



# Hospitality Tax Grant Mid-Year Financial Report

Due: January 31, 2018 for grant funds expended July 1 – December 31, 2017.

Organization: \_\_\_\_\_

Contact: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Report Notes:

- Agencies receiving FY18 Htax funds must complete and submit this form even if no FY18 Htax grant funds were spent prior to December 31, 2017.
- If your program/event ended prior to January 1, 2018, you must submit an Hospitality Tax Final Report in lieu of the Mid-Year Report.
- Programmatic information will be collected on the Final Report Form once your program is complete.

### FY18 HTAX GRANT MID-YEAR FINANCIAL ACTIVITY

\$\_\_\_\_\_ Amount of County Htax funds spent between July 1 and December 31, 2017. **This number must equal the total of amount of expenses listed on your itemized list of expenditures that is a required attachment to this report.**

\$\_\_\_\_\_ Amount of FY18 Htax funds requested from Richland County between July 1 and December 31, 2017. Reminder that all County grant funds must be spent by June 30, 2018. The amount spent by December 31, 2017 and the amount drawn down by December 31 do not have to match.

### REQUIRED ATTACHMENTS

\_\_\_ **Grant Expenses List-** Please attach an **itemized list of grant expenditures** that includes vendor name, amount, expense purpose, and date paid. Grantees must submit an itemized list of all Htax expenses between July 1 and December 31, 2017.

\_\_\_ **Copies of valid invoices and proof of payment for each item in the itemized Htax Expenditure list.** Proof of payment is a copy of a cancelled check, bank statement showing a cleared check or credit card receipt. All grant expenses must tie to expenses outlined in the application budget.

Failure to produce completed, accurate reports may result in withholding of future grant allocations.

### ORGANIZATION SIGNATURE:

Provide signature of the Authorizing Official within organization, verifying accuracy of above statements and attachments.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**For questions, please call Steven Gaither, Grants Management at (803) 576-1514.**  
Richland County Administration PO Box 192 Columbia, SC 29202 Email: Gaithers@rcgov.us