

**Pasadena Sister Cities**  
**REVENUE/EXPENSE REPORT 2024-2025**

<b>PROPOSED BUDGET</b>			
<b>INCOME</b>	<b>PLEDGE</b>	<b>PAID</b>	<b>TOTAL</b>
CITY OF PASADENA (REIMBURSEABLE GRANT)	\$15,000.00	\$14,190.76	\$14,190.76
DONATION: KATHRYN BARGER	\$3,000.00		\$0.00
DONATION: PCC	\$2,500.00		\$0.00
DONATION: PUSD	\$1,500.00		\$0.00
DONATION: T OF R	\$3,000.00		\$0.00
FUNDRAISER	\$20,000.00		\$0.00
GENERAL INCOME [Balance brought forward 2023 City of Pasadena	\$15,000.00		\$0.00
MEMBERSHIP DUES 200 X \$25	\$5,000.00	\$325.00	\$325.00
POLO SHIRTS/T-SHIRTS (SELL 125@\$20.00)	\$2,500.00		\$0.00
SPONSORSHIPS	\$5,000.00		\$0.00
TOTE BAGS (SELL 100 x \$15)	\$1,500.00		\$0.00
<b>PROJECTED TOTAL REVENUE</b>	<b>\$74,000.00</b>	<b>\$14,515.76</b>	<b>\$14,515.76</b>

<b>EXPENSES</b>	<b>PROPOSED EXP.</b>	<b>TOTAL SPENT</b>
ADVERTISEMENT: NEWSPAPERS/ADS/ETC...	\$500.00	\$500.00
ANNUAL SUMMER GATHERING	\$2,500.00	
BADGES 200 X \$12	\$2,400.00	\$1,620.68
BOOTH AND VENDOR DISPLAY (Community outreach)	\$300.00	\$150.00
CERTIFIED AUDIT	\$10,000.00	
CONFERENCE REGISTRATION/EXPENSES	\$5,000.00	\$5,309.89
DIRECTOR AND OFFICERS INSURANCE	\$1,200.00	
GRAPHIC DESIGN	\$500.00	
INSTALLATION CEREMONY	\$2,500.00	\$5,394.89
OFFICE SUPPLIES (table cloths etc...)	\$1,500.00	
PHOTOGRAPHER(Sister City events)	\$1,200.00	\$600.00
PRESIDENT'S TRAVEL	\$5,000.00	
PRINTED MATERIAL: BROCHURE AND FLYERS	\$1,000.00	\$2,158.00
REFRESHMENTS FOR VOLUNTEERS	\$250.00	
RENT OFFICE SPACE \$500 A MONTH	\$6,000.00	
SISTER CITIES INTERNATIONAL DUES	\$1,050.00	\$1,030.00
STATIONERY AND STAMPS	\$450.00	\$30.45
BUSINESS MEETING AND LUNCHEONS	\$300.00	\$336.61
STATE OF CALIFORNIA (Taxes IRS)	\$4,000.00	
TAX PREPARATION	\$1,000.00	\$523.00
STUDENT EXCHANGE TRAVEL	\$20,000.00	\$6,776.80
TOTE BAGS	\$500.00	
T-SHIRTS/POLO SHIRTS	\$1,000.00	
WEBSITE DESIGN	\$1,500.00	
WEBSITE ANNUAL MAINTENANCE	\$1,200.00	
BOARD TRAINING	\$500.00	
ZOOM ACCOUNT (\$25 X 12 MONTHS)	\$300.00	\$250.00
<b>ITEMS PAID FROM JAN. 2024 TO DEC. 2024 - SUBTOTAL</b>	<b>\$71,150.00</b>	<b>\$24,180.32</b>
<b>ACTUAL EXPENSES PAID: TOTAL</b>	<b>\$24,680.32</b>	
<b>PROPOSED INCOME TOTAL</b>	<b>\$74,000.00</b>	
<b>BALANCE</b>	<b>\$49,319.68</b>	
<b>INCOME ACTUAL RECEIVED</b>	<b>\$14,515.76</b>	

\*Conference registration \$600.00 is reimbursement to Lena Kennedy from unpaid invoice from 2023.

\* Installation expense for \$1,000.00 is an unpaid invoice from 2023.