

MNNAC XX Budget to Actual

EXECUTIVE COMMITTEE

	<u>Budgeted</u>	<u>Spent</u>	<u>Balance</u>
Deposits Hotel and Convention Center	\$1,500.00	\$1,500.00	\$0.00
PO Box	\$78.00	\$52.00	\$26.00
Checks	\$27.00	\$26.61	\$0.39
Office Supplies	\$50.00		\$50.00
Bad Checks Returned	\$200.00	\$166.00	\$34.00
Travel Expense	\$1,260.00	\$380.00	\$880.00
			\$0.00
<i><u>Administrative Expenses</u></i>			\$0.00
Postage	\$10.00		\$10.00
Envelopes	\$5.00		\$5.00
Copies	\$100.00		\$100.00
Miscellaneous	\$100.00	\$12.50	\$87.50
5% Contingency	\$166.50		\$166.50
<i>TOTAL</i>	\$3,496.50	\$2,137.11	

ARTS & GRAPHICS

Art Supplies	\$75.00		\$75.00
Convention Posters & Signs	\$250.00		\$250.00
Convention Schedule Sign	\$100.00		\$100.00
Convention Logo Design & Layout	\$500.00		\$500.00
Convention Banner	\$500.00		\$500.00
<i><u>Administrative Expenses</u></i>			
Postage			\$0.00
Envelopes			\$0.00
Copies			\$0.00
Phone Calls			\$0.00
Miscellaneous	\$50.00		\$50.00
5% Contingency	\$73.75		\$73.75
<i>TOTAL</i>	\$1,548.75	\$0.00	

CONVENTION INFO

Information Mailing Flyer Copies	\$30.00		\$30.00
Information Mailing Postage	\$125.00		\$125.00
Information Mailing Envelopes	\$20.00		\$20.00
<i><u>Administrative Expenses</u></i>			
Postage	\$10.00		\$10.00
Envelopes			\$0.00
Copies	\$10.00		\$10.00

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Phone Calls			\$0.00
Miscellaneous	\$100.00		\$100.00
5% Contingency	\$15.00		\$15.00
TOTAL		\$310.00	\$0.00

HOTELS & HOSPITALITY

Food Cost	\$9,600.00		\$9,600.00
Main Meeting Room Decorations	\$200.00		\$200.00
Table Centerpieces	\$400.00		\$400.00
Newcomer Recognition Gifts	\$300.00		\$300.00
Meal Ticket Printing	\$125.00		\$125.00

Administrative Expenses

Postage	\$20.00		\$20.00
Envelopes			\$0.00
Copies			\$0.00
Phone Calls			\$0.00
Miscellaneous	\$125.00		\$125.00
5% Contingency	\$538.50		\$538.50
TOTAL		\$11,308.50	\$0.00

PROGRAMMING

Main Speakers (3)			
Registration	\$200.00		\$200.00
Hotel Rooms	\$500.00		\$500.00
Travel Expense	\$2,800.00		\$2,800.00
Main Meeting Format Copies	\$10.00		\$10.00
Workshop Format Copies	\$20.00		\$20.00
Marathon Meeting Format Copies	\$10.00		\$10.00

Administrative Expenses

Postage	\$10.00		\$10.00
Envelopes	\$5.00		\$5.00
Copies	\$10.00		\$10.00
Phone Calls	\$50.00		\$50.00
Miscellaneous	\$75.00		\$75.00
5% Contingency	\$184.50		\$184.50
TOTAL		\$3,874.50	\$0.00

REGISTRATION

Convention Flyers	\$400.00		\$400.00
Postage for 1 st mailing	\$225.00		\$225.00

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Postage for 2 nd mailing	\$225.00	\$225.00
Envelopes	\$70.00	\$70.00
ConfirmationCards	\$40.00	\$40.00
Postage for confirmation cards (1000)	\$140.00	\$140.00
Address labels	\$40.00	\$40.00
Expandable file folders (3)	\$60.00	\$60.00
Receipt Books	\$50.00	\$50.00

Registration Packet Contents

Key Tags, Pens, Phonebooks	\$800.00	\$800.00
Pens	\$400.00	\$400.00
Lanyards		\$0.00
Convention Programs	\$300.00	\$300.00
ID Badge	\$170.00	\$170.00
Registration Packet Envelopes	\$40.00	\$40.00
Cardboard Boxes for Packets	\$40.00	\$40.00

Administrative Expenses

Postage		\$0.00
Envelopes		\$0.00
Copies		\$0.00
Phone Calls		\$0.00
Miscellaneous	\$100.00	\$100.00
5% Contingency	\$155.00	\$155.00

TOTAL**\$3,255.00**

\$0.00

MERCHANDISE

Pre Convention Merchandise \$0.00

T-Shirts	\$642.00	\$364.40	\$277.60
Base Ball T-Shirts	\$517.50	\$243.87	\$273.63
Hocky Hoodies	\$2,142.00	\$685.31	\$1,456.69
Zipper Hoodies	\$1,532.70	\$831.95	\$700.75
Coffee Mugs	\$200.00	\$315.01	(\$115.01)

Convention Merchandise \$6,000.00

Sweatshirts		\$0.00
Coffee Mugs		\$0.00
Various Additional Merchandise	\$3,500.00	\$3,500.00

Administrative Expenses

Postage		\$0.00
Envelopes		\$0.00

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Travel Expense	\$700.00		\$700.00
TOTAL			\$0.00
Miscellaneous	\$300.00		\$300.00
5% Contingency	\$776.71		\$776.71
TOTAL		\$16,310.91	\$2,440.54

ADDITIONAL NEEDS

Signer	\$500.00		\$500.00
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Administrative Expenses

Postage			\$0.00
Envelopes			\$0.00
Copies			\$0.00
Phone Calls	\$50.00		\$50.00
Miscellaneous	\$100.00		\$100.00
5% Contingency	\$32.50		\$32.50
TOTAL		\$682.50	\$0.00

CONVENTION GUIDES

Guide Identification (T-shirts)	\$200.00		\$200.00
Hugger Identification	\$200.00		\$200.00
Walkie-Talkies	\$500.00		\$500.00

Administrative Expenses

Postage			\$0.00
Envelopes			\$0.00
Copies			\$0.00
Phone Calls			\$0.00
Miscellaneous			\$0.00
5% Contingency	\$45.00		\$45.00
TOTAL		\$945.00	\$0.00

FUNDRAISING & ENTERTAINMENT

<i>Pre Convention Function</i>	\$500.00		\$500.00
Flyer Printing			\$0.00
Entertainment			\$0.00
Facility Rental			\$0.00
Refreshments			\$0.00
Miscellaneous			\$0.00
			\$0.00
<i>Pre Convention Function</i>	\$500.00		\$500.00
Flyer Printing			\$0.00

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Entertainment		\$0.00
Facility Rental		\$0.00
Refreshments		\$0.00
Miscellaneous		\$0.00
		\$0.00
<i>Pre Convention Function</i>	\$500.00	\$500.00
Flyer Printing		\$0.00
Entertainment		\$0.00
Facility Rental		\$0.00
Refreshments		\$0.00
Miscellaneous		\$0.00
		\$0.00
<i>Pre Convention Function</i>	\$500.00	\$500.00
Flyer Printing		\$0.00
Entertainment		\$0.00
Facility Rental		\$0.00
Refreshments		\$0.00
Miscellaneous		\$0.00
		\$0.00
Convention Entertainment, Friday	\$2,300.00	\$2,300.00
Convention Entertainment, Saturday	\$6,000.00	\$6,000.00
 <u><i>Administrative Expenses</i></u>		
Postage		\$0.00
Envelopes		\$0.00
Copies	\$100.00	\$100.00
Phone Calls		\$0.00
Miscellaneous		\$0.00
5% Contingency	\$520.00	\$520.00

<i>TOTAL</i>	\$10,920.00	\$0.00
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GRAND TOTAL	<u>\$51,706.66</u>	
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