

OCCUPANCY TAX COMMITTEE
DATE: July 2, 2014
AGENDA

Committee Supervisors:
William H. Kenny, Chairman
Eugene J. Merlino
Ronald F. Conover
Dennis L. Dickinson
Edna Frasier
Matthew J. Simpson
John F. Strough

- I. Committee meeting called to order by Chairman.**
- II. Motion to approve minutes of meeting held on May 29, 2014**
- III. Report on Revenues from the County Treasurer.**
- IV. Action Agenda:**
 - **County Administrator to review revisions to reporting form for municipalities.**
 - **Resolution to transfer \$41,846 from the Occupancy Tax Reserve to Tourism budget due to increase in Occupancy Tax received in 2013 – needed to pay \$30,000 initial disbursements for 2014 to towns/city/village in October**
 - **Continue discussion of Mayor Blais' proposal for applying for funding from multiple sources**
- V. Old Business/Pending items: none**
- VI. New Business : if any**
- VII. Adjourn**

Warren County
Occupancy Tax
2014

2014 Revenues

Revenue Collected through 6/25/14	\$ 681,995.47
Revenue Collected through 6/25/13	\$ 648,407.37
Increase/(Decrease) from 2014	<u>\$ 33,588.10</u>
Increase/(Decrease) from 2014	4.92%

Occupancy Tax Fund Balance

General Ledger Balance at 12/31/13	2,713,243.98
Appropriated 2014 Budget	<u>(2,031,239.00)</u>
Occupancy Tax Fund Balance at 12/31/13	682,004.98
Res#240 '14; Appropriate for mailing of Hot Air Balloon to Saga City, Japan	<u>(4,000.00)</u>
Res#295 '14; Appropriate for Audit fee for Charles Wood Park Project	<u>(7,440.00)</u>
	<u>670,564.98</u>
Designated Reserve;	500,000.00
Available Balance as of 7/1/2014	170,564.98

Reserve Balances Prior Years

<u>2004</u>		<u>2009</u>	
G/L Balance	<u>2,049,475.22</u>	G/L Balance	<u>2,408,097.77</u>
Approp 2005 Budget	<u>(1,500,000.00)</u>	Approp 2010 Budget	<u>(1,650,000.00)</u>
	<u>549,475.22</u>		<u>758,097.77</u>
<u>2005</u>		<u>2010</u>	
G/L Balance	<u>2,280,971.34</u>	G/L Balance	<u>2,656,100.01</u>
Approp 2006 Budget	<u>(2,150,000.00)</u>	Approp 2011 Budget	<u>(1,486,870.00)</u>
	<u>130,971.34</u>		<u>1,169,230.01</u>
<u>2006</u>		<u>2011</u>	
G/L Balance	<u>2,247,400.00</u>	G/L Balance	<u>2,714,786.13</u>
Approp 2007 Budget	<u>(2,150,000.00)</u>	Approp 2012 Budget	<u>(1,866,673.00)</u>
	<u>97,400.00</u>		<u>848,113.13</u>
<u>2007</u>		<u>2012</u>	
G/L Balance	<u>2,481,414.57</u>	G/L Balance	<u>2,496,472.28</u>
Approp 2008 Budget	<u>(2,150,000.00)</u>	Approp 2012 Budget	<u>(1,890,353.00)</u>
	<u>331,414.57</u>		<u>606,119.28</u>
<u>2008</u>			
G/L Balance	<u>2,542,772.45</u>		
Approp 2009 Budget	<u>(2,320,000.00)</u>		
	<u>222,772.45</u>		

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Tourism

DATE: July 2, 2014

- (a) Purpose of Request: to appropriate funds from the Occupancy Tax Reserve to A.6417 469, Other Payments/Contributions, for payment of the initial distribution of 2014 Occupancy Tax collections to other municipalities.

- (b) Details: Collections from Occupancy Tax equaled \$3,707,382.54 for 2013. Twenty five percent is due back to the municipalities that collected it, or \$926,845.64. Tourism budgeted \$885,000 for this expense for 2014. An additional \$41,846 is needed to meet this obligation.

- (c) Previous Resolution Number: none

- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount: A.881.00, Reserve, Occupancy Tax \$41,846

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

RESOLUTION REQUEST FORM NO. 20

MISCELLANEOUS

**Please List All Other Requests Not Covered by Previous Resolution Request Forms Here.
Please attach any backup information available and be as detailed as possible.*

DEPARTMENT NAME: Occupancy Tax

DATE: July 2, 2014

- (a) Purpose of Request: **Approving the revised Local Tourism and Convention Development Agreement Municipal Accounting form**
- (b) Details:
- (c) Previous Resolution Number:
- (d) Where are the Funds (if required)? List Budget Code, Object Code, Full Title* and Amount:

Sample: A.8021 470 Planning & Community Development – Contract

* as listed in budget and LOGOS

**LOCAL TOURISM PROMOTION AND CONVENTION DEVELOPMENT AGREEMENT -
MUNICIPAL ACCOUNTING FORM**

This report is for occupancy tax funds received and expended in the last standard municipal fiscal year
(i.e. Jan. 1 - Dec. 31) ending just prior to filing of this report.

TOWN OF _____

<u>Part I - Events funded in your last fiscal year (i.e. Jan. 1 - Dec. 31)</u>			
Events/Activities/Projects	Date of Event	Amount Provided	Estimated Number of Persons Served (Each Event)

<u>Part II - Activities that are expected to be continued in this fiscal year (the year you are filing this report)</u>	
Events/Activites/Projects	Plans to Cause To Continue

<u>Part III - Occupancy Tax Funding Accounting</u>	
A. Accounting	
Actual Balance of funds on hand at the start of your last fiscal year (i.e. Jan. 1)	
Actual Amount(s) Rec'd from Warren County during the last fiscal year (i.e. Jan. 1 - Dec. 31)	
Actual Amount(s) Expended during the last fiscal year (i.e. Jan. 1 - Dec. 31)	
Actual Balance Remaining at the end of the fiscal year (i.e. Dec. 31)	

LOCAL TOURISM PROMOTION AND CONVENTION DEVELOPMENT AGREEMENT -
MUNICIPAL ACCOUNTING FORM

B. Check One:

Municipality's standard practice is to account for revenues and expenditures

___ in the same fiscal year as it does with all other municipal expenses (i.e. Jan. 1 - Dec. 31)

___ in a time period which is different than the municipality's fiscal year (ex: Oct. - June)

Please specify the period _____

Chief Executive

Date