

It's real.

**MEMORANDUM**

**To:** Mayor and City Councilmembers  
Steve Parker, City Manager

**From:** Susan Caddell, Director of Finance

**Subject:** Occupancy Tax Reports for Quarter End December 31, 2022

**Date:** February 1, 2023

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 December 31, 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 two quarters, Mid-Texas Symphony and Teatro de Artes de Juan Seguin held the Celebrating America concert in September together. Segun Conservation Society held the Heritage Tour of Homes. Mid-Texas Symphony also held the Storybook Holiday Concert in December. Teatro also participated in Pecan Fest. The Hispanic Chamber of Commerce held their Fiestas Juan Seguin Celebration during Pecan Fest. The Fair Association held the County Fair in October. Seguin Art League held Yulefest in December along with the Paint Out during Pecan Fest. In addition, the Fields of Huber Ranch has held several tournaments over the last two quarters. Finally, 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.

Also, according to the agreements, an organization cannot be reimbursed for more than the costs associated with holding the events. I have attached a spreadsheet breaking down the expenditures submitted as well as payments made to date to the organizations.

I recommend funding to Seguin Conservations Society, Mid-Texas Symphony, the Hispanic Chamber of Commerce, Teatro de Artes de Juan Seguin, Seguin Heritage Museum, Guadalupe County Fair Association, Seguin Art League and Fields of Huber according to their agreements and the column labeled "QE 12/31/22 Payment to be Made" for this quarter.

Please let me know if you have any further questions.

Organization	Funding for FY2023	Quarterly Payments	Payments made to date	Expenses for QE 09/30/22	Expenses for QE 12/31/22	Quarterly payment that can be made	Quarterly payments after QE 12/31/22	Expenditures to date	QE 12/31/22 Payment to be made
Seguin Conservation Society	\$ 9,500	\$ 2,375	\$ -	\$ 888.14	\$ 120.00	\$ 4,750.00	\$ 4,750.00	\$ 1,008.14	\$ 1,008.14
Mid Texas Symphony	\$ 6,000	\$ 1,500	\$ 1,500	\$ -	\$ 4,131.00	\$ 1,500.00	\$ 3,000.00	\$ 4,131.00	\$ 1,500.00
Teatro de Artes	\$ 15,000	\$ 3,750	\$ 3,750	\$ -	\$ 4,083.47	\$ 3,750.00	\$ 7,500.00	\$ 4,083.47	\$ 333.47
Hispanic Chamber of Commerce	\$ 3,700	\$ 925	\$ -	\$ -	\$ 1,300.00	\$ 1,850.00	\$ 1,850.00	\$ 1,300.00	\$ 1,300.00
Seguin Heritage Museum	\$ 7,000	\$ 1,750	\$ 1,750	\$ 11,626.00	\$ 9,173.00	\$ 1,750.00	\$ 3,500.00	\$ 20,799.00	\$ 1,750.00
Guadalupe County Fair Association	\$ 17,000	\$ 4,250	\$ -	\$ -	\$ 24,875.00	\$ 8,500.00	\$ 8,500.00	\$ 24,875.00	\$ 8,500.00
Seguin LULAC Council #682	\$ 5,600	\$ 1,400	\$ -	\$ 11,975.99	\$ -	\$ 2,800.00	\$ 2,800.00	\$ 11,975.99	\$ -
Seguin Art League	\$ 2,700	\$ 675	\$ -	\$ -	\$ 2,731.49	\$ 1,350.00	\$ 1,350.00	\$ 2,731.49	\$ 1,350.00
The Fields of Huber Ranch	\$ 40,000	\$ 10,000	\$ 10,000	\$ 10,178.74	\$ 10,488.61	\$ 10,000.00	\$ 20,000.00	\$ 20,667.35	\$ 10,000.00

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02/01/23

**Seguin Conservation Society**  
**Quarterly Occupancy Tax Report**  
Quarter Ended June 30, 2018

Type	Date	Num	Name	Memo	Split	Debit	Credit	Balance
<b>AMBK - General Fund (#11106622)</b>								8,702.30
<b>Hotel / Motel Fund</b>								8,702.30
Check	10/01/2022	ACH	Twindeavor	WEBSITE MAINTENANCE	Advertising		40.00	8,662.30
Check	11/01/2022	ACH	Twindeavor	WEBSITE MAINTENANCE	Advertising		40.00	8,622.30
Check	12/01/2022	ACH	Twindeavor	WEBSITE MAINTENANCE	Advertising		40.00	8,582.30
Total Hotel / Motel Fund						0.00	120.00	8,582.30
Total AMBK - General Fund (#11106622)						0.00	120.00	8,582.30
<b>TOTAL</b>						<b>0.00</b>	<b>120.00</b>	<b>8,582.30</b>

"Attachment A"

**QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM**  
**Mid-Texas Symphony Society, Inc.**  
**FOR QUARTER ENDED December 31, 2022**

**Beginning Balance as of** 10/1/2022 **\$** 4,406.00  
This should equal the ending balance of the preceding quarter

**Revenues:**  
Include occupancy tax money received from City of Seguin **\$** -

**Total Revenues:** **\$** -

**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:** **\$** 4,131.00  
This total should equal the "Total Expenditures" on the Disbursements Journal for the same quarter.

**Net Revenues (Expenditures)** **\$** (4,131.00)

**Ending Balance as of** 12/31/22 **\$** 275.00

**DISBURSEMENTS JOURNAL**  
**Mid-Texas Symphony Society, Inc.**  
**FOR QUARTER ENDED December 31, 2022**

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
			These expenditures must meet the requirements in Texas Tax Code 351.101	
12/11/2022	10074	Craig Sorgi	Concert Musician	\$ 411.00
12/11/2022	10075	Laura Scalzo	Concert Musician	\$ 306.00
12/11/2022	10076	Milena Georgieva	Concert Musician	\$ 225.00
12/11/2022	10077	Ryan Coppin	Concert Musician	\$ 225.00
12/11/2022	10078	Kevin Mendoza	Concert Musician	\$ 225.00
12/11/2022	10079	Danuta Gradney	Concert Musician	\$ 225.00
12/11/2022	10080	Sharon Kwee	Concert Musician	\$ 225.00
12/11/2022	10081	Naomi Fausto	Concert Musician	\$ 225.00
12/11/2022	10082	Satoko Ogasawara	Concert Musician	\$ 225.00
12/11/2022	10084	Nina Mavrinac	Concert Musician	\$ 264.00
12/11/2022	10085	Eva Weber	Concert Musician	\$ 225.00
12/11/2022	10086	Rebecca Vidal	Concert Musician	\$ 225.00
12/11/2022	10087	Molly Turner	Concert Musician	\$ 225.00
12/11/2022	10088	Chris Walters	Concert Musician	\$ 225.00
12/11/2022	10089	Bruce Kanagaki	Concert Musician	\$ 225.00
12/11/2022	10090	James Robertson	Concert Musician	\$ 225.00
12/11/2022	10091	Natsumi Petri	Concert Musician	\$ 225.00
<b>Total Expenditures</b>				<u>\$ 4,131.00</u>

**Teatro De Artes De Juan Seguin**  
**QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM**  
**FOR 1st QUARTER 10/1/2022 to 12/31/2022**

<b>Beginning Balance as of 10/01/2022</b>	<b>\$0.00</b>
<b>Revenues:</b>	
City of Seguin - 1/11/2023	\$ 3,750.00
<b>Total Revenues:</b>	<b>\$3,750.00</b>
<b>Expenses:</b>	
Program Coordinator	\$ 1886.00
Costume/Accessorie	\$ 398.77
Artistic Director	\$ 1305.00
Artist/Conjunto	\$ 350.00
Secretary/Registrar	\$ 143.70
<b>Total Expenditures</b>	<b>\$ 4,083.47</b>
<b>Net Revenues (Expenditures)</b>	<b>(\$333.47)</b>
<b>Ending Balance as of 12/31/2022</b>	<b>(\$333.47)</b>

<b>DISBURSEMENTS JOURNAL</b>				
<b>Date</b>	<b>Chect #</b>	<b>Payee</b>	<b>Description</b>	<b>Amount</b>
8/15/2022	7559	Alejandro Guerra	Program Coordinator	\$1,886.00
8/24/2022	Debit	Amazon	Costume/Accessories	\$50.98
8/24/2022	Debit	JoAnn Fabrics	Costume/Accessories	\$6.59
8/24/2022	Debit	Mariachi Connection	Costume/Accessories	\$341.20
9/11/2022	7576	Alberto Rincon	Artistic Director	\$735.00
9/11/2022	7577	Alejandro Guerra	Artist/Conjunto Musician	\$100.00
9/11/2022	7578	Rodolfo Lopez	Artist/Conjunto Musician	\$250.00
9/30/2022	7593	Tiffany Henley	Artistic Director	\$570.00
10/15/2022	7602	Kayla Sanchez	Secretary/Registrar	\$97.50
10/30/2022	7616	Kayla Sanchez	Secretary/Registrar	\$46.20
<b>Total Expenditures</b>				<b>\$ 4,083.47</b>

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM  
FOR QUARTER ENDED: December 31, 2022

ORGANIZATION INFORMATION

Date: January 12, 2023

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 September 30, 2022: \$ 1,553.24**

**Revenues**

October 2022	None	
November 2022	Occupancy Funding	\$ 3,657.50
December 2022	NONE	
<b>Total Revenues</b>		
<b>Total Combined Balance</b>		<b>\$ 5,210.74</b>



# THE HERITAGE MUSEUM

114 N River Street • Seguin, Texas 78155

January 3, 2023

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 31 December 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

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### FOR QUARTER ENDED 31 December 2022

**Beginning Balance as of 1 October 2022** **(\$15,941)**

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	\$1,875
Membership/Dues	\$1,740
Other	\$1,643

**Total Revenues:** **\$6,133**

#### **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:** **\$9,173**

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

**Net Revenues less Expenditures):** **(\$3,040)**

**Ending Balance as of 31 December 2022** **(\$12,901)**

Heritage Museum  
Expenses by Vendor Detail  
October through December 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Amazon Marketplace</b>								
Credit Card Charge	11/04/2022	CC	Easels for info...	Exhibit Expenses		Card Service C...	30.28	30.28
Credit Card Charge	11/16/2022	CC	Backdrop for ...	Exhibit Expenses		Card Service C...	21.64	51.92
Total Amazon Marketplace							51.92	51.92
<b>Angel Pest Control</b>								
Bill	11/01/2022		invoice 143693	Maintenance & Rep...		Accounts Paya...	55.00	55.00
Total Angel Pest Control							55.00	55.00
<b>AT&amp;T</b>								
Bill	10/18/2022		310719824	Telephone/Internet		Accounts Paya...	96.99	96.99
Bill	11/22/2022		310719824	Telephone/Internet		Accounts Paya...	96.99	193.98
Total AT&T							193.98	193.98
<b>Brawner, Donna R.</b>								
Bill	11/15/2022		Software	Museum Operations		Accounts Paya...	57.26	57.26
Bill	12/20/2022		Software	Museum Operations		Accounts Paya...	57.26	114.52
Total Brawner, Donna R.							114.52	114.52
<b>Centerpoint Energy</b>								
Bill	10/27/2022			Utilities		Accounts Paya...	47.49	47.49
Bill	11/22/2022			Utilities		Accounts Paya...	47.49	94.98
Bill	12/27/2022		Acct # 28325...	Utilities		Accounts Paya...	159.55	254.53
Total Centerpoint Energy							254.53	254.53
<b>City of Seguin</b>								
Bill	10/20/2022		water & electric	Utilities		Accounts Paya...	464.00	464.00
Credit Card Charge	12/06/2022	CC	water & electric	Utilities		Card Service C...	255.99	719.99
Bill	12/15/2022		Alarm Permit	Utilities		Accounts Paya...	50.00	769.99
Bill	12/19/2022		Water & Elec...	Utilities		Accounts Paya...	216.00	985.99
Total City of Seguin							985.99	985.99
<b>Darron Drue Placette</b>								
Bill	12/08/2022			Merchandise		Accounts Paya...	279.05	279.05
Total Darron Drue Placette							279.05	279.05

# Heritage Museum

## Expenses by Vendor Detail

October through December 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Debbie Armstrong</b>								
Bill	10/27/2022		Currency Cha...	Reimbursable		Accounts Paya...	300.00	300.00
Bill	10/27/2022		Currency Cha...	Merchandise		Accounts Paya...	76.58	376.58
Deposit	11/03/2022		Reimburseme...	Miscellaneous		First Commerci...	-300.00	76.58
Bill	12/06/2022		Currency Cha...	Office Supplies		Accounts Paya...	23.00	99.58
Bill	12/15/2022		Currency Cha...	Other Expenses		Accounts Paya...	15.65	115.23
Bill	12/20/2022		Re-imbursem...	Other Expenses		Accounts Paya...	126.17	241.40
Total Debbie Armstrong							241.40	241.40
<b>Deisgns By Creicket</b>								
Credit Card Charge	10/18/2022	CC	K-9 Crystal or...	Merchandise		Card Service C...	648.77	648.77
Total Deisgns By Creicket							648.77	648.77
<b>Donna Taylor</b>								
Bill	10/05/2022		Contract labor...	Contract Labor		Accounts Paya...	275.00	275.00
Bill	11/01/2022		Contract labor...	Contract Labor		Accounts Paya...	220.00	495.00
Bill	12/06/2022		Contract labor...	Contract Labor		Accounts Paya...	220.00	715.00
Bill	12/06/2022		Re-imbursem...	Office Supplies		Accounts Paya...	10.55	725.55
Bill	12/08/2022		One day short...	Contract Labor		Accounts Paya...	55.00	780.55
Total Donna Taylor							780.55	780.55
<b>Etsy</b>								
Credit Card Credit	10/18/2022	CREDIT	Sales Tax ref...	Merchandise		Card Service C...	-1.64	-1.64
Total Etsy							-1.64	-1.64
<b>GPS</b>								
Bill	10/05/2022		Job # 8682B	Exhibit Expenses		Accounts Paya...	4.00	4.00
Bill	10/05/2022		Job # 8682-F	Exhibit Expenses		Accounts Paya...	0.86	4.86
Bill	10/05/2022		Job # 8682-G	Photo archives		Accounts Paya...	9.59	14.45
Bill	10/05/2022		Job # 8735	Exhibit Expenses		Accounts Paya...	27.20	41.65
Bill	10/05/2022		Job # 8800	Exhibit Expenses		Accounts Paya...	156.00	197.65
Bill	10/13/2022		Job # 8682-H	Exhibit Expenses		Accounts Paya...	32.00	229.65
Bill	10/18/2022		Job # 8806	Exhibit Expenses		Accounts Paya...	13.24	242.89
Bill	10/18/2022		Job # 8682-I	Printing		Accounts Paya...	24.82	267.71
Bill	10/25/2022		Job # 8682-J	Exhibit Expenses		Accounts Paya...	15.00	282.71
Bill	10/25/2022		Job # 8742 C...	Merchandise		Accounts Paya...	642.00	924.71
Bill	12/08/2022		8682-K	Exhibit Expenses		Accounts Paya...	6.50	931.21
Bill	12/08/2022		8682-L	Photo Prints		Accounts Paya...	5.50	936.71
Bill	12/08/2022		9149	Photo Prints		Accounts Paya...	240.00	1,176.71
Bill	12/08/2022		#9051	Merchandise		Accounts Paya...	267.50	1,444.21
Bill	12/20/2022		#8682-M	Photo Prints		Accounts Paya...	1.62	1,445.83
Bill	12/20/2022		Job # 9051 & ...	Photo Prints		Accounts Paya...		1,445.83
Total GPS							1,445.83	1,445.83

Heritage Museum  
Expenses by Vendor Detail  
October through December 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Hartford Insurance</b>								
Bill	10/13/2022		Billing Accoun...	Insurance		Accounts Paya...	364.15	364.15
Bill	12/08/2022		Billing Accoun...	Insurance		Accounts Paya...	387.20	751.35
Total Hartford Insurance							751.35	751.35
<b>Home Depot</b>								
Credit Card Charge	12/01/2022	CC	6 foot table & ...	Other Supplies		Card Service C...	91.19	91.19
Total Home Depot							91.19	91.19
<b>Kimberly A. Illhardt CPA, LLC</b>								
Bill	11/17/2022		Professional ...	Accounting		Accounts Paya...	1,165.00	1,165.00
Total Kimberly A. Illhardt CPA, LLC							1,165.00	1,165.00
<b>Monarch Engraving</b>								
Credit Card Charge	11/21/2022	CC	Graphics	Fundraiser Expenses		Card Service C...	40.00	40.00
Total Monarch Engraving							40.00	40.00
<b>Rogers, Hope</b>								
Bill	10/25/2022		Cleaning inte...	Cleaning		Accounts Paya...	175.00	175.00
Bill	11/29/2022		Cleaning inte...	Cleaning		Accounts Paya...	175.00	350.00
Total Rogers, Hope							350.00	350.00
<b>Rosie's Pizza</b>								
Credit Card Charge	11/17/2022	CC	Working Lunch	Other Expenses		Card Service C...	31.11	31.11
Total Rosie's Pizza							31.11	31.11
<b>Seguin Fire Department</b>								
Bill	10/29/2022		donation for fi...	Other Expenses		Accounts Paya...	50.00	50.00
Total Seguin Fire Department							50.00	50.00
<b>SEGUIN GUADALUPE HERITAGE MUSEUM</b>								
Credit Card Charge	10/27/2022	CC	Square Training	Miscellaneous		Card Service C...	1.08	1.08
Total SEGUIN GUADALUPE HERITAGE MUSEUM							1.08	1.08
<b>SimpliSafe</b>								
Credit Card Charge	11/28/2022	CC	Alarm purchase	Maintenance & Rep...		Card Service C...	237.68	237.68
Total SimpliSafe							237.68	237.68

# Heritage Museum

## Expenses by Vendor Detail

### October through December 2022

Type	Date	Num	Memo	Account	Clr	Split	Amount	Balance
<b>Susan Sulaica</b>								
Bill	10/05/2022		Contract Labo...	Contract Labor		Accounts Paya...	473.00	473.00
Bill	11/01/2022		Contract Labo...	Contract Labor		Accounts Paya...	396.00	869.00
Bill	12/06/2022		Contract Labo...	Contract Labor		Accounts Paya...	396.00	1,265.00
Total Susan Sulaica							1,265.00	1,265.00
<b>US Postal Service</b>								
Credit Card Charge	11/10/2022	CC	stamps	Postage and Delivery		Card Service C...	104.00	104.00
Total US Postal Service							104.00	104.00
<b>VOIDED Check</b>								
Check	11/01/2022	2824		Contract Labor		First Commerci...	0.00	0.00
Check	12/06/2022	2832	Paid by Credit...	Utilities		First Commerci...	0.00	0.00
Total VOIDED Check							0.00	0.00
<b>Wal-Mart</b>								
Credit Card Charge	12/06/2022	CC	Picture Frame...	Other Supplies		Card Service C...	37.04	37.04
Total Wal-Mart							37.04	37.04
<b>TOTAL</b>							<b>9,173.35</b>	<b>9,173.35</b>

**QUARTERLY REPORT FOR:**

**GUADALUPE COUNTY FAIR ASSOCIATION**

**FOR QUARTER ENDED: December 31, 2022**

**Beginning Balance as of October 1, 2022:**

**\$27,688.15**

This should equal the ending balance of the preceding quarter

**Revenues:**

Include occupancy tax money received from City of Seguin

Deposit: City of Seguin	\$0.00	
Interest	<u>\$5.75</u>	
<b>Total Revenues:</b>		<b>\$5.75</b>

**Expenditures:**

Include only funds spent from money received from City of Seguin

**These expenditures must meet requirements in Texas Tax Code Section 351.101**

<b>Total Expenditures:</b>	<b><u>\$24,875.00</u></b>
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This total should equal the "Total Expenditures"  
on the Disbursements Journal for the same quarter

**Net Revenues (Expenditures):**

**(\$24,869.25)**

**Ending Balance as of December 31, 2022**

**\$2,818.90**

## DISBURSEMENTS JOURNAL

<u>Date</u>	<u>Check#</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
10/13/2022	1263	Lancaster Pro Rodeo	Rodeo Contractor - partial	9,783.00
10/19/2022	1264	Pro Rodeo Cowboy Assoc	Added Money - partial	5,445.00
10/19/2022	1307	Pro Rodeo Cowboy Assoc	Judge/Announcer Fee - partial	332.00
8/9/2022	1169	Pro Rodeo Cowboy Assoc	Rodeo Fees - partial	332.00
10/12/2022	Various	Security/Paramedics	Security/Paramedics	1,085.00
2/28/2022	1138	Kaliff Insurance	Insurance	578.00
10/13/2022	1262	Wild Ride Productions	Digital Board	1,549.00
9/29/2022	1205	National Construction	Fencing	1,262.00
12/27/2022	1326	Seguin Sunrise Rotary	Parking/Gates	575.00
10/13/2022	Various	KGNB/KNBT Radio/City of Seguin	Advertising	3,320.00
10/13/2022	Various	Gruene Acres/Dixie Flag	Advertising	
10/13/2022	Various	City of Schertz/Other	Advertising	
9/14/2022	1193	Dixie Flag	Signs/Awards	390.00
Various	Various	AT&T/Ferguson Supplies/Office Depot	Administrative Expenses	224.00

**Total Expenditures:** \$24,875.00

9 Jan 2023

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

LULAC Council #682

FOR QUARTER ENDED December 2022

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

\$ 25.00

Revenues:  
Include occupancy tax money received from City of Seguin

\$ 0.00

No activities planned  
or financed.

Total Revenues:

\$ 25.00

Expenditures:

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

These expenditures must meet requirements in Texas Tax Code Section 351.101

No expenditures.  
Anticipate some in Feb 2023.

Total Expenditures:

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

\$ 0.00

Net Revenues (Expenditures)

\$ 25.00

Ending Balance as of 31 Dec 2022

\$ 25.00



"Attachment A"

QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

Seguin Art League  
FOR QUARTER ENDED 12-31-22

Beginning Balance as of 9-30-22

\$5,129.62

This should equal the ending balance of the preceding quarter

Revenues:

Include occupancy tax money received from City of Seguin

0

Total Revenues:

\$ 5,129.62

Expenditures:

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

These expenditures must meet requirements in Texas Tax Code Section 351.101

10-5-22 #104	Seguin Gazette Fair Guide	\$300.
* 10-6-22	Transfer Community Matters	548.
10-12-22 #105	Home Depot Banner ropes	49.96
10-17-22	withdrawal gift cards for 3rd Thurs.	59.90
11-5-22	Transfer New Braunfels Herald/Yulefest	261.12
12-4-22 #108	Seguin Gazette/Yulefest	739.40
12-12-22 #109	Karen Roberson reimbursement (Seguin Gazette ad)	23.21
12-12-22 #110	KWED Yulefest Ad	200.00
12-12-22 #111	Wilson County News Ad	

\* check originally written out of general funds - transfer made

\*\* check originally written out of general funds - transfer made

Total Expenditures:

\$ 2,731.49

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

Net Revenues (Expenditures)

\$ 2,398.13

Ending Balance as of 12-31-22

\$ 2,398.13

Beg Bal 5129.62

## DISBURSEMENTS JOURNAL

<u>Date</u>	<u>Check #</u>	<u>Payee</u>	<u>Description</u>	<u>Amount</u>
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These expenditures must meet the requirements in  
Texas Tax Code 351.101

10/5/22	#104	Seguin Gazette	Fair Guide	300.00 -
10/6/22	*	Transfer	Community matters Map	548.00
10/12/22	#105	Home Depot	Banner Ropes	49.96
10/19/22		Withdrawal	Gift Cards for 3rd Thursday	59.90
11/5/22	**	Transfer	New Braunfels Herald Yulefest Adv.	261.12
12/4/22	#108	Seguin Gazette	Adv. Yulefest	739.40
12/12/22	#109	Karen Roberson - Reimb -	Seguin Gazette Adv.	23.21
12/12/22	#110	KWED	Yulefest Adv.	200.00
12/12/22	#111	Wilson County News	Advertising Yulefest	549.90
				<hr/> 2,731.49

\* Check originally written  
out of General Funds - Transfer Made

\*\* Check originally written out  
of General Funds - Transfer Made

Total Expenditures

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## QUARTERLY HOTEL OCCUPANCY TAX REPORT FORM

*Fields of Huber Ranch*

FOR QUARTER ENDED: 12/31/2022

Beginning Balance as of 10/1/2022

-\$178.74

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:**

\$10,488.61

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

**Net Revenues (Expenditures)**

-\$488.61

Ending Balance as of 12/31/2022

-\$667.35

Quarterly Occupancy Tax Report Form  
The Fields At Huber Ranch LLC  
Quarter Ending 12/31/2022

Date	Check #	Payee	Description	Amount
10/1/2022 - 12/16/2022		Monarch Trophy Studio	Promotional/Advertising	\$5,014.76
10/1/2022		Ranch Wireless Internet	Promotional/Advertising	\$269.85
10/3/2022		TruGreen	Field Maintenance/Upkeep	\$696.00
10/9/2022	1042	Daniel Ybarra	Field Maintenance/Upkeep	\$275.00
10/12/2022	2527	Johnny Guerrero	Field Maintenance/Upkeep	\$900.00
10/27/2022	2529	BWI	Field Maintenance/Upkeep	\$370.00
11/3/2022	2564	Donny Ornelas	Field Maintenance/Upkeep	\$260.00
11/13/2022	1068	Denise Nalley	Promotional/Advertising	\$225.00
11/17/2022		Playbook Sports	Promotional/Advertising	\$698.00
11/28/2022	2538	Johnny Guerrero	Field Maintenance/Upkeep	\$900.00
12/1/2022	2540	Johnny Palomo	Field Maintenance/Upkeep	\$180.00
12/8/2022	2579	City of Seguin	Promotional/Advertising	\$700.00
Total Expenditures				\$10,488.61