

COUNCIL WORKSHOP ITEM

ITEM: 2003 Heritage Festival Budget
DATE: December 10, 2002
PREPARED BY: Mary Scalzetti, Director of Tourism and Events
PURPOSE: Consideration of the 2003 Heritage Festival Budget for the Mayor and Village Council

DISCUSSION:

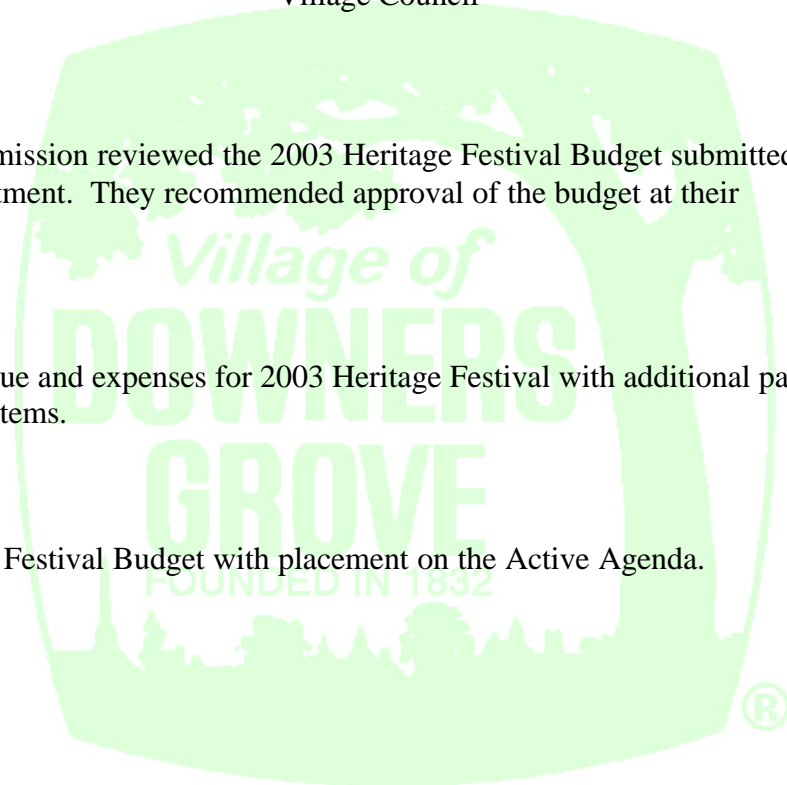
The Tourism and Events Commission reviewed the 2003 Heritage Festival Budget submitted by the Tourism and Events Department. They recommended approval of the budget at their December 5, 2002 meeting.

ATTACHMENTS:

Final copy of anticipated revenue and expenses for 2003 Heritage Festival with additional page of explanation for certain line items.

RECOMMENDATION:

Approval of the 2003 Heritage Festival Budget with placement on the Active Agenda.



2003 Heritage Festival

Budget Summary - *Draft* copy at 12/05/02 meeting

<u>Revenue</u>				<u>Expenses</u>	
2002 actual	2003 budget	project code	description	2002 actual	2003 budget
\$48,449.20	\$48,449.20	100	PUBLICITY & RECOGNITION	\$25,276.40	\$24,425.00
\$16,300.00	\$16,300.00	HF101	Friends	\$353.52	\$400.00
	\$0.00	HF102	Contests	\$518.76	\$650.00
	\$0.00	HF103	Refreshments - current year	\$1,128.31	\$1,225.00
	\$0.00	HF104	Refreshments - past/future event	\$49.96	\$150.00
	\$0.00	HF105	Publications	\$18,603.60	\$17,800.00 *
\$2,399.20	\$2,399.20	HF106	Souvenirs	\$2,842.40	\$2,500.00
\$16,150.00	\$16,150.00	HF107	Sponsors	\$1,353.58	\$1,200.00
\$13,600.00	\$13,600.00	HF108	Facilities & Attractions Sponsors	\$426.27	\$500.00
\$67,186.75	\$67,000.00	200	STREET FAIRS OPERATIONS	\$105,242.05	\$114,924.00
		HF201	Apparel	\$719.50	\$1,000.00
\$56,811.50	\$58,000.00	HF202	Booth space	\$249.98	\$425.00
\$5,254.75	\$4,000.00	HF203	Contracted Services	\$4,922.50	\$5,700.00
		HF204	Electricity	\$19,660.13	\$20,400.00
\$5,120.50	\$5,000.00	HF205	Rentals - current year	\$53,691.03	\$57,154.00 *
		HF206	Rentals - past/future event	\$4,443.00	\$4,905.00
		HF207	Supplies - current year	\$8,684.00	\$8,115.00
		HF208	Supplies - past/future event	\$2,271.91	\$2,225.00
		HF209	Insurance	\$10,600.00	\$11,000.00
		HF210	Capital Purchases	\$0.00	\$4,000.00 *
\$193,831.94	\$157,400.00	300	STREET FAIR ATTRACTIONS	\$148,661.85	\$148,241.00
\$131,666.08	\$110,000.00 *	HF301	Amusement Rides	\$0.00	\$0.00
\$1,410.00	\$0.00	HF302	Arts in the Park	\$1,232.72	\$0.00
		HF303	Bands & Variety - current year	\$76,753.00	\$75,100.00
		HF304	Bands & Variety - past/future event	\$14,617.00	\$16,000.00
		HF305	Associated entertainment costs	\$24,790.72	\$26,216.00 *
\$2,855.86	\$2,400.00	HF306	Car Show	\$1,953.41	\$2,450.00
\$57,900.00	\$45,000.00 *	HF307	Contracted Attractions	\$29,315.00	\$28,475.00 *
\$309,467.89	\$272,849.20		STREET FAIR TOTAL	\$279,180.30	\$287,590.00
<i>difference between 2003 BUDGETED revenue & expenses \$14,740.80</i>					
<i>difference between 2002 ACTUAL revenue & expenses -\$30,287.59</i>					
\$2,260.22	\$5,000.00	400	SPECIAL EVENTS	\$27,330.00	\$26,000.00
\$0.00	\$0.00	HF401	Fireworks	\$9,800.00	\$10,000.00 *
\$2,260.22	\$5,000.00	HF402	Parade	\$17,530.00	\$16,000.00
		500	TRANSFER FM OTHER FUNDS	\$151,182.29	\$149,000.00
-\$5,217.81	\$35,740.80	HF501	to balance budget		
\$10,545.00	\$11,000.00	HF502	Outside contracted staffing	\$10,545.00	\$11,000.00
\$140,637.29	\$128,000.00	HF503	Staffing - Festival	\$140,637.29	\$128,000.00
included above	\$10,000.00	HF504	Staffing - July 4	\$0.00	\$10,000.00
\$457,692.59	\$462,590.00		GRAND TOTALS	\$457,692.59	\$462,590.00

% of expenses covered by revenue (AS BUDGETED for 2003) 60.06%

% of expenses covered by revenue (ACTUAL for 2002) 68.11%

* explanation detail on following page

2003 Heritage Festival

budget explanations and guidelines
draft copy at 12/5/02 meeting

Revenue anticipated

HF301	\$110,000	amusement rides - 21 rides are tentatively scheduled
HF307	\$45,000	Beer Garden - \$57,900 in 2002; \$53,000 in 2001; \$25,500 in 2000 (rain); \$31,200 in 1999

Expenses anticipated

HF105	\$17,800	HF News printing and new sponsorship brochure printing for all events throughout the year
HF205/6	\$57,154	\$12,000 toilets \$14,000 stages \$26,000 tents (\$5000 are vendor tents, reflected in revenues as well) \$6,000 buses - will only pay \$20/hr instead of \$35/hr \$2,154 barricades \$2,000 portable signs, radios, private property, searchlights
HF210	\$4,000	\$2,200 s/o cord for electric panels \$1,800 garbage and recycling containers
HF305	\$26,216	\$19,000 sound \$6,000 lights \$1,216 misc.
HF307	\$28,475	\$15,000 downtown fireworks \$2,800 petting zoo \$2,800 ponies \$3,600 climbing wall \$1,800 caricaturist \$2,475 inflatable
HF401	\$10,000	\$10,000 fireworks for July 4th