

Financial Accounting Procedures

The Permit Holder must maintain the following internal accounting records pertaining to the authorized use on each permit for a minimum of three years after the expiration of the permit. The accounting records must be readily discernable from accounting transactions with other permits, or business endeavors.

- 1) A record keeping procedural outline or process plan.
- 2) Customer receipt deposit log which should include at a minimum:
 - a) Customer identifier
 - b) Location identifier
 - c) Deposit date
 - d) Gross fee
 - e) Fee reduction, credit, or discount
 - f) Deposit amount
 - g) Subtotal after each customer transaction
 - h) Grand total after each deposit
 - i) Grand total of year-end receipts
- 3) Corresponding monthly bank statement ledgers to the customer receipt deposit log or other compensation attributed to activities conducted under the permit.
- 4) Price advertisement sheets.
- 5) Customer reservation listings or event registration sheets.
- 6) A record of all financial relationships with booking agents, advertisers, subcontractors, etc.
- 7) A record of all receipts or compensation including payments, gratuities, donations, gifts, bartering, etc. that is received from any source not captured in the customer receipt deposit log for activities conducted under the permit.
- 8) A record of all payments made by the Permit Holder that are claimed as a deduction in the Permit Holder fee submission. Records consist of receipts, debit transaction logs, bank statements, etc.
- 9) W-2 records or other similar records of employment for all employees conducting activities under the permit.