



**SOUTH SAN FRANCISCO
CONFERENCE CENTER**

**South San Francisco
Conference Center Authority**

Fiscal Year 2020-2021 Budget

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

**By the
South San Francisco Conference Center
Authority Board**

June 24, 2020





South San Francisco Conference Center Fiscal Year 2020-2021 Proposed Budget

Fiscal Year 2020-2021 Proposed Budget Summary

Revenue Projections - All Sources					
Revenue Center	FY 20-21 Proposed Budget		FY 19-20 Year End		FY 19-20 Approved Budget
Conference Center Operations	\$	1,873,280	\$	1,451,400	\$ 2,349,878
Conference Center Tax	\$	1,761,583	\$	1,621,054	\$ 2,191,060
Interest Income	\$	63,400	\$	116,902	\$ 66,200
Total	\$	3,698,263	\$	3,189,355	\$ 4,607,138

Expenditure Projections - All Sources					
Revenue Center	FY 20-21 Proposed Budget		FY 19-20 Year End		FY 19-20 Approved Budget
Conference Center Operations	\$	2,829,656	\$	2,700,970	\$ 3,086,396
Debt Service	\$	-	\$	-	\$ -
Property Leases/Taxes	\$	512,800	\$	507,055	\$ 507,900
Total	\$	3,342,456	\$	3,208,024	\$ 3,594,296

Income Projections - All Sources					
Revenue Center	FY 20-21 Proposed Budget		FY 19-20 Year End		FY 19-20 Approved Budget
Gross Operating Profit	\$	355,807	\$	(18,669)	\$ 1,012,843
Depreciation	\$	611,370	\$	572,962	\$ 582,089
Net Income	\$	(255,563)	\$	(591,631)	\$ 430,754

Unrestricted Fund Balance	
Ending Unrestricted Fund Balance as of 6/30/2019	\$ 4,093,496
FY19-20 Deposit / (Withdrawal)	\$ (370,000)
FY19-20 Interest Income	\$ 108,502
Projected Ending Unrestricted Fund Balance as of 6/30/2020	\$ 3,831,998
FY20-21 Deposit	\$ 50,000
FY20-21 Interest Income	\$ 60,000
Projected Ending Unrestricted Fund Balance as of 6/30/2021	\$ 3,881,998



**South San Francisco Conference Center
Fiscal Year 2020-2021 Proposed Budget**

Year-Over-Year Expenditure

	FY 20-21	FY 19-20	FY 19-20
	Proposed Budget	Year End	Approved Budget
Administrative & General			
Bank Charges / Credit Card Fees	90,000	64,918	110,000
Client Services Expenses	19,160	17,657	35,800
Debt Services	-	-	-
General Insurance	44,040	42,905	38,191
Office Expenses	14,228	16,066	24,430
Printing & Stationary	650	3,168	1,200
Property/Taxes/Leases	512,800	507,055	507,900
Salaries & Benefits	1,487,300	1,415,702	1,418,774
Other Administrative & General	750	-	-
Sub-Total:	2,168,928	2,067,471	2,136,295
OPS/Maintenance Services & Supplies			
Other Operation	400		
Communications	167,548	155,993	162,856
Custodial Services	172,864	139,274	193,800
Event Labor	144,190	129,407	145,120
General Maintenance Supplies	-	10,433	33,400
HVAC Services	23,310	14,696	31,420
Kitchen Services	12,600	6,553	16,900
Landscaping	4,600	6,150	15,400
Maintenance Services & Repairs	32,042	28,123	44,440
Safety & Security	17,892	10,843	13,145
Security	149,400	138,880	194,232
Utilities	125,847	95,196	128,600
Sub-Total:	850,693	735,546	979,313
Sales & Marketing Services			
Client Entertainment	5,600	11,922	20,000
Client Gifts	10,000	8,510	10,000
Dues/Memberships	3,500	3,760	3,500
Group Incentive Rentals	12,000	8,765	5,000
Industry Event Registration	3,100	1,819	5,000
Marketing	126,205	189,987	232,588
Public Relations	16,350	24,737	30,000
Tradeshows	25,952	12,594	23,000
Travel Expenses	14,600	20,113	37,900
Sub-Total:	217,307	282,207	366,988
Professional Services & Software Mgmt			
Professional Services	93,358	104,452	97,000
Software/Systems Management	12,170	18,348	14,700
Sub-Total:	105,528	122,800	111,700
Depreciation & Others			
Depreciation	611,370	572,962	582,089
Other Interest and Trustee Admin Fees			
Sub-Total:	611,370	572,962	582,089
TOTAL	3,953,826	3,780,986	4,176,385



**South San Francisco Conference Center
Fiscal Year 2020-2021 Proposed Budget**

<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
		\$ Change	% Change		\$ Change	% Change	
Income							
4100 · Rental Income	1,040,000	179,039	21%	860,961	(185,000)	-15%	1,225,000
4200 · Event Services	-	-	0%	-	-	0%	-
4220 · Equipment Rental	209,000	10,959	6%	198,041	35,781	21%	173,219
4230 · Event Security	24,240	(2,471)	-9%	26,711	8,532	54%	15,708
4235 · Other Event Services	5,760	(1,622)	-22%	7,382	(5,313)	-48%	11,073
4200 · Event Services - Other	-	-	0%	-	-	0%	-
Total 4200 · Event Services	239,000	6,867	3%	232,133	39,000	20%	200,000
4300 · Audio Visual Rev	-	-	0%	-	-	0%	-
4310 · Audio Visual Rental	254,370	138,763	120%	115,607	(21,214)	-8%	275,584
4315 · AV Service Charge	55,961	26,763	92%	29,198	(4,668)	-8%	60,629
4320 · A/V Labor Revenue	38,155	15,035	65%	23,120	(71,218)	-65%	109,373
Total 4300 · Audio Visual Rev	348,486	180,560	108%	167,926	(97,100)	-22%	445,586
4400 · Food & Beverage Rev	-	-	0%	-	-	0%	-
4410 · Food & Beverage Collection	1,470,000	540,503	58%	929,497	(909,898)	-38%	2,379,898
4415 · Food & Beverage Service Charge	323,400	118,911	58%	204,489	(200,177)	-38%	523,577
4420 · Food & Beverage Labor Fee	28,004	(706)	-2%	28,710	(16,901)	-38%	44,905
4425 · Food & Beverage Cash Bar	13,234	(8,774)	-40%	22,008	(11,755)	-47%	24,989
Total 4400 · Food & Beverage Rev	1,834,638	649,933	55%	1,184,705	(1,138,731)	-38%	2,973,369
Total Income	3,462,124	1,015,587	42%	2,446,537	(1,381,831)	-29%	4,843,955
Cost of Goods Sold	-	-	0%	-	-	0%	-
4150 · Room Rental COGS	8,500	3,265	62%	5,235	(1,700)	-17%	10,200
4250 · Event Services COGS	-	-	0%	-	-	0%	-
4250.20 · Cost of Equipment Rental	800	800	0%	-	-	-	-
4250.30 · Cost of Event Security	20,847	2,195	12%	18,652	7,307	54%	13,540
4250.35 · Cost of Other Event Service	4,667	(6,286)	-57%	10,953	(4,299)	-48%	8,966
4250 · Event Services COGS - Other	-	-	0%	-	-	0%	-
Total 4250 · Event Services COGS	26,314	(3,291)	-11%	29,605	(6,392)	-20%	32,706
4350 · Audio & Visual COGS	-	-	0%	-	-	0%	-
4350.10 · Cost of A/V Rental	152,621	83,257	120%	69,365	(12,730)	-8%	165,351
4350.15 · Cost of A/V Service Charge	41,971	20,072	92%	21,899	(3,500)	-8%	45,471
4350.20 · Cost of A/V Labor	38,155	15,035	65%	23,120	(71,218)	-65%	109,373
Total 4350 · Audio & Visual COGS	232,747	118,364	103%	114,383	(87,448)	-27%	320,195
4450 · Food & Beverage COGS	-	-	0%	-	-	0%	-
4450.10 · Cost of Food & Beverage	1,025,326	377,002	58%	648,324	(634,653)	-38%	1,659,979
4450.15 · Cost of Food & Beverage Service Char	258,720	105,191	69%	153,529	(160,142)	-38%	418,862
4450.20 · Cost of Labor F&B	28,004	(706)	-2%	28,710	(16,901)	-38%	44,905
4450.25 · Cost of Labor F&B Cash Bar	9,233	(6,118)	-40%	15,351	(8,197)	-47%	17,430
Total 4450 · Food & Beverage COGS	1,321,283	475,369	56%	845,914	(819,893)	-38%	2,141,176
Total COGS	1,588,844	593,707	60%	995,137	(905,232)	-36%	2,494,076
Gross Profit	1,873,280	421,880	29%	1,451,400	(476,598)	-20%	2,349,878



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<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
Expense		\$ Change	% Change		\$ Change	% Change	
	-	-	0%	-	-	0%	-
5010 · Salaries/Benefits	-	-	0%	-	-	0%	-
5011 · Regular Salaries	987,840	77,071	8%	910,769	9,302	1%	978,538
5012 · Vacation Pay	52,440	1,595	3%	50,845	27,975	114%	24,465
5013 · PTO Pay	7,600	(5,747)	-43%	13,347	(4,400)	-37%	12,000
5014 · Sick Pay	24,000	(3,014)	-11%	27,014	6,000	33%	18,000
5015 · Payroll Taxes	75,600	1,480	2%	74,120	742	1%	74,858
5016 · Social Security Taxes	-	-	0%	-	-	0%	-
5017 · Retirement Benefits	84,000	438	1%	83,562	824	1%	83,176
5019 · Workers Comp. Insurance	11,760	1,485	14%	10,275	(11,240)	-49%	23,000
5020 · Health Benefits	203,160	(408)	0%	203,568	18,718	10%	184,442
5021 · Retiree's Health Benefits	21,000	(1,751)	-8%	22,751	7,285	53%	13,715
5022 · Administrative Leave	-	-	0%	-	-	0%	-
5025 · Other Benefit	16,200	230	1%	15,970	16,020	8900%	180
5026 · Payroll Services	3,700	368	11%	3,332	(2,100)	-36%	5,800
5027 · Recruitment	-	(150)	-100%	150	(600)	-100%	600
Total 5010 · Salaries/Benefits	1,487,300	71,598	5%	1,415,702	68,526	5%	1,418,774
5030 · General Insurance	-	-	0%	-	-	0%	-
5031 · Property Insurance	18,840	569	3%	18,271	21	0%	18,819
5032 · Liability Insurance	25,200	566	2%	24,634	5,828	30%	19,372
Total 5030 · General Insurance	44,040	1,135	3%	42,905	5,849	15%	38,191
5040 · Bank Charges/Bad Debit	-	-	0%	-	-	0%	-
5041 · Bank Charges	-	(9)	-100%	9	-	0%	-
5042 · Credit Card Fee	90,000	25,091	39%	64,909	(20,000)	-18%	110,000
5043 · Bad Debt	-	-	0%	-	-	0%	-
Total 5040 · Bank Charges/Bad Debit	90,000	25,082	39%	64,918	(20,000)	-18%	110,000
5050 · Property/Taxes/Leases	-	-	0%	-	-	0%	-
5051 · Property Lease	420,000	-	0%	420,000	-	0%	420,000
5052 · Parking Lot Lease	52,800	900	2%	51,900	900	2%	51,900
5053 · Property Taxes	32,000	4	0%	31,996	-	0%	32,000
5054 · Possessory Tax	8,000	4,842	153%	3,158	4,000	100%	4,000
Total 5050 · Property/Taxes/Leases	512,800	5,745	1%	507,055	4,900	1%	507,900
5060 · Debt Service	-	-	0%	-	-	0%	-
5061 · Debt Service Payment	-	-	0%	-	-	0%	-
5062 · Debt Service Offset	-	-	0%	-	-	0%	-
Total 5060 · Debt Service	-	-	0%	-	-	0%	-



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		\$ Change	% Change		\$ Change	% Change	
5070 · Office Expenses	-	-	0%	-	-	0%	-
5071 · Equipment Purchase	800	(315)	-28%	1,115	(750)	-48%	1,550
5072 · Furniture Purchase	600	(142)	-19%	742	(5,400)	-90%	6,000
5073 · Computers, Electronics & IT	1,800	(2,551)	-59%	4,351	(1,200)	-40%	3,000
5074 · Business Center PCs & Printer	-	-	0%	-	(600)	-100%	600
5075 · Office Supplies	1,800	136	8%	1,664	(1,200)	-40%	3,000
5076 · Copier	-	-	0%	-	-	0%	-
5076.1 · Lease	5,520	98	2%	5,423	720	15%	4,800
5076.2 · Copier Usage	180	20	13%	160	-	0%	180
5076.3 · Supplies	200	40	25%	160	-	0%	200
5076.4 · Other Copier Expense	400	400	0%	-	(1,280)	-76%	1,680
Total 5076 · Copier	6,300	558	10%	5,743	(560)	-8%	6,860
5077 · Postage	-	-	0%	-	-	0%	-
5077.1 · Postage Machine	360	37	12%	323	-	0%	360
5077.2 · Postage Usage	1,000	642	179%	358	(200)	-17%	1,200
5077.3 · UPS	1,488	240	19%	1,248	168	13%	1,320
5077.4 · FedEx	80	80	0%	-	(100)	-56%	180
5077.5 · Other Postage Expense	-	(207)	-100%	207	-	0%	-
Total 5077 · Postage	2,928	793	37%	2,135	(132)	-4%	3,060
5078 · Other Office Expense	-	(317)	-100%	317	(360)	-100%	360
Total 5070 · Office Expenses	14,228	(1,838)	-11%	16,066	(10,202)	-42%	24,430
5079 · Printing & Stationary	650	(2,518)	-79%	3,168	(550)	-46%	1,200
5080 · Client Services Expenses	-	-	0%	-	-	0%	-
5081 · Transportation Service	5,760	433	8%	5,327	(1,240)	-18%	7,000
5082 · Linen	6,800	1,969	41%	4,831	(2,800)	-29%	9,600
5083 · Guest Water Service	3,600	(3,176)	-47%	6,776	(8,400)	-70%	12,000
5084 · Expenses to Client	-	-	0%	-	(600)	-100%	600
5085 · Pens/Pads/Candy	3,000	2,301	329%	699	(2,400)	-44%	5,400
5086 · Other Clients Services	-	(25)	-100%	25	(1,200)	-100%	1,200
Total 5080 · Client Services Expenses	19,160	1,503	9%	17,657	(16,640)	-46%	35,800
5123 · Employee Relation	750	750	0%				
6123 · Employee Relation	400	400	0%				
6210 · Custodial Services	-	-	0%	-	-	0%	-
6211 · Regular Custodial Hours	147,764	38,252	35%	109,512	(17,836)	-11%	165,600
6212 · Other Custodial Services	4,500	(1,124)	-20%	5,624	(5,500)	-55%	10,000
6213 · Custodial Supplies	20,000	2,497	14%	17,503	3,000	18%	17,000
6214 · Custodial Equipment	600	(6,035)	-91%	6,635	(600)	-50%	1,200
Total 6210 · Custodial Services	172,864	33,590	24%	139,274	(20,936)	-11%	193,800
6220 · Landscaping	-	-	0%	-	-	0%	-
6221 · Landscaping Exterior Service	2,400	(525)	-18%	2,925	(1,800)	-43%	4,200
6222 · Landscaping Interior Service	-	(2,925)	-100%	2,925	(4,200)	-100%	4,200
6223 · Landscaping Tools	400	200	100%	200	(600)	-60%	1,000
6224 · Landscaping Supplies & Other	1,800	1,700	1700%	100	(4,200)	-70%	6,000
Total 6220 · Landscaping	4,600	(1,550)	-25%	6,150	(10,800)	-70%	15,400



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<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
		\$ Change	% Change		\$ Change	% Change	
6230 · Safety & Security	-	-	0%	-	-	0%	-
6231 · Alarm Monitoring	2,052	(380)	-16%	2,432	107	6%	1,945
6232 · Fire System Test & Inspection	4,140	2,591	167%	1,549	1,640	66%	2,500
6233 · SSFFD Inspections	1,200	700	140%	500	(300)	-20%	1,500
6234 · First Aid Kit PM Service	1,500	892	147%	608	-	0%	1,500
6235 · Fire Extinguisher PM Service	-	(500)	-100%	500	(1,500)	-100%	1,500
6236 · Emergency Training	-	(1,210)	-100%	1,210	(1,200)	-100%	1,200
6237 · Other Safety Service	-	-	0%	-	(1,000)	-100%	1,000
6238 · Other Safety Eqt. & Supplies	9,000	4,957	123%	4,043	7,000	350%	2,000
Total 6230 · Safety & Security	17,892	7,049	65%	10,843	4,747	36%	13,145
6240 · Security	-	-	0%	-	-	0%	-
6241 · Security Regular Hours	149,400	10,988	8%	138,412	(38,632)	-21%	188,032
6242 · Security for Events	-	(468)	-100%	468	(1,800)	-100%	1,800
6243 · Police	-	-	0%	-	(4,400)	-100%	4,400
Total 6240 · Security	149,400	10,520	8%	138,880	(44,832)	-23%	194,232
6250 · Event Labor	-	-	0%	-	-	0%	-
6251 · Setup/Teardown Service	96,670	13,583	16%	83,087	(2,130)	-2%	98,800
6252 · Other Event Labor	47,520	1,200	3%	46,320	1,200	3%	46,320
Total 6250 · Event Labor	144,190	14,783	11%	129,407	(930)	-1%	145,120
6260 · HVAC	-	-	0%	-	-	0%	-
6261 · HVAC PM Service	12,270	5,070	70%	7,200	(2,450)	-17%	14,720
6262 · HVAC Repair Service	6,000	3,805	173%	2,195	(1,000)	-14%	7,000
6263 · HVAC Filters	5,040	(261)	-5%	5,301	(660)	-12%	5,700
6264 · HVAC Other Supplies	-	-	0%	-	(4,000)	-100%	4,000
Total 6260 · HVAC	23,310	8,614	59%	14,696	(8,110)	-26%	31,420
6270 · Kitchen	-	-	0%	-	-	0%	-
6271 · Kitchen PM Service	1,600	567	55%	1,033	-	0%	1,600
6272 · Kitchen Eqt. Service	1,200	(220)	-15%	1,420	(300)	-20%	1,500
6273 · Kitchen Refrigeration PM	2,800	700	33%	2,100	-	0%	2,800
6274 · Kitchen Refrigeration Service	3,500	3,208	1099%	292	-	0%	3,500
6275 · Kitchen Grease Trap	2,000	600	43%	1,400	-	0%	2,000
6276 · Equipment Purchase	-	-	0%	-	(1,500)	-100%	1,500
6277 · Kitchen Purchases	1,500	1,488	12390%	12	-	0%	1,500
6278 · Kitchen Other	-	(296)	-100%	296	(2,500)	-100%	2,500
Total 6270 · Kitchen	12,600	6,047	92%	6,553	(4,300)	-25%	16,900
6280 · Communications	-	-	0%	-	-	0%	-
6281 · IP Phone System Management	6,552	(16)	0%	6,568	(648)	-9%	7,200
6282 · Wireless Cell Phones	11,160	1,109	11%	10,051	1,560	16%	9,600
6283 · ADA Pay Phone	-	-	0%	-	-	0%	-
6284 · Main Telephone Line	-	-	0%	-	-	0%	-
6285 · Comcast Office Line	-	(1,461)	-100%	1,461	(2,916)	-100%	2,916
6286 · Comcast Client Line	1,440	(1,603)	-53%	3,043	(3,120)	-68%	4,560
6287 · Fiber Optic Line 1	34,080	2,424	8%	31,656	2,640	8%	31,440
6288 · Fiber Optic Line 2	34,080	2,424	8%	31,656	2,640	8%	31,440
6289 · Other Communications	7,996	6,212	348%	1,784	6,496	433%	1,500



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<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
		\$ Change	% Change		\$ Change	% Change	
6290 · WiLine Fiber Optic	34,800	2,996	9%	31,804	600	2%	34,200
6291 · IT Services	37,440	(529)	-1%	37,969	(2,560)	-6%	40,000
Total 6280 · Communications	167,548	11,555	7%	155,993	4,692	3%	162,856
6300 · Maintenance Services & Repairs	-	-	0%	-	-	0%	-
6310 · Airwall Maintenance	3,500	2,900	483%	600	(3,700)	-51%	7,200
6311 · Pest Control	3,900	1,110	40%	2,790	-	0%	3,900
6312 · General Electrical	2,400	1,270	112%	1,130	(100)	-4%	2,500
6313 · General Plumbing	2,700	(107)	-4%	2,807	(300)	-10%	3,000
6314 · Painting and Wall Repair	3,050	2,672	707%	378	(550)	-15%	3,600
6315 · Carpet & Flooring	600	392	188%	208	(1,900)	-76%	2,500
6316 · Asphalt and Masonry	900	775	620%	125	(600)	-40%	1,500
6317 · General Carpentry	300	275	1100%	25	-	0%	300
6318 · Welding & Sheet Metal	1,200	992	477%	208	(1,300)	-52%	2,500
6319 · Kitchen Hydro-Jet	3,500	3,208	1099%	292	-	0%	3,500
6320 · E-Waste Disposal	700	642	1107%	58	-	0%	700
6321 · Other Interior Service	1,200	(369)	-24%	1,569	(800)	-40%	2,000
6322 · Other Exterior Service	1,392	(7,532)	-84%	8,924	(2,108)	-60%	3,500
6323 · Decorations	400	(6,756)	-94%	7,156	(6,140)	-94%	6,540
6324 · Parking & Towing	600	600	0%	-	(600)	-50%	1,200
Total 6300 · Maintenance Services & Repairs	32,042	3,919	14%	28,123	(12,398)	-28%	44,440
6330 · General Maintenance Supplies	-	-	0%	-	-	0%	-
6331 · General Electrical	-	-	0%	-	(2,000)	-100%	2,000
6332 · Electronics	-	(1,116)	-100%	1,116	(3,000)	-100%	3,000
6333 · Lighting & Batteries	-	(5,777)	-100%	5,777	(9,000)	-100%	9,000
6334 · General Plumbing	-	(300)	-100%	300	(2,500)	-100%	2,500
6335 · Painting and Wall Repair	-	-	0%	-	(2,500)	-100%	2,500
6336 · Carpet & Flooring	-	-	0%	-	(1,200)	-100%	1,200
6337 · Asphalt and Masonry	-	-	0%	-	(800)	-100%	800
6338 · General Carpentry	-	-	0%	-	(600)	-100%	600
6339 · Welding & Sheet Metal	-	-	0%	-	(800)	-100%	800
6340 · Furniture Repair	-	-	0%	-	(1,500)	-100%	1,500
6341 · Other Interior Maintenance	-	-	0%	-	(2,000)	-100%	2,000
6342 · Other Exterior Maintenance	-	-	0%	-	(2,000)	-100%	2,000
6343 · Tools	-	(1,152)	-100%	1,152	(3,000)	-100%	3,000
6344 · Workwear	-	(2,088)	-100%	2,088	(2,500)	-100%	2,500
Total 6330 · General Maintenance Supplies	-	(10,433)	-100%	10,433	(33,400)	-100%	33,400
6350 · Utilities	-	-	0%	-	-	0%	-
6351 · PG&E Electricity	80,247	17,822	29%	62,425	(4,753)	-6%	85,000
6352 · PG&E Gas	18,000	10,557	142%	7,443	-	0%	18,000
6353 · CalWater	27,600	2,272	9%	25,328	2,600	10%	25,000
6354 · Other Utilities	-	-	0%	-	(600)	-100%	600
Total 6350 · Utilities	125,847	30,651	32%	95,196	(2,753)	-2%	128,600



**South San Francisco Conference Center
Fiscal Year 2020-2021 Proposed Budget**

<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
		\$ Change	% Change		\$ Change	% Change	
7100 · Marketing	-	-	0%	-	-	0%	-
7111 · Creative/Brochure Production	-	(1,198)	-100%	1,198	(7,000)	-100%	7,000
7112 · Website	28,512	(4,112)	-13%	32,624	14,512	104%	14,000
7113 · Media Planning/Buying	92,089	(50,804)	-36%	142,893	(107,499)	-54%	199,588
7114 · Printing	600	13	2%	587	(400)	-40%	1,000
7115 · Other Marketing	5,004	(7,681)	-61%	12,685	(5,996)	-55%	11,000
Total 7100 · Marketing	126,205	(63,782)	-34%	189,987	(106,383)	-46%	232,588
7120 · Public Relations	-	-	0%	-	-	0%	-
7121 · Authority Board	9,000	2,515	39%	6,485	-	0%	9,000
7122 · Community	5,650	(249)	-4%	5,899	650	13%	5,000
7123 · Employee Relations	300	(6,186)	-95%	6,486	(9,700)	-97%	10,000
7124 · Other Public Relations	-	-	0%	-	-	0%	-
7124.1 · Next 25	-	-	0%	-	-	0%	-
7124 · Other Public Relations - Other	-	-	0%	-	-	0%	-
Total 7124 · Other Public Relations	-	-	0%	-	-	0%	-
7125 · Meeting	1,400	(4,467)	-76%	5,867	(4,600)	-77%	6,000
Total 7120 · Public Relations	16,350	(8,387)	-34%	24,737	(13,650)	-46%	30,000
7130 · Client Entertainment	5,600	(6,322)	-53%	11,922	(14,400)	-72%	20,000
7140 · Client Gifts	10,000	1,490	18%	8,510	-	0%	10,000
7150 · Tradeshows	-	-	0%	-	-	0%	-
7151 · Booth Rental/Registration	21,950	21,950	0%	-	4,450	25%	17,500
7152 · Shipping	334	(113)	-25%	447	(166)	-33%	500
7153 · Equipment	3,000	710	31%	2,290	(1,000)	-25%	4,000
7154 · Decorations	668	276	71%	392	(332)	-33%	1,000
7155 · Registration Inactive	-	(9,465)	-100%	9,465	-	0%	-
Total 7150 · Tradeshows	25,952	13,358	106%	12,594	2,952	13%	23,000
7160 · Industry Event Registration	3,100	1,281	70%	1,819	(1,900)	-38%	5,000
7170 · Travel Expense	-	-	0%	-	-	0%	-
7171 · Airfare	2,550	(978)	-28%	3,528	(5,700)	-69%	8,250
7172 · Lodging	7,450	(3,171)	-30%	10,621	(11,450)	-61%	18,900
7173 · Meals	2,000	316	19%	1,684	(2,150)	-52%	4,150
7174 · Transportation	1,850	(2,029)	-52%	3,879	(3,250)	-64%	5,100
7175 · Other Travel Expense	750	349	87%	401	(750)	-50%	1,500
7170 · Travel Expense - Other	-	-	0%	-	-	0%	-
Total 7170 · Travel Expense	14,600	(5,513)	-27%	20,113	(23,300)	-61%	37,900
7180 · Dues & Membership	3,500	(260)	-7%	3,760	-	0%	3,500
7190 · Group Rental Incentive	-	-	0%	-	-	0%	-
7191 · Room Rental/Equip	-	-	0%	-	(1,000)	-100%	1,000
7192 · Other Group Rental Incentive	12,000	3,235	37%	8,765	8,000	200%	4,000
7190 · Group Rental Incentive - Other	-	(8,765)	-100%	8,765	-	0%	-
Total 7190 · Group Rental Incentive	12,000	3,235	37%	8,765	7,000	140%	5,000



**South San Francisco Conference Center
Fiscal Year 2020-2021 Proposed Budget**

<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
		\$ Change	% Change		\$ Change	% Change	
8100 · Professional Services	-	-	0%	-	-	0%	-
8111 · Legal	25,000	1,481	6%	23,519	-	0%	25,000
8112 · Staff Training & Education	-	(748)	-100%	748	(6,000)	-100%	6,000
8113 · Marketing/Other	-	(35,322)	-100%	35,322	(35,000)	-100%	35,000
8114 · Payroll Services	-	-	0%	-	-	0%	-
8115 · Audit Services	19,600	-	0%	19,600	100	1%	19,500
8116 · City Finance Services	10,008	8	0%	10,000	8	0%	10,000
8117 · Expansion Study	-	-	0%	-	-	0%	-
8118 · IT Services	-	-	0%	-	-	0%	-
8119 · Decorations	-	-	0%	-	-	0%	-
8120 · Network/WiFi	-	-	0%	-	-	0%	-
8121 · Recruitment	-	-	0%	-	-	0%	-
8122 · Parking & Towing	-	-	0%	-	-	0%	-
8129 · Other Professional Services	38,750	23,487	154%	15,263	37,250	2483%	1,500
Total 8100 · Professional Services	93,358	(11,094)	-11%	104,452	(3,642)	-4%	97,000
8130 · Software/Systems Management	12,170	(6,178)	-34%	18,348	(2,530)	-17%	14,700
Total Expense	3,342,456	134,432	4%	3,208,024	(251,840)	-7%	3,594,296
Depreciation & Others							
9000 · Migration Adjustment	-	-	0%	-	-	0%	-
9500 · Depreciation Expenses	-	-	0%	-	-	0%	-
9501 · Depr - Building	305,292	5	0%	305,287	5	0%	305,287
9510 · Depr - Building Improvement	145,944	(1,638)	-1%	147,582	(2,808)	-2%	148,752
9515 · Depr - Furniture & Fixture	52,476	4,619	10%	47,857	(538)	-1%	53,014
9520 · Depr - Food Service Equipment	12,684	(251)	-2%	12,935	(251)	-2%	12,935
9525 · Depr - Kitchen Table/ Flatware	5,328	2	0%	5,326	2	0%	5,326
9530 · Depr - Office Equipment	3,048	3	0%	3,045	3	0%	3,045
9540 · Depr - PC/ Tablet/ Mobile	4,656	11	0%	4,645	11	0%	4,645
9545 · Depr - Telecommunication	60,942	29,930	97%	31,012	22,170	57%	38,772
9550 · Depr - Maintenance Equipment	4,368	4,368	0%	-	3,243	288%	1,125
9555 · Depr - Machinery & Vehicles	1,680	11	1%	1,669	11	1%	1,669
9560 · Depr - Improvement of Site	14,952	2,513	20%	12,440	7,434	99%	7,518
Total 9500 · Depreciation Expenses	611,370	38,408	7%	572,962	29,281	5%	582,089



**South San Francisco Conference Center
Fiscal Year 2020-2021 Proposed Budget**

<u>Year-Over-Year Details</u>	FY20-21 Budget	FY 20-21 Budget vs 19-20 Forecast		FY19-20 Forecast	FY 20-21 Budget vs 19-20 Budget		FY19-20 Budget
		\$ Change	% Change		\$ Change	% Change	
Net Ordinary Income	(2,080,546)	249,040	-11%	(2,329,586)	(254,040)	14%	(1,826,506)
Other Income/Expense	-	-	0%	-	-	0%	-
Other Income	-	-	0%	-	-	0%	-
9110 · Conference Center Tax	1,761,583	140,529	9%	1,621,054	(429,477)	-20%	2,191,060
9115 · Conference Ctr Tax Collection	-	-	0%	-	-	0%	-
9120 · Interest Revenue	-	-	0%	-	-	0%	-
9121 · Interest from Operating Account	-	-	0%	-	-	0%	-
9122 · Interest from LAIF	60,000	(48,502)	-45%	108,502	(2,000)	-3%	62,000
9123 · Interest from Trustee account	-	-	0%	-	-	0%	-
Total 9120 · Interest Revenue	60,000	(48,502)	-45%	108,502	60,000	0%	-
9125 · Other Income	-	(456)	-100%	456	-	0%	-
9130 · Credit Card Discount & Rebate	3,400	(4,544)	-57%	7,944	(800)	-19%	4,200
Total Other Income	1,824,983	87,028	5%	1,737,955	(432,277)	-19%	2,257,260
Other Expense	-	-	0%	-	-	0%	-
9230 · Interest Expenses	-	-	0%	-	-	0%	-
9240 · Trustee Admin Fees	-	-	0%	-	-	0%	-
Total Other Expense	-	-	0%	-	-	0%	-
Net Other Income	1,824,983	87,028	5%	1,737,955	(432,277)	-19%	2,257,260
Net Income	(255,563)	336,068	-57%	(591,631)	(686,317)	-159%	430,754



South San Francisco Conference Center
Fiscal Year 2020-2021 Proposed Budget

Fiscal Year 2020-2021 Proposed Capital Improvement Budget

FY 2020-2021

Project #	Project Name	Year	GL	Project Status	Date Start	Date Completed	Budget \$\$	Actual Cost	Over	Under
2021-01	Replace and Install New PTZ Cameras/37	3	1545 - Telecommunications		1/1/2021	TBD	\$6,000.00	\$ -	\$ -	\$ -
2021-02	Replace and Install Booster Water Heater for Dishwasher	5	1560 - Improvement of Site		9/1/2020	TBD	\$7,500.00	\$ -	\$ -	\$ -
2021-03	Network Upgrade - Switches and wifi user increase	5	1545 - Telecommunications		7/1/2020	TBD	\$80,000.00	\$ -	\$ -	\$ -
2021-04	Halo Disinfection System	5	1550 - Maintenance Equipment		7/1/2020	TBD	\$14,000.00	\$ -	\$ -	\$ -
Subtotal							\$107,500.00	\$ -	\$ -	\$ -



South San Francisco Conference Center Fiscal Year 2020-2021 Proposed Budget

Proposed Fiscal Year 2020-2021 Salary

Executive Director	174,222
Director of Facility Operations	123,130
Chief Financial Officer	131,325
Director of Sales	110,313
Facility Services Manager	94,554
Event Manager	85,000
Sales Manager	71,704
Meetings Manager	70,679
Facility Services Coordinator	70,000
Sales & Administrative Services Assistant	56,868
TOTAL:	987,795