

SAMPLE OF COMPLETED CONFERENCE FORM

CRCEA HOST COUNTY FINAL CONFERENCE REPORT		
XXXXXXXXXX COUNTY		
INCOME		
ITEM	AMOUNT	COMMENTS
Association fees (\$75)	1,475.00	Fees Paid To CRCEA On 10/19/2016 Via Check (No. 1006)
Banquet fees	3,800.00	76 Attendees (@\$50.00)
CRCEA Start Up Contribution	1,000.00	Contribution Reimbursed to CRCEA on 10/19/2016 via check
Association Contribution	8,000.00	Contributed \$1,000 Per Year For Past 8 Years (Budget Item)
Attendees fees (\$75)	5,700.00	76 Reg. Attendees, 8 One Day Attendees, and 6 Affiliates
Other contributions	8,000.00	Major sponsors (3 X \$2,000 and 2 X \$1,000)
TOTAL	\$27,975.00	
EXPENSES		
ITEM	AMOUNT	COMMENTS
Number of hotel rooms booked		Sun: 30 ; Mon: 38 ; Tue: 38
Registration Cancellation Refunds	\$280.00	Includes Misc. Overpayment Errors
Door Prizes	891.00	
Banquet	4,661.00	76 Dinners Served - Includes 31.5% Service Charge and Tax
Wine For Banquet	301.00	Wine Discounted By 25% Due To Hotel Error
Monday Italian Buffet Lunch	2,952.00	Includes 31.5% Service Charge and Tax
Coffee Breaks	3,172.00	Includes 31.5% Service Charge and Tax
Entertainment	2,187.00	Includes Band Member Dinners
Room rental	0.00	Comped By Hotel
Equipment/AV Rental Expense	708.00	Provided By Joe McKee (RPESJC) - Hotel Screen Rental
Hospitality costs	1,761.00	Monday/Tuesday Evening
Office expense	214.00	Includes Envelopes, Printing, and Postage
Banquet Decorations	249.00	
Parking Stickers	190.00	Comped Parking For Speakers, Volunteers, Color Guard, etc.
Association fees remitted to CRCEA	2,475.00	Includes \$1,000 Seed Money - Check No. 1006
Continental Breakfasts (Fresh Fruit)	526.00	Includes 31.5% Service Charge and Tax
Other (Extra Tips)	280.00	
TOTAL	\$20,567.00	
NET SURPLUS/(DEFICIT) - total income; less total expenses	\$7,408.00	Since the Association prefunded \$8,000, this is not considered a profit or a loss. This amount will be returned to the conference fund for the next conference.
STATISTICS		
ITEM	NUMBER	COMMENTS
Total registrations	90	76 Regular, 8 One Day Registrants, and 6 Affiliates
Delegates	19	
Present	19	
\$45 paying attendees present	76	
At sessions		Not Counted
At socials	80	
At coffee breaks		Not Counted
At banquet	76	
By, _____	date	