

PETS 2019 Budget

Service Fee 25%, Food Tax 8%, Room Tax - 15.75%, Full Registration \$400.00

PRE/POST EXPENSES	2018 Actual		2019 Budget	
Event Insurance		\$515.00		\$525.00
Website Annual Fee		\$203.40		\$205.00
PETS Exchange		\$677.73		\$700.00
Travel To		\$267.96		
Visitor (room/meals)		\$409.77		
Facilitator Training		\$3,711.76		\$4,000.00
Travel & Lodging		\$2,410.36		
Meals				
Food		\$964.00		
Service Fee		\$241.00		
Tax		\$96.40		
PETS Alliance				
Travel/Lodging for 2		\$0.00		\$1,200.00
Annual Dues		\$140.00		\$140.00
Pre PETS Planning Meeting		\$1,179.90		\$1,300.00
Food & Beverage				
Service Fee				
Tax				
COMMITTEE EXPENSES				
Administrator Travel/Lodging		\$1,433.83		\$1,600.00
(New Administrator - shadow year 2019 - two trips)		\$0.00		\$1,000.00
(New Hotel Liaison - three trips)		\$0.00		\$1,600.00
PETS Meals (26 x 214.27)	21 members	\$4,726.23		\$5,000.00
Food		\$4,726.23		
Service Fee				
Tax				
Close-out Lunch		\$1,360.80		\$1,400.00
Food		\$1,008.00		
Service Fee		\$252.00		
Tax		\$100.80		
Hotel Rooms (21 members)	15 members	\$2,053.48		
Room (.5 of \$125 rate for 2 nights)		\$2,053.48		\$3,038.50
Trainer Room (.5 for 3 nights)		\$0.00		\$465.30
Tax				
DGE Suites (5 for 3 nights)		\$0.00		\$1,163.25
Room (Cost starts in 2019 - \$67.00/night)				
Tax (15.75%)				

AV EXPENSES

Total	\$8,417.84	\$400.00	\$8,565.32
Food Stipends	\$400.00		
Lodging (2 ERT members)			
Room	\$305.00	\$402.00	
Tax	\$48.05	\$63.32	
Hotel AV	\$0.00		
Service Fee	\$0.00		
Tax	\$0.00		
Equipment/Rental Fees	\$7,664.79	\$7,700.00	

SPEAKER EXPENSES

Airfare	\$1,298.80		\$500.00
Lodging (4 room nights)	\$273.18		\$578.76
Room	\$236.00	\$500.00	
Tax	\$37.18	\$78.75	
Meals (4 people for a full day)	\$0.00		
Food	\$148.24	\$540.00	
Service Fee			
Tax			
Speaker/Performer Fee	Printing \$58.19		\$1,000.00
Gifts (4 @ \$50 each)	\$161.48		\$200.00
Contribution to Foundation	\$400.00		\$400.00

FACILITATOR EXPENSE at PETS

Friday Lunch	\$777.60		\$800.00
Food	\$576.00		
Service Fee	\$144.00		
Tax	\$57.60		
Lodging (for 15)	for 14 \$2,526.85		\$3,489.75
Room (.5 of rate for 3 nights)			
Tax			
Meals (19 x 214.27)	for 19 \$3,868.97		\$4,071.13

PRINTING & MATERIALS

	\$2,271.94		\$2,400.00
Facilitator Training - printing & Miscell.	\$104.20		
Facilitator Printing/Supplies PETS sessions	\$394.69		
Registration Supplies (badges/tents/etc)	\$231.44		
Printing (programs, maps, other)	\$238.78		
Writing Tablets & Pens	\$188.23		
Bags/Folios	\$889.60		
Printer Labor	\$25.00		
Sergeant at Arms Meal Vouchers	\$200.00		
PEN Manuals			

FOOD/BEVERAGE FOR ATTENDEES			
TOTAL	\$84,108.91		\$85,000.00
Food	\$61,710.30		
Bartender Fee	\$800.00		
Service Fee	\$15,427.58		
Tax	\$6,171.03		
Coffee Breaks	\$17,121.25		\$18,000.00
Snacks/ Beverages (coffee/pop/water)	\$12,682.35		
Service Fee	\$3,170.67		
Tax	\$1,268.23		
MISCELLANEOUS			
Domain Name Registration (5 years for 2018-2023)	\$0.00		\$149.75
Survey Monkey (2 surveys)	\$70.00		\$70.00
Postage (Treasurer)	\$36.20		\$40.00
Credit Card Fees	1,023.41		\$1,050.00
My Event Runner Fees (registrations)	471.00		\$475.00
Miscellaneous	\$78.37		\$80.00
Grand Total	\$139,114.36		\$150,206.76

Total Full Pay registrations needed to break-even for 2019: 375

Income from PETS 2019

Possible Profit/Loss