

INDIANA DIVISION ANNUAL MEETING

Budget Worksheet

Swan Lake Resort May 15-17, 2009

June 30, 2009

	Notes	Budget 2009	Actual 2009
RECEIPTS:			
Full Registrations	47 total; 38 early birds at \$150; 7 at \$175; 2 comp.	\$12,175.00	\$6,925.00
(Comp. 4 Officers, 2 Co-chairs)			
Scholarship - 3 student registrations		\$0.00	
Partial			
Merited/Student Member Full	4 merited; 7 student; \$150 ea.		\$1,650.00
Merited/Student Member Partial			
Seminar Only			
Single Events Only			\$615.00
Open House Vendor Tables			\$230.00
TOTAL INCOME		\$12,175.00	\$9,420.00
TOTAL EXPENSES			
		\$12,040.00	\$9,511.88
Net Profit (Loss) for Conference Only		\$135.00	(\$91.88)
Conference		\$135.00	-\$91.88
Benefit Breakfast		N/A	N/A
Leadership Conference		\$14.00	\$52.35
Grand Net Profit (Loss)		\$149.00	-\$39.53

LEADERSHIP CONFERENCE May 15, 2009			
	Notes	Budget 2009	Actual 2009
INCOME:			
Registrations	Project 20 at \$10 ea.; actual was 28	\$200.00	\$280.00
Subtotal		\$200.00	\$280.00
EXPENSES:			
Room Costs		\$186.00	\$107.00
Speaker		\$0.00	\$0.00
A/V Costs		\$0.00	\$63.50
Refreshments		\$0.00	\$0.00
Miscellaneous	screen, easel	\$0.00	\$57.15
Subtotal		\$186.00	\$227.65
Net (Profit) (Loss)		\$14.00	\$52.35

BENEFIT BREAKFAST (Not Held at 2009 Annual Meeting)			
	Notes	Budget 2009	Actual 2009
INCOME:			
Breakfasts			
Subtotal		\$0.00	\$0.00
EXPENSES:			
Room Fee - Atlantic City			
Speaker - Fee			
Microphone/lectern			
Breakfasts			
Subtotal		\$0.00	\$0.00
Net (Profit) (Loss)		\$0.00	\$0.00

FRIDAY			
	Notes	Budget 2009	Actual 2009
EXPENSES:			
Open House - Salon 1 and 2			
Refreshments		\$0.00	\$17.78
Room Rental		\$0.00	\$214.00
Cash Bar (Bartender)	fee is for 4 hours	\$75.00	\$75.00
Decorations		\$0.00	\$0.00
Entertainment / Screen	member providing projector; fee is for screen	\$50.00	\$63.50
Tables/Skirts	20 tables - to be offset by "renting" tables to vendors (\$25 & gift for drawing) and chapters (\$10)	\$200.00	\$0.00
Microphone/AV	wired microphone	\$45.00	\$63.50
Subtotal		\$370.00	\$433.78

	Notes	Budget 2009	Actual 2009
Hospitality - Cottage			
	used hospitality committee members room		
Refreshments	donated	\$0.00	\$0.00
3 Display tables w/skirting	N/A	\$0.00	\$0.00
2 tables/chairs for people to sit & visit	N/A	\$0.00	\$0.00
Room Charge		\$153.00	\$130.90
Subtotal		\$153.00	\$130.90
SATURDAY			
Hospitality - Cottage			
Refreshments	Donated	\$0.00	\$0.00
3 Display tables w/skirting	N/A	\$0.00	\$0.00
2 tables/chairs for people to sit & visit	N/A	\$0.00	\$0.00
Room Charge		\$153.00	\$130.90
Subtotal		\$153.00	\$130.90
1st Timers/Orientation/Business Session - Salon 1			
Room Rental	\$200 + taxes	\$257.00	\$214.00
Risers, stages	3 tables - stage sections to hold tables with seating for 12 at head table	\$64.00	\$0.00
Microphone/AV	2 microphones	\$90.00	\$158.75
Color Guard	Boy Scout Troop 251	\$50.00	\$50.00
Inspirational singer	Donated	\$50.00	\$0.00
Signage		\$0.00	\$0.00
Keynote Speaker			
Honorarium/Fee	Bonnie Bezata	\$150.00	\$150.00
Lodging (Friday)		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Equipment for presentation	screen	\$64.00	\$63.50
Meals		\$0.00	\$0.00
Set-up Fee (Same room as Business Mtg.)		\$0.00	\$0.00
Subtotal		\$725.00	\$636.25
Recognition Luncheon - Salons 2 and 3			
Lunches	budgeted 75 @ \$16.97 plus taxes; actual charge was for 60	\$1,632.00	\$1,291.59
Programs		\$0.00	\$0.00
CPS/CAP Certification Awards	certificates	\$0.00	\$0.00
Certificates	donated	\$0.00	\$0.00
Certificate Covers	donated	\$0.00	\$0.00
Decorations	donated by committee	\$0.00	\$0.00
Microphone/ AV	ended up in room different from business session	\$0.00	\$63.50
Subtotal		\$1,632.00	\$1,355.09
Seminar - Salons 2 and 3			
Speaker - Fee	Michelle Gladieux - did not require lodging	\$1,000.00	\$1,000.00
Lodging (Friday)		\$135.00	\$0.00
Travel		\$300.00	\$75.00
Meals		\$80.00	\$0.00
Miscellaneous		\$0.00	\$0.00
Miscellaneous (handouts, forms, etc.)		\$0.00	\$0.00
Room Rental		\$0.00	\$0.00
Audio/Visual Equipment	covered under business session costs	\$95.00	\$0.00
CEU Application (\$30 each seminar)		\$0.00	\$0.00
CEU Certificates (\$13.50/50; 14.50/75)		\$0.00	\$0.00
CEU Registration 2.50 each		\$0.00	\$0.00
Recertification Application/Certificate		\$0.00	\$0.00
Postage for Brochure Mailings		\$0.00	\$0.00
Printing of Brochure		\$0.00	\$0.00
Subtotal		\$1,610.00	\$1,075.00
Banquet - Salons 2 and 3			
Dinners	budgeted for 75 @ Filet & chicken at \$30 plus taxes; actual was 20 chicken marsala and 38 filet mignon	\$2,889.00	\$2,296.16
Entertainment	Those Guys	\$250.00	\$250.00
Programs		\$0.00	\$0.00
Decorations		\$0.00	\$0.00
Awards for Excellence plaques	None nominated	\$125.00	\$0.00
Room Rental		\$0.00	\$0.00
Cash Bar (Bartender)		\$75.00	\$75.00
Officer's Reception		\$0.00	\$0.00
Microphone/ AV Equipment	Microphone & stand	\$95.00	\$0.00
Set-up (risers, lectern, skirting, etc.)	already set up from previous	\$0.00	\$0.00
Subtotal		\$3,434.00	\$2,621.16
Church Service(s)			
Minister		\$0.00	\$0.00
Priest		\$0.00	\$0.00
Room Rental		\$0.00	\$0.00

	Notes	Budget 2009	Actual 2009
Subtotal		\$0.00	\$0.00
SUNDAY			
<u>Omega/Sunday Breakfast/Business Session - Salons 1 & 2</u>			
Breakfast - Salon 2	75 @ \$10.00 buffet plus taxes; actual count was 58	\$963.00	\$736.60
Breakfast room charge	if breakfast in separate room from business meeting, may incur charge for both rooms		\$0.00
Programs		\$0.00	\$0.00
Microphone / AV Equipment	incurred charge since held in separate room	\$0.00	\$63.50
Business Meeting Room - Salon 1	\$100+taxes; actual was \$200 plus taxes	\$129.00	\$214.00
Stage sections to hold 3 tables		\$0.00	\$0.00
3 tables/skirting on stage sections		\$0.00	\$0.00
Microphone / AV Equipment		\$130.00	\$158.75
Speaker - Fee	Julianne Jankowski	\$150.00	\$150.00
Lodging - Friday and/or Saturday		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Meals		\$0.00	\$0.00
Singer - Fee		\$0.00	\$0.00
Subtotal		\$1,372.00	\$1,322.85

MISCELLANEOUS			
<u>Registration</u>			
Name Badges		\$0.00	\$0.00
Mailing Labels		\$0.00	\$0.00
Postage		\$0.00	\$0.00
Supplies (bag, pens, etc.)		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
<u>Publicity</u>			
Subtotal		\$0.00	\$0.00
<u>Planning Meetings -</u>			
Mileage	Bev -317, T-80, K-118, V-128	\$120.00	\$0.00
Lodging	first planning meeting	\$228.00	\$151.80
Meals	actual 1st planning meeting meals	\$83.00	\$37.24
Meeting Room Rental	was not charged	\$0.00	\$0.00
Subtotal		\$431.00	\$189.04
<u>Pages</u>			
	if student chapter members attended, meals already included in registration		
Saturday (2) lunch		\$0.00	\$0.00
Sunday (1) breakfast		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
<u>Parliamentarian: Marjorie Weber</u>			
	used International Officer - no additional fees		
Professional Services Fee		\$300.00	\$0.00
Lodging		\$250.00	\$0.00
Travel	mileage	\$150.00	\$0.00
Meals (Fri. p.m. & Sat. a.m.)		\$100.00	\$0.00
Prep Fee (\$30 per hour)	incur if not having attend in person	\$0.00	\$0.00
Subtotal		\$800.00	\$0.00
<u>International Officers</u>			
	Susan Shamali		
Lodging	3 nights \$119 plus taxes; actual was 2 nights since she drove in	\$460.00	\$261.80
Travel	240 miles @ \$.585 - International pays \$200 if travel exceeds that amount	\$140.00	\$149.60
Meals	Friday dinner; comp. regs - already included in count	\$35.00	\$0.00
Subtotal		\$635.00	\$411.40
<u>Great Lakes District Director</u>			
	not applicable		
Lodging		\$0.00	\$0.00
Travel		\$0.00	\$0.00
Meals		\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
<u>Division Officers</u>			
Lodging	Friday & Saturday: 1 suite, 1 regular rooms; \$119 + 20% + 7%; Wed & Thurs nights @ Teresa's; error on original budget - only allowed for one room	\$305.00	\$523.60
Mileage	Bev only	\$120.00	\$204.05
Meals	Wed dinner (\$53.40), Thurs dinner (\$74.79), Fri lunch (\$41.19) & dinner \$172.40; Sat bkfst (\$55.08); board donate Thurs bkfst & lunch, Fri bkfst Sun lunch (\$51.00)	\$300.00	\$447.86
Board Phone/Internet		\$0.00	\$0.00
Subtotal		\$725.00	\$1,175.51

	Notes	Budget 2009	Actual 2009
Printing			
Binders	donated	\$0.00	\$0.00
Minutes Copies	donated	\$0.00	\$0.00
Covers: Annual Reports & Minutes	donated	\$0.00	\$0.00
Printed Programs	donated	\$0.00	\$0.00
Subtotal		\$0.00	\$0.00
Miscellaneous			
	Most of these were all incorporated into specific sessions		
Microphones		\$0.00	\$0.00
General Postage		\$0.00	\$0.00
Signage / Table Favors		\$0.00	\$0.00
Music - Opening Ceremonies		\$0.00	\$0.00
Photography or film processing		\$0.00	\$0.00
Opening Ceremony (Color Guard/Invocation)		\$0.00	\$0.00
Refunds		\$0.00	\$0.00
Set-up Fees	frames for silent auction sheets	\$0.00	\$30.00
Subtotal		\$0.00	\$30.00
TOTAL EXPENSES		\$12,040.00	\$9,511.88