

POST EVENT OT Grant—Final Report

Town of Lake George Occupancy Tax Committee

NOTE: *The Final Report must be submitted to the OT Committee within 60 days of the conclusion of the event/project/program.*

Applicant Organization or Individual _____

Contact Person Overseeing Activity _____

Name/Title of Event/Project/Program _____ Date of event _____

Was your event/program/project presented as described in your application? Explain any changes.

How did your event/program/project benefit tourism in the Town of Lake George?

How many people attended your event? (note if estimate or actual). _____

If your event was previously funded by an OT grant, how was this year's program expanded and improved? _____

Please attach photos, advertising and copies of promotional materials.

FINANCIAL INFORMATION (please attach post event financial report)

Did your actual expenses equal your estimated expenses? _____ Please describe discrepancies.

Was there a surplus? Please indicate amount to be returned to OT Committee _____

I, the undersigned, certify that all information contained in this final report is accurate

Signature _____ Date _____

Printed Name _____

OT Grant POST EVENT REPORT-BUDGET

Town of Lake George Occupancy Tax Committee

Applicant Organization or Individual _____

Name/Title of Event/Project/Program _____ Date (of event) _____

ACTUAL EXPENSES:	
Advertising & Publicity	\$
Printing	\$
Speakers	\$
Entertainment	\$
Equipment Rental	\$
Food	\$
Postage & Mailing	\$
Supplies	\$
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$
Other (describe)	\$ _____
TOTAL EXPENSES	\$

ACTUAL REVENUES:	
Beginning cash on hand	\$
Community Donations	\$
Labor	\$
Admission fees/Ticket Sales	\$
Vendor Sales/Participation Fees	\$
Other Sales (product, raffle, etc)	\$
Sponsors	\$
Other (describe)	\$
Other (describe)	\$
Grants (other)	\$
Grants (Town/Village Joint OT)	\$ _____
TOWN OF LAKE GEORGE OT GRANT	\$
TOTAL---ACTUAL Revenues	\$

TOTAL ACTUAL Revenues (from above)	\$
SUBTRACT Total ACTUAL Expenses (from above)	minus \$ _____
TOTAL Surplus	\$

Please use the back of this page if additional narrative is needed to explain any of above.

If Surplus was realized, how much will be returned to the Town of Lake George OT Committee for future applicants? \$ _____