

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

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

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