

# AGENDA

## FOX CITIES HOTEL ROOM TAX COMMISSION

March 18, 2019

3:00 p.m.

Fox Cities Convention & Visitors Bureau  
3433 West College Avenue, Appleton, Wisconsin

1. Call to order	Bruce Sherman
2. Roll call of membership	Bruce Sherman
3. Approval of December 17, 2018 Meeting Minutes	Bruce Sherman
4. Financial Report on Room Tax Collections	Kim Tisler
5. Outstanding Room Tax by Municipality a. Kaukauna b. Appleton	Mike Weaver Tony Saucerman
6. 2018 State Room Tax Reporting Reminder	Kim Tisler
7. CVB Report a. 2019-2020 Plan of Work (will be provided in hard copy at meeting)	Kim Tisler
8. Old Business	Bruce Sherman
9. New Business a. Presentation by STR Helper re: 3 <sup>rd</sup> Party Rentals (3:30 p.m.)	Bruce Sherman
10. Adjournment	Bruce Sherman

### **Upcoming meeting dates (all at the CVB) –**

Monday, June 17, 2019 -- First meeting of NEW TERM

Monday, September 16, 2019

Monday, December 16, 2019

REASONABLE ACCOMMODATIONS FOR PERSONS WITH DISABILITIES WILL BE MADE UPON REQUEST AND IF FEASIBLE.

**FOX CITIES ROOM TAX COMMISSION  
MEETING MINUTES**

**DATE:** December 17, 2018

**TIME:** 3:00 p.m.

**PLACE:** Fox Cities Convention & Visitors Bureau

**PRESENT:** Bruce Sherman, Mike Easker, Deb Johnson, Jim March, Bob Benz, John Jacobs, Dani Block, Thomas Wilde, Linda Garvey, Dave Schowalter, Mike Weaver, James Fenlon, Jim Gunz

**ABSENT:** Karen Harkness, Tony Saucerman, Chuck Gifford, George Dearborn, Barbara Rein

**STAFF:** Pam Seidl, Kim Tisler

- I. **CALL TO ORDER:** Mr. Sherman called the meeting to order at 3:00pm.
- II. **ROLL CALL of MEMBERSHIP:** A list of Commission members was passed around and those in attendance initialed the sheet.
- III. **MINUTES:** Minutes of the September 2018 meeting were mailed in advance. Ms. Johnson noted that there was an error in the minutes as originally stated. In the Section 6 header, Report On Financing Details of the Fox Cities Exhibition Center should have read, Report On Financing Details of the Fox Cities Champion Center. The error was noted and corrected. **Mr. Benz moved approval of the September minutes as presented and with the noted change. Second by Ms. Johnson. Motion carried.**
- IV. **FINANCIAL REPORT:** Ms. Seidl provided an overview of the November 2018 financial report. She shared a letter from the owner of the Days Inn & Suites Kaukauna addressed to the City, that asks the City for leniency on collection of past due 2018 room tax by way of setting up a payment plan with the City. Commission members were adamantly opposed to a payment plan and recommended the City continue to pursue and all measures that would resolve the issue of past due room tax. **Mr. Weaver moved approval of the November financial report as presented. Second by Mr. March. Motion carried.**
- V. **CVB REPORT:** Ms. Seidl reported that the Fox Cities Champion Center project is slightly ahead of schedule. The 2019 Fox Cities Visitor Guides should be delivered by the end of the month. The CVB's annual budget has been approved by the CVB Board of Directors and progress continues on establishing the staff's 2019 Plan of Work.

VI. **OLD BUSINESS:** None.

VII. **NEW BUSINESS:** Host Compliance, a third-party vendor that works to collect room taxes from housing marketplaces using short-term rental compliance monitoring technology, gave a presentation by way of a conference call and projector.

The Old Business Agenda for the March 2019 meeting of the Fox Cities Room Tax Commission will include a presentation from STR Helper, which is another third-party vendor providing room tax collection services for housing marketplace rentals.

VIII. **ADJOURNMENT: Mr. Benz moved for adjournment. Second by Ms. Johnson. Motion carried.**

**Next Meeting: Monday, March 18, 2019 at 3 p.m.**

**Fox Cities Room Tax Commission  
Balance Sheet  
February 28, 2019**

	<b>Current Year</b>	<b>Prior Year</b>
<b>ASSETS</b>		
<b>Current Assets</b>		
<b>Cash</b>		
CFCU Rm Tax Expo Ctr-Tour Fac	\$ 0.00	\$ 508,811.03
BLC Expo Center MM Acct	0.00	1,879,609.99
BLC Fox Cities Rm Tax Comm	23,133.50	1.00
Total Cash	23,133.50	2,388,422.02
<hr/>		
Total Current Assets	23,133.50	1,883,665.77
<b>Other Assets</b>		
Total Other Assets	0.00	0.00
<b>TOTAL ASSETS</b>	<b>\$ 23,133.50</b>	<b>\$ 1,883,665.77</b>
 <b>LIABILITIES AND CAPITAL</b>		
<b>Current Liabilities</b>		
Total Current Liabilities	0.00	0.00
<b>Long-term Liabilities</b>		
BLC Expo Center	0.00	1,876,144.77
BLC Fox Cities Rm Tax Comm	23,133.50	7,521.00
Total Long-Term Liabilities	23,133.50	1,883,665.77
Total Liabilities	23,133.50	1,883,665.77
<b>Capital</b>		
Net Income	0.00	0.00
<b>TOTAL LIABILITIES &amp; CAPITAL</b>	<b>\$ 23,133.50</b>	<b>\$ 1,883,665.77</b>

**Hotel/Motel Transient Room Tax Remittance 2018 - 1st Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 3,870,925.50	\$ 5,821,789.88	\$ 121,395.50	\$ 881,155.53	\$ 180,611.50	\$ 2,525.88	\$ 4,533.27	\$ 1,363,423.70	\$ 270.00	\$ -	\$ 12,246,630.76
<b>Room tax receipts for quarter</b>	<b>\$ 387,092.55</b>	<b>\$ 582,178.99</b>	<b>\$ 12,139.55</b>	<b>\$ 88,115.55</b>	<b>\$ 18,061.15</b>	<b>\$ 252.59</b>	<b>\$ 453.33</b>	<b>\$ 136,342.37</b>	<b>\$ 27.00</b>	<b>\$ -</b>	<b>\$ 1,224,663.08</b>
CVB Allocation	\$ 116,127.77	\$ 174,653.70	\$ 3,641.87	\$ 26,434.67	\$ 5,418.35	\$ 75.78	\$ 136.00	\$ 40,902.71	\$ 8.10	\$ -	\$ 367,398.92
LESS amount retained by municipality	\$ 5,806.39	\$ 8,732.68	\$ 182.09	\$ 1,321.73	\$ 270.92	\$ 3.79	\$ 6.80	\$ 2,045.14	\$ 0.41	\$ -	\$ 18,369.95
<b>Net CVB allocation</b>	<b>\$ 110,321.38</b>	<b>\$ 165,921.01</b>	<b>\$ 3,459.77</b>	<b>\$ 25,112.93</b>	<b>\$ 5,147.43</b>	<b>\$ 71.99</b>	<b>\$ 129.20</b>	<b>\$ 38,857.58</b>	<b>\$ 7.70</b>	<b>\$ -</b>	<b>\$ 349,028.98</b>
<b>Exhibition Center allocation</b>	<b>\$ 116,149.01</b>	<b>\$ 174,653.70</b>	<b>\$ 3,641.87</b>	<b>\$ 26,434.67</b>	<b>\$ 5,418.35</b>	<b>\$ 75.78</b>	<b>\$ 136.00</b>	<b>\$ 40,902.71</b>	<b>\$ 8.10</b>	<b>\$ -</b>	<b>\$ 367,420.17</b>
<b>Sports Facilities allocation</b>	<b>\$ 38,709.26</b>	<b>\$ 58,217.90</b>	<b>\$ 1,213.96</b>	<b>\$ 8,811.56</b>	<b>\$ 1,806.12</b>	<b>\$ 25.26</b>	<b>\$ 45.33</b>	<b>\$ 13,634.24</b>	<b>\$ 2.70</b>	<b>\$ -</b>	<b>\$ 122,466.31</b>
Total remitted to CVB	\$ 265,179.64	\$ 398,792.61	\$ 8,315.59	\$ 60,359.15	\$ 12,371.89	\$ 173.02	\$ 310.53	\$ 93,394.52	\$ 18.50	\$ -	\$ 838,915.45
<b>PAC allocation (remitted to Associated</b>	<b>\$ 77,418.51</b>	<b>\$ 116,435.80</b>	<b>\$ 2,427.91</b>	<b>\$ 17,623.11</b>	<b>\$ 3,612.23</b>	<b>\$ 50.52</b>	<b>\$ 90.67</b>	<b>\$ 27,268.47</b>	<b>\$ 5.40</b>	<b>\$ -</b>	<b>\$ 244,932.62</b>
Municipality allocation to be retained by municipality	\$ 38,709.26	\$ 58,217.90	\$ 1,213.96	\$ 8,811.56	\$ 1,806.12	\$ 25.26	\$ 45.33	\$ 13,634.24	\$ 2.70	\$ -	\$ 122,466.31
Municipality portion of CVB allocation	\$ 5,806.39	\$ 8,732.68	\$ 182.09	\$ 1,321.73	\$ 270.92	\$ 3.79	\$ 6.80	\$ 2,045.14	\$ 0.41	\$ -	\$ 18,369.95
<b>Total Amount retained by Municipality</b>	<b>\$ 44,515.64</b>	<b>\$ 66,950.58</b>	<b>\$ 1,396.05</b>	<b>\$ 10,133.29</b>	<b>\$ 2,077.03</b>	<b>\$ 29.05</b>	<b>\$ 52.13</b>	<b>\$ 15,679.37</b>	<b>\$ 3.11</b>	<b>\$ -</b>	<b>\$ 140,836.25</b>

<b>Net CVB allocation</b>	\$ 349,028.98
<b>Exhibition Center allocation</b>	\$ 367,420.17
<b>Sports Facilities allocation</b>	\$ 122,466.31
<b>PAC allocation (remitted to Associated</b>	\$ 244,932.62
<b>Total Amount retained by Municipality</b>	<u>\$ 140,836.25</u>
<b>Total</b>	<b>\$ 1,224,684.32</b>

City of Kaukauna \$121,395.50 is  
3rd Quarter 2017

**Hotel/Motel Transient Room Tax Remittance 2018 - 2nd Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 4,334,583.83	\$ 7,061,087.12	\$ 83,589.80	\$ 1,188,869.44	\$ 390,870.02	\$ 1,721.75	\$ 2,319.35	\$ 1,740,587.10	\$ 2,657.70	\$ -	\$ 14,806,286.11
Room tax receipts for quarter	\$ 433,458.38	\$ 706,108.71	\$ 8,358.98	\$ 118,886.94	\$ 39,087.00	\$ 172.18	\$ 231.94	\$ 174,058.71	\$ 265.77	\$ -	\$ 1,480,628.61
CVB Allocation	\$ 123,535.64	\$ 201,240.98	\$ 2,382.31	\$ 33,882.78	\$ 11,139.80	\$ 49.07	\$ 66.10	\$ 49,606.73	\$ 75.74	\$ -	\$ 421,979.15
Exhibition Center allocation	\$ 130,037.51	\$ 211,832.61	\$ 2,507.69	\$ 35,666.08	\$ 11,726.10	\$ 51.65	\$ 69.58	\$ 52,217.61	\$ 79.73	\$ -	\$ 444,188.58
Sports Facilities allocation	\$ 130,037.51	\$ 211,832.61	\$ 2,507.69	\$ 35,666.08	\$ 11,726.10	\$ 51.65	\$ 69.58	\$ 52,217.61	\$ 79.73	\$ -	\$ 444,188.58
Municipality allocation	\$ 49,847.71	\$ 81,202.50	\$ 961.28	\$ 13,672.00	\$ 4,495.01	\$ 19.80	\$ 26.67	\$ 20,016.75	\$ 30.56	\$ -	\$ 170,272.29

CVB allocation	\$ 421,979.15
Exhibition Center allocation	\$ 444,188.58
Sports Facilities allocation	\$ 444,188.58
Municipality	\$ 170,272.29
<b>Total</b>	<b>\$ 1,480,628.61</b>

City of Kaukauna \$83,589.80 is  
4th Quarter 2017

**Hotel/Motel Transient Room Tax Remittance 2018 - 3rd Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 5,546,694.80	\$ 9,660,209.10	\$ -	\$ 1,338,574.00	\$ 569,840.33	\$ 16,138.89	\$ 2,108.58	\$ 2,184,363.50	\$ 4,277.39		\$ 19,322,206.59
Room tax receipts for quarter	\$ 554,669.48	\$ 966,020.91	\$ -	\$ 133,857.40	\$ 56,984.03	\$ 1,613.89	\$ 210.86	\$ 218,436.35	\$ 427.74	\$ -	\$ 1,932,220.66
CVB Allocation	\$ 158,080.80	\$ 275,315.96	\$ -	\$ 38,149.36	\$ 16,240.45	\$ 459.96	\$ 60.09	\$ 62,254.36	\$ 121.91	\$ -	\$ 550,682.89
Exhibition Center allocation	\$ 166,400.84	\$ 289,806.27	\$ -	\$ 40,157.22	\$ 17,095.21	\$ 484.17	\$ 63.26	\$ 65,530.91	\$ 128.32	\$ -	\$ 579,666.20
Sports Facilities allocation	\$ 166,400.84	\$ 289,806.27	\$ -	\$ 40,157.22	\$ 17,095.21	\$ 484.17	\$ 63.26	\$ 65,530.91	\$ 128.32	\$ -	\$ 579,666.20
Municipality allocation	\$ 63,786.99	\$ 111,092.40	\$ -	\$ 15,393.60	\$ 6,553.16	\$ 185.60	\$ 24.25	\$ 25,120.18	\$ 49.19	\$ -	\$ 222,205.38

CVB allocation	\$ 550,682.89
Exhibition Center allocation	\$ 579,666.20
Sports Facilities allocation	\$ 579,666.20
Municipality	\$ 222,205.38
<b>Total</b>	<b>\$ 1,932,220.66</b>

**Hotel/Motel Transient Room Tax Remittance 2018 - 4th Quarter**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	TwN Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 2,057,038.40	\$ 6,692,910.10	\$ 180,667.73	\$ 1,175,259.93	\$ 433,341.75	\$ 5,404.20	\$ 1,694.14	\$ 1,677,619.50	\$ 1,041.99		\$ 12,224,977.74
Room tax receipts for quarter	\$ 205,703.84	\$ 669,291.01	\$ 18,066.77	\$ 117,525.99	\$ 43,334.18	\$ 540.42	\$ 169.41	\$ 167,761.95	\$ 104.20	\$ -	\$ 1,222,497.77
CVB Allocation	\$ 58,625.59	\$ 190,747.94	\$ 5,149.03	\$ 33,494.91	\$ 12,350.24	\$ 154.02	\$ 48.28	\$ 47,812.16	\$ 29.70	\$ -	\$ 348,411.87
Exhibition Center allocation	\$ 61,711.15	\$ 200,787.30	\$ 5,420.03	\$ 35,257.80	\$ 13,000.25	\$ 162.13	\$ 50.82	\$ 50,328.59	\$ 31.26	\$ -	\$ 366,749.33
Sports Facilities allocation	\$ 61,711.15	\$ 200,787.30	\$ 5,420.03	\$ 35,257.80	\$ 13,000.25	\$ 162.13	\$ 50.82	\$ 50,328.59	\$ 31.26	\$ -	\$ 366,749.33
Municipality allocation	\$ 23,655.94	\$ 76,968.47	\$ 2,077.68	\$ 13,515.49	\$ 4,983.43	\$ 62.15	\$ 19.48	\$ 19,292.62	\$ 11.98	\$ -	\$ 140,587.24

CVB allocation	\$ 348,411.87
Exhibition Center allocation	\$ 366,749.33
Sports Facilities allocation	\$ 366,749.33
Municipality	\$ 140,587.24
<b>Total</b>	<b>\$ 1,222,497.77</b>

City of Kaukauna \$180,667.63 is  
1st & 2nd Quarter 2018



**Hotel/Motel Transient Room Tax Remittance 2018 - Year to Date Summary by Municipality**

	Appleton	Grand Chute	Kaukauna	Kimberly	Little Chute	City Menasha	Vlg Fox Crossing	City Neenah	Twtn Neenah	Sherwood	Total
Room Revenue for Quarter	\$ 15,809,242.53	\$ 29,235,996.20	\$ 385,653.03	\$ 4,583,858.90	\$ 1,574,663.60	\$ 25,790.72	\$ 10,655.34	\$ 6,965,993.80	\$ 8,247.08	\$ -	\$ 58,600,101.20
<b>Room tax receipts for quarter</b>	\$ 1,580,924.25	\$ 2,923,599.62	\$ 38,565.30	\$ 458,385.89	\$ 157,466.36	\$ 2,579.07	\$ 1,065.53	\$ 696,599.38	\$ 824.71	\$ -	\$ 5,860,010.12
CVB Allocation	\$ 450,563.41	\$ 833,225.89	\$ 10,991.11	\$ 130,639.98	\$ 44,877.91	\$ 735.04	\$ 303.68	\$ 198,530.82	\$ 235.04	\$ -	\$ 1,670,102.88
<b>Exhibition Center allocation</b>	\$ 474,298.52	\$ 877,079.89	\$ 11,569.59	\$ 137,515.77	\$ 47,239.91	\$ 773.72	\$ 319.66	\$ 208,979.81	\$ 247.41	\$ -	\$ 1,758,024.28
<b>Sports Facilities allocation</b>	\$ 396,858.77	\$ 760,644.09	\$ 9,141.68	\$ 119,892.66	\$ 43,627.68	\$ 723.20	\$ 228.99	\$ 181,711.34	\$ 242.01	\$ -	\$ 1,513,070.42
<b>PAC allocation (remitted to Associated Municipality allocation)</b>	\$ 77,418.51	\$ 116,435.80	\$ 2,427.91	\$ 17,623.11	\$ 3,612.23	\$ 50.52	\$ 90.67	\$ 27,268.47	\$ 5.40	\$ -	\$ 244,932.62
Municipality allocation	\$ 181,806.29	\$ 336,213.96	\$ 4,435.01	\$ 52,714.38	\$ 18,108.63	\$ 296.59	\$ 122.54	\$ 80,108.93	\$ 94.84	\$ -	\$ 673,901.16

<b>Net CVB allocation</b>	\$ 1,670,102.88
<b>Exhibition Center allocation</b>	\$ 1,758,024.28
<b>Sports Facilities allocation</b>	\$ 1,513,070.42
<b>PAC allocation (remitted to Associated Municipality)</b>	\$ 244,932.62
<b>Total Amount retained by Municipality</b>	\$ 673,901.16
<b>Total</b>	\$ 5,860,031.37

*2018 Municipal Room Tax Collections Summary by Quarter*

<b>2018</b>	<b>1st Quarter</b>	<b>2nd Quarter</b>	<b>3rd Quarter</b>	<b>4th Quarter</b>	<b>Total</b>
<b>CVB allocation</b>	\$ 349,028.98	\$ 421,979.15	\$ 550,682.89	\$ 348,411.87	\$ 1,670,102.88
<b>Exhibition Center allocation</b>	\$ 367,420.17	\$ 444,188.58	\$ 579,666.20	\$ 366,749.33	\$ 1,758,024.28
<b>Sports Facilities allocation</b>	\$ 122,466.31	\$ 444,188.58	\$ 579,666.20	\$ 366,749.33	\$ 1,513,070.42
<b>PAC allocation (remitted to Associated Municipality allocation)</b>	\$ 244,932.62	\$ -	\$ -	\$ -	\$ 244,932.62
<b>Total</b>	<b>\$ 1,224,684.32</b>	<b>\$ 1,480,628.61</b>	<b>\$ 1,932,220.66</b>	<b>\$ 1,222,497.77</b>	<b>\$ 5,860,031.37</b>

**Member Contributions**

	2016 per			
	#members	date paid	member fee	total
Appleton	3	10.24.16	\$ 300.00	\$ 900.00
Grand Chute	3	11.04.16	\$ 300.00	\$ 900.00
Kaukauna	1	02.28.17	\$ 300.00	\$ 300.00
Kimberly	2	10.17.16	\$ 300.00	\$ 600.00
Little Chute	1	10.25.16	\$ 300.00	\$ 300.00
City Menasha	1	10.24.16	\$ 300.00	\$ 300.00
Vlg Fox Crossing	1	10.31.16	\$ 300.00	\$ 300.00
City of Neenah	2	12.19.16	\$ 300.00	\$ 600.00
Town Neenah	1	11.02.16	\$ 300.00	\$ 300.00
Vlg Sherwood	1	10.31.16	\$ 300.00	\$ 300.00
				<b>\$ 4,800.00</b>

	2017 per			
	#members	date paid	member fee	total
Appleton	3	2.28.17	\$ 300.00	\$ 900.00
Grand Chute	3	3.06.17	\$ 300.00	\$ 900.00
Kaukauna	1	2.28.17	\$ 300.00	\$ 300.00
Kimberly	2	2.20.17	\$ 300.00	\$ 600.00
Little Chute	1	7.6.17	\$ 300.00	\$ 300.00
City Menasha	1	6.7.17	\$ 300.00	\$ 300.00
Vlg Fox Crossing	1	2.13.17	\$ 300.00	\$ 300.00
City of Neenah	2	6.7.17	\$ 300.00	\$ 600.00
Town Neenah	1	1.10.17	\$ 300.00	\$ 300.00
Vlg Sherwood	1	2.28.17	\$ 300.00	\$ 300.00
				<b>\$ 4,800.00</b>

**\$ 9,600.00**

Herrling Clark Law Invoice 33801-01M 3.24.17 **(2,079.00)**  
**\$ 7,521.00**

BLC Bank check payment transfer Balance Acct 1192928 at 12.21.17 **\$ (7,520.00)**  
**\$ 1.00**

Herrling Clark Law Invoice 44611-00M 12.21.17 **\$ 9,137.50**  
**\$ (7,520.00)**  
**\$ 1,617.50**

Herrling Clark Law Invoice 44611-00M 3.29.18 **\$ 250.00**  
**\$ 1,867.50 Balance due**

1stQ2018 PAC rm tax held by Assoc Trust Deposit\*\* 5.22.18 **\$ 25,000.00**  
Herrling Clark payment 5.30.18 **\$ (1,867.50)**  
**\$ 1.00** Previous account balance  
**\$ 23,133.50**

\*\* \$25,000 is Room Tax Commission allotment of post bond closing remainder of PAC room tax revenue May 22, 2018.

**Room Tax Collections History**

	1st Quarter 2016	2nd Quarter 2016	3rd Quarter 2016	4th Quarter 2016	Total 2016	1st Quarter 2017	2nd Quarter 2017	3rd Quarter 2017	4th Quarter 2017	Total 2017	Total 2016-2018 Collections
<b>Net CVB allocation</b>	\$ 326,922.01	\$ 393,617.24	\$ 520,032.13	\$ 407,835.22	\$ 1,648,406.60	\$ 312,557.31	\$ 401,474.39	\$ 513,386.33	\$ 377,824.44	\$ 1,605,242.47	\$ 4,923,751.95
<b>Exhibition Center allocation</b>	\$ 344,128.43	\$ 414,333.94	\$ 547,402.25	\$ 429,300.23	\$ 1,735,164.85	\$ 329,007.70	\$ 422,604.61	\$ 540,406.66	\$ 397,709.94	\$ 1,689,728.91	\$ 5,182,918.04
<b>Sports Facilities allocation</b>	\$ 114,709.49	\$ 138,111.31	\$ 182,467.42	\$ 143,100.08	\$ 578,388.30	\$ 109,669.23	\$ 140,868.20	\$ 180,135.55	\$ 132,569.98	\$ 563,242.96	\$ 2,654,701.68
<b>PAC allocation (remitted to Associated)</b>	\$ 229,418.95	\$ 276,222.62	\$ 364,934.83	\$ 286,200.15	\$ 1,156,776.55	\$ 219,338.47	\$ 281,736.41	\$ 360,271.11	\$ 265,139.96	\$ 1,126,485.95	\$ 2,528,195.12
<b>Total Amount retained by Municipality</b>	\$ 131,915.90	\$ 158,828.01	\$ 209,837.53	\$ 164,565.09	\$ 665,146.53	\$ 126,119.62	\$ 161,998.43	\$ 207,155.89	\$ 152,455.48	\$ 647,729.42	\$ 1,986,777.11
<b>Total</b>	\$ 1,147,094.78	\$ 1,381,113.12	\$ 1,824,674.16	\$ 1,431,000.77	\$ 5,783,882.83	\$ 1,096,692.33	\$ 1,408,682.04	\$ 1,801,355.54	\$ 1,325,699.80	\$ 5,632,429.71	\$ 17,276,343.90

	1st Quarter 2018	2nd Quarter 2018	3rd Quarter 2018	4th Quarter 2018	Total 2018
<b>Net CVB allocation</b>	\$ 349,028.97	\$ 421,979.15	\$ 550,682.89	\$ 348,411.87	\$ 1,670,102.88
<b>Exhibition Center allocation</b>	\$ 367,420.17	\$ 444,188.58	\$ 579,666.20	\$ 366,749.33	\$ 1,758,024.28
<b>Sports Facilities allocation</b>	\$ 122,466.31	\$ 444,188.58	\$ 579,666.20	\$ 366,749.33	\$ 1,513,070.42
<b>PAC allocation (remitted to Associated)</b>	\$ 244,932.62	\$ -	\$ -	\$ -	\$ 244,932.62
<b>Total Amount retained by Municipality</b>	\$ 140,836.25	\$ 170,272.29	\$ 222,205.38	\$ 140,587.24	\$ 673,901.16
<b>Total</b>	\$ 1,224,684.32	\$ 1,480,628.60	\$ 1,932,220.67	\$ 1,222,497.77	\$ 5,860,031.36

**4th Quarter Room Tax - Collected by Associated but not distributed**

**City of Appleton**

\$42,419.40

**Village of Fox Crossing**

\$158.60

**Total at Associated: \$42,578.00**

**4th Quarter Room Tax Reported but Not paid as of 3-12-18**

**City of Appleton**

**\$142,707.94**

**4th Quarter Room Tax Outsanding & Not Reported as of 3-12-19**

**City of Appleton**

1 property

**Town of Grand Chute**

1 property

**City of Kaukauna**

1 property



## Wisconsin Room Tax Report

Within the 2015-2017 budget (2015 Wisconsin Act 55), the state modified sec. 66.0615, Wis. Stats. Starting in 2017, every municipality that imposes room tax must file an annual report with the Wisconsin Department of Revenue (DOR). The form reporting 2016 activity is due **May 1, 2017**.

### General Information

- Municipalities must electronically file (e-file) form with DOR
- E-file form will allow attachments
  - Acceptable formats: PDF, TIF, JPG, BMP, Microsoft Word or Excel
  - 16MB maximum is the total combined size for all attachments

### Form Information

The information listed below must be reported for the previous calendar year (2016).

#### Section I

- Gross amount of room taxes collected (whole dollars)
- Room tax rate imposed (percentage)

#### Section II

- Amount forwarded to a tourism entity/commission (whole dollars)
- Name of the tourism entity/commission

#### Section III

- For each tourism entity/commission listed in Section II, enter the members of its governing body including:
  - First and last name of each member
  - Name of business entity the member owns, operates, or is employed by (if any)

#### Section IV

- For each expenditure of \$1,000 or more, enter:
  - Date
  - Recipient name
  - Amount (whole dollars)
  - Description (optional)
- Items of note:
  - This information is provided by the tourism entity/commission to the municipality
  - It is acceptable for a joint tourism entity/commission to report the same expenditures for its participating municipalities. In this situation, each municipality would report the same expenditures.
  - Expenditures may be attached in an acceptable file format
  - A single entry for "Payroll" is acceptable
  - For all other expenditures, report the ultimate recipient (ex: for credit card payments, list the ultimate recipient)

#### Section V

- If your municipality collected room tax on May 13, 1994, you must attach:
  - Room tax ordinance in effect on May 13, 1994
  - Municipality's financial statement closest to May 13, 1994

### Publication

- DOR will post all completed forms and attachments on our website

### Additional Information

- Review:
  - DOR Local Room Tax Fact Sheet at: [revenue.wi.gov/pubs/slf/rmtx.pdf](http://revenue.wi.gov/pubs/slf/rmtx.pdf)
  - 2015 Wisconsin Act 55 at: <http://docs.legis.wisconsin.gov/2015/related/acts/55>

If you have questions, contact us at [lgs@revenue.wi.gov](mailto:lgs@revenue.wi.gov).

### Wisconsin Department of Revenue

Division of State and Local Finance  
Local Government Services Bureau  
January 14, 2016