



**Summary of Onondaga County's
2023 Hotel and Motel Room Occupancy Tax Audits**

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SECTION I

BACKGROUND

On December 1, 1975, Onondaga County (County) adopted Local Law No. 4, 1975, the Onondaga County Hotel Room Occupancy Tax (ROT) Law, which permits the County to collect a room occupancy tax on the per diem rental charge. Since 1975 this local law has been amended several times, resulting in an increase in the room occupancy tax percentage. Effective March 1, 2021, with Local Law No. 1- 2021, the percentage increased to 7%.

In addition to establishing the room occupancy tax percentage, the Onondaga County Hotel Room Occupancy Tax Law also:

- Appoints the Commissioner of Finance (Commissioner) as the administrator and collector of the occupancy tax.
- Requires all operators of hotels and motels (Operators) to register with the Commissioner within three (3) days from filing a certificate of registration in a form set by the Commissioner.
- Requires the Commissioner, within five days after such registration, to issue each Operator a Certificate of Authority empowering such operator to collect ROT from the occupants.
- Requires ROT collected by the Operators to be paid to the Commissioner quarterly and recorded within the County General Fund.

In 2022, the Onondaga County Office of Budget & Management collected Room Occupancy Tax exceeding \$11.8 million from 126 Operators. In 2023, the Onondaga County Office of Budget & Management collected ROT in excess of \$12.7 million from 131 operators.

EXECUTIVE SUMMARY

In 2023, twelve Operators were audited by the Onondaga County Comptroller's Office for compliance with the Onondaga County Hotel Room Occupancy Tax Law for the period 2020 through 2023.

Comptroller's Office auditors examined tax returns totaling \$2.7 million in Room Occupancy Tax based on \$49 million of reported gross revenue. Audited property management records indicated these same returns should have identified \$49.9 million in gross revenue with the result being \$2.8 million in ROT due to the county. The 12 audits found **\$103,522** in additional revenue for the benefit of the taxpayers of Onondaga County.

SECTION II

AUDIT OBJECTIVE

The objective of the Room Occupancy Tax audits is to determine if the Operators are accurately reporting all required ROT to the Commissioner. Any difference between the amount required to be collected by the Operators during the audit period and the amount actually reported are identified and reported to the Commissioner.

SECTION III

AUDIT SCOPE & METHODOLOGY

In 2023, the Comptroller's Office scheduled audits on a risk-based assessment process after reviewing a master list of all hotels and motels in Onondaga County. Prior to conducting a ROT audit, a letter is sent to each Operator to announce and schedule the audit. The letter states the projected date and time the audit will commence, the time period the audit will encompass and the records and documentation required to be provided for the audit.

The Comptroller's Office conducts a pre-audit conference call with Operators during which the auditors discuss the planned audit with the Operator's management. During this initial call Operators are requested to provide reports for review prior to field work to minimize required on-site time.

SECTION IV

AUDIT CRITERIA

Criteria for Room Occupancy Tax audits include relevant laws, regulations, contracts, standards, measures, expected performance, defined business practices and benchmarks against which performance is compared or evaluated. The criteria also identifies the expectation with respect to Room Occupancy Tax audits including:

- Onondaga County, New York Hotel/Motel Room Occupancy Tax Law (Local Law No.4 - 1975) and amendments; Local Law No.5 - 1983, Local Law No.11 - 1991, Local Law No.15 - 1991, Local Law No.20 - 1991, Local Law No. 1 - 1997 and Local Law No. 1 – 2021.

- The Comptroller’s Office Room Occupancy Tax Process.
- New York State Tax Law Sec. 1202-1 (“State Law”) and NYS Publication 848A Guide to Sales Tax for Hotel and Motel Operators.
- Best practices according to recognized generally accepted accounting principles within the pertinent industry as it relates to ROT.

SECTION V

FINDINGS

The ROT audits conducted and completed in 2023 found all 12 Operators non-compliant with one, or more, of the criteria noted below. As a result, the audits found **\$103,522** (including penalties and interest) in additional revenue for the benefit of the taxpayers of Onondaga County.

The major areas for which Operators were non-compliant included:

- Not remitting all collected Room Occupancy Taxes to the County
- Not properly reporting all gross room revenue
- Using incorrect data when calculating Room Occupancy Tax
- Not including all room revenue and Room Occupancy Tax eligible items in their calculation of Room Occupancy Taxes due
- Not reconciling internal reports such as Exempt Guest Stay reports to accounting reports
- Lack of documentation to support guest’s Tax Exempt status
- Inaccurately completing the Room Occupancy Tax quarterly returns
- Improperly filing multiple Room Occupancy Tax quarterly returns

The Onondaga County Comptroller’s Office reviews all audit findings with Operator management prior to written notification of the audit results.