

acct	sub acct	REVENUES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Actual	2019 Budget	
315	1315	Lodging Tax	\$ 71,000	\$ 65,500	\$ 65,000	\$ 67,000	\$ 80,000	\$ 90,000	\$ 110,000	\$ 130,000	\$ 120,000	\$ 100,000	\$ 87,000	\$ 90,000	\$ 1,109,641	\$ 1,075,500	August - USAC/2018 Holiday Inn Back PayA
320	1320	Grants					\$ 54,446			\$ 33,401					\$ 47,135	\$ 87,847	Increase
322	1322	USA Cycling Revenue	\$ 25,000	\$ 25,000	\$ 3,000	\$ 5,500	\$ 1,500								\$ 64,950	\$ 60,000	Grants/Sponsorships/\$25k deferred '18
325	1325	Membership Dues	\$ 1,000	\$ 500	\$ 16,000	\$ 25,000	\$ 6,500	\$ 3,000	\$ 1,500	\$ 750	\$ 750	\$ 500	\$ 500	\$ 500	\$ 54,786	\$ 56,500	Annual Memberships Due in April
327	1327	Member Activities															
330	1330	Visitor Guide	8,500	\$ 12,000	\$ 9,000	\$ 5,500	\$ 1,500	\$ 3,000				\$ 11,000	6500	\$ -	\$ 60,396	\$ 57,000	Covers cost of VG - rate increase
342	2342	Visitor Welcome Center Advertising															
335	1335	Publication Advertising									\$ 1,200	\$ 500	\$ 1,000			\$ 2,700	Shopping & Dining Guide Ad sales
336	1336	Coop Advertising										\$ 1,600				\$ 1,600	
340	1340	Vacation Value Pass															
1345	2345	Gift Shop Sales	\$ 950	\$ 500	\$ 1,000	\$ 700	\$ 1,800	\$ 1,900	\$ 1,600	\$ 1,500	\$ 1,500	\$ 1,800	\$ 1,500	\$ 2,600	\$ 14,943	\$ 17,350	
348	1348	Sponsorships															
351	1351	Ticket Sales															
350	1350	Miscellaneous		6500											\$ 5,173	\$ 6,500	HCWHA - Credit 1404
355	1355	Interest Income													\$ 479	\$ -	
Total Revenues			\$ 106,450	\$ 110,000	\$ 94,000	\$ 103,700	\$ 145,746	\$ 97,900	\$ 113,100	\$ 165,651	\$ 123,450	\$ 115,400	\$ 96,500	\$ 93,100	\$ 1,357,503	\$ 1,364,997	
ADMINISTRATION			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
401	1401	Salaries and wages - Director	\$ 11,111	\$ 7,391	\$ 7,391	\$ 7,391	\$ 7,391	\$ 7,391	\$ 7,391	\$ 7,391	\$ 7,391	\$ 11,111	\$ 7,391	\$ 7,391	\$ 91,946	\$ 96,138	
404	1404	Salaries and wages - Staff	\$ 23,000	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 15,500	\$ 23,000	\$ 15,500	\$ 15,500	\$ 193,719	\$ 201,000	
406	2406	Salaries and wages--PT Visitor Center	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 3,120	\$ 42,661	\$ 37,440	Closed Sundays/close at 4:30pm
421	1421	Payroll taxes (SS& Med)	\$ 3,663	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975	\$ 1,975	\$ 2,020	\$ 1,975	\$ 1,975	\$ 24,281	\$ 25,433	
423		FUTA/SUTA	\$ 350	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 98	\$ 1,254	\$ 1,428	
431	1431	Employee Insurance	\$ 2,641	\$ 3,105	\$ 2,641	\$ 2,641	\$ 3,105	\$ 2,641	\$ 2,641	\$ 3,105	\$ 2,641	\$ 2,641	\$ 3,105	\$ 2,641	\$ 32,796	\$ 33,548	1% increase 2019
433	1433	Workmen's Compensation						\$ 1,218							\$ 1,218	\$ 1,218	
435	1435	Retirement	\$ 2,600	\$ 2,300	\$ 2,300	\$ 2,600	\$ 2,300	\$ 2,300	\$ 2,600	\$ 2,300	\$ 2,300	\$ 2,600	\$ 2,300	\$ 2,300	\$ 30,297	\$ 28,800	TPA fees
		Employee Recruitment															
437	1437-2437	Well Pay	6,070												\$ 4,966	\$ 6,070	Extra wellness day per Personnel Policy
		Payroll taxes															
438	1438-2438	Bonuses	\$ 5,000												\$ 5,400	\$ 5,000	Performance based incentives CEO
	1411	Contracted Services/Intern													\$ 100	\$ -	Intern
		Payroll taxes															
Total Administration			\$ 57,555	\$ 33,489	\$ 33,025	\$ 33,325	\$ 33,489	\$ 34,243	\$ 33,325	\$ 33,489	\$ 33,025	\$ 44,590	\$ 33,489	\$ 33,025	\$ 428,639	\$ 436,075	Salaries are functionally allocated adjusting this % below 30% upon audit
															31.58%	31.95%	
OPERATIONS			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec			
501	1501-2501	Administrative Telephone	\$ 907	\$ 907	\$ 907	\$ 907	\$ 907	\$ 907	\$ 907	\$ 1,907	\$ 907	\$ 907	\$ 907	\$ 907	\$ 12,299	\$ 11,884	
505	1505	Administrative Postage	\$ 875	\$ 875	\$ 875	\$ 900	\$ 900	\$ 875	\$ 875	\$ 875	\$ 875	\$ 875	\$ 800	\$ 800	\$ 10,253	\$ 10,400	
507	1507	Administrative Travel	\$ 30			\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 569	\$ 270	
	1510	Alarm Monitoring											\$ 120		\$ -	\$ 120	
	1513	Auto Expense	\$ 860	\$ 467	\$ 700	\$ 1,380	\$ 640	\$ 467	\$ 467	\$ 467	\$ 624	\$ 467	\$ 467	\$ 467	\$ 7,574	\$ 7,473	Vehicle lease/Auto Insurance
515	1515	Bank Charges	\$ 300	\$ 400	\$ 250	\$ 180	\$ 250	\$ 300	\$ 300	\$ 250	\$ 145	\$ 160	\$ 170	\$ 160	\$ 2,522	\$ 2,865	
516	1516	Board Expense	\$ 100														
517	1517	Board Insurance			\$ 2,175		2160								\$ 4,316	\$ 4,335	
521	1521-2521	Building Maintenance	\$ 450	\$ 320	\$ 320	\$ 320	\$ 320	\$ 320	\$ 400	\$ 320	\$ 320	\$ 750	\$ 320	\$ 320	\$ 5,040	\$ 4,910	
523	1523	Building Rent	\$ 1,868	\$ 1,868	\$ 1,980	\$ 1,868	\$ 1,868	\$ 1,980	\$ 1,868	\$ 4,380	\$ 1,980	\$ 1,868	\$ 1,868	\$ 1,980	\$ 36,602	\$ 25,376	Rent, taxes, water, parking passes
523	2523	Visitor Center Rent	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 1,700	\$ 6,708	\$ 20,400	\$1608 rent plus staff parking
559	2559	Window Display/Visitors Center Display											100		\$ 110	\$ 100	Adler displays (5 yrs)
526	1527	Computer Purchase/Supplies/Software	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 826	\$ 50	\$ 50	\$ 1,409	\$ 1,376	Photoshop \$50mth/ACT!
531	1531	Copier Purchase	\$ 349	\$ 349	\$ 600	\$ 349	\$ 349	\$ 349	\$ 349	\$ 600	\$ 349	\$ 349	\$ 349	\$ 349	\$ 5,567	\$ 4,690	
532	1532	Depreciation	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 6,126	\$ 6,120	
533	1533	Equipment Maintenance	\$ 600	\$ 850	\$ 700	\$ 800	\$ 1,000	\$ 800	\$ 800	\$ 800	\$ 650	\$ 1,000	\$ 650	\$ 650	\$ 11,076	\$ 9,300	
534	1534	Equipment Rent			\$ 206			\$ 206					\$ 206		\$ 986	\$ 824	
535	1535	Interest Expense			\$ 50				\$ 50						\$ 16	\$ 100	
537	1537	Office Printing	\$ 200	\$ 150	\$ 550	\$ 1,300	\$ 450	\$ 50	\$ 120	\$ 120	\$ 50	\$ 200	\$ 800	\$ 50	\$ 5,379	\$ 4,040	
538	1538-2538	Office Supplies	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 415	\$ 5,573	\$ 4,980	
539	1539	Professional Fees/Memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 8,000	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 24,625	\$ 24,500	
540		Penalties															
541	2541	Resale Merchandise	\$ 1,000	\$ 1,100	\$ 500	\$ 500	\$ 600	\$ 1,000	\$ 1,000	\$ 700	\$ 700	\$ 1,000	\$ 700	\$ 500	\$ 7,600	\$ 9,300	
543	2543	Merchandise Spoilage															
551	1551	Subscriptions and Publications	\$ 275												\$ 250	\$ 275	
553	1553	Uniforms		\$ 120			\$ 100				\$ 200		\$ 100		\$ 165	\$ 520	
557	1557-2557	Utilities	\$ 960	\$ 850	\$ 665	\$ 570	\$ 550	\$ 550	\$ 560	\$ 650	\$ 550	\$ 550	\$ 700	\$ 800	\$ 7,658	\$ 7,955	
561	2560	Newcomer House Expenses	\$ 130	\$ 100	\$ 650	\$ 200	\$ 340	\$ 425	\$ 464	\$ 400	\$ 450	\$ 450	\$ 450	\$ 450	\$ 4,663	\$ 4,509	
Total Operations			\$ 13,079	\$ 12,531	\$ 15,303	\$ 13,479	\$ 14,639	\$ 18,934	\$ 12,465	\$ 15,674	\$ 12,211	\$ 13,557	\$ 12,936	\$ 12,014	\$ 167,116	\$ 166,822	12.31%
																	12.22%

		PROMOTIONAL PROGRAMS												2018 Actual	2019 Budget		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
		Advertising															
601	1601	Advertising Placements	\$ 18,000	\$ 21,000	\$ 19,000	\$ 17,000	\$ 30,000	\$ 22,000	\$ 16,000	\$ 13,000	\$ 21,000	\$ 16,000	\$ 13,000	\$ 11,000	\$ 207,538	\$ 217,000	
601.1	1601.1	SEO	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 11,000	\$ 12,000	
602	1602	Production	\$ 100	\$ 1,300	\$ 1,400	\$ 650	\$ 850	\$ 700	\$ 650	\$ 650	\$ 1,000	\$ 1,400	\$ 650	\$ 650	\$ 9,011	\$ 10,000	Ad Design/C.Hipp PR Assistance
603	1603	Web Page Design/Maintenance	\$ 330	\$ 430	\$ 1,000	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 7,580	\$ 6,370	App \$2200 annual (June)
604	1604	Fulfillment Services and Postage	\$ 380	\$ 650	\$ 14,000	\$ 2,800	\$ 4,000	\$ 5,000	\$ 6,000	\$ 3,500	\$ 2,250	\$ 4,500	\$ 850	\$ 1,500	\$ 55,282	\$ 45,430	Toth Dist/VG and COE mailing/VG Size decreas
		Sales															
610	1610	Travel Expenses	\$ 1,595	\$ 1,440	\$ 500	\$ 500	\$ 1,500	\$ 500	\$ 2,005	\$ 3,000	\$ 500	\$ 500	\$ 1,555	\$ 1,955	\$ 19,459	\$ 15,550	
611	1611	Show Registration/Booth Costs	\$ 1,400	\$ -	\$ 1,000	\$ 850	\$ 1,600	\$ 250	\$ 1,600	\$ 35	\$ 350	\$ 825	\$ -	\$ 450	\$ 11,972	\$ 8,360	
612	1612	Convention Services/Incentives	\$ 325		\$ 1,530	\$ 1,075	\$ 40		\$ 250	\$ 250	\$ 300	\$ 500			\$ 4,224	\$ 4,270	
614	1614	Sales Equipment/Supplies	\$ 215	\$ 1,850			\$ 20		\$ 50			\$ 2,000	\$ 50	\$ 75	\$ 4,704	\$ 4,260	
613	1613	Sales Blitz (2)							\$ 700							\$ 700	
615	1615	Sales Activities/Sponsorships	\$ 600		\$ 1,000	\$ 1,000	\$ 150			\$ 1,000			\$ 700	\$ 6,966	\$ 4,450		
		Sponsorships															
1693		Maryland International Film Fest		\$ 2,500											\$ 2,500	\$ 2,500	
1690		Civil War Trail/National Road Markers				\$ 2,400			3800						\$ 6,200	\$ 6,200	
1700		Miss Maryland/Miss Wash. Cty.						5000	\$ 5,000						\$ 10,000	\$ 10,000	
1700.1		Heart of the CW Heritage Area							\$ 12,000	\$ 12,000	\$ 12,000				\$ 36,500	\$ 36,000	
1700.2		Antietam Velo Club		4000											\$ 4,000	\$ 4,000	
1700.3															\$ -	\$ -	
1700.4		Racine MultiSports	2500												\$ 2,500	\$ 2,500	
1700.5		Potomac Velo Club Events	4000												\$ 4,000	\$ 4,000	
1700.6		Antietam Illuminations										\$ 1,500			\$ 1,500	\$ 1,500	
1700.7		GreenFest		1500											\$ 2,500	\$ 1,500	
1701		City of Hagerstown - Main Street				\$ 2,500									\$ 2,500	\$ 2,500	
1701.1		BluesFest													\$ 5,000	\$ -	Blues Fest Cancelled
1701.2		Augustoberfest							\$ 1,500						\$ 1,500	\$ 1,500	
1701.3		Mummers Parade								\$ 1,500					\$ 1,500	\$ 1,500	
1701.4															\$ -	\$ -	
1701.5		Maryland Theatre					\$ 1,500								\$ 1,500	\$ 1,500	
1701.6		Fort Frederick Market Fair				\$ 1,500									\$ 1,500	\$ 1,500	
1701.7		JFK 50 Mile (Cumberland Valley Ath)								\$ 2,000					\$ 2,000	\$ 2,000	
1701.8		Hagerstown Suns				\$ 3,750	\$ 3,750								\$ 7,500	\$ 7,500	
1701.9															\$ -	\$ -	
1704		James Shaull Nat'l Pike Wagontrain		\$ 750											\$ 500	\$ 750	
1705		Doleman Black Heritage	\$ 20	\$ 500							\$ 1,500			\$ 520	\$ 2,020		
1706		Discovery Station	\$ 500		\$ 500										\$ 500	\$ 1,000	
1707		Maryland Symphony Orchestra						2500							\$ 2,500	\$ 2,500	
1708		Geo Caching													\$ (130)	\$ -	
617	1617	Misc Sales Costs			\$ 10	\$ 80	\$ 60			\$ 30		\$ 20			\$ 699	\$ 200	
618	1618	Familiarization Tours				\$ 350			\$ 350						\$ 961	\$ 700	
619	1619	International Pow Wow													\$ (500)	\$ -	
622	1622	USA Cycling	\$ 1,000	\$ 1,000	\$ 4,210	\$ 6,830	\$ 820	\$ 35,530	\$ 78,550	\$ 22,000					\$ 167,474	\$ 149,940	
		Public Relations															
630	1630	Media Kits/Presentation folders/CD's									\$ 600				\$ 600	\$ 600	
631	1631	Photography	\$ 50	\$ 50	\$ 200	\$ 50	\$ 50	\$ 50	\$ 200	\$ 50	\$ 50	\$ 200	\$ 50	\$ 450	\$ 1,050	\$ -	
632	1632	Video							\$ 1,200						\$ 1,200	\$ 1,200	Member Campaign Awareness Video
633	1633	Travel Writer Fam Tours/Wash Cty		\$ 100		\$ 60			\$ 140			\$ 100			\$ 717	\$ 400	
634	1634	Lobbying		\$ 3,000											\$ 3,000	\$ 3,000	
635	1635	Miscellaneous and Local PR	\$ 1,200	\$ 2,500	\$ 250	\$ 2,000	\$ 1,000	\$ 800	\$ 2,000	\$ 1,500	\$ 1,000	\$ 2,500	\$ 500	\$ 500	\$ 26,642	\$ 15,750	(7)/Outdoor Writers Blog Bash/(9)CW Seminars
636	1636	Meals and Entertainment	\$ 700	\$ 300	\$ 200	\$ 400	\$ 500	\$ 200	\$ 300	\$ 200	\$ 200	\$ 400	\$ 300	\$ 300	\$ 4,036	\$ 4,000	
637	1638	PR Contract Services	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 300	\$ 4,426	\$ 3,600		
641	1641	Restaurant Week													\$ -	\$ -	
		Publications															
1640		Museum Ramble				\$ 2,250	\$ (1,000)								\$ 1,159	\$ 1,250	
1644		Bike Map					\$ 1,800								\$ 1,793	\$ 1,800	
1645		Walking Tour Brochure							\$ 1,500						\$ 1,500	\$ 1,500	
1646		Bridges Map				\$ 2,000									\$ 1,024	\$ 2,000	
1647		Movie Incentive													\$ -	\$ -	
1650		Visitor Guide		\$ 5,775	\$ 48,825										\$ 60,199	\$ 54,600	Design/Cover/Print
1651		Potomac River Atlas													\$ -	\$ -	
1652		Calendar of Events	\$ 444	\$ 2,850	\$ 5,200		\$ 444		\$ 444		\$ 3,300	\$ 4,750	\$ 444	\$ 14,593	\$ 17,876	twice per year/ship/design/table top COEs 6x	
1653		Consumer Guides/Misc Pubs						\$ 1,100		\$ 3,700		\$ 1,500		\$ 1,108	\$ 6,300	Service Guide/Shop&Din	
1656		Product Development							5000				\$ 2,500	\$ 7,500	\$ -	\$ -	
1659		Miscellaneous												\$ -	\$ -	\$ -	
1657		Dest Planning/Brochure Updates												\$ -	\$ -	\$ -	
		Member Relations															
1670		Member Services	\$ 250				\$ 250			\$ 250	\$ 250				\$ 1,000	\$ 1,000	SEO clean-up for 4 members
1671		Member Activities		\$ 860	\$ 860	\$ 335	\$ 675					\$ 120	\$ 2,300	\$ 3,480	\$ 7,322	\$ 8,630	Annual Meeting, Tourism Day/No Picnic 2019
		Other Promotional Programs															
1691		Sports Marketing													\$ -	\$ -	
1692		Matching Grants, Donations, Co-ops													\$ -	\$ -	
1694		Trade Memberships	\$ 2,360	\$ 1,200					\$ 4,550	\$ 2,000			\$ 550	\$ 15,380	\$ 10,660		
1695		Miscellaneous													\$ -	\$ -	
1699		Research							\$ 2,200						\$ 13,465	\$ 2,200	STR
1698		Staff Development and Training		\$ 1,000					\$ 3,000	\$ 500	\$ 1,500				\$ 6,605	\$ 6,000	DMAI/Continued Education
		Total Promotional Programs															
		\$ 37,249	\$ 55,375	\$ 100,975	\$ 50,050	\$ 49,969	\$ 75,280	\$ 121,229	\$ 72,475	\$ 59,420	\$ 50,835	\$ 24,459	\$ 25,300	\$ 755,379	\$ 722,616		
														55.64%	52.94%		

Budget Recap			Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2018 Actuals	2019 Budget
Revenues			\$ 106,450	\$ 110,000	\$ 94,000	\$ 103,700	\$ 145,746	\$ 97,900	\$ 113,100	\$ 165,651	\$ 123,450	\$ 115,400	\$ 96,500	\$ 93,100	\$ 1,357,503	\$ 1,364,997
Administration			\$ 57,555	\$ 33,489	\$ 33,025	\$ 33,325	\$ 33,489	\$ 34,243	\$ 33,325	\$ 33,489	\$ 33,025	\$ 44,590	\$ 33,489	\$ 33,025	\$ 428,639	\$ 436,075
Operations			\$ 13,079	\$ 12,531	\$ 15,303	\$ 13,479	\$ 14,639	\$ 18,934	\$ 12,465	\$ 15,674	\$ 12,211	\$ 13,557	\$ 12,936	\$ 12,014	\$ 167,116	\$ 166,822
Promotional Programs			\$ 37,249	\$ 55,375	\$ 100,975	\$ 50,050	\$ 49,969	\$ 75,280	\$ 121,229	\$ 72,475	\$ 59,420	\$ 50,835	\$ 24,459	\$ 25,300	\$ 755,379	\$ 722,616
Balance			\$ (1,433)	\$ 8,605	\$ (55,303)	\$ 6,846	\$ 47,649	\$ (30,557)	\$ (53,919)	\$ 44,013	\$ 18,794	\$ 6,418	\$ 25,616	\$ 22,761	\$ 6,370	\$ 39,484
NON-EXPENSE ITEMS																
525	1525	Capital Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
542	1542	Reserve Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,000	\$ 2,000	\$ -	\$ 1,000	\$ 1,500		\$ 6,500	
545		Loan Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
		Reserve Funding to be used	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Total Net Balance			\$ (1,433)	\$ 8,605	\$ (55,303)	\$ 6,846	\$ 47,649	\$ (30,557)	\$ (53,919)	\$ 42,013	\$ 16,794	\$ 6,418	\$ 24,616	\$ 21,261	\$ 6,370	\$ 32,984