

Rules and Regulations

Tourism Promotion Joint Powers Board
dba
Visit Cheyenne

County of Laramie

I certify that the attached is a true and correct copy of the rules of the Tourism Promotion Joint Powers Board (dba Visit Cheyenne) relating to Administrative Procedures adopted in accordance with W.S. §16-4-202 and W.S. § 16-3-101 et seq., the Wyoming Administrative Act.

These are amended rules.

Prior to adoption, these amendments rule were made available for public inspection with postings at various locations, advertisement in the Wyoming Tribune Eagle, and a detailed posting online.

The attached rules are effective immediately upon filing with the County Clerk.

Signed this day of .

Domenic Bravo
President and CEO
Tourism Promotion Joint Powers Board dba
Visit Cheyenne

(President name change 1/2020; dba name change 2011)

Chapter I

Purchasing and Payment Procedures

Section 1. Authority. This rule is promulgated pursuant to authority granted by W.S.§16-4-202 and W.S.§16-3-101 et seq., the Wyoming Administrative Act ("APA").

Section 2. Purpose. This rule in this chapter is adopted in the interest of providing procedures for the fiscal operation of the Board.

Section 3. Definitions. The definitions set forth in W.S.§16-4-201 are incorporated herein by this reference. In addition, the following definitions apply to this chapter:

- (a) "Board" means the Tourism Promotion Joint Powers Board.
- (b) "VC" means Visit Cheyenne, the name under which the Board conducts its activities;
- (c) "Chairman" means the Chairman of the Board.
- (d) "President" means the President of Visit Cheyenne – the executive staff position that answers directly to the Board.

Section 4. Purpose. This chapter is adopted in the interest of following appropriate procedures for the expenditure of public funds under the authority of the Tourism Promotion Joint Powers Board, d/b/a Visit Cheyenne ("VC").

Section 5. Tax Exempt Status. Sales made to and paid directly by Visit Cheyenne as a lodging tax board are exempt from sales and lodging tax.

Section 6. Purchasing.

a. Visit Cheyenne shall obtain competitive bids for purchases exceeding \$40,000 when possible. Visit Cheyenne shall document vendor name, quoted price and the item name.

b. Visit Cheyenne shall award purchase contracts to Wyoming vendors when possible and grant a preference of 5 % in cost to Wyoming vendors when quality is equal. Definition of qualifications of Wyoming bidders will be in accordance with Wyoming statute and case law.

Section 7. Vouchers.

a. Visit Cheyenne shall stamp all invoices with a Voucher stamp that includes spaces for budget coding, date, and signatures. Visit Cheyenne's President will code and sign each invoice. Visit Cheyenne and its accountant shall prepare a check for each coded invoice.

b. For invoices of greater than \$5,000, one board member shall countersign the invoice and verify receipts or other documentation. Change to shall countersign and/or approve via electronic means.

c. An itemized list of **checks written for vouchers** (delete *reviewed vouchers*) will be **reviewed** (delete *approved*) and ratified at each Visit Cheyenne board meeting. (delete numbered)

Section 8. Checks.

a. Staff will code all invoices and send the accountant the invoices electronically.

b. Accountant enters invoices into Quickbooks and President approves via Melio.

c. Invoices \$5,000.00 and greater are entered in Quickbooks, then sent by the accountant in a list to the board & President with a copy of the invoice via email for their approval, which they indicate on a reply email.

d. Once approved by the board, an invoice is scheduled for payment and the President gives final approval in Melio.

e. No checks over \$10,000 are printed, only approved by the board and scheduled via Melio.

f. Official depositories must return copies of Visit Cheyenne's checks.

Chapter 2 Budgeting

Section 1. Authority. This rule is promulgated pursuant to authority granted by W.S. §16-4-202 and W.S. §16-3-101 et seq., the Wyoming Administrative Act ("APA").

Section 2. Purpose. This rule in this chapter is adopted in the interest of providing procedures for the fiscal operation of the Board.

Section 3. Definitions. The definitions set forth in W.S. §16-4-201 are incorporated herein by this reference. In addition, the following definitions apply to this chapter:

- (a) "Board" means the Tourism Promotion Joint Powers Board.
- (b) "VC" means Visit Cheyenne, the name under which the Board conducts its activities;
- (c) "Chairman" means the Chairman of the Board.
- (d) "President" means the President of Visit Cheyenne – the executive staff position that answers directly to the Board.

Section 4. Purpose. This chapter is adopted in the interest of following appropriate budgeting procedures for the public funds under the authority of the Tourism Promotion Joint Powers Board.

Section 5. Budget approval.

a. A summary of Visit Cheyenne's draft budget for the upcoming fiscal year will be entered into the Board's minutes and must be published in the newspaper or posted in three conspicuous places within the municipality at least one week before the date of the public hearing on the budget.

b. Within 24 hours after a public hearing on the budget, the Visit Cheyenne Board shall meet and give final approval to the budget.

Section 6. Budget Amendment.

a. The Board is not authorized to spend any funds in excess of the approved total budgeted amount.

b. Before the Visit Cheyenne Board has authority to spend more than the previously-approved total budgeted amount, it must amend the budget to authorize such expenditures. The amendment process is the same as described in Section 2 above.

c. Transfers of budget appropriations between *strategy level accounts* (administration, marketing, visitor services, etc.) may be made through the resolution process, as long as the overall Visit Cheyenne budget is not increased.

Chapter 3 Auditing and Reporting

Section 1. Authority. This rule is promulgated pursuant to authority granted by W.S.§16-4-202 and W.S.§16-3-101 et seq., the Wyoming Administrative Act ("APA").

Section 2. Purpose. This rule in this chapter is adopted in the interest of providing procedures for the fiscal operation of the Board.

Section 3. Definitions. The definitions set forth in W.S.§16-4-201 are incorporated herein by this reference. In addition, the following definitions apply to this chapter:

- (a) "Board" means the Tourism Promotion Joint Powers Board.
- (b) "VC" means Visit Cheyenne, the name under which the Board conducts its activities;
- (c) "Chairman" means the Chairman of the Board.
- (d) "President" means the President of CACVB – the executive staff position that answers directly to the Board.

Section 4. Purpose. This chapter is adopted in the interest of appropriately accounting for the public funds under the authority of the Tourism Promotion Joint Powers Board.

Section 5. Auditing.

a. Visit Cheyenne's budget falls between \$300,000 and \$999,999. In conjunction with Department of Audit rules, CACVB's audit will include the following procedures:

- * Examination of the required documentation of a depository relationship between CACVB and its depositories.
- * A compliance report letter which provides positive assurance on items tested and negative assurance on items not tested as it relates to the following items:
 1. That the lodging tax board is legally constituted.
 2. That the treasurer is properly bonded.
 3. That the board has a system of fixed asset inventory, if required.
 4. That the board has filed all necessary federal and state payroll tax reports, workers compensation and unemployment insurance reports.
 5. That the minutes reflect compliance with public meeting requirements.
 6. That no loans or donations have been made to private individuals, associations or corporations.

Section 6. Annual Reports.

a. Visit Cheyenne will file an annual report form (F-32) with the Department of Audit.

Chapter 4 Miscellaneous Rules

Section 1. Authority. This rule is promulgated pursuant to authority granted by W.S. §16-4-202 and W.S. §16-3-101 et seq., the Wyoming Administrative Act ("APA").

Section 2. Purpose. This rule in this chapter is adopted in the interest of providing procedures for the fiscal operation of the Board.

Section 3. Definitions. The definitions set forth in W.S. §16-4-201 are incorporated herein by this reference. In addition, the following definitions apply to this chapter:

- (a) "Board" means the Tourism Promotion Joint Powers Board.
- (b) "VC" means Visit Cheyenne, the name under which the Board conducts its activities;
- (c) "Chairman" means the Chairman of the Board.
- (d) "President" means the President of Visit Cheyenne – the executive staff position that answers directly to the Board.

Section 4: Purpose: This chapter is adopted to ensure additional accountability and protection for public funds of the Tourism Promotion Joint Powers Board.

Section 5: Banking.

a. All Visit Cheyenne funds that are not invested must be kept on deposit at an official depository. Depositories must be designated as such by the Visit Cheyenne Board. The Board will renew its designation of official depositories each year.

b. All Visit Cheyenne deposits at its approved depositories must be fully insured by the FDIC or secured by the depository's pledge of approved collateral.

Section 6: Insurance.

a. Visit Cheyenne will purchase property insurance, President's and Officer's liability insurance, and a surety bond for the Visit Cheyenne Treasurer. Visit Cheyenne will periodically review its insurance coverage and needs with an insurance professional to ensure adequate coverage.

Section 7: Reserves.

a. Visit Cheyenne's reserve policy is to maintain approximately 6 months' and/or 25% of a FY worth of emergency funding. These funds may be invested in any way that is statutorily authorized and any interest earned may be applied back to the general operating account.