

Mendocino County Tourism Commission

July 2023 - June 2024 Budget

Note Accumulating Total: Budgeted dollar amounts can not be spent before they have been accumulated. The amounts may be rolled forward but not used in the months prior to where they are budgeted.

Table with columns: Proposed 3/16/23, Jul-23, Aug-23, Sep-23, Oct-23, Nov-23, Dec-23, Jan-24, Feb-24, Mar-24, Apr-24, May-24, Jun-24, Total, Notes. Rows include categories like Income, Expenses, Marketing, and Leisure/Group Sales.

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Proposed 3/16/23	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	Total	Notes
Unknowns	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	200.00	2,400.00	Unknowns
7890 Taxes		65.00											65.00	Business Taxes (Paperwork filing fees)
7910 Telecommunication	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	600.00	7,200.00	
Office Phones	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00	
(6) Employee Call Phones	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	300.00	3,600.00	(6) Employee Call Phones
7950 Utilities	1,038.00	795.99	795.99	795.99	795.99	795.99	795.99	795.99	795.99	795.99	795.99	795.99	9,733.89	
PG&E	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	150.00	1,800.00	PG&E
Comcast - Internet Ukiah	408.00	165.99	165.99	165.99	165.99	165.99	165.99	165.99	165.99	165.99	165.99	165.99	2,233.89	Comcast - Internet Ukiah
Ukiah Waste Solutions	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	80.00	960.00	Ukiah Waste Solutions
City of Ukiah	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	325.00	3,900.00	City of Ukiah
Unknowns, Potential Spikes	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	75.00	900.00	Unknowns, Potential Spikes
7990 Depreciation Expense													0.00	
Total Occupancy Costs	\$ 7,213.00	\$ 4,385.99	\$ 4,320.99	\$ 4,320.99	\$ 4,520.99	\$ 4,320.99	\$ 4,320.99	\$ 4,320.99	\$ 4,520.99	\$ 4,320.99	\$ 4,320.99	\$ 4,520.99	\$ 55,408.89	
Total 3- ADMIN EXPENSES	\$ 17,291.00	\$ 9,498.99	\$ 9,433.99	\$ 18,433.99	\$ 9,633.99	\$ 9,433.99	\$ 9,433.99	\$ 9,433.99	\$ 9,633.99	\$ 9,433.99	\$ 9,433.99	\$ 9,633.99	\$ 130,723.89	
4- PERSONNEL														
8510 Salaries & Wages	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	34,000.00	408,000.00	Will auto populate
Retirement Contributions @ 4%	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	1,360.00	16,320.00	
8520 Paid Time Off	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	24,134.88	Monthly Liability
Paid Time Off Liability Accounting	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	1,954.44	19,446.19	Paid Time Off Liability Accounting
1600 Hours a Year / 12 = 13.34 Hours	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23	18.23	160 Hours a Year / 12 = 13.34 Hours
Sick Leave Liability Accounting							4,707.69						4,707.69	Sick Leave Liability Accounting (24 Hrs Loaded 1/1/2023)
8530 Payroll Taxes	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	4,709.00	3,605.00	2,601.00	2,601.00	2,601.00	2,601.00	34,374.00	Will auto populate
Employer Federal	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	2,601.00	31,212.00	Employer Federal
Employer State							2,108.00	1,054.00					3,162.00	Employer State
8540 Payroll Processing Fees	85.00	85.00	85.00	85.00	85.00	85.00	805.00	85.00	85.00	85.00	85.00	85.00	1,740.00	
Intuit Monthly Fee	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	85.00	1,020.00	Intuit Monthly Fee
Intuit Yearly Fee							720.00						720.00	Intuit Yearly Fee
8550 Workers Comp	3,000.00												3,000.00	Yearly Bill
8551 Workers Comp Liability Acct	291.41	291.41	291.41	291.41	291.41	291.41	291.41	291.41	291.41	291.41	291.41	291.41	3,495.97	Monthly Liability
Estimated W/C Liability %	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	0.8571%	
8570 Health Insurance	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	2,250.00	27,000.00	
8590 Contract Work	150.00	150.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	7,800.00	
Cyber Security Consulting	0.00	6,000.00											6,000.00	Cyber Security Consulting
Other	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	750.00	9,000.00	Other (Jo Bradley)
8580 Employee Appreciation, Other						3,000.00								Other Employee Benefits (Cal-Star/Reach Holiday GIFTS)
8615 Employee Recruitment	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
Total 4- PERSONNEL	\$ 44,331.85	\$ 41,331.85	\$ 41,931.85	\$ 41,931.85	\$ 41,931.85	\$ 44,339.41	\$ 48,895.11	\$ 42,413.41	\$ 41,339.41	\$ 41,339.41	\$ 41,339.41	\$ 41,339.41	\$ 512,564.85	
Total Expenses	\$ 154,219.70	\$ 143,588.44	\$ 138,269.19	\$ 140,399.19	\$ 152,582.53	\$ 150,026.75	\$ 146,998.45	\$ 144,864.09	\$ 145,748.76	\$ 142,066.10	\$ 137,566.76	\$ 136,326.76	\$ 1,732,656.75	
Net Operating Income	-\$ 21,543.80	-\$ 10,912.54	-\$ 5,993.29	-\$ 7,723.29	-\$ 19,906.63	-\$ 17,350.85	-\$ 14,322.55	-\$ 12,188.19	-\$ 13,072.86	-\$ 9,390.20	-\$ 4,890.86	-\$ 43,453.63	-\$ 180,348.72	roll over gateway signs \$110,000 from Budget YR 22/23
Net Income	-\$ 21,543.80	-\$ 10,912.54	-\$ 5,993.29	-\$ 7,723.29	-\$ 19,906.63	-\$ 17,350.85	-\$ 14,322.55	-\$ 12,188.19	-\$ 13,072.86	-\$ 9,390.20	-\$ 4,890.86	-\$ 43,453.63	-\$ 180,348.72	2023/2024 Draw from Retained Earnings

\$ 1,732,656.75 Double Check