

**ACCOUNTING PROCEDURES & REVENUES**

- A. ACCOUNTING PROCEDURES: The Proposer shall maintain complete accounting records and implement appropriate accounting controls consistent with good business practices.
1. All transactions generated as a result of the operation of the Leasee) shall be accounted for as follows:
    - a) All sales shall be entered through the Leasee cash register or through an automated recording system, said documents to be maintained for a minimum of 2 years from occurrence.
    - b) Leasee receipts shall be reconciled by the Proposer at the end of each month on a "Payment Certification Form" approved by the County. This certification form is to be signed by the Bidder and submitted to the Department, for approval prior to payment of the monthly Leasee fee by the Proposer to the County. Gross receipts used for computation of the XX% amounts (which would apply at the end of year if it exceeds the Guaranteed Annual amount) for the County shall not include sales taxes. Sales taxes shall be collected by the Proposer and remitted to the State of Texas as required by law. Certification form shall record sales taxes so collected and remitted, for Proposer's records. The Leasee shall furnish a monthly financial statement to the Dept Director and the County Auditor's Office on or before the 10th day of the succeeding month. The financial statement shall reflect the amount of total gross receipts collected by Leasee during the preceding month. Along with the submission of the financial statement, Leasee shall include the authenticated total of the total gross sales for Leasee Operations sold at Dept. Said fee shall be calculated by multiplying the gross receipts of the preceding month by the 10% percent. If no Airport sales are conducted during the month, a negative sales report shall be provided. Leasee shall keep a ledger stating the dates and hours that the lease agreement is in operation in the Airport. The ledger shall be signed by Airport staff each day to acknowledge that the lease agreementaire is providing the service as stated in the contract agreement. This ledger is to be turned in each month along with the monthly financial statement.
  2. Leasee shall prepare and maintain accurate and complete records reflecting the receipts and expenses under this contract. The Leasee shall maintain a separate bank account solely for receipts and disbursements relating to this contract. Leasee shall not pay from this account expenses for anything not associated with costs of this contract. Cameron County may audit these records and accounts within a reasonable time for a period not to exceed 2 years from the date of occurrence. The Proposer's accounting records including all subsidiary information must be made available for audit/inspection by the County at all reasonable times during regular hours of operations without prior notification to proposer.

Proposer shall submit payments showing RFP number to:

**CAMERON COUNTY TREASURER**

**1100 EAST MONROE STREET,  
BROWNSVILLE, TEXAS 78520**