

DEPARTMENT OF COMMUNITY AFFAIRS
HOTEL/MOTEL TAX REPORT

Government Name

Fiscal Year Ended / / (MM/DD/YY)

Report Preparer
Name

Contact Information (IMPORTANT)
Contact Phone Number (include Area Code) Contact Email Address

1. Tax percentage rate formally adopted by the local government. *Note: Only 5% rates can be adopted under O.C.G.A. 48-13-51(a)(3).*
2. Taxes collected as authorized by O.C.G.A. 48-13-51(a)(3). *(Do not include funds received from state parks in this amount.)*
3. Amounts expended through a contract, or contracts with the state, a department of state government, s state authority, a convention and visitors bureau authority created by local Act of the General Assembly for a municipality, or a private sector nonprofit organization, or through a contract, or contracts with some combination of such entities to: *(Do not include expenditures of funds received from state parks in this amount -- see below.)*
 - a. support a facility owned or operated by a state authority for convention and trade show purposes or any other similar or related purposes.
 - b. support a facility owned by a local government or local authority for convention and trade show purposes or any other similar or related purposes. *Report expenditures here only if construction of such facility is substantially funded or was substantially funded on or after February 28, 1985, by a special county 1 percent sales and use tax authorized by Article 3 of Chapter 8 of this title, as amended and if such facility was substantially completed and in operation prior to December 31, 1993.*
 - c. promote tourism, conventions, and trade shows by other means, but through a contract as described above.
4. Amount expended to support a facility owned or operated by a local government or local authority for convention and trade show purposes, or any other similar or related purposes. *Report expenditures here only if a written agreement to provide such support was in effect on January 1, 1987, and if such facility is substantially completed and in operation prior to July 1, 1987. (If these conditions and the conditions prescribed in item 5 apply, report under item 5 only).*
5. Amount expended to support a facility owned or operated by a local government or local authority for convention and trade show purposes, and any other similar or related purposes. *Report expenditures here only if construction of such facility is substantially funded, or was substantially funded, prior to July 1, 1990, in whole or in part by a grant of state funds or is funded on or after July 1, 1990, in whole or substantially by an appropriation of state funds.*
6. Amount expended for the purpose of promoting tourism, conventions, and trade shows that is not included in items 3 through 5, above. *(Do not include expenditures of funds received from state parks in this amount..)*
7. Tax collections received from state parks under the jurisdiction of the Department of Natural Resources.
8. State park receipts expended for development, promotion, and advertising of the state park's lodges or cabins from which money was collected and remitted, or for similar purposes of promoting, advertising, stimulating, and developing conventions and tourism, that prominently feature the state park facilities or similar facilities operated under the jurisdiction of the Department of Natural Resources.

This is the certify that, to the best of my knowledge, the information provided herein accurately represents the revenues and expenditures of Hotel/Motel Taxes collected and expended in accordance with the requirements specified in O.C.G.A. 48-13-51 (a)(3) for the reporting period indicated above.

Also, as required by O.C.G.A. 36-81-8(b)(1)(B), we have provided an accounting of the Hotel/Motel Tax Revenues that were expended for the purpose of promotion of tourism, conventions, trade shows or any other tourism related purpose on the attached Project/Contractor Information Schedule.

Name of Chief Elected Official Title

Signature of Chief Elected Official Date Signed

Department of Community Affairs
 Hotel Motel Tax Report
 Project/Contractor Information Schedule

O.C.G.A. §36-81-8(b)(1)(B) requires all local governments which levy a Hotel Motel Tax to submit a schedule of all revenues therefrom which are expended for the promotion of tourism, conventions, and trade shows or any other tourism related purpose. Failure to complete this schedule, if applicable, will result in a delinquent Hotel Motel Tax reporting status and could adversely impact your continuing authority to impose the tax.

In the spaces provided below, identify and describe **each** project funded with Hotel Motel Tax revenues. For each of these projects, identify the entity with which you contracted to complete the project and the expenditure amount. The Project Name and Description should be sufficiently detailed to convey what has been/is being done with the Hotel Motel Tax revenues.

Fiscal Year Ended _____
 (MM/DD/YYYY)

Contracted Entity	Project Name and Description	Expenditure Amount
<i>Example - Oakton Convention and Visitors Bureau</i>	<i>Example - Create Map of Attractions, Restaurants, and Accomodations for City of Oakton</i>	<i>\$25,675</i>
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
		\$
Total		\$

Attach additional sheets if necessary.