



SOUTH SAN FRANCISCO  
CONFERENCE CENTER

# South San Francisco Conference Center Authority

## Fiscal Year 2019-2020 Budget

### As Recommended to the South San Francisco City Council

By the  
South San Francisco Conference Center  
Authority Board

June 26, 2019





**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

**Fiscal Year 2019-2020 Proposed Budget Summary**

<b>Revenue Projections - All Sources</b>						
<b>Revenue Center</b>		<b>FY 19-20 Proposed Budget</b>		<b>FY 18-19 Year End</b>		<b>FY 18-19 Approved Budget</b>
Conference Center Operations	\$	2,349,878	\$	2,365,173	\$	2,275,000
Conference Center Tax	\$	2,191,060	\$	2,172,296	\$	2,279,518
Interest Income	\$	66,200	\$	72,125	\$	35,000
<b>Total</b>	\$	<b>4,607,138</b>	\$	<b>4,609,594</b>	\$	<b>4,589,518</b>

<b>Expenditure Projections - All Sources</b>						
<b>Revenue Center</b>		<b>FY 19-20 Proposed Budget</b>		<b>FY 18-19 Year End</b>		<b>FY 18-19 Approved Budget</b>
Conference Center Operations	\$	3,086,396	\$	2,796,258	\$	2,913,667
Debt Service	\$	-	\$	470,200	\$	470,200
Property Leases/Taxes	\$	507,900	\$	490,370	\$	495,400
<b>Total</b>	\$	<b>3,594,296</b>	\$	<b>3,756,828</b>	\$	<b>3,879,267</b>

<b>Income Projections - All Sources</b>						
<b>Revenue Center</b>		<b>FY 19-20 Proposed Budget</b>		<b>FY 18-19 Year End</b>		<b>FY 18-19 Approved Budget</b>
Gross Operating Profit	\$	1,012,843	\$	852,766	\$	710,251
Depreciation	\$	582,089	\$	524,407	\$	-
<b>Net Income</b>	\$	<b>430,754</b>	\$	<b>328,359</b>	\$	<b>710,251</b>

<b>Unrestricted Fund Balance</b>	
Ending Unrestricted Fund Balance as of 6/30/2018	\$ 3,167,864
FY18-19 Deposit	\$ 650,000
FY18-19 Interest Income	\$ 63,877
<b>Projected Ending Unrestricted Fund Balance as of 6/30/2019</b>	<b>\$ 3,817,864</b>
FY19-20 Deposit	\$ 700,000
FY19-20 Interest Income	\$ 63,877
<b>Projected Ending Unrestricted Fund Balance as of 6/30/2020</b>	<b>\$ 4,517,864</b>



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

**Year-Over-Year Expenditure**

	<b>FY 19-20</b>	<b>FY 18-19</b>	<b>FY 18-19</b>
	<b>Proposed Budget</b>	<b>Year End</b>	<b>Approved Budget</b>
<b>Administrative &amp; General</b>			
Bank Charges/Bad Debt	110,000	97,273	95,000
Client Services Expenses	35,800	27,874	40,100
Debt Services	-	470,200	470,200
General Insurance	38,191	37,079	26,700
Office Expenses	24,430	19,344	24,000
Printing & Stationary	1,200	1,341	
Property/Taxes/Leases	507,900	490,370	495,400
Salaries & Benefits	1,418,774	1,276,582	1,333,126
<b>Sub-Total:</b>	<b>2,136,295</b>	<b>2,420,064</b>	<b>2,484,526</b>
<b>OPS/Maintenance Services &amp; Supplies</b>			
Communications	162,856	93,923	100,600
Custodial Services	193,800	174,285	192,000
Event Labor	145,120	138,454	142,100
General Maintenance Supplies	33,400	19,044	35,900
HVAC Services	31,420	12,066	18,600
Kitchen Services	16,900	15,295	20,000
Landscaping	15,400	7,837	14,500
Maintenance Services & Repairs	44,440	23,799	33,900
Safety & Security	13,145	7,762	12,500
Security	194,232	174,654	190,517
Utilities	128,600	118,682	118,000
<b>Sub-Total:</b>	<b>979,313</b>	<b>785,803</b>	<b>878,617</b>
<b>Sales &amp; Marketing Services</b>			
Client Entertainment	20,000	12,771	20,000
Client Gifts	10,000	7,229	15,000
Dues/Memberships	3,500	4,055	5,000
Group Incentive Rentals	5,000	3,980	4,000
Industry Event Registration	5,000	953	5,000
Marketing	232,588	185,343	229,890
Public Relations	30,000	125,778	52,000
Tradeshows	23,000	15,041	15,000
Travel Expenses	37,900	23,335	27,000
<b>Sub-Total:</b>	<b>366,988</b>	<b>378,485</b>	<b>372,890</b>
<b>Professional Services &amp; Software Mgmt</b>			
<b>Professional Services</b>	97,000	150,667	125,880
<b>Software/Systems Management</b>	14,700	10,949	17,354
<b>Sub-Total:</b>	<b>111,700</b>	<b>161,617</b>	<b>143,234</b>
<b>Depreciation &amp; Others</b>			
<b>Depreciation</b>	582,089	524,407	-
<b>Other Interest and Trustee Admin Fees</b>			
<b>Sub-Total:</b>	<b>582,089</b>	<b>524,407</b>	<b>-</b>
<b>TOTAL</b>	<b>4,176,385</b>	<b>4,270,376</b>	<b>3,879,267</b>



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
<b>Income</b>							
4100 · Rental Income	<b>1,225,000</b>	(96,479)	-7%	<b>1,321,479</b>	25,000	2%	<b>1,200,000</b>
4200 · Event Services	-	-	0%	-	(150,000)	-100%	<b>150,000</b>
4220 · Equipment Rental	<b>173,219</b>	(68,482)	-28%	<b>241,701</b>	173,219	0%	-
4230 · Event Security	<b>15,708</b>	(6,210)	-28%	<b>21,918</b>	15,708	0%	-
4235 · Other Event Services	<b>11,073</b>	(4,344)	-28%	<b>15,417</b>	11,073	0%	-
4200 · Event Services - Other	-	(20)	-100%	<b>20</b>	-	0%	-
Total 4200 · Event Services	<b>200,000</b>	(79,056)	-28%	<b>279,056</b>	200,000	0%	-
4300 · Audio Visual Rev	-	-	0%	-	(125,000)	-100%	<b>125,000</b>
4310 · Audio Visual Rental	<b>275,584</b>	45,123	20%	<b>230,462</b>	275,584	0%	-
4315 · AV Service Charge	<b>60,629</b>	8,639	17%	<b>51,989</b>	60,629	0%	-
4320 · A/V Labor Revenue	<b>109,373</b>	70,394	181%	<b>38,978</b>	109,373	0%	-
Total 4300 · Audio Visual Rev	<b>445,586</b>	124,156	39%	<b>321,430</b>	445,586	0%	-
4400 · Food & Beverage Rev	-	-	0%	-	(800,000)	-100%	<b>800,000</b>
4410 · Food & Beverage Collection	<b>2,379,898</b>	430,001	22%	<b>1,949,896</b>	2,379,898	0%	-
4415 · Food & Beverage Service Charge	<b>523,577</b>	94,600	22%	<b>428,977</b>	523,577	0%	-
4420 · Food & Beverage Labor Fee	<b>44,905</b>	(11,988)	-21%	<b>56,893</b>	44,905	0%	-
4425 · Food & Beverage Cash Bar	<b>24,989</b>	5,003	25%	<b>19,986</b>	24,989	0%	-
Total 4400 · Food & Beverage Rev	<b>2,973,369</b>	517,617	21%	<b>2,455,752</b>	2,973,369	0%	-
<b>Total Income</b>	<b>4,843,955</b>	<b>466,238</b>	<b>11%</b>	<b>4,377,717</b>	<b>2,568,955</b>	<b>113%</b>	<b>2,275,000</b>
<b>Cost of Goods Sold</b>	-	-	0%	-	-	0%	-
4150 · Room Rental COGS	<b>10,200</b>	6,448	172%	<b>3,752</b>	10,200	0%	-
4250 · Event Services COGS	-	-	0%	-	-	0%	-
4250.30 · Cost of Event Security	<b>13,540</b>	(5,355)	-28%	<b>18,896</b>	13,540	0%	-
4250.35 · Cost of Other Event Service	<b>8,966</b>	(1,721)	-16%	<b>10,687</b>	8,966	0%	-
4250 · Event Services COGS - Other	-	(1,797)	-100%	<b>1,797</b>	-	0%	-
Total 4250 · Event Services COGS	<b>32,706</b>	1,326	4%	<b>31,380</b>	32,706	0%	-
4350 · Audio & Visual COGS	-	-	0%	-	-	0%	-
4350.10 · Cost of A/V Rental	<b>165,351</b>	27,228	20%	<b>138,123</b>	165,351	0%	-
4350.15 · Cost of A/V Service Charge	<b>45,471</b>	6,287	16%	<b>39,185</b>	45,471	0%	-
4350.20 · Cost of A/V Labor	<b>109,373</b>	70,394	181%	<b>38,978</b>	109,373	0%	-
Total 4350 · Audio & Visual COGS	<b>320,195</b>	103,909	48%	<b>216,286</b>	320,195	0%	-
4450 · Food & Beverage COGS	-	-	0%	-	-	0%	-
4450.10 · Cost of Food & Beverage	<b>1,659,979</b>	298,751	22%	<b>1,361,227</b>	1,659,979	0%	-
4450.15 · Cost of Food & Beverage Service Char,	<b>418,862</b>	86,132	26%	<b>332,730</b>	418,862	0%	-
4450.20 · Cost of Labor F&B	<b>44,905</b>	(10,304)	-19%	<b>55,209</b>	44,905	0%	-
4450.25 · Cost of Labor F&B Cash Bar	<b>17,430</b>	5,471	46%	<b>11,959</b>	17,430	0%	-
Total 4450 · Food & Beverage COGS	<b>2,141,176</b>	380,050	22%	<b>1,761,126</b>	2,141,176	0%	-
<b>Total COGS</b>	<b>2,494,076</b>	<b>481,533</b>	<b>24%</b>	<b>2,012,543</b>	<b>2,494,076</b>	<b>0%</b>	-
<b>Gross Profit</b>	<b>2,349,878</b>	<b>(15,295)</b>	<b>-1%</b>	<b>2,365,173</b>	<b>74,878</b>	<b>3%</b>	<b>2,275,000</b>



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<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
<b>Expense</b>		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
5010 · Salaries/Benefits	-	-	0%	-	-	0%	-
5011 · Regular Salaries	978,538	156,050	19%	822,488	44,662	5%	933,876
5012 · Vacation Pay	24,465	(19,188)	-44%	43,653	24,465	0%	-
5013 · PTO Pay	12,000	1,885	19%	10,115	12,000	0%	-
5014 · Sick Pay	18,000	(14,778)	-45%	32,778	18,000	0%	-
5015 · Payroll Taxes	74,858	3,304	5%	71,554	74,858	0%	-
5016 · Social Security Taxes	-	-	0%	-	-	0%	-
5017 · Retirement Benefits	83,176	9,801	13%	73,375	(68,754)	-45%	151,930
5019 · Workers Comp. Insurance	23,000	12,167	112%	10,833	1,000	5%	22,000
5020 · Health Benefits	184,442	(12,947)	-7%	197,388	(26,078)	-12%	210,520
5021 · Retiree's Health Benefits	13,715	(502)	-4%	14,217	(1,085)	-7%	14,800
5022 · Administrative Leave	-	-	0%	-	-	0%	-
5025 · Other Benefit	180	-	0%	180	180	0%	-
5026 · Payroll Services	5,800	5,800	0%	-	5,800	0%	-
5027 · Recruitment	600	600	0%	-	600	0%	-
<b>Total 5010 · Salaries/Benefits</b>	<b>1,418,774</b>	<b>142,192</b>	<b>11%</b>	<b>1,276,582</b>	<b>85,648</b>	<b>6%</b>	<b>1,333,126</b>
5030 · General Insurance	-	-	0%	-	-	0%	-
5031 · Property Insurance	18,819	548	3%	18,271	5,469	41%	13,350
5032 · Liability Insurance	19,372	564	3%	18,808	6,022	45%	13,350
<b>Total 5030 · General Insurance</b>	<b>38,191</b>	<b>1,112</b>	<b>3%</b>	<b>37,079</b>	<b>11,491</b>	<b>43%</b>	<b>26,700</b>
5040 · Bank Charges/Bad Debit	-	-	0%	-	-	0%	-
5041 · Bank Charges	-	(95)	-100%	95	(89,000)	-100%	89,000
5042 · Credit Card Fee	110,000	12,822	13%	97,178	110,000	0%	-
5043 · Bad Debt	-	-	0%	-	(6,000)	-100%	6,000
<b>Total 5040 · Bank Charges/Bad Debit</b>	<b>110,000</b>	<b>12,727</b>	<b>13%</b>	<b>97,273</b>	<b>15,000</b>	<b>16%</b>	<b>95,000</b>
5050 · Property/Taxes/Leases	-	-	0%	-	-	0%	-
5051 · Property Lease	420,000	-	0%	420,000	-	0%	420,000
5052 · Parking Lot Lease	51,900	3,600	7%	48,300	3,600	7%	48,300
5053 · Property Taxes	32,000	11,721	58%	20,279	11,500	56%	20,500
5054 · Possessory Tax	4,000	2,209	123%	1,791	(2,600)	-39%	6,600
<b>Total 5050 · Property/Taxes/Leases</b>	<b>507,900</b>	<b>17,530</b>	<b>4%</b>	<b>490,370</b>	<b>12,500</b>	<b>3%</b>	<b>495,400</b>
5060 · Debt Service	-	-	0%	-	-	0%	-
5061 · Debt Service Payment	-	(470,200)	-100%	470,200	(469,200)	-100%	469,200
5062 · Debt Service Offset	-	-	0%	-	(1,000)	-100%	1,000
<b>Total 5060 · Debt Service</b>	<b>-</b>	<b>(470,200)</b>	<b>-100%</b>	<b>470,200</b>	<b>(470,200)</b>	<b>-100%</b>	<b>470,200</b>



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<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
5070 · Office Expenses	-	-	0%	-	-	0%	-
5071 · Equipment Purchase	1,550	614	66%	936	1,550	0%	-
5072 · Furniture Purchase	6,000	6,000	0%	-	6,000	0%	-
5073 · Computers, Electronics & IT	3,000	(2,776)	-48%	5,776	3,000	0%	-
5074 · Business Center PCs & Printer	600	600	0%	-	600	0%	-
5075 · Office Supplies	3,000	(1,086)	-27%	4,086	(9,056)	-75%	12,056
5076 · Copier	-	-	0%	-	-	0%	-
5076.1 · Lease	4,800	(710)	-13%	5,510	4,800	0%	-
5076.2 · Copier Usage	180	180	0%	-	180	0%	-
5076.3 · Supplies	200	148	284%	52	(1,600)	-89%	1,800
5076.4 · Other Copier Expense	1,680	1,680	0%	-	(4,320)	-72%	6,000
Total 5076 · Copier	6,860	1,297	23%	5,563	(940)	-12%	7,800
5077 · Postage	-	(42)	-100%	42	-	0%	-
5077.1 · Postage Machine	360	48	16%	312	36	11%	324
5077.2 · Postage Usage	1,200	741	161%	459	(1,300)	-52%	2,500
5077.3 · UPS	1,320	(129)	-9%	1,449	-	0%	1,320
5077.4 · FedEx	180	30	20%	150	180	0%	-
5077.5 · Other Postage Expense	-	(127)	-100%	127	-	0%	-
Total 5077 · Postage	3,060	521	21%	2,539	(1,084)	-26%	4,144
5078 · Other Office Expense	360	(86)	-19%	446	360	0%	-
<b>Total 5070 · Office Expenses</b>	<b>24,430</b>	<b>5,086</b>	<b>26%</b>	<b>19,344</b>	<b>430</b>	<b>2%</b>	<b>24,000</b>
<b>5079 · Printing &amp; Stationary</b>	<b>1,200</b>	<b>(141)</b>	<b>-10%</b>	<b>1,341</b>	<b>1,200</b>	<b>0%</b>	<b>-</b>
5080 · Client Services Expenses	-	-	0%	-	-	0%	-
5081 · Transportation Service	7,000	1,400	25%	5,600	500	8%	6,500
5082 · Linen	9,600	2,809	41%	6,791	-	0%	9,600
5083 · Guest Water Service	12,000	3,629	43%	8,371	(8,000)	-40%	20,000
5084 · Expenses to Client	600	600	0%	-	(400)	-40%	1,000
5085 · Pens/Pads/Candy	5,400	(1,411)	-21%	6,811	2,900	116%	2,500
5086 · Other Clients Services	1,200	898	298%	302	700	140%	500
<b>Total 5080 · Client Services Expenses</b>	<b>35,800</b>	<b>7,926</b>	<b>28%</b>	<b>27,874</b>	<b>(4,300)</b>	<b>-11%</b>	<b>40,100</b>
6210 · Custodial Services	-	-	0%	-	-	0%	-
6211 · Regular Custodial Hours	165,600	13,036	9%	152,564	4,800	3%	160,800
6212 · Other Custodial Services	10,000	1,704	21%	8,296	(3,200)	-24%	13,200
6213 · Custodial Supplies	17,000	3,575	27%	13,425	200	1%	16,800
6214 · Custodial Equipment	1,200	1,200	0%	-	-	0%	1,200
<b>Total 6210 · Custodial Services</b>	<b>193,800</b>	<b>19,515</b>	<b>11%</b>	<b>174,285</b>	<b>1,800</b>	<b>1%</b>	<b>192,000</b>
6220 · Landscaping	-	-	0%	-	-	0%	-
6221 · Landscaping Exterior Service	4,200	300	8%	3,900	300	8%	3,900
6222 · Landscaping Interior Service	4,200	300	8%	3,900	300	8%	3,900
6223 · Landscaping Tools	1,000	963	2591%	37	(200)	-17%	1,200
6224 · Landscaping Supplies & Other	6,000	6,000	0%	-	500	9%	5,500
<b>Total 6220 · Landscaping</b>	<b>15,400</b>	<b>7,563</b>	<b>96%</b>	<b>7,837</b>	<b>900</b>	<b>6%</b>	<b>14,500</b>



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<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
6230 · Safety & Security	-	-	0%	-	-	0%	-
6231 · Alarm Monitoring	1,945	487	33%	1,458	-	0%	1,945
6232 · Fire System Test & Inspection	2,500	210	9%	2,290	250	11%	2,250
6233 · SSFFD Inspections	1,500	875	140%	625	700	88%	800
6234 · First Aid Kit PM Service	1,500	875	140%	625	400	36%	1,100
6235 · Fire Extinguisher PM Service	1,500	875	140%	625	350	30%	1,150
6236 · Emergency Training	1,200	700	140%	500	-	0%	1,200
6237 · Other Safety Service	1,000	585	141%	415	(500)	-33%	1,500
6238 · Other Safety Eqt. & Supplies	2,000	776	63%	1,224	(555)	-22%	2,555
<b>Total 6230 · Safety &amp; Security</b>	<b>13,145</b>	<b>5,383</b>	<b>69%</b>	<b>7,762</b>	<b>645</b>	<b>5%</b>	<b>12,500</b>
6240 · Security	-	-	0%	-	-	0%	-
6241 · Security Regular Hours	188,032	13,378	8%	174,654	7,696	4%	180,336
6242 · Security for Events	1,800	1,800	0%	-	(1,781)	-50%	3,581
6243 · Police	4,400	4,400	0%	-	(2,200)	-33%	6,600
<b>Total 6240 · Security</b>	<b>194,232</b>	<b>19,578</b>	<b>11%</b>	<b>174,654</b>	<b>3,715</b>	<b>2%</b>	<b>190,517</b>
6250 · Event Labor	-	-	0%	-	-	0%	-
6251 · Setup/Teardown Service	98,800	3,529	4%	95,271	(1,300)	-1%	100,100
6252 · Other Event Labor	46,320	3,137	7%	43,183	4,320	10%	42,000
<b>Total 6250 · Event Labor</b>	<b>145,120</b>	<b>6,666</b>	<b>5%</b>	<b>138,454</b>	<b>3,020</b>	<b>2%</b>	<b>142,100</b>
6260 · HVAC	-	-	0%	-	-	0%	-
6261 · HVAC PM Service	14,720	10,320	235%	4,400	9,920	207%	4,800
6262 · HVAC Repair Service	7,000	3,555	103%	3,445	4,000	133%	3,000
6263 · HVAC Filters	5,700	1,479	35%	4,221	1,900	50%	3,800
6264 · HVAC Other Supplies	4,000	4,000	0%	-	(3,000)	-43%	7,000
<b>Total 6260 · HVAC</b>	<b>31,420</b>	<b>19,354</b>	<b>160%</b>	<b>12,066</b>	<b>12,820</b>	<b>69%</b>	<b>18,600</b>
6270 · Kitchen	-	-	0%	-	-	0%	-
6271 · Kitchen PM Service	1,600	(1,046)	-40%	2,646	400	33%	1,200
6272 · Kitchen Eqt. Service	1,500	558	59%	942	(1,000)	-40%	2,500
6273 · Kitchen Refrigeration PM	2,800	985	54%	1,815	200	8%	2,600
6274 · Kitchen Refrigeration Service	3,500	(1,538)	-31%	5,038	1,500	75%	2,000
6275 · Kitchen Grease Trap	2,000	(401)	-17%	2,401	-	0%	2,000
6276 · Equipment Purchase	1,500	875	140%	625	(700)	-32%	2,200
6277 · Kitchen Purchases	1,500	844	129%	656	(1,000)	-40%	2,500
6278 · Kitchen Other	2,500	1,328	113%	1,172	(2,500)	-50%	5,000
<b>Total 6270 · Kitchen</b>	<b>16,900</b>	<b>1,605</b>	<b>10%</b>	<b>15,295</b>	<b>(3,100)</b>	<b>-16%</b>	<b>20,000</b>
6280 · Communications	-	-	0%	-	-	0%	-
6281 · IP Phone System Management	7,200	(1,303)	-15%	8,503	2,568	55%	4,632
6282 · Wireless Cell Phones	9,600	(148)	-2%	9,748	(1,150)	-11%	10,750
6283 · ADA Pay Phone	-	(234)	-100%	234	(936)	-100%	936
6284 · Main Telephone Line	-	(1,759)	-100%	1,759	(7,926)	-100%	7,926
6285 · Comcast Office Line	2,916	135	5%	2,781	23	1%	2,893
6286 · Comcast Client Line	4,560	47	1%	4,513	397	10%	4,163
6287 · Fiber Optic Line 1	31,440	(1,317)	-4%	32,757	(3,660)	-10%	35,100
6288 · Fiber Optic Line 2	31,440	(1,276)	-4%	32,716	(1,260)	-4%	32,700
6289 · Other Communications	1,500	588	65%	912	-	0%	1,500



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
6290 · WiLine Fiber Optic	34,200	34,200	0%	-	34,200	0%	-
6291 · IT Services	40,000	40,000	0%	-	40,000	0%	-
<b>Total 6280 · Communications</b>	<b>162,856</b>	<b>68,933</b>	<b>73%</b>	<b>93,923</b>	<b>62,256</b>	<b>62%</b>	<b>100,600</b>
6300 · Maintenance Services & Repairs	-	-	0%	-	-	0%	-
6310 · Airwall Maintenance	7,200	(834)	-10%	8,034	3,200	80%	4,000
6311 · Pest Control	3,900	480	14%	3,420	-	0%	3,900
6312 · General Electrical	2,500	1,138	84%	1,362	(1,300)	-34%	3,800
6313 · General Plumbing	3,000	1,173	64%	1,827	500	20%	2,500
6314 · Painting and Wall Repair	3,600	1,761	96%	1,839	-	0%	3,600
6315 · Carpet & Flooring	2,500	1,460	140%	1,040	(1,100)	-31%	3,600
6316 · Asphalt and Masonry	1,500	875	140%	625	-	0%	1,500
6317 · General Carpentry	300	64	27%	236	(1,200)	-80%	1,500
6318 · Welding & Sheet Metal	2,500	1,280	105%	1,220	-	0%	2,500
6319 · Kitchen Hydro-Jet	3,500	2,040	140%	1,460	1,500	75%	2,000
6320 · E-Waste Disposal	700	410	141%	290	200	40%	500
6321 · Other Interior Service	2,000	1,108	124%	892	-	0%	2,000
6322 · Other Exterior Service	3,500	1,946	125%	1,554	1,000	40%	2,500
6323 · Decorations	6,540	6,540	0%	-	6,540	0%	-
6324 · Parking & Towing	1,200	1,200	0%	-	1,200	0%	-
<b>Total 6300 · Maintenance Services &amp; Repairs</b>	<b>44,440</b>	<b>20,641</b>	<b>87%</b>	<b>23,799</b>	<b>10,540</b>	<b>31%</b>	<b>33,900</b>
6330 · General Maintenance Supplies	-	-	0%	-	-	0%	-
6331 · General Electrical	2,000	684	52%	1,316	-	0%	2,000
6332 · Electronics	3,000	1,750	140%	1,250	500	20%	2,500
6333 · Lighting & Batteries	9,000	5,136	133%	3,864	-	0%	9,000
6334 · General Plumbing	2,500	1,460	140%	1,040	-	0%	2,500
6335 · Painting and Wall Repair	2,500	1,085	77%	1,415	-	0%	2,500
6336 · Carpet & Flooring	1,200	562	88%	638	-	0%	1,200
6337 · Asphalt and Masonry	800	469	142%	331	-	0%	800
6338 · General Carpentry	600	(47)	-7%	647	-	0%	600
6339 · Welding & Sheet Metal	800	469	142%	331	-	0%	800
6340 · Furniture Repair	1,500	856	133%	644	(1,000)	-40%	2,500
6341 · Other Interior Maintenance	2,000	190	10%	1,810	-	0%	2,000
6342 · Other Exterior Maintenance	2,000	1,115	126%	885	-	0%	2,000
6343 · Tools	3,000	(678)	-18%	3,678	(2,000)	-40%	5,000
6344 · Workwear	2,500	1,306	109%	1,194	-	0%	2,500
<b>Total 6330 · General Maintenance Supplies</b>	<b>33,400</b>	<b>14,356</b>	<b>75%</b>	<b>19,044</b>	<b>(2,500)</b>	<b>-7%</b>	<b>35,900</b>
6350 · Utilities	-	-	0%	-	-	0%	-
6351 · PG&E Electricity	85,000	8,005	10%	76,995	-	0%	85,000
6352 · PG&E Gas	18,000	4,571	34%	13,429	3,000	20%	15,000
6353 · CalWater	25,000	(3,008)	-11%	28,008	8,500	52%	16,500
6354 · Other Utilities	600	350	140%	250	(900)	-60%	1,500
<b>Total 6350 · Utilities</b>	<b>128,600</b>	<b>9,918</b>	<b>8%</b>	<b>118,682</b>	<b>10,600</b>	<b>9%</b>	<b>118,000</b>



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
7100 · Marketing	-	-	0%	-	-	0%	-
7111 · Creative/Brochure Production	7,000	(4,940)	-41%	11,940	(21,390)	-75%	28,390
7112 · Website	14,000	11,025	371%	2,975	14,000	0%	-
7113 · Media Planning/Buying	199,588	32,885	20%	166,703	9,588	5%	190,000
7114 · Printing	1,000	(2,425)	-71%	3,425	(5,500)	-85%	6,500
7115 · Other Marketing	11,000	10,700	3567%	300	6,000	120%	5,000
<b>Total 7100 · Marketing</b>	<b>232,588</b>	<b>47,245</b>	<b>25%</b>	<b>185,343</b>	<b>2,698</b>	<b>1%</b>	<b>229,890</b>
7120 · Public Relations	-	-	0%	-	-	0%	-
7121 · Authority Board	9,000	2,112	31%	6,888	2,100	30%	6,900
7122 · Community	5,000	(56)	-1%	5,056	-	0%	5,000
7123 · Employee Relations	10,000	(1,310)	-12%	11,310	-	0%	10,000
7124 · Other Public Relations	-	-	0%	-	(30,100)	-100%	30,100
7124.1 · Next 25	-	(100,000)	-100%	100,000	-	0%	-
7124 · Other Public Relations - Other	-	(25)	-100%	25	-	0%	-
<b>Total 7124 · Other Public Relations</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>	<b>-</b>	<b>0%</b>	<b>-</b>
7125 · Meeting	6,000	3,501	140%	2,499	6,000	0%	-
<b>Total 7120 · Public Relations</b>	<b>30,000</b>	<b>(95,778)</b>	<b>-76%</b>	<b>125,778</b>	<b>(22,000)</b>	<b>-42%</b>	<b>52,000</b>
7130 · Client Entertainment	20,000	7,229	57%	12,771	-	0%	20,000
7140 · Client Gifts	10,000	2,771	38%	7,229	(5,000)	-33%	15,000
7150 · Tradeshows	-	-	0%	-	-	0%	-
7151 · Booth Rental/Registration	17,500	6,349	57%	11,151	2,500	17%	15,000
7152 · Shipping	500	500	0%	-	500	0%	-
7153 · Equipment	4,000	1,031	35%	2,969	4,000	0%	-
7154 · Decorations	1,000	493	97%	507	1,000	0%	-
7155 · Registration Inactive	-	(414)	-100%	414	-	0%	-
<b>Total 7150 · Tradeshows</b>	<b>23,000</b>	<b>7,959</b>	<b>53%</b>	<b>15,041</b>	<b>8,000</b>	<b>53%</b>	<b>15,000</b>
7160 · Industry Event Registration	5,000	4,047	425%	953	-	0%	5,000
7170 · Travel Expense	-	-	0%	-	(27,000)	-100%	27,000
7171 · Airfare	8,250	2,828	52%	5,423	8,250	0%	-
7172 · Lodging	18,900	6,980	59%	11,920	18,900	0%	-
7173 · Meals	4,150	2,959	248%	1,191	4,150	0%	-
7174 · Transportation	5,100	1,240	32%	3,860	5,100	0%	-
7175 · Other Travel Expense	1,500	1,482	8070%	18	1,500	0%	-
7170 · Travel Expense - Other	-	(923)	-100%	923	-	0%	-
<b>Total 7170 · Travel Expense</b>	<b>37,900</b>	<b>14,565</b>	<b>62%</b>	<b>23,335</b>	<b>37,900</b>	<b>0%</b>	<b>-</b>
7180 · Dues & Membership	3,500	(555)	-14%	4,055	(1,500)	-30%	5,000
7190 · Group Rental Incentive	-	-	0%	-	(4,000)	-100%	4,000
7191 · Room Rental/Equip	1,000	1,000	0%	-	1,000	0%	-
7192 · Other Group Rental Incentive	4,000	20	1%	3,980	4,000	0%	-
7190 · Group Rental Incentive - Other	-	-	0%	-	-	0%	-
<b>Total 7190 · Group Rental Incentive</b>	<b>5,000</b>	<b>1,020</b>	<b>26%</b>	<b>3,980</b>	<b>5,000</b>	<b>0%</b>	<b>-</b>



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
8100 · Professional Services	-	-	0%	-	-	0%	-
8111 · Legal	25,000	(5,608)	-18%	30,608	5,000	25%	20,000
8112 · Staff Training & Education	6,000	(205)	-3%	6,205	-	0%	6,000
8113 · Marketing/Other	35,000	16,548	90%	18,452	14,000	67%	21,000
8114 · Payroll Services	-	(4,317)	-100%	4,317	(5,800)	-100%	5,800
8115 · Audit Services	19,500	(8,225)	-30%	27,725	(80)	0%	19,580
8116 · City Finance Services	10,000	0	0%	10,000	-	0%	10,000
8117 · Expansion Study	-	-	0%	-	-	0%	-
8118 · IT Services	-	(37,692)	-100%	37,692	(34,000)	-100%	34,000
8119 · Decorations	-	(8,428)	-100%	8,428	(6,500)	-100%	6,500
8120 · Network/WiFi	-	(1,810)	-100%	1,810	(1,500)	-100%	1,500
8121 · Recruitment	-	(2,094)	-100%	2,094	-	0%	-
8122 · Parking & Towing	-	(120)	-100%	120	-	0%	-
8129 · Other Professional Services	1,500	(1,716)	-53%	3,216	-	0%	1,500
<b>Total 8100 · Professional Services</b>	<b>97,000</b>	<b>(53,667)</b>	<b>-36%</b>	<b>150,667</b>	<b>(28,880)</b>	<b>-23%</b>	<b>125,880</b>
<b>8130 · Software/Systems Management</b>	<b>14,700</b>	<b>3,751</b>	<b>34%</b>	<b>10,949</b>	<b>(2,654)</b>	<b>-15%</b>	<b>17,354</b>
<b>Total Expense</b>	<b>3,594,296</b>	<b>(151,673)</b>	<b>-4%</b>	<b>3,745,969</b>	<b>(284,971)</b>	<b>-7%</b>	<b>3,879,267</b>
<b>Depreciation &amp; Others</b>							
9000 · Migration Adjustment	-	-	0%	-	-	0%	-
9500 · Depreciation Expenses	-	-	0%	-	-	0%	-
9501 · Depr - Building	305,287	27,944	10%	277,344	305,287	0%	-
9510 · Depr - Building Improvement	148,752	(19,402)	-12%	168,154	148,752	0%	-
9515 · Depr - Furniture & Fixture	53,014	12,631	31%	40,383	53,014	0%	-
9520 · Depr - Food Service Equipment	12,935	5,689	79%	7,246	12,935	0%	-
9525 · Depr - Kitchen Table/ Flatware	5,326	-	0%	5,326	5,326	0%	-
9530 · Depr - Office Equipment	3,045	-	0%	3,045	3,045	0%	-
9540 · Depr - PC/ Tablet/ Mobile	4,645	1,936	71%	2,710	4,645	0%	-
9545 · Depr - Telecommunication	38,772	24,506	172%	14,266	38,772	0%	-
9550 · Depr - Maintenance Equipment	1,125	1,125	0%	-	1,125	0%	-
9555 · Depr - Machinery & Vehicles	1,669	835	100%	835	1,669	0%	-
9560 · Depr - Improvement of Site	7,518	2,418	47%	5,100	7,518	0%	-
<b>Total 9500 · Depreciation Expenses</b>	<b>582,089</b>	<b>57,682</b>	<b>11%</b>	<b>524,407</b>	<b>582,089</b>	<b>0%</b>	<b>-</b>



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

<u>Year-Over-Year Details</u>	<b>FY19-20 Budget</b>	<b>FY 19-20 Budget vs 18-19 Budget</b>		<b>FY18-19 Forecast</b>	<b>FY 19-20 Budget vs 18-19 Forecast</b>		<b>FY18-19 Budget</b>
		<b>\$ Change</b>	<b>% Change</b>		<b>\$ Change</b>	<b>% Change</b>	
<b>Net Ordinary Income</b>	<b>(1,826,506)</b>	<b>78,696</b>	<b>-4%</b>	<b>(1,905,202)</b>	<b>(222,239)</b>	<b>14%</b>	<b>(1,604,267)</b>
Other Income/Expense	-	-	0%	-	-	0%	-
Other Income	-	-	0%	-	-	0%	-
9110 · Conference Center Tax	2,191,060	18,764	1%	2,172,296	(88,458)	-4%	2,279,518
9115 · Conference Ctr Tax Collection	-	-	0%	-	-	0%	-
9120 · Interest Revenue	-	-	0%	-	(35,000)	-100%	35,000
9121 · Interest from Operating Account	-	(35)	-100%	35	-	0%	-
9122 · Interest from LAIF	62,000	62	0%	61,938	62,000	0%	-
9123 · Interest from Trustee account	-	(1,092)	-100%	1,092	-	0%	-
<b>Total 9120 · Interest Revenue</b>	<b>62,000</b>	<b>(1,065)</b>	<b>-2%</b>	<b>63,065</b>	<b>62,000</b>	<b>0%</b>	<b>-</b>
9125 · Other Income	-	(2,522)	-100%	2,522	-	0%	-
9130 · Credit Card Discount & Rebate	4,200	(3,838)	-48%	8,038	4,200	0%	-
<b>Total Other Income</b>	<b>2,257,260</b>	<b>12,839</b>	<b>1%</b>	<b>2,244,421</b>	<b>(57,258)</b>	<b>-2%</b>	<b>2,314,518</b>
Other Expense	-	-	0%	-	-	0%	-
9230 · Interest Expenses	-	(8,610)	-100%	8,610	-	0%	-
9240 · Trustee Admin Fees	-	(2,250)	-100%	2,250	-	0%	-
<b>Total Other Expense</b>	<b>-</b>	<b>(10,860)</b>	<b>-100%</b>	<b>10,860</b>	<b>-</b>	<b>0%</b>	<b>-</b>
<b>Net Other Income</b>	<b>2,257,260</b>	<b>23,699</b>	<b>1%</b>	<b>2,233,561</b>	<b>(57,258)</b>	<b>-2%</b>	<b>2,314,518</b>
<b>Net Income</b>	<b>430,754</b>	<b>102,395</b>	<b>31%</b>	<b>328,359</b>	<b>(279,497)</b>	<b>-39%</b>	<b>710,251</b>



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

**Fiscal Year 2019-2020 Proposed Capital Improvement Budget**

Project #	Project Name	GL	Project Status	Date Start	Date Completed	Budget \$\$	Actual Cost	Over	Under
1920-01	Replace and Install Booster for Water Heaters	1560		12/1/2019	1/1/2020	7,500			-
1920-02	Replace and Install Amplifiers and Equalizers	1545		7/1/2019	10/1/2019	155,000			-
1920-03	Replace Directional Signs, Monitors and Accessories	1515		10/1/2019	1/1/2020	7,000			-
1920-04	Replace and Purchase 106 Units of Table Skirting	1515		2/1/2020	4/1/2020	12,000			-
1920-05	Upgrade BrightSign Cloud Base Signage	1545		10/1/2019	1/1/2020	15,000			-
1920-06	Replace 250 Arena Style Chairs and Hand Carts	1515		8/1/2019	10/1/2019	46,000			-
1920-07	Purchase and Replace Six (6) Podiums	1515		9/1/2019	10/1/2019	12,000			-
1920-08	Replace and Purchase Entrance Door Hardware	1560		1/1/2020	4/1/2020	30,000			-
1920-09	Purchase and Replace Electronic Main Monitors	1545		10/1/2019	1/1/2020	15,000			-
1920-10	Update and Replace Existing 110v Wall and Floor Outlets	1510		9/1/2019	10/1/2019	16,500			-
1920-11	Purchase and Replace Mobile Staging and Railings	1515		8/1/2019	10/1/2019	45,000			-
1920-12	Replace Wallpaper with Wall Texture in all Lobby Areas	1560		8/1/2019	10/1/2019	52,000			-
1920-13	Upgrade and Install Firewall and Protection to Servers	1545		7/1/2019	10/1/2019	45,000			-
1920-14	Purchase and Replace Carpet Extractor Machine	1550		7/1/2019	10/1/2019	7,500			-
						465,500	-	-	-



**South San Francisco Conference Center  
Fiscal Year 2019-2020 Proposed Budget**

**Proposed Fiscal Year 2019-2020 Salary**

<b>Executive Director</b>	<b>174,222</b>
<b>Director of Facility Operations</b>	<b>120,716</b>
<b>Chief Financial Officer</b>	<b>128,750</b>
<b>Director of Sales</b>	<b>108,150</b>
<b>Facility Services Manager</b>	<b>92,700</b>
<b>Event Manager</b>	<b>81,113</b>
<b>Sales Manager</b>	<b>70,298</b>
<b>Meetings Manager</b>	<b>69,293</b>
<b>Facility Services Coordinator</b>	<b>66,950</b>
<b>Sales &amp; Administrative Services Assistant</b>	<b>55,702</b>
<b>TOTAL:</b>	<b>967,894</b>