

City and Borough of Sitka

Commercial Use of Lands

END OF SEASON CLIENT RECONCILIATION REPORT



APPLICANT INFORMATION:

Today's Date: _____

Business Name: _____

Commercial Use Location: _____

Contact: _____

Phone: _____

Address: _____

Email: _____

In accordance with Sitka General Code, Chapter 23.20.040, the minimum client fee is \$100, regardless if service adds up to that amount.

Client Estimate Prepayment Amount: _____

Date Paid: _____

Actual # of Clients: _____

of Clients X \$2.00: _____ = Total Season Client Fee

If the Total Season Client Fee exceeds the \$100 minimum and is less than the estimated prepayment amount paid, you will be eligible for a refund of the difference.

If the Total Season Client Fee exceeds the \$100 minimum and is more than the estimated prepayment amount paid, you need to pay the difference.

_____ Client Fee REFUND

- or -

_____ Client Fee PAYMENT

_____ CITY SALES TAX

_____ TOTAL with TAX

Signature: _____

Date: _____

Return this form to City & Borough of Sitka, Public Works department, 100 Lincoln Street, 2nd Floor or email to recreation@cityofsitka.org. Include Commercial Use of Lands Guided Activity Client Reporting Sheet with this form.