

**ALERUS CENTER
BUDGET
FISCAL YEAR 2020
PRELIMINARY**

# OF EVENTS	425
PAID ATTENDANCE	85,500
GENERAL ATTENDANCE	175,150

DEPARTMENT	2019 BUDGET	2020 BUDGET	% Change
EXECUTIVE BUDGET	\$ 33,800	\$ 32,000	-5.3%
FINANCE BUDGET	\$ 57,000	\$ 65,117	14.2%
EVENTS BUDGET	\$ 44,510	\$ 45,084	1.3%
SALES BUDGET	\$ 32,500	\$ 40,624	25.0%
MARKETING BUDGET	\$ 59,300	\$ 58,000	-2.2%
PARTNERSHIPS BUDGET	\$ 6,500	\$ 6,500	0.0%
OPERATIONS BUDGET	\$ 588,115	\$ 600,855	2.2%
FOOD & BEVERAGE BUDGET	\$ 190,426	\$ 197,475	3.7%
BOX OFFICE BUDGET	\$ 18,000	\$ 19,354	7.5%
OVERHEAD BUDGET	\$ 988,350	\$ 1,024,850	3.7%
SALARIES	\$ 2,021,012	\$ 2,240,571	10.9%
INDIRECT BUDGET	\$ 4,039,513	\$ 4,330,431	7.2%
OTHER INCOME BUDGET	\$ 1,235,410	\$ 1,292,264	4.6%
EVENT BUDGET	\$ 3,049,985	\$ 3,178,238	4.2%
TOTAL INCOME	\$ 245,882	\$ 140,071	

ALERUS CENTER
FISCAL YEAR 2020
EVENTS SPREAD

<u>EVENTS</u>	<u>JAN</u>	<u>FEB</u>	<u>MAR</u>	<u>APR</u>	<u>MAY</u>	<u>JUN</u>	<u>JUL</u>	<u>AUG</u>	<u>SEP</u>	<u>OCT</u>	<u>NOV</u>	<u>DEC</u>	<u>TOTALS</u>
Football Regular Season									1	2	2		5
Other College Sports		1											1
Other Sports				1									1
High School Sports			1	1									2
Ballroom Concerts						1			1			1	3
Minor Concerts			1					1		1			3
Major Concerts													0
Globetrotters	1												1
Motor Sports				1									1
Family Shows				1	1								2
Comedians			1										1
Graduations					3								3
Happy Harry's Beer & Bacon Festival	1												1
Other													0
Dance	1												1
Banquets & Weddings	11	12	11	6	12	11	9	10	16	20	13	16	147
Meetings	12	16	22	18	12	10	5	5	17	20	14	12	163
Consumer shows	1	1	6	2	2	1			1		3	1	18
Trade shows		1	1	2					1				5
Conventions		3	2	3		3	1	1	4	3		2	22
Facility Use													0
Community Events	5	3			6				4				18
City Use	2	3	2	2	2	3	2	2	2	2	3	2	27

TOTALS	34	40	47	37	38	29	17	19	47	48	35	34	425
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ALERUS CENTER
EXECUTIVE BUDGET
FISCAL YEAR 2020
PRELIMINARY

2019 Budget	\$	33,800
2020 Budget	\$	32,000
Net Change	\$	(1,800)
% Change		-5%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5130-6180-100-00-5125	Travel & Entertainment	\$ 18,600.00	\$ 16,000.00
5140-6860-100-00-5125	Meetings & Conventions-Training	\$ 5,200.00	\$ 6,000.00
5180-7140-100-00-5125	Advertising & Marketing-Community Relations	\$ 10,000.00	\$ 10,000.00
5250-6880-100-00-5125	Misc Expense-Dues & Subscriptions	\$ -	\$ -
5250-7070-100-00-5125	Misc Expense-Uniforms	\$ -	\$ -
TOTAL ADMINISTRATIVE EXPENSE		\$ 33,800.00	\$ 32,000.00

**ALERUS CENTER
FINANCE BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	57,000
2020 Budget \$	65,117
Net Change \$	8,117
% Change	14%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-6030-130-00-5125	Payroll-Part-Time Labor	\$ 20,000.00	\$ 23,899.55
5090-7290-130-00-5125	Payroll-Allocated to Events	\$ (18,000.00)	\$ (20,782.21)
5130-6180-130-00-5125	Travel & Entertainment-Other Travel Expense	\$ 4,000.00	\$ 6,000.00
5140-6860-130-00-5125	Meetings & Conventions-Training	\$ 2,000.00	\$ 3,000.00
5150-6390-130-00-5125	Professional Fees-Accting Audits	\$ 5,000.00	\$ 5,000.00
5250-6750-130-00-5125	Misc Expense-Armored Car Expense	\$ 2,500.00	\$ 2,500.00
5250-6970-130-00-5125	Misc Expense-Office Supplies	\$ -	\$ -
5250-7010-130-00-5125	Misc Expense-Bank Fees	\$ 4,500.00	\$ 10,000.00
5250-7010-130-01-5125	Misc Expense-Bank Fees	\$ 22,000.00	\$ -
5250-7070-130-00-5125	Misc Expense-Uniforms	\$ -	\$ -
5250-7120-130-00-5125	Misc Expense-Credit card fees expense	\$ 15,000.00	\$ 35,000.00
5250-7120-130-01-5125	Misc Expense-Paypal fees	\$ -	\$ 500.00
5250-7427-130-00-5125	Misc Expense-R&M Equipment	\$ -	\$ -
TOTAL FINANCE EXPENSE		\$ 57,000.00	\$ 65,117.33

**ALERUS CENTER
EVENTS BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	44,510
2020 Budget \$	45,084
Net Change \$	574
% Change	1%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-6030-160-00-5125	Payroll-Part-Time Labor - Events	\$ 384,125.00	\$ 232,760.79
5090-7290-160-00-5125	Payroll-Allocated to Events	\$ (371,625.00)	\$ (221,676.94)
5130-6180-160-00-5125	Travel & Entertainment-Other Travel Expense	\$ 8,000.00	\$ 8,000.00
5140-6860-160-00-5125	Meetings & Conventions-Training	\$ 4,000.00	\$ 4,000.00
5250-6800-160-00-5125	Misc Expense-Recruiting Expense	\$ 1,000.00	\$ -
5250-6860-160-00-5125	Misc Expense-Training	\$ 11,010.00	\$ 5,000.00
5250-7070-160-00-5125	Misc Expense-Uniforms	\$ 4,000.00	\$ 13,000.00
5250-7090-160-00-5125	Misc Expense-Building Supplies	\$ 4,000.00	\$ 4,000.00
TOTAL EVENT SERVICES EXPENSE		\$ 44,510.00	\$ 45,083.85

**ALERUS CENTER
SALES BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	32,300
2020 Budget \$	40,624
Net Change \$	8,324
% Change	26%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-6030-200-00-5125	Payroll-Part-Time Labor	\$ -	\$ -
5130-6180-200-00-5125	Travel & Entertainment-Other Travel Expense	\$ 6,000.00	\$ 7,535.00
5140-6860-200-00-5125	Meetings & Conventions-Training	\$ 2,000.00	\$ 2,700.00
5180-4400-200-00-5125	Advertising & Marketing-Blitz	\$ 2,000.00	\$ 2,750.00
5180-6600-200-00-5125	Advertising & Marketing-Advertising Expense	\$ 10,000.00	\$ 16,895.00
5180-6620-200-00-5125	Advertising & Marketing-Promotional Expense	\$ 5,000.00	\$ 6,844.00
5250-6700-200-00-5125	Misc Expense-Sales	\$ 4,300.00	\$ 900.00
5250-6980-200-00-5125	Misc Expense-Postage	\$ -	\$ -
5250-7000-200-00-5125	Misc Expense-Printing	\$ 3,000.00	\$ 3,000.00
5250-7030-200-00-5125	Misc Expense-Automobile Expenses	\$ -	\$ -
5250-7070-200-00-5125	Misc Expense-Uniforms	\$ -	\$ -
TOTAL SALES EXPENSE		\$ 32,300.00	\$ 40,624.00

**ALERUS CENTER
MARKETING BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	59,300
2020 Budget \$	58,000
Net Change \$	(1,300)
% Change	-2%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-6030-210-00-5125	Payroll-Part-Time Labor	\$ 2,000.00	\$ -
5130-6180-210-00-5125	Travel & Entertainment-Other Travel Expense	\$ 4,000.00	\$ 4,000.00
5140-6860-210-00-5125	Meetings & Conventions-Training	\$ 2,000.00	\$ 2,000.00
5180-6600-210-00-5125	Advertising & Marketing-Advertising Expense	\$ 30,000.00	\$ 40,000.00
5180-6620-210-00-5125	Advertising & Marketing-Promotional Expense	\$ 1,000.00	\$ 1,000.00
5180-7330-210-00-5125	Advertising & Marketing-Website Expense	\$ 19,000.00	\$ 10,000.00
5190-4760-210-00-5125	IT/Software-Software Maintenance	\$ -	\$ -
5250-6700-210-00-5125	Misc Expense-Marketing	\$ 300.00	\$ 500.00
5250-7000-210-00-5125	Misc Expense-Printing	\$ 1,000.00	\$ 500.00
TOTAL MARKETING EXPENSE		\$ 59,300.00	\$ 58,000.00

ALERUS CENTER
PARTNERSHIPS BUDGET
FISCAL YEAR 2020
PRELIMINARY

2019 Budget \$	6,500
2020 Budget \$	6,500
Net Change \$	-
% Change	0%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5250-4060-220-00-5125	Misc Expense-Suites	\$ 3,000.00	\$ 3,500.00
5250-6880-220-00-5125	Misc Expense-Dues & Subscriptions	\$ 1,000.00	\$ 500.00
5250-7000-220-00-5125	Misc Expense-Printing	\$ 2,500.00	\$ 2,500.00
5250-7070-220-00-5125	Misc Expense-Uniforms	\$ -	\$ -
TOTAL PARTNERSHIPS EXPENSE		\$ 6,500.00	\$ 6,500.00

**ALERUS CENTER
OPERATIONS BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	588,115
2020 Budget \$	600,855
Net Change \$	12,740
% Change	2%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-6030-330-00-5125	Payroll-Part-Time Labor	\$ 439,215.00	\$ 609,039.28
5090-7290-330-00-5125	Payroll-Allocated to Events	\$ (418,300.00)	\$ (594,184.67)
5130-6180-330-00-5125	Travel & Entertainment-Other Travel Expense	\$ 10,000.00	\$ 4,000.00
5140-6860-330-00-5125	Meetings & Conventions-Training	\$ 5,000.00	\$ 2,000.00
5170-6490-330-00-5125	Taxes, Licenses, Fees-License Fees	\$ 2,700.00	\$ 1,500.00
5190-4710-330-00-5125	IT/Software-Computer Parts & Supplies	\$ 500.00	\$ 500.00
5190-6670-330-00-5125	IT/Software-Contracted Services	\$ 5,000.00	\$ 10,000.00
5210-6670-330-00-5125	R&M-Contracted Services	\$ 230,000.00	\$ 232,000.00
5210-7090-330-00-5125	R&M-Building Supplies	\$ -	\$ -
5210-7427-330-00-5125	R&M-R&M Equipment	\$ 61,200.00	\$ 64,000.00
5250-6700-330-00-5125	Misc Expense-Other Expense	\$ 1,500.00	\$ 1,500.00
5250-6730-330-00-5125	Misc Expense-Cleaning Supplies	\$ 45,000.00	\$ 36,000.00
5250-6790-330-00-5125	Misc Expense-Pest Control Expense	\$ 4,800.00	\$ 4,800.00
5250-6790-330-01-5125	Misc Expense-Pest Control Expense	\$ 1,500.00	\$ 1,500.00
5250-6860-330-00-5125	Misc Expense-Training	\$ 7,500.00	\$ 7,500.00
5250-7030-330-00-5125	Misc Expense-Automobile Expenses	\$ 5,500.00	\$ 3,500.00
5250-7070-330-00-5125	Misc Expense-Uniforms	\$ 2,500.00	\$ 2,500.00
5250-7090-330-00-5125	Misc Expense-Buidling Supplies	\$ 32,500.00	\$ 34,000.00
5250-7280-330-00-5125	Misc Expense-Trash Removal	\$ 2,000.00	\$ 5,700.00
5250-7320-330-00-5125	Misc Expense-Snow Removal	\$ 150,000.00	\$ 175,000.00
TOTAL OPERATIONS EXPENSE		\$ 588,115.00	\$ 600,854.62

**ALERUS CENTER
FOOD & BEVERAGE BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget	\$	190,426
2020 Budget	\$	197,475
Net Change	\$	7,049
% Change		4%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-5480-420-00-5125	Payroll-Concession Wages	\$ -	
5090-5490-420-00-5125	Payroll-Concession OT Wages	\$ -	
5090-5530-420-00-5125	Payroll-Suite/Catering Wages	\$ -	
5090-5550-420-00-5125	Payroll-Kitchen Wages	\$ -	
5090-5660-420-00-5125	Payroll-Merchandise Wages	\$ -	
5090-6030-420-00-5125	Payroll-Part-Time Labor	\$ 574,901.00	\$ 1,017,980.78
5090-6375-420-00-5125	Payroll-Subcontractor Event Labor	\$ -	
5090-7290-420-00-5125	Payroll-Allocated to Events	\$ (547,525.00)	\$ (969,505.50)
5130-6180-420-00-5125	Travel & Entertainment-Other Travel Expense	\$ 14,000.00	\$ 10,000.00
5140-6860-420-00-5125	Meetings & Conventions-Training	\$ 7,000.00	\$ 5,000.00
5170-6490-420-00-5125	Taxes, Licenses, Fees-License Fees	\$ 4,200.00	\$ 4,000.00
5190-6670-420-00-5125	IT/Software-Contracted Services	\$ 6,350.00	\$ 7,000.00
5210-7427-420-00-5125	R&M-R&M Equipment	\$ 30,000.00	\$ 21,000.00
5250-5520-420-00-5125	Misc Expense-Contract Labor	\$ -	\$ -
5250-6720-420-00-5125	Misc Expense-Paper Supplies	\$ 30,000.00	\$ 25,000.00
5250-6730-420-00-5125	Misc Expense-Cleaning Supplies	\$ 6,000.00	\$ 4,000.00
5250-6770-420-00-5125	Misc Expense-Linen	\$ 20,000.00	\$ 32,000.00
5250-6810-420-00-5125	Misc Expense-Smallwares	\$ 10,000.00	\$ 8,000.00
5250-6860-420-00-5125	Misc Expense-Training	\$ 2,500.00	\$ 2,000.00
5250-7070-420-01-5125	Misc Expense-Uniforms	\$ 3,000.00	\$ 4,000.00
5250-7090-420-00-5125	Misc Expense-Building Supplies	\$ 30,000.00	\$ 27,000.00
TOTAL FOOD & BEVERAGE EXPENSE		\$ 190,426.00	\$ 197,475.28

ALERUS CENTER
BOX OFFICE BUDGET
FISCAL YEAR 2020
PRELIMINARY

2019 Budget \$	18,000
2020 Budget \$	19,354
Net Change \$	1,354
% Change	8%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5090-6030-430-00-5125	Payroll-Part-Time Labor	\$ 15,400.00	\$ 33,636.61
5090-7290-430-00-5125	Payroll-Allocated to Events	\$ (2,900.00)	\$ (20,782.21)
5130-6180-430-00-5125	Travel & Entertainment-Other Travel Expense	\$ 2,000.00	\$ 4,000.00
5140-6860-430-00-5125	Meetings & Conventions-Training	\$ 1,000.00	\$ 2,000.00
5250-6760-430-00-5125	Misc Expense-Cash (Over)/Short	\$ -	\$ -
5250-6860-430-00-5125	Misc Expense-Training	\$ 2,500.00	\$ 500.00
5250-6980-430-00-5125	Misc Expense-Postage	\$ -	\$ -
TOTAL BOX OFFICE EXPENSE		\$ 18,000.00	\$ 19,354.40

**ALERUS CENTER
OVERHEAD BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	988,350
2020 Budget \$	1,024,850
Net Change \$	36,500
% Change	4%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
5120-6160-440-00-5125	Payroll Processing Fees-Outside Payroll Service	\$ 21,000.00	\$ 21,000.00
5130-6290-440-00-5125	Employee Welfare-gifts/cards/flowers	\$ 10,000.00	\$ 10,000.00
5150-6450-440-00-5125	Professional Fees-Other Prof Svcs	\$ 11,500.00	\$ 11,500.00
5160-6460-440-00-5125	Insurance-Insurance & Bonding	\$ 150,000.00	\$ 150,000.00
5160-6480-440-00-5125	Insurance-Workers Compensation	\$ 33,000.00	\$ 25,000.00
5190-6670-440-00-5125	IT/Software-Contracted Services	\$ 30,000.00	\$ 30,000.00
5190-6670-440-01-5125	IT/Software-Contracted Services	\$ 850.00	\$ 6,850.00
5200-2300-440-00-5125	Utilities-UTILITIES EXPENSE	\$ 450,000.00	\$ 475,000.00
5200-7020-440-00-5125	Utilities-Cell Phone/Telephone/Data Lines	\$ 85,000.00	\$ 90,000.00
5210-7427-440-00-5125	R&M-R&M Equipment	\$ 12,000.00	\$ 12,000.00
5250-6700-440-00-5125	Misc Expense-Other Expense	\$ 1,000.00	\$ 1,000.00
5250-6800-440-00-5125	Misc Expense-Recruiting Expense	\$ 5,000.00	\$ 5,000.00
5250-6880-440-00-5125	Misc Expense-Dues & Subscriptions	\$ 7,000.00	\$ 7,000.00
5250-6960-440-00-5125	Misc Expense-Management Fee Expense	\$ 144,000.00	\$ 150,000.00
5250-6970-440-00-5125	Misc Expense-Office Supplies	\$ 15,000.00	\$ 15,000.00
5250-6980-440-00-5125	Misc Expense-Postage	\$ 5,000.00	\$ 5,000.00
5250-7000-440-00-5125	Misc Expense-Printing	\$ -	\$ -
5250-7025-440-00-5125	Misc Expense-Cable TV	\$ 8,000.00	\$ 8,000.00
5250-7040-440-00-5125	Misc Expense-Bad Debt Expense	\$ -	\$ 2,500.00
TOTAL OVERHEAD EXPENSE		\$ 988,350.00	\$ 1,024,850.00

**ALERUS CENTER
OTHER INCOME BUDGET
FISCAL YEAR 2020
PRELIMINARY**

2019 Budget \$	(1,235,410)
2020 Budget \$	(1,292,264)
Net Change \$	(56,854)
% Change	5%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
4050-2012-XXX-XX-5125	Event revenue-Suite Rental Tax	\$ -	\$ -
4050-2501-XXX-XX-5125	Event revenue-SUITE RENTALS	\$ -	\$ -
4050-6760-000-00-5125	Event Revenue-Cash (Over)/Short	\$ -	\$ -
4150-5500-000-00-5125	Concessions Revenue-Vending	\$ -	\$ -
4210-3660-000-00-5125	Advertising Sponsorship Income-Cost of sponsorship	\$ 133,958.00	\$ 148,000.00
4210-3930-000-01-5125	Advertising Sponsorship Income-Event Sponsorship	\$ (515,028.00)	\$ (575,000.00)
4220-4060-000-00-5125	Premium Seat Income-Premium Income - Suites	\$ (154,760.00)	\$ (165,000.00)
4280-4670-000-00-5125	Other revenue-Interest Income	\$ (4,000.00)	\$ (4,120.00)
4280-4680-000-00-5125	Other revenue-ATM	\$ (17,388.00)	\$ (17,909.64)
4280-4680-000-01-5125	Other revenue-Other Miscellaneous Income	\$ (1,500.00)	\$ (1,545.00)
4280-4680-000-02-5125	Other revenue-UND Annual Rent	\$ (198,264.00)	\$ (198,261.00)
4280-4680-000-03-5125	Other revenue-Hospitality Tax	\$ (478,428.00)	\$ (478,428.00)
5010-5500-000-00-5125	Concessions cost of sales-Vending	\$ -	\$ -
TOTAL OTHER INCOME		\$ (1,235,410.00)	\$ (1,292,263.64)

ALERUS CENTER
SALARIES BUDGET
FISCAL YEAR 2020
PRELIMINARY

2019 Budget \$	2,021,012
2020 Budget \$	2,240,571
Net Change \$	219,559
% Change	11%

GL #	ACCOUNT DESCRIPTION	2019 BUDGET	2020 BUDGET
	SALARIES	\$ 1,377,146.00	\$ 1,415,098.75
	COMMISSION	\$ 68,526.00	\$ 70,296.47
	BENEFITS - 401K	\$ 47,678.00	\$ 58,901.63
	BENEFITS	\$ 339,748.00	\$ 493,944.87
	PAYROLL TAXES	\$ 187,914.00	\$ 202,329.47
	TOTAL SALARIES	\$ 2,021,012.00	\$ 2,240,571.20