

FINAL CONFERENCE REPORT

_____ County
 Explanations of items below are on page ##

INCOME

ITEM	AMOUNT	COMMENTS
Association Fees (\$75.00)		
Banquet Fees		
CRCEA Contribution		
Refund of Deposits		
Attendee's Fees (\$75.00)		
Other Contributions		
TOTAL		

EXPENSES

ITEM	AMOUNT	COMMENTS
No. of Hotel Rooms Booked		Sun: ___ Mon: ___ Tues: ___
Deposits		
Banquet		
Coffee Breaks		
Entertainment		
Room Rental		
Equipment Rental		Audio – Visual
Hospitality Costs		
Office Expense		
Decorations		
Certificates		
Association fees remitted to CRCEA		Equal to \$75.00 fee per Association
Reimburse CRCEA Contribution		Reimburses CRCEA for Seed Money
Continental Breakfasts		
Other		
TOTAL		

STATISTICS

ITEM	NUMBER	COMMENTS
Total Registrations		
Delegate		
Present		
\$35 paying attendees present		
At Sessions		
At Socials		
At Coffee Breaks		
At Banquet		

Note: Do not make changes to above form.
 Attach additional sheets to extend comments on items above & for other problems or suggestions

EXPLANATION OF TERMS FOR FINAL REPORT

INCOME

- Association Fees \$75: Total of all registration fees sent in by each Association
- Banquet Fees: Total of all fees received for Banquet
- CRCEA Funding: CRCEA's contribution to Host County – Currently up to \$2,000.00
- Refund of Deposits: Total of any fees refunded to Host County
- Other Contributions: Total of all funds received from Contributors
- Attendee Fees @ \$75: Total of registration fees received from attendees and spouses

EXPENSES

- Hotel: Total number of rooms booked Sunday, Monday & Tuesday
- Deposits: Any deposits required by Hotel or other Agency
- Banquet: Total amount paid to Hotel for the Banquet
- Coffee Breaks: Total amount paid for all coffee breaks, including food
- Room Rental: Total amount paid for rental of all conference rooms
- Equipment Rental: Total amount paid for equipment (i.e. audio-visual)
- Hospitality Costs: Total costs of food and beverages
- Office Expense: Total costs of copying, printing, mailings etc.
- Decorations: Total costs of table center pieces or other decorations
- Certificates: Total costs of any certificates or honorarium for speakers
- Association Fees: Total of all Association registration fees remitted to CRCEA
- Entertainment: Total of all fees paid for entertainment
- CRCEA Repayment: Return of seed money to CRCEA

STATISTICS

- Total Registrations: Number of persons registered for Conference
- Number of Delegates: Delegates only, not Alternates
- Number of Attendees: Number of paying attendees at \$75
- Number at Sessions: Estimated number of persons who attended each training session
- Number at Social: Estimated number of persons at socials functions
- Coffee Breaks: Estimated number of persons who attended each coffee break
- Banquet: Total number of persons attending the banquet

The above explanations are intended to help the host county complete this conference report which will be helpful to future host counties. List any problem areas and how you resolved them on attached sheets.

Thank you for your cooperation