

	A	B	C	D	E	F	G	H	I	J	K	L
1	PSD 2001 PROJECTED					2001 ACTUAL						
2												
3												
4	To age 3 = no charge											
5	Age 11 or older = Adult	Projected	Target= 275				Projected	Target= 275				
6		Number	n	Total Cost			Number	Cost/person	Total Cost			
7												
8	INCOME:					INCOME:						
9	3-Day Registration 4-meal	35	95	3325		3-Day Registration 4-meal	28	95	2660			
10	Disc/Early 3-Day 4-Meal	90	85	7650		Disc/Early 3-Day 4-Meal	71	85	6035			
11										8695		
12	3-Day Registration 2-Meal	7	81	567		3-Day Registration 2-Meal	22	81	1782			
13	Disc/Early 3-Day 2-Meal	18	71	1278		Disc/Early 3-Day 2-Meal	46	71	3266			
14										5048		
15	2-Day Registration 4-Meal	10	90	900		2-Day Registration 4-Meal	2	90	180			
16	Disc/Early 2-day(S/S) 4-meal	40	80	3200		Disc/Early 2-day(S/S) 4-meal	5	80	400			
17										580		
18	2-Day Reg (S/S) 2-Meal	15	76	1140		2-Day Reg (S/S) 2-Meal	26	76	1976			
19	Disc/Early 2-Day(S/S) 2-Meal	60	66	3960		Disc/Early 2-Day(S/S) 2-Meal	18	66	1188			
20										3164		
21						Standard Adult Reg'n Subtotal			17487			
22												
23						Custom Adult Packages	13		778			includes some single meals
24	Late Fees	5	10	50		Late Fees	N/A	0	0			used "early discount" incentive this yr
25	Total Adult Registrations	275.00				Total Adult Registrations	231.00		18265			
26						Awardees - 3 Adult / 1 Youth	4		0			
27	Youth Registration (13-18)	10	50	500		Youth Registration (13-18)	7	45.14	316			
28	Youth Registration (Sat-Sun)	15	42	630		Youth Registration (Sat-Sun)	9	30.67	276			
29	Child Registration (5-12)	5	32	160		Child Registration (5-12)	3	32.00	96			
30	Child Care (4 and under)	2	32	64		Child Care (4 and under)	0	32	0			
31	Late Fees	0	10	0		Late Fees	0	10	0			
32	Friday Dinner	10	21.95	219.5		Friday Dinner(Youth)	0	0	0			included above
33	Total Registrn Income			23,643.50		Total Registrn Income			18,953.00			
34												
35	Friday Dinner (add tax/grat)	75	21.95	1646.25		Friday Dinner	57	21.95	1251.15			
36	Sat Breakfast (add tax/grat)	0	8.95	0.00			0	0	0.00			
37	Sun Breakfast (add tax/grat)	0	9.95	0.00			0	0	0.00			
38	F&B without tax/grat			1646.25		F&B without tax/grat			1251.15			
39												
40	Add tax @ 6.5 %			107.01		Add tax @ 6.5 %	N/A		0.00			could not add to attendee cost
41	Add service charge @ 20 %			329.25		Add service charge @ 20 %	N/A		0.00			
42	Total F&B Income (Fri)			2,082.51		Total F&B Income (Fri)			1,251.15			
43												
44						Other Income						
45	Bookstore					Bookstore			825			updated 6/10 but still TBD
46	Other					Other						
47	Display tables	??	??			Display tables	0	0	0.00			no charge per contract
48												
49	TOTAL INCOME			25,726.01		TOTAL INCOME			21,029.15			
50												
51												
52	EXPENSES:					EXPENSES:						
53	F&B					F&B						
54	Fri Dinner-Optionl (strtr/dess)	75	21.95	1646.25		Fri Dinner	58	20.95	1215.10			

	A	B	C	D	E	F	G	H	I	J	K	L
55	Sat Bkfst -- Optional (Light)	175	8.95	1566.25		Sat Bkfst	113	9.95	1124.35			
56	Sat Breakfast w/registn ??	0	0.00	0.00			0	0.00	0.00			
57	Sat Lunch (Deli)	275	13.95	3836.25		Sat Lunch	236	13.95	3292.20	some incl in "custom pkgs"		
58	Sat Dinner(inc start&dessrt)	265	21.95	5816.75		Sat Dinner	241	21.95	5289.95	some incl in "custom pkgs"		
59	Add for upgr to strtrs/dssrts?	0	0.00	0.00			0	0.00	0.00			
60	Sun Bkfst -- Optional (Heavy)	130	9.95	1293.50		Sun Bkfst	112	8.95	1002.40			
61	Sun Bkfst -- Add Fruit/Yogrt ??	0	0.00	0.00			0	0.00	0.00			
62	Sun Breakfast w/registn ??	0	0.00	0.00			0	0.00	0.00			
63	Youth F&B ??			0.00		Youth F&B ??			0.00			
64	2 Breaks @100 ea (bev only)	200	2.95	590.00		2 Breaks (bev only) 175 & 236	411	2.95	1212.45	should have restricted placement ??		
65												
66	Total F&B without tax/grat			14,749.00		Total F&B without tax/grat			13,136.45	their total + \$13,169.32		
67	Tax @ 6.5 %			958.69		Service Charge @ 20 %			2627.29			
68	Service Charge @ 20 %			2949.80		Tax @ 6.5 % on F&B and Svc Chg !!!			1,024.64	svc chrg on F&B is taxed !!!		
69	TOTAL F&B Expense			18,657.49		ACTUAL F&B Expense			16,788.38	NOT INCL BAL ON MINIMUM		
70												
71	Other Hotel Costs					Other Hotel Costs						
72	Fri Meeting - reg/bookstr/exh/dinnr/keynt/cncl/socl			0.00		Bartenders (2 on Fri/1 on Sat)	1	75	75.00	2 of 3 adjstd off per bar revenue		
73	Sun Mtg -r/b/e/bkfst/Judy/8 brkout/lun/labr/busn/dnnr			0.00		Misc phone charges			82.12	will dispute (not authorized)		
74	Sun Meeting -r/b/e/bkfst/worship			0.00		Child care room incl tax/energy (guest room)			125.13	may still qualify for comp		
75	Piano move/tune			250.00		Speaker rooms incl tax/energy 2ppl X 2 nts @ \$125.13/nt			500.52			
76	Mics -1 wired @ \$26/day	26	3	78.00		Mics 26	26	5	130.00	see recap forthcoming		
77	Youth Room			0.00		Youth Rm(1day+svc chg/tax exempt 150	150	1	179.92	over/above space in contract		
78	Other Audio Visual			0.00		Svc chg on mics (tax exempt)			25.99	did not anticipate this		
79	Exhibit Tables			0.00		Exhibit Tables			0.00			
80	Total Other Costs			328.00		Total Other Costs			1,118.68			
81												
82	Printing/Stationery					Printing/Stationery						
83	Reg. Brochure	2500	0.34	850.00		Registration Brochure	2500	0.34	846.00			
84	Confirmation Letter+	175	0.26	45.50		Confirmation Letter+	0	0	0.00	e-mailed at no charge		
85	April '00 Promo Flyer/Poster			50.00		April '00 Promo Flyer/Poster	20		0.00	absorbed by volunteer		
86												
87	Awards Program	275	0.05	13.75		Awards Program	0	0	0.00	PSD did not charge back		
88	Thank You Letters	50	0.26	13.00		Thank You Letters	0	0.26	0.00	absorbed by Chair		
89	Conference Packets	275	0.9	247.50		Conference Packets	250	0.3	185.73			
90	Total Other Print/Stat			1219.75		Total Other Print/Stat			1031.73			
91												
92	Postage					Postage						

	A	B	C	D	E	F	G	H	I	J	K	L
93	Registration Brochure	2200	0.21	462.00		Registration Brochure	2200	0.21	538.35			
94	Confirmation Letter+	200	0.33	66.00		Confirmation Letter+	0	0	0.00	few absorbed by Registrar		
95	Thank You Letters	60	0.33	19.80		Thank You Letters	0	0.33	0.00	absorbed by Chair		
96	Total Postage			547.80		Total Postage			538.35			
97												
98												
99	Other Expenses					Other Expenses						
100	Other Admin Expense					Other Admin Expense						
101	Youth Program Expense	25.00	7.00	175.00		Youth Program Expense	0.00	0.00	0.00			
102	Youth Friday Night Dinner	10.00	21.95	219.50		Youth Friday Night Dinner	Included above in F& B exp.		0.00			
103	Child Care - to age 4	20 hrs@\$7 for 2		140.00		Child Care - to age 4			0.00			
104	Child program 5 - 12	20 hrs@\$10 for 5		200.00		Child program 5 - 12	See room cost under hotel		0.00			
105	Child meals ??	5@\$20		100.00		Child meals, etertainment, etc.			100.00	still TBD but not more than \$100		
106	Entertainment			700.00		Entertainment			600.00			
107	Flowers/Decorations			75.00		Flowers/Decorations			97.26			
108	Name Tags	265.00	2.24	593.60		Name Tags	265.00	2.24	206.95			
109	Markers/Misc. Supplies			45.00		Markers/Misc. Supplies			53.94			
110	Speaker Fees	2	100.00	200.00		Speaker Fees	2	100.00	200.00			
111	Speaker meals	2	23.00	46.00		Speaker meals	Included above in F& B exp.		0.00			
112	Speaker transportation	2	400.00	800.00		Speaker transportation	2	400.00	127.03	air + meal (won't be this low next yr)		
113	Speaker rooms incl tax	2	122.63	245.26		Speaker rooms incl tax/energy	See above under hotel expenses		0.00			
114	Award Winner support	7	80.00	560.00		Award Winner support	4.00		330.00			
115	Contingency			300.00		Contingency			0.00			
116	Cancels/Refunds	5.00	80.00	400.00		Cancels/Refunds	4.00		323.95			
117	Bookstore					Bookstore						
118	Total Other			4,799.36		Total Other			2,039.13			
119												
120	TOTAL EXPENSES			25,552.40		TOTAL EXPENSES			21,516.27			
121												
122												
123												
124	TOTAL INCOME			25,726.01		TOTAL INCOME			21,029.15			
125	TOTAL EXPENSE			(25,552.40)		TOTAL EXPENSE			(21,516.27)			
126	NET INCOME / DEFICIT			173.61		NET INCOME / DEFICIT			(487.12)	NOT INCL BAL ON F&B MINIMUM		
127												
128												
129												