

**Bosque Center, LLC  
Draft Budget**

		2018 ACTUAL	2019 TENTATIVE BUDGET	2020 TENTATIVE BUDGET	
<b>REVENUE</b>					
<b>Facilities Use Revenue</b>					
001	Board Room	-	100	105	
002	Catering Contracts	136,750	143,600	150,780	
003	Conference room	2,570	2,700	2,835	
004	Dormitory	5,400	5,670	5,954	
005	Gathering room	3,000	3,150	3,308	
006	Multi-area use (with dorm)	172,400	181,020	190,071	
007	Multi-area use (without dorm)	12,200	12,810	13,451	
008	Parking lot rentals	5,200	5,200	5,200	
009	<b>Total Facilities Use Revenue</b>	<b>337,520</b>	<b>354,250</b>	<b>371,703</b>	based on 2019 contracts; assumes 5% inc in rev for 2020
010	Contributions	-	-	-	
011	Gift Shop Sales	4,750	5,000	5,000	
<b>Rental Income From DRG</b>					
012	Lease Income (DRG Offices)	60,000	65,000	65,000	see DRG budget line item 143
013	Space Rental/Usage (by DRG)	35,913	32,600	27,200	see DRG budget line items w/"Rental"
014	<b>Total Rental Income from DRG</b>	<b>95,913</b>	<b>97,600</b>	<b>92,200</b>	
015	<b>TOTAL REVENUE</b>	<b>438,183</b>	<b>456,850</b>	<b>468,903</b>	
<b>EXPENSES</b>					
<b>Direct expenses</b>					
016	Catering	130,300	136,815	143,656	
017	Contract Labor Expense	5,370	5,640	5,922	
018	Housekeeping - conference center	5,155	5,410	5,681	
019	Housekeeping - retreat center	13,749	14,440	15,162	
020	Housekeeping - laundry	4,983	5,230	5,492	
021	Materials/supplies	400	420	441	
022	Repairs and maintenance	260	275	289	
023	<b>Total Direct expenses</b>	<b>160,217</b>	<b>168,230</b>	<b>176,642</b>	based on 2019 contracts; assumes 5% inc in rev for 2020
<b>Indirect Expenses</b>					
<b>Building Costs Retreat Center</b>					
024	Materials and supplies - Other	9,800	10,290	10,805	
025	Repairs and maintenance	12,700	13,335	14,002	
026	Telephone and communications	420	460	483	
027	Utilities	6,650	6,980	7,329	
028	<b>Total Building Costs - Retreat Center</b>	<b>29,570</b>	<b>31,065</b>	<b>32,618</b>	

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<b>Building Costs Conference Center</b>				
029	Building Security	13,740	13,740	13,740
030	Dining Room/Kitchen	13,920	15,000	15,000
031	Equipment rental	5,500	5,500	5,500
032	Housekeeping	13,943	14,000	7,000
033	Landscaping Services	30,000	30,000	30,000
034	Property Insurance	25,900	25,900	25,900
035	Repairs and Maintenance	16,600	16,600	15,000
036	Utilities	22,000	22,000	22,000
037	<b>Total Building Costs - Conference Center</b>	<b>141,603</b>	<b>142,740</b>	<b>134,140</b>
<b>Personnel Expenses</b>				
038	<b>Personnel Expenses</b>			
039	Hospitality Coordinator	48,000	48,000	48,000
040	Diocesan Staff Support	20,060	20,060	20,060 Patty Soukup - 15% - \$9,160
041	Payroll Taxes	5,200	5,200	5,200 Lisa Katz-Ricker - 10% - \$7,400
042	Professional expenses - other	4,705	4,710	4,710 Toye Robertson - 10% - \$3,500
043	<b>Total Professional Expenses</b>	<b>77,965</b>	<b>77,970</b>	<b>77,970</b>
<b>Administrative Expenses</b>				
044	Audit and Accounting Expense	4,000	4,000	4,000
045	Bank service charges	5,250	5,515	5,515
046	Gift Shop Expenses	4,238	4,300	4,300
047	Marketing	925	3,000	3,000
	<b>Total Administrative Expense</b>	<b>14,413</b>	<b>16,815</b>	<b>16,815</b>
048	<b>TOTAL EXPENSES</b>	<b>423,768</b>	<b>436,820</b>	<b>438,185</b>
049	<b>REVENUE OVER (UNDER) EXPENSES</b>	<b>14,415</b>	<b>20,030</b>	<b>30,718</b>
<b>DEFERRED MAINTENANCE (5 years)</b>				
050	Audio Visual	3,000	3,000	3,000
051	Bedroom Accessories	500	500	500
052	Carpet Replacement	3,000	3,000	3,000
053	Dining Room Table and Chairs	2,000	2,000	2,000
054	Gathering Space Furniture	3,000	3,000	3,000
055	Grounds/ Outdoor Furniture	500	500	500
056	Heating and Air Conditioning	15,000	15,000	15,000
057	Kitchen Equipment	500	500	500
058	Painting	3,000	3,000	3,000
059	Window Treatments	2,000	2,000	2,000
060	<b>TOTAL DEFERRED MAINTENANCE</b>	<b>32,500</b>	<b>32,500</b>	<b>32,500</b>
061	<b>REVENUE OVER/(UNDER) EXPENSES &amp; DEFERRED MAINTENANCE</b>	<b>(18,085)</b>	<b>(12,470)</b>	<b>(1,782)</b>

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