



EDO Budget: Line-Item Examples

www.EDPBestPractices.com

2023-06-06

Note: It would be extremely unlikely that you would ever use all of these line items. This summary is intended to provide examples of typical line items as an aid in preparing a comprehensive EDO budget.

Ref	Item	Notes / Description
3	REVENUES	
4	EDO Sales Tax	Type A, Type B or MDD Sales Taxes
5	Public Funds	City, County, education systems, etc.
6	Source #1	
7	Private Funds	Individuals, businesses, coalitions, COC
8	Source #1	
9	Real Estate	
10	Rental Income #1	Income from renting property owned by EDO
11	Rental Income #2	Income from renting property owned by EDO
12	Disposition	Revenue from sale of real property owned by EDO
13	Tenants	Rent, insurance, CAM
14	Misc. RE Income	Hay / grazing leases,
15	Incentive Loan Payments	
16	Business #1	Payments to EDO for loans made to business
17	Grants	Funds received as part of a grant program
18	Program #1	
19	Program #2	
20	Investment Income	
21	Interest Acct. #1	Interest from deposits
22	Interest Acct. #2	Interest from deposits
23	Interest Acct. #3	Interest from deposits
24	Sponsorships	Luncheons, award ceremonies, golf tourneys, etc.
25	Program #1	
26	Program #2	
27	Disposition of Assets	Sale of vehicles, equipment, etc.
28	TOTAL REVENUES	
29		

Ref	Item	Notes / Description
30	EXPENSES	
31	Personnel	
32	Payroll	
33	Salaried	Salaries of exempt employees
34	Hourly	Wages of non-exempt employees
35	Hourly-Overtime	Overtime paid to non-exempt employees
36	Bonuses	Bonuses provided to employees
37	Longevity Pay	Benefit based on tenure at EDO
38	Insurance	
39	Health	Health insurance for employees
40	Dental	Dental insurance for employees
41	Life	Life insurance for employees
42	Medicare	
43	Workers Comp	Workers Compensation
44	Social Security	
45	Retirement-TMRS	Retirement benefits for employees
46	Allowances	
47	Auto	Allowance for business use of personal vehicle
48	Cell Phone	Allowance for business use of personal cell phone
49	Insurance	Allowance for personal insurance
50	Childcare	Allowance for childcare
51	Misc.	Moving expenses
52	Branded Clothing	EDO-branded clothing
53	Training-Certifications	
54	Dues-Memberships	For professional development (i.e. not marketing)
55	TEDC	Texas Economic Development Council
56	IEDC	International Economic Development Council
57	Publications	Educational publications
58	Training / Cert. Maintenance	Training events, certification maintenance
59	Basic Course	Basic E.D. Course by TEDC
60	CEcD Certification	National certification by IEDC
61	TEDC Conferences	In-State TEDC conferences (3/yr)
62	IEDC Conferences	National IEDC conferences
63	NDC	National Development Council (EDFP)
64	Board	
65	Meetings	Food, supplies
66	Travel	Hotel, mileage, rent vehicles, meals
67	Training	Registration
68	Misc.	Name badges, memberships, apprec. plaques

Ref	Item	Notes / Description
69	Contract Services	Various services contracted by the EDO
70	Professional Services	
71	Accounting-Financial	Accounting / financial services,
72	Audit	Costs of audit
73	E.D. Prospect Mgr.	Manager for E.D. Projects / Prospects
74	E.D. Projects-Resources	E.D. consulting services
75	Engineering-Planning	Eng., planning, surveying, soils, environmental
76	Legal	Consultation, research, opinions, agreements, etc.
77	Marketing	Research, design, programs, PR (Add to Mrktg)
78	Real Estate	Brokers, appraisers, surveying, envir., Titles
79	Electronic Surveys	Survey Monkey, etc.
80	Technology	Maint. on computer systems, office network
81	Insurance	TML liability, insurance premiums for EDO
82	Cleaning	Office, rental properties, etc.
83	Website	Development, content, hosting, troubleshooting
84	Email	Exchange, hosting
85	Pest Control	Pest control services
86	Misc. Services	
87	Furniture	
88	Purchase	Purchases of furniture
89	Lease	Lease of furniture
90	Equipment	Purchase (not service-related)
91	Printers	Office printers
92	Copiers	Office copiers
93	Phones	
94	Office	Land lines for Staff
95	Cell	Cell phones for Staff
96	Technology	Computers for Staff, networking systems, etc.
97	Software	Office software, CRM, RFI prep., databases, etc.
98	Office Misc.	
99	Postage	Cost of postage, delivery services
100	Printing-Binding	Outside printing, binding
101	Bank Service Fees	Overdrafts, returned checks, etc.
102	Misc.	Paper, small office items
103	Vehicles	
104	Purchase	Purchase of vehicles
105	Lease	Leasing of vehicles
106	Maintenance	Maintenance of vehicles
107	Insurance	Insurance for vehicles
108	Mileage Reimbursement	Reimb for mileage driven for EDO business

Ref	Item	Notes / Description
109	Marketing-Promotion	
110	Dues	Memberships in org. intended for mrktg / netw
111	ICSC	International Council of Shopping Centers
112	CoreNet Global	CoreNet Global association - Assoc.
113	NTCAR	N. Texas Commercial Assoc. of Realtors - Assoc.
114	SIOR	Society of Industrial and Office Realtors - Assoc.
115	IAMC	Industrial Asset Management Council - Assoc.
116	Collateral	Marketing materials, etc.
117	Exhibits	Trade show booths, exhibits, banners, furniture,
118	Promotional Items	Trade show / marketing items for prospects
119	Video-Photography	Shooting photos / videos for marketing
120	Lists	Mailing lists, target industry lists, CEO lists
121	Data-Research	Demographics, charts, graphs
122	Advertising	Advert. in publications, venues, billboards, etc.
123	Sponsorships	Hosting events, exposure at marketing venues
124	Events-Meetings	Registration, travel, rent car, hotel, meals, entert.
125	Broker-Developer Mtg	Broker-Developer Roundtable
126	NTCAR	NTCAR Trade Show - Dallas
127	Retail Live	Retail conference, San Antonio
128	ICSC - Texas	Retail conference, location varies
129	Team Texas Coop Event	Joint effort by allies - Texas ED group
130	Oncor Coop Event	Joint effort by allies - Gas Utility
131	TexasOne Coop Event	Joint effort by allies - Texas Gov. EDT
132	Prospect lunches	Brokers, developers, business prospects
133	Fam Tours - Inbound	Inviting prospects to regional mrktg event
134	Site Visits - Inbound	Prospects visiting site,
135	IAMC	Industrial Broker / Mgr conference
136	SIOR	Office / Industrial - Tier 1 brokers
137	Technical Marketing	Purchase of key search words on Google, etc.
138	Direct Mail	Mailing marketing message to targeted prospects
139	Bulk Email Services	Constant Contact, Mail Chimp, etc.
140	Networking	Dining, golf, sports, for Prospects
141	Regional Support	Support allies / stakeholders marketing the region
142	Dallas Regional COC	Regional manager of ED leads
143	Lead Generation	Ident. of potential prospects, often by consultants
144	BRE Programs	
145	Events	Apprec. events, award ceremonies, roundtables
146	EDC Roundtable	
147	Small Bus. Conference	
148	Award-Recognitions	Awards or recognitions for businesses
149	Visitations	Meetings, lunches with local businesses

Ref	Item	Notes / Description
150	Community Projects	
151	Enhancements	Parks, open spaces, playgrounds, pools, entry signage, landscape features
152	Infrastructure	Water, sewer, street and / or drainage projects
153	Support Programs	
154	COC Support	Funds to support the Chamber of Commerce
155	Grant Projects	Funds spent as a part of a grant program
156	Planning Support	Comprehensive Plans, development regs / plans
157	Mapping	Support for GIS systems / resources
158	Incentives	
159	TBD	Incentives that are unknown
160	Property Enhancements	Funds for Property Enhancement programs
161	Incentives-TBD	Funds set aside for incentives TBD
162	Obligations	
163	Project #1	FY obligations for projects previously approved
164	Project #2	FY obligations for projects previously approved
165	Real Estate	
166	Acquisition	Acquisition of land or buildings
167	Lease	Leasing of land or buildings
168	Maintenance	
169	Buildings	HVAC, lighting, maintenance,
170	Landscape	Mowing, fencing, signage
171	Insurance	Liability insurance
172	Alarm-Security	Building alarms / security systems
173	Utilities	Expenses for utilities related to real estate
174	Electric	
175	Gas	
176	Internet	
177	Water	
178	Sewer	
179	Phone	
180	Trash	
181	Taxes	Taxes due on property owned by EDO and leased to "for-profit" businesses
182	Capital Investments	Investments / improvements to real estate (depreciable)
183	TOTAL EXPENDITURES	

Ref	Item	Notes / Description
184		
185	TRANSFERS	
186	Transfers Out	
187	City Services	Funds to pay for support provided by City Staff (AP/AR, agenda prep, EDO Staff support, etc)
188	SINKING FUNDS	
189	Public Infrastructure	FY set-asides for public infrastructure
190	Real Estate	FY set-asides for real estate acquisition
191	DEBT SERVICE	
192	Project #1	FY debt-service obligations for this project
193	Project #2	FY debt-service obligations for this project
194	TOTAL EXP + TRANSFERS / Etc.	
195		
196	TOTAL REV - TOTAL EXP	
197		
198	RESERVES	
199	Marketing-Promotion	M&P funds not used in prior FY
200	Public Infrastructure	Set-aside for public infrastructure
201	Real Estate	Set-aside for real estate acquisition
202	Undeclared	Undeclared reserves
203	TOTAL RESERVES	