

Last modified:

16-Jul-04

PSD 2003 PROJECTED

Note: These costs assume a minimum of 120 rooms are reserved

Guaranteed Room Rates:

\$79.00

\$90.85

with taxes (15%)

PSD 2003 ACTUAL

Note: 62 rooms Friday and 48 rooms Saturday

for a total of 110 rooms reserved

Projected Target = 225

Number Cost/pers Total Cost

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INCOME:

Registration

Early	124	\$100.00	\$12,375.00	121	\$100.00	\$12,100.00
Late	101	\$110.00	\$11,137.50	79	\$110.00	\$8,690.00
Exhibitors				8		0
Workshop Leaders/no food				15		0
Total Paid Adult Registrations	225			200		
Youth Registration (13-18)	25	\$45.00	\$1,125.00	20	\$45.00	\$900.00
Child Registration (5-12)	5	\$35.00	\$175.00	0	\$35.00	
Child Care (4 and under)	2	\$35.00	\$70.00	0	\$35.00	

Total Registration Income

\$24,882.50

\$21,690.00

Friday Dinner	78	\$15.00	\$1,170.00	117	\$15.00	\$1,755.00
Volunteers - extra meals						\$93.00
Bookstore			\$1,200.00			\$1,275.70
Fri Board Reception						\$265.28

TOTAL INCOME

\$27,252.50

\$25,078.98

EXPENSES:**Food & Beverage (Adults)**

Fri Dinner - Optional - Tapas Bar	78	\$15.00	\$1,170.00	110	\$15.00	\$1,649.89	
Sat Bkfst - Head Start Break	200	\$8.55	\$1,710.00	185	\$8.74	\$1,616.51	
Sat Lunch - Italian Buffet	225	\$12.24	\$2,754.00	218	\$12.51	\$2,728.15	
Sat Dinner - Pork/Pasta/Sole	250	\$22.08	\$5,520.00	210	\$21.76	\$4,569.48	
Sun Bkfst	200	\$15.93	\$3,186.00	185	\$16.28	\$3,012.06	
1 Break -cookie/lemonade	250	\$3.00	\$750.00	218	\$3.00	\$654.00	
Fri Board Reception						\$265.28	** PSD board will pay
Sun Coffee/Drink after service						\$137.33	

NOTE: Amounts already include
Service Charge @ 20%
Tax @ 10%

TOTAL F&B Expense**\$15,090.00****\$14,632.70****Printing/Stationary**

Registration Brochure	3,800	\$0.23	\$874.00	3,800	\$0.21	\$805.74	
Special Invitations	50	\$0.40	\$20.00	0	\$0.40	\$0.00	** handled by PSD office
Confirmation Letter	225	\$0.40	\$90.00	220	\$1.02	\$223.96	
Thank You Letters	50	\$0.40	\$20.00	20	\$0.60	\$0.00	** paid by BA
Conference Packets	225	\$0.60	\$135.00	220	\$1.90	\$417.49	
Name Tags	255	\$2.50	\$637.50	250	\$0.68	\$170.09	** add in nametags for volunteers

Total Printing/Stationary**\$1,139.00****\$1,617.28****Postage**

Registration Brochures	3,800	\$0.25	\$950.00	3,632			
- bulk mailing for ind brochures				2,637	\$0.24	\$626.68	
- packets to congregations				995	\$0.10	\$101.31	** + hand delivered 50 to PSD office
Special Invitations	50	\$0.39	\$19.50	0	\$0.39	\$0.00	
Confirmation Letter	225	\$0.99	\$222.75	192	\$0.39	\$74.83	
Thank You Letters	50	\$0.39	\$19.50	20	\$0.39	\$0.00	** paid by BA

Total Postage**\$1,211.75****\$802.82****Other Expenses**

Youth Program Meals	25	\$30.00	\$750.00	20	\$30.00	\$236.07	** also included in Sat dinner count
Youth Program Room incl taxes	2	\$90.85	\$181.70	2	\$0.00	\$0.00	** they didn't charge us for the room
Child Care - to age 4	20 hrs@\$7 for 2		\$280.00				
Child program 5-12	20 hrs@\$7 for 2		\$280.00				
Child meals	7	\$15.00	\$105.00	0	\$15.00	\$0.00	
Childcare room incl taxes	2	\$90.85	\$181.70	0	\$90.85	\$0.00	

Mayo Civic Center rental

\$600.00

\$713.24

Piano rental

\$85.60

\$101.76

Entertainment

\$300.00

\$300.00

Flowers/Decorations

\$450.00

\$560.27

Room rental

\$175.38

Audiovisual Supplies						\$257.75	
Markers/Misc Supplies			\$100.00				
Lapel mike	3	\$50.00	\$150.00				
Flipcharts			\$150.00				
Photography						\$76.27	
Misc. costs						\$24.47	
Speaker Fees	2	\$300.00	\$600.00	2	\$300.00	\$600.00	
Speaker Transportation	2	\$400.00	\$800.00	2	\$274.34	\$548.68	
Speaker rooms incl taxes	4	\$0.00	\$0.00	4	\$0.00	\$0.00	** we got 2 rooms/night free
Registration paid for							
* adult award winners	8	\$110.00	\$880.00	4	\$100.00	\$400.00	
* youth award winner				1	\$45.00	\$45.00	
* waived via ok of local arrangements				2	\$100.00	\$200.00	
* speakers				2	\$115.00	\$230.00	
* bounced check				1	\$110.00	\$110.00	** may get
* didn't pay				1	\$110.00	\$110.00	** may get partially
* YAC - PSD to pay				4	\$45.00		** got late
Contingency			\$500.00				
Cancel/Refunds	6	\$80.00	\$480.00				
Bookstore - cost of books			\$780.00			\$847.30	
- books lost - pay total cost						\$432.23	** may still turn up
Total Other Expenses			\$7,654.00			\$5,968.42	
TOTAL EXPENSES			\$25,094.75			\$23,021.22	
TOTAL INCOME			\$27,252.50			\$25,078.98	
TOTAL EXPENSE			(\$25,094.75)			(\$23,021.22)	
Net Income - Deficit			\$2,157.75			\$2,057.76	
Church balance						\$2,044.73	
line 14 - church balance						\$13.03	** close enough!
				more potentially could get		\$652.23	