

**BENEFIT CATEGORY A3
FY15 SDTMD Contract Budget
Draft - Exhibit B**

Date _____

Organization Name	B					Total Direct Cost Budget
	A 1.1	A 1.2	A 1.3	A 1.4	A 1.5	
Total TMD Funds	Hotel Meeting Sales	Event Management and Group Sales Development	Tourism Development - Travel & Trade	Group Meeting Direct Marketing	Consumer Direct Sales & Marketing Programs	Non-TMD Direct Program Expenses
Category:						
Direct Expenses						
Advertising						
Advertising/marketing local						
Advertising Agency Fees						
Bid Fees/ Team payouts						
Dues / Subscriptions / Memberships						
Entertainment						
Event Registration Fees						
Lead Generation Services						
Marketing Materials & Brochures						
Meals						
Outside Contractors						
Personnel Benefits						
Personnel Salaries and Wages						
Promotional Items						
Rentals - booth space						
Rentals - remote sales office						
Research						
Sales Commissions						
Special Event Production						
Sponsorships						
Trade Show Expenses						
Travel						
Total Direct Expenses						
Overhead Cost						
Total TMD Expenses						

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OVERHEAD POOL/GENERAL AND ADMINISTRATIVE COSTS

	A	B	C
	General and Administrative Expenses	Less Unallowable Costs	Allowable General and Administrative Expenses
Overhead			
Personnel salary and wages - executive			\$ -
Personnel benefits - executive			-
Personnel salary and wages - administrative			-
Personnel benefits - administrative			-
Advertising			-
Auto expense			-
Depreciation			-
Employee morale			-
Facility Rental (Idle facility costs unallowable)		*	-
Hospitality supplies/kitchen supplies			-
Information and Technology support services			-
Insurance			-
Licenses and fees			-
Meals and entertainment			-
Office supplies			-
Outside services			-
Professional services: legal, acct, consultants			-
Recruitment			-
Repair and maintenance			-
Telephone			-
Travel			-
Training			-
Utilities			-
* Alcohol		*	
* Donations/Thank you gifts		*	
* Interest expense		*	
* Lobbying/Political contributions		*	
* Penalties/Late fees		*	
* Tangible property		*	
General and administrative - other (please list)			-
			-
			-
			-
			-
			-
Total Overhead Expenses	\$ -	\$ -	\$ -

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Indirect Cost Allocation Worksheet

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Budget Category

	<u>Total Budget</u>	<u>Less: inequitable adjustments</u>	<u>Modified Total Direct Cost Base</u>	<u>Overhead Rate %</u>	<u>Allocated G&A Dollar</u>
TMD Direct Expenses (exhibit B - page 1)					
A1.1	\$ -	-	-	0%	\$ -
A1.2	-	-	-	0%	-
A1.3	-	-	-	0%	-
A1.4	-	-	-	0%	-
A1.5	-	-	-	0%	-
B	-	-	-	0%	-
TMD Direct	-	-	-	0%	-
Non-TMD direct program expenses	-	-	-	0%	-
Total Direct Cost Budget	-	-	-	0%	\$ - *
Allowable Overhead Costs (exhibit B - page 2, column C)	-	*			-
Unallowable Overhead Costs (exhibit B - page 2, column B)	-				-
Total Organizational budget	\$ -				-

Overhead rate: percentage of individual budget category line to total direct cost budget.
Allocated G&A: Individual budget category indirect rate multiplied by total allowable indirect costs.