

2018 Budget Analysis of Promotional/Event Spending
including establishment of a Business Process Improvement Budget

	2018 Est. Spending <u>Amount</u>	Room <u>Tax</u>	Mayor <u>Org</u>	Council <u>Org</u>	HR <u>Org</u>	BPI <u>Org</u>
Business Rountable	800.00	800.00				
Swearing In Ceremony	300.00		300.00			
Employee Coffees (Retirement and exiting department heads)	250.00		250.00			
Funeral Flowers	200.00		200.00			
City Manager/Council Christmas Party (net of fee charged)	250.00			250.00		
Christmas Potluck	300.00				300.00	
Spring Cleaning Cook-Out	350.00				350.00	
Christmas Gift Cards	4,000.00				4,000.00	
Employee Service Awards	2,500.00				2,500.00	
Spot Awards	1,000.00				1,000.00	
NEO Sessions	350.00				350.00	
Department Head Retreat	750.00				750.00	
Employee/Volunteer Picnic	1,000.00				1,000.00	
Business Process Improvement Activities	2,000.00					2,000.00
New Employee and Dignitaries (badge holders, pens)	950.00	700.00			250.00	
Alder Items (photo, business cards, plaques)	750.00			750.00		
	15,750.00	1,500.00	750.00	1,000.00	10,500.00	2,000.00

2018 Budget Amount (Current):

1100	12200	516325	HR-Rewards/Recognition	7,500.00				7,500.00	
1100	15100	573400	Council-Volunteer Recognition	750.00			750.00		
1100	15200	534300	Mayor-Food	750.00		750.00			
2130	62100	534310	Room Tax - Business Roundtable	-					
				<u>9,000.00</u>	<u>-</u>	<u>750.00</u>	<u>750.00</u>	<u>7,500.00</u>	<u>-</u>

Funds Added or (Reallocated):

1100	15100	516900	Council- Employee Taxable Reimb	(250.00)			(250.00)		
1100	15100	573400	Council-Volunteer Recognition & Council/Mgr Xmas	250.00			250.00		
2130	14200	412100	Room Tax - Revenue	(1,500.00)	(1,500.00)				
2130	62100	534310	Room Tax - Business Roundtable & Dignitaries	1,500.00	1,500.00				
1100	14500	539000	BPI - Other Supplies and Expense	2,000.00					2,000.00
1100	12200	516325	HR-Rewards/Recognition	3,000.00				3,000.00	
1100	14200	484900	Treasury - Misc Revenue (P-Card)	(5,000.00)				(3,000.00)	(2,000.00)
				<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

2018 Budget Amount (Amended) :

1100	12200	516325	HR-Rewards/Recognition	10,500.00				10,500.00	
1100	15100	573400	Council-Volunteer Recognition	1,000.00			1,000.00		
1100	15200	534300	Mayor-Food	750.00		750.00			
1100	14500	539000	BPI - Other Supplies and Expense	2,000.00					2,000.00
2130	62100	534310	Room Tax - Business Roundtable	1,500.00	1,500.00				
				<u>15,750.00</u>	<u>1,500.00</u>	<u>750.00</u>	<u>1,000.00</u>	<u>10,500.00</u>	<u>2,000.00</u>