

ASSUMPTIONS AND PLAN-OF-ACTION WORKSHEET
BUDGET YEAR 2023

PREPARED BY AMG DATE 7/21/2022

DEPT# 152 DEPT NAME FALL GALA

ACCOUNT CODE# 7500 ACCOUNT NAME TRAVEL REVENUE ACCOUNT EXPENSE ACCOUNT
 HISTORY/PROJECTION: -----> ACTUAL 2021 \$ 5,665 BUDGET 2022 \$ 5,750 JUNE 2022 \$ 1,158 PROJECTED 2022 \$ 5,850 PROPOSED BUDGET 2023 \$ 6,000

DESCRIPTION:
STAFF TRAVEL FOR FALL GALA EVENT - CHICAGO - SEPTEMBER 14-18, 2023

BUDGET 2023	
JANUARY	- 0 -
FEBRUARY	400
MARCH	600
APRIL	- 0 -
MAY	- 0 -
JUNE	- 0 -
JULY	- 0 -
AUGUST	1,200
SEPTEMBER	3,600
OCTOBER	200
NOVEMBER	- 0 -
DECEMBER	- 0 -

PLAN-OF-ACTION:
- SEND 2 STAFF FOR SITE INSPECTION/PLANNING (MARCH 2023 - 2 DAYS)
- SEND 6 STAFF TO EVENT (SEPTEMBER 2023 - 4 DAYS)

ASSUMPTIONS:
- HOTEL = \$150 PER NIGHT - (MARCH = 2 STAFF X 2 DAYS = 4 NIGHTS)
- (SEPT. = 6 STAFF X 4 DAYS = 24 NIGHTS)
- AIR = \$200 PER PERSON - (MARCH = 2 + SEPT. = 6, TOTAL = 8 AIR TICKETS)
- OTHER TRAVEL EXPENSES = \$200

ACCOUNT CODE# _____ ACCOUNT NAME _____ REVENUE ACCOUNT EXPENSE ACCOUNT
 HISTORY/PROJECTION: -----> ACTUAL 2021 \$ _____ BUDGET 2022 \$ _____ JUNE 2022 \$ _____ PROJECTED 2022 \$ _____ PROPOSED BUDGET 2023 \$ _____

DESCRIPTION:

BUDGET 2023	
JANUARY	_____
FEBRUARY	_____
MARCH	_____
APRIL	_____
MAY	_____
JUNE	_____
JULY	_____
AUGUST	_____
SEPTEMBER	_____
OCTOBER	_____
NOVEMBER	_____
DECEMBER	_____

PLAN-OF-ACTION:

ASSUMPTIONS: