

## CONFERENCE BUDGET EXPLANATION

### INCOME

Association Fees (20 @ \$75.00) [*One Association Fee per Association to be remitted to CRCEA*]

Banquet Fees (*Number of attendees registering times amount being charged for banquet*)

CRCEA Contribution (*\$1,000.00 or amount agreed upon by the Executive Committee*)

Host Association Advance (if any)

Host Association Contributions (*from member donors/money-raising activities*)

Registration Fees (*Number of attendees times Registration Fee of \$75.00*)

Other Contributions (*Contributions from businesses/organizations*)

TOTAL INCOME

### EXPENSES

#### REGISTRATION

Printing Envelopes

Postage to Mail Packets

Name Tags

Items for Goodie Bags

#### SESSIONS

Meeting Room Rental

Audio-Visual and/or any other Equipment Rental

Independent Contract Fees for A/V Service (*if used*)

Breaks -Soft Drinks/Water/Coffee (*Monday PM, Tuesday AM, Tuesday PM, Wednesday AM coffee*)

Sponsor Signs

#### HOSPITALITY AND BANQUET

Room Rental

Food/Drinks

Room Rental

Decorations

Banquet Meal (*and wine, if desired*)

Entertainment

A/V Needs

Prizes

#### FINANCIAL

Refunds - Registration cancellations/ Refunds made by the host association.

CRCEA - Repay advance seed money

CRCEA - Association Fees - 20 times \$75.00 – remitted to CRCEA after the Conference

#### OTHER EXPENSES

Miscellaneous Office Supplies

Other

TOTAL EXPENSES

These headings reflect the typical income and expense items encountered in hosting a conference. Fees should be based on about 100-120 attendee registrations. Actual expense figures vary from County to County. Hotel costs vary from hotel to hotel. Some research will have to be done to ascertain typical costs in each host county area when preparing a preliminary budget. It can then be adjusted when actual costs are confirmed.

**CRCEA FALL CONFERENCE - WALNUT CREEK 2016**

*CRCEA Form # 14  
Sample of Completed  
Conference Budget*

**PROPOSED BUDGET VERSUS ACTUAL**

**10/16 - 18/2016**

<b>INCOME</b>	<b>BUDGET</b>	<b>ACTUAL (To Date - 08/16/2016)</b>	<b>NOTES</b>
	Hotel Deposit \$ 1,000	\$ 1,000	From CCCREA - Paid Hotel on 04/14
	Association Fees \$ 1,500	\$ 1,125	Pay to CRCEA at end of conference
	Banquet Fees \$ 5,000	\$ 3,400.00	Assumes meal charge of \$50 each x 100 people
	CRCEA Advance \$ 1,000	\$ 1,000	<b>Received</b>
	CCCREA Advance \$ 8,000	\$ 8,000	<b>Received</b>
	Daily Attendance Fees \$ 200	\$ 95	Five One Day - One Lunch
	Registration Fees \$ 4,500	\$ 3,105	\$45 each attendees
	Contributions/ Donations \$ 8,000	\$ 8,000	Sponsors guaranteed to date
<b>TOTAL INCOME</b>	<b>\$ 29,200</b>	<b>\$ 25,725</b>	
<b>EXPENSES</b>			
<b>INVITATIONS</b>			
	Package Printing \$ 125	\$ 150	
	Package Postage \$ 225		Est
	Mailing Labels \$ 15		Names & Addresses Provided by CRCEA
	Envelopes \$ 50		Est
<b>REGISTRATION</b>			
	Printed Programs \$ -	\$ -	Provided by CRCEA
	Tote Bags \$ -	\$ -	Provided by CRCEA
	Package Printing \$ 150	\$ 150	Est
	Pocket Folders \$ 60		For 100
	Goodies For Tote Bags \$ 200	\$ 150	Food Items
	Name Badge Holders \$ -	\$ -	Provided by CRCEA
	Registration Table Banner \$ -	\$ -	Provided by CRCEA
<b>SESSIONS</b>			
	Room Rental \$ -	\$ -	<b>Comped</b>
	Equipment Rental \$ 1,000	\$ 400	Joe Mckee will provide all AV equipment
	Raffle Prizes \$ 400	\$ 100	Raffle For Survey Return
	Speaker Expenses \$ -	\$ 100	Speaker Appreciation Gift
	Monday Lunch \$ 3,000	\$ 2,918	Sponsored by Guided Choice (\$2,000)
	Session Breaks (4) \$ 4,000	\$ 2,447	Three of four are sponsored
	Photographer \$ 400	\$ 400	Includes DVD
	CRCEA Banner (2) \$ -	\$ -	Provided by CRCEA
<b>HOSPITALITY</b>			
	Room Rental \$ -	\$ -	<b>Comped</b>
	Food \$ 2,000	\$ 1,320	<b>Sponsor</b>
	Drinks \$ -	\$ -	<b>Comped</b>
<b>BANQUET</b>			
	Dining Room Rental \$ -	\$ -	<b>Comped</b>
	Decorations \$ 400		Est
	Banquet Meal \$ 6,080	\$ 4,765	\$45.00 + 9.90 Service Charge + \$5.20 Sales Tax X 80 and \$75.00 Setup Fee
	Wine and Corkage Cost	\$ 500	Provided By Hotel
	Bartender Setup \$ 200	\$ 200	Depending on drink sales
	Entertainment \$ 2,000	\$ 2,000	\$1,000 Deposit Made
	Band Dinner Expense \$ 200		Six members
	Door Prizes \$ 800		Est
<b>FINANCIAL</b>			
	Association Fees \$ 1,500	\$ 1,125	Paid At End of Conference
	Refund CRCEA Advance \$ 1,000	\$ 1,000	Paid At End of Conference
<b>OTHER EXPENSES</b>			
	Committee Hotel Rooms		
	Committee Banquet		
	Committee Mileage		
	Postage - Stamps \$ 150	\$ 150	Est
	Office Supplies \$ 100		Est
	Volunteer Mileage Charges \$ 300		Est
	Volunteer Parking Charges \$ 200		Est
	Signs-Materials & Svcs \$ 500	\$ 280	Est
	Conference Shirts \$ 350	\$ 520	Est
<b>TOTAL EXPENSES</b>	<b>\$ 25,405</b>	<b>\$ 18,225</b>	
<b>NET</b>	<b>\$ -</b>		