



Visit
Tallahassee
A Division of Leon County

June 27, 2018

Governor Rick Scott
Office of the Governor
State of Florida
400 S. Monroe Street
Tallahassee, FL 32399

Senate President Joe Negron
Florida Senate
305 Senate Office Building
404 S. Monroe Street
Tallahassee, FL 32399

Speaker of the House Richard Corcoran
House of Representatives
420 The Capitol
402 S. Monroe street
Tallahassee, FL 32399

Dear Governor Scott, Senator Negron, Speaker Corcoran,

Please accept this letter and enclosed materials as the Leon County Division of Tourism/Visit Tallahassee's VISIT FLORIDA partner financial submission per Florida Statute 288.1226(3)(C). The enclosed documents are as follows:

- 1) 2016-17 County Budget Summary and Itemized Division Operating Budget showing revenue received from public and private sources.
- 2) Employee salaries and benefits can be found on in the Division's operating budget under both Administration and Marketing on Account lines 51200-52400 in the budget. Tourist Development Council members are unpaid volunteers.
- 3) Detailed expenditures with VISIT FLORIDA for FY 2016-17.
- 4) Detailed travel and entertainment expenditures for FY 2016-17.

Please let me know if you have any questions or if I may provide additional information. This report is posted on the Leon County Division of Tourism's website at www.VisitTallahassee.com

Best regards,

Kerri L. Post
Executive Director

Leon County Fiscal Year 2017 Adopted Budget

Office of Tourist Development

Tourism Development Summary

Budgetary Costs	FY 2015 Actual	FY 2016 Adopted	FY 2017 Continuation	FY 2017 Issues	FY 2017 Budget	FY 2018 Budget
Personnel Services	861,679	948,503	973,508	-	973,508	1,004,256
Operating	1,636,938	1,989,295	1,962,642	111,187	2,073,829	2,084,667
Transportation	1,197	2,301	1,710	-	1,710	1,710
Grants-in-Aid	1,324,564	1,657,975	1,733,000	175,000	1,908,000	1,932,538
Total Budgetary Costs	3,824,379	4,598,074	4,670,860	286,187	4,957,047	5,023,171
Appropriations						
	FY 2015 Actual	FY 2016 Adopted	FY 2017 Continuation	FY 2017 Issues	FY 2017 Budget	FY 2018 Budget
Administration (160-301-552)	498,129	533,944	540,030	(14,500)	525,530	536,714
Advertising (160-302-552)	856,097	1,083,786	1,083,786	57,687	1,141,473	1,152,311
Council on Culture & Arts (COCA) (160-888-573)	904,500	1,151,875	1,226,900	-	1,226,900	1,251,438
Line Item - COCA Contract (001-888-573)	150,000	150,000	150,000	-	150,000	150,000
Marketing (160-303-552)	1,165,869	1,338,469	1,330,144	68,000	1,398,144	1,417,708
Special Projects (160-304-552)	249,784	340,000	340,000	175,000	515,000	515,000
Total Budget	3,824,379	4,598,074	4,670,860	286,187	4,957,047	5,023,171
Funding Sources						
	FY 2015 Actual	FY 2016 Adopted	FY 2017 Continuation	FY 2017 Issues	FY 2017 Budget	FY 2018 Budget
001 General Fund	150,000	150,000	150,000	-	150,000	150,000
160 Tourism Development	3,674,379	4,448,074	4,520,860	286,187	4,807,047	4,873,171
Total Revenues	3,824,379	4,598,074	4,670,860	286,187	4,957,047	5,023,171
Staffing Summary						
	FY 2015 Actual	FY 2016 Adopted	FY 2017 Continuation	FY 2017 Issues	FY 2017 Budget	FY 2018 Budget
Administration	3.00	3.50	3.50	-	3.50	3.50
Marketing	8.00	8.50	8.50	-	8.50	8.50
Total Full-Time Equivalentents (FTE)	11.00	12.00	12.00	-	12.00	12.00
OPS Staffing Summary						
	FY 2015 Actual	FY 2016 Adopted	FY 2017 Continuation	FY 2017 Issues	FY 2017 Budget	FY 2018 Budget
Administration	0.50	-	-	-	-	-
Marketing	0.50	-	-	-	-	-
Total OPS Full-Time Equivalentents (FTE)	1.00	-	-	-	-	-

5-Cent Collections		FY2014 Actual	FY2015 Actual	FY2016 Adj. Budget	FY2016/2017 Proposed	FY2016/2017 Calculations	Comments/Notes
Acct # REVENUES							
312100	Local Option Resort Taxes (3.75-c)	3,582,476	3,740,386	3,455,625	3,680,700		
312110	TDT COCA (1.25 cent/interest)	895,614	1,246,795	1,151,875	1,226,900		
361111	Pooled Interest Allocation	33,441	69,877	56,715	50,000		
361110	Interest Income (Investment)	(872)	56				
361320	Tax Collector FS 125.315	241	12				
361300	FMV of Investment	-	13,198	9,828	-		
362000	Rents & Royalties	10,200	10,200	10,200	10,200		Rental income based on flat rental rate of \$850/month.
365000	Merchandise Sales	2,663	2,812	4,000	3,000		
366930	Contributions/Partnerships	1,600	1,100	3,000	2,400		Co-op partnerships with industry partners: (Meetings: \$400 / Leisure: \$2000)
369900	Miscellaneous Revenue	7,918			35,500		\$35,500 Florida Sports Foundation Grant Revenue
	Total/Total Estimated Receipts	4,533,281	5,084,436	4,691,243	5,008,700		
	F.S. Req 95%						
	Less: One cent collections	(895,614)					
	Carry/Forwards	112,618		358,500			
	Appropriated Fund Balance	674,179		267,815	491,300		
	Total Actual/Budget	3,637,667	5,871,233	5,317,558	5,500,000		
	Total Revenues Budget				\$ 5,500,000		
Acct # EXPENDITURES							
	Administration (301)						
51200	Salaries & Wages	281,291	208,909	217,691	223,632		
51250	Regular OPS Salaries	12,818	14,319	21,749	21,750		Provided by HR/OMB.
52100	FICA/Medicare	21,321	15,661	16,999	16,604		Provided by HR/OMB.
52200	Retirement Contributions	34,711	33,301	34,778	35,403		Provided by HR/OMB.
52210	Deferred Compensation	206	755	766	766		Provided by HR/OMB.
52300	Life & Health Insurance	37,388	36,819	43,742	46,155		Provided by HR/OMB.
52400	Workers Compensation	883	443	497	359		Provided by HR/OMB.
53400	Other Contractual Services	80,380	115,380	115,500	115,500		2.5% Increase in Personnel
54000	Travel & Per Diem	6,321	9,470	7,500	7,500		Research (100,000) , IDSS (740x12 = 8,800 ~ 9,000), STR (2000); Impact Calculator: 4,500 Director travel.
54100	Communications Services	420	-	-	-		
54101	Communication - Phone System	1,467	1,267	3,150	1,380		Suncom/Centrex:
54200	Postage	-	-	-	-		Suncom/Centrex charges.
54300	Utilities	12,195	14,221	14,500	14,500		Electric/Water/Sewer . OMB will adjust for rate change
54400	Rental & Leases	9,176	8,839	9,500	9,500		Copiers Centralized Printing 4500 increase from operating supplies; Storage ctr: 163.5/mo.=1962; Parking validation for TDC Meetings/Visit Th mtgs/events =654
54505	Vehicle Coverage	661	799	779	730		Insurance cover for VisitTallahassee van.
54600	Repair & Maintenance	17,113	22,852	34,000	34,000		Pinney Bows 155/mo=1860; Facilities 2500/mo=30000; Fire/Burglar Monitoring 420/qtr= 1680; Window cleaning 35/mo=420 = 33,960
54601	Vehicle Repair	165	119	522	520		Maintenance on van.
54900	Other Current Charges	1,227	1,060	1,971	1,971		Bottled Water (80/month)=960; Usage fees for multifunctionals:1,011
55100	Office Supplies	2,785	952	1,000	1,000		General office supplies
55200	Operating Supplies	6,664	8,474	3,000	3,000		Supplies for meetings, supplies for office equipment, special notice costs, and petty cash
55210	Fuel & Oil	777	279	1,000	1,000		Fuel - van
55400	Publications, Memberships	2,248	2,128	2,300	2,300		Chamber of Commerce: \$290; Capital City Chamber of Commerce: \$250; CoCA = \$50; Alleyway Assn: \$300; Th Democrat: 60/month (720); US Today (213.20); Kiplinger (60); DMBA (145), London Publications (195), FL Trend (15.00)
55401	Training	790	-	3,000	3,000		Professional Development training
	Sub-Total: Program 301-Admin	531,006	496,047	533,944	540,570		195,901 10%

	FY2014 Actual	FY2015 Actual	FY2016 Adj. Budget	FY2016/2017 Proposed	FY2016/2017 Calculations	Comments/Notes
Advertising/Public Relations (302)						
53400 Other Contractual Services	1,002,697	850,899	1,168,786	1,141,473		Advertising / Public Relations services for Trailhassee Niche Public. & enhancements to website
54900 Other Current Charges						
Sub-Total: Program 302-Adv/PR	1,002,697	850,899	1,168,786	1,141,473	21%	
Marketing (303)						
51200 Salaries & Wages	343,229	433,208	453,676	468,779		Provided by HR/OMB.
51250 Regular OPS Salaries	12,818	11,306	21,749	21,750	Salaries: Benefits: 628,839 Operating: 814,470	Provided by HR/OMB.
52100 FICA/Medicare	26,706	32,575	37,321	36,963		Provided by HR/OMB.
52200 Retirement Contributions	24,097	30,390	34,279	35,252		Provided by HR/OMB.
52210 Deferred Comp Match	663	-	-	-		
52300 Life & Health Insurance	24,691	45,703	63,499	64,766		Provided by HR/OMB.
52400 Workers Compensation	1,497	1,368	1,757	1,329		Provided by HR/OMB.
53400 Other Contractual Services	75,913	78,999	87,700	94,200		Book Direct (6,000); Suncoast: (8200); VG Editorial, Photography, Blog (9000); courier srv (5000).
54000 Travel & Per Diem	68,065	59,717	81,070	70,890		Amphitheater Management Cost: 66000
54100 Communication Services	4,163	5,448	7,823	7,823		Travel & Entertainment (Actuals include Class C)
54101 Communication - Phone System	729	456	1,550	1,550		Cell phone chrgs: \$4780; WIFI/Service Plans (1123)/Overage: 1500; Opex (800) service: 420
54200 Postage	38,568	45,783	48,000	43,000		Suncom/Centrex, to be adjusted/provided by MIS.
54400 Rental & Leases	2,293	2,021	3,347	3,347		VG Fulfillments/Tradeshows shipment costs.
54700 Printing	3,706	5,233	5,400	6,400		Parking for Volunteer staff, Storage Ctr (\$133.50/mo)
54800 Promotional Activities	32,044	55,959	79,500	30,500		Wayfinding Maps
54860 TDC Direct Sales Promotions	48,551	41,729	99,835	59,667		Promotional Items
54861 TDC Community Relations	7,080	5,305	18,300	13,300		Tradeshows costs: registrations/booth fees
54862 TDC Merchandise	530	1,437	4,000	5,000		Includes VT Annual Roll-out and additional Local Events merchandise for giftshop resale (Consignments)
54900 Other Current Charges	172,386	221,178	221,000	285,000		Bid Pool for Sports(248000)/ Meetings/Transportation(37000)
549XX FL Sports Foundation Grant	-	-	-	35,500		Reimbursement for Bid Pool
54948 TDC Amphitheatre Promotions	175,240	47,152	150,000	100,000		Amphitheater Programming
55100 Office Supplies	1,686	3,498	3,700	3,700		Office supplies
55200 Operating Supplies	4,827	4,621	5,000	5,000		Operating supplies
55250 Uniforms	1,498	2,101	2,000	4,000		Visitor Ctr staff uniforms
55400 Publications, Memberships	17,520	14,503	17,363	19,368		Industry memberships/sub.
55401 Training	5,874	295	8,000	8,000		Training and professional development.
56400 Machinery & Equipment	-	-	-	-		
58160 TDC Local T&E	643	689	1,500	1,500		Local travel (mileage)
58320 Sponsorships & Contributions	13,368	20,280	16,100	16,725		Includes Red Hills EMS (10000); other sponsorships: 6725
Sub-Total: Program 303-Mrktg	1,108,385	1,170,954	1,473,469	1,443,309	26%	
Special Events/Grants (304)						
58300 Grants & Aids	130,349	249,784	467,500	515,000		Grant Program: Cultur/genl-100,000; Sprts-115,000; Sigt Evnt: 300,000
58320 Sponsorships & Contributions	-	-	-	-		
Sub-Total: Program 304-Special E	130,349	249,784	467,500	515,000	9%	

	FY2014 Actual	FY2015 Actual	FY2016 Adj. Budget	FY2016/2017 Proposed	FY2016/2017 Calculations	Comments/Notes
Countywide Automation (470)						
54110 Com-net Communications	8,560	8,815	8,820	8,820		
54600 Repairs and Maintenance	-	-	-	2,875		
Sub-Total: Program 470	8,560	8,815	8,820	11,695	Intergovernmental costs: 0.2%	Provided by OMB.
Risk Allocations (495)						
54500 Insurance	4,678	6,987	6,760	6,858		
Sub-Total: Program 495	4,678	6,987	6,760	6,858	0.1%	\$ 254,553
Indirect Cost (499)						
54900 Indirect Cost (499)	115,908	154,000	189,000	236,000		
Sub-Total: Program 499	115,908	154,000	189,000	236,000	4%	
CRC Grant Prog. (COCA) (888)						
58214 CRC Grant Program	504,500	904,500	1,151,875	1,226,900		1,226,900 COCA: 1 and 1/4 penny for FY17
58260 Other Grants & Aids	84,500	-	90,000	-		
58300 Other Grants & Aids	-	229,000	-	-		
Sub-Total: Program 888	589,000	1,133,500	1,241,875	1,226,900	22%	
Transfers (950)						
591220 Transfer to Fund 220	163,451	163,451	156,576	136,895		- Debt Service: This bond was issued to fund the Northeast Fire Station, the acquisition of the Tourist Development Council building, numerous stormwater projects and the initial funding for a County Courthouse annex. In 2005, a portion of this debt was refunded. Debt Service scheduled to retire FY2017.
591305 Transfer to 305	30,000	-	-	191,300		- Capital Improvements: Apalachee Regional Park including restrooms, storage and paved roads (\$150,000) Welcome Center 2nd floor improvements/updates (\$41,300)
Sub-Total: Program 950	193,451	163,451	156,576	328,195	6%	
Contingency (990)						
59900 Other Non-operating assets (Emer)	\$ -	\$ 40,998	\$ 50,000	\$ 50,000		
59901 Salary Contingency/Reserve	\$ -	\$ 40,998	\$ 50,000	\$ 50,000	1%	
Sub-Total: Program 990	\$ -	\$ 40,998	\$ 50,000	\$ 50,000		
Total Expenditures Budget	\$ 3,684,035	\$ 4,275,435	\$ 5,296,730	\$ 5,500,000		
				\$ -		
				\$ 0		

3. An itemized account of all expenditures on behalf of, or coordinated for the benefit of VISIT FLORIDA, its board members, or employees.

Item	Amount
FY 2017 Partnership Dues	\$1,545.03
Welcome Center Brochure Display & Transparency Display	\$2,149.25
VISIT FLORIDA Magazine ad	\$10,169.75
Interfuse Statewide Newspaper Insert (VISIT FLORIDA co-op advertising program)	\$9,497.50
Florida Encounter (Registration fee)	\$2,400
VIP Atlanta (Registration fee)	\$1,150
Tourism Day (Registration fee of 10 staff members)	\$550
Research trip to Tallahassee/Leon County for eight VISIT FLORIDA Welcome Center staff members (lodging & meals)	\$3,704.35

LEON COUNTY BOARD OF COUNTY COMMISSIONERS - DIVISION OF TOURISM
YTD ACTIVITY GROUP BY ACCOUNT
FOR PERIOD: 10/01/2016 TO 09/30/2017

54000 TRAVEL/ PER DIEM/ ENTERTAINMENT						DOC REF	TRANS	
			TRANS	DOC	DOC	NUM	DESC	AMOUNT
160	301	54000	552	10/03/2016	INNI	I0567703	PIOTROWSKI, JOSEPH	34.56
160	301	54000	552	10/03/2016	INNI	I0567704	POST, KERRI	197.00
160	301	54000	552	12/21/2016	INNI	I0571815	PIOTROWSKI, JOSEPH	102.01
160	301	54000	552	02/21/2017	PCAR	PCAB6117	2/13/2017 TALLHASSEE CHAMBER OF COM	695.00
160	301	54000	552	02/21/2017	PCAR	PCAB6117	2/13/2017 TALLHASSEE CHAMBER OF COM	800.00
160	301	54000	552	03/21/2017	PCAR	PCAB6121	3/13/2017 FACVB.ORG	295.00
160	301	54000	552	03/29/2017	PCAR	PCKP4003	3/21/2017 AMERICAN AIR0017957768808	629.09
160	301	54000	552	04/18/2017	PCAR	PCKP4004	4/9/2017 THE EDISON	61.50
160	301	54000	552	05/16/2017	PCAR	PCKP4005	5/9/2017 AMERICAN AIR0012127889859	481.30
160	301	54000	552	06/02/2017	INNI	I0579642	POST, KERRI	160.00
160	301	54000	552	06/20/2017	PCAR	PCKP4006	6/10/2017 WYNDHAM GRAND CLEARWATER	199.00
160	301	54000	552	06/20/2017	PCAR	PCKP4006	6/10/2017 WYNDHAM GRAND CLEARWATER	231.50
160	301	54000	552	06/20/2017	PCAR	PCKP4006	6/14/2017 WYNDHAM GRAND CLEARWATER	32.50
160	301	54000	552	06/27/2017	PCAR	PCAB6134	6/16/2017 GREATER TALLAHASSEE CO	575.00
160	301	54000	552	08/09/2017	PCAR	PCAB6140	7/31/2017 FACVB.ORG	245.00
160	301	54000	552	08/22/2017	PCAR	PCKP4007	8/12/2017 FLASH FOODS 101011535	24.05
160	301	54000	552	08/22/2017	PCAR	PCKP4007	8/13/2017 OMNI AIP RESORT	-44.88
160	301	54000	552	08/22/2017	PCAR	PCKP4007	8/13/2017 OMNI AIP RESORT	276.44
160	301	54000	552	09/05/2017	INNI	I0583940	POST, KERRI	62.00
160	301	54000	552	09/05/2017	INNI	I0583941	POST, KERRI	398.86
160	301	54000	552	09/07/2017	PCAR	PCKP4008	8/30/2017 HILTON DIPLOMAT RESORT	330.00
160	303	54000	552	10/07/2016	INNI	I0568045	ROACH, JANET	53.35
160	303	54000	552	10/10/2016	INNI	I0568145	HEIDECKER, AMANDA	125.00
160	303	54000	552	10/10/2016	INNI	I0568148	ROACH, JANET	387.68
160	303	54000	552	10/10/2016	INNI	I0568149	STOGNER, GARY L.	500.47
160	303	54000	552	10/11/2016	PCAR	PCBH1207	10/6/2016 ASTA PARKING	2.00
160	303	54000	552	10/11/2016	PCAR	PCJR4267	10/5/2016 THE EDISON	232.10
160	303	54000	552	10/11/2016	PCAR	PCJR4267	10/6/2016 KWJB, INC. DBA KOO	229.00
160	303	54000	552	10/19/2016	PCAR	PCJR4268	10/6/2016 MADISON SOCIAL	104.25
160	303	54000	552	10/24/2016	INNI	I0568993	ROACH, JANET	131.00
160	303	54000	552	10/24/2016	INNI	I0568994	CASELS, LAURA	30.00
160	303	54000	552	10/31/2016	PCAR	PCGS1045	10/14/2016 HILTON CONVENTION CTR	-175.50
160	303	54000	552	11/01/2016	PCAR	PCJR4269	10/25/2016 SHELL OIL 57543701809	39.54
160	303	54000	552	11/01/2016	PCAR	PCJR4269	10/26/2016 UBER US OCT25 SMHM4	5.85
160	303	54000	552	11/08/2016	PCAR	PCJP6003	11/2/2016 DELTA AIR 0062362090978	379.70
160	303	54000	552	11/08/2016	PCAR	PCLP0092	10/26/2016 TACO REPUBLIK	16.00

LEON COUNTY BOARD OF COUNTY COMMISSIONERS - DIVISION OF TOURISM
YTD ACTIVITY GROUP BY ACCOUNT
FOR PERIOD: 10/01/2016 TO 09/30/2017

160	303	54000	552	11/08/2016	PCAR	PCJR4270	10/27/2016 ROSEN HOTELS SHNGL CRK	454.90
160	303	54000	552	11/08/2016	PCAR	PCJR4270	11/1/2016 ASTA PARKING	3.00
160	303	54000	552	11/15/2016	PCAR	PCJR4271	11/9/2016 MEETING PROFESSIONALS IN	475.00
160	303	54000	552	11/21/2016	INNI	I0570359	ROACH, JANET	74.00
160	303	54000	552	12/06/2016	PCAR	PCBH1211	11/28/2016 HARRY'S OF TALLAHASSEE	152.82
160	303	54000	552	12/13/2016	INNI	I0571364	STOGNER, GARY L.	52.06
160	303	54000	552	12/13/2016	PCAR	PCJR4273	12/3/2016 OMNI HOTELS	465.00
160	303	54000	552	12/13/2016	PCAR	PCJR4273	12/3/2016 SHELL OIL 57543701809	33.33
160	303	54000	552	12/16/2016	INNI	I0571560	ROACH, JANET	64.00
160	303	54000	552	12/20/2016	PCAR	PCJR4274	12/12/2016 CYPRESS	195.50
160	303	54000	552	12/20/2016	PCAR	PCJP6005	12/13/2016 THE EDISON	71.50
160	303	54000	552	12/20/2016	PCAR	PCJP6005	12/13/2016 WAKULLA SPRGS ST PRK	6.00
160	303	54000	552	12/20/2016	PCAR	PCJR4274	12/8/2016 DELTA AIR 0062175247883	112.00
160	303	54000	552	12/21/2016	INNI	I0571820	ROACH, JANET	45.89
160	303	54000	552	12/21/2016	INNI	I0571878	TRAVELING MOM LLC	207.96
160	303	54000	552	01/04/2017	PCAR	PCJP6006	12/20/2016 WAKULLA SPRGS ST PRK	-0.39
160	303	54000	552	01/19/2017	PCAR	PCJR4276	1/11/2017 THE BREAKERS DEPOSITS	159.00
160	303	54000	552	01/19/2017	PCAR	PCJR4276	1/12/2017 BELLA BELLA RESTAU	51.60
160	303	54000	552	01/24/2017	PCAR	PCJP6007	1/13/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	01/24/2017	PCAR	PCJR4277	1/13/2017 HOLIDAY INN TALLAHASSEE	99.00
160	303	54000	552	01/24/2017	PCAR	PCJP6007	1/15/2017 RENAISSANCE CLEVELAND	98.45
160	303	54000	552	01/24/2017	PCAR	PCJP6007	1/18/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	01/24/2017	PCAR	PCJP6007	1/18/2017 RPS TALLAHASSEE A / P	66.00
160	303	54000	552	01/24/2017	PCAR	PCJP6007	1/18/2017 SQ UNITED CAB COMP	36.00
160	303	54000	552	01/24/2017	PCAR	PCJP6007	1/19/2017 RENAISSANCE CLEVELAND	492.25
160	303	54000	552	02/13/2017	INNI	I0574263	PIOTROWSKI, JOSEPH	290.00
160	303	54000	552	02/14/2017	PCAR	PCBH1217	2/6/2017 AMERICAN 00121130478070	560.60
160	303	54000	552	02/14/2017	PCAR	PCBH1217	2/6/2017 AMERICAN 00121130478081	560.60
160	303	54000	552	02/14/2017	PCAR	PCJR4279	2/6/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	02/14/2017	PCAR	PCJR4279	2/6/2017 SQ CHICAGO CAB GOS	34.50
160	303	54000	552	02/14/2017	PCAR	PCJR4279	2/6/2017 UBER US FEB06 DLP53	11.39
160	303	54000	552	02/21/2017	PCAR	PCBH1218	2/10/2017 HYATT REGENCY JACKSONV	25.00
160	303	54000	552	02/21/2017	PCAR	PCJR4280	2/10/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	02/21/2017	PCAR	PCJR4280	2/10/2017 HYATT HOTELS MCCORMICK PL	793.56
160	303	54000	552	02/21/2017	PCAR	PCJR4280	2/10/2017 RPS TALLAHASSEE A / P	55.00
160	303	54000	552	02/21/2017	PCAR	PCJR4280	2/10/2017 UBER US FEB10 2XFOS	15.29
160	303	54000	552	02/21/2017	PCAR	PCJP6009	2/13/2017 ITT 63010102	125.00

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160	303	54000	552	02/21/2017	PCAR	PCJP6009	2/14/2017 RENAISSANCE CLEVELAND	-98.45
160	303	54000	552	02/28/2017	PCAR	PCLC5021	2/20/2017 FOUR POINTS HOTEL	334.13
160	303	54000	552	03/07/2017	PCAR	PCLC5022	2/23/2017 FOUR POINTS HOTEL	-17.59
160	303	54000	552	03/10/2017	INNI	I0575485	ROACH, JANET	204.00
160	303	54000	552	03/21/2017	PCAR	PCJP6010	3/11/2017 COURTYARD BY MARRIOTT	281.94
160	303	54000	552	03/21/2017	PCAR	PCJP6010	3/12/2017 CHEVRON 0042097	37.80
160	303	54000	552	03/21/2017	PCAR	PCLC5023	3/16/2017 Paisley Cafe LLC	54.00
160	303	54000	552	03/21/2017	PCAR	PCLC5023	3/16/2017 THE EDISON	92.00
160	303	54000	552	03/28/2017	INNI	I0576270	HICKEY, BRIAN	25.00
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/17/2017 MADISON SOCIAL	36.99
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/17/2017 WAKULLA SPRGS ST PRK	14.96
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/17/2017 WAKULLA SPRINGS LODGE	64.00
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/18/2017 BRADFORDVILLE BLUES	40.00
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/18/2017 TACO REPUBLIK	26.60
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/19/2017 BACKWOODS CROSSING	98.74
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/19/2017 HOTEL DUVAL	357.00
160	303	54000	552	03/29/2017	PCAR	PCLC5024	3/21/2017 SQ HARRY SMITH OUTDOORS,	123.00
160	303	54000	552	03/29/2017	PCAR	PCJP6011	3/23/2017 CHEVRON 0307526	35.53
160	303	54000	552	03/29/2017	PCAR	PCJP6011	3/23/2017 COURTYARD BY MARRIOTT	155.65
160	303	54000	552	04/04/2017	PCAR	PCBH1220	3/26/2017 AMERICAN 0010276939040	25.00
160	303	54000	552	04/04/2017	PCAR	PCBH1220	3/26/2017 TAXI SVC SACRAMENTO	7.80
160	303	54000	552	04/04/2017	PCAR	PCBH1220	3/28/2017 TEQUILA MUSEO MAYAHUEL	123.89
160	303	54000	552	04/04/2017	PCAR	PCBH1220	3/30/2017 de Vere's Irish Pub- S	146.49
160	303	54000	552	04/04/2017	PCAR	PCJP6012	3/24/2017 FAIRFIELD INN & SUITES	161.40
160	303	54000	552	04/04/2017	PCAR	PCJP6012	3/25/2017 COURTYARD BY MARRIOTT	-27.94
160	303	54000	552	04/04/2017	PCAR	PCLC5025	3/25/2017 FOUR POINTS HOTEL	-1.01
160	303	54000	552	04/04/2017	PCAR	PCJP6012	3/26/2017 AMERICAN AIR0010276938441	25.00
160	303	54000	552	04/04/2017	PCAR	PCJP6012	3/26/2017 MIKUNI JAPANESE RESTAURA	98.21
160	303	54000	552	04/04/2017	PCAR	PCJP6012	3/26/2017 SITO A	35.00
160	303	54000	552	04/12/2017	PCAR	PCBH1221	3/31/2017 AMERICAN 0010277405970	25.00
160	303	54000	552	04/12/2017	PCAR	PCBH1221	3/31/2017 RESIDENCE INN DOWNTOWN	825.20
160	303	54000	552	04/12/2017	PCAR	PCBH1221	3/31/2017 RPS TALLAHASSEE AIRPOR	66.00
160	303	54000	552	04/12/2017	PCAR	PCBH1221	4/1/2017 RESIDENCE INN DOWNTOWN	206.30
160	303	54000	552	04/12/2017	PCAR	PCJP6013	3/31/2017 AMERICAN AIR0010277405997	25.00
160	303	54000	552	04/12/2017	PCAR	PCJP6013	3/31/2017 HYATT HOTELS SACRAMENTO	1,031.50

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160	303	54000	552	04/12/2017	PCAR	PCJP6013	3/31/2017 RPS TALLAHASSEE AIRPORT	66.00
160	303	54000	552	04/12/2017	PCAR	PCJP6013	3/31/2017 UBER TECHNOLOGIES INC	18.56
160	303	54000	552	04/17/2017	INNI	I0577042	RATLIFF, ANDI	134.95
160	303	54000	552	04/17/2017	INNI	I0577043	PIOTROWSKI, JOSEPH	106.49
160	303	54000	552	04/17/2017	INNI	I0577046	PIOTROWSKI, JOSEPH	127.00
160	303	54000	552	04/17/2017	INNI	I0577047	PIOTROWSKI, JOSEPH	39.00
160	303	54000	552	04/17/2017	INNI	I0577048	PIOTROWSKI, JOSEPH	64.00
160	303	54000	552	04/18/2017	PCAR	PCJP6014	4/11/2017 DELTA AIR 0062379052574	440.60
160	303	54000	552	04/18/2017	PCAR	PCJP6014	4/12/2017 DELTA AIR 0062379242412	825.60
160	303	54000	552	04/18/2017	PCAR	PCJP6014	4/12/2017 DELTA AIR 0062379242413	825.60
160	303	54000	552	04/18/2017	PCAR	PCJR4283	4/6/2017 SILVER AIR 4492101150713	286.40
160	303	54000	552	04/26/2017	PCAR	PCJR4284	4/20/2017 UBER US APR20 3S4UG	10.45
160	303	54000	552	05/03/2017	PCAR	PCLC5026	4/20/2017 AMERICAN AIR0017966814761	594.60
160	303	54000	552	05/03/2017	PCAR	PCLP0096	4/20/2017 DELTA AIR 0062180469696	666.50
160	303	54000	552	05/03/2017	PCAR	PCJR4285	4/21/2017 BP#9716176BP 356 BOULEVA	47.50
160	303	54000	552	05/03/2017	PCAR	PCJR4285	4/22/2017 HILTON HOTELS	218.87
160	303	54000	552	05/09/2017	PCAR	PCLC5027	5/3/2017 AMERICAN AIR0010649911887	11.14
160	303	54000	552	05/09/2017	PCAR	PCLC5027	5/4/2017 SQ TRANS CITY TAXI GOSQ.	25.60
160	303	54000	552	05/09/2017	PCAR	PCLP0097	5/2/2017 HILTON DIPLOMAT RESORT	183.15
160	303	54000	552	05/12/2017	INNI	I0578594	ROACH, JANET	87.00
160	303	54000	552	05/16/2017	INNI	I0578688	PIOTROWSKI, JOSEPH	318.00
160	303	54000	552	05/16/2017	PCAR	PCJP6015	5/9/2017 HILTON HOTELS	244.92
160	303	54000	552	05/16/2017	PCAR	PCJR4287	5/9/2017 HILTON HOTELS	244.92
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/4/2017 E FARMERS MARK12200713	25.29
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/5/2017 HUNTSVILLE CAB COMPANY	12.70
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/5/2017 HUNTSVILLE CAB COMPANY	20.70
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/5/2017 HUNTSVILLE CAB COMPANY	22.10
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/5/2017 HUNTSVILLE CAB COMPANY	39.10
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/6/2017 HUNTSVILLE CAB COMPANY	15.10
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/6/2017 HUNTSVILLE CAB COMPANY	15.72
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/6/2017 SQ TRANS CITY TAXI GOSQ.	31.50
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/7/2017 AIR HOST HUNTSVILLE	14.53
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/7/2017 AMERICAN AIR0010280770194	25.00

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160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/7/2017 E STARBUCKS 12201562	4.72
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/7/2017 RPS TALLAHASSEE AIRPORT	44.00
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/7/2017 SQ TRANS CITY TAXI GOSQ.	30.00
160	303	54000	552	05/16/2017	PCAR	PCLC5028	5/8/2017 HUNTSVILLE ELEMENT	488.10
160	303	54000	552	05/22/2017	INNI	I0578997	HICKEY, BRIAN	221.00
160	303	54000	552	05/23/2017	PCAR	PCLC5029	5/15/2017 GROWLER COUNTRY	26.04
160	303	54000	552	05/23/2017	PCAR	PCLC5029	5/15/2017 KOOL BEANZ CAFE	65.50
160	303	54000	552	05/23/2017	PCAR	PCLC5029	5/15/2017 LOFTY PURSUITS ICE CRE	12.60
160	303	54000	552	05/23/2017	PCAR	PCLC5029	5/16/2017 SALTWATER SEAFOOD COMPANY	155.00
160	303	54000	552	05/31/2017	PCAR	PCBH1227	5/23/2017 SHELL OIL 575425294QPS	33.37
160	303	54000	552	05/31/2017	PCAR	PCBH1227	5/24/2017 SHELL OIL 57543701809	23.97
160	303	54000	552	05/31/2017	PCAR	PCLP0098	5/21/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	05/31/2017	PCAR	PCLC5030	5/23/2017 HOTEL DUVAL	114.00
160	303	54000	552	05/31/2017	PCAR	PCLP0098	5/25/2017 RIVIERA PALM SPRINGS	699.12
160	303	54000	552	06/06/2017	PCAR	PCBH1228	5/26/2017 BP#6759328DOUGS BP QPS	38.59
160	303	54000	552	06/06/2017	PCAR	PCBH1228	5/26/2017 JUPITER BEACH RESORT	318.00
160	303	54000	552	06/06/2017	PCAR	PCAR6051	5/31/2017 ASTA PARKING	2.00
160	303	54000	552	06/06/2017	PCAR	PCLP0099	5/26/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	06/06/2017	PCAR	PCLP0099	5/26/2017 ENTERPRISE RENT-A-CAR	249.96
160	303	54000	552	06/06/2017	PCAR	PCLP0099	5/31/2017 ASTA PARKING	2.00
160	303	54000	552	06/06/2017	PCAR	PCLP0099	5/31/2017 BACKWOODS CROSSING	374.40
160	303	54000	552	06/06/2017	PCAR	PCLP0099	5/31/2017 MADISON SOCIAL	151.00
160	303	54000	552	06/06/2017	PCAR	PCLP0099	6/1/2017 THE EDISON	367.20
160	303	54000	552	06/06/2017	PCAR	PCLP0099	6/1/2017 UPTOWN CAFE	121.93
160	303	54000	552	06/15/2017	PCAR	PCLC5031	6/1/2017 FOOD GLORIOUS FOOD	206.50
160	303	54000	552	06/15/2017	PCAR	PCLP0100	6/2/2017 LOFTY PURSUITS MARKET	121.00
160	303	54000	552	06/15/2017	PCAR	PCLP0100	6/2/2017 METRO DELI DOWNTOWN	85.72
160	303	54000	552	06/15/2017	PCAR	PCJR4288	6/5/2017 AMERICAN AIR0010283457615	25.00
160	303	54000	552	06/15/2017	PCAR	PCLP0100	6/6/2017 ALOFT	2,277.00
160	303	54000	552	06/15/2017	PCAR	PCJR4288	6/6/2017 MARATHON PETRO	3.66
160	303	54000	552	06/15/2017	PCAR	PCJR4288	6/7/2017 ENTERPRISE RENT-A-CAR	39.73
160	303	54000	552	06/20/2017	PCAR	PCAH1126	6/13/2017 DOUBLETREE HOTELS	250.00
160	303	54000	552	06/20/2017	PCAR	PCBH1229	6/9/2017 HILTON DIPLOMAT RESORT	183.15
160	303	54000	552	06/20/2017	PCAR	PCGS1049	6/9/2017 HILTON DIPLOMAT RESORT	183.15
160	303	54000	552	06/20/2017	PCAR	PCJR4289	6/10/2017 HILTON FT LD MARINAHOT	504.00
160	303	54000	552	06/20/2017	PCAR	PCJR4289	6/9/2017 RPS TALLAHASSEE AIRPORT	55.00
160	303	54000	552	06/20/2017	PCAR	PCJR4289	6/9/2017 SILVER AIR 4492600592000	30.00
160	303	54000	552	06/20/2017	PCAR	PCJR4289	6/9/2017 UBER TECHNOLOGIES INC	8.88
160	303	54000	552	06/21/2017	PCAR	PEL1001	6/8/2017 ENTERPRISE RENT-A-CAR	165.00
160	303	54000	552	06/23/2017	INNI	I0580614	HICKEY, BRIAN	89.10

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160	303	54000	552	06/27/2017	PCAR	PCAR6053	6/22/2017 SQ MARIO BERNAL	75.00
160	303	54000	552	06/27/2017	PCAR	PCJP6016	6/19/2017 ENTERPRISE RENT-A-CAR	53.38
160	303	54000	552	06/27/2017	PCAR	PCJP6016	6/21/2017 UBER US JUN21 4BX7U	7.00
160	303	54000	552	06/27/2017	PCAR	PCJP6016	6/22/2017 RENAISSANCE HOTELS L B	473.46
160	303	54000	552	06/30/2017	INNI	I0581116	ROACH, JANET	209.00
160	303	54000	552	07/06/2017	PCAR	PCAH1127	6/23/2017 QUALITY INNS	1,119.84
160	303	54000	552	07/06/2017	PCAR	PCAR6054	6/23/2017 RENAISSANCE HOTELS L B	736.09
160	303	54000	552	07/06/2017	PCAR	PCAR6054	6/23/2017 RPS TALLAHASSEE AIRPORT	55.00
160	303	54000	552	07/06/2017	PCAR	PCJP6017	6/22/2017 RPS TALLAHASSEE AIRPORT	44.00
160	303	54000	552	07/06/2017	PCAR	PCJP6017	6/24/2017 UBER TECHNOLOGIES INC	18.45
160	303	54000	552	07/11/2017	INNI	I0581356	RATLIFF, ANDI	174.04
160	303	54000	552	07/18/2017	PCAR	PCAB6137	7/13/2017 SUNPASS ACC16332168	25.00
160	303	54000	552	07/18/2017	PCAR	PCJR4290	7/11/2017 SHELL OIL 10047712012	35.79
160	303	54000	552	07/18/2017	PCAR	PCJR4290	7/12/2017 ENTERPRISE CAR TOLLS	5.35
160	303	54000	552	07/21/2017	INNI	I0581833	PACE, LAUREN	141.00
160	303	54000	552	07/26/2017	PCAR	PCJR4291	7/15/2017 CIRCLE K 05988	42.72
160	303	54000	552	07/26/2017	PCAR	PCJR4291	7/15/2017 THE BREAKERS HOTEL	357.00
160	303	54000	552	07/26/2017	PCAR	PCJR4291	7/18/2017 DELTA AIR 0062390260079	657.60
160	303	54000	552	08/04/2017	INNI	I0582598	ROACH, JANET	133.00
160	303	54000	552	08/09/2017	PCAR	PCJP6018	7/29/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	08/09/2017	PCAR	PCJP6018	8/2/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	08/09/2017	PCAR	PCJP6018	8/2/2017 RPS TALLAHASSEE AIRPORT	55.00
160	303	54000	552	08/09/2017	PCAR	PCJP6018	8/3/2017 SHERATON	734.88
160	303	54000	552	08/10/2017	INNI	I0582822	RATLIFF, ANDI	173.00
160	303	54000	552	08/10/2017	INNI	I0582836	PIOTROWSKI, JOSEPH	251.90
160	303	54000	552	08/15/2017	PCAR	PCGS1050	8/7/2017 ASTA PARKING	4.00
160	303	54000	552	08/15/2017	PCAR	PCGS1050	8/7/2017 ASTA PARKING	4.00
160	303	54000	552	08/15/2017	PCAR	PCLP0102	8/4/2017 AMERICAN AIR0010655537166	8.52
160	303	54000	552	08/15/2017	PCAR	PCLP0102	8/4/2017 AMERICAN AIR0012142034872	626.90
160	303	54000	552	08/18/2017	INNI	I0583137	PIOTROWSKI, JOSEPH	104.00
160	303	54000	552	08/22/2017	PCAR	PCGS1051	8/17/2017 HILTON DIPLOMAT RESORT	-183.15
160	303	54000	552	08/29/2017	PCAR	PCBH1230	8/22/2017 COCHON	225.28
160	303	54000	552	08/29/2017	PCAR	PCBH1230	8/23/2017 APRES LOUNGE	20.00
160	303	54000	552	08/29/2017	PCAR	PCBH1230	8/23/2017 HILTON SPIRITS	72.91
160	303	54000	552	08/29/2017	PCAR	PCJP6019	8/20/2017 RACETRAC 0266 00002667	21.68
160	303	54000	552	08/29/2017	PCAR	PCJP6019	8/20/2017 SUNOCO 0231254400	33.29
160	303	54000	552	08/29/2017	PCAR	PCJR4293	8/21/2017 UBER US AUG21 KTVV4	6.80
160	303	54000	552	08/29/2017	PCAR	PCJP6019	8/24/2017 PILOT	39.49

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160	303	54000	552	08/29/2017	PCAR	PCLP0104	8/24/2017 UBER US AUG24 MVWQJ	27.94
160	303	54000	552	08/29/2017	PCAR	PCLP0104	8/24/2017 UBER US AUG23 QPVYN HELP.	35.24
160	303	54000	552	08/29/2017	PCAR	PCLP0104	8/25/2017 UBER TECHNOLOGIES INC	5.00
160	303	54000	552	09/07/2017	PCAR	PCBH1231	8/25/2017 HILTON HOTELS	734.76
160	303	54000	552	09/07/2017	PCAR	PCLP0105	8/24/2017 RPS TALLAHASSEE AIRPORT	33.00
160	303	54000	552	09/07/2017	PCAR	PCLP0105	8/25/2017 EMBASSY SUITES CONCORD	381.94
160	303	54000	552	09/07/2017	PCAR	PCJP6020	8/25/2017 HILTON HOTELS	930.76
160	303	54000	552	09/07/2017	PCAR	PCJR4294	8/25/2017 HILTON HOTELS	734.76
160	303	54000	552	09/14/2017	INNI	I0584446	ROACH, JANET	207.00
160	303	54000	552	09/19/2017	PCAR	PCJP6021	9/14/2017 AMERICAN BUS ASSOCIATION	1,545.00
160	303	54000	552	09/22/2017	INNI	I0585029	PIOTROWSKI, JOSEPH	207.00
160	303	54000	552	09/22/2017	INNI	I0585030	HICKEY, BRIAN	174.00
160	303	54000	552	09/26/2017	PCAR	PCBH1232	9/19/2017 UPTOWN CAFE	62.47
160	303	54000	552	09/26/2017	PCAR	PCJP6022	9/14/2017 DELTA AIR 0062396285370	354.10
160	303	54000	552	09/30/2017	PCAR	PCJR4297	9/26/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	09/30/2017	PCAR	PCLP0107	9/29/2017 ALOFT	114.00
160	303	54000	552	09/30/2017	PCAR	PCLP0107	9/29/2017 ALOFT	228.00
160	303	54000	552	09/30/2017	PCAR	PCLP0107	9/29/2017 ALOFT	228.00
160	303	54000	552	09/30/2017	PCAR	PCLP0107	9/29/2017 CENTRALE LLC	73.20
160	303	54000	552	09/30/2017	PCAR	PCJR4298	9/29/2017 DELTA AIR Baggage Fee	25.00
160	303	54000	552	09/30/2017	PCAR	PCJR4298	9/29/2017 RPS TALLAHASSEE AIRPORT	43.00
160	303	54000	552	09/30/2017	PCAR	PCLP0107	9/29/2017 SQ AREPANA LATIN GRILL	1,800.00
160	303	54000	552	09/30/2017	PCAR	PCJP6023	9/29/2017 THE EDISON	31.00
160	303	54000	552	09/30/2017	PCAR	PCLP0107	9/29/2017 UPTOWN CAFE	29.74
160	303	54000	552	09/30/2017	PCAR	PCJR4298	9/30/2017 DOUBLETREE BY HILTON SOUT	403.41
160	303	54000	552	09/30/2017	INNI	I0586633	PACE, LAUREN	103.00
160	303	54000	552	09/30/2017	INNI	I0586634	RATLIFF, ANDI	80.25

54000 TOTAL:

47,325.09

TOTAL ACTIVITY FOR PERIOD:

47,325.09

REPORT PARAMETERS:

FROM FUND: 160 TO FUND: 160

FROM ORG: 301 TO ORG: 303

FROM ACCT: 54000 TO ACCT: 54000

FROM DATE: 2016-10-01 TO DATE: 2017-09-30