

City and Borough of Sitka

Commercial Recreational Land Use

END OF SEASON CLIENT RECONCILIATION REPORT



Today's Date: _____

Business Name: _____

Contact: _____

Phone: _____

Address: _____

Email: _____

In accordance with Sitka General Code, Chapter 14.10.040, fee shall be paid prior to the commencement of the permitted activity. Reconciliation is done at the end of the season and can result in a refund or additional charges.

Prepayment Amount: _____

Date Paid: _____

(Client fee paid only- no sales tax)

Area(s) of Use:

☐ Local Trails/Water Assets

Actual # of Clients Local Use: _____ X \$5.00 = Total Season Client Fee _____

☐ Special Use Areas (BWS, Goddard, Takatz)

Actual # of Clients Special Use: _____ X \$10.00 = Total Season Client Fee _____

Client Fee REFUND

_____	Prepayment Client Fee
_____	Reconciled Client Fee
minus -	
_____	Difference
equals =	
_____	Sales Tax
times x.06	
_____	Total Refund
total difference + tax	

Client Fee PAYMENT

_____	Reconciled Client Fee
_____	Prepayment Client Fee
minus -	
_____	Difference
equals =	
_____	Sales Tax
times x.06	
_____	Total Owed
total difference + tax	

-or-

Signature: _____

Date: _____

Return this form to City & Borough of Sitka preferably by email to recreation@cityofsitka.org, or mail to Parks and Recreation, 100 Lincoln St, Sitka, AK 99835. Include Commercial Use of Lands Guided Activity Client Reporting Sheet with this form.

Office use only: Parks and Rec GL #: 100-300-320 3201.011