

Restaurant Grant Financial Reporting Guidelines

All governmental entities, governmental subdivisions, or nonprofit organizations that have received a grant from the Summit County Restaurant tax fund are required to submit a written report detailing the use of the granted funds with supporting documentation.

Documentation must include a detailed report showing that the funds were spent in accordance with the restrictions of the grant.

The applicant will not be eligible for future grants until the documentation for past grants received. Future grants will be subject to penalty, specifically a reduction in the awarded grant amount.

It is the explicit responsibility of the grant recipient to submit an acceptable report by the due date. Partial reports that contain missing information will be rejected and must be re-submitted.

Acceptable reports must contain the following information:

1. *Cover letter containing the following information:*
 - a. *The Name of the organization*
 - b. *The year and grant number.*
 - c. *Name and contact information of the person filing the report.*
 - d. *A copy of the Rationale and Restrictions statement for the specific grant that was included with your grant contract.*
 - e. *A brief statement outlining how the granted funds were spent in accordance with the rationale and restriction statement and a statement outlining what goods or services Summit County received in exchange for the granted Tax dollars.*
2. *Expense Statement:*
 - a. *The Expense Statement is a totaled itemized list of the expenditures that were made with the granted funds.*
 - b. *Statement must include: invoice, cancelled checks or copy of bank statement with the item outlined.*

If you are unable to supply one of the forms listed above for a listed expense, you must contact Anita Lewis at alewis@summitcounty.org or 435-336-3220 prior to submitting the report.

Mail completed reports in their entirety to:

Summit County Restaurant Tax Grant Reporting
Attn: Anita Lewis
P.O. Box 128
Coalville, UT 84017