**Appendix 2.1 Financial Report**

Under the *Provincial Sales Tax Act*, all designated recipients, including designated recipients not subject to the renewal application requirement, must report back to the Province annually in the form of a Financial Report **by April 30th of each year**.

The Financial Report must show how all of the money received from the tax was spent and certify that all of the money received from the tax was used solely for approved purposes. The Financial Report must show that spending of money received from the tax was consistent with the Five-Year Strategic Business Plan. The Financial Report must also show the amounts, sources, and uses of all other tourism revenues.

**Designated Recipient: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Designated Accommodation Area: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Prepared: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**MRDT Repeal Date (if applicable): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Total MRDT Funds Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Year Ending: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section 1: Actual Spending by Market**

*Add more rows as needed.*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Geographic Market**  | **MRDT $ by Market** | **Other $ by Market** | **Total (gross) $ by Market** | **% of Total $ by Market** |
| BC |  |  |  |  |
| Alberta |  |  |  |  |
| Ontario |  |  |  |  |
| Other Canada |  |  |  |  |
| Washington |  |  |  |  |
| California |  |  |  |  |
| Other USA |  |  |  |  |
| China |  |  |  |  |
| UK |  |  |  |  |
| Germany |  |  |  |  |
| Australia |  |  |  |  |
| Japan |  |  |  |  |
| Other International *(Please specify)* |  |  |  |  |
| **Total** |  |  |  |  |

**Section 1: MRDT Budget Variance Report**
*Designated recipients* ***must*** *complete the table as provided below.*

|  |  |
| --- | --- |
| **Revenues** | **Current Year** |
| **Budget $** | **Actual $** | **Variance** |
|  | Carry forward from previous calendar year |  |  |  |
|  | MRDT  |  |  |  |
|  | Local government contribution |  |  |  |
|  | Stakeholder contributions |  |  |  |
|  | Co-op funds received (e.g. CTO; DMO-led projects) |  |  |  |
|  | Other local stakeholder contributions |  |  |  |
|  | Grants - Federal |  |  |  |
|  | Grants - Provincial |  |  |  |
|  | Grants/Fee for Service - Municipal |  |  |  |
|  | Retail Sales |  |  |  |
|  | Interest |  |  |  |
|  | Other |  |  |  |
|  | **Total Revenues** |  |  |  |
| **Expenses** | **Budget $** | **Actual $** | **Variance** |
|  | **Marketing** |  |  |  |
|  | Marketing staff – wage and benefits |  |  |  |
|  | Media advertising and production |  |  |  |
|  | Website - hosting, development, maintenance |  |  |  |
|  | Social media |  |  |  |
|  | Consumer shows and events |  |  |  |
|  | Collateral production and distribution |  |  |  |
|  | Travel media relations |  |  |  |
|  | Travel trade |  |  |  |
|  | Other |  |  |  |
|  | ***Subtotal***  |  |  |  |
|  | **Destination & Product Experience Management**  |  |  |  |
|  | Destination and product experience management staff – wage and benefits |  |  |  |
|  | Industry development and training |  |  |  |
|  | Product experience enhancement and training |  |  |  |
|  | Research and evaluation |  |  |  |
|  | Other |  |  |  |
|  | ***Subtotal***  |  |  |  |
|  | **Visitor Services**  |  |  |  |
|  | Visitor Services activities |  |  |  |
|  | Other (please describe) |  |  |  |
|  | ***Subtotal***  |  |  |  |
|  | **Meetings and Conventions** |  |  |  |
| **Expenses** | **Budget $** | **Actual $** | **Variance** |
|  | Meetings, conventions, conferences, sales, events etc. |  |  |  |
|  | ***Subtotal*** |  |  |  |
|  | **Administration** |  |  |  |
|  | Management and staff unrelated to program implementation - wages and benefits  |  |  |  |
|  | Finance staff – wages and benefits |  |  |  |
|  | Human Resources staff – wages and benefits |  |  |  |
|  | Board of Directors costs |  |  |  |
|  | Information technology costs – workstation related costs (i.e. computers, telephone, support, networks) |  |  |  |
|  | Office lease/rent |  |  |  |
|  | General office expenses |  |  |  |
|  | ***Subtotal***  |  |  |  |
|  | **Other**  |  |  |  |
|  | All other wages and benefits not included above |  |  |  |
|  | Other activities not included above (please describe) |  |  |  |
|  | ***Subtotal***  |  |  |  |
|  | **Total Expenses** |  |  |  |
| **Balance or Carry Forward** |  |  |  |  |  |

By signing this form, you certify that the above information is an accurate representation of the actual tourism related expenditures for the jurisdiction defined under the terms of the Municipal and Regional District Tax.

|  |  |
| --- | --- |
|  |  |
| Designated Recipient’s Authorized Signing Authority Name | Designated Recipient’s Authorized Signing Authority Title |
| Date | Designated Recipient’s Authorized Signing Authority Signature |