor
 - Pursuing additional sponsors
 - Met with timing team
- **Casper Marathon**
 - Working with the marathon for 2018
- **August Festival**
 - Submitted updated permits to city of Casper

Meetings and Functions Attended

- **Proud to Host the Best**
 - Provided treasurer's report
- **Large Special Events Planning Guide**
 - Met with city to provide input and feedback
- **Pickleball**
 - Met with Sam Dia to begin work on Cowboy State Games – Pickleball
- **Casper Horseheads**
 - Casper Horseheads came to ask for our sponsorship. We outlined the value of our support as a natural way of doing business – calendar, Casper Compass.

MARKETING MANAGER REPORT

APRIL 2018

PROJECTS

Onboarding

I've spent much of my first two weeks onboarding and getting a firm understanding of Visit Casper's operations, policies, marketing initiatives, etc. This time has been valuable to get a grasp of where we have been to leverage that to move forward with a strategic and integrated marketing plan.

National Travel and Tourism Week

We are currently working with the Wyoming Office of Tourism to host Governor Mead for National Travel and Tourism week as well as assisting in the planning and execution of the NTTW luncheon with the Casper Chamber of Commerce. In addition to these events, I am working with Adbay to develop a video that highlights the importance of tourism in Natrona County that will also serve as an advocacy piece for the remainder of 2018.

Brand Guidelines

As more Visit Casper marketing efforts are brought in house, there is a need for brand standards to ensure the integrity of the Visit Casper brand. I have developed a draft brand guideline book for Visit Casper that includes visual elements, brand positioning and voice, as well as the brand ecosystem of the organization. This will assist in the overall brand positioning and visual representation of Visit Casper and our programs moving forward.

MEETINGS

Casper Chamber of Commerce – Tourism and Hospitality Advisory Committee

VISIT *Casper*

April 12, 2018

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tim Cortez, Parks and Recreation Director *TC*
SUBJECT: Breakdown of Cost Recovery in Relation to General Fund Savings

Recommendation:

Information only

Summary:

There is positive support from Council on establishing Cost Recovery Goals for the Parks and Recreation Department. The following is a breakdown of possible savings to the General Fund should the goals be met compared to FY 17:

- Aquatics had an FY17 recovery rate of 54% and required a transfer in from the General Fund in the amount of \$493,113. Should Aquatics meet their goal of 58% in the proposed budget, the transfer in would show a savings of \$35,658.
- Ice Arena had an FY17 recovery rate of 60% and required a transfer in from the General Fund in the amount of \$212,373. Should the Ice Arena meet their goal of 65% in the proposed budget, the transfer in would show a savings of \$26,122.
- Hogadon Ski Area had an FY17 recovery rate of 49% and required a transfer in from the General Fund in the amount of \$392,808. Should Hogadon Ski Area meet their goal of 60% in the proposed budget, the transfer in would show a savings of \$83,840.
- The Recreation Center had an FY17 recovery rate of 52% and required a transfer in from the General Fund in the amount of \$493,194. The Recreation Center trends between 48% and 52% cost recovery over the past ten years. Their goal is to continue this trend and receive no additional costs from the General Fund despite rising costs in expenditures.
- Fort Caspar Museum has averaged a 20% cost recovery rate over the past four years. The transfer in from the General Fund in FY17 was \$295,145. Their goal is to also continue this trend and receive no additional costs from the General Fund despite rising costs in expenditures.
- Casper Municipal Golf Course operates on average of a 110% cost recovery rate. FY17 showed a net profit of \$111,680. The golf Course reserve has ample funds for medium sized projects and can contribute to the General Fund after adequate reserves are met. The current policy on reserve level is set at \$300,000 and there is currently \$294,000 in the account. An anticipated injection of approximately \$109,000 into the General Fund is anticipated in FY19 should the cost recovery rate of 110% again be met.

SUBSIDY REQUIREMENT		FY '16	FY '17	FY '18	FY '18
FUNCTION	ACTUAL	ACTUAL	ORIGINAL BUDGET	REVISED BUDGET	
Ft. Casper	\$ 257,339	\$ 295,145	\$ 309,334	\$ 304,585	
Aquatics	\$ 376,861	\$ 493,113	\$ 406,537	\$ 317,329	
Golf Course	\$ 33,388	\$ -	\$ -	\$ -	
Ice Arena	\$ 257,834	\$ 212,373	\$ 278,772	\$ 264,153	
Hogadon	\$ 410,779	\$ 392,808	\$ 437,942	\$ 345,424	
Rec Center	\$ 605,380	\$ 493,194	\$ 500,174	\$ 443,408	

April 12, 2018

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tim Cortez, Parks and Recreation Director *TC*
Dan Coryell, Parks Manager *DC*
SUBJECT: Breakdown of Interdepartmental Line Item in the Weed and Pest Budget

Recommendation:

Information only

Summary:

The revised budget allocated \$191,110.00 in the interdepartmental line item for FY18 in the weed and pest budget. There will be changes made to this line for FY19 which will decrease the costs associated with this line.

A full breakdown is below:

- \$81,237 is assigned to the general fund for partial pay of salaries of employees who work on both weed and pest tasks and also park tasks. The percentages are 50% of parks supervisor Jim Gerhart's salary (\$52,337.47), 20% of the park manager's salary (\$25,863.37), and 2% of the Public Service Director's salary (\$3,036.16). The Public Service Director's Salary will transfer over to the Parks and Recreation Director's salary in FY19.
- \$10,000 is assigned to Code Enforcement for the care and maintenance of vacant City owned properties. This too should be reduced in FY19 due to the fact that weed and pest has been assigned more of these properties to maintain and not Code Enforcement.
- \$65,000 is assigned to the general fund for partial pay of salaries of employees who work on both weed and pest tasks and park tasks. This charge is an error for FY18. The percentages changed prior to the FY18 budget adoption to the above number of \$81,237. The second number of \$65,000 was never removed hence double charging this year. This will be removed for FY19.
- \$32,873 is assigned to fleet for maintenance of weed and pest equipment. With reduction in the weed and pest fleet and also going with a leasing program for large tractors and flail mowers, this number should reduce in FY19.
- \$2,000 is assigned to GIS.

April 12, 2018

MEMO TO: J. Carter Napier, City Manager *JCN*
FROM: Tim Cortez, Parks and Recreation Director *TC*
Dan Coryell, Parks Manager *DC*
SUBJECT: Breakdown of Other Contractual Line Item in the Weed and Pest Budget

Recommendation:

Information only


Summary:


The revised budget allocated \$93,123.00 in the other contractual line item for FY18 in the weed and pest budget.

A full breakdown of the FY17 other contractual line is below: FY18 will match FY17

- \$1,000.00 assigned to yearly maintenance and fees for the time/cost tracking software PUBWORKS.
- \$25,136.00 is assigned to the University of Wyoming Agricultural Extension Office for the Master Gardner contract.
- \$65,000.00 is assigned to Natrona County Weed and Pest District for the City of Casper's portion of mosquito abatement in Casper.
- \$320.24 is assigned to work order materials for spray and chemical reporting.

April 12, 2018

TO: J. Carter Napier, City Manager 

FROM: Tim Cortez, Parks and Recreation Director 
Carolyn Griffith, Recreation Manager

SUBJECT: Ice Arena Ice Making System Replacement Update

Action Type
Information only

Recommendation
Bid the ice making system replacement project early in the fall of 2018. Begin the project in April, 2019 with anticipated completion expected in September, 2019.

Summary
Provided adequate funding is secured to complete the ice making system replacement project at the Casper Ice Arena by July 1, 2018, it is anticipated that the ice making system project will be able to be completed with minimal impact on users of the facility and the public. The goal is to complete the project, within budget, during a time that realizes the least utilization of the facility by the public, hockey, and figure skating user groups.

Regardless of the availability of current funding sources, staff does not recommend beginning this project any later than April of any year as the ice will not be accessible for nearly five months once the project gets underway. A start date later than April will negatively impact the start of the traditional skating seasons for hockey and figure skating.

Aside from funding, two significant factors prohibit this project from proceeding immediately. Factors include timing and vendor availability. This project is subject to the bidding process which will consume a few months. The bidding time, combined with the expected length of construction, will make the ice unavailable until December at the earliest. Additionally, it is unlikely that competitive bids would be received as potential contractors for such a project are already scheduled elsewhere and unavailable.