South San Francisco Conference Center
Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Proposed Budget Summary

Revenue Projections - All Sources

Revenue Center	FY 25-26 Proposed Budget	FY 24-25 Year End	FY 24-25 Approved Budget
Conference Center Operations	$ 3,456,290	$ 3,256,169	$ 3,422,588
Conference Center Tax	$ 1,995,923	$ 1,984,492	$ 1,995,007
Interest Income & Other	$ 106,600	$ 171,743	$ 106,600
Total	**$ 5,558,813**	**$ 5,412,404**	**$ 5,524,195**

Expenditure Projections - All Sources

Revenue Center	FY 25-26 Proposed Budget	FY 24-25 Year End	FY 24-25 Approved Budget
Conference Center Operations	$ 2,937,935	$ 2,718,231	$ 2,819,444
Property Leases/Taxes	$ 543,250	$ 526,230	$ 521,800
Conference Center Other Non-Operations	$ 63,508	$ 57,548	$ 59,008
Total	**$ 3,544,693**	**$ 3,302,009**	**$ 3,400,252**

Income Projections - All Sources

Revenue Center	FY 25-26 Proposed Budget	FY 24-25 Year End	FY 24-25 Approved Budget
Gross Profit	**$ 377,282**	**$ 581,411**	**$ 416,896**
Depreciation	$ 251,467	$ 240,410	$ 329,077
Net Income	**$ 125,815**	**$ 341,001**	**$ 87,819**

Unrestricted Fund Balance

Ending Unrestricted Fund Balance as of 6/30/2024	**$ 3,997,654**
FY24-25 Deposit / (Withdrawal)	$ 250,000
FY24-25 Interest Income	$ 148,733
Projected Ending Unrestricted Fund Balance as of 6/30/2025	**$ 4,396,387**
FY25-26 Deposit / (Withdrawal)	$ 250,000
FY25-26 Interest Income	$ 100,000
Projected Ending Unrestricted Fund Balance as of 6/30/2026	**$ 4,646,387**

South San Francisco Conference Center
Fiscal Year 2025-2026 Proposed Budget

Year-Over-Year Expenditure

	FY 25-26 Proposed Budget	FY 24-25 Year End	FY 24-25 Approved Budget
Administrative & General			
Salaries & Benefits	1,607,365	1,518,941	1,557,911
General Insurance	41,400	40,659	41,400
Bank Charges / Credit Card Fees	85,040	75,680	93,461
Property/Taxes/Leases	543,250	526,230	521,800
Debt Services	-	-	-
Office Expenses	13,980	12,817	14,080
Other Administrative & General	43,700	37,372	37,370
Sub-Total:	**2,334,735**	**2,211,699**	**2,266,022**
OPS/Maintenance Services & Supplies			
Custodial Services	113,454	94,665	109,010
Event Labor	172,409	153,484	164,554
Landscaping	12,200	10,375	11,000
Security Labor	6,000	2,766	6,000
Safety & Security	26,170	20,415	17,544
HVAC Services	25,800	16,448	25,800
Kitchen Services	19,000	20,617	20,800
Maintenance Services & Equipments	40,900	58,711	40,900
IT & Communications	197,964	179,576	182,874
Utilities	205,508	181,624	189,191
Client Services Expenses	23,288	24,822	20,973
Other Operation	20,400	6,960	3,600
Sub-Total:	**863,093**	**770,464**	**792,246**
Sales & Marketing Services			
Marketing	161,503	149,818	154,602
Client Entertainment	44,500	34,724	51,400
Client Gifts	4,300	18,765	4,900
Tradeshows	17,800	14,419	21,200
Industry Event Registration	5,400	1,517	5,400
Dues/Memberships	8,844	8,778	4,054
Group Incentive Rentals	2,000	2,500	4,000
Travel Expenses	29,010	19,435	24,900
Other Sales & Marketing	10,000	12,341	12,520
Sub-Total:	**283,357**	**262,298**	**282,976**
Professional Services			
Legal	26,400	21,970	26,400
Staff Training & Education	9,000	4,513	5,000
Audit Service	18,000	17,000	17,500
City Finance Service	10,008	10,003	10,008
Other Professional Services	100	4,062	100
Sub-Total:	**63,508**	**57,548**	**59,008**
Depreciation & Others			
Depreciation	**251,467**	**240,410**	**329,077**
Sub-Total:	**251,467**	**240,410**	**329,077**
TOTAL	**3,796,160**	**3,542,419**	**3,729,329**

Total without Depreciation	**3,544,693**	**3,302,009**	**3,400,252**

South San Francisco Conference Center

Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
Income													
41000 Income													
41100 Room Rental Income	70,000	145,000	100,000	100,000	75,000	70,000	70,000	90,000	85,000	85,000	100,000	95,000	1,085,000
41200 Event Services Income	-	-	-	-	-	-	-	-	-	-	-	-	-
41201 Event Services - Additional Services	17,000	22,200	26,000	26,000	12,500	9,500	2,200	15,000	12,200	9,600	14,000	10,000	176,200
41202 Event Services - Additional Services Labor Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
41203 Event Services - Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
41204 Event Services - Equipment Rental Labor	-	-	-	-	-	-	-	-	-	-	-	-	-
41205 Event Services Other	-	-	-	-	-	-	-	-	-	-	-	-	-
41211 Event Services Security	4,200	8,700	6,000	6,000	4,500	4,200	4,200	5,400	5,100	5,100	6,000	5,700	65,100
41212 Event Services Insurance	1,120	2,320	1,600	1,600	1,200	1,120	1,120	1,440	1,360	1,360	1,600	1,520	17,360
Total 41200 Event Services Income	**22,320**	**33,220**	**33,600**	**33,600**	**18,200**	**14,820**	**7,520**	**21,840**	**18,660**	**16,060**	**21,600**	**17,220**	**258,660**
41300 Audio Visual Income													-
41301 Audio Visual Equipment Rental	11,900	24,650	17,000	17,000	12,750	11,900	11,900	15,300	14,450	14,450	17,000	16,150	184,450
41302 Audio Visual Service Charge	2,975	6,163	4,250	4,250	3,188	2,975	2,975	3,825	3,613	3,613	4,250	4,038	46,115
41303 Audio Visual Labor	8,330	17,255	11,900	11,900	8,925	8,330	8,330	10,710	10,115	10,115	11,900	11,305	129,115
41304 Audio Visual Merchandise	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 41300 Audio Visual Income	**23,205**	**48,068**	**33,150**	**33,150**	**24,863**	**23,205**	**23,205**	**29,835**	**28,178**	**28,178**	**33,150**	**31,493**	**359,680**
41400 Food & Beverage Income													-
41401 Food & Beverage Charge	65,000	140,000	140,000	140,000	130,000	200,000	75,000	75,000	75,000	85,000	105,000	125,000	1,355,000
41402 Food & Beverage Service Charge	16,250	35,000	35,000	35,000	32,500	50,000	18,750	18,750	18,750	21,250	26,250	31,250	338,750
41403 Food & Beverage Labor Fee	1,300	2,800	2,800	2,800	2,600	4,000	1,500	1,500	1,500	1,700	2,100	2,500	27,100
41404 Food & Beverage Cash Bar	1,300	2,800	2,800	2,800	2,600	4,000	1,500	1,500	6,500	1,700	2,100	2,500	32,100
Total 41400 Food & Beverage Income	**83,850**	**180,600**	**180,600**	**180,600**	**167,700**	**258,000**	**96,750**	**96,750**	**101,750**	**109,650**	**135,450**	**161,250**	**1,752,950**
41500 Other Income													-
41501 Finance Charge	-	-	-	-	-	-	-	-	-	-	-	-	-
41502 Cancellation	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 41500 Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 41000 Income	**199,375**	**406,888**	**347,350**	**347,350**	**285,763**	**366,025**	**197,475**	**238,425**	**233,588**	**238,888**	**290,200**	**304,963**	**3,456,290**
Total Income	**199,375**	**406,888**	**347,350**	**347,350**	**285,763**	**366,025**	**197,475**	**238,425**	**233,588**	**238,888**	**290,200**	**304,963**	**3,456,290**
Cost of Goods Sold													
42000 Cost of Goods Sold													-
42100 COGS Room Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
42200 COGS Event Services	-	-	-	-	-	-	-	-	-	-	-	-	-
42201 COGS Event Services - Additional Services	4,250	5,550	6,500	6,500	3,125	2,375	550	3,750	3,050	2,400	3,500	2,500	44,050
42202 COGS Event Services - Additional Service Labor Fee	-	-	-	-	-	-	-	-	-	-	-	-	-
42203 COGS Event Services - Equipment Rental	-	-	-	-	-	-	-	-	-	-	-	-	-
42204 COGS Event Services - Equipment Rental Labor	-	-	-	-	-	-	-	-	-	-	-	-	-
42205 COGS Event Services Other	-	-	-	-	-	-	-	-	-	-	-	-	-
42211 COGS Event Services Security	3,990	8,265	5,700	5,700	4,275	3,990	3,990	5,130	4,845	4,845	5,700	5,415	61,845
42212 COGS Event Services Insurance	896	1,856	1,280	1,280	960	896	896	1,152	1,088	1,088	1,280	1,216	13,888
Total 42200 COGS Event Services	**9,136**	**15,671**	**13,480**	**13,480**	**8,360**	**7,261**	**5,436**	**10,032**	**8,983**	**8,333**	**10,480**	**9,131**	**119,783**
42300 COGS Audio Visual													-
42301 COGS Audio Visual Equipment Rental	7,140	14,790	10,200	10,200	7,650	7,140	7,140	9,180	8,670	8,670	10,200	9,690	110,670
42302 COGS Audio Visual Service Charge	2,678	5,547	3,825	3,825	2,869	2,678	2,678	3,443	3,252	3,252	3,825	3,634	41,506
42303 COGS Audio Visual Labor	7,497	15,530	10,710	10,710	8,033	7,497	7,497	9,639	9,104	9,104	10,710	10,175	116,206
42304 COGS Audio Visual Merchandise	0	0	0	0	0	0	0	0	0	0	0	0	-
Total 42300 COGS Audio Visual	**17,315**	**35,867**	**24,735**	**24,735**	**18,552**	**17,315**	**17,315**	**22,262**	**21,026**	**21,026**	**24,735**	**23,499**	**268,382**
42400 COGS Food & Beverage													-
42401 COGS Food & Beverage Charge	45,338	97,650	97,650	97,650	90,675	139,500	52,313	52,313	52,313	59,288	73,238	87,188	945,116
42402 COGS Food & Beverage Service Charge	12,188	26,250	26,250	26,250	24,375	37,500	14,063	14,063	14,063	15,938	19,688	23,438	254,066
42403 COGS Food & Beverage Labor Fee	1,300	2,800	2,800	2,800	2,600	4,000	1,500	1,500	1,500	1,700	2,100	2,500	27,100
42404 COGS Food & Beverage Cash Bar	907	1,953	1,953	1,953	1,814	2,790	1,046	1,046	4,534	1,186	1,465	1,744	22,391
Total 42400 COGS Food & Beverage	**59,733**	**128,653**	**128,653**	**128,653**	**119,464**	**183,790**	**68,922**	**68,922**	**72,410**	**78,112**	**96,491**	**114,870**	**1,248,673**

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
42500 COGS Other Income	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 42000 Cost of Goods Sold	86,184	180,191	166,868	166,868	146,376	208,366	91,673	101,216	102,419	107,471	131,706	147,500	1,636,838
Total Cost of Goods Sold	86,184	180,191	166,868	166,868	146,376	208,366	91,673	101,216	102,419	107,471	131,706	147,500	1,636,838
Gross Profit	113,191	226,697	180,482	180,482	139,387	157,659	105,802	137,209	131,169	131,417	158,494	157,463	1,819,452
Expenses													
60000 Operating Expenses													-
65000 Administrative & General Expenses													-
65100 Salary & Benefit													-
65101 Salaries	74,133	87,232	87,732	87,732	87,732	87,732	89,785	88,631	88,131	87,631	87,631	87,010	1,041,112
65102 Vacation Pay	5,333	5,333	5,333	5,333	5,333	5,333	5,405	5,405	5,405	5,405	5,405	5,405	64,428
65103 PTO Pay	516	-	-	-	-	-	18,314	-	-	-	-	-	18,830
65104 Sick Pay	2,429	2,429	2,429	2,429	2,429	2,429	2,451	2,451	2,451	2,451	2,451	2,182	29,011
65105 Payroll Taxes	7,146	7,146	7,146	7,146	7,146	7,146	7,182	7,217	7,217	7,217	7,217	7,217	86,143
65107 Health Benefit	18,915	18,915	18,915	18,915	18,915	18,915	18,915	18,915	18,915	18,915	18,915	18,915	226,980
65108 Retirement Benefit	7,938	7,938	7,938	7,938	7,938	7,938	7,978	8,018	8,018	8,018	8,018	8,018	95,696
65110 Workers Comp. Insurance	708	708	708	708	708	708	711	714	714	714	714	714	8,529
65111 WI & LTD Benefits	977	977	977	977	977	977	977	977	977	977	977	977	11,724
65112 Retiree's Health Benefits	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	18,000
65113 Other Benefits	276	276	276	276	276	276	276	276	276	276	276	276	3,312
65114 Payroll Services	300	300	300	300	300	300	300	300	300	300	300	300	3,600
65115 Recruitment	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 65100 Salary & Benefit	120,171	132,754	133,254	133,254	133,254	133,254	153,794	134,404	133,904	133,404	133,404	132,514	1,607,365
65200 General Insurance													-
65201 Property Insurance	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	1,550	18,600
65202 Liability Insurance	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	1,900	22,800
65203 Other Insurance	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 65200 General Insurance	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	3,450	41,400
65300 Bank Charges													-
65301 Bank Fee	30	30	30	30	30	30	30	30	30	30	30	30	360
65302 Credit Card Fee	4,885	9,969	8,510	8,510	7,001	8,968	4,838	5,841	5,723	5,853	7,110	7,472	84,680
Total 65300 Bank Charges	4,915	9,999	8,540	8,540	7,031	8,998	4,868	5,871	5,753	5,883	7,140	7,502	85,040
65400 Property/ Taxes/ Lease													-
65401 Property Lease	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	35,000	420,000
65402 Parking Lot Lease	5,500	5,500	5,500	5,500	5,500	5,500	6,875	6,875	6,875	6,875	6,875	6,875	74,250
65403 Property Tax	-	-	-	23,000	-	-	23,000	-	-	-	-	-	46,000
65404 Possessory Tax	3,000	-	-	-	-	-	-	-	-	-	-	-	3,000
Total 65400 Property/ Taxes/ Lease	43,500	40,500	40,500	63,500	40,500	40,500	64,875	41,875	41,875	41,875	41,875	41,875	543,250
65500 Debt Service													-
65501 Debt Service Payment	-	-	-	-	-	-	-	-	-	-	-	-	-
65502 Debt Service Offset	-	-	-	-	-	-	-	-	-	-	-	-	-
65503 Bad Debt	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 65500 Debt Service	-	-	-	-	-	-	-	-	-	-	-	-	-

South San Francisco Conference Center
Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
65600 Office Expenses													-
65601 Equipment Purchase	300	-	-	300	-	-	1,300	-	-	300	-	-	2,200
65602 Furniture Purchase	300	-	-	300	-	-	300	-	-	300	-	-	1,200
65603 Computers & Electronics	300	-	-	300	-	-	300	-	-	300	-	-	1,200
65604 Office Supplies	200	200	200	200	200	200	200	200	200	200	200	200	2,400
65606 Printing & Stationary	100	100	100	100	100	100	100	100	100	100	100	100	1,200
65610 Copier	-	-	-	-	-	-	-	-	-	-	-	-	-
65611 Copier Lease	440	440	440	440	440	440	440	440	440	440	440	440	5,280
65612 Copier Usage	-	-	50	-	-	50	-	-	50	-	-	50	200
Total 65610 Copier	**440**	**440**	**490**	**440**	**440**	**490**	**440**	**440**	**490**	**440**	**440**	**490**	**5,480**
65620 Postage & Shipping													-
65621 Postage Machine	-	-	-	-	-	-	-	-	-	-	-	-	-
65622 Postage Usage & Others	-	-	50	-	-	50	-	-	50	-	-	50	200
65623 UPS	-	-	-	-	-	-	-	-	-	-	-	-	-
65624 FedEx	-	-	25	-	-	25	-	-	25	-	-	25	100
Total 65620 Postage & Shipping	**-**	**-**	**75**	**-**	**-**	**75**	**-**	**-**	**75**	**-**	**-**	**75**	**300**
Total 65600 Office Expenses	**1,640**	**740**	**865**	**1,640**	**740**	**865**	**2,640**	**740**	**865**	**1,640**	**740**	**865**	**13,980**
65670 Donation	-	-	-	2,500	-	-	-	-	-	-	-	-	2,500
65810 Travel Expense - Admin													-
65811 Airfare - Admin	-	-	-	-	-	-	-	-	-	-	-	600	600
65812 Lodging - Admin	-	-	-	-	-	-	-	-	-	-	-	1,000	1,000
65813 Meals - Admin	-	-	-	-	-	-	-	-	-	-	-	400	400
65814 Transportation - Admin	50	50	100	50	50	100	50	50	100	50	50	300	1,000
65815 Other Travel Expenses - Admin	-	-	-	-	-	-	-	-	-	-	-	200	200
Total 65810 Travel Expense - Admin	**50**	**50**	**100**	**50**	**50**	**100**	**50**	**50**	**100**	**50**	**50**	**2,500**	**3,200**
65820 Employee Relation - Admin	300	300	600	300	800	3,300	300	300	600	300	4,800	1,300	13,200
65910 Public Relations	-	-	-	-	-	-	-	-	-	-	-	-	-
65911 Authority Board	-	1,300	-	1,300	-	7,300	-	1,300	-	1,300	-	1,300	13,800
65912 Community - Admin	-	-	750	-	-	750	-	-	750	-	-	750	3,000
65913 Meeting	600	600	800	600	600	800	600	600	800	600	600	800	8,000
Total 65910 Public Relations	**600**	**1,900**	**1,550**	**1,900**	**600**	**8,850**	**600**	**1,900**	**1,550**	**1,900**	**600**	**2,850**	**24,800**
Total 65000 Administrative & General Expenses	**174,626**	**189,693**	**188,859**	**215,134**	**186,425**	**199,317**	**230,577**	**188,590**	**188,097**	**188,502**	**192,059**	**192,856**	**2,334,735**
66000 Operation & Maintenance Expenses													-
66100 Contract Labor & Service													-
66110 Custodial Expenses													-
66111 Regular Custodial Hours	6,300	13,050	9,000	9,000	6,750	6,300	6,300	8,100	7,650	7,650	9,000	8,550	97,650
66112 Other Custodial Services	-	-	-	-	-	-	-	-	-	-	-	-	-
66113 Custodial Supplies	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	1,150	13,800
66114 Custodial Equipment	167	167	167	167	167	167	167	167	167	167	167	167	2,004
Total 66110 Custodial Expenses	**7,617**	**14,367**	**10,317**	**10,317**	**8,067**	**7,617**	**7,617**	**9,417**	**8,967**	**8,967**	**10,317**	**9,867**	**113,454**
66120 Event Labor													-
66121 Setup/Teardown Service	4,823	9,991	6,890	6,890	5,168	4,823	4,823	6,201	5,857	5,857	6,890	6,546	74,759
66122 Other Event Labor	6,300	13,050	9,000	9,000	6,750	6,300	6,300	8,100	7,650	7,650	9,000	8,550	97,650
Total 66120 Event Labor	**11,123**	**23,041**	**15,890**	**15,890**	**11,918**	**11,123**	**11,123**	**14,301**	**13,507**	**13,507**	**15,890**	**15,096**	**172,409**
66130 Landscaping Expenses													-
66131 Landscaping Exterior Service	650	650	950	650	650	950	650	650	950	650	650	950	9,000
66132 Landscaping Interior Service	100	100	100	100	100	100	100	100	100	100	100	100	1,200
66133 Landscaping Tools & Supplies	-	-	500	-	-	500	-	-	500	-	-	500	2,000
Total 66130 Landscaping Expenses	**750**	**750**	**1,550**	**750**	**750**	**1,550**	**750**	**750**	**1,550**	**750**	**750**	**1,550**	**12,200**

South San Francisco Conference Center
Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
66140 Security Labor													-
66141 Security Regular Hours	500	500	500	500	500	500	500	500	500	500	500	500	6,000
66142 Security for In-House Events	-	-	-	-	-	-	-	-	-	-	-	-	-
66143 Police for In-House Events	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 66140 Security Labor	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**500**	**6,000**
66210 Safety & Security													-
66211 Alarm Monitoring	185	185	185	185	185	185	185	185	185	185	185	185	2,220
66212 Fire System Test & Inspection	3,000	650	-	-	-	-	-	8,000	-	-	-	-	11,650
66213 SSFFD Inspection	-	-	900	-	-	-	-	-	-	-	-	-	900
66214 First Aid Kit PM Service	700	700	700	700	700	700	700	700	700	700	700	700	8,400
66216 Emergency Training	-	-	-	-	-	-	-	-	2,000	-	-	-	2,000
66217 Other Safety Service	-	-	-	-	-	-	-	-	-	-	-	-	-
66218 Other Safety Eqt. & Supplies	-	-	250	-	-	250	-	-	250	-	-	250	1,000
Total 66210 Safety & Security	**3,885**	**1,535**	**2,035**	**885**	**885**	**1,135**	**885**	**8,885**	**3,135**	**885**	**885**	**1,135**	**26,170**
Total 66100 Contract Labor & Service	**23,875**	**40,193**	**30,292**	**28,342**	**22,120**	**21,925**	**20,875**	**33,853**	**27,659**	**24,609**	**28,342**	**28,148**	**330,233**
66220 HVAC													-
66221 HVAC PM Service	1,450	-	-	3,850	-	-	1,450	-	-	3,850	-	-	10,600
66222 HVAC Repair Service	2,000	-	-	2,000	-	-	2,000	-	-	2,000	-	-	8,000
66223 HVAC Filters	-	-	1,800	-	-	1,800	-	-	1,800	-	-	1,800	7,200
66224 HVAC Other Supplies	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 66220 HVAC	**3,450**	**-**	**1,800**	**5,850**	**-**	**1,800**	**3,450**	**-**	**1,800**	**5,850**	**-**	**1,800**	**25,800**
66230 Kitchen													-
66231 Kitchen PM Service	-	-	400	-	-	400	-	-	400	-	-	400	1,600
66232 Kitchen Eqt. Service	-	-	750	-	-	750	-	-	750	-	-	750	3,000
66233 Kitchen Refrigeration PM	-	-	800	-	-	800	-	-	800	-	-	800	3,200
66234 Kitchen Refrigeration Service	-	-	500	-	-	500	-	-	500	-	-	500	2,000
66235 Kitchen Grease Trap	-	-	1,200	-	-	-	-	-	1,200	-	-	-	2,400
66236 Kitchen Hydro-Jet	-	-	-	900	-	-	-	-	-	900	-	-	1,800
66237 Other Kitchen Expenses	-	-	750	-	-	2,750	-	-	750	-	-	750	5,000
Total 66230 Kitchen	**-**	**-**	**4,400**	**900**	**-**	**5,200**	**-**	**-**	**4,400**	**900**	**-**	**3,200**	**19,000**
66300 Maintenance Services & Equipments													-
66301 Airwall Maintenance & Repairs	750	-	-	750	-	-	750	-	-	750	-	-	3,000
66302 Pest Control	350	350	350	350	350	350	350	350	350	350	350	350	4,200
66303 General Electrical	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-	4,000
66304 General Plumbing	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-	4,000
66305 Painting & Wall Repair	250	-	-	250	-	-	250	-	-	250	-	-	1,000
66306 Carpet & Flooring	150	-	-	150	-	-	150	-	-	150	-	-	600
66307 Asphalt and Masonry	125	-	-	125	-	-	125	-	-	125	-	-	500
66308 General Carpentry	350	350	350	350	350	350	350	350	350	350	350	350	4,200
66309 Welding & Sheet Metal	-	-	-	-	-	-	-	-	-	-	-	-	-
66311 E-Waste Disposal	200	-	-	200	-	-	200	-	-	200	-	-	800
66312 Other Interior Service	625	-	-	625	-	-	625	-	-	625	-	-	2,500
66313 Other Exterior Service	625	-	-	625	-	-	625	-	-	625	-	-	2,500
66314 Decorations	-	-	-	-	4,000	-	-	-	-	-	-	-	4,000
66315 Parking & Towing	100	-	-	100	-	-	100	-	-	100	-	-	400
66316 Keys & Locks	150	-	-	150	-	-	150	-	-	150	-	-	600
66317 Furniture & Fixtures	150	-	-	150	-	-	150	-	-	150	-	-	600
66318 Other Equipments	500	-	-	500	-	-	500	-	-	500	-	-	2,000
66321 Lighting & Batteries	1,000	-	-	1,000	-	-	1,000	-	-	1,000	-	-	4,000
66322 Tools	200	-	-	200	-	-	200	-	-	200	-	-	800
66323 Workwear	300	-	-	300	-	-	300	-	-	300	-	-	1,200
Total 66300 Maintenance Services & Equipments	**7,825**	**700**	**700**	**7,825**	**4,700**	**700**	**7,825**	**700**	**700**	**7,825**	**700**	**700**	**40,900**

South San Francisco Conference Center
Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
66400 IT & Communications													-
66401 IP Phone System Management	660	660	660	660	660	660	660	660	660	660	660	660	7,920
66402 Wireless Cell Phones	547	547	547	547	547	547	547	547	547	547	547	547	6,564
66405 Fiber Optic Line 1	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	31,680
66406 Fiber Optic Line 2	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	2,640	31,680
66407 Other Communications	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
66408 WiLine Fiber Optic	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	26,400
66409 IT Services	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	3,500	42,000
66411 Software/Systems Management	2,890	3,040	2,650	2,800	2,650	2,990	2,890	2,650	2,970	8,650	2,650	2,890	39,720
Total 66400 IT & Communications	**16,077**	**16,227**	**15,837**	**15,987**	**15,837**	**16,177**	**16,077**	**15,837**	**16,157**	**21,837**	**15,837**	**16,077**	**197,964**
66500 Utilities													-
66501 PG&E Electricity	11,400	20,400	15,000	12,000	6,000	5,400	5,400	7,800	10,200	10,200	12,000	14,400	130,200
66502 PG&E Gas	688	688	688	825	2,788	4,200	3,788	2,788	1,786	1,100	894	825	21,058
66503 CalWater	3,500	7,250	5,000	5,000	3,750	3,500	3,500	4,500	4,250	4,250	5,000	4,750	54,250
66504 Other Utilities	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 66500 Utilities	**15,588**	**28,338**	**20,688**	**17,825**	**12,538**	**13,100**	**12,688**	**15,088**	**16,236**	**15,550**	**17,894**	**19,975**	**205,508**
66700 Client Services Expenses													-
66701 Transportation Service	420	420	420	420	420	420	420	420	420	420	420	420	5,040
66702 Linen	567	1,197	1,008	1,008	861	1,134	609	693	672	714	861	924	10,248
66703 Guest Water Service	500	500	500	500	500	500	500	500	500	500	500	500	6,000
66704 Pens/Pads/Candy	-	-	250	-	-	250	-	-	250	-	-	250	1,000
66705 Other Clients Services	-	-	250	-	-	250	-	-	250	-	-	250	1,000
Total 66700 Client Services Expenses	**1,487**	**2,117**	**2,428**	**1,928**	**1,781**	**2,554**	**1,529**	**1,613**	**2,092**	**1,634**	**1,781**	**2,344**	**23,288**
66810 Travel Expense - OPS													-
66811 Airfare - OPS	-	-	1,000	-	-	1,000	-	-	1,000	-	-	1,000	4,000
66812 Lodging - OPS	-	-	2,000	-	-	2,000	-	-	2,000	-	-	2,000	8,000
66813 Meals - OPS	-	-	375	-	-	375	-	-	375	-	-	375	1,500
66814 Transportation - OPS	-	-	550	-	-	550	-	-	550	-	-	550	2,200
66815 Other Travel Expenses - OPS	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 66810 Travel Expense - OPS	**-**	**-**	**3,925**	**-**	**-**	**3,925**	**-**	**-**	**3,925**	**-**	**-**	**3,925**	**15,700**
66820 Employee Relations - OPS	750	600	200	750	-	-	750	-	300	750	600	-	4,700
Total 66000 Operation & Maintenance Expenses	**69,052**	**88,175**	**80,270**	**79,407**	**56,976**	**65,381**	**63,194**	**67,091**	**73,269**	**78,955**	**65,154**	**76,169**	**863,093**

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
67000 Sales & Marketing Expenses													
67110 Marketing													
67111 Creative/Brochure Production	420	420	420	420	420	420	420	420	420	420	420	420	5,040
67112 Website	2,880	2,880	2,880	2,880	2,880	2,880	2,880	2,950	2,880	2,880	2,880	2,880	34,630
67113 Media Planning/Buying	6,599	6,599	21,284	18,709	7,099	7,099	7,099	7,099	7,099	13,309	7,099	7,099	116,193
67114 Printing	-	-	150	-	-	150	-	-	150	-	-	150	600
67115 Other Marketing	420	420	420	420	420	420	420	420	420	420	420	420	5,040
Total 67110 Marketing	**10,319**	**10,319**	**25,154**	**22,429**	**10,819**	**10,969**	**10,819**	**10,889**	**10,969**	**17,029**	**10,819**	**10,969**	**161,503**
67310 Client Entertainment	2,950	10,750	1,700	2,200	200	8,200	400	700	200	5,800	9,200	2,200	44,500
67320 Client Gifts	-	-	-	2,500	-	1,500	-	-	-	300	-	-	4,300
67410 Tradeshows													
67411 Booth Rental & Registration	-	-	-	5,100	-	3,100	-	2,800	-	2,000	-	-	13,000
67412 Shipping	-	200	-	200	-	-	-	200	-	-	-	-	600
67413 Equipment	-	-	-	-	-	3,500	-	-	-	-	-	-	3,500
67414 Sales Decorations	-	-	-	250	-	-	-	300	-	150	-	-	700
Total 67410 Tradeshows	**-**	**200**	**-**	**5,550**	**-**	**6,600**	**-**	**3,300**	**-**	**2,150**	**-**	**-**	**17,800**
67510 Industry Event Registration	300	300	300	300	300	1,300	300	300	300	1,100	300	300	5,400
67610 Dues & Membership	1,034	315	820	300	220	5,175	-	-	175	630	-	175	8,844
67620 Group Rental Incentive													
67621 Room Rental/Equip	-	-	-	-	-	-	-	-	-	-	-	-	-
67622 Other Group Rental Incentive	-	-	-	-	1,000	-	-	-	1,000	-	-	-	2,000
Total 67620 Group Rental Incentive	**-**	**-**	**-**	**-**	**1,000**	**-**	**-**	**-**	**1,000**	**-**	**-**	**-**	**2,000**
67810 Travel Expense - Sales													
67811 Airfare - Sales	-	-	350	2,100	-	-	-	1,000	-	350	-	-	3,800
67812 Lodging - Sales	-	-	2,400	6,800	-	1,500	300	1,600	-	800	300	300	14,000
67813 Meals - Sales	-	-	380	1,200	-	300	150	380	-	300	150	150	3,010
67814 Transportation - Sales	200	200	550	1,000	200	1,200	450	1,050	800	400	450	450	6,950
67815 Other Travel Expenses - Sales	-	100	100	200	200	200	-	50	100	100	200	-	1,250
Total 67810 Travel Expense - Sales	**200**	**300**	**3,780**	**11,300**	**400**	**3,200**	**900**	**4,080**	**900**	**1,950**	**1,100**	**900**	**29,010**
67820 Employee Relations - Sales	800	-	200	300	-	-	300	-	300	300	-	-	2,200
67912 Community - Sales	-	200	1,700	200	1,700	200	1,500	200	200	-	1,700	200	7,800
Total 67000 Sales & Marketing Expenses	**15,603**	**22,384**	**33,654**	**45,079**	**14,639**	**37,144**	**14,219**	**19,469**	**14,044**	**29,259**	**23,119**	**14,744**	**283,357**
Total 60000 Operating Expenses	**259,281**	**300,252**	**302,783**	**339,620**	**258,040**	**301,842**	**307,990**	**275,150**	**275,410**	**296,716**	**280,332**	**283,769**	**3,481,185**
Total Expenses	**259,281**	**300,252**	**302,783**	**339,620**	**258,040**	**301,842**	**307,990**	**275,150**	**275,410**	**296,716**	**280,332**	**283,769**	**3,481,185**
Net Operating Income	**(146,090)**	**(73,555)**	**(122,301)**	**(159,138)**	**(118,653)**	**(144,183)**	**(202,188)**	**(137,941)**	**(144,241)**	**(165,299)**	**(121,838)**	**(126,306)**	**(1,661,733)**

South San Francisco Conference Center

Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Proposed Budget Ordinary Income/Expense	FY25-26 Jul-25	FY25-26 Aug-25	FY25-26 Sep-25	FY25-26 Oct-25	FY25-26 Nov-25	FY25-26 Dec-25	FY25-26 Jan-26	FY25-26 Feb-26	FY25-26 Mar-26	FY25-26 Apr-26	FY25-26 May-26	FY25-26 Jun-26	FY25-26 Total
Other Income													
81000 Other Non-Operating Income													
81110 Conference Center Tax	176,307	176,307	168,147	173,752	163,202	155,866	150,838	147,706	173,752	168,147	173,752	168,147	1,995,923
81122 Interest from LAIF	-	-	25,000	-	-	25,000	-	-	25,000	-	-	25,000	100,000
81130 Credit Card Discount & Rebate	550	550	550	550	550	550	550	550	550	550	550	550	6,600
81135 Other Income - MG	-	-	-	-	-	-	-	-	-	-	-	-	-
Total 81000 Other Non-Operating Income	**176,857**	**176,857**	**193,697**	**174,302**	**163,752**	**181,416**	**151,388**	**148,256**	**199,302**	**168,697**	**174,302**	**193,697**	**2,102,523**
Total Other Income	**176,857**	**176,857**	**193,697**	**174,302**	**163,752**	**181,416**	**151,388**	**148,256**	**199,302**	**168,697**	**174,302**	**193,697**	**2,102,523**
Other Expenses													
68100 Professional Services													-
68110 Legal	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	2,200	26,400
68120 Staff Training & Education	-	-	2,250	-	-	2,250	-	-	2,250	-	-	2,250	9,000
68140 Audit Services	-	-	-	-	-	18,000	-	-	-	-	-	-	18,000
68150 City Finance Services	834	834	834	834	834	834	834	834	834	834	834	834	10,008
68180 Other Professional Services	-	-	-	-	-	-	100	-	-	-	-	-	100
Total 68100 Professional Services	**3,034**	**3,034**	**5,284**	**3,034**	**3,034**	**23,284**	**3,134**	**3,034**	**5,284**	**3,034**	**3,034**	**5,284**	**63,508**
86000 Depreciation Expenses													-
86001 Depr - Building	4,658	4,658	4,658	4,658	4,658	4,658	4,658	4,658	4,658	4,658	4,658	4,658	55,896
86010 Depr - Building Improvement	5,639	5,639	5,889	5,889	6,318	6,318	6,318	6,318	6,318	6,318	7,818	7,818	76,600
86015 Depr - Furniture & Fixtures	1,901	1,901	1,901	1,901	3,560	3,560	3,560	4,060	4,060	4,060	4,446	4,446	39,356
86020 Depr - Food Service Equipment	772	915	1,248	1,248	1,248	1,384	1,384	1,384	1,384	1,384	1,526	1,526	15,403
86025 Depr - Kitchen Table/ Flatware	259	259	259	259	259	259	259	259	259	259	259	259	3,108
86030 Depr - Office Equipment	-	-	-	-	-	-	-	-	-	-	-	-	-
86035 Depr - PC/ Tablet/ Mobile	304	304	304	304	304	304	304	-	-	-	-	-	2,128
86040 Depr - Telecommunication	2,763	2,763	2,763	2,763	2,763	1,279	1,279	1,279	2,317	2,317	2,317	2,317	26,920
86045 Depr - Maintenance Equipment	-	-	-	-	1,667	1,667	1,667	1,667	1,667	1,667	1,667	1,667	13,336
86050 Depr - Machinery & Vehicles	-	-	-	-	-	-	-	-	-	-	-	-	-
86055 Depr - Improvement of Site	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	1,560	18,720
Total 86000 Depreciation Expenses	**17,856**	**17,999**	**18,582**	**18,582**	**22,337**	**20,989**	**20,989**	**21,185**	**22,223**	**22,223**	**24,251**	**24,251**	**251,467**
Total Other Expenses	**20,890**	**21,033**	**23,866**	**21,616**	**25,371**	**44,273**	**24,123**	**24,219**	**27,507**	**25,257**	**27,285**	**29,535**	**314,975**
Net Other Income	**155,967**	**155,824**	**169,831**	**152,686**	**138,381**	**137,143**	**127,265**	**124,037**	**171,795**	**143,440**	**147,017**	**164,162**	**1,787,548**
Net Income	**9,877**	**82,269**	**47,530**	**(6,452)**	**19,728**	**(7,040)**	**(74,923)**	**(13,904)**	**27,554**	**(21,859)**	**25,179**	**37,856**	**125,815**
Net Income Net Depreciation	**27,733**	**100,268**	**66,112**	**12,130**	**42,065**	**13,949**	**(53,934)**	**7,281**	**49,777**	**364**	**49,430**	**62,107**	**377,282**

South San Francisco Conference Center
Fiscal Year 2025-2026 Proposed Budget

Fiscal Year 2025-2026 Capital Improvement Budget

FY 2025-2026

Project #	Project Name	Year	GL	Project Status	Est.Date Start	Est. Date Completed	Budget $$	Actual Cost	Over	Under
2526-01	New Meat Slicer	7	15020 - Food Service Equipment		Q1	8/1/2025	$ 12,000			
2526-02	Water Fountain Station Replacement (2 Units)	5	15010 - Building Improvements		Q1	9/1/2025	$ 15,000			
2526-03	Replace Broken Executive Chairs (10)	5	15015 - Furniture & Fixture		Q4	5/1/2026	$ 6,000			
2526-04	Air Wall Refurbishment - Hardware	5	15045 - Maintenance Equipment		Q2	11/1/2025	$ 100,000			
2526-05	Six (6') foot tables (20 Units)	7	15015 - Furniture & Fixture		Q4	5/1/2026	$ 10,000			
2526-06	Purchase New Table Skirts (106 Units)	10	15025 - Kitchen Tableware		Q4	5/1/2026	$ 20,000			
2526-07	Dishwasher Replacement	10	15020 - Food Service Equipment		Q1	9/1/2025	$ 40,000			
2526-08	Upgrade Front Office Area	10	15015 - Furniture & Fixture		Q3	2/1/2026	$ 60,000			
2526-09	HVAC Unit #25 OPR	10	15010 - Building Improvements		Q4	5/1/2026	$ 60,000			
2526-10	Lobby Sunshades	5	15015 - Furniture & Fixture		Q1	11/1/2025	$ 80,000			
							$ 403,000.00	$ -	$ -	$ -