

Warren County Board of Supervisors

RESOLUTION No. 254 OF 2025

RESOLUTION INTRODUCED BY SUPERVISORS CROCITTO, RUNYON, PATCHETT, GILLIGAN, ETU, THOMAS AND MERLINO

ADOPTING THE ONLINE VERSION OF THE LOCAL TOURISM PROMOTION AND CONVENTION DEVELOPMENT AGREEMENT MUNICIPAL ACCOUNTING FORM

WHEREAS, the Director of Tourism requested, and the Occupancy Tax Coordination Committee agreed, to adopt the new online version of the Local Tourism Promotion and Convention Development Agreement Municipal Accounting Form (last adopted by Resolution No. 341 of 2014), and

WHEREAS, the Occupancy Tax Coordination Committee has recommended that the same be advanced to the full Board of Supervisors for consideration, now, therefore, be it

RESOLVED, that the Local Tourism Promotion and Convention Development Agreement Municipal Accounting Form annexed hereto, be and the same hereby is, adopted as the official accounting form for Warren County, and be it further

RESOLVED, that the Towns, Village of Lake George and City of Glens Falls in Warren County will commence using the online version of this form immediately to report receipts and expenditures of Occupancy Tax funds, and be it further

RESOLVED, that any and all prior resolutions adopting the Local Tourism Promotion and Convention Development Agreement Municipal Accounting Form are hereby repealed effective July 18, 2025.

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LOCAL TOURISM PROMOTION AND CONVENTION DEVELOPMENT AGREEMENT -

MUNICIPAL ACCOUNTING FORM

This report is for occupancy tax funds received and expended in the last standard municipal fiscal year (i.e. Jan. 1 - Dec. 31) ending just prior to filing of this report.

TOWN OF _____

Part I - Events funded in your last fiscal year (i.e. Jan. 1 - Dec. 31)			
Events/Activities/Projects	Date of Event	Amount Provided	Estimated Number of Persons Served (Each Event)

Part II - Activities that are expected to be continued in this fiscal year (<i>the year you are filing this report</i>)	
Events/Activities/Projects	Plans to Cause To Continue

**LOCAL TOURISM PROMOTION AND CONVENTION DEVELOPMENT AGREEMENT -
MUNICIPAL ACCOUNTING FORM**

Part III - Occupancy Tax Funding Accounting	
A. Accounting	
Actual Balance of funds on hand at the start of your last fiscal year (i.e. Jan. 1)	
Actual Amount(s) Rec'd from Warren County during the last fiscal year (i.e. Jan. 1 - Dec. 31)	
Actual Amount(s) Expended during the last fiscal year (i.e. Jan. 1 - Dec. 31)	
Actual Balance Remaining at the end of the fiscal year (i.e. Dec. 31)	
B. Check One:	
Municipality's standard practice is to account for revenues and expenditures	
___ in the same fiscal year as it does with all other municipal expenses (i.e. Jan. 1 - Dec. 31)	
___ in a time period which is different than the municipality's fiscal year (ex. Oct-June)	
Please specify the period _____	

Chief Executive

Date