

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Executive Committee**  
**Friday, January 20, 2023, at 9:00 AM**  
**Irving Convention Center – First Floor Conference Room**  
**500 W. Las Colinas Blvd.**  
**Irving, Texas 75039**

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NOTE: A possible quorum of the Irving Convention and Visitors Bureau Board of Directors and Irving City Council may be present at this committee meeting.

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1. Citizen Comments on Items Listed on the Agenda
2. Approving Executive Committee Minutes – December 16, 2022
3. Accepting ICVB Financial Reports – November and December 2022
4. Accepting the Revised September and October 2022 ICC CIP/Reserve Fund Financials
5. Review of Hotel Occupancy Tax Collections
6. Accepting ICC Financial Reports – October and November 2022
7. Review of Board Meeting Agenda – January 23, 2023
8. Chairman / Executive Director Reports
  - a. Brand Assessment Project – Executive Director
9. City Council Updates
10. Next Committee Meeting – Friday, February 24, 2023

**CERTIFICATION**

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

\_\_\_\_\_ at \_\_\_\_\_ and will remain so posted at least 72 hours before said meeting convened.

\_\_\_\_\_  
Deputy Clerk, City Secretary's Office

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This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.

**MINUTES**  
**IRVING CONVENTION AND VISITORS BUREAU**  
**BOARD OF DIRECTORS – EXECUTIVE COMMITTEE MEETING**  
**IRVING CONVENTION CENTER**  
**Friday, December 16, 2022**

Attendance: Bob Bourgeois – Board Chair, Richard Stewart, Jr. – Board Vice Chair; David Cole, Karen Cooperstein, and Greg Malcolm – Committee Members; Michael Basoco, Herb Gears, Colvin Gibson, Julia Kang, Joe Philipp, and Sam Reed – Board Members; Jeremy Pierce – ASM/ICC; Maura Gast, Carol Boyer, Marianne Lauda, and Susan Rose – ICVB; Board Liaison Councilman Kyle Taylor and Mayor Pro Tem Al Zapanta – City Council.

Board Chair Bob Bourgeois called the meeting to order at 9:00 a.m. and inquired if there were any citizens that would like to comment on any subject on the agenda. There were none.

Bourgeois asked for a motion to approve the Executive Committee meeting minutes from November 11, 2022. On a motion from Board member Julia Kang and a second from Board Vice Chair Richard Stewart, Jr., the motion was unanimously approved.

**ICVB FINANCIAL REPORTS**

Director of Accounting Marianne Lauda reported a Financial Position Summary for Fiscal Year-End September 2022:

- Revenue and Expenditures
  - General Fund Revenue - Budgeted \$12,828,811 and collected \$13,889,622.
  - General Fund Expenditures – Budgeted \$11,902,187 and expended \$9,852,485. Fund is 82.78% expended which is below normal; still spending cautiously.
  - Reserve Fund – Budgeted \$500,500 in revenue; collected \$501,682. No expenditures to report.
  - Computer Replacement Fund – No activity to report.
  - ICC CIP Fund Revenue – Budgeted \$4,506,167 and collected \$4,526,019.
  - ICC CIP Fund Expenditures – Budgeted \$3,142,667 and expended \$3,142,664, which left a balance of \$3.00 in this fund.
- Hotel Occupancy Tax:
  - Budgeted \$5,397,466 and collected \$7,979,700.
- ARPA – General Fund
  - – Received \$7,398,345 and used \$5,880,280. The balance will roll into this year's funds.
- Fund Balances:
  - General Fund – Beginning balance of \$2,166,242 and ending balance of \$6,177,016.
  - Reserve Fund – Made a \$500,000 transfer into the fund, with an ending balance of \$501,682.
  - Computer Fund – No activity in this fund, holding steady at \$207.
  - ICC CIP Fund – Beginning balance of \$676,827 and ending balance of \$2,060,183.
- ARPA Budget and Expenditures:
  - Received funding for FY21 and FY22 budgets totaling \$13,294,916 for the General and ICC CIP Funds
  - The unexpended balance of \$2,064,552 rolls into the 22-23 budget.
  - ICC has a list of CIP projects this year and the Bureau will continue to use ARPA funds for Operating Expenses, Salaries and Benefits.

In response to a question from Mayor Pro Tem Al Zapanta, Gast replied it takes approximately \$800,000 regularly in expenditures to maintain the building and that amount is set aside each year early in the budget process. In building the budget each year, the needs of the building are considered and anything with a shelf life of more than one year is included in the CIP allocation.

Lauda reviewed the Cash Flow Report for Fiscal Year End September 2022:

- The year ended in a good cash flow position.
- Ending cash balance of \$7,261,203.

Review of the Thermometer Chart:

- Goal: have all Reserve Funds full and stabilized by 2026 but will be dependent on subsequent ARPA funding. The goal is attainable if we can make the best use of the resources available to us, such as the ARPA funds.
- Repayment of FY21 Loan: Goal: \$500,000 – Current: \$500,000 has been repaid.
- Combined Funds: Goal \$10,500,000 – Current \$8,739,087.
- General Fund Balance: Goal \$2,000,000 – Current: \$6,177,016.
- Catastrophic Reserve: Goal: \$5,000,000 – Current: \$501,681
- Computer Fund – Goal: \$500,000 – Current: \$207.
- ICC Reserve/CIP Fund: Goal: \$3,000,000 – Current --\$2,060,182.

Lauda reviewed the October 2022 Financial Reports:

General Fund:

- Only Revenue reported is in Miscellaneous for receipts from State of Texas Events Trust Fund for an event.
- Hotel Occupancy Tax collected for August was accrued in FY22 and reversed in FY23; therefore, it will not be reflected as revenue in October, although we received the cash.
- beginning fund balance of \$6,177,016.18, Revenue of \$14,847.92, Expenditures of \$396,789.66, Ending fund balance \$5,795,074.44.

ICC Reserve/CIP Fund:

- The only Revenue reported is in Miscellaneous for the parking garage agreement with the Westin Irving Convention Center Hotel.
- Beginning fund balance of \$2,060,182.51, Revenues of \$23,919.49, and ending balance of \$2,084,102.00.

October 2022 Check Register Review:

- Dell Marketing LP for \$62,345.78 – new server and storage array.
- SMG payments for Business Development Incentive Program, CIP projects and Texas Society of Association Executives event catering and promotion.
- Paid Texas Hotel & Lodging Association for city-wide hotel memberships.
- Expenses from ARPA funds at 98% and Hotel Occupancy Tax at 2%.

Cash Flow Report for October 2022:

- Anticipated ending cash balance as of September 2023 of \$5,386,495.
- August shows typical transfers from the General Fund to the other funds.
- Balances include receipt of ARPA funds from the City.

Thermometer Chart:

- Will continue to show progress throughout the year toward goals.

Bourgeois asked for a motion to accept the ICVB financial reports for September and October 2022. On a motion from Kang and a second from Stewart, the motion passed unanimously.

HOTEL OCCUPANCY TAX COLLECTIONS

The Hotel Occupancy Tax Collections reports were reviewed through Fiscal Year End September 2022.

Lauda reported:

- Luxury & Full-Service properties reporting a slight increase.
  - DFW Airport Marriott has not paid in September, not aware of any issues.
  - Doubletree by Hilton DFW Airport North and Sheraton are still delinquent.
  - All Suite / Extended Stay properties three hotels have not paid.
- Budget Services properties - one hotel did not pay.
- Limited-Service properties have all paid.
- There were 55 short-term properties reporting and collected \$5,038.71 for September.
- Summary – for September \$516,930, collected \$648,149, up 25.5%
- Summary – for the year collected \$7,762,452.29, up 2,364,986.29, +43.8% from budget.

Cumulative History:

<u>14-15</u>	<u>15-16</u>	<u>16-17</u>	<u>17-18</u>	<u>18-19</u>	<u>19-20</u>	<u>20-21</u>	<u>21-22</u>
7,665,760	8,197,245		8,259,218	8,393,445	8,615,699	5,019,890	4,666,012
7,762,452							

Lauda noted it has taken six years to return to 14-15 collections. The 19-20 year consisted of five months and one week at an extraordinary pace before COVID shutdown. Board member Greg Malcolm reported most of his group of hotels are not back to 2019 revenues and expenses have gone up 10% and wages are up 20%. It will be a long climb back.

BOARD MEETING AGENDA REVIEW

- Gast reviewed the December 19 Board agenda and noted the recently re-appointed Board members will be sworn in by the City Secretary's office.
- There will be a presentation from Meeting Professionals International Chief Branding Officer Drew Holmgreen on the current issues and trends facing meeting professionals.
- A Board Committee sign-up sheet will be distributed for completion by any members wanting to participate in Committees.
- Committee meeting schedules will be confirmed.

ACTION ITEM: Discussion was held on sending Outlook calendar invitations to Board members for Committee meeting dates.

It was noted that next month's Executive Committee meeting will include ICC financial reports for October, November, and December 2022.

#### CHAIR REPORT

- Bourgeois reminded everyone about the Irving Marathon events, with the last one of the year being Dec. 17. There is a group from the Board who walk in the 5K events, and any Board member is invited to join them.

#### CITY COUNCIL UPDATE

Councilman Kyle Taylor reported the new Boards & Commissions Ordinance will be included in the Board packet and the changes include:

- A streamlined attendance requirement of 75% for any posted City Board or Committee whose members are appointed by the City Council.
- Another change is regarding the application process when resigning from one City Board or Commission and applying to another. A new application must be completed and submitted for the change.
- Ethics training must be completed within 90 days of appointment.
- No member can represent as an individual and speak for a Board or Commission.
- Can be removed if in violation of the Ethics Code.
- If someone is not appointed to a Board or Commission, they are going to be sent a list of other City non-profit agencies that are in need of Board members.

Gast added an in-depth review of the Ordinance will be covered at the ICVB Board Orientation meeting, along with the state online training that is required – or will be covered within the 90-day requirement if Orientation is not scheduled during that time.

Zapanta applauded Taylor for bringing the Ordinance changes to City Council, along with the Ethics Code and it will help Council make some informed decisions. He thanked Gast and staff for their support at the recent Veterans Mental Health Symposium at the Irving Convention Center. The event was a success due to the ICVB and ICC staff. It was the first-ever fundraising event for the group. Gast asked Assistant General Manager Jeremy Pierce to pass along the praise and thank you to ICC staff.

Assistant Executive Director Administration/Finance Director Susan Rose asked any available Committee members to join in judging the ICVB/ICC holiday door decorating contest after the meeting.

Board member Michael Basoco thanked the Board for the November Board meeting at the Jack D. Huffman Community Building and tour of the Irving Archives Museum Green Book Exhibit. He noted that there are now three Green Books in the Jack Singley Academy Library for students to check out and read. It is an important part of our country's history that should not be forgotten.

Bourgeois noted the next Executive Committee meeting will be held on Friday, January 20 in the first-floor conference room. With no further discussion, the meeting was adjourned at 9:57 a.m.

Respectfully submitted,



Maura Allen Gast, FCDME  
Executive Director



ICVB  
FINANCIAL STATEMENTS

For Period Ending:  
November 2022



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
NOVEMBER 2022

**Assets**

Cash and equivalents	9,366,974.53
Investments	4,527,130.00

**Total Assets**

**13,894,104.53**

**Liabilities**

Accounts payables	504,796.70
Unearned revenue	9,298,789.94
Due to other funds	1,504.58

**Total Liabilities**

**9,805,091.22**

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	773,946.34
Unreserved	3,315,066.97

**Total Fund Balance**

**4,089,013.31**

**Total Liabilities and Fund Balance**

**13,894,104.53**



**IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND**  
**MONTHLY FINANCIAL REPORT**  
**NOVEMBER 2022**

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>L3 - HOTEL/MOTEL TAX</b>							
	CURRENT YEAR	0.00	0.00	8,000,000.00	0.0%	0.00	8,000,000.00
	PENALTY AND INTEREST	0.00	0.00	0.00	100.0%	0.00	0.00
	PRIOR YEAR	0.00	0.00	0.00	100.0%	0.00	0.00
	SHORT-TERM RENTALS	0.00	0.00	0.00	100.0%	0.00	0.00
	<b>TOTAL HOTEL/MOTEL TAX</b>	<b>0.00</b>	<b>0.00</b>	<b>8,000,000.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>8,000,000.00</b>
<b>M1 - INTERGOVERNMENTAL</b>							
	RECEIPTS FROM FEDERAL GOVMT (ARPA)	0.00	0.00	7,324,375.00	0.0%	0.00	7,324,375.00
<b>M4 - INVESTMENT INCOME</b>		9,399.73	9,399.73	6,000.00	156.7%	0.00	(3,399.73)
<b>M5 - MISCELLANEOUS</b>		0.00	14,847.92	11,000.00	135.0%	0.00	(3,847.92)
<b>TOTAL REVENUE</b>		<b>9,399.73</b>	<b>24,247.65</b>	<b>15,341,375.00</b>	<b>0.2%</b>	<b>0.00</b>	<b>15,317,127.35</b>
<b>EXPENDITURES</b>							
<b>N1 - SALARIES</b>		206,225.74	280,760.81	3,009,995.00	9.3%	0.00	2,729,234.19
<b>N2 - BENEFITS</b>		31,850.37	49,516.67	612,013.00	8.1%	0.00	562,496.33
<b>N4 - SUPPLIES</b>		7,263.24	7,263.24	76,500.00	9.5%	0.00	69,236.76
<b>O1 - UTILITIES (COMMUNICATIONS)</b>		2,059.61	2,059.61	26,500.00	7.8%	0.00	24,440.39
<b>O3 - OUTSIDE SERVICES</b>							
	FREIGHT	111.97	195.59	3,000.00	6.5%	0.00	2,804.41
	MARKETING AND SALES RESOURCES	2,478.26	2,988.26	161,000.00	1.9%	0.00	158,011.74
	MEDIA ADVERTISING	40,158.16	40,158.16	605,040.93	6.6%	7,873.32	557,009.45
	POSTAGE EQUIPMENT RENTAL	0.00	0.00	2,650.00	0.0%	2,648.64	1.36
	PROFESSIONAL SERVICES	950,410.77	1,015,941.08	2,555,880.07	39.7%	743,424.38	796,514.61
	PROPERTY MANAGEMENT SERVICES	348,000.00	348,000.00	1,395,000.00	24.9%	0.00	1,047,000.00
	<b>TOTAL OUTSIDE SERVICES</b>	<b>1,341,159.16</b>	<b>1,407,283.09</b>	<b>4,722,571.00</b>	<b>29.8%</b>	<b>753,946.34</b>	<b>2,561,341.57</b>
<b>O4 - TRAVEL - TRAINING - DUES</b>							
	TRAVEL AND TRAINING	26,645.54	27,895.54	665,340.00	4.2%	0.00	637,444.46
	MILEAGE REIMBURSEMENT	11.25	11.25	3,500.00	0.3%	0.00	3,488.75
	MEMBERSHIP AND DUES	15,727.00	16,653.00	77,900.00	21.4%	0.00	61,247.00
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>42,383.79</b>	<b>44,559.79</b>	<b>746,740.00</b>	<b>6.0%</b>	<b>0.00</b>	<b>702,180.21</b>
<b>O5 - CLAIMS AND INSURANCE</b>		0.00	34,511.25	138,045.00	25.0%	0.00	103,533.75
<b>O7 - MISCELLANEOUS EXPENSES</b>							
	ADM COST REIMBURSEMENT	0.00	0.00	320,000.00	0.0%	0.00	320,000.00
	BUSINESS DEV INCENTIVE PROG	38,600.40	52,891.40	500,000.00	10.6%	0.00	447,108.60
	CONVENTION SERVICES MATERIALS	1,378.58	1,378.58	110,000.00	1.3%	0.00	108,621.42
	EVENT SPONSORSHIPS	9,776.00	57,454.75	140,000.00	41.0%	20,000.00	62,545.25
	ICVB VOLUNTEER PROGRAM	0.00	0.00	7,840.00	0.0%	0.00	7,840.00
	LOCAL PROGRAMS-PROMOTIONS	61,126.33	61,126.33	530,100.00	11.5%	0.00	468,973.67
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>110,881.31</b>	<b>172,851.06</b>	<b>1,607,940.00</b>	<b>10.7%</b>	<b>20,000.00</b>	<b>1,415,088.94</b>
<b>P1 - CAPITAL EXPENDITURES</b>		0.00	0.00	160,720.00	0.0%	0.00	160,720.00
<b>P5 - TRANSFERS OUT</b>							
	TRSF TO ICVB RESERVE	0.00	0.00	4,497,790.00	0.0%	0.00	4,497,790.00
	TRSF TO ICVB COMPUTER REPL	0.00	0.00	500,000.00	0.0%	0.00	500,000.00
	TRSF TO ICVB CONV CENTER	0.00	0.00	1,000,000.00	0.0%	0.00	1,000,000.00
	TRSF TO POB RISK MITIGATION	0.00	23,139.00	23,139.00	100.0%	0.00	0.00
	TRSF TO GENERAL DS FUND	0.00	90,306.00	90,306.00	100.0%	0.00	0.00
	<b>TOTAL TRANSFERS OUT</b>	<b>0.00</b>	<b>113,445.00</b>	<b>6,111,235.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>5,997,790.00</b>
<b>TOTAL EXPENDITURES</b>		<b>1,741,823.22</b>	<b>2,112,250.52</b>	<b>17,212,259.00</b>	<b>12.3%</b>	<b>773,946.34</b>	<b>14,326,062.14</b>

Beginning Fund Balance	6,177,016.18
Revenues	24,247.65
Expenditures	(2,112,250.52)
Ending Fund Balance	4,089,013.31

NOTE: EXPENDITURES INCLUDE PAYMENTS MADE FROM HOTEL TAX AND ARPA FUNDS.  
PLEASE REFER TO THE MONTHLY CHECK REGISTER FOR A BREAKDOWN EXPENDITURES BY TYPE.





2204 - ICVB CONV CENTER RESERVE / CIP  
MONTHLY BALANCE SHEET  
NOVEMBER 2022

**Assets**

Cash and equivalents	2,597,292.48
Investments	1,603,000.00

**Total Assets**

**4,200,292.48**

**Liabilities**

Accounts payables	23,919.48
Unearned revenue	4,345,844.46

**Total Liabilities**

**4,369,763.94**

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
Unreserved	(169,471.46)

**Total Fund Balance**

**(169,471.46)**

**Total Liabilities and Fund Balance**

**4,200,292.48**



IRVING CONVENTION AND VISITORS BUREAU - ICC RESERVE / CIP FUND  
MONTHLY FINANCIAL REPORT  
NOVEMBER 2022

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>M1 - INTERGOVERNMENTAL</b>							
	RECEIPTS FROM FEDERAL GOVMT (ARPA)	0.00	0.00	2,880,000.00	0.0%	0.00	2,880,000.00
<b>M4 - INVESTMENT INCOME</b>		3,997.14	3,997.14	5,000.00	79.9%	0.00	1,002.86
<b>M5 - MISCELLANEOUS</b>		23,919.49	47,838.98	764,000.00	6.3%	0.00	716,161.02
<b>M6 - TRANSFER FROM ICVB GENERAL</b>		0.00	0.00	1,000,000.00	0.0%	0.00	1,000,000.00
<b>TOTAL REVENUE</b>		<b>27,916.63</b>	<b>51,836.12</b>	<b>4,649,000.00</b>	<b>1.1%</b>	<b>0.00</b>	<b>4,597,163.88</b>
<b>EXPENDITURES</b>							
<b>N7 - STRUCTURE MAINTENANCE</b>		175,268.93	175,268.93	264,000.00	66.4%	0.00	88,731.07
<b>P1 - CAPITAL EXPENDITURES</b>		730,513.40	730,513.40	1,500,000.00	48.7%	0.00	769,486.60
<b>TOTAL EXPENDITURES</b>		<b>905,782.33</b>	<b>905,782.33</b>	<b>1,764,000.00</b>	<b>51.3%</b>	<b>0.00</b>	<b>858,217.67</b>

Beginning Fund Balance	684,474.75
Revenues	51,836.12
Expenditures	(905,782.33)
Ending Fund Balance	(169,471.46)

**NOTE:**

EXPENDITURES INCLUDE PAYMENTS MADE FROM HOTEL TAX AND ARPA FUNDS.

PLEASE REFER TO THE MONTHLY CHECK REGISTER FOR A BREAKDOWN EXPENDITURES BY TYPE.



Irving Convention and Visitors Bureau

Check Register  
November 2022

Check #	Check Date	Vendor Name	Line Item Description	Check Amount	Invoice Amount	
		Object Description			ARPA	HOT TAX
80062748	11/3/2022	CHOOSE LIFE MARKETING LLC		1,412.00		
		BUSINESS DEV INCENTIVE PROG	THE SAMARITAN SUMMIT/SEPT 2022		1,412.00	
80062749	11/3/2022	CISION US INC		2,360.40		
		PROFESSIONAL SERVICES	ANY US1 NEWSLINE/12-MONTH MEMBERSHIP/BASIC		2,360.40	
80062750	11/3/2022	CSC HOLDINGS, LLC		1,800.00		
		BUSINESS DEV INCENTIVE PROG	CINCINNATI BEARCATS VS SMU/OCT 2022		1,155.00	
		BUSINESS DEV INCENTIVE PROG	UNIVERSITY OF DALLAS/OCT 2022		645.00	
80062751	11/3/2022	CUTTS, SUSAN		687.50		
		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - OCT 17 - 28, 2022		687.50	
80062752	11/3/2022	DFW FIBER FEST		3,915.00		
		BUSINESS DEV INCENTIVE PROG	DFW FIBER FEST/SEPT 2022		3,915.00	
80062753	11/3/2022	DLC HOTEL OWNER LLC		840.00		
		BUSINESS DEV INCENTIVE PROG	INSURANCE DESIGNERS OF AMERICA/OCT 2022		840.00	
80062755	11/3/2022	HOYTE, DON		1,500.00		
		PROFESSIONAL SERVICES	PREPARATION OF ECONOMIC IMPACT/2021 LADIES BALL		1,500.00	
80062756	11/3/2022	IRVING ARTS CENTER		70.00		
		BUSINESS DEV INCENTIVE PROG	BELLA GAIA PERFORMERS/OCT 2022		70.00	
80062757	11/3/2022	PIM HIGHLAND TRS CORPORTATION		125.00		
		BUSINESS DEV INCENTIVE PROG	ACEP EMBRS COURSE 1/OCT 2022		125.00	
80062758	11/3/2022	SMG		3,000.00		
		BUSINESS DEV INCENTIVE PROG	UNIFY TOWN HALL MEETING/OCT 2022		1,445.00	
		BUSINESS DEV INCENTIVE PROG	IAFC TECHNOLOGY CONFERENCE/OCT 2022		1,555.00	
80062759	11/3/2022	SOUTHWESTERN FERTILIZER CONFERENCE		670.00		
		BUSINESS DEV INCENTIVE PROG	OUT OF FOCUS CONFERENCE/OCT 2022		670.00	
80062760	11/3/2022	TEXAS ASSOCIATION OF LIFE & HEALTH INSURERS		312.00		
		BUSINESS DEV INCENTIVE PROG	TALHI ROUND UP/OCT 2022		312.00	
80062761	11/10/2022	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC		88,811.94		
		ACCOUNTS PAYABLE	OCT 2022 - RECEIPTS		42,361.60	46,450.34
80062762	11/10/2022	CSC HOLDINGS, LLC		575.00		
		BUSINESS DEV INCENTIVE PROG	NAVY FOOTBALL TEAM TRAVEL VS SMU/OCT 2022		575.00	
80062763	11/10/2022	CVENT INC		10,836.41		
		TRAVEL AND TRAINING	CVENT CONNECT - JULY 2023		10,836.41	
80062764	11/10/2022	DLC HOTEL OWNER LLC		1,070.00		
		BUSINESS DEV INCENTIVE PROG	CHICAGO BEARS VS DALLAS COWBOYS/OCT 2022		1,070.00	
80062765	11/10/2022	FIRE UP BRANDS, INC		5,000.00		
		PROFESSIONAL SERVICES	ICVB STAFF TRAINING		5,000.00	
80062766	11/10/2022	IRVING - LAS COLINAS ROTARY CLUB		40.00		
		MEMBERSHIPS, CERTS, & LICENSES	OCTOBER 2022			40.00
80062767	11/10/2022	MCGUINNESS, KATHERINE M.		10,288.98		
		LOCAL PROGRAMS-PROMOTIONS	LADIES BALL EVENT TRUST FUND REIMBURSEMENT		10,288.98	
80062768	11/10/2022	MCKESSON CORPORATION		1,780.00		
		BUSINESS DEV INCENTIVE PROG	ID# 15221 - NATIONAL ASC SALES CONFERENCE/OCT		1,780.00	
80062769	11/10/2022	U.S. PET PRO CLASSIC		2,105.00		
		BUSINESS DEV INCENTIVE PROG	U.S. PET PRO CLASSIC OVERFLOW/OCT 2022		605.00	
		BUSINESS DEV INCENTIVE PROG	U.S. PET PRO CLASSIC/OCT 2022		1,500.00	
80062770	11/10/2022	WILLIAM ANTONISSE		500.00		
		LOCAL PROGRAMS-PROMOTIONS	IRVING CVB 50TH ANNIVERSARY RECEPTION		500.00	
80062771	11/17/2022	ARIAS, PAOLA		100.00		
		PROFESSIONAL SERVICES	BLOG POSTS - OCTOBER 2022		100.00	
80062772	11/17/2022	BH DFW PROPERTY LP		1,680.00		
		BUSINESS DEV INCENTIVE PROG	TX ASSN OF VOCATIONAL NURSE EDUCATOR/NOV 22		1,680.00	



# Irving Convention and Visitors Bureau

## Check Register November 2022

Check #	Check Date	Vendor Name Object Description	Line Item Description	Check Amount	Invoice Amount	
					ARPA	HOT TAX
80062773	11/17/2022	CELLCO PARTNERSHIP		3,480.28		
		COMMUNICATIONS	OCTOBER 2022			156.50
		COMMUNICATIONS	OCTOBER 2022			179.45
		COMMUNICATIONS	OCTOBER 2022			114.39
		OFFICE MACHINERY LESS 5000	OCTOBER 2022		3,029.94	
80062774	11/17/2022	CISION US INC		3,937.50		
		PROFESSIONAL SERVICES	CISION CONNECT PREMIUM MEDIA DATABASE PACKAGE		3,937.50	
80062775	11/17/2022	CUTTS, SUSAN		962.50		
		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - OCT 31 - NOV 11, 2022		962.50	
80062776	11/17/2022	EX DALLAS LP		1,001.75		
		MEMBERSHIPS, CERTS, & LICENSES	NOVEMBER 2022			926.00
		LOCAL PROGRAMS-PROMOTIONS	NOVEMBER 2022			75.75
80062777	11/17/2022	FEDERAL EXPRESS CORPORATION		17.52		
		FREIGHT	SHIPPING			17.52
80062778	11/17/2022	GARY C. SHERWIN		20,000.00		
		PROFESSIONAL SERVICES	DESTINATION BRAND STRATEGY FORMULATION		20,000.00	
80062779	11/17/2022	GOODGAME, STEPHEN A		650.00		
		PROFESSIONAL SERVICES	OCTOBER 2022 - PHOTOGRAPHY		650.00	
80062780	11/17/2022	MALONEY STRATEGIC COMMUNICATION INC		22,630.00		
		PROFESSIONAL SERVICES	2022/2023 ICVB ADVERTISING MANAGEMENT Q1		22,630.00	
80062781	11/17/2022	MCGUINNESS, KATHERINE M.		542.92		
		LOCAL PROGRAMS-PROMOTIONS	LADIES BALL EVENT TRUST FUND REIMB - BALANCE DUE		542.92	
80062782	11/17/2022	MURPHY, MARY M.		50.00		
		PROFESSIONAL SERVICES	BLOG POSTS - OCTOBER 2022		50.00	
80062783	11/17/2022	NATIONAL ASSOC. OF SPORTS COMMISSIONS		1,195.00		
		MEMBERSHIPS, CERTS, & LICENSES	47010 - 2023 MEMBER DUES (01/01/2023-12/31/2023)		1,195.00	
80062784	11/17/2022	ROSE, SUSAN		201.92		
		TRAVEL AND TRAINING	DI FALL CONFERENCE 2022			155.77
		COMMUNICATIONS	OCT 2022 - CELL			46.15
80062785	11/17/2022	SIMPLEVIEW WORLDWIDE, INC.		802,758.00		
		PROFESSIONAL SERVICES	MARKETING & CONSULTING SERVICE		730,000.00	
		PROFESSIONAL SERVICES	1ST QUARTER		7,375.00	
		PROFESSIONAL SERVICES	1ST QUARTER		65,383.00	
80062786	11/17/2022	SMG		47,838.96		
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - OCT 2022			23,919.48
		BUILDINGS MAINT	WESTIN GARAGE RENTAL - NOV 2022			23,919.48
80062787	11/17/2022	SMG		295,000.00		
		PROFESSIONAL SERVICES	FY22 MANAGEMENT INCENTIVE FEE		295,000.00	
80062788	11/17/2022	SOTO, MONICA		32.50		
		COMMUNICATIONS	CELL PHONE - OCTOBER 2022			25.00
		MILEAGE REIMBURSEMENT	MILEAGE - OCTOBER 2022			7.50
80062789	11/17/2022	SOUTHWEST SHOWCASE, INC.		2,650.00		
		TRAVEL AND TRAINING	BALANCE DUE FOR BOOTH		2,650.00	
80062790	11/17/2022	STAPLES INC		208.40		
		BUSINESS DEV INCENTIVE PROG	SUPPLIES FOR USA JUDO		208.40	
80062791	11/17/2022	TUNGETT, MATT		11.50		
		TRAVEL AND TRAINING	SMALL MARKET MEETINGS CONF 10/2-4/22			11.50
80062792	11/17/2022	WEIGER, SAM		150.00		
		PROFESSIONAL SERVICES	BLOG POSTS - OCT 2022		150.00	
80062793	11/30/2022	AJR MEDIA GROUP		453.84		
		MEDIA ADVERTISING	ADVERTISING - TOURTEXAS.COM		453.84	



# Irving Convention and Visitors Bureau

Check Register  
November 2022

Check #	Check Date	Vendor Name Object Description	Line Item Description	Check Amount	Invoice Amount	
					ARPA	HOT TAX
80062794	11/30/2022	AMERICAN COLLECTORS ASSOCIATION OF TEXAS		452.00		
		BUSINESS DEV INCENTIVE PROG	SOUTHWEST COLLECTORS ASSOCIATION/OCT 2022		452.00	
80062795	11/30/2022	CHRISTIAN MEETINGS & CONVENTIONS ASSOC, LLC		425.00		
		MEDIA ADVERTISING	ADVERTISING		425.00	
80062796	11/30/2022	CONFERENCE DIRECT LLC		3,000.00		
		MEDIA ADVERTISING	ADVERTISING		3,000.00	
80062797	11/30/2022	COPAS OF DALLAS INC		1,845.00		
		BUSINESS DEV INCENTIVE PROG	COPAS FALL NATIONAL MEETING/OCT 2022		1,845.00	
80062798	11/30/2022	GAST, MAURA		58.57		
		TRAVEL AND TRAINING	DI BIZOPS SUMMIT 2022			58.57
80062799	11/30/2022	GREENSPRING MEDIA LLC		3,500.00		
		MEDIA ADVERTISING	ADVERTISING		3,500.00	
80062800	11/30/2022	HIDDEN VALLEY PROMOTIONS, LLC		1,650.00		
		LOCAL PROGRAMS-PROMOTIONS	IRVING CHRISTMAS PARADE-HORSE DRAWN			1,650.00
80062801	11/30/2022	IMAGO MEDIA, INC.		5,643.00		
		MEDIA ADVERTISING	ADVERTISING		321.50	
		MEDIA ADVERTISING	ADVERTISING		2,500.00	
		MEDIA ADVERTISING	ADVERTISING		2,500.00	
		MEDIA ADVERTISING	ADVERTISING		321.50	
80062802	11/30/2022	INDEPENDENT BANKERS ASSOCIATION OF TEXAS		775.00		
		BUSINESS DEV INCENTIVE PROG	IBAT BANK OPERATIONS INSTITUTE/OCT 2022		775.00	
80062803	11/30/2022	MEETING PROFESSIONALS INTERNATIONAL		7,750.00		
		MEDIA ADVERTISING	ADVERTISING		1,875.00	
		MEDIA ADVERTISING	ADVERTISING		1,875.00	
		MEDIA ADVERTISING	ADVERTISING		4,000.00	
80062804	11/30/2022	STAMATS COMMUNICATIONS, INC.		2,000.00		
		MEDIA ADVERTISING	ADVERTISING		2,000.00	
80062805	11/30/2022	NAYLOR, LLC		99.67		
		MEDIA ADVERTISING	ADVERTISING		99.67	
80062806	11/30/2022	NORTHSTAR TRAVEL MEDIA, LLC		2,500.00		
		MEDIA ADVERTISING	ADVERTISING		2,500.00	
80062807	11/30/2022	PIM HIGHLAND TRS CORPORTATION		1,340.00		
		BUSINESS DEV INCENTIVE PROG	CSL PLASMA FALL MEETING/NOV 2022		1,340.00	
80062808	11/30/2022	SMG		2,668.14		
		BUSINESS DEV INCENTIVE PROG	CONNEXFM MID-YEAR MEETING/OCT 2022		1,652.00	
		BUSINESS DEV INCENTIVE PROG	IAFC TECHNOLOGY CONFERENCE OVERFLOW/OCT 2022		290.00	
		LOCAL PROGRAMS-PROMOTIONS	CATERING			726.14
80062809	11/30/2022	SMG		103,510.49		
		BUILDINGS MAINT	ENTECH SALES & SERVICE CONTRACT - 12 MONTHS		17,954.20	
		BUILDINGS MAINT	ENTECH SALES & SERVICE CONTRACT - 12 MONTHS		41,625.80	
		BUILDINGS MAINT	BCU 3 & 4 BLOWER BEARINGS		7,424.47	
		BUILDINGS MAINT	RE-STRIPPING OF GARAGE & EXTERIOR		18,451.27	
		BUILDINGS MAINT	OUTDOOR ELECTRICAL TRANSFORMERS		18,054.75	
80062810	11/30/2022	SMG		730,513.40		
		BUILDINGS	UPGRADING EXTERIOR BUILDING LIGHTING		553,280.48	
		BUILDINGS	UPGRADING EXTERIOR BUILDING LIGHTING		177,232.92	
80062811	11/30/2022	TEXAS TRIAL LAWYERS ASSOCIATION		952.00		
		BUSINESS DEV INCENTIVE PROG	TTLA ANNUAL MEETING/CLE SEMINAR/NOV 2022		952.00	
80062812	11/30/2022	WFAA-TV INC		5,499.99		
		MEDIA ADVERTISING	ADVERTISING		5,499.99	
		Total Number of Invoices	88	TOTAL	2,217,434.08	2,118,954.54
		Total Number of Checks	64			95.6%
						4.4%



ICVB  
FINANCIAL STATEMENTS

For Period Ending:  
December 2022



2201 - ICVB GENERAL  
MONTHLY BALANCE SHEET  
DECEMBER 2022

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**Assets**

Cash and equivalents	8,488,418.31
Investments	5,273,030.00

**Total Assets**

**13,761,448.31**

**Liabilities**

Accounts payables	6,052.36
Unearned revenue	9,298,789.94

**Total Liabilities**

**9,304,842.30**

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	852,723.24
Unreserved	3,603,882.77

**Total Fund Balance**

**4,456,606.01**

**Total Liabilities and Fund Balance**

**13,761,448.31**



**IRVING CONVENTION AND VISITORS BUREAU - GENERAL FUND**  
**MONTHLY FINANCIAL REPORT**  
**DECEMBER 2022**

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>L3 - HOTEL/MOTEL TAX</b>							
	CURRENT YEAR	767,762.93	767,762.93	8,000,000.00	9.6%	0.00	7,232,237.07
	PENALTY AND INTEREST	0.00	0.00	0.00	100.0%	0.00	0.00
	PRIOR YEAR	2,596.23	2,596.23	0.00	100.0%	0.00	(2,596.23)
	SHORT-TERM RENTALS	6,647.19	6,647.19	0.00	100.0%	0.00	(6,647.19)
	<b>TOTAL HOTEL/MOTEL TAX</b>	<b>777,006.35</b>	<b>777,006.35</b>	<b>8,000,000.00</b>	<b>9.7%</b>	<b>0.00</b>	<b>7,222,993.65</b>
<b>M1 - INTERGOVERNMENTAL</b>							
	RECEIPTS FROM FEDERAL GOVMT (ARPA)	0.00	0.00	7,324,375.00	0.0%	0.00	7,324,375.00
<b>M4 - INVESTMENT INCOME</b>		12,337.49	21,737.22	6,000.00	362.3%	0.00	(15,737.22)
<b>M5 - MISCELLANEOUS</b>		0.00	14,847.92	11,000.00	135.0%	0.00	(3,847.92)
<b>TOTAL REVENUE</b>		<b>789,343.84</b>	<b>813,591.49</b>	<b>15,341,375.00</b>	<b>5.3%</b>	<b>0.00</b>	<b>14,527,783.51</b>
<b>EXPENDITURES</b>							
<b>N1 - SALARIES</b>		275,394.15	556,154.96	3,009,995.00	18.5%	0.00	2,453,840.04
<b>N2 - BENEFITS</b>		49,758.68	99,275.35	612,013.00	16.2%	0.00	512,737.65
<b>N4 - SUPPLIES</b>		2,121.00	9,384.24	76,500.00	12.3%	0.00	67,115.76
<b>O1 - UTILITIES (COMMUNICATIONS)</b>		401.45	2,461.06	26,500.00	9.3%	0.00	24,038.94
<b>O3 - OUTSIDE SERVICES</b>							
	FREIGHT	152.79	348.38	3,000.00	11.6%	0.00	2,651.62
	MARKETING AND SALES RESOURCES	1,370.09	4,358.35	161,000.00	2.7%	0.00	156,641.65
	MEDIA ADVERTISING	9,094.67	49,252.83	605,040.93	8.1%	38,650.22	517,137.88
	POSTAGE EQUIPMENT RENTAL	0.00	0.00	2,650.00	0.0%	2,648.64	1.36
	PROFESSIONAL SERVICES	19,364.73	1,035,305.81	2,555,880.07	40.5%	791,424.38	729,149.88
	PROPERTY MANAGEMENT SERVICES	0.00	348,000.00	1,395,000.00	24.9%	0.00	1,047,000.00
	<b>TOTAL OUTSIDE SERVICES</b>	<b>29,982.28</b>	<b>1,437,265.37</b>	<b>4,722,571.00</b>	<b>30.4%</b>	<b>832,723.24</b>	<b>2,452,582.39</b>
<b>O4 - TRAVEL - TRAINING - DUES</b>							
	TRAVEL AND TRAINING	24,654.77	52,550.31	665,340.00	7.9%	0.00	612,789.69
	MILEAGE REIMBURSEMENT	272.57	283.82	3,500.00	8.1%	0.00	3,216.18
	MEMBERSHIP AND DUES	45.00	16,698.00	77,900.00	21.4%	0.00	61,202.00
	<b>TOTAL TRAVEL - TRAINING - DUES</b>	<b>24,972.34</b>	<b>69,532.13</b>	<b>746,740.00</b>	<b>9.3%</b>	<b>0.00</b>	<b>677,207.87</b>
<b>O5 - CLAIMS AND INSURANCE</b>		0.00	34,511.25	138,045.00	25.0%	0.00	103,533.75
<b>O7 - MISCELLANEOUS EXPENSES</b>							
	ADM COST REIMBURSEMENT	31,080.25	31,080.25	320,000.00	9.7%	0.00	288,919.75
	BUSINESS DEV INCENTIVE PROG	2,286.64	55,178.04	500,000.00	11.0%	0.00	444,821.96
	CONVENTION SERVICES MATERIALS	0.00	1,378.58	110,000.00	1.3%	0.00	108,621.42
	EVENT SPONSORSHIPS	0.00	57,454.75	140,000.00	41.0%	20,000.00	62,545.25
	ICVB VOLUNTEER PROGRAM	0.00	0.00	7,840.00	0.0%	0.00	7,840.00
	LOCAL PROGRAMS-PROMOTIONS	5,754.35	66,880.68	530,100.00	12.6%	0.00	463,219.32
	<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>39,121.24</b>	<b>211,972.30</b>	<b>1,607,940.00</b>	<b>13.2%</b>	<b>20,000.00</b>	<b>1,375,967.70</b>
<b>P1 - CAPITAL EXPENDITURES</b>		0.00	0.00	160,720.00	0.0%	0.00	160,720.00
<b>P5 - TRANSFERS OUT</b>							
	TRSF TO ICVB RESERVE	0.00	0.00	4,497,790.00	0.0%	0.00	4,497,790.00
	TRSF TO ICVB COMPUTER REPL	0.00	0.00	500,000.00	0.0%	0.00	500,000.00
	TRSF TO ICVB CONV CENTER	0.00	0.00	1,601,289.00	0.0%	0.00	1,601,289.00
	TRSF TO POB RISK MITIGATION	0.00	23,139.00	23,139.00	100.0%	0.00	0.00
	TRSF TO GENERAL DS FUND	0.00	90,306.00	90,306.00	100.0%	0.00	0.00
	<b>TOTAL TRANSFERS OUT</b>	<b>0.00</b>	<b>113,445.00</b>	<b>6,712,524.00</b>	<b>0.0%</b>	<b>0.00</b>	<b>6,599,079.00</b>
<b>TOTAL EXPENDITURES</b>		<b>421,751.14</b>	<b>2,534,001.66</b>	<b>17,813,548.00</b>	<b>14.2%</b>	<b>852,723.24</b>	<b>14,426,823.10</b>

Beginning Fund Balance	6,177,016.18
Revenues	813,591.49
Expenditures	(2,534,001.66)
Ending Fund Balance	4,456,606.01

NOTE: EXPENDITURES INCLUDE PAYMENTS MADE FROM HOTEL TAX AND ARPA FUNDS.  
PLEASE REFER TO THE MONTHLY CHECK REGISTER FOR A BREAKDOWN EXPENDITURES BY TYPE.





2204 - ICVB CONV CENTER RESERVE / CIP  
MONTHLY BALANCE SHEET  
DECEMBER 2022

**Assets**

Cash and equivalents	2,602,052.70
Investments	1,603,000.00

**Total Assets**

**4,205,052.70**

**Liabilities**

Unearned revenue	4,345,844.46
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**Total Liabilities**

**4,345,844.46**

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
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Unreserved	(140,791.76)
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**Total Fund Balance**

**(140,791.76)**

**Total Liabilities and Fund Balance**

**4,205,052.70**



IRVING CONVENTION AND VISITORS BUREAU - ICC RESERVE / CIP FUND  
MONTHLY FINANCIAL REPORT  
DECEMBER 2022

Code	Account	MTD Actual	YTD Actual	Revised Budget	YTD %	Encumbered	Available
<b>REVENUE</b>							
<b>M1 - INTERGOVERNMENTAL</b>							
	RECEIPTS FROM FEDERAL GOVMT (ARPA)	0.00	0.00	2,880,000.00	0.0%	0.00	2,880,000.00
<b>M4 - INVESTMENT INCOME</b>		4,760.21	8,757.35	5,000.00	175.1%	0.00	(3,757.35)
<b>M5 - MISCELLANEOUS</b>		23,919.49	71,758.47	764,000.00	9.4%	0.00	692,241.53
<b>M6 - TRANSFER FROM ICVB GENERAL</b>		0.00	0.00	1,000,000.00	0.0%	0.00	1,000,000.00
<b>TOTAL REVENUE</b>		<b>28,679.70</b>	<b>80,515.82</b>	<b>4,649,000.00</b>	<b>1.7%</b>	<b>0.00</b>	<b>4,568,484.18</b>
<b>EXPENDITURES</b>							
<b>N7 - STRUCTURE MAINTENANCE</b>		0.00	175,268.93	264,000.00	66.4%	0.00	88,731.07
<b>P1 - CAPITAL EXPENDITURES</b>		0.00	730,513.40	1,500,000.00	48.7%	0.00	769,486.60
<b>TOTAL EXPENDITURES</b>		<b>0.00</b>	<b>905,782.33</b>	<b>1,764,000.00</b>	<b>51.3%</b>	<b>0.00</b>	<b>858,217.67</b>

Beginning Fund Balance	684,474.75
Revenues	80,515.82
Expenditures	(905,782.33)
Ending Fund Balance	(140,791.76)

**NOTE:**

EXPENDITURES INCLUDE PAYMENTS MADE FROM HOTEL TAX AND ARPA FUNDS.

PLEASE REFER TO THE MONTHLY CHECK REGISTER FOR A BREAKDOWN EXPENDITURES BY TYPE.



Irving Convention and Visitors Bureau

Check Register  
December 2022

Check #	Check Date	Vendor Name		Check Amount	Invoice Amount	
		Object Description	Line Item Description		ARPA	HOT TAX
80062813	12/8/2022	AMERICAN LEGAL AND FINANCIAL NETWORK		354.00		
		BUSINESS DEV INCENTIVE PROG	INTERSECT SERVICING & BANKRUPTCY/NOV 2022		354.00	
80062814	12/8/2022	BH DFW PROPERTY LP		1,495.00		
		BUSINESS DEV INCENTIVE PROG	AMERICAN COUNTRY DANCE ASSN/NOV 2022		1,495.00	
80062815	12/8/2022	CITY OF IRVING		404.55		
		OFFICE SUPPLIES	BOARD MEETING MATERIALS			404.55
80062816	12/8/2022	CUTTS, SUSAN		731.25		
		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - NOV 14 - 25, 2022		731.25	
80062817	12/8/2022	DELL MARKETING LP		2,851.76		
		OFFICE MACHINERY LESS 5000	DELL HARD DRIVES		2,851.76	
80062818	12/8/2022	FIRED UP BRANDS, INC		5,000.00		
		PROFESSIONAL SERVICES	ICVB STAFF TRAINING		5,000.00	
80062819	12/8/2022	FOSTER, WENDY		75.00		
		COMMUNICATIONS	OCT 2022 - CELL			75.00
80062820	12/8/2022	HOPKINS, CHERYL		75.00		
		COMMUNICATIONS	OCT 2022 - CELL			75.00
80062821	12/8/2022	IMAGO MEDIA, INC.		2,500.00		
		MEDIA ADVERTISING	ADVERTISING		2,500.00	
80062822	12/8/2022	INTL ASSN OF PEER SUPPORTERS INC		1,344.00		
		BUSINESS DEV INCENTIVE PROG	NAPS CONFERENCE/OCT 2022		1,344.00	
80062823	12/8/2022	LEVINE, KATHY		65.44		
		COMMUNICATIONS	OCT 2022 - CELL			65.44
80062824	12/8/2022	LOPEZ, BRENDA		75.00		
		COMMUNICATIONS	OCT 2022 - CELL			75.00
80062825	12/8/2022	MALONEY STRATEGIC COMMUNICATION INC		58,928.17		
		PROFESSIONAL SERVICES	ROCK STEADY 50TH ANNIVERSARY - PHASE II		29,096.54	
		PROFESSIONAL SERVICES	2022 ICVB HOLIDAY CARD - PHASE I		29,831.63	
80062826	12/8/2022	MANUSAMA, DEBORA CHRISTY		3,775.13		
		PROFESSIONAL SERVICES	DIGITAL CONTENT SPECIALIST		2,020.13	
		PROFESSIONAL SERVICES	DIGITAL CONTENT SPECIALIST		1,755.00	
80062827	12/8/2022	MEETING PROFESSIONALS INTERNATIONAL		1,875.00		
		MEDIA ADVERTISING	ADVERTISING		1,875.00	
80062828	12/8/2022	MURPHY, MARY M.		75.00		
		PROFESSIONAL SERVICES	BLOG POSTS - NOVEMBER 2022		75.00	
80062829	12/8/2022	PETTY, BRICE		115.45		
		COMMUNICATIONS	OCT 2022 - CELL / MISC			66.15
		LOCAL PROGRAMS-PROMOTIONS	OCT 2022 - CELL / MISC			49.30
80062830	12/8/2022	PIM HIGHLAND TRS CORPORATION		5,131.00		
		BUSINESS DEV INCENTIVE PROG	PAMM MODEL & TALENT EXPO/NOV 2022		5,131.00	
80062831	12/8/2022	PROVIDENT RESOURCES GROUP, INC		1,270.00		
		BUSINESS DEV INCENTIVE PROG	TPTA ANNUAL CONFERENCE/OCT 2022		1,270.00	
80062832	12/8/2022	SOTO, MONICA		28.75		
		MILEAGE REIMBURSEMENT	MILEAGE - NOVEMBER 2022			3.75
		COMMUNICATIONS	CELL PHONE - NOVEMBER 2022			25.00
80062833	12/8/2022	STAPLES INC		182.04		
		OFFICE SUPPLIES	OFFICE SUPPLIES			17.80
		OFFICE SUPPLIES	OFFICE SUPPLIES			164.24
80062834	12/8/2022	TUCKER & ASSOCIATES, LLC		12,000.00		
		PROFESSIONAL SERVICES	MONTHLY RETAINER - OCT 2022		4,000.00	
		PROFESSIONAL SERVICES	MONTHLY RETAINER - NOV 2022		4,000.00	
		PROFESSIONAL SERVICES	MONTHLY RETAINER - DEC 2022		4,000.00	
80062835	12/8/2022	TUNGETT, MATT		79.00		
		COMMUNICATIONS	OCT 2022 - CELL / MISC			70.00
		LOCAL PROGRAMS-PROMOTIONS	OCT 2022 - CELL / MISC			9.00



Irving Convention and Visitors Bureau

Check Register  
December 2022

Check #	Check Date	Vendor Name Object Description	Line Item Description	Check Amount	Invoice Amount	
					ARPA	HOT TAX
80062836	12/15/2022	AMERICAN EXPRESS TRAVEL RELATED SERVICES CO, INC		31,861.01		
		ACCOUNTS PAYABLE	NOV 2022 - RECEIPTS		24,739.87	7,121.14
80062837	12/15/2022	AMERICAN MINIATURE HORSE ASSOCIATION, INC.		435.00		
		BUSINESS DEV INCENTIVE PROG	AMHA ANNUAL CONFERENCE/NOV 2022		435.00	
80062838	12/15/2022	BILBIA, CHELSEA		150.00		
		PROFESSIONAL SERVICES	BLOG POSTS - NOV 2022		150.00	
80062839	12/15/2022	CELLCO PARTNERSHIP		440.48		
		COMMUNICATIONS	NOVEMBER 2022			156.50
		COMMUNICATIONS	NOVEMBER 2022			114.39
		COMMUNICATIONS	NOVEMBER 2022			169.59
80062840	12/15/2022	CSC HOLDINGS, LLC		890.00		
		BUSINESS DEV INCENTIVE PROG	INDIANAPOLIS COLTS VS DALLAS COWBOYS/DEC 2022		890.00	
80062841	12/15/2022	CUTTS, SUSAN		981.25		
		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - NOV 28 - DEC 09, 2022		981.25	
80062842	12/15/2022	EMANUEL WHITE		935.00		
		BUSINESS DEV INCENTIVE PROG	BROTHERHOOD OF MEN/OCT 2022		935.00	
80062843	12/15/2022	EX DALLAS LP		926.00		
		MEMBERSHIPS, CERTS, & LICENSES	DECEMBER 2022			926.00
80062844	12/15/2022	FEDERAL EXPRESS CORPORATION		94.45		
		FREIGHT	SHIPPING			6.40
		FREIGHT	SHIPPING			23.02
		FREIGHT	SHIPPING			44.77
		FREIGHT	SHIPPING			20.26
80062845	12/15/2022	FLTI		2,725.00		
		BUSINESS DEV INCENTIVE PROG	WEEKEND TO REMEMBER/NOV 2022		2,725.00	
80062846	12/15/2022	GAINWELL ACQUISITION CORP		3,008.00		
		BUSINESS DEV INCENTIVE PROG	BUILD A THON/APRIL 2022		1,156.00	
		BUSINESS DEV INCENTIVE PROG	BUILD A THON IV/SEPT 2022		1,044.00	
		BUSINESS DEV INCENTIVE PROG	BUILD A THON II/MAY 2022		808.00	
80062847	12/15/2022	GRAND PRIX FIXED LESSEE LLC		295.00		
		BUSINESS DEV INCENTIVE PROG	PRIMETIME NATIONAL BASKETBALL CHAMPIONSHIP 2022		295.00	
80062848	12/15/2022	GREATER IRVING-LAS COLINAS CHAMBER OF COMMERCE		6,120.00		
		MEMBERSHIPS, CERTS, & LICENSES	MEMBERSHIP 10/01/2022-9/30/2023			6,000.00
		LOCAL PROGRAMS-PROMOTIONS	88TH TEXAS 2022 LEGISLATIVE SEND OFF			120.00
80062849	12/15/2022	GROVES, DONNA		75.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062850	12/15/2022	HOPKINS, CHERYL		75.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062851	12/15/2022	IMAGO MEDIA, INC.		595.00		
		MEDIA ADVERTISING	ADVERTISING		595.00	
80062852	12/15/2022	IRVING - LAS COLINAS ROTARY CLUB		61.00		
		MEMBERSHIPS, CERTS, & LICENSES	NOVEMBER 2022			40.00
		LOCAL PROGRAMS-PROMOTIONS	NOVEMBER 2022			21.00
80062853	12/15/2022	LAUDA, MARIANNE		150.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
		COMMUNICATIONS	OCT 2022 - CELL			75.00
80062854	12/15/2022	LOPEZ, BRENDA		75.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062855	12/15/2022	MANSELL, LORI		150.00		
		COMMUNICATIONS	OCT 2022 - CELL			75.00
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062856	12/15/2022	RBC CAPITAL MARKETS, LLC		4,490.00		
		BUSINESS DEV INCENTIVE PROG	SENIOR LEADERSHIP/NOV 2022		4,490.00	
80062857	12/15/2022	RIBEIRO FONSECA, KEYSE LAUCY		3,242.00		
		PROFESSIONAL SERVICES	IT CONSULTANT - NOV 28, 2022 - DEC 09, 2022		3,242.00	



## Irving Convention and Visitors Bureau

## Check Register

December 2022

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		PROFESSIONAL SERVICES	DATA ENTRY SERVICES - NOV 28 - DEC 09, 2022		981.25	
80062842	12/15/2022	EMANUEL WHITE		935.00		
		BUSINESS DEV INCENTIVE PROG	BROTHERHOOD OF MEN/OCT 2022		935.00	
80062843	12/15/2022	EX DALLAS LP		926.00		
		MEMBERSHIPS, CERTS, & LICENSES	DECEMBER 2022			926.00
80062844	12/15/2022	FEDERAL EXPRESS CORPORATION		94.45		
		FREIGHT	SHIPPING			6.40
		FREIGHT	SHIPPING			23.02
		FREIGHT	SHIPPING			44.77
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80062848	12/15/2022	GREATER IRVING-LAS COLINAS CHAMBER OF COMMERCE		6,120.00		
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		LOCAL PROGRAMS-PROMOTIONS	88TH TEXAS 2022 LEGISLATIVE SEND OFF			120.00
80062849	12/15/2022	GROVES, DONNA		75.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062850	12/15/2022	HOPKINS, CHERYL		75.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062851	12/15/2022	IMAGO MEDIA, INC.		595.00		
		MEDIA ADVERTISING	ADVERTISING		595.00	
80062852	12/15/2022	IRVING - LAS COLINAS ROTARY CLUB		61.00		
		MEMBERSHIPS, CERTS, & LICENSES	NOVEMBER 2022			40.00
		LOCAL PROGRAMS-PROMOTIONS	NOVEMBER 2022			21.00
80062853	12/15/2022	LAUDA, MARIANNE		150.00		
		COMMUNICATIONS	NOV 2022 - CELL			75.00
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		COMMUNICATIONS	OCT 2022 - CELL			75.00
		COMMUNICATIONS	NOV 2022 - CELL			75.00
80062856	12/15/2022	RBC CAPITAL MARKETS, LLC		4,490.00		
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80062857	12/15/2022	RIBEIRO FONSECA, KEYSE LAUCY		3,242.00		
		PROFESSIONAL SERVICES	IT CONSULTANT - NOV 28, 2022 - DEC 09, 2022		3,242.00	

Begin Date 12/1/2022 End Date 12/31/2022



Irving Convention and Visitors Bureau

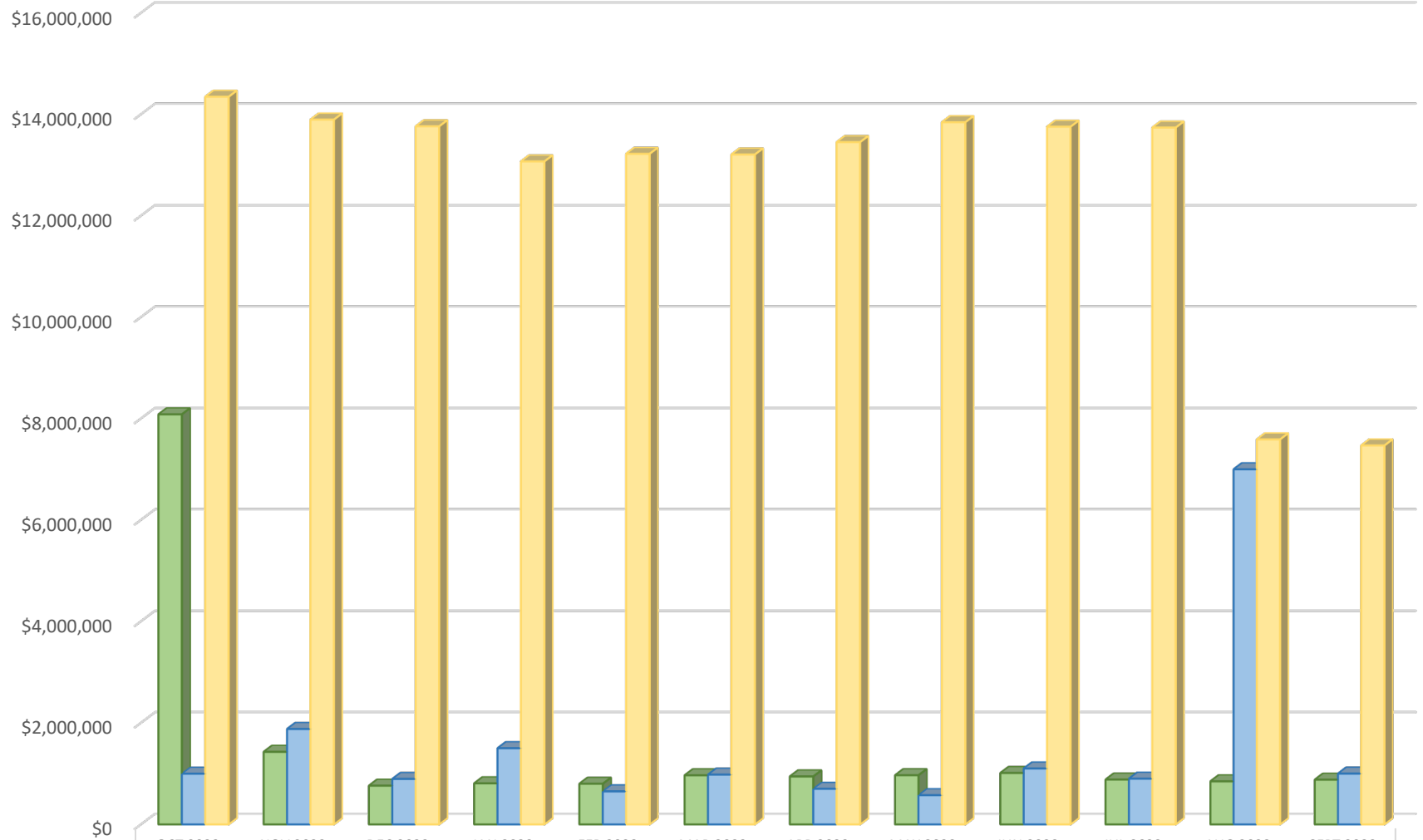
Check Register  
December 2022

Check #	Check Date	Vendor Name Object Description	Line Item Description	Check Amount	Invoice Amount	
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80062858	12/15/2022	ROSE, SUSAN COMMUNICATIONS	NOV 2022 - CELL	46.05		46.05
80062859	12/15/2022	SMG LOCAL PROGRAMS-PROMOTIONS	CATERING	23,991.27		520.80
		LOCAL PROGRAMS-PROMOTIONS	ICVB 50TH ANNIVERSARY		23,470.47	
80062860	12/15/2022	SMG PROPERTY MANAGEMENT SERVICES	SUBSIDY	348,000.00	348,000.00	
80062861	12/15/2022	SMG BUILDINGS MAINT	WESTIN GARAGE RENTAL - DEC 2022	23,919.48		23,919.48
80062862	12/15/2022	STATE BAR OF TEXAS BUSINESS DEV INCENTIVE PROG	29TH ANNUAL TEXAS MINORITY COUNSEL	1,504.00	1,504.00	
80062863	12/15/2022	TEXAS DEPARTMENT OF TRANSPORTATION MEDIA ADVERTISING	ADVERTISING - TEXAS STATE TRAVEL GUIDE	4,316.66	4,316.66	
80062864	12/15/2022	TEXAS TRAVEL ALLIANCE MEMBERSHIPS, CERTS, & LICENSES	MEMBERSHIP 2023	2,520.00	2,520.00	
80062865	12/28/2022	COLLEGIATE SPORTS TRAVEL, INC BUSINESS DEV INCENTIVE PROG	US AIRFORCE VS ARMY FOOTBALL GAME/NOV 2022	2,815.00	1,245.00	
		BUSINESS DEV INCENTIVE PROG	TEXAS TECH FOOTBALL TEAM TRAVEL/NOV 2022		590.00	
		BUSINESS DEV INCENTIVE PROG	AAC FOOTBALL OFFICIALS GAME TRAVEL/NOV 2022		80.00	
		BUSINESS DEV INCENTIVE PROG	JACKSON STATE UNIVERSITY BASKETBALL/DEC 2022		450.00	
		BUSINESS DEV INCENTIVE PROG	FLORIDA INTERNATIONAL UNIVERSITY FOOTBALL/NOV		450.00	
80062866	12/28/2022	CONFERENCE DIRECT LLC TRAVEL AND TRAINING	2023 APM REGISTRATION/VISIT IRVING-CHERYL HOPKINS	14,500.00	9,000.00	
		TRAVEL AND TRAINING	2023 APM REGISTRATION/VISIT IRVING - MATT TUNGETT		5,500.00	
80062867	12/28/2022	FOJTASEK, LORI COMMUNICATIONS	OCT & NOV 2022 - CELL / MILEAGE / MISC	209.39		150.00
		LOCAL PROGRAMS-PROMOTIONS	OCT & NOV 2022 - CELL / MILEAGE / MISC			51.20
		MILEAGE REIMBURSEMENT	OCT & NOV 2022 - CELL / MILEAGE / MISC			8.19
80062868	12/28/2022	GAST, MAURA MILEAGE REIMBURSEMENT	OCT 2022 - MILEAGE / MISC	188.63		147.50
		LOCAL PROGRAMS-PROMOTIONS	OCT 2022 - MILEAGE / MISC			(75.75)
		MILEAGE REIMBURSEMENT	NOV 2022 - MILEAGE			116.88
80062869	12/28/2022	GROVES, DONNA COMMUNICATIONS	OCT 2022 - CELL	70.00		70.00
80062870	12/28/2022	NAYLOR, LLC MEDIA ADVERTISING	ADVERTISING	99.67	99.67	
80062871	12/28/2022	PIM HIGHLAND TRS CORPORTATION BUSINESS DEV INCENTIVE PROG	BLUE-GREY EVENTS/ALL AMERICAN TEAM/DEC 2022	2,355.00	2,355.00	
80062872	12/28/2022	RIBEIRO FONSECA, KEYSE LAUCY PROFESSIONAL SERVICES	IT CONSULTANT - DEC 12 - 16, 2022	1,600.00	1,600.00	
80062873	12/28/2022	ROBERTS, DEBBIE COMMUNICATIONS	NOV 2022 - CELL	150.00		75.00
		COMMUNICATIONS	OCT 2022 - CELL			75.00
80062874	12/28/2022	TARSUS CONNECT, LLC MEDIA ADVERTISING	ADVERTISING	8,995.00	8,995.00	
		Total Number of Invoices	92	Total	591,484.88	41,492.65
		Total Number of Checks	62		93.0%	7.0%

# Irving Convention and Visitors Bureau

## FY23 Cash Flow

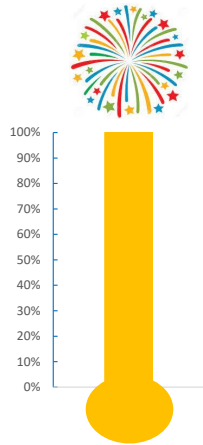
### December 2022



	OCT 2022	NOV 2022	DEC 2022	JAN 2023	FEB 2023	MAR 2023	APR 2023	MAY 2023	JUN 2023	JUL 2023	AUG 2023	SEPT 2023
REVENUE	\$8,081,479	\$1,428,426	\$762,507	\$808,022	\$799,629	\$966,681	\$943,638	\$967,664	\$1,011,903	\$882,758	\$847,739	\$880,383
EXPENSES	\$997,898	\$1,879,106	\$895,163	\$1,500,000	\$650,000	\$980,000	\$700,000	\$575,000	\$1,100,000	\$900,000	\$6,997,790	\$1,000,000
ENDING CASH	\$14,344,785	\$13,894,105	\$13,761,449	\$13,069,471	\$13,219,100	\$13,205,781	\$13,449,419	\$13,842,083	\$13,753,986	\$13,736,744	\$7,586,693	\$7,467,076

REVENUE EXPENSES ENDING CASH

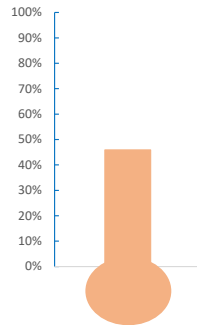
**REPAYMENT OF FY21 LOAN  
FROM CITY**



**GOAL: \$500,000**  
**ACHIEVED: \$500,000**

**FY22 YEAR END GOAL**  
**N/A**

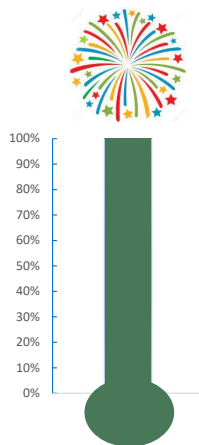
**COMBINED FUNDS**



**GOAL: \$10,500,000**  
**CURRENT: \$4,820,378**

**FY23 YEAR END GOAL**  
**\$10,500,000**

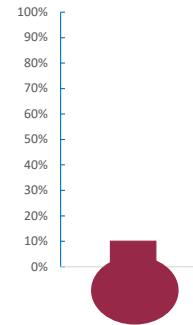
**GENERAL FUND**



**GOAL: \$2,000,000**  
**CURRENT: \$4,456,606**

**FY23 YEAR END GOAL**  
**\$2,000,000**

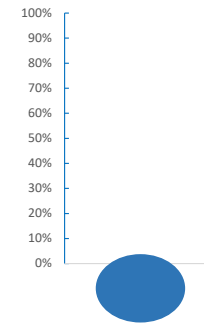
**CATASTROPHIC RESERVE**



**GOAL: \$5,000,000**  
**CURRENT: \$504,357**

**FY23 YEAR END GOAL**  
**\$5,000,000**

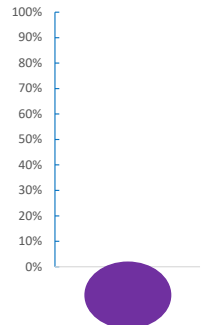
**COMPUTER FUND**



**GOAL: \$500,000**  
**CURRENT: \$207**

**FY23 YEAR END GOAL**  
**\$500,000**

**ICC RESERVE/CIP FUND**



**GOAL: \$3,000,000**  
**CURRENT: (\$140,792)**

**FY23 YEAR END GOAL**  
**\$3,000,000**





ICVB  
FINANCIAL STATEMENTS

For Period Ending:  
September 2022 and  
October 2022  
REVISED



2204 - ICVB CONV CENTER RESERVE / CIP  
MONTHLY BALANCE SHEET  
SEPTEMBER 2022

REVISED

**Assets**

Cash and equivalents	682,151.81
Investments	1,603,000.00
Accrued interest rec	4,054.40

**Liabilities**

Accounts payables	138,887.00
Unearned revenue	1,465,844.46
<b>Total Liabilities</b>	<b>1,604,731.46</b>

**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
Unreserved	684,474.75

**Total Fund Balance** **684,474.75**

**Total Assets** **2,289,206.21**

**Total Liabilities and Fund Balance** **2,289,206.21**

**NOTE:**

Per our contract with ASM, the Bureau received capital contributions of \$1,000,000 in FY22 and \$500,000 in FY21 to fund CIP projects for the Convention Center. These contributions are to be placed in an Unearned Revenue account and amortized over a 15 year period, but the total amount was recognized as revenue each year. An amortization schedule has been developed and an audit entry was posted to reverse the original entries and record the annual amortized amount. The result of this entry was an increase in Unearned Revenue of \$1,375,707.76 and a decrease in Unreserved Fund Balance of the same amount. Future entries will be posted on September 30 as part of the year end process.



2204 - ICVB CONV CENTER RESERVE / CIP  
MONTHLY BALANCE SHEET  
OCTOBER 2022

REVISED

**Assets**

Cash and equivalents	3,451,238.70
Investments	1,603,000.00

**Liabilities**

Unearned revenue (see Note)	4,345,844.46
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<b>Total Liabilities</b>	<b>4,345,844.46</b>
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**Fund Balance (Budgetary basis)**

Reserve for encumbrances	0.00
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Unreserved (see Note)	708,394.24
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<b>Total Fund Balance</b>	<b>708,394.24</b>
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<b>Total Assets</b>	<b>5,054,238.70</b>
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<b>Total Liabilities and Fund Balance</b>	<b>5,054,238.70</b>
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NOTE:

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ICVB  
HOTEL OCCUPANCY TAX COLLECTIONS

For Period Ending:  
October 2022

**IRVING CONVENTION AND VISITORS BUREAU  
HOTEL OCCUPANCY TAX  
2022 - 2023**

<b>LUXURY &amp; FULL SERVICE</b>		<b>OCT 2022</b>
1	Atrium Hotel and Suites DFW Airport	5,146.86
2	Dallas Marriott Hotel Las Colinas	57,307.85
3	DFW Airport Hotel & Conference Center	closed
4	DFW Airport Marriott	41,899.47
<b>5</b>	<b><i>Doubletree by Hilton DFW Airport North</i></b>	<b>0.00</b>
6	Embassy Suites DFW Airport South	31,122.91
7	Four Seasons Resort & Club	93,825.83
8	Hilton Garden Inn DFW Airport South	15,867.32
9	Hilton Garden Inn Las Colinas	14,509.26
10	Holiday Inn Irving Las Colinas	10,993.05
11	NYLO Las Colinas Tapestry Collection by Hilton	20,986.69
12	Omni Las Colinas Hotel	61,002.82
<b>13</b>	<b><i>Sheraton DFW Airport Hotel</i></b>	<b>0.00</b>
14	Texican Court	17,319.93
15	Westin DFW Airport	41,130.19
<b>TOTAL LUXURY &amp; FULL SERVICE</b>		<b>411,112.18</b>
16	Westin Irving Convention Center Las Colinas	56,124.21

Westin pays 9% tax which is applied to bond payments. The 9% has been converted to the ICVB's share of the tax (57% of 5%) in order to compare with payments from other hotels.  
Amount is not included in the totals.

ALL SUITE / EXTENDED STAY		OCT 2022
1	Comfort Suites DFW Airport North	6,634.36
2	Comfort Suites Las Colinas	1,329.04
3	Country Inn & Suites by Carlson DFW Airport South	4,690.89
4	Element Dallas Las Colinas	12,122.95
5	Element DFW Airport North	10,646.42
6	Extended Stay America Dallas DFW Airport North	1,395.23
7	Extended Stay America Dallas Las Colinas	1,586.76
8	Extended Stay Deluxe Green Park	2,190.97
9	Extended Stay Deluxe Las Colinas	1,421.68
10	Hawthorne Suites Irving DFW Airport South	2,159.09
11	Hawthorne Suites DFW Airport North	closed
12	Holiday Inn Express Hotel & Suites DFW Airport North	14,083.67
13	Holiday Inn Express Hotel & Suites DFW Airport South	10,924.27
14	Holiday Inn Express Hotel & Suites Irving Las Colinas	9,689.88
15	Home Towne Studios Dallas Irving	2,364.54
16	Homewood Suites by Hilton DFW Airport North	8,185.49
17	<b>Homewood Suites by Hilton Las Colinas</b>	<b>0.00</b>
18	Hyatt House Dallas Las Colinas	11,897.76
19	Residence Inn Dallas DFW Airport North Irving	6,007.01
20	Residence Inn Dallas Las Colinas	8,813.15
21	Soka Suites Dallas Las Colinas	4,636.65
22	<b>Sonesta ES Suites Dallas Las Colinas</b>	<b>0.00</b>
23	Sonesta Simply Suites Dallas Las Colinas	2,446.23
24	Springhill Suites Dallas DFW Airport East Las Colinas	7,641.86
25	Staybridge Suites DFW Airport North	3,177.69
26	TownePlace Suites Dallas DFW Airport North Irving	8,474.26
27	TownePlace Suites Dallas Las Colinas	8,338.15
28	<b>Woodspring Suites Signature</b>	<b>0.00</b>
TOTAL ALL SUITE / EXTENDED STAY		150,858.00

BUDGET SERVICE		OCT 2022
1	Arya Inn & Suites	986.51
2	<b><i>Best Western Irving Inn &amp; Suites DFW South</i></b>	<b>0.00</b>
3	Budget Inn & Suites	32.20
4	Budget Suites of America Las Colinas	428.31
5	Clarion Inn & Suites	1,925.47
6	Crossroads Hotel & Suites	1,498.02
7	Days Inn	6,733.27
8	Days Inn DFW Airport North	4,886.34
9	Delux Inn	705.02
10	Delux Suites Motel	67.78
11	Gateway Inn	617.71
12	Magnuson Extended Stay & Suites Airport Hotel	2,164.56
13	Motel 6 Dallas DFW South	2,120.62
14	Motel 6 Dallas Irving	3,381.45
15	Motel 6 DFW North	3,687.66
16	Motel 6 Irving Loop 12	1,028.58
17	OYO Hotel DFW Airport South	2,342.12
18	<b><i>OYO Hotel DFW Airport North</i></b>	<b>0.00</b>
19	Quality Inn & Suites DFW Airport South	3,846.31
20	<b><i>Red Roof Inn Dallas DFW Airport North</i></b>	<b>0.00</b>
21	Studio 6 / Motel 6 DFW Airport East	2,730.11
22	Super 8 Hotel DFW South	3,372.72
23	Super 8 Motel DFW North	3,245.20
<b>TOTAL BUDGET SERVICE</b>		<b>45,799.96</b>

<b>LIMITED SERVICE</b>		<b>OCT 2022</b>
1	aLoft Las Colinas	13,654.13
2	Best Western Plus DFW Airport Suites North	5,916.35
3	Courtyard Dallas DFW Airport North Irving	16,631.48
4	Courtyard Dallas DFW Airport South Irving	11,123.09
5	Courtyard Dallas Las Colinas	11,721.75
6	Fairfield Inn & Suites Dallas DFW Airport South Irving	9,247.60
<b>7</b>	<b><i>Fairfield Inn &amp; Suites Dallas Las Colinas</i></b>	<b>0.00</b>
8	Fairfield Inn Dallas DFW Airport North Irving	9,119.91
9	Hampton Inn Dallas Irving Las Colinas	10,491.05
10	Home2 Suites by Hilton DFW Airport North	10,563.39
11	Home2 Suites by Hilton DFW Airport South Irving	10,176.47
12	Hyatt Place Dallas Las Colinas	9,963.88
13	La Quinta Inn & Suites DFW Airport North	9,332.70
14	La Quinta Inn & Suites DFW Airport South	7,512.45
15	La Quinta Inn Hotel & Suites Las Colinas	5,767.74
16	Quality Inn & Suites DFW Airport	6,487.20
17	Residence Inn Dallas DFW Airport South Irving	12,281.89
<b>18</b>	<b><i>Wingate Inn by Wyndham Dallas Las Colinas</i></b>	<b>0.00</b>
<b>19</b>	<b><i>Wingate Inn by Wyndham DFW Airport North</i></b>	<b>0.00</b>
<b>TOTAL LIMITED SERVICE</b>		<b>159,991.08</b>

<b>TOTAL SHORT TERM RENTALS</b>	<b>6,647.19</b>
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Number of locations

50



**SUMMARY****OCT 2022****GRAND TOTAL****774,408.41****BUDGET****970,330.00****DIFFERENCE****(195,921.59)****-20.2%****CUMULATIVE YEAR TO DATE****ACTUAL****774,408.41****BUDGET****970,330.00****DIFFERENCE****(195,921.59)**



Date Distributed: December 9, 2022

# Monthly Financial Summary

For Period Ending October 31, 2022

IRVING CONVENTION CENTER  
Monthly Financial Reports  
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October 31, 2022

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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	247,250	119,851	95,750	97,400	95,000	167,653	204,450	206,000	170,050	120,000	117,300	101,250	1,741,954
Service Income	97,643	42,000	43,000	43,610	40,750	47,750	41,250	43,350	41,500	39,500	43,500	41,750	565,603
Service Expenses	(158,014)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(1,093,014)
Total Direct Event Income	186,879	76,851	53,750	56,010	50,750	130,403	160,700	164,350	126,550	74,500	75,800	58,000	1,214,543
Ancillary Income													
F & B Concessions	33,704	10,000	12,500	3,500	16,500	21,000	29,500	750	31,520	750	3,750	750	164,224
F & B Catering	479,931	142,500	135,917	385,320	272,080	126,160	167,352	268,425	324,933	144,400	190,760	248,140	2,885,918
Parking: Self Parking	67,551	10,330	6,765	23,780	32,800	20,202	38,130	19,942	30,914	9,840	10,660	8,200	279,114
Electrical Services	24,735	5,500	5,500	5,500	5,500	25,500	5,500	5,500	5,500	5,500	7,000	10,500	111,735
Audio Visual	(0)	-	-	-	-	-	-	-	-	-	-	-	(0)
Internet Services	6,600	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	20,350
Total Ancillary Income	612,521	169,580	161,932	419,350	328,130	194,112	241,732	295,867	394,117	161,740	213,420	268,840	3,461,342
Total Event Income	799,400	246,431	215,682	475,360	378,880	324,514	402,432	460,217	520,667	236,240	289,220	326,840	4,675,884
Other Operating Income	147,411	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,689	989,960
ICVB Operating Subsidy			348,000			350,000				348,750		348,250	1,395,000
Adjusted Gross Income	946,811	323,017	640,268	551,946	455,466	751,100	479,018	536,803	946,003	312,826	365,806	751,779	7,060,843
Operating Expenses													
Employee Salaries and Wages	214,234	250,196	256,029	256,029	256,029	256,029	256,029	256,029	256,029	256,029	256,029	283,291	3,051,982
Benefits	48,225	66,737	64,496	64,496	64,496	64,496	64,496	64,496	64,496	64,496	64,496	68,300	763,726
Less: Event Labor Allocations	(5,949)	(10,000)	(40,000)	(40,000)	(40,000)	(40,000)	(41,627)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(442,576)
Net Employee Wages and Benefits	256,510	306,933	280,525	280,525	280,525	280,525	278,898	275,525	275,525	275,525	275,525	306,591	3,373,132
Contracted Services	66,364	71,213	67,415	67,415	67,415	67,415	67,415	67,415	67,415	67,415	67,415	64,794	809,106
General and Administrative	90,724	27,900	33,178	31,053	33,553	38,328	31,703	31,053	40,768	52,439	35,939	74,117	520,754
Operations	53,493	41,140	34,796	34,796	34,796	34,796	34,796	34,796	34,796	34,796	34,796	26,767	434,564
Repair & Maintenance	38,235	35,751	44,808	44,808	44,808	44,808	44,808	44,808	44,808	44,808	44,808	66,442	543,701
Supplies	7,781	11,649	18,360	17,610	17,610	18,360	17,610	17,610	18,360	17,610	17,610	36,284	216,454
Insurance	4,130	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	6,700	65,000
Utilities	57,878	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	45,000	32,122	540,000
Other	788	2,302	1,508	1,483	1,483	1,508	1,483	1,483	1,508	1,483	1,483	2,089	18,600
SMG Management Fees	58,909	32,208	31,921	45,283	43,429	31,975	36,185	42,322	50,037	31,438	35,220	39,901	478,832
Total Operating Expenses	634,812	579,513	562,928	573,390	574,036	568,132	563,315	565,429	583,634	575,931	563,213	655,807	7,000,143
Net Income (Loss) From Operations	311,999	(256,496)	77,340	(21,444)	(118,570)	182,968	(84,297)	(28,626)	362,368	(263,105)	(197,407)	95,972	60,700

ASM - Irving Convention Center  
Financial Statements Monthly Highlights  
For the Month Ending October 31, 2022

	Current Actual	Current Budget	Variance	Prior YTD Actual
Attendance	18,242	18,542	(300)	8,016
Events	26	26	0	14
Event Days	51	51	0	25
Direct Event Income	186,879	186,879	0	67,109
Ancillary Income	612,521	612,521	0	176,902
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	799,400	799,400	0	244,011
Other Operating Income	147,411	52,666	94,745	59,701
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	946,811	852,066	94,745	303,712
Indirect Expenses	(634,812)	(624,575)	(10,237)	(486,269)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>311,999</u>	<u>227,491</u>	<u>84,508</u>	<u>(182,557)</u>

ASM - Irving Convention Center  
Financial Statements Year to Date Highlights  
For the One Month Ending October 31, 2022

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	18,242	18,542	(300)	8,016
Events	26	26	0	14
Event Days	51	51	0	25
Direct Event Income	186,879	186,879	0	67,109
Ancillary Income	612,521	612,521	0	176,902
	<hr/>	<hr/>	<hr/>	<hr/>
Total Event Income	799,400	799,400	0	244,011
Other Operating Income	147,411	52,666	94,745	59,701
	<hr/>	<hr/>	<hr/>	<hr/>
Adjusted Gross Income	946,811	852,066	94,745	303,712
Indirect Expenses	(634,812)	(624,575)	(10,237)	(486,269)
	<hr/>	<hr/>	<hr/>	<hr/>
Net Income (Loss) From Operations	<u>311,999</u>	<u>227,491</u>	<u>84,508</u>	<u>(182,557)</u>

ASM - Irving Convention Center  
Balance Sheet  
October 31, 2022

**ASSETS**

**Current Assets**

Cash	\$ 2,159,455
Accounts Receivable	982,733
Prepaid Assets	20,126
Inventory	91,381
	<hr/>

Total Current Assets		3,253,695
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<b>Total Assets</b>	<b>\$</b>	<b>3,253,695</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$ 1,538,755
Accrued Expenses	225,163
Deferred Income	0
Advance Ticket Sales/Deposits	1,177,781
Other Current Liabilities	0
	<hr/>

Total Current Liabilities		2,941,699
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**Long-Term Liabilities**

Long Term Liabilites	0
	<hr/>

Total Long-Term Liabilities		0
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Total Liabilities		2,941,699
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**Equity**

Net Funds Received	15,747,850
Retained Earnings	(15,747,850)
Net Income (Loss)	311,996
	<hr/>

Total Equity		311,996
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<b>Total Liabilities &amp; Equity</b>	<b>\$</b>	<b>3,253,695</b>
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ASM - Irving Convention Center  
Income Statement  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
<b>EVENT INCOME</b>							
Direct Event Income							
Rental Income	247,250	247,250	0	247,250	247,250	0	84,120
Service Revenue	97,643	97,643	0	97,643	97,643	0	38,043
Service Expenses	(158,014)	(158,014)	0	(158,014)	(158,014)	0	(55,054)
Total Direct Event In	186,879	186,879	0	186,879	186,879	0	67,109
Ancillary Income							
F & B Concessions	33,704	33,704	0	33,704	33,704	0	16,413
F & B Catering	479,931	479,931	0	479,931	479,931	0	111,491
Parking	67,551	67,551	0	67,551	67,551	0	37,393
Electrical Services	24,735	24,735	0	24,735	24,735	0	10,160
Audio Visual	0	0	0	0	0	0	0
Internet Services	6,600	6,600	0	6,600	6,600	0	1,445
Total Ancillary Inco	612,521	612,521	0	612,521	612,521	0	176,902
Total Event Income	799,400	799,400	0	799,400	799,400	0	244,011
<b>OTHER OPERATING INCOME</b>							
Other Income	147,411	52,666	94,745	147,411	52,666	94,745	59,701
Total Other Operatin	147,411	52,666	94,745	147,411	52,666	94,745	59,701
Adjusted Gross Inco	946,811	852,066	94,745	946,811	852,066	94,745	303,712
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	214,234	214,234	0	214,234	214,234	0	170,316
Payroll Taxes & Ben	48,225	48,225	0	48,225	48,225	0	48,886
Labor Allocations to	(5,949)	(5,949)	0	(5,949)	(5,949)	0	(5,711)
Net Salaries and Ben	256,510	256,510	0	256,510	256,510	0	213,491
Contracted Services	66,364	66,364	0	66,364	66,364	0	62,204
General and Adminis	90,724	90,716	(8)	90,724	90,716	(8)	42,530
Operating	53,493	53,493	0	53,493	53,493	0	29,106
Repairs & Maintenan	38,235	38,235	0	38,235	38,235	0	46,573
Operational Supplies	7,781	7,781	0	7,781	7,781	0	10,689
Insurance	4,130	4,130	0	4,130	4,130	0	4,761
Utilities	57,878	57,878	0	57,878	57,878	0	49,414
Other	788	788	0	788	788	0	516
ASM Management F	58,909	48,680	(10,229)	58,909	48,680	(10,229)	26,985
Total Indirect Expens	634,812	624,575	(10,237)	634,812	624,575	(10,237)	486,269



ASM - Irving Convention Center  
Income Statement  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	311,999	227,491	84,508	311,999	227,491	84,508	(182,557)

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the One Month Ending October 31, 2022

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	247,250	84,120	6,700	183,185	149,333	117,100
F & B Concessions	33,704	16,413	0	24,866	36,083	29,160
F & B Catering	479,931	111,491	0	605,052	259,698	326,765
Total Event Income	799,400	244,011	8,383	816,385	458,686	492,988
Total Indirect Expenses	634,812	486,277	350,997	700,393	560,373	646,493

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	247,250	84,120	6,700	183,195	149,333	117,100
F & B Concessions	33,704	16,413	0	24,866	36,083	29,160
F & B Catering	479,931	111,491	0	605,052	259,698	329,765
Total Event Income	799,400	244,011	8,383	816,385	458,686	492,988
Total Indirect Expenses	634,812	486,277	350,997	700,393	560,373	646,493

ASM - Irving Convention Center  
Monthly Event Income Statement: Banquets  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	605	605	605	605
Events	3	3	3	3
Event Days	3	3	3	3
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	280	280	280	280
Service Expenses	(3,935)	(3,935)	(3,935)	(3,935)
Total Direct Event Income	(3,655)	(3,655)	(3,655)	(3,655)
Ancillary Income				
F & B Concessions	23	23	23	23
F & B Catering	31,450	31,450	31,450	31,450
Parking	1,748	1,748	1,748	1,748
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	33,221	33,221	33,221	33,221
Total Event Income	29,566	29,566	29,566	29,566

ASM - Irving Convention Center  
Monthly Event Income Statement: Consumer / Public Shows  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	8,036	8,336	8,036	8,336
Events	5	5	5	5
Event Days	10	10	10	10
Direct Event Income				
Rental Income	84,720	84,720	84,720	84,720
Service Revenue	48,139	48,139	48,139	48,139
Service Expenses	(67,016)	(67,016)	(67,016)	(67,016)
Total Direct Event Income	<u>65,843</u>	<u>65,843</u>	<u>65,843</u>	<u>65,843</u>
Ancillary Income				
F & B Concessions	21,585	21,585	21,585	21,585
F & B Catering	18,548	18,548	18,548	18,548
Parking	29,438	29,438	29,438	29,438
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	4,675	4,675	4,675	4,675
Audio Visual	0	0	0	0
Internet Services	785	785	785	785
Total Ancillary Income	<u>75,031</u>	<u>75,031</u>	<u>75,031</u>	<u>75,031</u>
Total Event Income	<u>140,874</u>	<u>140,874</u>	<u>140,874</u>	<u>140,874</u>

ASM - Irving Convention Center  
Monthly Event Income Statement: Conventions  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	6,110	6,110	6,110	6,110
Events	3	3	3	3
Event Days	9	9	9	9
Direct Event Income				
Rental Income	35,500	35,500	35,500	35,500
Service Revenue	36,604	36,604	36,604	36,604
Service Expenses	(50,965)	(50,965)	(50,965)	(50,965)
Total Direct Event Income	<u>21,139</u>	<u>21,139</u>	<u>21,139</u>	<u>21,139</u>
Ancillary Income				
F & B Concessions	12,220	12,220	12,220	12,220
F & B Catering	73,002	73,002	73,002	73,002
Parking	24,066	24,066	24,066	24,066
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	13,150	13,150	13,150	13,150
Audio Visual	0	0	0	0
Internet Services	1,350	1,350	1,350	1,350
Total Ancillary Income	<u>123,788</u>	<u>123,788</u>	<u>123,788</u>	<u>123,788</u>
Total Event Income	<u>144,927</u>	<u>144,927</u>	<u>144,927</u>	<u>144,927</u>

ASM - Irving Convention Center  
Monthly Event Income Statement: Meetings  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	3,438	3,438	3,438	3,438
Events	12	12	12	12
Event Days	26	26	26	26
Direct Event Income				
Rental Income	127,030	127,030	127,030	127,030
Service Revenue	12,620	12,620	12,620	12,620
Service Expenses	(35,527)	(35,527)	(35,527)	(35,527)
Total Direct Event Income	<u>104,123</u>	<u>104,123</u>	<u>104,123</u>	<u>104,123</u>
Ancillary Income				
F & B Concessions	(124)	(124)	(124)	(124)
F & B Catering	355,588	355,588	355,588	355,588
Parking	12,299	12,299	12,299	12,299
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	6,910	6,910	6,910	6,910
Audio Visual	0	0	0	0
Internet Services	4,465	4,465	4,465	4,465
Total Ancillary Income	<u>379,138</u>	<u>379,138</u>	<u>379,138</u>	<u>379,138</u>
Total Event Income	<u>483,261</u>	<u>483,261</u>	<u>483,261</u>	<u>483,261</u>

ASM - Irving Convention Center  
Monthly Event Income Statement: ICVB  
For the One Month Ending October 31, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	53	53	53	53
Events	3	3	3	3
Event Days	3	3	3	3
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	(571)	(571)	(571)	(571)
Total Direct Event Income	(571)	(571)	(571)	(571)
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	1,343	1,343	1,343	1,343
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	1,343	1,343	1,343	1,343
Total Event Income	772	772	772	772



Date Distributed: January 3, 2023

# Monthly Financial Summary

For Period Ending November 30, 2022



IRVING CONVENTION CENTER  
Monthly Financial Reports  
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	October	November	December	January	February	March	April	May	June	July	August	September	Total
Event Income													
Direct Event Income													
Rental Income	247,250	109,865	95,750	98,400	102,000	167,653	213,950	206,000	170,050	120,000	117,300	121,410	1,769,628
Service Income	97,643	36,566	43,000	43,610	40,750	47,750	41,750	43,350	41,500	39,500	43,500	44,000	562,920
Service Expenses	(158,014)	(80,351)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(85,000)	(1,088,365)
Total Direct Event Income	186,879	66,080	53,750	57,010	57,750	130,403	170,700	164,350	126,550	74,500	75,800	80,410	1,244,182
Ancillary Income													
F & B Concessions	33,704	25,785	12,500	3,500	16,500	21,000	29,500	750	31,520	750	3,750	750	180,009
F & B Catering	479,931	212,032	138,957	391,400	272,080	145,920	186,352	268,425	325,237	144,400	190,760	261,820	3,017,315
Parking: Self Parking	67,551	66,091	6,765	23,780	32,800	20,202	38,130	19,942	30,914	9,840	10,660	8,200	334,875
Electrical Services	24,735	9,440	5,500	5,500	5,500	25,500	5,500	5,500	5,500	5,500	7,000	10,500	115,675
Audio Visual	(0)	126	-	-	-	-	-	-	-	-	-	-	126
Internet Services	6,600	989	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	1,250	20,089
Total Ancillary Income	612,521	314,465	164,972	425,430	328,130	213,872	260,732	295,867	394,421	161,740	213,420	282,520	3,668,089
Total Event Income	799,400	380,545	218,722	482,440	385,880	344,274	431,432	460,217	520,971	236,240	289,220	362,930	4,912,272
Other Operating Income	147,411	59,034	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,586	76,840	972,559
ICVB Operating Subsidy			348,000			350,000			348,750			348,250	1,395,000
Adjusted Gross Income	946,811	439,579	643,308	559,026	462,466	770,860	508,018	536,803	946,307	312,826	365,806	788,020	7,279,830
Operating Expenses													
Employee Salaries and Wages	214,234	230,370	256,029	256,029	256,029	256,029	256,029	256,029	256,029	256,029	256,029	292,563	3,041,428
Benefits	48,225	41,890	64,496	64,496	64,496	64,496	64,496	64,496	64,496	64,496	64,496	73,675	744,254
Less: Event Labor Allocations	(5,949)	(5,114)	(40,000)	(40,000)	(40,000)	(40,000)	(41,627)	(45,000)	(45,000)	(45,000)	(45,000)	(45,000)	(437,690)
Net Employee Wages and Benefits	256,510	267,146	280,525	280,525	280,525	280,525	278,898	275,525	275,525	275,525	275,525	321,238	3,347,992
Contracted Services	66,364	71,689	70,748	70,748	70,748	70,748	70,748	70,748	70,748	70,748	70,748	74,984	849,769
General and Administrative	90,724	33,624	33,178	31,053	33,553	38,328	31,703	31,053	40,768	52,439	35,939	89,193	541,554
Operations	53,493	59,493	34,796	34,796	34,796	34,796	34,796	34,796	34,796	34,796	34,796	41,804	467,954
Repair & Maintenance	38,235	47,240	44,808	44,808	44,808	44,808	44,808	44,808	44,808	44,808	44,808	58,708	547,455
Supplies	7,781	24,812	18,360	17,610	17,610	18,360	17,610	17,610	18,360	17,610	17,610	32,056	225,389
Insurance	4,130	4,593	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	5,417	7,524	65,000
Utilities	57,878	51,745	53,916	53,916	53,916	53,916	53,916	53,916	53,916	53,916	53,916	54,735	649,602
Other	788	1,658	1,508	1,483	1,483	1,508	1,483	1,483	1,508	1,483	1,483	2,733	18,600
SMG Management Fees	58,909	42,122	31,921	45,283	43,429	31,975	36,185	42,322	50,037	31,438	35,220	39,901	488,746
Total Operating Expenses	634,812	604,122	575,177	585,639	586,285	580,381	575,564	577,678	595,883	588,180	575,462	722,876	7,202,061
Net Income (Loss) From Operations	311,999	(164,543)	68,131	(26,613)	(123,819)	190,479	(67,546)	(40,875)	350,423	(275,354)	(209,656)	65,144	77,769

ASM - Irving Convention Center  
Financial Statements Monthly Highlights  
For the Month Ending November 30, 2022

	Current Actual	Current Budget	Variance	Prior YTD Actual
Attendance	12,990	8,237	4,753	12,230
Events	13	13	0	16
Event Days	24	27	(3)	25
Direct Event Income	66,080	76,851	(10,771)	78,967
Ancillary Income	314,465	169,580	144,885	300,676
Total Event Income	380,545	246,431	134,114	379,643
Other Operating Income	59,034	76,586	(17,552)	46,198
Adjusted Gross Income	439,579	323,017	116,562	425,841
Indirect Expenses	(604,122)	(579,513)	(24,609)	(570,561)
Net Income (Loss) From Operations	(164,543)	(256,496)	91,953	(144,720)

ASM - Irving Convention Center  
Financial Statements Year to Date Highlights  
For the Two Months Ending November 30, 2022

	Year to Date Actual	Year to Date Budget	Variance	Prior YTD Actual
Attendance	31,232	26,779	4,453	20,246
Events	39	39	0	30
Event Days	75	78	(3)	50
Direct Event Income	252,959	263,730	(10,771)	146,081
Ancillary Income	926,993	782,101	144,892	477,579
Total Event Income	1,179,952	1,045,831	134,121	623,660
Other Operating Income	206,447	129,252	77,195	105,901
Adjusted Gross Income	1,386,399	1,175,083	211,316	729,561
Indirect Expenses	(1,238,946)	(1,204,089)	(34,857)	(1,056,834)
Net Income (Loss) From Operations	147,453	(29,006)	176,459	(327,273)

ASM - Irving Convention Center  
Balance Sheet  
November 30, 2022

**ASSETS**

**Current Assets**

Cash	\$ 1,206,506
Accounts Receivable	1,787,045
Prepaid Assets	13,084
Inventory	74,271
	<hr/>

Total Current Assets		3,080,906
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<b>Total Assets</b>	<b>\$</b>	<b>3,080,906</b>
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**LIABILITIES AND EQUITY**

**Current Liabilities**

Accounts Payable	\$ 1,735,666
Accrued Expenses	(61,055)
Deferred Income	0
Advance Ticket Sales/Deposits	1,258,841
Other Current Liabilities	0
	<hr/>

Total Current Liabilities		2,933,452
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**Long-Term Liabilities**

Long Term Liabilites	0
	<hr/>

Total Long-Term Liabilities		0
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Total Liabilities		2,933,452
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**Equity**

Net Funds Received	15,747,850
Retained Earnings	(15,747,850)
Net Income (Loss)	147,454
	<hr/>

Total Equity		147,454
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<b>Total Liabilities &amp; Equity</b>	<b>\$</b>	<b>3,080,906</b>
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ASM - Irving Convention Center  
Income Statement  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
<b>EVENT INCOME</b>							
Direct Event Income							
Rental Income	109,865	119,851	(9,986)	357,115	367,101	(9,986)	181,672
Service Revenue	36,566	42,000	(5,434)	134,208	139,643	(5,435)	79,390
Service Expenses	(80,351)	(85,000)	4,649	(238,364)	(243,014)	4,650	(114,981)
Total Direct Event In	66,080	76,851	(10,771)	252,959	263,730	(10,771)	146,081
Ancillary Income							
F & B Concessions	25,785	10,000	15,785	59,489	43,704	15,785	56,378
F & B Catering	212,034	142,500	69,534	691,972	622,431	69,541	311,453
Parking	66,091	10,330	55,761	133,642	77,881	55,761	93,331
Electrical Services	9,440	5,500	3,940	34,175	30,235	3,940	14,950
Audio Visual	126	0	126	126	0	126	162
Internet Services	989	1,250	(261)	7,589	7,850	(261)	1,305
Total Ancillary Inco	314,465	169,580	144,885	926,993	782,101	144,892	477,579
Total Event Income	380,545	246,431	134,114	1,179,952	1,045,831	134,121	623,660
<b>OTHER OPERATING INCOME</b>							
Other Income	59,034	76,586	(17,552)	206,447	129,252	77,195	105,901
Total Other Operatin	59,034	76,586	(17,552)	206,447	129,252	77,195	105,901
Adjusted Gross Inco	439,579	323,017	116,562	1,386,399	1,175,083	211,316	729,561
<b>INDIRECT EXPENSES</b>							
Salaries & Wages	230,370	250,196	19,826	444,603	464,430	19,827	351,466
Payroll Taxes & Ben	41,890	66,737	24,847	90,114	114,962	24,848	96,202
Labor Allocations to	(5,114)	(10,000)	(4,886)	(11,063)	(15,949)	(4,886)	(12,489)
Net Salaries and Ben	267,146	306,933	39,787	523,654	563,443	39,789	435,179
Contracted Services	71,689	71,213	(476)	138,053	137,577	(476)	118,396
General and Adminis	33,624	27,900	(5,724)	124,361	118,617	(5,744)	136,875
Operating	59,493	41,140	(18,353)	112,987	94,633	(18,354)	54,971
Repairs & Maintenan	47,240	35,751	(11,489)	85,474	73,986	(11,488)	88,493
Operational Supplies	24,812	11,649	(13,163)	32,593	19,430	(13,163)	18,376
Insurance	4,593	5,417	824	8,723	9,547	824	10,066
Utilities	51,745	45,000	(6,745)	109,624	102,878	(6,746)	90,171
Other	1,658	2,302	644	2,445	3,089	644	41,660
ASM Management F	42,122	32,208	(9,914)	101,032	80,889	(20,143)	62,647
Total Indirect Expens	604,122	579,513	(24,609)	1,238,946	1,204,089	(34,857)	1,056,834

ASM - Irving Convention Center  
Income Statement  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Variance + (-)	Year to Date Actual	Year to Date Budget	Variance + (-)	Year to Date Prior Year
Net Income (Loss)	<u>(164,543)</u>	<u>(256,496)</u>	<u>91,953</u>	<u>147,453</u>	<u>(29,006)</u>	<u>176,459</u>	<u>(327,273)</u>

IRVING CONVENTION CENTER/SMG  
Year Over Year Income Comparison  
For the Two Months Ending November 30, 2022

	Current Month Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	109,865	97,552	58,881	77,985	68,131	35,954
F & B Concessions	25,785	39,965	0	6,231	4,486	6,220
F & B Catering	212,034	199,961	7,705	150,709	219,548	289,373
Total Event Income	380,545	379,643	68,658	228,690	235,182	325,836
Total Indirect Expenses	604,122	570,561	370,377	538,092	501,449	458,438

	Year to Date Actual	Prior Year	Two Years Prior	Three Years Prior	Four Years Prior	Five Years Prior
Rental Income	357,115	181,672	65,581	261,170	217,464	153,054
F & B Concessions	59,489	56,378	0	31,098	40,573	35,383
F & B Catering	691,972	311,453	7,705	755,761	479,246	616,138
Total Event Income	1,179,952	623,660	77,041	1,045,077	693,877	818,825
Total Indirect Expenses	1,238,946	1,056,835	721,378	1,238,490	1,061,816	1,104,934



ASM - Irving Convention Center  
Monthly Event Income Statement: Assemblies  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,100	1,500	1,100	1,500
Events	1	1	1	1
Event Days	1	1	1	1
Direct Event Income				
Rental Income	8,800	8,800	8,800	8,800
Service Revenue	600	0	600	0
Service Expenses	(5,373)	0	(5,373)	0
Total Direct Event Income	<u>4,027</u>	<u>8,800</u>	<u>4,027</u>	<u>8,800</u>
Ancillary Income				
F & B Concessions	0	0	0	0
F & B Catering	120	0	120	0
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	935	0	935	0
Audio Visual	0	0	0	0
Internet Services	450	0	450	0
Total Ancillary Income	<u>1,505</u>	<u>0</u>	<u>1,505</u>	<u>0</u>
Total Event Income	<u>5,532</u>	<u>8,800</u>	<u>5,532</u>	<u>8,800</u>

ASM - Irving Convention Center  
Monthly Event Income Statement: Banquets  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,040	1,100	1,645	1,705
Events	2	2	5	5
Event Days	2	2	5	5
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	992	0	1,272	280
Service Expenses	(5,371)	0	(9,306)	(3,935)
Total Direct Event Income	(4,379)	0	(8,034)	(3,655)
Ancillary Income				
F & B Concessions	(728)	0	(705)	23
F & B Catering	106,622	76,380	138,072	107,830
Parking	995	6,230	2,743	7,978
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	520	0	520	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	107,409	82,610	140,630	115,831
Total Event Income	103,030	82,610	132,596	112,176

ASM - Irving Convention Center  
Monthly Event Income Statement: Consumer / Public Shows  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	3,625	1,300	11,661	9,636
Events	2	2	7	7
Event Days	7	6	17	16
Direct Event Income				
Rental Income	33,400	33,400	118,120	118,120
Service Revenue	9,617	1,750	57,755	49,889
Service Expenses	(16,958)	0	(83,974)	(67,016)
Total Direct Event Income	26,059	35,150	91,901	100,993
Ancillary Income				
F & B Concessions	1,514	5,000	23,099	26,585
F & B Catering	4,349	0	22,900	18,548
Parking	10,429	2,050	39,867	31,488
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	5,195	0	9,870	4,675
Audio Visual	0	0	0	0
Internet Services	0	0	785	785
Total Ancillary Income	21,487	7,050	96,521	82,081
Total Event Income	47,546	42,200	188,422	183,074

ASM - Irving Convention Center  
Monthly Event Income Statement: Meetings  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	1,710	2,000	5,148	5,438
Events	3	3	15	15
Event Days	7	7	33	33
Direct Event Income				
Rental Income	25,800	39,800	152,830	166,830
Service Revenue	6,164	1,500	18,784	14,120
Service Expenses	(16,697)	0	(52,223)	(35,527)
Total Direct Event Income	15,267	41,300	119,391	145,423
Ancillary Income				
F & B Concessions	(61)	0	(185)	(124)
F & B Catering	59,456	39,520	415,046	395,108
Parking	5,063	1,230	17,362	13,529
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	500	0	7,410	6,910
Audio Visual	0	0	0	0
Internet Services	0	0	4,465	4,465
Total Ancillary Income	64,958	40,750	444,098	419,888
Total Event Income	80,225	82,050	563,489	565,311

ASM - Irving Convention Center  
Monthly Event Income Statement: Sporting Event  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	4,700	1,500	4,700	1,500
Events	2	2	2	2
Event Days	4	7	4	7
Direct Event Income				
Rental Income	37,815	33,801	37,815	33,801
Service Revenue	9,982	0	9,982	0
Service Expenses	(24,074)	0	(24,074)	0
Total Direct Event Income	<u>23,723</u>	<u>33,801</u>	<u>23,723</u>	<u>33,801</u>
Ancillary Income				
F & B Concessions	25,711	5,000	25,711	5,000
F & B Catering	14,039	0	14,039	0
Parking	49,844	820	49,844	820
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	990	0	990	0
Audio Visual	126	0	126	0
Internet Services	539	0	539	0
Total Ancillary Income	<u>91,249</u>	<u>5,820</u>	<u>91,249</u>	<u>5,820</u>
Total Event Income	<u>114,972</u>	<u>39,621</u>	<u>114,972</u>	<u>39,621</u>

ASM - Irving Convention Center  
Monthly Event Income Statement: Trade Shows  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	500	700	500	700
Events	1	1	1	1
Event Days	1	2	1	2
Direct Event Income				
Rental Income	4,050	4,050	4,050	4,050
Service Revenue	9,211	1,000	9,211	1,000
Service Expenses	(11,208)	0	(11,208)	0
Total Direct Event Income	2,053	5,050	2,053	5,050
Ancillary Income				
F & B Concessions	(463)	0	(463)	0
F & B Catering	19,798	26,600	19,798	26,600
Parking	0	0	0	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	1,300	0	1,300	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	20,635	26,600	20,635	26,600
Total Event Income	22,688	31,650	22,688	31,650

ASM - Irving Convention Center  
Monthly Event Income Statement: ICVB  
For the Two Months Ending November 30, 2022

	Current Month Actual	Current Month Budget	Year to Date Actual	Year to Date Budget
Attendance	315	137	368	190
Events	2	2	5	5
Event Days	2	2	5	5
Direct Event Income				
Rental Income	0	0	0	0
Service Revenue	0	0	0	0
Service Expenses	(670)	0	(1,241)	(571)
Total Direct Event Income	(670)	0	(1,241)	(571)
Ancillary Income				
F & B Concessions	(188)	0	(188)	0
F & B Catering	7,650	0	8,995	1,343
Parking	(240)	0	(240)	0
Parking: Valet	0	0	0	0
Booth Cleaning	0	0	0	0
Electrical Services	0	0	0	0
Audio Visual	0	0	0	0
Internet Services	0	0	0	0
Total Ancillary Income	7,222	0	8,567	1,343
Total Event Income	6,552	0	7,326	772

**AGENDA**  
**Irving Convention and Visitors Bureau Board of Directors**  
**Monday, January 23, 2023, at 11:45 AM**  
**Omni Las Colinas Hotel – Salon F**  
**221 E. Las Colinas Blvd.**  
**Irving, Texas 75039**

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NOTE: A possible quorum of the Irving City Council may be present at this committee meeting.

1. Citizen Comments on Items Listed on the Agenda

**Consent Agenda**

2. Approving ICVB Board Meeting Minutes for December 19, 2022
3. Accepting the ICVB Financial Reports – November and December 2022
4. Reviewing the Hotel Occupancy Tax Collections
5. Accepting the ICC Financial Reports – October and November 2022
6. Accepting the Revised September and October 2022 ICC CIP/Reserve Fund Financials

**Individual Consideration**

7. Amending ICVB Irving ISD Scholarship Applicant Requirements to Include Students Whose Parents Work in the Hospitality Industry as Recommended by Consensus of the Community Engagement Committee

**Board Reports**

8. Board Chair Report
  - Committee Sign Ups
  - Conflict of Interest Form
  - Board Roster – Request for Updated Information
  - Next Board Meeting – February 27, Location TBD
9. Board Committee Reports
  - Board and Business Development – Herb Gears
    - Next Meeting – March 10
  - Community Engagement – Colvin Gibson
    - Recap of January 17 Meeting
    - Next Meeting – April 11
  - Destination Development – Greg Malcolm



## **AGENDA - Continued**

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- Next Meeting – February 14
- 10. City Reports**
  - Council Liaison – Councilman Kyle Taylor
  - Mayor & Other Council Members
    - DART/Transportation and Infrastructure – Mayor Rick Stopfer
  - City Manager – Chris Hillman
    - Visitor Development Updates
    - Other City Updates
- 11. Bureau Monthly Management Reports**
  - Executive Director – Maura Gast
    - Brand Assessment Project
  - Sales and Services – Lori Fojtasek
  - Marketing and Communications – Diana Pfaff
  - Administration and Finance – Susan Rose
    - Smith Travel Research and AirDNA Monthly Reports
- 12. Convention Center Management Report – Tom Meehan/Jeremy Pierce**
- 13. Industry Partner Reports**
  - The Pavilion at the Toyota Music Factory/Live Nation Report – Tommy DeBeaudry
  - Hotel Industry Updates – Greg Malcolm, Kim Limon, Nydia Hoskins
  - Restaurant Industry Update – David Cole
- 14. Partner Organization & Stakeholder Reports**
  - a. DCURD and Irving Flood Control Districts – Dallas Burke
  - b. Chamber of Commerce – Janie Perelman/Beth Bowman
  - c. Irving Arts and Culture – Kelly O'Briant/Todd Hawkins
  - d. The Las Colinas Association – Hammond Perot
  - e. TIF – TBD
  - f. University of Dallas – Clare Venegas

### **CERTIFICATION**

I, the undersigned authority, do hereby certify that this notice of meeting was posted on the kiosk at City Hall of the City of Irving, Texas, a place readily accessible to the general public at all times, and said notice was posted by the following date and time:

\_\_\_\_\_ at \_\_\_\_\_ and will remain so posted at least 72 hours before said meeting convened.

\_\_\_\_\_  
Deputy Clerk, City Secretary's Office

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This meeting can be adjourned and reconvened, if necessary, the following regular business day.

Any item on this posted agenda could be discussed in executive session as long as it is within one of the permitted categories under sections 551.071 through 551.076 and section 551.087 of the Texas Government Code.

A member of the public may address the governing body regarding an item on the agenda either before or during the body's consideration of the item, upon being recognized by the presiding officer or the consent of the body.

This facility is physically accessible and parking spaces for the disabled are available. Accommodations for people with disabilities are available upon request. Requests for accommodations must be made 48 hours prior to the meeting. Contact the City Secretary's Office at 972-721-2493 or Relay Texas at 7-1-1 or 1-800-735-2988.