

VM ADMIN BUDGET 2016-17

VM Admin Budget Line Item	Total FY 16-17	Budget FY 15-16	Comments
605 Accounting	12,100	11,250	Increase in payroll processing fees
604 Advocacy Meetings	3,200	3,000	
606 Bank Charges	4,750	3,810	Increase in credit card fees
607 Audit	10,000	10,000	
609 Board of Directors	6,725	8,250	Decrease in number of board committee meetings New carrier for liability insurance
610 Building Insurance	3,200	4,200	Reduced rates with new carrier
615 Building Rent	57,720	58,800	
620 Building Maintenance	24,330	28,720	
623 Utilities	12,550	12,300	
627 Capital Expense	3,000	-	Budgeting for computer replacement, etc.
628 CEO In Town T&E	6,530	4,750	
629 CEO Contingency	36,000	36,000	
630 CEO Out of Town T&E	27,200	25,000	
632 DMAI	12,800	13,300	
634 Dues/Subscriptions/Memberships	14,300	14,000	
635 Employee Benefits: Insurance	140,320	117,170	Planned for 10% increase in health insurance starting Dec
637 Employee Benefits: 401k	41,000	33,050	(2) employees become eligible on 7/1, (1) on 1/1/17
640 Industry Sponsorships	21,700	25,000	Removed Day at the Ballpark (it's a Partnership event)
645 Legal Fees	10,000	10,000	
647 Legislative Affairs	30,000	30,000	
650 Miscellaneous	14,010	14,010	
657 Database Maintenance	15,000	13,000	
658 Office Equipment Lease	4,560	-	(2) leases: printer and telephones
			Reduced cost of printer usage
			Removed BTI (ShoreTel phone maintenance \$900)
660 Office Equipment Maintenance	12,850	21,800	Removed Monscierge (\$4,160)
			Kiosks purchased last FY, this year is hosting, licensing, support fees
663 Lobby Kiosks	5,400	26,200	
665 Office Supplies	6,000	6,000	
667 Parking	3,000	3,000	
670 Payroll Taxes	76,400	70,600	
680 Research	10,000	10,000	
683 Prof Dvlpmnt/Team Bldg/Empl Recognition	10,000	10,000	
695 Salaries	1,093,102	1,011,700	
710 Telephone	14,565	14,520	
TOTAL	1,742,312	1,649,430	

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ACCOUNTING 605	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Accounting (Gevan Rudd)	400	400	400	400	400	400	400	400	400	400	400	400	4,800
Audit preparation + year end (1099s)		800	600						250				1,650
ADP (payroll)	250	400	250	250	450	150	400	250	250	250	250	250	3,400
Form 990 & AZ-99 (Henry & Horne)				2,250									2,250
TOTALS	650	1,600	1,250	2,900	850	550	800	650	900	650	650	650	12,100
BANK CHARGES 606	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Monthly fee for credit cards	75	75	75	75	75	75	75	75	75	75	75	75	900
Annual fee to process credit cards (WF)	100												100
Credit card transaction fees	100	200	200	500	200	150	350	200	100	100	150	300	2,550
First Fidelity Account Analysis	100	100	100	100	100	100	100	100	100	100	100	100	1,200
TOTALS	375	375	375	675	375	325	525	375	275	275	325	475	4,750
AUDIT 607	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Audit		3,000	4,800									2,200	10,000

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ADVOCACY MEETINGS 604	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
		800		500		1,400				500		
BOARD OF DIRECTORS 609	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Board meetings	500		500		500		500		500		500	500
Board committee meetings	200		200		200		200		200		200	
Directors & Officers Liability Insurance									1,025			
Gifts	500	500										
TOTALS	1,200	500	700	-	700	-	700	-	1,725	-	700	500
CAPITAL EXPENSE 627	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Computer equipment		800	800	500		900						

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Total
3,200
Total
3,500
1,200
1,025
1,000
6,725
Total
3,000

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BUILDING RENT 615	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
City of Mesa	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	4,810	57,720
BUILDING INSURANCE 610	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	-	-	-		-	-	-	-	-	3,200		-	3,200
BUILDING MAINTENANCE 620	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Janitorial	920	920	920	920	920	920	920	920	920	920	920	920	11,040
Landscape maintenance (includes trees)	300	450	300	600	300	350	300	300	400	300	300	300	4,200
Security			100			100			100			100	400
Backflow		400											400
Maintenance & janitorial supplies	100	50	200	100	100	100	100	100	500	100	100	100	1,650
Plumbing repair								400					400
A/C Repair	100	200	100			100		100		100			700
Handyman		400		400		400		400		400		400	2,400
Window cleaning		75						75					150
Plant maintenance (Pasadena Plants)	50	50	50	50	50	50	50	50	50	50	50	50	600
Pest control	75		75		75		75		75			75	450
Shredding service	30			30			30			30			120
Contingency (door locks ++)	130	185	130	130	130	130	180	185	130	180	130	180	1,820
TOTALS	1,705	2,730	1,875	2,230	1,575	2,150	1,655	2,530	2,175	2,080	1,500	2,125	24,330
UTILITIES 623	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Utilities (City of Mesa)	1,700	1,700	1,500	1,000	900	800	900	700	650	700	900	1,100	12,550

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CEO IN TOWN TRAVEL & ENTERTAINMENT 628	Jul	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Lunch/dinner meetings	300	300	300	300	300	500	300	300	300	300	300	400	3,900
VHRA monthly meetings	50	50	50	50	50	50	50	50	50	50	50	50	600
LinkedIn Business	65	65	65	65	65	65	65	65	65	65	65	65	780
Governor's conference	250	1,000											1,250
TOTALS	665	1,415	415	415	415	615	415	415	415	415	415	515	6,530
CEO OUT OF TOWN TRAVEL & ENTERTAINMENT 630	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
DMAI Annual Convention	2,800												2,800
DMA West Board of Directors		500	1,500			1,500			1,500			1,500	6,500
DMA West Annual Conference			2,200										2,200
DMAI CEO Summit										2,500			2,500
Collinson Diversity Marketplace							2,000						2,000
Connect		2,200											2,200
USTA Destination DC								3,000					3,000
Contingency	500	500	500	500	500	500	500	500	500	500	500	500	6,000
TOTALS	3,300	3,200	4,200	500	500	2,000	2,500	3,500	2,000	3,000	500	2,000	27,200
CEO CONTINGENCY 629	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	1,000	1,000	5,000	1,000	2,000	5,000	8,000	6,000	3,000	2,000	1,000	1,000	36,000

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DMAI 632	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Event Impact Annual Fee (sports module)		3,300											3,300
Event Impact Calculator (member) Paid to Simpleview									1500				1,500
DMAI Annual Maintenance				500									500
empowerMINT												7,500	7,500
TOTALS	-	3,300	-	500	-	-	-	-	1,500	-	-	7,500	12,800
DUES/SUBSCRIPTIONS/ MEMBERSHIPS 634	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
AzLTA dues					2,500								2,500
AZ Capitol Times		180											180
Arizona Republic (digital subscription)	10	10	10	10	10	10	10	10	10	10	10	10	120
Business Journal	-	-	-	-	-	-	310	-	-	-	-	-	310
Costco membership (staff)		350			60	60						60	530
DMA West												1,000	1,000
DMAI dues												4,200	4,200
East Valley Partnership dues	450												450
East Valley Hispanic Chamber of Commerce dues			400										400
IAHMP		1,000											1,000
IGLTA											1,345		1,345
National Concierge dues (Ginger) & conference						275							275
USAE subscription		150											150
US Travel Assn dues						1,000							1,000
VHRA dues					350								350
VISA Rewards membership fee			50										50
Contingency		10	40	90	80	55		90			45	30	440
TOTALS	460	1,700	500	100	3,000	1,400	320	100	10	10	1,400	5,300	14,300

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INDUSTRY SPONSORSHIPS 640	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
AzLTA Unity Dinner						2,500							2,500
AzLTA Events						1,000		1,500					2,500
Breakfast w/Governor (East Valley Partnership)						600							600
EVIT Education Foundation Breakfast				1,500									1,500
GLCVB (Gay & Lesbian CVB)		2,500											2,500
Governor's Conference on Tourism											2,500		2,500
Mayor's Breakfast (Mesa Chamber)							500						500
Mesa Chamber Golf Tournament	500												500
Mesa United Way (luncheons)									375			1,500	1,875
Tempe Tourism Annual Meeting											150		150
Valley Hotel Resort Media Reception Sponsorship				1,000									1,000
Contingency	200	500	500	500	500	500	500	500	425	500	450	500	5,575
TOTALS	700	3,000	500	3,000	500	4,600	1,000	2,000	800	500	3,100	2,000	21,700

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LEGAL FEES 645	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	900	800	800	800	900	800	900	800	900	800	800	800	10,000
LEGISLATIVE AFFAIRS 647	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
The Aarons Company	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	30,000
MISCELLANEOUS 650	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
Mileage (1) staff	50	50	50	50	50	50	50	50	50	50	50	50	600
AZ Corporation Commission				10									10
Birthdays, MAC tickets	150	150	150	150	150	150	150	150	150	150	150	150	1,800
Employee holiday event						8,000							8,000
Visitors Guide delivery						500							500
Flowers, misc gifts	100	100	100	100	100	100	100	100	100	100	100	100	1,200
Contingency	100	100	100	100	100	200	200	200	200	200	200	200	1,900
TOTALS	400	400	400	410	400	9,000	500	500	500	500	500	500	14,010

DATABASE MAINTENANCE 657	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
CRM							13,500						13,500	
Outlook Integration							1,500						1,500	
TOTALS							15,000						15,000	
OFFICE EQUIPMENT LEASE 658	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
Sharp printer/copier/scanner	255	255	255	255	255	255	255	255	255	255	255	255	3,060	
Crexendo phones	125	125	125	125	125	125	125	125	125	125	125	125	1,500	
TOTALS	380	380	380	380	380	380	380	380	380	380	380	380	4,560	
OFFICE EQUIPMENT MAINTENANCE 660	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
Dropbox Pro (Michelle)		100											100	
Neopost (MailFinance)			255			255			255			255	1,020	
Sharp printer usage	400			400			400			400			1,600	
IT monthly (InfoTec)	300	300	300	300	300	300	300	300	300	300	300	300	3,600	
Quickbooks			300				200						500	
Office 365 (\$302 + \$2.16)	305	305	305	305	305	305	305	305	305	305	305	305	3,660	
Virtual timeclock											700		700	
IT/phone extra	45	495	140	95	95	140	95	95	140	95	95	140	1,670	
TOTALS	1,050	1,200	1,300	1,100	700	1,000	1,300	700	1,000	1,100	1,400	1,000	12,850	
LOBBY KIOSKS 663	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total	
(3) feeds from simpleview (\$150/mo)	450			450			450			450			1,800	Prop 302????
Hosting, management fees (\$150/mo) x 2 units								3,600					3,600	
TOTALS	450	-	0	450	0	-	450	3,600	0	450	0	0	5,400	

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OFFICE SUPPLIES 665	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	TOTAL
	500	500	500	500	500	500	500	500	500	500	500	500	6,000
PARKING 667	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	250	250	250	250	250	250	250	250	250	250	250	250	3,000
RESEARCH 680	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
STR Reports				10,000									10,000
PROF DEVELOPMENT TEAM BUILDING EMPLOYEE RECOGNITION 683	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun	Total
	2,500	750	500	750	750	750	1,000	500	500	1,000	500	500	10,000

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