

Hotel Motel Tax Fund  
Annual Reporting

Jurisdiction Washington County, Md Fiscal Year 2018

Hotel Motel  
Tax

Line 1:	Total Hotel Motel Tax Revenue Received	2,144,403.64
Line 2:	Funds Expended on Qualified expenditures - (Form B, page 4)	<u>(1,573,307.97)</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 571,095.67
Line 4:	Carryover Balance From Prior Year (Form A, prior year, line 5)	<u>199,502.33</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 770,598.00
Line 6:	Funds committed but not expended at year end - (Form C, page 5)	<u>(166,000.00)</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u>\$ 604,598.00</u>

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Washington County, Maryland Fiscal Year 2018

Transaction Type	Dates	Payee	Description	Amount
ED	8/29/17	Lanco Dairy Farms Co-Op	Promisory Note	180,000.00
ED	6/30/18	Airport	Support of Airline	50,000.00
T	7/31/17	CVB USA Cycling Amateur Road National Championship	Tourism support	25,000.00
T	8/15/17	Ag Expo and Fair Event	Sheriffs Dept Deputy	7,500.00
T	10/6&13/17	Highrock	Donut Drop	5,000.00
C	10/27/17	Washington County Museum of Fine Arts	Year 1 of 5	70,000.00
C	11/8/17	Washington County Historical Society	Roof Replacement	1,500.00
T	1/14/18	JFK Run	Sheriffs Dept Deputy	6,815.25
C	6/18/18	MD Theatre	Miss MD Pageant	16,000.00
ED	11/6/17	Highrock	Urban Development	10,000.00
C	1/3/18	Thomas Kennedy Center		2,000.00
				373,815.25



**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Washington County, Maryland Fiscal Year 2018

Transaction Type	Dates	Payee	Description	Amount
T	5/21/18	National Pike Wagon Train	Wagon Train - Sheriffs Deputies OT	1,404.00
T	3/18/18	Antietam Velo	Tour of Washington County Bike Race Sheriffs Deputies OT	1,872.00
C	3/27/18	Maryland Internaitonal Film Festival	Film Festival	2,500.00
R	5/11/18	Washington Countyt BOE	Roundball Classic Event	1,000.00
C	6/15/18	Maryland Symphony Orchestra	July 4th	35,000.00
ED	11/7/17	CIP RDI058 Underpass Way	In under budget	(114,346.75)
ED	6/30/18	Tempur-Pedic Mgmt	conditions of loan not met	(183,879.27)
T	Monthly	Convention Visitors Bureau	Total of monthly allocations - as set by law	1,072,201.72
-	Monthly	Municipalities	Total of monthly allocations - see municipality reports	383,741.02
Total Page 3				1,199,492.72

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Washington County, Maryland Fiscal Year 2018

Transaction Type	Dates	Payee	Description	Amount
Total Page 4				-
Page 2, 3, and 4 - (Line 2, Form A)				1,573,307.97

**Hotel Motel Tax Annual Report**  
*Funds Committed Not Yet Expended at Year-end*

Form C

Jurisdiction Washington County, Maryland Fiscal Year 2018

Transaction Type	Date	Payee	Description	Amount
ED	FY12	Lehigh Phoenix	Expansion of Business at HRA	30,000.00
C	9/28/18	Wash Co Museum of Fine Arts 2570	Year 2 of 5	70,000.00
ED	Annual	Wash Co Regional Airport	Airline Advertising	50,000.00
C	Annual	MD Theatre	Miss MD Pageant	16,000.00
Grand Total Page 5 - (Line 6, Form A)				166,000.00



# CITY OF HAGERSTOWN, MARYLAND

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Finance Department

September 21, 2018

Washington County Commissioners  
100 West Washington Street  
Hagerstown, Maryland 21740

RE: FY2018 Hotel Motel Tax Report

Dear Commissioners:

The attached report is to provide annual information as required by the Hotel Motel Tax Resolution.

If you have any questions, please contact me at 301-766-4155.

Sincerely,

A handwritten signature in black ink, appearing to read "Jennifer Peterson", is written over the typed name.

Jennifer Peterson  
Accounting and Budget Manager

Enclosure

Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction City of Hagerstown Fiscal Year 2018

		Hotel Motel Tax
Line 1:	Total Hotel Motel Tax Revenue Received	202,102.99
Line 2:	Funds Expended on Qualified expenditures - (Form B, page 3)	<u>(202,102.99)</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 0.00
Line 4:	Carryover Balance From Prior Year (Form A, prior year, line 5)	<u>0.00</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ <u>0.00</u>
Line 6:	Funds committed but not expended at year end - (Form C, page 4)	<u>0.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u>\$ -</u>



Hotel Motel Tax Annual Report  
Expended Funds during Year-end

Form B

Jurisdiction City of Hagerstown Fiscal Year 2018

Transaction Type	Dates	Check#	Payee	Description	Amount
C	4/24/2018	79997	Intrepid Artists	BluesFest	\$ 1,750
C	4/24/2018	80004	Mojowax Media, Inc.	BluesFest	\$ 1,150
C	4/26/2018	80043	Crawford Talent Group, LLC	BluesFest	\$ 2,000
C	5/8/2018	80267	Billy Branch Music	BluesFest	\$ 1,000
C	5/17/2018	80494	Low Society Partners	BluesFest	\$ 500
C	5/22/2018	80553	Road Dawg Touring Co.	BluesFest	\$ 375
C	5/29/2018	80681	Billy Branch Music	BluesFest	\$ 5,000
C	5/29/2018	80682	Casey Scott Gryder	BluesFest	\$ 1,500
C	5/29/2018	80688	David Miller	BluesFest	\$ 1,500
C	5/29/2018	80689	Demblues Production LLC	BluesFest	\$ 1,500
C	5/29/2018	80700	Intrepid Artists	BluesFest	\$ 2,500
C	5/29/2018	80702	John M Isbell, Jr.	BluesFest	\$ 2,125
C	5/29/2018	80703	Joseph Thomas Boyd	BluesFest	\$ 280
C	5/29/2018	80705	Low Society Partners	BluesFest	\$ 500
C	5/29/2018	80714	Paul Benjamin	BluesFest	\$ 2,000
C	5/29/2018	80673	Albert Castiglia	BluesFest	\$ 1,750
C	5/29/2018	80739	Joanna Connor	BluesFest	\$ 2,000
C	5/31/2018	80753	Fly By Night Tours, Inc.	BluesFest	\$ 2,500
C	6/21/2018	81233	Manning Broadcasting Inc	BluesFest	\$ 909
C	6/21/2018	81256	The Baltimore Sun	BluesFest	\$ 720
R	6/29/2018	81510	MD Stadium Authority	Stadium Study	\$ 12,000
C	4/3/2018	79598	MD International Film Festival	MD International Film Festival	\$ 1,500
R	4/17/2018	79825	National Capital Industries	Mummers Parade	\$ 536
R	1/9/2018	77941	Alsatia Club	Mummers Parade	\$ 2,000
R	11/14/2017	P-Card	1000Bulbs.com	Christmas Decorating	\$ 513
R	7/14/2017	P-Card	Bulls & Bears	Miss Maryland Pageant	\$ 998
R	5/1/2018	80109	Maryland Theatre	Miss Maryland Pageant	\$ 8,000
R	6/21/2018	81237	Miss Maryland Scholarship	Miss Maryland Pageant	\$ 500
R	7/14/2017	P-Card	Bens Flower Shop	Miss Maryland Pageant	\$ 64
R	7/25/2017	74396	BJ's Embroidery Co.	Miss Maryland Pageant	\$ 784
R	10/12/2017	76247	Maryland Theatre	Hollyfest/Tree Lighting	\$ 500
R	12/19/2017	77714	Maryland Theatre	Hollyfest/Tree Lighting	\$ 2,125
R	12/14/2017	77539	George Norman Frye	Hollyfest/Tree Lighting	\$ 150
R	6/26/2018	81290	Antietam Velo Club, Inc.	Tour of Washington Bike Race	\$ 2,750
R	8/15/2017	74871	Maryland Theatre	Thunder in the Square	\$ 1,000
R	9/28/2017	75902	Alsatia Club	Thunder in the Square	\$ 1,000
R	10/31/2017	76621	AC & T	Thunder in the Square	\$ 258
R	6/29/2018	81507	Icon Graphics	Thunder in the Square	\$ 71
R	10/17/2017	76308	Herald Mail	Summer Slide	\$ 2,000
R	8/15/2017	74871	Maryland Theatre	Bike Night	\$ 1,000
R	10/12/2017	76214	AC & T	Bike Night	\$ 25
R	9/21/2017	75726	Herald Mail	Bike Night	\$ 250
C	10/17/2017	76350	Wash Co Arts Council	WCAC Community Exhibit	\$ 1,500
C	6/28/2018	81386	Augustoberfest Charitable	AugustoberFest	\$ 500
C	8/1/2017	74509	Copy Quick	Cultural Trail Opening	\$ 200
C	8/15/2017	74844	DSL Sound, Inc.	Cultural Trail Opening	\$ 400
T	8/3/2017	74648	Krumpe's Do-Nut Shop	Donut Alley Rally	\$ 250
T	10/17/2017	76355	What's Nxt LLC	Donut Drop	\$ 10,000
T	8/15/2017	74868	Long Fence Company	Fairground Fireworks	\$ 1,915
T	9/8/2017	75540	AC & T	Fairground Fireworks	\$ 1,260
T	8/15/2017	74896	Sunbelt Rentals	Fairground Fireworks	\$ 1,739
T	8/15/2017	74881	Frederick News Post	Fairground Fireworks	\$ 480
T	9/21/2017	75726	Herald Mail	Fairground Fireworks	\$ 623

T - tourism attractions; ED - economic development; C - cultural; R - recreational



**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction City of Hagerstown Fiscal Year 2018

Transaction Type	Dates	Check#	Payee	Description	Amount
T	10/12/2017	76237	Herald Mail	Fairground Fireworks	\$ 403
T	8/3/2017	74635	J & J Computing	Fairground Fireworks	\$ 10,050
T	4/26/2018	80084	Wash Co Community Action	Fairground Fireworks	\$ 141
T	8/14/2017	P-Card	Lowe's of Hagerstown	Fairground Fireworks	\$ 400
T	8/8/2017	74750	Waste Management	Fairground Fireworks	\$ 422
R	11/2/2017	76711	Maryland Theatre	Wind Down Sponsorship	\$ 2,000
C	10/24/2017	76475	Barbara Ingram School	Musical Production Sponsorships	\$ 3,000
C	7/27/2017	73961	Maryland Entertainment Group	Shakespeare in the Park	\$ 1,300
C	6/12/2018	81018	Maryland Entertainment Group	Shakespeare in the Park	\$ 850
C	6/28/2018	81439	Maryland Entertainment Group	Shakespeare in the Park	\$ 850
C	9/21/2017	75726	Herald Mail	Shakespeare in the Park	\$ 149
C	10/12/2017	76237	Herald Mail	Shakespeare in the Park	\$ 1,202
R	1/23/2018	78234	Manning Broadcasting	Christmas in the Park	\$ 129
R	12/14/2017	77670	Ted's Rent-It Center	Christmas in the Park	\$ 203
R	12/14/2017	77548	Herald Mail	Christmas in the Park	\$ 750
R	12/14/2017	77521	Anything Printed	Christmas in the Park	\$ 120
R	12/5/2017	77357	Ray Owen	Christmas in the Park	\$ 375
R	12/5/2017	77390	Washington County Antique Tractor	Christmas in the Park	\$ 260
R	12/5/2017	77360	PJL Innerprize, LLC	Christmas in the Park	\$ 720
R	12/5/2017	77323	Ashley Miles	Christmas in the Park	\$ 700
R	12/4/2017	77374	Soolah Hoops, LLC	Christmas in the Park	\$ 700
R	12/5/2017	77367	Rick Hansen Entertainment	Christmas in the Park	\$ 395
R	12/5/2017	77332	D&D Pony Rides	Christmas in the Park	\$ 350
R	12/7/2017	77418	Ice Lab Ice Sculptures	Christmas in the Park	\$ 2,850
C	11/16/2017	76976	Pro-Fabricators, Inc.	Cultural Trail Materials	\$ 85,334
Total - Page 2					\$ 202,103
					\$ -
Total Page 3					\$ -
Grand Total Page 2 and 3 - (Line 2, Form A)					\$ 202,103

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

## Form C

Jurisdiction City of Hagerstown Fiscal Year 2018

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If you would prefer not to receive further messages from this sender, please contact your CDM Provider to request your removal.

Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction BOONSBORO Fiscal Year 2018

Hotel Motel  
Tax

Line 1:	Total Hotel Motel Tax Revenue Received	31,267.66
Line 2:	Funds Expended on Qualified expenditures - (Form B, page 3)	<u>40,867.33</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ (9,599.67)
Line 4:	Carryover Balance From Prior Year (Form A, prior year, line 5)	<u>28,632.61</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 19,032.94
Line 6:	Funds committed but not expended at year end - (Form C, page 4)	<u>0.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u><u>\$ 19,032.94</u></u>



**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction BOONSBORO Fiscal Year 2018

Transaction Type	Date	Check #	Payee	Description	Amount
R			Wash Co Antique Tractor	National Night Out	\$ 180
R			Michael T Myers	National Night Out	\$ 275
R			NNO Supply Store	National Night Out	\$ 343
R			NNO Membership	National Night Out	\$ 35
R			Masonic Charities of MD	National Night Out	\$ 100
R			Wash Co Health Dept	National Night Out	\$ 25
C			ASCAP	Music Licensing	\$ 348
C			Mason Dixon Chorus	Summer Concert Series	\$ 200
C			Williamsport Comm. Band	Summer Concert Series	\$ 500
C			Jeff Taulton	Summer Concert Series	\$ 200
C			Derek Kretzer	Summer Concert Series	\$ 450
C			Weis Markets	Summer Concert Series	\$ 32
C			Weis Markets	Summer Concert Series	\$ 14
R			Swank Motion Pictures	Outdoor Family Movie Night	\$ 435
ED			Jeff Davidson	Olde Time Christmas	\$ 56
ED			Rentals Unlimited	Olde Time Christmas	\$ 222
ED			Oriental Trading	Olde Time Christmas	\$ 38
ED			Boonsboro Pharmacy	Olde Time Christmas	\$ 46
ED			Amazon	Olde Time Christmas	\$ 53
ED			Lowes Companies	Olde Time Christmas	\$ 871
ED			Napa Auto	Olde Time Christmas	\$ 50
ED			Boonsboro Area Rescue	Olde Time Christmas	\$ 50
R			Rich Hawkins	Fishing Derby	\$ 687
T			Aaron Taylor	Green Fest	\$ 122
T			Board of License Comm	Green Fest	\$ 100
T			D&D Pony Rides, LLC	Wagon Train	\$ 200
T			Laura Schnackenberg	Wagon Train	\$ 200
T			Lowes Companies	Wagon Train	\$ 27
C			AC&T Co., Inc	Independence Day Celebration	\$ 178
C			Fireworks Extravaganza	Independence Day Celebration	\$ 2,625
C			Rohrersville Band	Independence Day Celebration	\$ 300
C			Lowes Companies	Independence Day Celebration	\$ 328
C			Jeff Taulton	Independence Day Celebration	\$ 250
C			Fantastic Fireworks, Inc	Independence Day Celebration	\$ 2,550
T			National Road Heritage Foundation	Emergency Roof Replacment	\$ 5,000
Total - Page 2					

## Form B

Jurisdiction	BOONSBORO	Fiscal Year	2018
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### Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational



## Form B

Jurisdiction BOONSBORO Fiscal Year 2018

Transaction Type	Date	Check #	Payee	Description	Amount
					\$ -
			Total Page 4		\$ -
			Grand Total Page 2, 3 and 4 - (Line 2, Form A)		\$ 40,867



## Form C

Jurisdiction	BOONSBORO	Fiscal Year	2018
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Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Town of Hancock Fiscal Year 2018

		Hotel Motel Tax
		22,164
Line 1:	Total Hotel Motel Tax Revenue Received	
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>22,164.00</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 0.00
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>0.00</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 0.00
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>0.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u><u>\$ -</u></u>

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Washington County, Maryland Fiscal Year 2018

Transaction Type	Dates	check #	Payee	Description	Amount
T	5/17,6/25/2018	20070 -19995	Ram Enterprises	construction / installation of veterans banner poles	\$22,164
Total - Page 2					\$ 22,164

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Washington County, Maryland Fiscal Year 2018

Transaction Type	Dates	check #	Payee	Description	Amount
					\$ -
Total Page 3					\$ -
Grand Total Page 2 and 3 - (Line 2, Form A)					\$ 22,164

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

Hotel Motel Tax Annual Report  
*Funds Committed Not Yet Expended at Year-end*

Form C

Jurisdiction Town of Hancock Fiscal Year 2018

Transaction Type	Dates	Payee	Description	Amount
Grand Total Page 4 - (Line 6, Form A)				\$ -

Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Town of Williamsport Fiscal Year 2018

		Hotel Motel Tax
Line 1:	Total Hotel Motel Tax Revenue Received	24,999.39
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>(24,999.39)</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 0.00
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>9.24</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 9.24
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>0.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u>\$ 9.24</u>



Hotel Motel Tax Annual Report  
*Expended Funds during Year-end*

Form B

Jurisdiction Town of Williamsport Fiscal Year 2018

Transaction Type	Dates	Payee	Description	Amount
ED	3/13/18	Artists World Wide	Bike Nite Entertainment	\$ 1,515
C	8/23/17	Reagan Years	C&O Canal Days Entertainment	\$ 2,500
C	4/26/18	Steve Whiteman	C&O Canal Days Entertainment	\$ 1,250
T	7/14/17	Stagecoach	4th of July Sound & Stage	\$ 1,500
T	9/20/17	Schaefer Pyrotechnics Inc.	4th of July Fireworks	\$ 6,150
T	6/28/18	Schaefer Pyrotechnics Inc.	4th of July Fireworks	\$ 6,150
ED	11/27/17	BJ's Custom Creations	Polar Bear Plunge T-Shirts	\$ 1,184
C	8/4/17	Jump Alley	WWII Entertainment	\$ 926
Total - Page 2				\$ 24,999

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Town of Funkstown Fiscal Year 2017-2018

		Hotel Motel Tax
Line 1:	Total Hotel Motel Tax Revenue Received	19,104.24
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>(16,787.78)</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 2,316.46
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>27,500.96</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 29,817.42
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>(11,259.60)</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u><u>\$ 18,557.82</u></u>

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Town of Funkstown

Fiscal Year 2017-2018

Transaction Type	Date	Check #	Payee	Description	Amount
T	7/12/2017	18634	Robert Bailey	Re-en	\$ 250.00
T	7/12/2017	18635	Max Reed	Re-en	\$ 50.00
T	7/12/2017	18637	Culligan	Re-en	\$ 132.60
T	7/12/2017	18640	Alan Barron	Re-en	\$ 500.00
T	7/12/2017	18641	Susie Hoffman	Re-en	\$ 200.00
T	7/12/2017	18642	Billy Kress	Re-en	\$ 250.00
T	7/12/2017	18653	Ken Laughlin	Re-en	\$ 100.00
T	7/12/2017	18652	Gerald Poffenberger	Re-en	\$ 100.00
T	7/12/2017	18654	Adrian Casbarian	Re-en	\$ 100.00
T	7/12/2017	18655	Robert Mancuso	Re-en	\$ 100.00
T	7/14/2017	18662	Charlie Mayes Port-A-Pots	Re-en	\$ 903.00
T	7/28/2017	18661	Funkstown Lions Club	Re-en	\$ 93.00
T	8/29/2017	18723	Funkstown Fire Company	Re-en	\$ 1,178.80
T	9/1/2017	18692	Schaefer Fireworks Inc	Re-en	\$ 4,000.00
T	9/26/2017	18749	Rosemary Gaver	Christmas	\$ 35.91
T	9/29/2017	18784	Gray Jet Media	Christmas	\$ 120.00
T	10/31/2017	18811	Good Spirits Tree Farm	Christmas	\$ 135.00
T	10/17/2017	18812	Wash Co Antique Club	Christmas	\$ 520.00
T	11/8/2017	18814	E Russell Hicks Band	Halloween	\$ 100.00
T	11/8/2017	18813	South High Band	Halloween	\$ 100.00
T	11/8/2017	18818	Gray Jet Media	Christmas	\$ 10.99
T	11/21/2017	18840	Happy Hooves LLC	Christmas	\$ 200.00
T	11/29/2017	18845	Sams Club	Christmas	\$ 437.12
T	12/5/2017	18865	Cub Scout Pack 23	Christmas	\$ 300.00
T	12/11/2017	18885	Herald Mail	Christmas	\$ 350.24
T	1/8/2018	18909	GS Images	Christmas	\$ 110.00
T	12/18/2017	18893	Alphabet Sign	Christmas	\$ 1,135.06
T	12/1/2017	18870	Bud Kline	Christmas	\$ 50.00
T	12/5/2017	18871	Dixon Troxell Post 211	Halloween	\$ 852.06
T	1/8/2018	18904	Richard Barnes	Christmas	\$ 50.00
T	1/8/2018	18905	Paulette Sirbaugh	Christmas	\$ 50.00
T	1/8/2018	18906	Dennis Sullivan	Christmas	\$ 50.00
T	12/18/2017	18891	CMG Electric Inc.	Christmas	\$ 708.00
T	2/6/2018	18945	CMG Electric Inc.	Christmas	\$ 375.00
T	2/8/2018	18988	The Studio	Christmas	\$ 708.00
T	3/8/2018	19007	Springfield Workshop Inc	Christmas	\$ 129.00
T	3/20/2018	19036	James Shaull Wagontrain	Wagontrain	\$ 1,000.00
T	12/8/2017	18890	Charlie Mayes Port-A-Pots	Christmas	\$ 154.00
T	5/14/2018	19080	Russell Neff	1st Friday of the Month Event	\$ 650.00
T	6/30/2018	19191	Alan Barron	Re-en	\$ 500.00
Total - Page 2					\$ 16,787.78

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

Page 2



## Form B

Fiscal Year 2017-2018

Transaction Types  
T - tourism attractions; ED - economic development; C - cultural; R - recreational

## Form B

Fiscal Year 2017-2018

Transaction Types  
T - tourism attractions; ED - economic development; C - cultural; R - recreational

Hotel Motel Tax Annual Report  
*Funds Committed Not Yet Expended at Year-end*

Form C

Jurisdiction Town of Funkstown

Fiscal Year 2017-2018

Transaction Type	Dates	Check Amount	Payee	Description	Amount
T	4/25/2018	19068	Schaefer Fireworks Inc.	Deposit-Fireworks/Re-en	\$ 2,000.00
T	7/18/2018	19173	Aladdin Awards	Day in the Park	\$ 60.00
T	7/18/2018	19180	Herald Mail	Re-enactment	\$ 650.00
T	7/18/2018	19187	Billy Kress	Re-enactment	\$ 300.00
T	7/18/2018	19188	Max Reed	Re-enactment	\$ 50.00
T	7/18/2018	19185	4th MD Light Artillery	Re-enactment	\$ 250.00
T	7/18/2018	19192	Culligan	Re-enactment	\$ 132.60
T	7/18/2018	19193	Schaefer Fireworks Inc.	Re-enactment	\$ 2,000.00
T	7/18/2018	19194	Susie Hoffman	Re-enactment	\$ 200.00
T	7/18/2018	19195	Tamela Baker	Re-enactment	\$ 100.00
T	7/18/2018	19204	4th US Light Artillery	Re-enactment	\$ 300.00
T	7/18/2018	19201	Susan Bussard	Re-enactment	\$ 150.00
T	8/16/2018	19229	Herald Mail	Re-enactment	\$ 350.00
T	8/16/2018	19236	Charlie Mayes Port a Pot	Re-enactment	\$ 903.00
T	9/5/2018	19254	Funkstown Fire Company	Re-enactment	\$ 777.85
T	8/16/2018	19211	Joe Mowery	Car Show	\$ 100.00
T	8/16/2018	19212	Patricia Anderson	Car Show	\$ 100.00
T	8/16/2018	19213	John Lum	Car Show	\$ 100.00
T	8/16/2018	19214	Boy Scout Troop 23 - donated by Paul Pepper	Car Show	\$ 100.00
T	9/5/2018	19243	Schaefer Fireworks Inc.	Labor Day Fireworks	\$ 2,000.00
T	9/5/2018	19243	Schaefer Fireworks Inc.	Labor Day Fireworks	\$ 250.00
T	9/20/2018	19280	Herald Mail	Labor Day Car Show	\$ 75.16
T	9/20/2018	19285	Howard Taylor	Labor Day Car Show	\$ 100.00
T	9/20/2018	19286	Patricia Anderson	Labor Day Car Show	\$ 100.00
T	9/20/2018	19287	John Batzel	Labor Day Car Show	\$ 100.00
T	9/20/2018	19291	Gary Jet Media	Christmas	\$ 10.99
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Grand Total Page 4 - (Line 6, Form A)					\$ 11,259.60
Transaction Types					

T - tourism attractions; ED - economic development; C - cultural; R - recreational





## MAYOR AND COUNCIL

21 W. Water Street, P.O. Box 237, Smithsburg, MD 21783

Town Office: 301-824-7234 Fax: 301-824-6219

[www.townofsmithsburg.org](http://www.townofsmithsburg.org)

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August 15, 2018

Debra Murray,  
Budget and Finance Department  
Room 304, County Administration Building  
100 W. Washington Street  
Hagerstown, MD 21740

Dear Ms. Murray:

Enclosed please find the Annual Reporting for the Hotel Motel Tax Fund for the Town of Smithsburg for the Fiscal Year 2018.

Please let me know if you need any additional information.

Sincerely,

Justine Keadle  
Clerk/Treasurer

ENC: as noted

Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Smithsburg Fiscal Year 2018

		Hotel Motel Tax
Line 1:	Total Hotel Motel Tax Revenue Received	28,904.62
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>17,027.00</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 11,877.62
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>99,962.55</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 111,840.17
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>0.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u><u>\$ 111,840.17</u></u>

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Town of Smithsburg Fiscal Year 2018

Transaction Type	Date	Check #	Payee	Description	Amount
R	7/31/17	37661	Storm Damage Racing	National Night Out	\$ 400
R	8/1/17	37675	Michael's Printing	National Night Out-Fliers	\$ 280
R	7/31/17	37662	Mountain Valley Orchard	National Night Out-Corn	\$ 152
R	7/11/17	37618	Phantom Shadow	National Night Out-Inflatables	\$ 1,700
R	8/8/17	37702	Smithsburg Market	National Night Out-Refreshments	\$1,712
R	8/9/17	37739	Lisa Frazer	National Night Out-Refreshments	\$231
R	9/26/17	37805	Michael's Printing	Halloween Party-Fliers	\$ 138
T	10/3/17	37819	Mountain Valley Orchard	Halloween Party-Decorations	\$ 110
R	10/17/17	37864	Laura Hendrix	Halloween Party-Supplies	\$ 18
R	10/17/17	37870	Mountain Valley Orchard	Halloween Party-Pumpkins	\$ 400
R	10/17/17	37873	UnWound Productions	Halloween Party-DJ	\$ 175
R	10/17/17	37874	Smithsburg Market	Halloween Party-Refreshments	\$ 483
R	10/24/17	37888	Rhonda Carbaugh	Carriage Rides-Tree Lighting	\$ 600
R	11/7/17	37924	Tony M. Music	Music-Christmas Party	\$ 150
R	11/14/17	37937	Michael's Printing	Christmas Fliers	\$ 123
R	11/14/17	37930	Huntzberry Photography	Christmas Party-Photography	\$ 318
T	11/14/17	37932	Kirk Winders	Halloween Party-Straw bales	\$ 30
T	11/16/17	37945	Card Member Services	Christmas Decoration-Park	\$ 1,085
T	11/16/17	37945	Card Member Services	Christmas Decoration-Park	\$ 626
T	11/16/17	37945	Card Member Services	Christmas Decoration-Park	\$ 242
R	11/16/17	37945	Card Member Services	Christmas Party Supplies	\$ 291
R	12/5/17	37987	Smithsburg Market	Christmas Party/Tree Lighting-Refreshments	\$ 1,275
R	12/5/17	37984	Sandy Wetzek	Christmas-Tree Lighting-DJ	\$ 300
R	12/19/17	38019	Laura Hendrix	Christmas-Elf Costume	\$ 275
T	11/28/17	37970	Tonya Huff	Christmas Tree Lighting-Lights	\$ 53
T	12/27/17	38034	Lowe's	Christmas Decoration-Park	\$ 285
R	4/24/18	38311	Phantom Shadow	Movie Night in the park	\$ 500
R	5/1/18	38319	Michael's Printing	Movie Night in the park	\$ 345
R	5/1/18	38323	Smithsburg Market	Easter Egg Hunt	\$ 39
R	6/19/18	38453	Zambelli	Fire Works	\$ 1,750
Total Page 2					\$ 14,086

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

## Form B

[illegible]

Page 3



## Form B

[illegible]

Page 4

## Form C

Jurisdiction Smithsburg Fiscal Year 2018

[illegible]

### Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational



Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Sharpsburg Fiscal Year 2018

Hotel Motel  
Tax

Line 1:	Total Hotel Motel Tax Revenue Received	18,258.50
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>4,563.00</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 13,695.50
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>62,696.10</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 76,391.60
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>0.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u><u>\$ 76,391.60</u></u>

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Sharpsburg Fiscal Year 2018

Transaction Type	Date	Check #	Payee	Description	Amount
R	5/6/18	3758	Brandon Smith	Supplies for Fishing Rodeo	\$ 526
T	2/12/18	3637	Washington County Museums and Historical Sites	Dues for Town Museum	\$ 30
T	5/21/18	3685	Savoy Catering	Meal for Military and Dignitaries at Memorial Day Parade	\$ 707
T	6/8/18	3701	Alsatia Club	Participation in Memorial Day Parade	\$ 300
T	6/7/18	3694	Boonsboro High School	Participation in Memorial Day Parade	\$ 500
T	6/7/18	3695	Boonsboro Middle School	Participation in Memorial Day Parade	\$ 500
T	6/7/18	3696	Geoff Spangler	Participation in Memorial Day Parade	\$ 500
T	6/7/18	3697	MacMillian Pipe Band	Participation in Memorial Day Parade	\$ 1,000
T	6/7/18	3698	Rohrersville Band	Participation in Memorial Day Parade	\$ 500
Total - Page 2					\$ 4,563

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

**Hotel Motel Tax Annual Report**  
*Expended Funds during Year-end*

Form B

Jurisdiction Sharpsburg Fiscal Year 2018

Transaction Type	Date	Check #	Payee	Description	Amount
Total Page 3					\$ -
Grand Total Page 2 and 3 - (Line 2, Form A)					\$ 4,563

Hotel Motel Tax Annual Report  
*Funds Committed Not Yet Expended at Year-end*

Form C

Jurisdiction                     Sharpsburg                     Fiscal Year                     2018                    

Transaction Type	Dates	Check Amount	Payee	Description	Amount
Grand Total Page 4 - (Line 6, Form A)					\$ -



Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Keedysville Fiscal Year 2018

Hotel Motel  
Tax

Line 1:	Total Hotel Motel Tax Revenue Received	20,347.92
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>(6,490.00)</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 13,857.92
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>87,337.83</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 101,195.75
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>(131,400.00)</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u>\$ (30,204.25)</u>

## Form B

[illegible]

Page 2

## Form B

Jurisdiction Keedysville Fiscal Year 2018

[illegible]

### Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational

## Form B

Jurisdiction Keedysville Fiscal Year 2018

[illegible]



## Form C

Jurisdiction Keedysville Fiscal Year 2018

[illegible]

Hotel Motel Tax Fund  
Annual Reporting

Form A

Jurisdiction Town Of Clear Spring Fiscal Year 2018

		Hotel Motel Tax
Line 1:	Total Hotel Motel Tax Revenue Received	16,591.95
Line 2:	Funds Expended on Qualified expenditures - <i>(Form B, page 3)</i>	<u>8,770.93</u>
Line 3:	Remaining Unspent funds for current fiscal year	\$ 7,821.02
Line 4:	Carryover Balance From Prior Year <i>(Form A, prior year, line 5)</i>	<u>7,499.11</u>
Line 5:	Remaining Funds at Fiscal Year End	\$ 15,320.13
Line 6:	Funds committed but not expended at year end - <i>(Form C, page 4)</i>	<u>1,000.00</u>
Line 7:	Remaining uncommitted funds at fiscal year end	<u><u>\$ 14,320.13</u></u>

## Form B

Transaction Type	Date	Check #	Payee	Description	Amount
T	7/19/17	7590	Clear Spring Fire Company	Carnival	\$ 3,000.00
T	9/6/18	7618	Clear Spring High School FFA	Clear Spring High School FFA	\$ 1,000.00
T	11/13/17	7688	Clear Spring Garden Club	Christmas in Clear Spring	\$ 785.25
T	2/26/18	7783	Shenandoah Business Solutions	Website	\$ 1,985.68
T	3/14/18	7797	Clear Spring Historical Assoc	National Pike Days	\$ 900.00
T	3/14/18	7800	Clear Spring Little League		\$ 75.00
T	4/9/18	7830	Shenandoah Business Solutions	Website	\$ 275.00
T	4/17/18	7832	James Shaull Wagon Train	National Pike Days	\$ 750.00
Total - Page 2					\$ 8,770.93
Total Page 3					\$ -
Page 2 and 3 - (Line 2, Form A)					\$ 8,770.93

Page 2

**Hotel Motel Tax Annual Report**  
*Funds Committed Not Yet Expended at Year-end*

Form C

Jurisdiction Town Of Cear Spring Fiscal Year 2014

Transaction Type	Dates	Check Amount	Payee	Description	Amount
T	8/8/18		Clear Spring High School FFA	Fall Fest	\$1,000.00
Grand Total Page 4 - (Line 6, Form A)					\$1,000.00

Transaction Types

T - tourism attractions; ED - economic development; C - cultural; R - recreational