



2024-2025 City of Poulsbo's Lodging Tax Process and Timeline

2024 Date	Assigned Task	Task
Jan – April	City Accounting	JLARC Report prepared and submitted. Information gathered from reporting submitted from grantees. This is required by RCW 67.28.1816
Mon, April 1 st	City Liaison	Ask the LTAC members if they want to continue another year. If not, must find new member(s) must meet requirements – resolution #2000-03.
Mon, May 6 th	LTAC '25	2025 Advisory Committee applications due
Wed, June 5 th	City Staff	Staff to set an estimated amount of funding available for the 2025 grant budget.
Wed, June 12 th	City Liaison	The slate of 5 proposed LTAC members for 2025 must be reviewed by Council and receive their concurrence.
Thurs, July 11 th	City & LTAC	LTAC #1 meeting to finalize 2025 application weighting and requirements
Fri, July 12 th	Open to Public - City Staff (LTAC optional): 11:30am-12:30pm	RFP and Application for the 2025 Lodging Tax Grant posted. (Emails sent to past participants/grantees/anyone who has asked for the application.) Open House: Opportunity to have applicants understand the Lodging Tax Grant process and meet and greet with City/LTAC
Mon, September 2 nd	City Liaison	Applications are due. Organizations must include financial information for the previous year. Electronic submission only. All grants are sent to the LTAC for initial review. Also posted on website.
Mon, September 9 th	City Liaison	Applications are sent to LTAC to review before presentations
Thurs, September 26 th	LTAC, Applicants	Selected applicants by LTAC to present their application – LTAC will ask questions.
Thus, October 10 th	LTAC	LTAC deliberates on the applications and determines award recommendations
Wed, November 6 th	City Liaison, City Accounting	Staff will present the recommendations to the City Council during dept budget presentations. City Council must accept the full slate or return the list back to the LTAC for further consideration.
Fri, December 20 th	City Liaison	Send Applicant award letters

Lodging Tax claims for reimbursement are due no later than the second Friday after the conclusion of the quarter funds were spent in. Claims received after this date are at risk of not being reimbursed:

1. Q1 purchases from 1/1/2024 - 3/31/2024: Claims due by Mon, April 15th, 2024
2. Q2 purchases from 4/1/2024 - 6/30/2024: Claims due by Mon July 15th, 2024
3. Q3 purchases from 7/1/2024 - 9/30/2024: Claims due by Mon, October 16th, 2024
4. Q4 purchases from 10/1/2024 - 12/31/2024: Claims due by Mon, January 13th, 2025