



City of Warrensburg
102 South Holden — Warrensburg, MO 64093
Phone: 660-747-9131 – Fax: 660-747-8927

MONTHLY TRANSIENT GUEST TAX RETURN

Business Name \_\_\_\_\_

Business Address \_\_\_\_\_

Return for calendar month ending \_\_\_\_\_

TRANSIENT GUEST TAX IS TO BE PAID ON THE TOTAL AMOUNT OF GROSS RECEIPTS
PLEASE ATTACH EXPLANATION OF SALES TAX EXEMPTION ADJUSTMENTS FOR OUR RECORDS

- 1. Gross Receipts from Room Occupancy
2. Transient Guest Tax (5% of line 1)
3. Penalties & Interest if Applicable
plus 1% penalty per month on guest tax
plus 2% interest on unpaid taxes 30 days after last day of each quarter
4. TOTAL TRANSIENT GUEST TAX

Payment due on or before the 20th day of the following month.

I declare under penalty of perjury, that to the best of my knowledge and belief, the statements herein are true and correct.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Remit payment and copy to:

City of Warrensburg
Lodging Tax
102 S Holden
Warrensburg, MO 64093

## ARTICLE VII. LODGING TAX.

### Sec. 22-211. Definitions

*Hotel* and *motel* shall mean any structure, or building which contains rooms furnished for the accommodations of lodging guests, with or without meals being provided, and kept, used, maintained, advertised or held out to the public as a place where sleeping accommodations are sought for pay or compensation to transient guests.

*Transient guests* means any person who occupies a room in a hotel or motel for thirty-one (31) days or less. (Ord. No. 3334, § 1, 6-8-98)

### Sec. 22-212. Levy of tax.

There is hereby levied a five (5%) of the gross daily rent due from and paid by transient guests of all sleeping rooms occupied and rented by transient guests of hotels and motels located in the city. This charge is in addition to the charge for the sleeping room and shall be in addition to any and all taxes imposed by law. Said proceeds shall be used for funding by a not for profit organization for the purpose of promoting tourism. (Ord. No. 3334, § 2, 6-8-98)

### Sec. 22-213. Payment of tax.

Each operator of hotel or motel shall on or before the twentieth day of the month following the close of each month make a return to the City of Warrensburg on forms provided of total rents charged and the amount of tax collected for transient occupancy. At the time the return is filed, the full amount of the tax collected shall be remitted. The city council hereby establishes a convention and tourism fund. All taxes collected under this section shall be deposited to the credit of this fund. (Ord. No. 3334, § 3, 6-8-98)

### Sec. 22-214. Penalties for nonpayments.

Any operator who fails to remit any tax imposed by this article within the time required shall pay a penalty of one (1) percent per month and interest in the amount of two (2) percent per month on unpaid taxes which shall be considered delinquent thirty (30) days after the last day of each quarter. Every penalty imposed under the provisions of this article shall become a part of this tax herein required to be paid. In addition to the penalties imposed in this section, it shall be unlawful for any person, owner, proprietor, managing agent, operator or any type of employee of a hotel or motel to fail or refuse to register a hotel or motel, to pay the lodging tax as required by this article, or to submit any tax return or other financial records or to refuse to permit any necessary inspection of hotel records or to willfully render a false or fraudulent tax return or claim as required by this article. (Ord. No. 3334, § 4, 6-8-98)

### Sec. 22-215. Reports.

It shall be the duty of every operator liable for the collection and payment to the city of any tax imposed under this article to keep and preserve for a period of three (3) years all records which may be necessary to determine the amount of such taxes as may have accrued to the city and for the collection or payment of which such operator is responsible. The city collector or the collector's authorized agent or representative shall have the right to inspect such records at all reasonable times, but shall hold the same in confidence and utilize same only for the purposes of enforcement of this article. (Ord. No. 3334, § 5, 6-8-98)

## **Sec. 22-216. Convention and tourism advisory board.**

(a) *Board established.* Expenditures from the convention and tourism fund shall be made at the discretion of the Warrensburg Chamber of Commerce, subject to the review of the city council. To assist in exercising this discretion a convention and tourism board is hereby established,

(b) *Membership.* The convention and tourism advisory board shall consist of five (5) members, with three (3) members being appointed by the mayor with the consent of the city council, and two (2) members being appointed by the chamber of commerce, with at least one (1) member from each appointing body being from the hotel or motel industry within Warrensburg. In the event no person from the Warrensburg hotel or motel industry will accept a position on the board then the requirement for two (2) appointees to be from the hotel or motel industry shall be declared void for that given year. In addition, the city manager shall serve as a nonvoting ex officio member. The city manager may designate other city staff to serve in his place as ex officio member.

(c) *Term of office.* The initial members of the board shall serve as follows: three (3) of the initial members of the board shall serve for a two-year term and two (2) of the initial members of the board shall serve for a one-year term. Thereafter, the appointed members of the board shall serve for two-year terms. The initial terms shall commence on July 1, 1998. Prior to the expiration of each member's term of office, the city council and chamber of commerce shall appoint, as applicable, their successor to a two-year term. Except in the case of a resignation or removal, members shall hold office until their successors are appointed.

(d) *Dismissals.* The city council may remove any member of the convention and tourism advisory board for misconduct or neglect of duty.

(e) *Vacancies.* Any vacancy in a membership shall be filled for the unexpired term by city council appointment for a city appointee and by the chamber appointment for a chamber appointee.

(f) *Compensations.* No member of the board shall receive compensation for his service.

(g) *Officers and committees.* The original members of the convention and tourism advisory board shall meet within thirty (30) days of their appointment and organize themselves by the election of one (1) of their number as chairman, another as vice-chairman and another as secretary/treasurer, and by the election of such other officers as they may deem necessary. Thereafter, new elections among the members of the advisory board for all officer positions shall occur annually during the month of July. The chairman, vice-chairman and secretary/treasurer of the advisory board shall function as an executive committee and the members of the advisory board may create such other committees as they deem necessary.

(h) *Bylaws, rules and regulations.* The advisory board shall make and adopt such bylaws, rules and regulation for their own guidance and for the administration of the board as they may deem appropriate, but not inconsistent with the ordinances of the City of Warrensburg or the statutes of the State of Missouri.

(i) *Budget.* The convention and tourism advisory board shall submit a proposed line item budget for the convention and tourism fund to the city council no later than September 15 of each year. The advisory board may submit along with the budget written recommendations including methods of promoting tourism and conventions such as employment of personnel and procurement of services through

contractual relations. The city manager shall forward these recommendations along with his comments and recommendations to the city council and the chamber of commerce.

(j) *Annual report.* The advisory board shall be required to submit an annual report of its activities to the city council by September 15 of each year. (Ord. No. 3334, § 6, 6-8-98)

**Sec. 22-217. Effective date of tax.**

This tax shall be collected beginning with the first day of July, 1998.  
(Ord. No. 3334, § 7, 6-8-98)