

## BID FEE FOLLOW UP REPORT OF JEFFERSON COUNTY HOTEL OCCUPANCY TAX (HOT) FUNDS

Please complete the following to ensure that the funds provided to your organization through the Jefferson County Hotel Occupancy Tax were utilized for the purposes set forth in the original funding application. *Unused funds must be returned with this report to address listed on back page of the report.*

### I. GENERAL INFORMATION

A. Name of Organization:

\_\_\_\_\_  
Name and Date of Event:

B. Amount of County Hotel and Occupancy Tax Awarded:

\_\_\_\_\_

**II. VISITOR IMPACT** - The following information is required as funding was based upon impact on tourism/hotel and convention industry. The organization is expected to make every possible effort in tracking the use of Jefferson County hotel rooms.

A. Provide numbers for the following concerning the period funded:

1. Visitors/participants: Actual # \_\_\_\_\_
2. Visitors/participants from outside seventy-five (75) miles of Jefferson County: Actual # \_\_\_\_\_
3. Visitors/participants indicating they stayed overnight in a Jefferson County hotel: Actual # \_\_\_\_\_

### III. ATTACHMENTS

**IF PAYING PARENT ORGANIZATION** - Attach invoice along with front and back of canceled check showing payment to recognized sanctioned parent organization.

Parent Organization: The sanctioning body affiliated with the event that requires a formal bid fee to secure it.

**IF FULFILLING HOST CITY REQUIREMENTS** - Complete **Fund Tracking Expense Report/Checkbook** page listed below with approved expenditures.

Host City Requirements: Requirements set by a sanctioning body which must be met in order to host an event. These may include providing a venue, equipment, staffing, or event infrastructure.

*Example: A boxing event held in a local arena, where the host city requires the organizer to provide a regulation ring, certified referees, medical staff, and meet safety guidelines outlined by the local athletic commission.*

**Fund Tracking Expense Report/Checkbook - ONLY COMPLETE IF FULFILLING HOST CITY REQUIREMENTS** - (Report only expenses that pertain to the grant funding. Documentation of expenses including invoices, receipts, etc. should be attached for each item. If more space is needed, make copies using same form)

[illegible]

\*Note this checkbook should only include items paid for by grant dollars per the award letter.

Total Expenses from Checkbook \_\_\_\_\_

Total Funds Awarded \_\_\_\_\_

Difference

Please Note: Unused funds must be returned to the Jefferson County Hotel Occupancy Tax Fund at address below.

#### IV. ROOM NIGHTS

Identify hotels used and total room nights at each.

Name of Person Completing Form \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Date Form Completed \_\_\_\_\_

Phone Number \_\_\_\_\_

Address \_\_\_\_\_

**Return Form To:** Ben J. Rogers Regional Visitors Center  
Attn: Kathi Weathington Hughes  
5055 IH-10 South  
Beaumont, Texas 77705

Questions in regards to this form should be forwarded to Ms. Kathi Hughes at 409-842-0500.