

**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 Program (if applicable)

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 # _____
4. Which hotels were utilized and list greatest to least use with number of rooms per hotel indicated:

III. MARKETING/PROMOTION

Briefly describe the marketing/promotional activities and plan utilized for your program or organization. Attach copies of advertising, press releases, etc. that reached the targeted tourism markets.

3. Fund Tracking Expense Report/Checkbook (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)

<u>Payee</u>	<u>Date & Check #</u>	<u>Description of expense</u>	<u>Amount</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
		Total	_____

*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.

Name of Organization Representative Completing Form

Signature _____

Title _____

Date Form Completed _____

Phone Number _____

Address _____

Return Form To: Jefferson County Tourism Commission

Attn: Kathi W. Hughes

5055 IH-10 South

Beaumont, TX 77705

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