

**FY 2022 Accommodations Tax Grant
Final Report - Reimbursement Request**

You may record information directly on this form or create a separate document for more detailed responses.

I. PROJECT INFO:

Organization Name: _____

Project Name: _____

Contact Name: _____ Phone: _____

II. PROJECT COMPLETION:

Were you able to complete the project as stated in your original application? _____

If no, state any problems you encountered. _____

III. PROJECT SUCCESS:

Please share any additional comments regarding the project. (e.g., lessons learned successes, problems encountered, etc.) _____

IV. PROJECT ATTENDANCE:

Record numbers in table below, as requested by the Tourism Expenditure Review Committee. Numbers are to reflect attendance and funds received for projects for current and previous years.

		FY 2021		FY 2022
Total budget of event/project				
Amount funded by A-tax				
Amount funded by A-tax from all sources				
Total attendance				
Total tourists*				

* Tourists are generally defined as those who travel at least 50 miles to attend; however, the Committee considers every project/event on a case by cases basis.

V. METHODS:

Please describe the methods used to capture the attendance data listed above (license plates, surveys, etc.) _____

VI. PROJECT BUDGET:

Attach report indicating project revenues and expenses of Accommodations Tax FY2022 grant.

VII. ORGANIZATION SIGNATURE:

Provide signature of official within organization, verifying accuracy of above statements.

Name _____ Title _____

Signature _____ Date _____

FY 2022 Accommodations Tax Funding Final Report
Attachment

VIII. FOR INTERNAL PURPOSES ONLY:

Reviewed By: _____ Date Approved: _____

Selected for Audit: _____ Date Audit Completed: _____

FY 2022 Accommodations Tax Funding Final Report
Attachment

Organization Name: _____ **Project Name:** _____

Event/Project Revenue Projected _____
Admissions Receipts _____
Private Donations _____
City of Beaufort ATAX Requests _____
Port Royal ATAX Requests _____
Hilton Head ATAX Requests _____
Bluffton ATAX Requests _____
Beaufort County ATAX Requests _____
Other Area ATAX Requests _____
Total Revenues _____

Expenses:

Sales Promotions Expenses _____
Publicity Materials Expense _____
Newspaper Advertising _____
Radio Advertising _____
Magazine Advertising _____
Television Advertising _____
Billboard Advertising _____
Printing _____
Direct Mail Expenses _____
Brochure Printing _____
Flyer Printing _____
Other Promotional Items _____
Postage Supplies _____
Equipment Rental _____
Service Rental _____
Entertainment Fees _____
Speaker Fees _____
Hospitality Fees _____
Decorations _____
Refreshments _____
Other Expenses (detail below) _____
_____ _____
_____ _____
_____ _____

Total Expenses _____
Event Profit (Loss) Total Request for ATAX Grant _____

Total Request for Reimbursement _____

**All supporting documentation must be maintained and immediately available
upon request.**