

CITY OF BASTROP
HOT Funding
Quarterly Submittal Form



Organizational Name: _____

For the Quarter Ended: _____

Please provide a summary of the activities related to events undertaken by the Association to benefit the City, during the preceding quarter:

Please attached the following:

Financial statement for reporting period that indicates how the Association has expended hotel/motel occupancy tax funds provided by the City on the development of tourism and promotion of local events and on activities, businesses, and organizations, pursuant to the Association's annual tourism budget as previously approved by the City Council

Copy of each monthly bank statement for the reporting period; including copies of cancelled checks

Copy of the check register for each reporting period

Copy of brochures, advertisements and sponsorship materials

Other information the City Council may have requested to be included

Please contact the Finance Department if we can provide you this form through email.