

acct	sub acct	REVENUES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2025 Budget	2024 Actuals	
	1315	Lodging Tax	\$ 85,000	\$ 120,000	\$ 95,000	\$ 85,000	\$ 110,000	\$ 160,000	\$ 140,000	\$ 144,000	\$ 145,000	\$ 140,000	\$ 130,000	\$ 120,000	\$ 1,474,000	\$ 1,426,652	
320	1320	Grants			\$ 55,564									\$ 40,000	\$ 95,564	\$ 411,462	
322	1322	USA Cycling Revenue													\$ -		
325	1325	Membership Dues	\$ 3,500	\$ 1,500	\$ 16,000	\$ 23,000	\$ 4,500	\$ 3,400	\$ 2,000	\$ 2,000	\$ 1,000	\$ 1,500	\$ 500	\$ 2,000	\$ 60,900	\$ 82,333	Annual Memberships Due in April
327	1327	Member Activities													\$ -		
330	1330	Visitor Guide	6,000	\$ 8,500	\$ 1,000	\$ 3,500	\$ 1,000		\$ 5,000				24000	\$ 2,000	\$ 51,000	\$ 24,143	
335	1335	Publication Advertising													\$ -		Shopping & Dining Guide Ad sales
336	1336	Coop Advertising													\$ -		
340	1340	Vacation Value Pass													\$ -		
348	1348	Sponsorships													\$ -		
350	1350	Miscellaneous													\$ -		
355	1355	Interest Income	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 700	\$ 8,400	\$ 21,815	
		Total Revenues	\$ 95,200	\$ 130,700	\$ 168,264	\$ 112,200	\$ 116,200	\$ 164,100	\$ 147,700	\$ 146,700	\$ 146,700	\$ 142,200	\$ 155,200	\$ 164,700	\$ 1,689,864	\$ 1,942,718	
		ADMINISTRATION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2025 Budget	2024 Actuals	
401	1401	Salaries and wages - Director													\$ -		
404	1404	Salaries and wages - Staff	\$ 37,223	\$ 37,223	\$ 37,223	\$ 37,223	\$ 54,000	\$ 37,223	\$ 37,223	\$ 46,700	\$ 37,223	\$ 37,223	\$ 37,223	\$ 37,223	\$ 472,930	\$ 464,119	January raise
421	1421	Payroll taxes (SS& Med)	\$ 3,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 2,800	\$ 34,600	\$ 35,888	
423		FUTA/SUTA	\$ 1,018	\$ 648	\$ 27	\$ 27	\$ 6	\$ 4	\$ 4	\$ 1,018	\$ 17	\$ 17	\$ 22	\$ 13	\$ 2,824	\$ 1,757	
431	1431	Employee Insurance	\$ 4,800	\$ 4,600	\$ 5,400	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,600	\$ 4,800	\$ 4,900	\$ 5,400	\$ 4,600	\$ 4,600	\$ 57,500	\$ 57,886	
433	1433	Workmen's Compensation							\$ 900				\$ 900		\$ 1,800	\$ 210	
435	1435	Retirement	\$ 6,380	\$ 3,427	\$ 3,827	\$ 5,101	\$ 5,140	\$ 3,427	\$ 5,575	\$ 3,427	\$ 3,827	\$ 5,101	\$ 5,140	\$ 3,427	\$ 53,798	\$ 52,702	TPA fees included
		Employee Recruitment													\$ -		
437	437-243	Well Pay	14,000												\$ 14,000		5 employees
		Payroll taxes													\$ -		
438	438-243	Bonuses	\$ 5,000												\$ 5,000	\$ 5,000	Performance based incentives CEO
	1411	Contracted Services/Intern													\$ -		
	1412	Payroll Processing	\$ 175	\$ 175	\$ 175	\$ (6,325)	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ 175	\$ (4,400)	\$ (4,400)	HCWHA \$6500
		Total Administration	\$ 72,397	\$ 48,873	\$ 49,452	\$ 43,426	\$ 66,722	\$ 48,229	\$ 51,277	\$ 58,920	\$ 48,942	\$ 50,716	\$ 50,860	\$ 48,238	\$ 638,052	\$ 615,072	adjusting this % below 30% upon
															37.76%	31.66%	
		OPERATIONS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2025 Budget	2024 Actuals	
501	501-250	Administrative Telephone	\$ 650	\$ 750	\$ 750	\$ 700	\$ 725	\$ 700	\$ 720	\$ 700	\$ 750	\$ 750	\$ 700	\$ 725	\$ 8,620	\$ 8,388	
505	1505	Administrative Postage	\$ 727	\$ 727	\$ 727	\$ 727	\$ 2,200	\$ 727	\$ 727	\$ 727	\$ 727	\$ 727	\$ 727	\$ 2,200	\$ 11,670	\$ 7,996	
507	1507	Administrative Travel	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 30	\$ 360	\$ 330	
	1510	Alarm Monitoring													\$ -		
	1513	Auto Expense	\$ 826	\$ 750	\$ 757	\$ 761	\$ 691	\$ 776	\$ 1,459	\$ 826	\$ 750	\$ 757	\$ 761	\$ 691	\$ 9,805	\$ 10,891	Lease/Auto Insurance/down payment
515	1515	Bank Charges	\$ 460	\$ 400	\$ 370	\$ 297	\$ 337	\$ 249	\$ 255	\$ 460	\$ 400	\$ 370	\$ 297	\$ 337	\$ 4,233	\$ 4,253	
516	1516	Board Expense		\$ 100	\$ 50					\$ 50	\$ 50	\$ 50			\$ 300	\$ 1,300	
517	1517	Board Insurance			\$ 1,600	\$ 1,500			\$ 1,500						\$ 4,600	\$ 4,540	
521	521-252	Building Maintenance	\$ 186	\$ 186	\$ 186	\$ 186	\$ 186	\$ 186	\$ 376	\$ 186	\$ 186	\$ 186	\$ 186	\$ 186	\$ 2,417	\$ 2,417	
523	1523	Building Rent	\$ 2,058	\$ 2,058	\$ 2,058	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103	\$ 2,103	\$ 25,098	\$ 24,962	Rent, taxes, water, parking passes \$2
523	2523	Visitor Center Rent													\$ -		
559	2559	Window Display/Visitors Center Display													\$ -		
526	1527	Computer Purchase/Supplies/Softwa	\$ 225	\$ 70	\$ 250	\$ 300	\$ 15	\$ 15	\$ 650	\$ 225	\$ 70	\$ 250	\$ 6,000	\$ 10	\$ 8,080	\$ 7,691	Photoshop \$50mth/CRM
531	1531	Copier Purchase	\$ 988		\$ 916	\$ 77		\$ 916	\$ 145	\$ 988		\$ 916	\$ 77		\$ 5,022	\$ 4,873	New copier and agreement 9/23
532	1532	Depreciation	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 800	\$ 9,600	\$ 10,529	
533	1533	Equipment Maintenance	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 1,300	\$ 15,600	\$ 16,087	
534	1534	Equipment Rent	\$ 269		\$ 269			\$ 269		\$ 269		\$ 269			\$ 1,346	\$ 1,346	
535	1535	Interest Expense				\$ 100		\$ 100							\$ 200	\$ (38)	PPP in 2024
537	1537	Office Printing	\$ 300	\$ 200	\$ 100	\$ 1,000	\$ 80	\$ 80	\$ 80	\$ 250	\$ 200	\$ 80	\$ 1,000	\$ 80	\$ 3,450	\$ 2,912	
538	538-253	Office Supplies	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 180	\$ 2,160	\$ 1,738	
539	1539	Professional Fees	\$ 1,600	\$ 5,800	\$ 1,600	\$ 5,700	\$ 5,100	\$ 1,600	\$ 3,375	\$ 1,600	\$ 5,800	\$ 1,600	\$ 5,700	\$ 5,100	\$ 44,576	\$ 34,755	Accountant and Auditors
540		Penalties													\$ -		
541	2541	Resale Merchandise													\$ -		
543	2543	Merchandise Spoilage													\$ -		
551	1551	Subscriptions and Publications	\$ 10	\$ 10	\$ 404	\$ 519	\$ 10		\$ 100	\$ 10	\$ 10	\$ 100	\$ 100	\$ 10	\$ 1,283	\$ 1,195	
553	1553	Uniforms			\$ 500							\$ 500			\$ 1,000	\$ 96	
557	557-255	Utilities	\$ 600	\$ 450	\$ 200	\$ 400	\$ 193	\$ 177	\$ 237	\$ 250	\$ 300	\$ 200	\$ 400	\$ 193	\$ 3,601	\$ 3,960	
561	2560	Newcomer House Expenses	\$ 300	\$ 100	\$ 125	\$ 445	\$ 230	\$ 150	\$ 650	\$ 110	\$ 100	\$ 100	\$ 250	\$ 200	\$ 2,759	\$ 5,640	

1561	Misc																	
		Total Operations	\$ 11,509	\$ 13,911	\$ 13,172	\$ 17,124	\$ 14,179	\$ 10,357	\$ 14,687	\$ 11,063	\$ 13,756	\$ 11,267	\$ 20,611	\$ 14,144	\$ 165,780	\$ 155,858		
															9.81%	8.02%		

		PROMOTIONAL PROGRAMS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2025 Budget	2024 Actuals	
		Advertising															
601	1601	Advertising Placements	\$ 25,000	\$ 25,000	\$ 25,000	\$ 15,000	\$ 20,000	\$ 25,000	\$ 9,000	\$ 9,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 15,000	\$ 238,000	\$ 511,674	Grants in 2024
601.1	1601.1	SEO	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 1,980	\$ 23,760	\$ 19,811	
602	1602	Production	\$ 1,200	\$ 800	\$ 300	\$ 1,500	\$ 500	\$ 500	\$ 2,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 9,300	\$ 9,175	Ad designs
603	1603	Web Page Design/Maintenance	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 2,490	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 5,680	\$ 8,039	App \$2200 annual (June)
604	1604	Fulfillment Services and Postage	\$ 3,000	\$ 1,300	\$ 2,200	\$ 2,800	\$ 14,000	\$ 12,000	\$ 6,000	\$ 2,000	\$ 6,000	\$ 6,000	\$ 2,000	\$ 2,000	\$ 59,300	\$ 51,053	Toth Dist/PA Display VG and COE mail
606	1606	ARPA County Expenditures													\$ -	\$ (650)	
607	1607	ARPA City Expenditures													\$ -	\$ (1,630)	
608	1608	EDA Strategic Planning													\$ -	\$ 18,500	
	1609	EDA Training Program					\$ 25,000										\$25K already received to cover progra
		Sales													\$ -		
610	1610	Travel Expenses	\$ 1,500	\$ 5,000	\$ 4,000	\$ 7,000	\$ 5,000	\$ 5,000	\$ 1,500	\$ 4,500	\$ 2,000	\$ 2,000	\$ 2,000	\$ 1,000	\$ 40,500	\$ 454,590	
611	1611	Show Registration/Booth Costs		\$ 2,000	\$ 700	\$ 2,800	\$ 1,800	\$ 1,500	\$ 30			\$ 500		\$ 500	\$ 9,830	\$ 5,153	
612	1612	Convention Services/Incentives			\$ 200				\$ 200						\$ 400	\$ 2,245	
249	1614	Sales Equipment/Supplies		\$ 300	\$ 3,000		\$ 300					\$ 300	\$ 100	\$ 100	\$ 4,100	\$ 2,679	
613	1613	Sales Blitz (2)													\$ -		
615	1615	Sales Activities/Sponsorships				\$ 1,500		\$ 1,500	\$ 1,500	\$ 1,989		\$ 1,000			\$ 7,489	\$ 29,459	\$5K MFA; JRT
		Sponsorships													\$ -		
	1693	Maryland International Film Fest		\$ 2,500											\$ 2,500	\$ 2,500	
6000	1690	Civil War Trail/National Road Markers							6000	2700					\$ 8,700	\$ 8,700	
	1700	Miss Maryland/Miss Wash. Cty.					\$ 10,000								\$ 10,000	\$ 10,000	
	1700.1	Heart of the CW Heritage Area				2000						\$ 38,333			\$ 40,333	\$ 44,933	
	1700.2	Antietam Velo Club	3000												\$ 3,000	\$ 7,500	
	1700.3														\$ -		
	1700.4	Racine MultiSports		3000											\$ 3,000	\$ 3,000	
	1700.5	Potomac Velo Club Events										\$ 2,000			\$ 2,000	\$ 3,750	
	1700.6	Antietam Illuminations											1500		\$ 1,500		
	1700.7	GreenFest													\$ -		
	1701	City of Hagerstown - Main Street			\$ 2,500										\$ 2,500		
	1701.1														\$ -		
	1701.2	Augustoberfest					\$ 1,500								\$ 1,500	\$ 3,000	
	1701.3	Mummers Parade									\$ 1,500				\$ 1,500	\$ 6,000	
	1701.4														\$ -		
	1701.5	Maryland Theatre							\$ 2,500						\$ 2,500	\$ 7,500	
	1701.6	Fort Frederick Market Fair		\$ 2,500											\$ 2,500		
	1701.7	FK 50 Mile (Cumberland Valley Ath)										2500			\$ 2,500	\$ 2,500	
	1701.8	Hagerstown Baseball													\$ -		Grants in 2024
	1701.9														\$ -		
	1704	James Shaul Nat'l Pike Wagontrain			\$ 750	\$ 668									\$ 1,418	\$ 1,418	
	1705	Doleman Black Heritage	\$ 1,500		\$ 500				\$ 25						\$ 2,025	\$ 2025	Juneteenth
	1706	Discovery Station													\$ -		
	1707	Maryland Symphony Orchestra		\$ 2,500											\$ 2,500		
	1708	Geo Caching													\$ -		
617	1617	Misc Sales Travel Costs	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 25	\$ 300	\$ 377	
618	1618	Familiarization Tours				\$ 800	\$ 200								\$ 1,000	\$ 1,958	Group Leader Fam/Frontline
619	1619	International Pow Wow													\$ -		
620	1620	Maryland Motorcoarch Association	\$ 180					\$ 1,300		\$ -					\$ 1,480	\$ 9,896	MMA Marketplace 2024
622	1622	USA Cycling													\$ -		
		Public Relations													\$ -		
630	1630	Media Kits/Presentation folders/CD's													\$ -		
631	1631	Photography	\$ 1,500		\$ 200	\$ 300			\$ 300		\$ 300	\$ 400	\$ 500		\$ 3,500	\$ 10,430	
632	1632	Video													\$ -		Member Campaign Awareness Video
633	1633	Travel Writer Fam Tours/Wash Cty	\$ 200		\$ 400	\$ 3,000			\$ 1,800						\$ 5,400	\$ 6,019	
	1634	Lobbying										\$ 3,000			\$ 3,000		
	1635	Miscellaneous and Local PR	\$ 3,000	\$ 3,000				\$ 3,000	\$ 3,000	\$ 2,000				\$ 1,500	\$ 15,500	\$ 76,248	Community Foundation/Leadership HC
636	1636	Meals and Entertainment	\$ 60			\$ 300	\$ 300		\$ 100	\$ 200		\$ 200	\$ 400		\$ 1,560	\$ 2,182	
637	1638	PR Contract Services							\$ 500			\$ 50			\$ 550	\$ 500	
641	1641	Restaurant Week													\$ -		
		Publications													\$ -		
	1640	Museum Ramble		\$ 1,500											\$ 1,500		
	1644	Bike Map			\$ 1,500										\$ 1,500		
	1645	Walking Tour Brochure			\$ 2,000										\$ 2,000		

	1646	Bridges Map							\$ 2,300						\$ 2,300	\$ 2,265	
	1647	Movie Incentive													\$ -		
650	1650	Visitor Guide		\$ 2,000		\$ 20,000		\$ 6,000				\$ 42,000			\$ 70,000	\$ 68,340	Design/Cover/Print (free in 2024)
651	1651	Potomac River Atlas													\$ -		
652	1652	Calendar of Events		\$ 800		\$ 1,400						\$ 300	\$ 100		\$ 2,600	\$ 2,276	Rack card
653	1653	Consumer Guides/Misc Pubs	\$ 500	\$ 2,000	\$ 3,000					\$ 3,500	\$ 1,800				\$ 10,800	\$ 7,036	Service Guide/Shop&Din
	1656	Coupon Booklet															
656	1665	Product Development						\$ 2,500		\$ 3,000					\$ 5,500		UPI
659	1659	Miscellaneous													\$ -		
657	1657	Dest Planning/Brochure Updates						\$ 3,000							\$ 3,000		
		Member Relations													\$ -		
	1670	Member Services		\$ 50								\$ 800			\$ 850	\$ 2,097	
671	1671	Member Activities			\$ 1,600	\$ 1,200		5000	\$ -		\$ 3,000		\$ 3,800		\$ 14,600	\$ 23,381	Annual Meeting/Tourism Day/Picnic
		Other Promotional Programs															
	1691	Sports Marketing			\$ 30,000					\$ 15,000					\$ 45,000	\$ 416,228	
692	1692	Matching Grants, Donations, Co-ops													\$ -		
694	1694	Trade Memberships	\$ 980	\$ 300	\$ 90	\$ 2,753		\$ 2,853	\$ 410			\$ 4,000	\$ 75	\$ 325	\$ 11,785	\$ 11,218	
695	1695	Miscellaneous															
699	1699	Research				\$ 4,000		\$ 1,420							\$ 5,420	\$ 8,972	STR
698	1698	Staff Development and Training		\$ 500			\$ 500	\$ 5,000	\$ 1,500	\$ 400					\$ 7,900	\$ 7,483	DI/Continued Education
		Total Promotional Programs	\$ 43,915	\$ 57,345	\$ 80,235	\$ 69,315	\$ 56,395	\$ 95,368	\$ 49,160	\$ 45,184	\$ 39,295	\$ 132,678	\$ 36,370	\$ 25,120	\$ 730,379	\$ 1,460,696	
															43.22%	75.19%	

		Budget Recap	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2025 Budget	2024 Actuals	
		Revenues	\$ 95,200	\$ 130,700	\$ 168,264	\$ 112,200	\$ 116,200	\$ 164,100	\$ 147,700	\$ 146,700	\$ 146,700	\$ 142,200	\$ 155,200	\$ 164,700	\$ 1,689,864	\$ 1,942,718	
		Administration	\$ 72,397	\$ 48,873	\$ 49,452	\$ 43,426	\$ 66,722	\$ 48,229	\$ 51,277	\$ 58,920	\$ 48,942	\$ 50,716	\$ 50,860	\$ 48,238	\$ 638,052	\$ 615,072	
		Operations	\$ 11,509	\$ 13,911	\$ 13,172	\$ 17,124	\$ 14,179	\$ 10,357	\$ 14,687	\$ 11,063	\$ 13,756	\$ 11,267	\$ 20,611	\$ 14,144	\$ 165,780	\$ 155,858	
		Promotional Programs	\$ 43,915	\$ 57,345	\$ 80,235	\$ 69,315	\$ 56,395	\$ 95,368	\$ 49,160	\$ 45,184	\$ 39,295	\$ 132,678	\$ 36,370	\$ 25,120	\$ 730,379	\$ 1,460,696	
															\$ -		
															\$ -		
		Balance	\$ (32,620)	\$ 10,570	\$ 25,405	\$ (17,665)	\$ (21,096)	\$ 10,146	\$ 32,576	\$ 31,533	\$ 44,707	\$ (52,461)	\$ 47,359	\$ 77,198	\$ 155,653	\$ (288,090)	
		NON-EXPENSE ITEMS													\$ -		
525	1525	Capital Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
542	1542	Reserve Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
545		Loan Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Reserve Funding to be used	\$ -	\$ -	\$ -			\$ 25,000							\$ 25,000	\$ 250,000	From EDA Grant/Training Program
															\$ -		
		Total Net Balance	\$ (32,620)	\$ 10,570	\$ 25,405	\$ (17,665)	\$ (21,096)	\$ 35,146	\$ 32,576	\$ 31,533	\$ 44,707	\$ (52,461)	\$ 47,359	\$ 77,198	\$ 180,653	\$ (38,090)	