

PETS 2018 Budget

Service Fee 24%; Food Tax - 8%; Room Tax - 14.75%

PRE/POST EXPENSES	2018 Budgeted	2017 Actual
Event Insurance	\$380.00	\$365.91
Website Annual Fee	\$220.00	\$203.40
PETS Exchange	\$1,430.00	\$1,472.10
Travel To	\$800.00	\$853.12
Visitor (room/meals)	\$630.00	\$618.98
Facilitator Training	\$3,500.00	\$3,441.04
Travel & Lodging	\$2,150.00	\$2,101.84
Meals	\$1,350.00	
Food		\$1,000.00
Service Fee		\$240.00
Tax	\$108.00	\$99.20
PETS Alliance	\$2,500.00	\$0.00
Travel/Lodging for 2		
Annual Dues	\$140.00	\$140.00
Pre PETS Planning Meeting	\$1,200.00	\$1,492.77
Food & Beverage		
Service Fee		
Tax		
COMMITTEE EXPENSES		
Administrator Travel/Lodging	\$1,700.00	\$1,528.60
PETS Meals (26 x 214.27)	\$4,400.00	20 members \$4,285.44
Food		\$3,200.00
Service Fee		\$768.00
Tax		\$317.44
Close-out Lunch	\$1,200.00	\$1,157.07
Food		\$864.00
Service Fee		\$207.36
Tax		\$85.71
Hotel Rooms (21 members)	\$2,150.00	\$1,895.74
Room (.5 of rate for 2 nights)	\$1,700.00	\$1,652.00
Trainer Room (.5 for 3 nights)	\$200.00	\$0.00
Tax	\$250.00	\$243.75
DGE Suites (5 for 3 nights)	\$0.00	\$0.00
Room (Cost starts in 2019)		
Tax		
AV EXPENSES		
Total	\$8,546.00	\$8,525.29
Food Stipends	\$700.00	\$700.00
Lodging (2 ERT members)		
Room	\$366.00	\$366.00

Tax	\$54.00	\$54.00
Hotel AV	\$170.00	\$165.00
Service Fee	\$40.00	\$39.60
Tax	\$16.00	\$15.66
Equipment/Rental Fees	\$7,200.00	\$7,185.03
SPEAKER EXPENSES		
Airfare	\$1,000.00	\$251.90
Lodging (4 room nights)	\$541.64	\$541.64
Room	\$472.00	\$472.00
Tax	\$69.64	\$69.64
Meals (4 people for a full day)	\$851.00	\$661.44
Food		\$493.90
Service Fee		\$118.54
Tax		\$49.00
Speaker/Performer Fee	\$1,000.00	\$0.00
Gifts (4 @ \$50 each)	\$200.00	\$0.00
Contribution to Foundation	\$400.00	\$400.00
FACILITATOR EXPENSE at PETS		
Friday Lunch	\$775.00	\$771.38
Food		\$576.00
Service Fee		\$138.24
Tax		\$57.14
Lodging	\$4,000.00	\$3,959.77
Room (.5 of rate for 3 nights)		
Tax		
Meals (16 x 214.27)	\$2,300.00	\$2,234.00
PRINTING & MATERIALS		
	\$2,952.00	\$3,065.73
Facilitator Training - printing & Miscell.	\$52.00	\$51.97
Registration Supplies (badges/tents/etc)	\$700.00	\$697.26
Printing (programs, maps, other)	\$600.00	\$592.59
Writing Tablets & Pens	\$600.00	\$614.04
Bags/Folios	\$1,000.00	\$975.45
Printer Labor		\$134.42
PEN Manuals		
FOOD/BEVERAGE FOR ATTENDEES		
TOTAL	\$81,156.00	\$79,772.55
Food	\$60,000.00	\$59,123.67
Bartender Fee	\$600.00	\$600.00
Service Fee	\$14,544.00	\$14,185.55
Tax	\$6,012.00	\$5,863.33
Coffee Breaks	\$17,000.00	\$16,695.41
Snacks/ Beverages (coffee/pop/water)		\$12,466.49
Service Fee		\$2,992.14
Tax		\$1,236.78

MISCELLANEOUS		
Domain Name Registration (2 yrs)	\$0.00	\$56.32
Survey Monkey (2 surveys)	\$70.00	\$26.00
Postage (Treasurer)	\$30.00	\$25.95
Credit Card Fees	\$1,800.00	1,818.68
Miscellaneous	\$200.00	\$208.62
Grand Total	\$141,641.64	\$134,996.75

Approx. Total Sales tax paid by PETS	\$7,678.60
Appros. Total Room Tax paid by PETS	\$313.39
	<u>\$7,991.99</u>

Tax cost per registration is approximately \$20.00.

Total Full Pay registrations needed to break-even for 2018: 380