

**IRVING CONVENTION AND VISITORS BUREAU  
2021 - 2022 PROPOSED BUDGET  
GENERAL FUND DEPARTMENTAL BUDGETS**

ACCOUNT DESCRIPTION	FUNDED BY HOTEL TAX				FUNDED BY ARPA		
	FINANCE AND ADMINISTRATION	SALES AND SERVICES	MARKETING AND COMMUNICATIONS	CONVENTION CENTER	TOTAL HOT TAX BUDGET	ARPA BUDGET	TOTAL BUDGET
<b>N1 - SALARIES</b>							
SUPERVISION	411,033	179,383	180,018	0	770,434	0	770,434
EXEMPT	307,344	696,670	366,414	0	1,370,428	0	1,370,428
NON-EXEMPT	98,816	52,884	58,608	0	210,308	0	210,308
PART-TIME	0	0	0	0	0	19,400	19,400
OVERTIME	0	0	0	0	0	0	0
SPECIAL PAY	0	1,800	0	0	1,800	0	1,800
INCENTIVE PAY	22,402	23,489	13,780	0	59,671	0	59,671
ICVB INCENTIVE PAY	0	150,000	0	0	150,000	0	150,000
PAY PLAN	35,539	0	0	0	35,539	0	35,539
<b>TOTAL SALARIES</b>	<b>875,134</b>	<b>1,104,226</b>	<b>618,820</b>	<b>0</b>	<b>2,598,180</b>	<b>19,400</b>	<b>2,617,580</b>
<b>N2 - BENEFITS</b>							
LIFE INSURANCE	578	698	420	0	1,696	0	1,696
PPO INSURANCE	79,621	98,344	57,586	0	235,551	0	235,551
UNEMPLOYMENT TAXES	1,008	4,464	720	0	6,192	0	6,192
MEDICARE	11,849	15,868	8,773	0	36,490	0	36,490
TMRS	118,656	156,662	87,852	0	363,170	0	363,170
SBP	16,916	22,334	12,524	0	51,774	0	51,774
PARS 457	0	0	0	0	0	0	0
BENEFITS PLAN	6,415	0	0	0	6,415	0	6,415
<b>TOTAL BENEFITS</b>	<b>235,043</b>	<b>298,370</b>	<b>167,875</b>	<b>0</b>	<b>701,288</b>	<b>0</b>	<b>701,288</b>
<b>N4 - SUPPLIES</b>							
OFFICE SUPPLIES	1,800	950	950	0	3,700	0	3,700
POSTAGE	500	250	250	0	1,000	0	1,000
SUBSCRIPTIONS-PUBLICATIONS	4,025	0	1,270	0	5,295	21,493	26,788
<b>TOTAL SUPPLIES</b>	<b>6,325</b>	<b>1,200</b>	<b>2,470</b>	<b>0</b>	<b>9,995</b>	<b>21,493</b>	<b>31,488</b>
<b>O1 - UTILITIES</b>							
COMMUNICATIONS	9,500	10,600	6,000	0	26,100	0	26,100
<b>TOTAL UTILITIES</b>	<b>9,500</b>	<b>10,600</b>	<b>6,000</b>	<b>0</b>	<b>26,100</b>	<b>0</b>	<b>26,100</b>
<b>O3 - OUTSIDE SERVICES</b>							
PROFESSIONAL SERVICES	10,000	10,000	10,000	0	30,000	3,132,401	3,162,401
MARKETING/SALES RESOURCES	0	2,100	10,280	0	12,380	33,000	45,380
POSTAGE EQUIPMENT RENTAL	2,650	0	0	0	2,650	0	2,650
MEDIA ADVERTISING	0	0	0	0	0	560,000	560,000
PROPERTY MGMT SERVICES	0	0	0	0	0	1,395,000	1,395,000
FREIGHT	1,000	1,000	1,000	0	3,000	0	3,000
<b>TOTAL OUTSIDE SERVICES</b>	<b>13,650</b>	<b>13,100</b>	<b>21,280</b>	<b>0</b>	<b>48,030</b>	<b>5,120,401</b>	<b>5,168,431</b>

ACCOUNT DESCRIPTION	FUNDED BY HOTEL TAX				FUNDED BY ARPA		
	FINANCE AND ADMINISTRATION	SALES AND SERVICES	MARKETING AND COMMUNICATIONS	CONVENTION CENTER	TOTAL HOT TAX BUDGET	ARPA BUDGET	TOTAL BUDGET
<b>O4 - TRAVEL/TRAINING/DUES</b>							
TRAVEL AND TRAINING	10,000	10,000	5,000	0	25,000	535,000	560,000
MILEAGE REIMBURSEMENT	500	1,500	500	0	2,500	0	2,500
MEMBERSHIP AND DUES	18,000	5,000	0	0	23,000	25,000	48,000
<b>TOTAL TRAVEL/TRAINING/DUES</b>	<b>28,500</b>	<b>16,500</b>	<b>5,500</b>	<b>0</b>	<b>50,500</b>	<b>560,000</b>	<b>610,500</b>
<b>O5 - CLAIMS AND INSURANCE</b>							
INSURANCE	58,307	0	0	79,738	138,045	0	138,045
<b>TOTAL CLAIMS AND INSURANCE</b>	<b>58,307</b>	<b>0</b>	<b>0</b>	<b>79,738</b>	<b>138,045</b>	<b>0</b>	<b>138,045</b>
<b>O7 - MISCELLANEOUS EXPENSES</b>							
ADM COST REIMBURSEMENT	0	0	0	0	0	215,898	215,898
CONVEN SERVICES MATERIALS	0	0	0	0	0	90,000	90,000
SPONSORSHIPS/PARTNERSHIPS	0	0	0	0	0	127,800	127,800
BUSINESS DEV INCENTIVE PROG	0	0	0	0	0	500,000	500,000
LOCAL PROGRAMS-PROMOTIONS	24,500	7,000	3,000	0	34,500	550,000	584,500
ICVB VOLUNTEER PROGRAM	0	0	0	0	0	5,000	5,000
<b>TOTAL MISCELLANEOUS EXPENSES</b>	<b>24,500</b>	<b>7,000</b>	<b>3,000</b>	<b>0</b>	<b>34,500</b>	<b>1,488,698</b>	<b>1,523,198</b>
<b>P5 - TRANSFERS OUT</b>							
TRSF TO ICVB RESERVE	500,000	0	0	0	500,000	0	500,000
TRSF TO ICC RESERVE / CIP	0	0	0	363,000	363,000	0	363,000
TRSF TO CITY OF IRVING	0	0	0	0	0	0	0
<b>TOTAL TRANSFERS OUT</b>	<b>500,000</b>	<b>0</b>	<b>0</b>	<b>363,000</b>	<b>863,000</b>	<b>0</b>	<b>863,000</b>
<b>P1 - COMPUTERS / SOFTWARE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>186,353</b>	<b>186,353</b>
<b>TOTAL</b>	<b>1,750,959</b>	<b>1,450,996</b>	<b>824,945</b>	<b>442,738</b>	<b>4,469,638</b>	<b>7,396,345</b>	<b>11,865,983</b>
<b>% OF TOTAL BUDGET</b>	<b>14.76%</b>	<b>12.23%</b>	<b>6.95%</b>	<b>3.73%</b>	<b>37.67%</b>	<b>62.33%</b>	<b>100.00%</b>