

REPORTS AND ATTACHMENTS ARE DUE BY THE 20TH OF EACH MONTH

CITY OF VILLA RICA ON-PREMISES CONSUMPTION REPORT FOR ALL ALCOHOLIC BEVERAGES (BEER, WINE, LIQUOR, ETC)

Reporting Period _____ 2 _____
Month Year

Name of Establishment: _____	Named Licensee: _____
License Number: _____ Address: _____	
Name of Person Responsible for Preparing Report: _____	
Address: _____ Phone Number: _____	

(1) Total Sales (Food/Beverage/Misc. All Inclusive)	(2) Food/Non-Alcoholic Beverage/Misc.	(3) All Alcoholic Beverages
\$ _____	\$ _____	\$ _____
% _____	% _____	% _____

STATEMENT OF OATH: I, (we) do solemnly swear, subject to criminal penalties for false swearing, that the information contained herein is true, and no false or fraudulent information is made herein. I (we) further swear that all records required under Section 3-74 of the Alcoholic Beverage Ordinance of the City of Villa Rica are maintained and open for inspection by authorized agents of the City.

_____ Month/Day/Year	_____ Printed Name/Signature of Person Responsible for Preparing this Report
_____ Month/Day/Year	_____ Printed Name/Signature of Named Licensee

Section 3.74 of the Alcoholic Beverage Ordinance of the City of Villa Rica requires that a certified copy of the licensee’s monthly state sales tax report as filed with the Georgia Department of Revenue for a period coinciding with the on-premises consumption report be filed as an attachment, hereto. Please attach that document. This report is **NOT** complete without the sales tax report.

Section 3.151 of the Alcoholic Beverage Ordinance of the City of Villa Rica provides that the City Manager may require a licensee to furnish a statement from a certified public accountant that verifies the percentages contained in this report are accurate and correct. If you have been directed to provide such verification, please attach that statement. If you haven’t been so directed, this report is **NOT** complete without the CPA’s statement.

NOTICE: Section 3.26(6) of the Alcoholic Beverage Ordinance of the City of villa Rica provides that failure to properly account for, file report and maintain any records required under this ordinance **SHALL** be cause for **Automatic** revocation of the license by operation of law.

Section 3.150 of the Alcoholic Beverage License provides that should the total sales from food and non-alcoholic beverages not equal those from the sale of all alcoholic beverages for any two (2) consecutive reporting periods, the license may be suspended by the Mayor and Council after a hearing as provided for in the ordinance.

THIS REPORT MUST BE FILED WITH THE COMMUNITY DEVELOPMENT DEPARTMENT BY THE 20TH OF EACH MONTH

REPORTS MAY BE MAILED OR DELIVERED TO:

City of Villa Rica, Community Development Department, 571 W. Bankhead Hwy., Villa Rica, GA 30180

(INSTRUCTIONS ON NEXT PAGE)

INSTRUCTIONS

- A. Enter the reporting period (month) for which the report is being filed.
- B. Enter the name of the establishment; named licensee; alcoholic beverage license number; name, address and telephone number of the person responsible for preparing the report.
- C. In column (1) enter total sales (food, beverages, miscellaneous, all-inclusive) both the dollar amount and percentage (always 100%) for the reporting period.

In column (2) enter food, non-alcoholic beverages and all other sales including cover, admission charges, etc., both dollar amount and percentage for the reporting period.

In column (3) enter all alcoholic beverages (beer, wine, liquor, etc.) sales only, both dollar amount and percentage for the reporting period.

The combined dollar amounts in columns (2), (3), should equal the total sales in column (1).

The combined percentages in columns (2), (3), should equal 100%.

- D. Date and sign the report. Please note that both the person responsible for the report and the owner/manager whose name appears on the license must date and sign the report.
- E. **Attach** a copy of your **Georgia Sales Tax Report** as filed with the Georgia Department of Revenue for the period coinciding with this report.
- F. **Mail or deliver the report to the address indicated by the 20th of each month.**