



September 30, 2018

Bill to:

Truckee Tourism Business Improvement District

**TTBID Professional Services
September 2018**

	Hours	Cost
Strategic & Financial Management Services @ \$120/hour	71.93	\$8,631.60
Mid-Level Marketing @ \$65/hour	7.65	\$497.25
Administrative Services @ \$35/hour	5.18	\$181.30
Total Professional Services September 2018	84.76	\$9,310.15

Overhead/Operational Costs

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

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

TOTAL DUE (September 2018): **\$10,910.15**

Please remit to:

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

**TTBID: Chamber Staff Hours
September 2018 (4 weeks)**

Team Member / Project		Sept	Total	Ave Per Week	Notes:
Lynn Saunders		16.00	16.00	4.00	estimated at 4 hours a week
Financial/Strategic Mgmt	16.00				
Events & Groups	0.00				
Colleen Dalton		55.43	55.43	13.86	estimated at 12 hours a week
Financial/Strategic Mgmt	39.74				
FIT	9.00				
Events & Groups	5.11				
Research + Metrics	1.22				
Website + Tech	0.00				
Community Relations	0.36				
Justin Swett		7.18	7.18	1.80	estimated at 10 hours a week
FIT	6.01				
Events & Groups	0.00				
Research + Metrics	0.00				
Website + Tech	1.17				
Administrative Asst.	5.18	5.18	5.18	1.30	estimated at 2 hours a week

Total All Team Members: 83.79 83.79 20.95 estimated at 28 hours a week

Shared allocations		Sept	Total	Ave Per Week	Notes:
Lynn Saunders		0.00	0.00	0.00	
Shared allocations	0.00				
Colleen Dalton		0.50	0.50	0.13	
Shared allocations	0.50				
Justin Swett		0.47	0.47	0.12	
Shared allocations	0.47				
Administrative Asst.		0.00	0.00	0.00	
Shared allocations	0.00				

Total All Team Members - shared allocations 0.97 0.97 0.24

Total Team Time + Shared Allocations 84.76

Custom: 01 – 30 Sep 2018

Edit Timeframe

Time Report >

TTBID

Hours Tracked

95.96

Team

Name	Hours	Billable Hours	Billable Amount
Employees	83.79	83.79 (100%)	
Admin Assistant	5.18	5.18 (100%)	\$181.30
Colleen Dalton	55.43	55.43 (100%)	\$6,651.60
Justin Swett	7.18	7.18 (100%)	\$466.70
Lynn Saunders	16.00	16.00 (100%)	\$1,920.00
Contractors	12.17	12.17 (100%)	
Melissa Williams	12.17	12.17 (100%)	\$0.00
Total	95.96	95.96	\$9,219.60

Contractors (12.68%)

Custom: 01 – 30 Sep 2018

Edit Timeframe

Time Report >

TTBID

Hours Tracked

95.96

Projects

Name	Hours		Billable Hours	Billable Amount
Administrative	5.18	<div style="width: 5.18%;"></div>	5.18 (100%)	\$181.30
Community Relations	0.36	<div style="width: 0.36%;"></div>	0.36 (100%)	\$43.20
Events + Groups	17.28	<div style="width: 17.28%;"></div>	17.28 (100%)	\$613.20
Financial/Strategic Mgt.	55.74	<div style="width: 55.74%;"></div>	55.74 (100%)	\$6,688.80
FIT (Marketing + PR)	15.01	<div style="width: 15.01%;"></div>	15.01 (100%)	\$1,470.65
Research + Metrics	1.22	<div style="width: 1.22%;"></div>	1.22 (100%)	\$146.40
Website+Tech	1.17	<div style="width: 1.17%;"></div>	1.17 (100%)	\$76.05
Total	95.96		95.96	\$9,219.60

Contractors (12.68%)

Custom: 01 – 30 Sep 2018

Edit Timeframe

Time Report >

TTBID

Hours Tracked

95.96



Tasks

Name	Hours		Billable Hours	Billable Amount
Strategic Mgt. + Financials (CD+LS)	66.32	<div style="width: 100%; height: 10px; background-color: green;"></div>	66.32 (100%)	\$7,958.40
Event Marketing (Website Content) Management	12.17	<div style="width: 100%; height: 10px; background-color: green;"></div>	12.17 (100%)	\$0.00
Website + Email Marketing (TTBID) Blog + Visit Newsletter	6.01	<div style="width: 100%; height: 10px; background-color: green;"></div>	6.01 (100%)	\$390.65
Administrative	5.18	<div style="width: 100%; height: 10px; background-color: green;"></div>	5.18 (100%)	\$181.30
Event Marketing (Strategic)	3.56	<div style="width: 100%; height: 10px; background-color: green;"></div>	3.56 (100%)	\$427.20
Event - Meetings (TTBID & Staff)	1.55	<div style="width: 100%; height: 10px; background-color: green;"></div>	1.55 (100%)	\$186.00
Project Management (JS)	1.17	<div style="width: 100%; height: 10px; background-color: green;"></div>	1.17 (100%)	\$76.05
Total	95.96		95.96	\$9,219.60

Contractors (12.68%)