

FINAL FEE WORKSHEET
FINANCIAL STATEMENT FOR RECREATION EVENT

PERMIT HOLDER _____

DATE OF EVENT _____

This statement must be submitted to your Permit Administrator, within thirty (30) days of the conclusion of the event.

A.	Number of participants in event (attach breakdown by type):	
B.	Total receipts collected from participants, <i>Attach a breakdown by type and list of any discounts given.</i>	\$ _____

C.	<u>Type of Concession:</u>	<u>Sponsor:</u>	<u>Gross Receipts:</u>
a.			\$ _____
b.			\$ _____
c.			\$ _____
			C: Total \$ _____

D. Did the event have one or more commercial sponsors? NO _____ YES _____
If yes, please list below.

	<u>Sponsorship</u>	<u>Amount Sponsored</u>
a.		\$ _____
b.		\$ _____
c.		\$ _____
		D: Total \$ _____

E. Total of other misc. income receipts (please list sources below, include gratuities):

a.		\$ _____
b.		\$ _____
c.		\$ _____
		E: Total \$ _____

F. Cost of prizes (**Note: Donations are not considered prizes**)

a.		\$ _____
b.		\$ _____
c.		\$ _____
		F: Total \$ _____

Calculation:

$$B+C+D+E -F= \$ \text{_____} \begin{matrix} \text{X .03 or} \\ \text{X .05} \end{matrix} = \$ \text{_____} \text{ minus } \$ \text{_____} \text{ (prepaid fees)}$$

Total Fees Due: \$ _____ (Please return this sheet to the Special Use Administrator)
This amount will be verified by an authorized officer and a Bill for Collection for amounts due will be sent to you for payment. ****Please attach the event flyer with participant entry fees charged, vendor fees, sponsorship information and receipt for prizes purchased.***

Use 5% for one event and 3% for multi events on one permit.

Signature: _____ Date: _____