



REVENUE TRACKING

The City regularly conducts audits of lodging providers to insure proper collection and administration of the Transient Occupancy Tax. To certify your proper handling of these public tax funds, examiners will expect to find available, as applicable to your operation the following records:

1. Folios, daily reports and monthly rent summaries (and other reports that may be generated from an automated guest accounting system).
2. Schedule of exempt revenue with supporting documentation.
3. Housekeeping reports and reservation reports.
4. Submissions to franchiser, if applicable.
5. Food cost allocation and accounting (if food included in room charge).
6. Transient Occupancy Tax, sales tax and occupation tax returns.
7. General ledger and revenue detail ledger.
8. Bank statements.
9. Documentation to support compliance with any special conditions imposed by the City on your operation.

The examiners may not need to review all of these records. In the event that they are required, they should be assembled at the time of the audit.

The ordinance currently requires that for a period of four (4) years, you keep all records that may be necessary to determine the amount of TOT liable for collection.

To expedite the process, it is helpful to have a person available who is knowledgeable about the preparation of these records and your operation in general. Usually this is the controller, manager or owner, if owner-run establishment. This person's assistance will generally be required for less than an hour.