

MEMORANDUM

To: Mayor and City Councilmembers
Steve Parker, City Manager

From: Susan Caddell, Director of Finance

Subject: Occupancy Tax Reports for Quarter End September 30, 2022

Date: November 29, 2022

During the FY23 budget process, several organizations were approved for occupancy tax funding. As part of the requirement to receive funding, these organizations were to enter into a contract with the City of Seguin to delegate the use of these funds. Those contracts were approved in November at a City Council meeting. Another requirement for funding is the organizations must present quarterly reports of their activities.

Attached you will find the reports for quarter ended September 30, 2022 from civic organizations receiving occupancy tax funding. All reports seem to be in compliance with state regulations and agreements. In Section II of each agreement, the contracts require the organizations to hold their events or functions in order to be eligible for funding. If the events or functions are not held, the funding to the civic organizations will be reduced accordingly. Over the last quarter, Mid-Texas Symphony and Teatro de Artes de Juan Seguin held the Celebrating America concert in September together. In addition, the Fields of Huber Ranch has held several tournaments over the last quarter. In addition, the Seguin Heritage Museum is based upon keeping the museum open to the public and no specific event, their requirement was just to keep the doors open to the public. They continued to stay open. I recommend funding to Mid-Texas Symphony, the Seguin Heritage Museum, Teatro de Artes de Juan Seguin and the Fields of Huber according to their agreements for this quarter.

Please let me know if you have any further questions.

1:39 PM

10/23/22

Accrual Basis

Seguin Conservation Society
Quarterly Report for Occupancy Tax Funds
As of September 30, 2022

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
AMBK - General Fund (#11106622)								6,802.94
Hotel / Motel Fund								6,802.94
Check	07/01/2022	ACH	Twindeavor	WEBSITE MAINTENANCE	Advertising		40.00	6,762.94
Check	07/13/2022	ACH	NEW BRAUNFELS HERALD-ZEITUNG	ADVERTISING	Advertising		136.00	6,626.94
Check	07/13/2022	ACH	SEGUIN GAZETTE ENTERPRISE	ADVERTISING	Advertising		281.37	6,345.57
Check	07/13/2022	ACH	WILSON COUNTY NEWS	ADVERTISING	Advertising		121.64	6,223.93
Check	08/01/2022	ACH	Twindeavor	WEBSITE MAINTENANCE	Advertising		40.00	6,183.93
Deposit	08/17/2022			Deposit	Hotel / Motel Income	2,787.50		8,971.43
Check	09/01/2022	ACH	Twindeavor	WEBSITE MAINTENANCE	Advertising		40.00	8,931.43
Check	09/10/2022	ACH	SEGUIN GAZETTE ENTERPRISE	ADVERTISING	Advertising		229.13	8,702.30
Total Hotel / Motel Fund						2,787.50	888.14	8,702.30
Total AMBK - General Fund (#11106622)						2,787.50	888.14	8,702.30
TOTAL						2,787.50	888.14	8,702.30

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM
Mid-Texas Symphony Society, Inc.
FOR QUARTER ENDED September 30, 2022

Beginning Balance as of 7/1/2022 **\$** 2,449.50

This should equal the ending balance of the preceding quarter

Revenues:

Include occupancy tax money received from City of Seguin **\$** 1,956.50

Total Revenues: **\$** 1,956.50

Expenditures:

Include only funds spent from money received from City of Seguin.

These expenditures must meet requirements in Texas Tax Code Section 351.101

Total Expenditures: 0

This total should equal the "Total Expenditures" on the Disbursements Journal for the same quarter.

Net Revenues (Expenditures) **\$** 1,956.50

Ending Balance as of 9/30/22 **\$** 4,406.00

Teatro De Artes De Juan Seguin
QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM
FOR QUARTER ENDED 9/30/2022

Beginning Balance as of 7/01/2022	(\$12,145.22)
Revenues:	
City of Seguin 08/12/2022	\$ 4,125.00
Total Revenues:	(\$8,020.22)
Expenses:	
None	
Total Expenditures	\$ 0.00
Net Revenues (Expenditures)	(\$8,020.22)
Ending Balance as of 9/30/2022	(\$8,020.22)

DISBURSEMENTS JOURNAL

Date	Chect #	Payee	Descri	Amount
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Total Expenditures	\$ 0.00
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Seguin Guadalupe County Hispanic Chamber of Commerce

971 West Court Street Seguin, Texas 78155

Phone: 830 372-3151 Fax: 830-372-9499 e-mail: hcoc@sbcglobal.net

October 6, 2021

Ms. Susan Caddell
Director of Finance
City of Seguin
P. O. Box 591
Seguin, TX 78156-0591

Dear Ms. Caddell:

Enclosed herein is the Seguin Guadalupe County Hispanic Chamber of Commerce's Occupancy Tax Quarterly Report for the period ending September 30, 2021, as required by the City of Seguin.

Respectfully yours,



Mary Louise Gonzales

Seguin Hispanic Chamber of Commerce
Board Chairwoman

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM
FOR QUARTER ENDED: September 30, 2022

ORGANIZATION INFORMATION

Date: October 6, 2022

Name of Organization: Seguin Guadalupe County Hispanic Chamber of Commerce

Address: 971 West Court Street

City, State, Zip: Seguin, Texas 78155

Contact Person: Mary Louise Gonzales

Contact Phone No: 830-372-3151

PROJECT OR EVENT

Name of Event or Project: Hispanic Heritage Festival events held in the Quarter ending September 30, 2022

FIRST COMMERCIAL BANK

This should equal the balance of the preceding quarter.

Account Balance as June 30, 2022: \$ 1,903.24

Revenues

July 2022	NONE	
August 2022	NONE	
September, 2022	NONE	
Total Revenues		
Total Combined Balance		\$1,903.24

EXPENDITURES

Include only funds spent from money received from City of Seguin.

These expenditures must meet requirements in Texas Tax Code Section 351.101

Date- 2022	Check #	Paid To	For	Amount
Total Expenditures:				
Account Balance as September 30,2022:				\$ 1,903.24

This total should equal the "Total Expenditures" on the Disbursement Journal for the same Quarter.

Post Event Report Form

One event was held on the Quarter ending September 30,2022- Hispanic Heritage Festival.



THE HERITAGE MUSEUM

114 N River Street • Seguin, Texas 78155

October 5, 2022

To: Ms. Susan Caddell
Director of Finance
City of Seguin
North River Street
Seguin, TX 78155

Dear Ms. Caddell:

We hereby enclose our quarterly report for the Hotel
Occupancy Tax for the quarter ending 30 September
2022.

I would appreciate hearing your comments about
anything that seems amiss or incomplete.

Respectfully submitted,

Susie Sulaica

Bookkeeper

830-372-0965

210-844-3303 cell

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

FOR QUARTER ENDED 30 September 2022

Beginning Balance as of 30 June 2022 (\$19,712)

This should equal the ending balance of the preceding quarter.

Revenues:

Include occupancy tax money received from City of Seguin

United Way Fund	\$875
City of Seguin	\$1875
Membership/Dues	\$4655

Total Revenues: \$7,405

Expenditures:

Include only funds spent from money received from City of Seguin.

Must meet requirements in Texas Tax Code Sect 351.101

See attached printout of checks written during period.

Total Expenditures: \$11,626

This total should equal the total on the Disbursements Journal for the same quarter.

Net Revenues less Expenditures): (\$4,221)

Ending Balance as of 31 March 2021 (\$15,491)

Heritage Museum
Expenses by Vendor Detail
July through September 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Amazon Marketplace								
Credit Card Charge	07/16/2022	CC	Ink for Epson ...	Office Supplies		Card Service C...	47.58	47.58
Credit Card Charge	07/17/2022	CC	Upstairs first ...	Office Supplies		Card Service C...	20.80	68.38
Total Amazon Marketplace							68.38	68.38
Angel Pest Control								
Bill	08/02/2022		invoice 133743	Maintenance & Rep...		Accounts Paya...	55.00	55.00
Total Angel Pest Control							55.00	55.00
AT&T								
Bill	08/18/2022		310719824	Telephone/Internet		Accounts Paya...	97.85	97.85
Bill	09/20/2022		310719824	Telephone/Internet		Accounts Paya...	97.85	195.70
Total AT&T							195.70	195.70
Barnard Donegan Insurance								
Bill	08/25/2022		Board of Dire...	Insurance		Accounts Paya...	698.00	698.00
Total Barnard Donegan Insurance							698.00	698.00
Brawner, Donna R.								
Bill	08/09/2022			Exhibit Expenses		Accounts Paya...	56.00	56.00
Bill	08/30/2022		External Hard ...	Photo archives		Accounts Paya...	119.99	175.99
Total Brawner, Donna R.							175.99	175.99
Canada Verde Cutom Designs								
Bill	08/02/2022		Inv# 0043 Gr...	Merchandise		Accounts Paya...	74.12	74.12
Total Canada Verde Cutom Designs							74.12	74.12
Centerpoint Energy								
Bill	07/22/2022			Utilities		Accounts Paya...	47.49	47.49
Bill	08/25/2022		Account # 28...	Utilities		Accounts Paya...	47.49	94.98
Bill	09/22/2022		Account # 28...	Utilities		Accounts Paya...	47.49	142.47
Total Centerpoint Energy							142.47	142.47
City of Seguin								
Bill	07/14/2022		water & electric	Utilities		Accounts Paya...	434.00	434.00
Bill	08/16/2022		water & electric	Utilities		Accounts Paya...	502.00	936.00
Bill	09/20/2022		water & electric	Utilities		Accounts Paya...	487.00	1,423.00
Total City of Seguin							1,423.00	1,423.00
Debbie Armstrong								
Bill	09/22/2022		Reimburseme...	Exhibit Expenses		Accounts Paya...	42.42	42.42
Total Debbie Armstrong							42.42	42.42

8:38 AM

10/05/22

Accrual Basis

Heritage Museum

Expenses by Vendor Detail

July through September 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Amazon Marketplace								
Credit Card Charge	07/16/2022	CC	Ink for Epson ...	Office Supplies		Card Service C...	47.58	47.58
Credit Card Charge	07/17/2022	CC	Upstairs first ...	Office Supplies		Card Service C...	20.80	68.38
Total Amazon Marketplace							68.38	68.38
Angel Pest Control								
Bill	08/02/2022		invoice 133743	Maintenance & Rep...		Accounts Paya...	55.00	55.00
Total Angel Pest Control							55.00	55.00
AT&T								
Bill	08/18/2022		310719824	Telephone/Internet		Accounts Paya...	97.85	97.85
Bill	09/20/2022		310719824	Telephone/Internet		Accounts Paya...	97.85	195.70
Total AT&T							195.70	195.70
Barnard Donegan Insurance								
Bill	08/25/2022		Board of Dire...	Insurance		Accounts Paya...	698.00	698.00
Total Barnard Donegan Insurance							698.00	698.00
Brawner, Donna R.								
Bill	08/09/2022			Exhibit Expenses		Accounts Paya...	56.00	56.00
Bill	08/30/2022		External Hard ...	Photo archives		Accounts Paya...	119.99	175.99
Total Brawner, Donna R.							175.99	175.99
Canada Verde Cutom Designs								
Bill	08/02/2022		Inv# 0043 Gr...	Merchandise		Accounts Paya...	74.12	74.12
Total Canada Verde Cutom Designs							74.12	74.12
Centerpoint Energy								
Bill	07/22/2022			Utilities		Accounts Paya...	47.49	47.49
Bill	08/25/2022		Account # 28...	Utilities		Accounts Paya...	47.49	94.98
Bill	09/22/2022		Account # 28...	Utilities		Accounts Paya...	47.49	142.47
Total Centerpoint Energy							142.47	142.47
City of Seguin								
Bill	07/14/2022		water & electric	Utilities		Accounts Paya...	434.00	434.00
Bill	08/16/2022		water & electric	Utilities		Accounts Paya...	502.00	936.00
Bill	09/20/2022		water & electric	Utilities		Accounts Paya...	487.00	1,423.00
Total City of Seguin							1,423.00	1,423.00
Debbie Armstrong								
Bill	09/22/2022		Reimburseme...	Exhibit Expenses		Accounts Paya...	42.42	42.42
Total Debbie Armstrong							42.42	42.42

Heritage Museum
Expenses by Vendor Detail
July through September 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
Parker Lumber								
Credit Card Charge	08/04/2022	CC	A/C filters for ...	Maintenance & Rep...		Card Service C...	37.61	37.61
Total Parker Lumber							37.61	37.61
Rogers, Hope								
Bill	08/09/2022		Cleaning intei...	Cleaning		Accounts Paya...	175.00	175.00
Bill	08/30/2022		Cleaning intei...	Cleaning		Accounts Paya...	175.00	350.00
Bill	09/27/2022		Cleaning intei...	Cleaning		Accounts Paya...	175.00	525.00
Total Rogers, Hope							525.00	525.00
Susan Sulaica								
Bill	07/07/2022		Contract Labo...	Contract Labor		Accounts Paya...	423.50	423.50
Bill	08/02/2022		Contract Labo...	Contract Labor		Accounts Paya...	473.00	896.50
Bill	09/01/2022		Contract Labo...	Contract Labor		Accounts Paya...	550.00	1,446.50
Total Susan Sulaica							1,446.50	1,446.50
Texas Dragonfly Engraving								
Bill	08/16/2022			Fundraiser Expenses		Accounts Paya...	950.00	950.00
Total Texas Dragonfly Engraving							950.00	950.00
US Postal Service								
Credit Card Charge	07/29/2022	CC	package ship...	Postage and Delivery		Card Service C...	3.49	3.49
Total US Postal Service							3.49	3.49
Wal-Mart								
Credit Card Charge	08/10/2022	CC	Hospital Exhibit	Exhibit Expenses		Card Service C...	68.74	68.74
Credit Card Charge	08/10/2022	CC	3 cases of wa...	Office Supplies		Card Service C...	38.79	107.53
Total Wal-Mart							107.53	107.53
TOTAL							11,626.15	11,626.15

QUARTERLY REPORT FOR:
GUADALUPE COUNTY FAIR ASSOCIATION

FOR QUARTER ENDED: September 30, 2022

Beginning Balance as of July 1, 2022: **\$21,463.26**

This should equal the ending balance of the preceding quarter

Revenues:

Include occupancy tax money received from City of Seguin

Deposit: City of Seguin	\$6,218.75	
Interest	<u>\$6.14</u>	
Total Revenues:		\$6,224.89

Expenditures:

Include only funds spent from money received from City of Seguin

These expenditures must meet requirements in Texas Tax Code Section 351.101

Total Expenditures:

This total should equal the "Total Expenditures"
on the Disbursements Journal for the same quarter

Net Revenues (Expenditures): **\$6,224.89**

Ending Balance as of September 30, 2022 **\$27,688.15**

8 Oct 2022

"Attachment A"

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

LULAC Council #682

FOR QUARTER ENDED Sept 2022

Beginning Balance as of 30 Jul 2022
This should equal the ending balance of the preceding quarter

0.99

Revenues:

Include occupancy tax money received from City of Seguin

12,000.00

Total Revenues:

12,000.99

Expenditures:

Include only funds spent from money received from City of Seguin.

These expenditures must meet requirements in Texas Tax Code Section 351.101

Final Re-imbursement to LULAC Council #682
for planning, hosting, and financing
"Cinco de Mayo" Festival 6-7 May 2022

Total Expenditures:

This total should equal the "Total Expenditures" on the Disbursements Journal for the same quarter.

11,975.99

Net Revenues (Expenditures)

25.00

Ending Balance as of

25.00

G.L. Ornelas
J.L. Ornelas

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

Seguin Art League

FOR QUARTER ENDED SEPT. 30, 2022

Beginning Balance as of JULY 1, 2022

\$3,844.62

This should equal the ending balance of the preceding quarter

Revenues:

Include occupancy tax money received from City of Seguin

1,265.00

Total Revenues:

\$5,109.62

Expenditures:

Include only funds spent from money received from City of Seguin.

These expenditures must meet requirements in Texas Tax Code Section 351.101

0

Total Expenditures:

This total should equal the "Total Expenditures" on the Disbursements Journal for the same quarter.

Net Revenues (Expenditures)

0

Ending Balance as of SEPT. 30, 2022

\$5,109.62

"Attachment A"

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

The Fields of Huber Ranch

FOR QUARTER ENDED: 9/30/2022

Beginning Balance as of 7/1/2022 \$0.00

This should equal the ending balance of the preceding quarter

Revenues: \$10,000.00

Include occupancy tax money received from City of Seguin

Total Revenues: \$10,000.00

Expenditures:

Include only funds spent from money received from City of Seguin

These expenditures must meet requirements in Texas Tax Code Section 351.101

Total Expenditures: \$10,178.74

This total should equal the "The Total Expenditures" on the
Disbursement Journal for the same quarter

Net Revenues (Expenditures) -\$178.74

Ending Balance as of 9/30/2022 -\$178.74

Quarterly Occupancy Tax Report Form
The Fields At Huber Ranch LLC
Quarter Ending 9/30/2022

Date	Check #	Payee	Description	Amount
7/1/2022	659338	Monarch Trophy	Promotional/Advertising	\$396.63
7/1/2022	2448	Sparky Martin	Field Maintenance/Upkeep	\$640.00
7/8/2022	2464	Sparky Martin	Field Maintenance/Upkeep	\$720.00
8/1/2022	2422	Johnny Guerrero	Promotional/Advertising	\$850.00
8/1/2022	1018	Denise Nalley	Promotional/Advertising	\$225.00
8/5/2022	662631	Monarch Trophy	Promotional/Advertising	\$837.31
8/5/2022	2427	Sparky Martin	Field Maintenance/Upkeep	\$720.00
8/9/2022	2428	Johnny Guerrero	Field Maintenance/Upkeep	\$850.00
8/10/2022	2432	City of Seguin	Promotional/Advertising	\$1,000.00
8/27/2022	664798	Monarch Trophy	Promotional/Advertising	\$383.59
9/1/2022	1027	Denise Nalley	Promotional/Advertising	\$225.00
9/9/2022	666201	Monarch Trophy	Promotional/Advertising	\$408.45
9/9/2022	2501	Sparky Martin	Field Maintenance/Upkeep	\$620.00
9/16/2022	666923	Monarch Trophy	Promotional/Advertising	\$471.76
9/28/2022	2513	Johnny Guerrero	Promotional/Advertising	\$875.00
9/30/2022	1015	Raul Hidalgo	Promotional/Advertising	\$200.00
10/11/2022	305781810	BSN Sports	Promotional/Advertising	\$756.00

Total Expenditures **\$10,178.74**