

## **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 30**<sup>th</sup> **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.

Carry forward from previous calendar yearImage: Carry forward from previous calendar yearMRDTImage: Carry forward from previous calendar yearLocal government contributionImage: Carry forward from projectsStakeholder contributionsImage: Carry forward from projectsCo-op funds received (e.g. CTO; DMO-led projects)Image: Carry forward from projectsOther local stakeholder contributionsImage: Carry forward from projectsGrants - FederalImage: Carry forward from projectsGrants - FederalImage: Carry forward from projectsGrants - ProvincialImage: Carry forward from projectsGrants/Fee for Service - MunicipalImage: Carry forward from projectsInterestImage: Carry forward from projectsOtherImage: Carry forward from projectsInterestImage: Carry forward from projectsOtherImage: Carry forward from projectsImage: Carry forward from projects<	get \$	Actual \$	Variance
MRDTImage: constraint of the second seco	get \$	Actual \$	Variance
Local government contributionImage: contributionStakeholder contributionsCoop funds received (e.g. CTO; DMO-led projects)Other local stakeholder contributionsGrants - FederalGrants - FederalGrants - FederalGrants - ProvincialGrants/Fee for Service - MunicipalRetail SalesInterestOtherOtherDensesBudMarketingSudMarketing staff – wage and benefitsMedia advertising and productionWebsite - hosting, development, maintenanceSocial mediaSocial mediaConsumer shows and eventsCollateral production and distributionTravel media relationsTravel tradeOther	get \$	Actual \$	Variance
Stakeholder contributionsImage: Coop funds received (e.g. CTO; DMO-led projects)Other local stakeholder contributionsImage: Coop funds received (e.g. CTO; DMO-led projects)Other local stakeholder contributionsImage: Coop funds received (e.g. CTO; DMO-led projects)Grants - FederalImage: Coop funds received (e.g. CTO; DMO-led projects)Grants - FederalImage: Coop funds received (e.g. CTO; DMO-led projects)Grants - FederalImage: Coop funds received (e.g. CTO; DMO-led projects)Grants - FederalImage: Coop funds received (e.g. CTO; DMO-led projects)Grants - FederalImage: Coop funds received (e.g. CTO; DMO-led projects)Grants - FederalImage: Coop funds received (e.g. CTO; DMO-led projects)Media advertising and productionImage: Coop funds relationsMedia advertising and eventsImage: Coop funds relationsCollateral production and distributionImage: Coop funds relationsTravel media relationsImage: Coop funds relationsTravel tradeImage: Coop function fund functionOtherImage: Coop function fund function	get \$	Actual \$	Variance
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Grants - FederalImage: Grants - ProvincialGrants - ProvincialImage: Grants/Fee for Service - MunicipalRetail SalesImage: Grants - GrantsInterestImage: Grants - GrantsOtherTotal RevenuespensesBudMarketingImage: GrantsMarketing staff - wage and benefitsImage: GrantsMedia advertising and productionImage: GrantsWebsite - hosting, development, maintenanceImage: GrantsSocial mediaImage: GrantsConsumer shows and eventsImage: GrantsCollateral production and distributionImage: GrantsTravel media relationsImage: GrantsTravel tradeImage: GrantsOtherImage: GrantsImage: Grants and tradeImage: GrantsImage: Grants and tradeI	get \$	Actual \$	Variance
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OtherTotal RevenuesDensesBudMarketingBudMarketing staff – wage and benefitsBudMedia advertising and productionImage: Social advertising and productionWebsite - hosting, development, maintenanceImage: Social mediaSocial mediaImage: Social mediaConsumer shows and eventsImage: Social media relationsTravel media relationsImage: Social mediaTravel tradeImage: Social mediaOtherImage: Social media	get \$	Actual \$	Variance
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Collateral production and distributionTravel media relationsTravel tradeOther			
Travel media relationsTravel tradeOther			
Travel trade Other			
Other			
Subtotal			
Subiola			
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			



penses	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			
lance 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