



August 31, 2018

**Bill to:**

Truckee Tourism Business Improvement District

**TTBID Professional Services**

**August 2018**

	<b>Hours</b>	<b>Cost</b>
<b>Strategic &amp; Financial Management Services @ \$120/hour</b>	25.21	\$3,025.20
Strategic / FIT	9.21	\$1,105.20
Strategic / Events & Groups	11.00	\$1,320.00
Strategic / Research & Metrics	3.28	\$393.60
Strategic / Website + Tech	0.33	\$39.60
Strategic / Community Relations	0.00	\$0.00
Strategic / Shared allocations	2.13	\$255.60
 <b>Mid-Level Marketing @ \$65/hour</b>		
FIT	11.02	\$716.30
Events & Groups	0.00	\$0.00
Research & Metrics	0.00	\$0.00
Website + Tech	0.00	\$0.00
Community Relations	0.00	\$0.00
Shared allocations	3.67	\$238.55
 <b>Administrative Services @ \$35/hour</b>	0.00	\$0.00
<b>Total Professional Services August 2018</b>	<b>65.85</b>	<b>\$7,094.05</b>

**Overhead/Operational Costs**

August 2018 (1 months @ \$1,600 per month)

**Total Overhead/Operational Costs** **\$1,600.00**

**TOTAL DUE (August 2018):** **\$8,694.05**

Please remit to:

Truckee Chamber of Commerce  
10065 Donner Pass Road  
Truckee, CA 96161

**TTBID: Chamber Staff Hours  
August 2018 (4.5 weeks)**

		August	Total	Ave Per Week	Notes:
<b>Lynn Saunders</b>		<b>5.69</b>	<b>5.69</b>	<b>1.42</b>	estimated at 4 hours a week
Financial/Strategic Mgmt	3.75				
Events & Groups	1.00				
Shared allocations	0.94				
<b>Colleen Dalton</b>		<b>45.47</b>	<b>45.47</b>	<b>11.37</b>	estimated at 12 hours a week
Financial/Strategic Mgmt	21.46				
FIT	9.21				
Events & Groups	10.00				
Research + Metrics	3.28				
Website + Tech	0.33				
Community Relations	0.00				
Shared allocations	1.19				
<b>Justin Swett</b>		<b>14.69</b>	<b>14.69</b>	<b>3.67</b>	estimated at 10 hours a week
FIT	11.02				
Events & Groups	0.00				
Research + Metrics	0.00				
Website + Tech	0.00				
Shared allocations	3.67				
<b>Administrative Asst.*</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	estimated at 2 hours a week

**Total all staff: 65.85 | 65.85 16.46 estimated at 28 hours a week**

**\* No August meeting**

# Custom: 01 – 31 Aug 2018

Edit Timeframe

Time Report >

## TTBID

Hours Tracked

**74.80**



Billable Hours

**74.80** Billable

**0.00** Non-Billable

**Team**

Name	Hours	Billable Hours	Billable Amount
<b>Employees</b>	<b>60.05</b>	<b>60.05 (100%)</b>	
Colleen Dalton	44.28	44.28 (100%)	<b>\$5,313.60</b>
Justin Swett	11.02	11.02 (100%)	<b>\$716.30</b>
Lynn Saunders	4.75	4.75 (100%)	<b>\$570.00</b>
<b>Contractors</b>	<b>14.75</b>	<b>14.75 (100%)</b>	
Jeanne Kirschner	1.50	1.50 (100%)	<b>\$0.00</b>
Melissa Williams	13.25	13.25 (100%)	<b>\$0.00</b>
<b>Total</b>	<b>74.80</b>	<b>74.80</b>	<b>\$6,599.90</b>

Employees (80.28%)

# Custom: 01 – 31 Aug 2018

Edit Timeframe

Time Report >

## TTBID

Hours Tracked

**74.80**



Billable Hours

**74.80** Billable

**0.00** Non-Billable

### Projects

Name	Hours	Billable Hours	Billable Amount
Events + Groups	25.75	25.75 (100%)	\$1,320.00
Financial/Strategic Mgt.	25.21	25.21 (100%)	\$3,025.20
FiT (Marketing + PR)	20.23	20.23 (100%)	\$1,821.50
Research + Metrics	3.28	3.28 (100%)	\$393.60
Website+Tech	0.33	0.33 (100%)	\$39.60
<b>Total</b>	<b>74.80</b>	<b>74.80</b>	<b>\$6,599.90</b>

Employees (80.28%)

# Custom: 01 – 31 Aug 2018

Edit Timeframe

Time Report >

## TTBID

Hours Tracked

**74.80**



Billable Hours

**74.80** Billable

**0.00** Non-Billable

**Tasks**

Name	Hours		Billable Hours	Billable Amount
Strategic Mgt. + Financials (CD+LS)	37.23	<div style="width: 100%; height: 10px; background-color: green;"></div>	37.23 (100%)	\$4,467.60
Event Marketing (Website Content) Management	13.25	<div style="width: 100%; height: 10px; background-color: green;"></div>	13.25 (100%)	\$0.00
Event - Meetings (TTBID & Staff)	11.20	<div style="width: 100%; height: 10px; background-color: green;"></div>	11.20 (100%)	\$1,224.00
Website + Email Marketing (TTBID) Blog + Visit Newsletter	11.02	<div style="width: 100%; height: 10px; background-color: green;"></div>	11.02 (100%)	\$716.30
Marketing - Public Relations (TTBID)	0.80	<div style="width: 100%; height: 10px; background-color: green;"></div>	0.80 (100%)	\$96.00
Event-Sales	0.50	<div style="width: 100%; height: 10px; background-color: green;"></div>	0.50 (100%)	\$0.00
Event Marketing (Strategic)	0.42	<div style="width: 100%; height: 10px; background-color: green;"></div>	0.42 (100%)	\$50.40
Event-Venue Development	0.38	<div style="width: 100%; height: 10px; background-color: green;"></div>	0.38 (100%)	\$45.60
<b>Total</b>	<b>74.80</b>		<b>74.80</b>	<b>\$6,599.90</b>

Employees (80.28%)