

MNNAC XX Proposed Budget

Page 1 of 5

<u>EXECUTIVE COMMITTEE</u>	<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

<u>ARTS & GRAPHICS</u>			
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

<u>CONVENTION INFO</u>			
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

MNNAC XX Proposed Budget

Page 2 of 5

Phone Calls			\$0.00
Miscellaneous	\$100.00		\$100.00
5% Contingency	\$15.00		\$15.00
<i>TOTAL</i>		\$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
<i>TOTAL</i>		\$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
<i>TOTAL</i>		\$3,874.50	\$0.00

REGISTRATION

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

MNNAC XX Proposed Budget

Page 3 of 5

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

<i>Pre Convention Merchandise</i>			\$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)
 <i>Convention Merchandise</i>	 \$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

MNNAC XX Proposed Budget

Page 4 of 5

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
--------	----------	--	----------

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

MNNAC XX Proposed Budget

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