

acct	sub acct	REVENUES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2022 Budget	2021 Actuals	
320	1315	Lodging Tax	\$ 80,000	\$ 70,000	\$ 68,000	\$ 82,000	\$ 83,000	\$ 104,000	\$ 110,000	\$ 115,000	\$ 100,000	\$ 102,000	\$ 92,000	\$ 93,000	\$ 1,099,000	\$ 1,142,325	Reflects -5% of 2021 Actuals
322	1322	Grants				\$ 69,274									\$ 69,274	\$ 286,960	OTD FY '22
325	1325	USA Cycling Revenue													\$ -	\$ -	No event in 2022
327	1327	Membership Dues	\$ 1,100	\$ 1,200	\$ 2,850	\$ 26,000	\$ 9,000	\$ 6,000	\$ 1,000	\$ 1,000	\$ 600	\$ 600	\$ 500	\$ 500	\$ 50,350	\$ 47,918	Annual Memberships Due In April
330	1330	Member Activities													\$ -	\$ -	
342	2342	Visitor Guide	35,000	\$ 1,100	\$ 500		\$ 600	\$ 5,000	\$ 3,000	\$ 3,000			1000	\$ 1,000	\$ 50,200	\$ 10,953	(CARES Act)
342	2342	Visitor Welcome Center Advertising													\$ -	\$ -	
335	1335	Publication Advertising													\$ -	\$ -	Shopping & Dining Guide Ad sales (CARES Act)
336	1336	Coop Advertising													\$ -	\$ -	
340	1340	Vacation Value Pass													\$ -	\$ -	
1345	2345	Gift Shop Sales													\$ -	\$ 5,842	VWC CLOSED
348	1348	Sponsorships													\$ -	\$ -	
351	1351	Ticket Sales													\$ -	\$ -	
350	1350	Miscellaneous													\$ -	\$ 1	
355	1355	Interest Income	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 1	\$ 2	\$ 2	\$ 2	\$ 2	\$ 2	\$ 4	\$ 19	\$ 84	
		Total Revenues	\$ 116,101	\$ 72,301	\$ 71,351	\$ 177,275	\$ 92,601	\$ 115,001	\$ 114,001	\$ 119,002	\$ 100,602	\$ 102,602	\$ 93,502	\$ 94,504	\$ 1,268,843	\$ 1,494,083	
		ADMINISTRATION	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2022 Budget	2021 Actuals	
404	1404	Salaries and wages - Staff	\$ 26,721	\$ 39,412	\$ 26,721	\$ 26,721	\$ 26,721	\$ 26,721	\$ 39,412	\$ 26,721	\$ 26,721	\$ 26,721	\$ 26,721	\$ 39,412	\$ 358,729	\$ 330,994	HCWHA \$6500, January Increases
406	2406	Salaries and wages--PT Visitor Center													\$ -	\$ -	VWC CLOSED
421	1421	Payroll taxes (SS& Med)	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 2,044	\$ 24,528	\$ 25,743	
423		FUTA/SUTA	\$ 550	\$ 152	\$ 48	\$ 1,134	\$ 25	\$ 25	\$ 39	\$ 48	\$ 1,134	\$ 25	\$ 25	\$ 39	\$ 3,246	\$ 3,234	
431	1431	Employee Insurance	\$ 3,855	\$ 3,683	\$ 4,546	\$ 3,683	\$ 3,683	\$ 4,546	\$ 3,683	\$ 3,683	\$ 4,546	\$ 3,683	\$ 3,683	\$ 4,546	\$ 47,821	\$ 47,454	
433	1433	Workmen's Compensation						\$ 1,230							\$ 1,230	\$ 1,230	
435	1435	Retirement	\$ 3,173	\$ 2,178	\$ 2,178	\$ 3,173	\$ 2,178	\$ 2,178	\$ 3,173	\$ 2,178	\$ 2,178	\$ 3,173	\$ 2,178	\$ 2,178	\$ 30,116	\$ 57,171	TPA fees (catch up in 2021)
		Employee Recruitment													\$ -	\$ -	
437	1437-2437	Well Pay	7,700												\$ 7,700	\$ 7,203	5 employees
		Payroll taxes													\$ -	\$ -	
438	1438-2438	Bonuses	\$ 5,000												\$ 5,000	\$ 5,000	Performance based incentives CEO
		Contracted Services/Intern													\$ -	\$ -	
	1412	Payroll Processing	\$ 350	\$ 145	\$ 145	\$ 145	\$ 145	\$ 145	\$ 212	\$ 330	\$ 165	\$ 330	\$ 330	\$ 330	\$ 2,772	\$ 1,975	
		Total Administration	\$ 49,394	\$ 47,614	\$ 35,682	\$ 36,901	\$ 34,797	\$ 36,890	\$ 48,563	\$ 35,005	\$ 36,789	\$ 35,977	\$ 34,982	\$ 48,549	\$ 481,143	\$ 480,004	Salaries are functionally allocated adjusting this % below 30% upon audit
															37.92%	32.13%	
		OPERATIONS	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2022 Budget	2021 Actuals	
501	1501-2501	Administrative Telephone	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 900	\$ 10,800	\$ 11,416	
505	1505	Administrative Postage	\$ 500	\$ 693	\$ 85	\$ 1,306	\$ 146	\$ 606	\$ 331	\$ 1,291	\$ 400	\$ 489	\$ 999	\$ 1,009	\$ 7,855	\$ 5,016	
507	1507	Administrative Travel	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600	\$ 228	
	1510	Alarm Monitoring						\$ 100							\$ 100	\$ -	
	1513	Auto Expense	\$ 525	\$ 525	\$ 525	\$ 580	\$ 525	\$ 525	\$ 560	\$ 580	\$ 525	\$ 525	\$ 525	\$ 525	\$ 6,445	\$ 6,836	Vehicle lease/Auto Insurance
516	1516	Bank Charges	\$ 280	\$ 200	\$ 190	\$ 200	\$ 350	\$ 175	\$ 125	\$ 120	\$ 280	\$ 200	\$ 190	\$ 230	\$ 2,540	\$ 2,229	
516	1516	Board Expense			\$ 100					\$ 100					\$ 200	\$ (215)	
517	1517	Board Insurance	\$ -		1700	300			\$ 850			\$ 1,950		\$ 300	\$ 5,100	\$ 4,009	
521	1521-2521	Building Maintenance	\$ 500	\$ 186	\$ 186	\$ 186	\$ 186	\$ 186	\$ 500	\$ 186	\$ 186	\$ 186	\$ 186	\$ 186	\$ 2,860	\$ 3,309	One workspace to clean
523	1523	Building Rent	\$ 1,851	\$ 1,851	\$ 1,851	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 1,890	\$ 22,563	\$ 21,391	Increase in April 2022 (\$1651), parking passes
523	2523	Visitor Center Rent													\$ -	\$ 1,647	
559	2559	Window Display/Visitors Center Display													\$ -	\$ -	
526	1527	Computer Purchase/Supplies/Software	\$ 75	\$ 75	\$ 75	\$ 12,000	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 75	\$ 13,500	\$ 6,244	Photoshop \$50mth/ACTI/Simpleview
531	1531	Copier Purchase	\$ 350	\$ 350	\$ 400	\$ 350	\$ 350	\$ 400	\$ 600	\$ 350	\$ 700	\$ 350	\$ 350	\$ 600	\$ 5,150	\$ 4,305	
532	1532	Depreciation	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 510	\$ 6,126	\$ 7,258	
533	1533	Equipment Maintenance	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 1,026	\$ 12,312	\$ 12,160	
534	1534	Equipment Rent				\$ 225			\$ 225			\$ 225			\$ 675	\$ 1,009	
535	1535	Interest Expense	\$ 50		\$ 50			\$ 50		\$ 0				\$ 50	\$ 200	\$ 72	
537	1537	Office Printing		\$ 900		\$ 200		\$ 200	\$ 100			\$ 200		\$ 200	\$ 1,800	\$ 1,757	
538	1538-2538	Office Supplies	\$ 250	\$ 250	\$ 50	\$ 200	\$ 400	\$ 400	\$ 200	\$ 200	\$ 200	\$ 100	\$ 100	\$ 100	\$ 2,450	\$ 2,487	
539	1539	Professional Fees/Memberships	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 7,000	\$ 4,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 26,500	\$ 26,950	Accountant and Auditors
540		Penalties													\$ -	\$ -	
541	2541	Resale Merchandise													\$ -	\$ 1,241	
543	2543	Merchandise Spoilage													\$ -	\$ -	
551	1551	Subscriptions and Publications				\$ 100									\$ 100	\$ 225	
553	1553	Uniforms				400			\$ 400						\$ 800	\$ 844	
557	1557-2557	Utilities	\$ 900	\$ 500	\$ 500	\$ 200	\$ 200	\$ 200	\$ 200	\$ 300	\$ 300	\$ 300	\$ 300	\$ 500	\$ 4,400	\$ 4,924	
561	2560	Newcomer House Expenses		\$ 50	\$ 50	\$ 150	\$ 150	\$ 150	\$ 150	\$ 700	\$ 50	\$ 50	\$ 50	\$ 50	\$ 1,600	\$ 2,326	
	1561	Misc													\$ -	\$ -	
		Total Operations	\$ 9,267	\$ 9,566	\$ 9,749	\$ 22,273	\$ 13,759	\$ 11,944	\$ 10,192	\$ 9,679	\$ 8,692	\$ 11,202	\$ 8,651	\$ 9,701	\$ 134,676	\$ 128,008	
															10.61%	8.57%	

		PROMOTIONAL PROGRAMS												2022 Budget	2021 Actuals		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
		Advertising															
601	1601	Advertising Placements	\$ 20,000	\$ 10,000	\$ 18,000	\$ 30,000	\$ 28,000	\$ 20,000	\$ 23,000	\$ 22,000	\$ 20,000	\$ 12,000	\$ 10,000	\$ 11,000	\$ 224,000	\$ 374,059	
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	\$ 12,000	\$ 12,000	
602	1602	Production	\$ 500	\$ 300	\$ 1,200	\$ 300	\$ 1,200	\$ 750	\$ 750	\$ 750	\$ 500	\$ 500	\$ 1,500	\$ 500	\$ 9,000	\$ 8,081	Ad Design
603	1603	Web Page Design/Maintenance	\$ 350	\$ 310	\$ 290	\$ 290	\$ 290	\$ 2,500	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 290	\$ 5,770	\$ 5,999	App \$2200 annual (June)
604	1604	Fulfillment Services and Postage	\$ 1,000	\$ 750	\$ 3,500	\$ 5,000	\$ 7,000	\$ 9,000	\$ 6,000	\$ 3,500	\$ 1,000	\$ 2,500	\$ 2,500	\$ 2,500	\$ 44,250	\$ 47,361	Toth Dist/PA Display VG and COE mailing
		Sales															
610	1610	Travel Expenses	1200	800	400		500	500	500				1200		\$ 5,100	\$ 5,204	
611	1611	Show Registration/Booth Costs	1645	1250	1070		500	500	600				250		\$ 5,715	\$ 7,409	
612	1612	Convention Services/Incentives	400			400				500					\$ 1,700	\$ 10,306	
614	1614	Sales Equipment/Supplies	100	100	100			100				100			\$ 500	\$ 360	
613	1613	Sales Blitz (2)													\$ -	\$ -	
615	1615	Sales Activities/Sponsorships			1000	500	2500	1500				2100			\$ 7,600	\$ 8,204	Ameri Legion BB/JR Terrier Races/Bonanza
		Sponsorships															
1693		Maryland International Film Fest							\$ 2,500						\$ 2,500	\$ 2,500	
1690		Civil War Trail/National Road Markers					1000	6000							\$ 7,000	\$ 10,100	Civil War Trails/National Road
1700		Miss Maryland/Miss Wash. Cty.													\$ -	\$ -	
1700.1		Heart of the CW Heritage Area							\$ 11,000	\$ 11,000	\$ 11,000				\$ 33,000	\$ 33,000	Four \$250 Scholarships
1700.2		Hagerstown BMX													\$ -	\$ -	
1700.3		Antietam Velo Club					\$ 2,500		\$ 2,500						\$ 5,000	\$ -	
1700.4		Racine MultiSports		2500											\$ 2,500	\$ 2,500	
1700.5		Potomac Velo Club Events													\$ -	\$ -	
1700.6		Antietam Illuminations											1500		\$ 1,500	\$ 1,500	
1700.7		GreenFest		1500											\$ 1,500	\$ -	
1701		City of Hagerstown - Main Street				\$ 2,500			\$ 2,500						\$ 5,000	\$ -	
1701.1															\$ -	\$ -	
1701.2		Augustoberfest							\$ 1,500						\$ 1,500	\$ -	
1701.3		Mummers Parade							\$ 1,500						\$ 1,500	\$ -	
1701.4															\$ -	\$ -	
1701.5		Maryland Theatre	\$ 3,750			\$ 3,750		\$ 3,750				\$ 3,750			\$ 15,000	\$ 15,000	Annual pledge ending April 30, 2024
1701.6		Fort Frederick Market Fair			2500										\$ 2,500	\$ -	
1701.7		JFK 50 Mile (Cumberland Valley Ath)										2000			\$ 2,000	\$ 2,000	
1701.8		Hagerstown Suns													\$ -	\$ (3,540)	
1701.9															\$ -	\$ -	
1704		James Shaul Nat'l Pike Waqontrain			\$ 750										\$ 750	\$ -	
1705		Doleman Black Heritage			\$ 500	\$ 3,500			\$ 150						\$ 4,150	\$ 2,650	
1706		Discovery Station			\$ 1,000										\$ 1,000	\$ -	
1707		Maryland Symphony Orchestra			\$ 295		2500								\$ 2,795	\$ 295	
1708		Geo Caching													\$ -	\$ (10)	
617	1617	Misc Sales Travel Costs			\$ 242										\$ 242	\$ 488	
618	1618	Familiarization Tours			\$ 205				\$ 1,000						\$ 1,205	\$ 457	ABA Fam/Group Leader Fam
619	1619	International Pow Wow													\$ -	\$ -	
622	1622	USA Cycling													\$ -	\$ -	
		Public Relations															
630	1630	Media Kits/Presentation folders/CD's													\$ -	\$ -	
631	1631	Photography	\$ 1,500			\$ 1,000	\$ 750	\$ 150	\$ 150	\$ 50	\$ 50	\$ 50	\$ 300	\$ 4,000	\$ 8,390	\$ -	New photos for 2022
632	1632	Video				\$ 2,500			\$ 1,000					\$ 3,500	\$ (380)	\$ -	Member Campaign Awareness Video
633	1633	Travel Writer Fam Tours/Wash Cty					\$ 500							\$ 500	\$ 162	\$ -	
1634		Lobbying								\$ 3,000				\$ 3,000	\$ 3,000	\$ -	
1635		Miscellaneous and Local PR	\$ 250	\$ 5,000	\$ 2,000	\$ 2,000	\$ 1,500	\$ 2,000	\$ 1,500	\$ 250	\$ 250	\$ 250	\$ 250	\$ 15,250	\$ 25,398	\$ -	AAH/J. Brown \$5K
636	1636	Meals and Entertainment			\$ 150		\$ 150	\$ 200			\$ 150	\$ 150	\$ 150	\$ 950	\$ 2,040	\$ -	
637	1638	PR Contract Services	\$ 300											\$ 300	\$ 264	\$ -	
641	1641	Restaurant Week												\$ -	\$ -	\$ -	
		Publications															
1640		Museum Ramble			\$ 2,500										\$ 2,500	\$ -	
1644		Bike Map					1650								\$ 1,650	\$ -	
1645		Walking Tour Brochure			\$ 1,500										\$ 1,500	\$ -	
1646		Bridges Map									\$ 1,500				\$ 1,500	\$ -	
1647		Movie Incentive													\$ -	\$ -	
650	1650	Visitor Guide		\$ 6,000	\$ 40,000										\$ 46,000	\$ 43,599	Design/Cover/Print
651	1651	Potomac River Atlas													\$ -	\$ -	
652	1652	Calendar of Events			\$ 5,000				\$ 3,000	\$ 4,500				\$ 12,500	\$ -	\$ -	
653	1653	Consumer Guides/Misc Pubs		\$ 1,500	1500									\$ 3,000	\$ 1,473	\$ -	Service Guide/Shop&Din
1656		Coupon Booklet													\$ -	\$ -	
656	1655	Product Development				\$ 5,000	\$ 5,000								\$ 10,000	\$ 160	UPI
659	1659	Miscellaneous													\$ -	\$ -	
657	1657	Dest Planning/Brochure Updates				2500									\$ 2,500	\$ -	
		Member Relations															
1670		Member Services	\$ 200			\$ 200					\$ 200				\$ 600	\$ 3	\$ -
671	1671	Member Activities				\$ 1,000							\$ 2,000	\$ 3,000	\$ 3,460	\$ -	Annual Meeting/Tourism Day/Picnic
		Other Promotional Programs															
1691		Sports Marketing	\$ 4,500			\$ 1,500			\$ 2,500			\$ 2,500			\$ 11,000	\$ -	\$ -
692	1692	Matching Grants, Donations, Co-ops			\$ 1,500				\$ 1,500			\$ 1,500			\$ 4,500	\$ 2,250	\$ -
694	1694	Trade Memberships	\$ 2,500	\$ 100	\$ 400	\$ 3,500	\$ 2,200	\$ 2,500	\$ 450	\$ 325	\$ 500	\$ 500	\$ 500	\$ 13,475	\$ 12,905	\$ -	\$ -
695	1695	Miscellaneous													\$ -	\$ -	\$ -
699	1699	Research	\$ 2,000	\$ 500	\$ 50,000	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 2,500	\$ 500	\$ 500	\$ 59,000	\$ 2,870	\$ -	STR/AirDNA/Strategic Planner
698	1698	Staff Development and Training	\$ 600	\$ 250		\$ 200		\$ 2,500	\$ 3,300	\$ 500	\$ 225		\$ 500	\$ 8,075	\$ 13,325	\$ -	DI/Continued Education
		Total Promotional Programs															
			\$ 37,795	\$ 23,360	\$ 100,005	\$ 101,988	\$ 59,190	\$ 53,990	\$ 50,450	\$ 56,665	\$ 43,065	\$ 42,590	\$ 23,990	\$ 21,490	\$ 614,578	\$ 664,842	
														48.44%	44.50%		

		Budget Recap	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2022 Budget	2021 Actuals	
		Revenues	\$ 116,101	\$ 72,301	\$ 71,351	\$ 177,275	\$ 92,601	\$ 115,001	\$ 114,001	\$ 119,002	\$ 100,602	\$ 102,602	\$ 93,502	\$ 94,504	\$ 1,268,843	\$ 1,494,083	
		Administration	\$ 49,394	\$ 47,614	\$ 35,682	\$ 36,901	\$ 34,797	\$ 36,890	\$ 48,563	\$ 35,005	\$ 36,789	\$ 35,977	\$ 34,982	\$ 48,549	\$ 481,143	\$ 480,004	
		Operations	\$ 9,267	\$ 9,566	\$ 9,749	\$ 22,273	\$ 13,759	\$ 11,944	\$ 10,192	\$ 9,679	\$ 8,692	\$ 11,202	\$ 8,651	\$ 9,701	\$ 134,676	\$ 128,008	
		Promotional Programs	\$ 37,795	\$ 23,360	\$ 100,005	\$ 101,988	\$ 59,190	\$ 53,990	\$ 50,450	\$ 56,665	\$ 43,065	\$ 42,590	\$ 23,990	\$ 21,490	\$ 614,578	\$ 664,842	
															\$ -		
															\$ -		
		Balance	\$ 19,645	\$ (8,239)	\$ (74,085)	\$ 16,113	\$ (15,145)	\$ 12,177	\$ 4,796	\$ 17,654	\$ 12,056	\$ 12,833	\$ 25,879	\$ 14,764	\$ 38,447	\$ 221,229	
															\$ -		
															\$ -		
		NON-EXPENSE ITEMS															
525	1525	Capital Purchases	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(Office Reno)
542	1542	Reserve Funding	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
645		Loan Payments	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
		Reserve Funding to be used	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
															\$ -		
															\$ -		
		Total Net Balance	\$ 19,645	\$ (8,239)	\$ (74,085)	\$ 16,113	\$ (15,145)	\$ 12,177	\$ 4,796	\$ 17,654	\$ 12,056	\$ 12,833	\$ 25,879	\$ 14,764	\$ 38,447	\$ 221,229	