

**CITY OF SANTA FE LODGER'S TAX**  
**INDEPENDENT ACCOUNTANTS' REPORT**  
**ON APPLYING AGREED-UPON PROCEDURES**  
**JUNE 30, 2017 AND 2016**



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CliftonLarsonAllen LLP  
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## **INDEPENDENT ACCOUNTANTS' REPORT ON APPLYING AGREED-UPON PROCEDURES**

City Management of the City of Santa Fe  
Santa Fe, New Mexico

We have performed the procedures described on pages 2 through 5, which were agreed to by the City of Santa Fe, New Mexico (City), on evaluating the propriety of lodger's tax receipts reported to the City by five short term rentals and five hotel and motel lodgers for the years ended June 30, 2016 and June 30, 2017. The Lodger's management is responsible for its compliance with those requirements. The sufficiency of these procedures is solely the responsibility of the parties specified in this report. Consequently, we make no representation regarding the sufficiency of the procedures enumerated below either for the purpose for which this report has been requested or for any other purpose.

This agreed-upon procedures engagement was conducted in accordance with attestation standards established by the American Institute of Certified Public Accountants. We were not engaged to and did not conduct an examination or review, the objective of which would be the expression of an opinion or conclusion, respectively, on compliance with specified requirements. Accordingly, we do not express such an opinion or conclusion. Had we performed additional procedures, other matters might have come to our attention that would have been reported to you.

This report is intended solely for the information and use of the management of the City of Santa Fe and is not intended to be and should not be used by anyone other than these specified parties.

*CliftonLarsonAllen LLP*

**CliftonLarsonAllen LLP**

Albuquerque, New Mexico  
January 30, 2019

**For Fiscal Year June 30, 2016**

**Short Term Rentals– Scope: September 2015, December 2015, March 2016, June 2016**

**Procedure 1:** Compare the bank statement deposits or guest registry tracking system for the months of September 2015, December 2015, March 2016, and June 2016 from the selected five short term rentals operating bank account or guest registry to applicable receipt records (revenue reports).

**Results:** We obtained the September 2015, December 2015, March 2016, and June 2016 bank statement or guest registry tracking system and revenue reports for the selected five short term rentals. The table below compares the room revenue and bank deposits or guest registry tracking system for the applicable months.

**Procedure 2:** Based on the information obtained in step 1, agreed receipt amounts to applicable tax reports submitted from the Lodgers to the City for the months of September 2015, December 2015, March 2016, June 2016.

**Results:** We obtained the September 2015, December 2015, March 2016, June 2016 Revenue Reports from the Lodgers and then compared to the amount reported to the City, in the table below.

**Procedure 3:** Based upon the above identification of lodger's tax receipts, recalculated required occupancy tax payments made to the City from the Lodgers for the months September 2015, December 2015, March 2016, June 2016 and compared the calculated amounts to the actual amounts collected, noting any discrepancies.

**Results:** We recalculated the amount of tax that should have been remitted to the amount that was remitted in the table below:

Lodger	Month	Gross Rent	Gross Rent per Reports	Variance	Lodgers Tax Recalculated	Amount Remitted	Variance
Short Term Rental #1	September 30, 2015	\$ 5,651.00	\$ 5,651.00	\$ -	\$ 395.57	\$ 395.57	\$ -
	December 31, 2015	2,515.00	2,515.00	-	176.05	176.05	-
	March 31, 2016	3,215.00	3,215.00	-	225.05	225.05	-
	June 30, 2016	5,318.00	5,318.00	-	372.26	372.26	-
Short Term Rental #2	September 30, 2015	875.00	875.00	-	61.25	61.25	-
	December 31, 2015	1,925.00	1,925.00	-	134.75	134.75	-
	March 31, 2016	-	-	-	-	-	-
	June 30, 2016	995.00	995.00	-	69.65	69.65	-
Short Term Rental #3	September 30, 2015	-	-	-	-	-	-
	December 31, 2015	950.00	950.00	-	66.50	66.50	-
	March 31, 2016	2,200.00	2,200.00	-	154.00	56.00	98.00
	June 30, 2016	887.85	887.85	-	62.15	62.15	(0.00)
Short Term Rental #4	September 30, 2015	5,875.00	5,875.00	-	411.25	411.25	-
	December 31, 2015	6,550.00	6,550.00	-	458.50	458.50	-
	March 31, 2016	6,425.00	6,425.00	-	449.75	449.75	-
	June 30, 2016	-	-	-	-	-	-
Short Term Rental #5	September 30, 2015	4,050.00	4,050.00	-	283.50	283.50	-
	December 31, 2015	10,000.00	10,000.00	-	700.00	700.00	-
	March 31, 2016	6,914.29	6,914.29	-	484.00	484.00	0.00
	June 30, 2016	6,485.00	6,485.00	-	453.95	453.95	-

**For Fiscal Year June 30, 2016**

**Hotels/Motels – Scope: September 2015, December 2015, March 2016, June 2016**

**Procedure 1:** Compare the bank statement deposits or guest registry tracking system for the months of September 2015, December 2015, March 2016, and June 2016 from the selected five hotels and motels operating bank account or guest registry to applicable receipt records (revenue reports).

**Results:** We obtained the September 2015, December 2015, March 2016, and June 2016 bank statement or guest registry tracking system and revenue reports for the selected five hotels and motels. The table below compares the room revenue and bank deposits or guest registry tracking system for the applicable months.

**Procedure 2:** Based on the information obtained in step 1, agreed receipt amounts to applicable tax reports submitted from the Lodgers to the City for the months of September 2015, December 2015, March 2016, June 2016.

**Results:** We obtained the September 2015, December 2015, March 2016, June 2016 Revenue Reports from the Lodgers and then compared to the amount reported to the City, in the table below.

**Procedure 3:** Based upon the above identification of lodger's tax receipts, recalculated required occupancy tax payments made to the City from the Lodgers for the months September 2015, December 2015, March 2016, June 2016 and compared the calculated amounts to the actual amounts collected, noting any discrepancies.

**Results:** We recalculated the amount of tax that should have been remitted to the amount that was remitted in the table below:

Lodger	Month	Gross Rent	Gross Rent per Reports	Variance	Lodgers Tax Recalculated	Amount Remitted	Variance
Hotel / Motel #1	September 30, 2015	\$ 57,196.10	\$ 57,196.10	\$ -	\$ 4,003.73	\$ 4,003.73	\$ (0.00)
	December 31, 2015	33,663.54	33,663.54	-	2,356.45	2,356.45	(0.00)
	March 31, 2016 *	33,578.34	33,578.34	-	2,350.48	2,350.48	0.00
	June 30, 2016	52,473.25	52,473.25	-	3,673.13	3,673.13	(0.00)
Hotel / Motel #2	September 30, 2015	24,802.13	24,802.13	-	1,736.15	1,736.15	(0.00)
	December 31, 2015	17,900.73	17,900.73	-	1,253.05	1,253.05	0.00
	March 31, 2016	19,268.12	19,268.12	-	1,348.77	1,348.77	(0.00)
	June 30, 2016	37,147.78	37,147.78	-	2,600.34	2,600.35	(0.01)
Hotel / Motel #3	September 30, 2015	2,809.12	2,809.12	-	196.64	196.64	(0.00)
	December 31, 2015	1,978.10	1,978.10	-	138.47	138.47	(0.00)
	March 31, 2016	2,094.50	2,094.50	-	146.62	146.62	(0.00)
	June 30, 2016	2,753.40	2,753.40	-	192.74	192.74	(0.00)
Hotel / Motel #4	September 30, 2015	40,240.96	40,240.96	-	2,816.87	2,816.90	(0.03)
	December 31, 2015	31,372.89	31,372.89	-	2,196.10	2,196.10	0.00
	March 31, 2016	33,948.48	33,948.48	-	2,376.39	2,376.39	0.00
	June 30, 2016	47,024.57	47,024.57	-	3,291.72	3,291.71	0.01
Hotel / Motel #5	September 30, 2015	144,336.53	144,336.53	-	10,103.56	10,103.56	(0.00)
	December 31, 2015	101,363.86	101,363.86	-	7,095.47	7,095.47	0.00
	March 31, 2016	123,688.01	123,688.01	-	8,658.16	8,658.16	0.00
	June 30, 2016	159,728.90	159,728.90	-	11,181.02	11,181.02	0.00

\* Denotes a late payment received from the Lodger.

**For Fiscal Year June 30, 2017**

**Short Term Rentals– Scope: September 2016, December 2016, March 2017, June 2017**

**Procedure 1:** Compare the bank statement deposits or guest registry tracking system for the months of September 2016, December 2016, March 2017, and June 2017 from the selected five short term rentals operating bank account or guest registry to applicable receipt records (revenue reports).

**Results:** We obtained the September 2016, December 2016, March 2017, and June 2017 bank statement or guest registry tracking system and revenue reports for the selected five short term rentals. The table below compares the room revenue and bank deposits or guest registry tracking system for the applicable months.

**Procedure 2:** Based on the information obtained in step 1, agreed receipt amounts to applicable tax reports submitted from the Lodgers to the City for the months of September 2016, December 2016, March 2017, June 2017.

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**Results:** We recalculated the amount of tax that should have been remitted to the amount that was remitted in the table below:

Lodger	Month	Gross Rent	Gross Rent per Reports	Variance	Lodgers Tax Recalculated	Amount Remitted	Variance
Short Term Rental #1	September 30, 2016	\$ 26,823.50	\$ 26,823.50	\$ -	\$ 1,877.65	\$ 1,877.65	\$ (0.00)
	December 31, 2016	47,110.00	47,110.00	-	3,297.70	3,297.70	-
	March 31, 2017	27,520.00	27,520.00	-	1,926.40	1,926.40	-
	June 30, 2017	26,875.00	26,875.00	-	1,881.25	1,881.25	-
Short Term Rental #2	September 30, 2016	72,809.02	72,809.02	-	5,096.63	5,096.63	0.00
	December 31, 2016	50,568.26	50,568.26	-	3,539.78	3,539.78	(0.00)
	March 31, 2017	30,050.56	30,050.56	-	2,103.54	2,103.54	(0.00)
	June 30, 2017	41,124.00	41,124.00	-	2,878.68	2,878.68	-
Short Term Rental #3	September 30, 2016 *	2,935.00	2,935.00	-	205.45	205.45	-
	December 31, 2016	2,575.00	2,575.00	-	180.25	180.25	-
	March 31, 2017	2,025.00	2,025.00	-	141.75	141.75	-
	June 30, 2017	3,650.00	3,650.00	-	255.50	255.50	-
Short Term Rental #4	September 30, 2016	3,950.00	3,950.00	-	276.50	206.50	70.00
	December 31, 2016	4,250.00	4,250.00	-	297.50	157.50	140.00
	March 31, 2017	3,000.00	3,000.00	-	210.00	210.00	-
	June 30, 2017	3,500.00	3,500.00	-	245.00	245.00	-
Short Term Rental #5	September 30, 2016	-	-	-	-	-	-
	December 31, 2016	-	-	-	-	-	-
	March 31, 2017	-	-	-	-	-	-
	June 30, 2017	-	-	-	-	-	-

\* Denotes a late payment received from the Lodger.

**For Fiscal Year June 30, 2017**

**Hotels/Motels – Scope: September 2016, December 2016, March 2017, June 2017**

**Procedure 1:** Compare the bank statement deposits or guest registry tracking system for the months of September 2016, December 2016, March 2017, and June 2017 from the selected five hotels and motels operating bank account or guest registry to applicable receipt records (revenue reports).

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**Results:** We recalculated the amount of tax that should have been remitted to the amount that was remitted in the table below:

Lodger	Month	Gross Rent	Gross Rent per Reports	Variance	Lodgers Tax Recalculated	Amount Remitted	Variance
Hotel / Motel #1	September 30, 2016	\$ 27,470.97	\$ 27,470.97	\$ -	\$ 1,922.97	\$ 1,922.97	\$ (0.00)
	December 31, 2016	12,760.00	12,760.00	-	893.20	893.20	-
	March 31, 2017	13,360.00	13,360.00	-	935.20	826.00	109.20
	June 30, 2017	22,580.00	22,580.00	-	1,580.60	1,580.60	-
Hotel / Motel #2	September 30, 2016	-	-	-	-	-	-
	December 31, 2016	-	-	-	-	-	-
	March 31, 2017	-	-	-	-	-	-
	June 30, 2017	-	-	-	-	-	-
Hotel / Motel #3	September 30, 2016	215,027.22	215,027.22	-	15,051.91	15,051.91	(0.00)
	December 31, 2016 *	122,793.30	122,793.30	-	8,595.53	8,595.53	0.00
	March 31, 2017	161,744.15	161,744.15	-	11,322.09	11,322.09	0.00
	June 30, 2017	200,223.04	200,223.04	-	14,015.61	14,015.61	0.00
Hotel / Motel #4	September 30, 2016	615,365.00	615,365.00	-	43,075.55	43,075.58	(0.03)
	December 31, 2016	471,473.00	471,473.00	-	33,003.11	33,003.13	(0.02)
	March 31, 2017	403,100.00	403,100.00	-	28,217.00	28,217.02	(0.02)
	June 30, 2017	500,212.00	500,212.00	-	35,014.84	35,014.87	(0.03)
Hotel / Motel #5	September 30, 2016	12,417.00	12,417.00	-	869.19	907.55	(38.36)
	December 31, 2016 *	9,766.00	9,766.00	-	683.62	683.62	-
	March 31, 2017	10,173.65	10,173.65	-	712.16	712.16	(0.00)
	June 30, 2017 *	12,964.89	12,964.89	-	907.54	869.19	38.35

\* Denotes a late payment received from the Lodger.

