

acct	sub acct	REVENUES	Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec	2023 Budget	2022 Actuals	
	1315	Lodging Tax	\$ 90,000	\$ 74,000	\$ 70,000	\$ 100,000	\$ 100,000	\$ 120,000	\$ 120,000	\$ 96,000	\$ 110,000	\$ 105,000	\$ 98,000	\$ 98,000	\$ 1,181,000	\$ 1,204,470	
320	1320	Grants			\$ 125,720		\$ 125,720			\$ 251,438					\$ 502,877	\$ 735,781	ARPA (\$500K)
322	1322	USA Cycling Revenue													\$ -	\$ -	
325	1325	Membership Dues	\$ 1,200	\$ 1,000		\$ 3,000	\$ 30,000	\$ 5,000	\$ 3,500	\$ 500	\$ 1,000	\$ 2,000	\$ 600	\$ 600	\$ 48,400	\$ 46,264	Annual Memberships Due in April
327	1327	Member Activities													\$ -	\$ -	
330	1330	Visitor Guide										\$ 1,500	9000	\$ 4,000	\$ 14,500	\$ 31,376	CARES Act from County for 2023
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	\$ 6	\$ 6	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 7	\$ 79	\$ 56	
		<b>Total Revenues</b>	<b>\$ 91,206</b>	<b>\$ 75,006</b>	<b>\$ 195,726</b>	<b>\$ 103,007</b>	<b>\$ 255,726</b>	<b>\$ 125,007</b>	<b>\$ 123,507</b>	<b>\$ 347,944</b>	<b>\$ 111,007</b>	<b>\$ 108,507</b>	<b>\$ 107,607</b>	<b>\$ 102,607</b>	<b>\$ 1,746,855</b>	<b>\$ 2,017,947</b>	
		<b>ADMINISTRATION</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>2023 Budget</b>	<b>2022 Actuals</b>	
401	1401	Salaries and wages - Director													\$ -	\$ -	
404	1404	Salaries and wages - Staff	\$ 24,931	\$ 31,771	\$ 31,771	\$ 31,771	\$ 31,771	\$ 46,163	\$ 31,802	\$ 24,884	\$ 31,771	\$ 31,771	\$ 31,771	\$ 31,771	\$ 381,948	\$ 358,269	HCWHA \$6500/January raise
421	1421	Payroll taxes (SS& Med)	\$ 2,900	\$ 2,650	\$ 2,250	\$ 2,250	\$ 2,250	\$ 3,400	\$ 2,300	\$ 2,900	\$ 2,600	\$ 2,300	\$ 2,300	\$ 2,300	\$ 30,400	\$ 27,964	
423	1423	FUTA/SUTA	\$ 1,089	\$ 94	\$ (42)	\$ 17	\$ 17	\$ 25	\$ 19	\$ 1,089	\$ 94	\$ (42)	\$ 17	\$ 17	\$ 2,394	\$ 2,415	
431	1431	Employee Insurance	\$ 3,968	\$ 3,968	\$ 4,645	\$ 3,968	\$ 3,968	\$ 4,645	\$ 3,968	\$ 3,968	\$ 3,968	\$ 4,645	\$ 3,968	\$ 3,968	\$ 49,646	\$ 47,556	
433	1433	Workmen's Compensation					\$ 1,287								\$ 1,287	\$ 825	
435	1435	Retirement	\$ 5,166	\$ 3,872	\$ 3,872	\$ 4,366	\$ 3,872	\$ 4,638	\$ 4,121	\$ 3,872	\$ 3,872	\$ 4,190	\$ 3,872	\$ 3,872	\$ 49,585	\$ 39,867	TPA fees
		Employee Recruitment													\$ -	\$ -	
437	437-243	Well Pay	9,323												\$ 9,323	\$ 8,476	5 employees
		Payroll taxes													\$ -	\$ -	
438	438-243	Bonuses		\$ 5,000											\$ 5,000	\$ 7,050	Performance based incentives CEO
	1411	Contracted Services/Intern													\$ -	\$ -	
	1412	Payroll Processing	\$ 225	\$ 330	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 165	\$ 2,205	\$ 2,700	
		<b>Total Administration</b>	<b>\$ 47,602</b>	<b>\$ 47,685</b>	<b>\$ 42,661</b>	<b>\$ 42,537</b>	<b>\$ 43,330</b>	<b>\$ 59,036</b>	<b>\$ 42,375</b>	<b>\$ 36,878</b>	<b>\$ 42,470</b>	<b>\$ 43,029</b>	<b>\$ 42,093</b>	<b>\$ 42,093</b>	<b>\$ 531,788</b>	<b>\$ 495,122</b>	
															30.44%	24.54%	this % below 30% upon audit
		<b>OPERATIONS</b>	<b>Jan</b>	<b>Feb</b>	<b>Mar</b>	<b>Apr</b>	<b>May</b>	<b>June</b>	<b>July</b>	<b>Aug</b>	<b>Sept</b>	<b>Oct</b>	<b>Nov</b>	<b>Dec</b>	<b>2023 Budget</b>	<b>2022 Actuals</b>	
501	501-250	Administrative Telephone	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 850	\$ 10,200	\$ 9,640	
505	1505	Administrative Postage	\$ 57	\$ 507	\$ 250	\$ 503	\$ 850	\$ 500	\$ 1,000	\$ 504	\$ 504	\$ 250	\$ 1,200	\$ 578	\$ 6,702	\$ 6,512	
507	1507	Administrative Travel	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 50	\$ 600	\$ 452	
	1510	Alarm Monitoring													\$ -	\$ -	
	1513	Auto Expense	\$ 640	\$ 640	\$ 640	\$ 640	\$ 1,350	\$ 640	\$ 640	\$ 640	\$ 640	\$ 640	\$ 640	\$ 640	\$ 8,390	\$ 16,677	Lease/Auto Insurance/down payment '22
515	1515	Bank Charges	\$ 400	\$ 330	\$ 330	\$ 200	\$ 200	\$ 260	\$ 200	\$ 400	\$ 330	\$ 330	\$ 200	\$ 200	\$ 3,380	\$ 2,934	
516	1516	Board Expense				\$ 1,333	\$ 150			\$ 150					\$ 1,633	\$ 1,583	
517	1517	Board Insurance				\$ 1,200	\$ 1,400								\$ 2,600	\$ 3,641	
521	521-252	Building Maintenance	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 200	\$ 2,400	\$ 3,654	
523	1523	Building Rent	\$ 1,973	\$ 1,973	\$ 1,973	\$ 1,973	\$ 2,253	\$ 2,015	\$ 2,015	\$ 2,015	\$ 2,015	\$ 2,015	\$ 2,015	\$ 2,015	\$ 24,250	\$ 22,302	Rent, taxes, water, parking passes \$280
523	2523	Visitor Center Rent													\$ -	\$ -	
559	2559	Window Display/Visitors Center Display													\$ -	\$ -	
526	1527	Computer Purchase/Supplies/Software	\$ 6	\$ 6	\$ 6	\$ 12	\$ 250	\$ 6	\$ 6	\$ 250	\$ 6	\$ 6,006	\$ 6	\$ 6	\$ 6,566	\$ 1,023	Photoshop \$50mth/NEW CRM
531	1531	Copier Purchase	\$ 782	\$ 349	\$ 349	\$ 464	\$ 349	\$ 547	\$ 349	\$ 349	\$ 464	\$ 349	\$ 547	\$ 349	\$ 5,249	\$ 5,540	
532	1532	Depreciation	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 521	\$ 6,257	\$ 8,669	
533	1533	Equipment Maintenance	\$ 1,026	\$ 1,263	\$ 1,024	\$ 1,024	\$ 1,024	\$ 1,024	\$ 2,183	\$ 1,026	\$ 1,263	\$ 1,024	\$ 1,024	\$ 1,024	\$ 13,933	\$ 13,791	
534	1534	Equipment Rent	\$ 206			\$ 206		\$ 269			\$ 206				\$ 206	\$ 906	
535	1535	Interest Expense	\$ 0	\$ 0	\$ 0	\$ 141	\$ 0	\$ 0	\$ 43	\$ -	\$ -	\$ 50	\$ -	\$ -	\$ 235	\$ 275	
537	1537	Office Printing	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 100	\$ 1,200	\$ 1,494	
538	538-253	Office Supplies	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 125	\$ 1,500	\$ 1,721	
539	1539	Professional Fees	\$ 1,900	\$ 1,500	\$ 1,500	\$ 5,800	\$ 1,500	\$ 5,800	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 1,500	\$ 27,000	\$ 27,416	Accountant and Auditors
540		Penalties													\$ -	\$ -	
541	2541	Resale Merchandise													\$ -	\$ -	
543	2543	Merchandise Spoilage													\$ -	\$ -	
551	1551	Subscriptions and Publications	\$ 8	\$ 8	\$ 8	\$ 266	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 8	\$ 354	\$ 366	
553	1553	Uniforms	\$ 500					\$ 250							\$ 750	\$ 464	
557	557-253	Utilities	\$ 600	\$ 600	\$ 450	\$ 200	\$ 500	\$ 380	\$ 150	\$ 550	\$ 400	\$ 200	\$ 500	\$ 400	\$ 4,930	\$ 4,816	
561	2560	Newcomer House Expenses	\$ 200	\$ 200	\$ 500	\$ 300	\$ 300	\$ 750	\$ 750	\$ 750	\$ 750	\$ 750	\$ 300	\$ 300	\$ 5,850	\$ 3,198	
	1561	Misc			\$ 8										\$ -	\$ -	
		<b>Total Operations</b>	<b>\$ 10,145</b>	<b>\$ 9,223</b>	<b>\$ 8,877</b>	<b>\$ 16,109</b>	<b>\$ 11,981</b>	<b>\$ 14,046</b>	<b>\$ 10,941</b>	<b>\$ 9,839</b>	<b>\$ 10,082</b>	<b>\$ 14,969</b>	<b>\$ 9,786</b>	<b>\$ 9,073</b>	<b>\$ 135,072</b>	<b>\$ 137,076</b>	
															7.73%	6.79%	

		PROMOTIONAL PROGRAMS												2023 Budget	2022 Actuals		
		Jan	Feb	Mar	Apr	May	June	July	Aug	Sept	Oct	Nov	Dec				
<b>Advertising</b>																	
601	1601	Advertising Placements	\$ 50,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 65,000	\$ 60,000	\$ 20,000	\$ 25,000	\$ 25,000	\$ 20,000	\$ 20,000	\$ 500,000	\$ 139,986	OTD Grant #400K/CVB \$100K	
601	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	\$ 12,000	\$ 11,000		
602	1602	Production	\$ 800	\$ 2,500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 500	\$ 8,300	\$ 13,163	Ad designs	
603	1603	Web Page Design/Maintenance	\$ 400	\$ 300	\$ 300	\$ 400	\$ 1,000	\$ 1,300	\$ 2,500	\$ 300	\$ 300	\$ 300	\$ 300	\$ 7,700	\$ 7,723	App \$2200 annual (June)	
604	1604	Fulfillment Services and Postage	\$ 3,000	\$ 3,000	\$ 2,500	\$ 6,500	\$ 7,000	\$ 7,000	\$ 9,000	\$ 3,500	\$ 3,500	\$ 3,500	\$ 3,500	\$ 55,500	\$ 57,565	Tooth Dist/PA Display VG and COE mailing	
606	1606	ARPA County Expenditures	\$ 25,000	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000	\$ 313,526		
607	1607	ARPA City Expenditures												\$ -	\$ 19,885		
<b>Sales</b>																	
610	1610	Travel Expenses	\$ 2,200	\$ 1,800	\$ 500	\$ 1,000		\$ 2,800		\$ 250	\$ 1,200			\$ 9,750	\$ 11,819		
611	1611	Show Registration/Booth Costs	\$ 1,645		\$ 720	\$ 1,250	\$ 395	\$ 1,250		\$ 350	\$ 250	\$ 375		\$ 6,235	\$ 6,418		
612	1612	Convention Services/Incentives		\$ 150					\$ 150					\$ 300	\$ 205		
249	1614	Sales Equipment/Supplies					\$ 250	\$ 100						\$ 350	\$ 259		
613	1613	Sales Blitz (2)												\$ -	\$ 2,100		
615	1615	Sales Activities/Sponsorships			\$ 250	\$ 1,200	\$ 3,500	\$ 150			\$ 1,850			\$ 6,950	\$ 1,843	Ameri Legion BB/JR Terrier Races	
<b>Sponsorships</b>																	
1693		Maryland International Film Fest		\$ 2,500										\$ 2,500	\$ 2,500		
6000	1690	Civil War Trail/National Road Markers						6000						\$ 6,000	\$ 6,000		
1700		Miss Maryland/Miss Wash. Cty.				\$ 5,000		\$ 5,000						\$ 10,000	\$ 10,000		
1700.1		Heart of the CWV Heritage Area							\$ 12,666	\$ 12,666	\$ 12,668			\$ 38,000	\$ 48,000		
1700.2		Antietam Velo Club			\$ 3,000									\$ 3,000	\$ 3,000		
1700.3		Clara Barton Memorial												\$ -	\$ 50,000	One time contribution 2022	
1700.4		Racine MultiSports		2500										\$ 2,500	\$ 4,000		
1700.5		Potomac Velo Club Events				\$ 2,500								\$ 2,500			
1700.6		Antietam Illuminations											1500	\$ -			
1700.7		GreenFest		1500										\$ 1,500			
1701		City of Hagerstown - Main Street			\$ 5,000									\$ 5,000	\$ 1,500		
1701.1														\$ -			
1701.2		Augustoberfest		\$ 2,500										\$ 2,500	\$ 5,000		
1701.3		Mummers Parade									\$ 1,500			\$ 1,500	\$ 3,750		
1701.4														\$ -			
1701.5		Maryland Theatre		\$ 3,750		\$ 3,750			\$ 3,750			\$ 3,750		\$ 15,000	\$ 16,845	Annual pledge ending April 30, 2024	
1701.6		Fort Frederick Market Fair		\$ 2,500										\$ 2,500			
1701.7		JFK 50 Mile (Cumberland Valley Ath)								\$ 2,500				\$ 2,500			
1701.8		Hagerstown Suns												\$ -			
1701.9														\$ -			
1704		James Shaull Nat'l Pike Wagontrain		\$ 1,000				\$ 1,500						\$ 1,000	\$ 926		
1705		Doleman Black Heritage		\$ 20	\$ 500			\$ 1,500						\$ 2,020	\$ 3750	Juneteenth	
1706		Discovery Station				\$ 1,500								\$ 1,500			
1707		Maryland Symphony Orchestra		\$ 2,000										\$ 2,000			
1708		Geo Caching	\$ (20)											\$ (20)	\$ (20)		
617	1617	Misc Sales Travel Costs	\$ 200	\$ 300	\$ 50	\$ 50	\$ 50	\$ 350	\$ 350	\$ 50	\$ 50	\$ 50	\$ 50	\$ 1,600	\$ 1,224		
618	1618	Familiarization Tours			\$ 500	\$ 2,000		\$ 500				\$ 500		\$ 3,500	\$ 607	ABA Fam/Group Leader Fam	
619	1619	International Pow Wow												\$ -			
622	1622	USA Cycling												\$ -			
<b>Public Relations</b>																	
630	1630	Media Kits/Presentation folders/CD's												\$ -	\$ 450		
631	1631	Photography	\$ 350				\$ 350		\$ 350					\$ 1,050	\$ 560	New photos for 2023	
632	1632	Video					\$ 1,000							\$ 1,000	\$ 1,199	Member Campaign Awareness Video	
633	1633	Travel Writer Fam Tours/Wash Cty					\$ 350		\$ 350					\$ 700	\$ 1,332		
634	1634	Lobbying			3000									\$ 3,000	\$ 450		
635	1635	Miscellaneous and Local PR	\$ 250	\$ 25,000	\$ 3,000	\$ 500	\$ 4,000	\$ 2,500	\$ 271	\$ 4,000	\$ 250	\$ 250	\$ 250	\$ 40,521	\$ 31,316	Community Foundation/Leadership HGR	
636	1636	Meals and Entertainment	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 250	\$ 3,000	\$ 1,097		
637	1638	PR Contract Services				\$ 40			\$ 40					\$ 80	\$ 40		
641	1641	Restaurant Week												\$ -			
<b>Publications</b>																	
1640		Museum Ramble		\$ 1,500										\$ 1,500			
1644		Bike Map										\$ 2,400		\$ 2,400	\$ 1,500		
1645		Walking Tour Brochure												\$ -			
1646		Bridges Map						\$ 2,400						\$ 2,400			
1647		Movie Incentive												\$ -			
650	1650	Visitor Guide			\$ 6,000	\$ 17,000	\$ 600					\$ 42,000		\$ 65,600	\$ 32,602	Design/Cover/Print	
651	1651	Potomac River Atlas												\$ -			
652	1652	Calendar of Events		\$ 6,200				\$ 6,200						\$ 12,400	\$ 6,178		
653	1653	Consumer Guides/Misc Pubs						4500				\$ 3,000		\$ 7,500	\$ 7,936	Service Guide/Shop&Din	
656	1656	Coupon Booklet												\$ -			
656	1665	Product Development							30000					\$ 30,000		UPI	
659	1659	Miscellaneous												\$ -			
657	1657	Dest Planning/Brochure Updates												\$ -			
<b>Member Relations</b>																	
1670		Member Services		\$ 100			\$ 100			\$ 100				\$ 300	\$ 1,327		
671	1671	Member Activities				\$ 2,000		1200				\$ 2,500		\$ 5,700	\$ 4,778	Annual Meeting/Tourism Day/Picnic	
<b>Other Promotional Programs</b>																	
1691		Sports Marketing						\$ 5,000						\$ 5,000	\$ 2,500		
692	1692	Matching Grants, Donations, Co-ops												\$ -	\$ 6,500		
694	1694	Trade Memberships	\$ 2,500	\$ 310	\$ 525	\$ 250	\$ 4,400	\$ 325	\$ 475	\$ 3,000		\$ 2,000	\$ 500	\$ 14,285	\$ 9,766		
695	1695	Miscellaneous		\$ 75						\$ 75				\$ -			
699	1699	Research								\$ 2,000				\$ 2,000	\$ 7,000	STR	
698	1698	Staff Development and Training	\$ 1,200	\$ 800	2400	\$ 3,300	\$ 4,000	\$ 395	\$ 6,000	\$ 1,050	\$ 3,000	\$ 1,500	\$ 2,400	\$ 26,045	\$ 17,019	DI/Continued Education	
<b>Total Promotional Programs</b>																	
			\$ 88,775	\$ 122,555	\$ 115,745	\$ 109,250	\$ 104,235	\$ 84,470	\$ 69,596	\$ 85,291	\$ 52,456	\$ 45,318	\$ 81,875	\$ 30,250	\$ 989,816	\$ 875,493	
														56.66%	43.39%		

