

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 _____, 2023.

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

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

Chapter 1 Purchasing and Payment Procedures

Section 1. Authority. These rules are promulgated pursuant to authority granted by W.S.§16-3-101 et seq., the Wyoming Administrative Procedure Act ("APA").

Section 2. Purpose. The rules in this Chapter are adopted in the interest of providing procedures for the fiscal operations 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 the provisions in this Chapter:

- (a) "Board" means the board of directors of the Tourism Promotion Joint Powers Board.
- (b) "Visit Cheyenne" means the trade name under which the Tourism Joint Powers Board of Directors 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.

Section 5. Sales Tax Exemption. 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 whenever reasonably practical. Visit Cheyenne shall document vendor name, quoted price and the item name for all purchases.

b. Visit Cheyenne shall award purchase contracts to Wyoming Resident vendors whenever reasonably practical and grant a preference of 5% in cost to Wyoming Resident vendors when quality is equal. The definition of a Wyoming "Resident" vendor shall be as set forth in Wyoming Statute § 16-6-101.

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 shall 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 approve the invoice and verify receipts or other documentation. Approval of invoices may be signified by a signature on the invoice or by electronic means.

c. An itemized list of checks written for vouchers shall be reviewed and ratified at each Visit Cheyenne board meeting.

Section 8. Checks.

a. Staff shall code all invoices and send Visit Cheyenne's accountant the invoices electronically.

b. The Accountant shall enter invoices into the accounting software approved by the Board (e.g., QuickBooks) and President shall approve via the bill payment software approved by the Board (e.g., Melio).

c. Invoices in the amount of \$5,000.00 and greater shall be entered in the accounting software, then sent by the accountant in a list to the Board and the President with a copy of the invoice via email for their approval, which they shall indicate on a reply email.

d. Once approved by the Board, an invoice shall be scheduled for payment and the President shall give final approval in the bill payment software.

e. No checks over \$10,000 shall be printed, only approved by the Board and scheduled via the bill payment software.

f. Official depositories shall be required to return copies of processed checks to Visit Cheyenne.

Chapter 2 Budgeting

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

Section 2. Purpose. The rules in this Chapter are 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 the provisions in this Chapter:

- (a) "Board" means the board of directors of the Tourism Promotion Joint Powers Board.
- (b) "Visit Cheyenne" means the trade name under which the Tourism Joint Powers Board of Directors 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, d/b/a Visit Cheyenne.

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, except upon an authorized amendment of the budget approved in accordance with law.

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 shall be the same as described in Section 5 above.

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

Chapter 3 Auditing and Reporting

Section 1. Authority. These rules are promulgated pursuant to authority W.S. §16-3-101 et seq., the Wyoming Administrative Procedure Act ("APA").

Section 2. Purpose. The rules in this Chapter are adopted in the interest of providing procedures for the fiscal operations 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 the provisions in this Chapter:

- (a) "Board" means the board of directors of the Tourism Promotion Joint Powers Board.
- (b) "Visit Cheyenne" means the trade name under which the Tourism Joint Powers Board of Directors 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 appropriately accounting for the public funds under the authority of the Tourism Promotion Joint Powers Board.

Section 5. Auditing.

a. In conjunction with Wyoming Department of Audit rules, Visit Cheyenne's audit shall include the following procedures:

- Examination of the required documentation of a depository relationship between Visit Cheyenne and its depositories; and
- 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 shall file an annual report form (F-32) with the Wyoming Department of Audit.

Chapter 4
Miscellaneous Rules

Section 1. Authority. These rules are promulgated pursuant to authority granted by W.S.§16-3-101 et seq., the Wyoming Administrative Procedure Act ("APA").

Section 2. Purpose. The rules in this Chapter are adopted in the interest of providing procedures for the fiscal operations 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 the provisions in this Chapter:

- (a) "Board" means the board of directors of the Tourism Promotion Joint Powers Board.
- (b) "Visit Cheyenne" means the trade name under which the Tourism Joint Powers Board of Directors 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 shall 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 shall purchase property insurance, Directors' and Officers' liability insurance, and a surety bond for the Visit Cheyenne Treasurer. Visit Cheyenne shall periodically review its insurance coverage and needs with an insurance professional to ensure adequate coverage.

Section 7: Reserves.

a. Visit Cheyenne shall maintain a cash reserve for emergency funding in an amount not less than twenty-five percent (25%) of its annual expense budget for the current fiscal year. These funds may be invested in any way that is authorized under W.S. § 9-4-831 and any interest or earnings thereon may be credited and delivered to Visit Cheyenne's general operating account in accordance with W.S. § 16-4-105.