DMO Lodging-Tax and Grant Reporting Tracker

Template — not legal advice, and not financial advice. Your award letters, funding agreements, and the program rules decide what applies. Copy the terms from them, not from memory.

Organization: _____ **Fiscal year:** _____ **Updated by:** _____ **Date:** _____

Part A. Funding sources

#	Source and program	Agreement or award date	Amount	Period	Federal money?	Match required	Owner
1					Yes / No / Unsure		
2					Yes / No / Unsure		
3					Yes / No / Unsure		
4					Yes / No / Unsure		

Part B. Allowed and not-allowed costs (one block per source)

Source #: ____

- Allowed uses (copy from the agreement): _____
- Not allowed (copy from the agreement or rules): _____
- How restricted money is kept separate in our books: _____
- Who checks invoices before a reimbursement request: _____

Part C. Match tracking

Source #	Match required	Match type (dues, fundraising, other)	Documented so far	Gap	Plan to close it

Part D. Reports and deadlines

Report types: progress, reimbursement request, evaluation, audit.

Source #	Report type	Due date	Owner	Backup	Submitted on	Funder questions or findings

Part E. Federal audit check (once a year, with the auditor)

- Total federal awards spent this fiscal year, all sources: _____
- Is it $1,000,000 or more (the single-audit threshold in 2 CFR §200.501)? Yes / No / Close — ask the auditor
- Auditor's note: _____

Part F. Quarterly board check

Question	Answer
Any report late or at risk?	
Any spending questioned by staff, the auditor, or the funder?	
Any match gap?	
Any money likely to lapse or be returned?	
Any new conflicts disclosed?	
Board decisions needed	

Board reviewed on: _____ Recorded in minutes item: _____

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