

**VILLAGE OF MORTON
OFFICE OF TOURISM
HOTEL/MOTEL TAX GRANT CLOSE-OUT REPORT**

Basic Information

Name of Event:		Date Prepared:	
Name of Host Organization:		Date of Event:	
Address:		Email Address:	
City, State, Zip		Will you host event next year:	Y N
Contact Name:		Phone:	
Amount of Grant Received:		Total Expenses:	
		Total Income:	

Effect of Event on Tourism in Morton

HOTEL EFFECT:

Cities attendees were from:			
Number of Participants Day 1		# of Morton Hotel Rooms Filled	
Number of Participants Day 2		# of Morton Hotel Rooms Filled	
Number of Participants Day 3		# of Morton Hotel Rooms Filled	
Number of Participants Day 4		# of Morton Hotel Rooms Filled	

OTHER ECONOMIC EFFECTS:

What \$ of awards were purchased in Morton?		What \$ of other items were purchased in Morton?	
---	--	--	--

How were Tourism dollars used for this event? You may be asked to show proof of these expenditures.

Please list what meals were available onsite during your event and what meals were expected to be taken at local restaurants:

Please explain how proceeds from this event will be used to support a local project (Do not include gifts to groups who help with your event or expenditures for equipment or supplies):

Additional Comments:

REQUIRED ATTACHMENTS (Report incomplete if not included):

FINANCIAL RESULTS REPORT- Complete Form Attached

Advertising Pieces and Printed Materials which show Village Tourism sponsorship

**VILLAGE OF MORTON
TOURISM GRANT
FINANCIAL RESULTS REPORT**
CASH BALANCES and ACTUAL INCOME AND EXPENSES REQUIRED

Event Name and Date(s)	
Number of Actual Overnight Stays (if applicable)	
ORGANIZATION BEGINNING CASH BALANCE	
Income Sources:	
Tourism Grant - Morton	
Tourism Grant - Other	
Entry/Participation Fees	
Sales of Items During Event	
Fundraising	
Sponsorships - Businesses	
Sponsorships - Individuals	
Sponsorships - Other	
Other Sources (list source):	
Total Income	
Expenses Paid:	
Advertising	
Postage	
Printing	
Trophies, Awards	
Security	
Location Rental	
Equipment Rental	
Other Expenses (list expense type):	
Total Expenses	
Net Profit/(Loss) from Event	
ORGANIZATION ENDING CASH BALANCE	

Add additional pages if more space is required.

Proof of Cash, Income and Expenses May Be Required Upon Request by the Village