

Lodging Tax Reporting System

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Staff to the Joint Legislative Audit & Review Committee

December 15, 2014



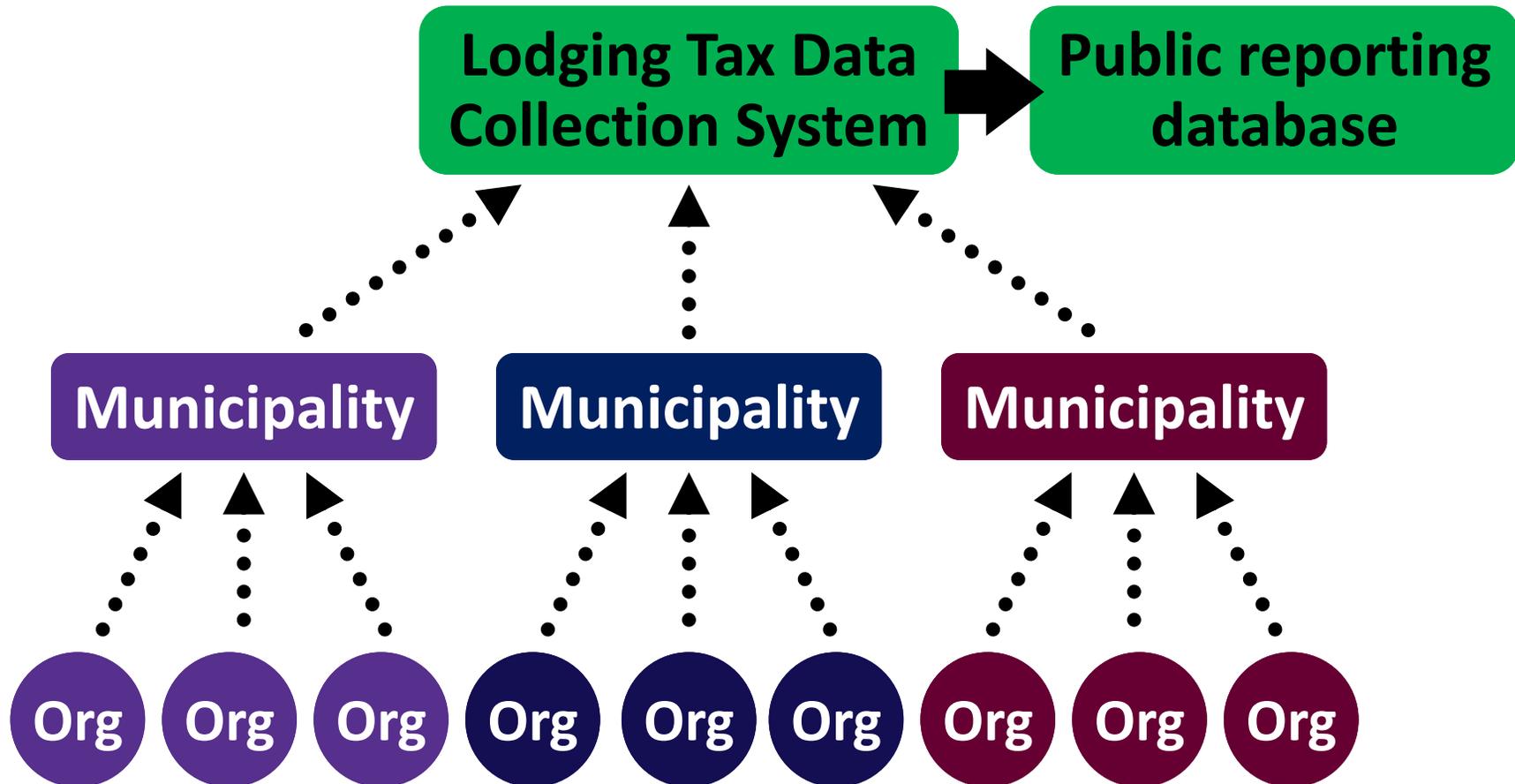
The road to here

- Data collection mandated by ESHB 1253 (2013)
 - ◆ Assigned responsibility of collecting lodging tax information to JLARC
 - ◆ Supersedes reporting requirement established in 2007
- JLARC designed reporting system with input from jurisdictions
 - ◆ Comments on initial reporting led to web-based system
 - ◆ Pre-tested web-based data entry with volunteer localities

The road to there

- Data will be reported as submitted by municipalities
 - ◆ JLARC's role is to collect and report data, not audit
 - ◆ Accountability is responsibility of Lodging Tax Advisory Committees and local governing bodies
 - ◆ SAO includes lodging taxes in local government audits
- Reporting calendar year: January 1 through December 31, 2014
- JLARC report will be in database available to public

Information flow



Reporting system overview

<http://walodgdatacoll.net>

Log in screen



JLARC Municipality Reporting

E-mail:

Password:

[Login](#)

[Forgot your password?](#) | [Create Account](#)

Your information



JLARC Municipality Reporting

E-mail: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Title: *

Phone: *

Municipality: Select your municipality... *

[Signup](#)

Please [contact us](#) if your municipality is not listed here.

Recipient information



JLARC Municipality Reporting - Demo City

Update Activity

Click for helpful info 

Activity

Activity Name:

Organization:

Activity Type:

Activity Date:

Funds Requested:

Awarded:

Total Cost of Activity:

Attendee Estimates

	Projected	Actual	Methodology	
Overall Attendance:	50000	43500	Representative Survey	marketing survey
Attendees who traveled 50 miles or more to attend:				
Total:	25000	21750	Representative Survey	marketing survey
Of total, attendees who traveled from another state or country:	5000	4350	Representative Survey	marketing survey
Attendees who stayed overnight:				
Paid accommodations:	12500	9500	Direct Count	establishments
Unpaid accommodations:	5000	3000	Informal Survey	asked visitors
Paid Lodging nights:				
	5000	3090	Direct Count	reported by lod

Activity Notes:

[Return to Dashboard](#) [Update Activity](#)

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FAQs
linked on
each page

Creating user account

1 – Click Create Account

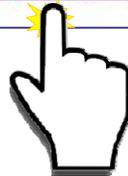


JLARC Municipality Reporting

E-mail:

Password:

[Forgot your password?](#) | [Create Account](#)



2 – Enter your info

JLARC Municipality Reporting

E-mail: *

Password: *

Confirm Password: *

First Name: *

Last Name: *

Title: *

Phone: *

Municipality: ▼ *

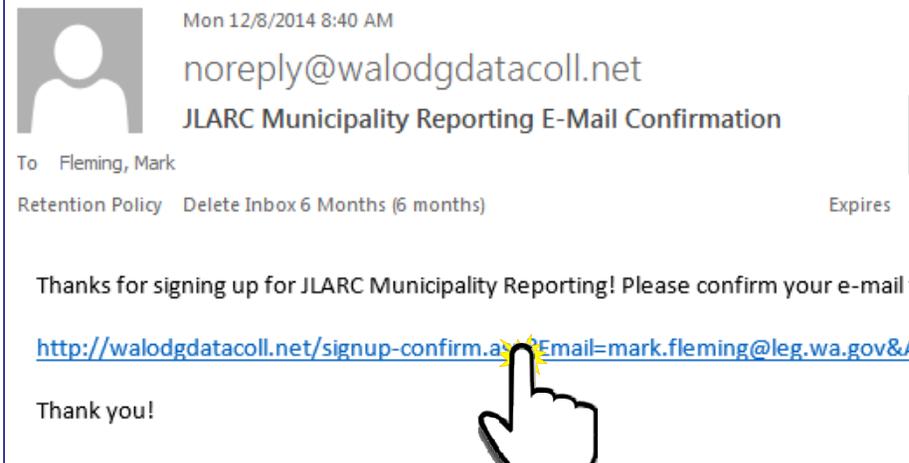
Please [contact us](#) if your municipality is not listed.



Be sure to select your municipality from the drop-down before clicking "Signup"

Creating user account, continued

3 – check your email, click link to verify



4 – Log in



Just in case...

Live demonstration

<http://walodgdatacoll.net>

Adding recipient organization

5 – Add recipient organization

JLARC Municipality Reporting - Demo City

Add Organization

Organization:

Municipal: 

[Return to Dashboard](#) [Add Organization](#)

Click for
helpful
info 



6 – Main Menu

JLARC Municipality Reporting - Demo City

Main Menu Organization added!

Manage Organizations Reporting to Demo City				
Organization	Municipal	Add Activity	Edit Org	Delete Org
Demo City Chamber of Commerce	No			

[Add another organization](#)

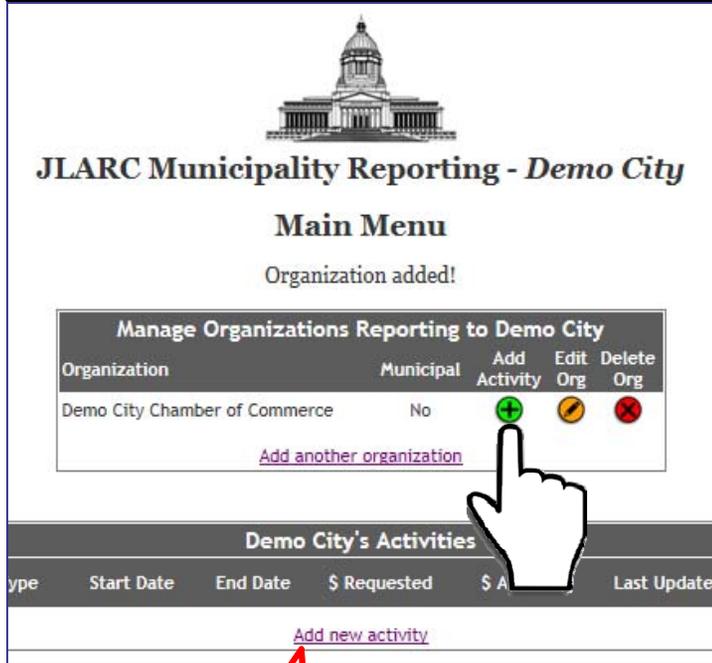
Demo City's Activities

Activity Type	Start Date	End Date	\$ Requested	\$ Awarded	Last Updated	Ac
Add new activity						

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Adding activity or event

7 – Click Add Activity



JLARC Municipality Reporting - Demo City

Main Menu

Organization added!

Manage Organizations Reporting to Demo City

Organization	Municipal	Add Activity	Edit Org	Delete Org
Demo City Chamber of Commerce	No			

[Add another organization](#)

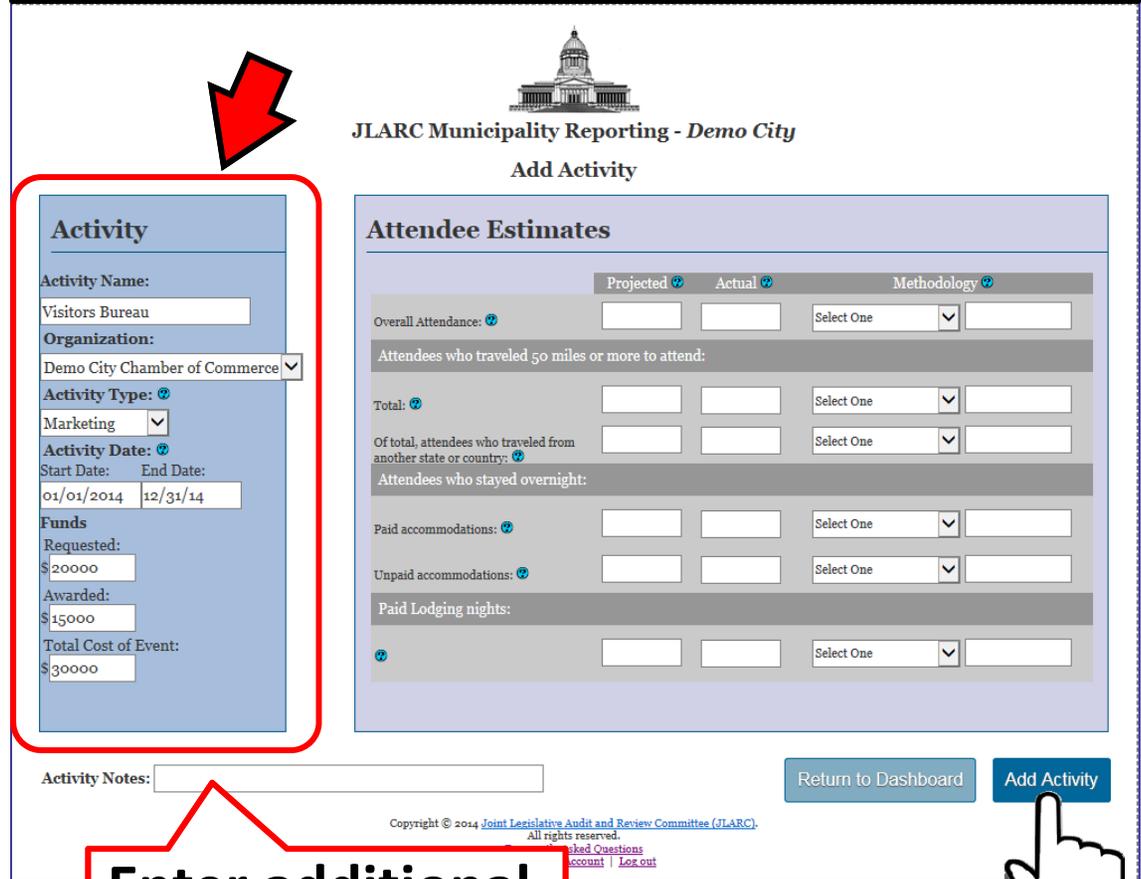
Demo City's Activities

Type	Start Date	End Date	\$ Requested	\$ Awarded	Last Update
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[Add new activity](#)

or

8 – Enter info, click Add Activity



JLARC Municipality Reporting - Demo City

Add Activity

Attendee Estimates

	Projected	Actual	Methodology
Overall Attendance:	<input type="text"/>	<input type="text"/>	Select One
Attendees who traveled 50 miles or more to attend:			
Total:	<input type="text"/>	<input type="text"/>	Select One
Of total, attendees who traveled from another state or country:	<input type="text"/>	<input type="text"/>	Select One
Attendees who stayed overnight:			
Paid accommodations:	<input type="text"/>	<input type="text"/>	Select One
Unpaid accommodations:	<input type="text"/>	<input type="text"/>	Select One
Paid Lodging nights:	<input type="text"/>	<input type="text"/>	Select One

Activity

Activity Name:

Organization:

Activity Type:

Activity Date:

Funds

Requested:

Awarded:

Total Cost of Event:

Activity Notes:

[Return to Dashboard](#) [Add Activity](#)

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Enter additional notes as needed

Editing activity data

9 – Edit info, click Update Activity

JLARC Municipality Reporting - Demo City
Update Activity

Activity

Activity Name:

Organization:

Activity Type:

Activity Date:
Start Date: End Date:

Funds

Requested:

Awarded:

Total Cost of Event:

Attendee Estimates

	Projected	Actual	Methodology
Overall Attendance:	<input type="text" value="50000"/>	<input type="text" value="43500"/>	Informal Survey <input type="text" value="ask local establ"/>
Attendees who traveled 50 miles or more to attend:			
Total:	<input type="text" value="25000"/>	<input type="text" value="21750"/>	Representative Survey <input type="text" value="on average, sur"/>
Of total, attendees who traveled from another state or country:	<input type="text" value="5000"/>	<input type="text" value="4350"/>	Representative Survey <input type="text" value="survey shows o"/>
Attendees who stayed overnight:			
Paid accommodations:	<input type="text" value="12500"/>	<input type="text" value="9500"/>	Direct Count <input type="text" value="query establish"/>
Unpaid accommodations:	<input type="text" value="5000"/>	<input type="text" value="3000"/>	Informal Survey <input type="text" value="ask visitors abc"/>
Paid Lodging nights:			
	<input type="text" value="5000"/>	<input type="text" value="3090"/>	Direct Count <input type="text" value="query establish"/>

Activity Notes:

[Return to Dashboard](#) [Update Activity](#)

Parting words

- Reporting deadline: March 15, 2015 for calendar year 2014 data
- FAQs – link available on every screen

For assistance with:

- Technical issues: email jlarc@leg.wa.gov
- Estimating attendance
 - ◆ Visitor centers or convention bureaus
 - ◆ Commercial firms specializing in estimating tourism impact
 - ◆ AWC or WSAC

Questions?

