

Historic Bethlehem Museums & Sites, Inc.
March 2023 - February 2024
Approved Plan

Ordinary Income/Expense

Income

Community Support

40029 · Membership Income

40030 · Membership - Individual	160,000
40031 · Membership - Business	4,000
40032 · Board Support	36,000
40033 · Smithsonian Subscriptions	500

Total 40029 · Membership Income	200,500
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40000 · Contributions

40001 · Contributions - General	55,000
40002 · Retail Round Ups / Donation Box	8,600
40003 · Memorial Gifts - Other	0
40005 · Annual Appeal	
40011 · Building Preservation	0
40005 · Annual Appeal - Other	25,000

Total 40005 · Annual Appeal	25,000
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40006 · You Point, We Pick	1,800
40010 · 275th Legacy Fund	0
40012 · Taking the World Stage	0
40000 · Contributions - Other	0

Total 40000 · Contributions	90,400
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40100 · Grants - Unrestricted

40110 · Grants - Heritage Tours	10,000
40120 · Grants Smithy	15,000
40130 · Grants Other	140,000
40100 · Grants - Unrestricted - Other	21,336

Total 40100 · Grants - Unrestricted	186,336
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40038 · Sponsorships	10,000
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40040 · Educ Tax Credits	15,000
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40050 · In-Kind Contributions	90,000
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40280 · World Heritage Initiative

40281 · WH Initiative - County	10,000
40282 · WH Initiative - City	5,000
40280 · World Heritage Initiative - Other	0

Total 40280 · World Heritage Initiative	15,000
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40290 · Fees	0
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46000 · Beneficial Trusts - PR	15,500
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49000 · Interest Income	20
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Total Community Support	622,756
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Special Events

40480 · New 2 You (Apr)	0
40465 · House Tour (Jun)	53,000
40475 · Turkey Trot (Nov)	50,000

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40490 · Holiday Dinner (Dec)	
40491 · HD Patrons - Guests	15,250
40492 · HD Patrons - Benefactors	25,000
40493 · HD - Sponsorships	122,000
40495 · HD - Art Auction	37,000
40496 · HD - Live Auction	30,500
40497 · HD - Silent Auction	20,000
40498 · HD - Wine Tray	0
40499 · HD - Donations	5,000
40460 · Holiday Dinner	
40461 · Art Auction	0
40462 · Live Auction	0
40463 · Silent Auction	0
40464 · Wine Tray	0
40460 · Holiday Dinner - Other	0
Total 40460 · Holiday Dinner	0
40490 · Holiday Dinner (Dec) - Other	0
Total 40490 · Holiday Dinner (Dec)	254,750
40470 · Schneider Lecture	0
Total Special Events	357,750
Rentals	
40351 · Apartment Rentals	37,200
40352 · Wedding / Site Rental	50,000
40354 · Parking Lot/ AQ	115,520
40355 · Approved Vendor Royalty	1,500
Rentals - Other	0
Total Rentals	204,220
Tourism & Admissions	
40200 · Tourism Revenue	
40213 · Christmas in the Quarter	0
40212 · Trees Passes	12,500
40205 · Xmas Individuals - BBN	40,300
40210 · Christmas City Combo Passes	50,000
40211 · Christmas City Stroll	15,000
40215 · Individuals	0
40216 · Heritage Trail	1,250
40217 · Historic Moravian Bethlehem WT	5,500
40218 · Death & Dying WT	1,100
40219 · Church & Chapel WT	0
40220 · Groups, Custom	35,000
40225 · Carriage & Wagon rides	55,000
40230 · Steel tours	11,000
40232 · Hoover Mason Trestle	0
40239 · BTS Dollhouse Tour	0

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40240 · Other Walking Tours	2,500
40242 · Custom Tours	0
40200 · Tourism Revenue - Other	0
Total 40200 · Tourism Revenue	229,150
40250 · Admission	
40254 · Combo Passes-Sun Inn	0
40255 · Museum Admissions	25,000
40256 · Combo Passes	500
40257 · Design After Dark	0
40258 · Personality Exhibit Admissions	0
40259 · Living Social / Groupon	0
40261 · School Tours	
40260 · School Tours - Public EITC	30,000
40265 · School Tours - Private	5,000
40266 · School Tour Merchandise Sales	0
Total 40261 · School Tours	35,000
40250 · Admission - Other	0
Total 40250 · Admission	60,500
40243 · Amazon Smile	0
Total Tourism & Admissions	289,650
Commercial Activities	
40400 · Store & Consignment Sales	
40405 · Taxable	239,500
40410 · Nontaxable	41,400
40420 · On-Line Sales Non-Taxable	0
40425 · Mother's Day Retail Sales	0
40400 · Store & Consignment Sales - Other	0
Total 40400 · Store & Consignment Sales	280,900
40224 · Burnside Holiday Greens Sale	0
40440 · Crafters	
40444 · Crafters - Non Tax Sales	0
Total 40440 · Crafters	0
46600 · Sales Tax Discounts	130
Xmas in the Colonial Ind Qtr	
40221 · CITQ Vendor Fees	0
40214 · CITQ Merchandise Sales	0
Total Xmas in the Colonial Ind Qtr	0
40430 · Misc Sales Revenue	0
Total Commercial Activities	281,030
Programming	
40300 · Programs	
40301 · BlackSmith class	0
40306 · Summer Camp	15,500
40308 · XMAS Programming Sponsorship	0

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40455 · Blueberry Festival (Jul)	125,000
40481 · Apple Days (Sep)	50,000
40310 · Programs- Other	3,900
40300 · Programs - Other	0
Total 40300 · Programs	194,400
Total Programming	194,400
45000 · Releases for Operating Support	
45200 · Released for Operations	92,462
45300 · Released for Aministrative Cost	30,975
45400 · Released from Grants/TR	15,000
45600 · Released from Endowments	119,767
45800 · Released HBP Capital Campaign	170,420
Total 45000 · Releases for Operating Support	428,624
40500 · Insurance Proceeds	0
Total Income	2,378,430
Cost of Goods Sold	
COGS Community Support	
51750 · COGS - World Heritage Expense	
51752 · World Heritage Expense - City	5,000
51751 · World Heritage Expense - County	10,000
Total 51750 · COGS - World Heritage Expense	15,000
52610 · Market Development	500
51720 · Business Sponsors Reception	0
51700 · Membership Expense	
51710 · Kemerer Society Reception	7,000
51700 · Membership Expense - Other	1,700
Total 51700 · Membership Expense	8,700
51730 · Membership Discounts	0
51400 · Fundraising Expense	15,000
Total COGS Community Support	39,200
COGS Special Events	
52800 · Special Events Expense	
52810 · Holiday Dinner	85,000
52815 · House Tour	21,000
52825 · Turkey Trot	15,000
52830 · Special Events - New to You	0
52800 · Special Events Expense - Other	400
Total 52800 · Special Events Expense	121,400
Total COGS Special Events	121,400
COGS Rentals	
R&M - Apartments	4,000
Misc Supplies for Rental Events	250
Total COGS Rentals	4,250
COGS Tourism & Admissions	

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52650 · Heritage Tours	1,000
53200 · Tourism Expense	64,800
53500 · Volunteers Expense	1,400
52820 · Schneider Lecture	865
52835 · Zug Lecture	800
Total COGS Tourism & Admissions	68,865
COGS Commercial Activities	
52910 · Store Supplies	4,200
52905 · Inventory Adjustment	0
50650 · Consignor Commissions	0
50302 · Online processing fee	50
52900 · Store - Cost of Sales	154,500
Total COGS Commercial Activities	158,750
COGS Programs	
51000 · Education Expense	200
51150 · Exhibits	9,000
52405 · Programming Expense	
52406 · Design After Dark	0
52407 · Summer Camp Expense	8,000
52805 · Blueberry Festival	63,000
52829 · Apple Days	35,000
52405 · Programming Expense - Other	5,990
Total 52405 · Programming Expense	111,990
50900 · Dues & Subscriptions	4,250
50600 · Collections, Library, Archives	6,270
Total COGS Programs	131,710
Total COGS	524,175
Gross Profit	1,854,255
Expense	
Personnel Expenses	
52700 · Salaries	927,900
52100 · Payroll Tax Expense	74,232
51100 · Employee Benefits	
Medical Plan	96,000
Medical -COBRA Reimbursements	0
Retirement 403b Plan	41,500
51100 · Employee Benefits - Other	0
Total 51100 · Employee Benefits	137,500
Total Personnel Expenses	1,139,632
G&A Expenses	
Supplies	0
50300 · Investment Bank Fees	0
50301 · Bank & Credit Card Fees	29,500
51500 · Insurance Coverage	76,836

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51800 · Misc. Expense	5,000
51600 · Interest Expense	
51605 · Interest Exp - Mortgages	0
51610 · Interest Exp - Line of Credit	0
51615 · Finance charges	0
51600 · Interest Expense - Other	7,695
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Total 51600 · Interest Expense	7,695
52000 · Office Expense	5,700
52200 · Postage	6,000
52300 · Printing	7,500
52400 · Professional Fees Expense	57,350
52410 · Tech Support	77,600
53100 · Telephone / Internet Expense	11,500
53300 · Training Expense	500
53400 · Travel & Entertainment	4,500
52500 · Mktg, Advert & PR	
52520 · Advertising	62,000
50000 · Advertising (old)	0
52540 · Publicity	3,500
52600 · Website Expense	25,000
52500 · Mktg, Advert & PR - Other	0
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Total 52500 · Mktg, Advert & PR	90,500
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Total G&A Expenses	380,181
51900 · Facilities Expense	
51912 · Rent for Suite	14,400
51940 · Rent Expense, In Kind	51,120
51930 · Real Estate Taxes	555
51920 · Utilities	86,000
51911 · Security	0
51200 · Equipment Expense	6,100
51941 · Truck Lease	5,420
51905 · OSHA	0
51900 · Facilities Expense - Other	2,000
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Total 51900 · Facilities Expense	165,595
51910 · Repairs/Maintenance	
R&M - Maintenance Buildings	
Fire Protection	4,500
Property Management	25,000
HVAC	10,400
Elevators	7,950
Security System	18,000
Pest Control	5,500
Cleaning Services	21,000
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Total R&M - Maintenance Buildings	92,350

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R&M - Maintenance Grounds	
R&M - Landscaping / Gardens	26,700
R&M - Lawn Mowing	12,720
R&M - Snow Removal	125
Total R&M - Maintenance Grounds	39,545
R&M - Repairs	
Repairs - Major (>\$500)	13,000
Repairs - Minor (<\$500)	9,000
Repairs - Supplies / Misc Items	5,000
Total R&M - Repairs	27,000
51910 · Repairs/Maintenance - Other	0
Total 51910 · Repairs/Maintenance	158,895
50500 · Capital Campaign Expense	
Total 50500 · Capital Campaign Expense	0
51300 · Flood Relief Expense	
2019.00.00 Past Years Work	0
2021.09.02 Hurricane Ida	0
Total 51300 · Flood Relief Expense	0
Other Expenses	
Total Other Expenses	0
Total Expense	1,844,303
Net Income	9,952