DISTRICT 112 CONFERENCE BUDGET

Venue Karaka Pavilion
Dates 5-6 May 2023
Budget Updated to

PLEASE ONLY ENTER DATA IN THE WHITE

		Inc GST	Excl GST
SUMMARY BASED ON THE COMPONENTS OF THE BASE REGISTRATION (Excl Optional meals):			
	Projected Income		
6025	TOTAL REVENUE FROM REGISTRATIONS	$19,375.00	$16,847.83
6030	Conference-Sponsorship/Advertising (Received in Cash)		$0.00
6035	Conference-Raffle		$0.00
6040	Conference-Auction		$0.00
6010	Conference-Donation		$0.00
6020	Conference-Other Revenue	252.5	$219.57
	TOTAL REVENUE FROM REGISTRATIONS	$19,627.50	$17,067.39
	Less Variable Expenses	-$7,848.00	-$6,824.35
	Less Fixed Expenses	-$11,440.00	-$9,947.83
	Projected Surplus / Deficit	**$339.50**	**$295.22**
	Gives Average Registration Cost of $ 86.11		
	Variable Cost per person $ 34.88		
	Available to cover fixed costs per person $ 51.23		
	Breakeven Number of registrations	**223.3**	

PART A REGISTRATION RATES AND PROJECTED NUMBERS

Code		Pax	Each	Revenue	Excl GST
6025	Conference Registration- Early Bird	30	$80.00	$2,400.00	$2,086.96
6025	Conference Registration-Spouse / guest registrations			$0.00	$0.00
6025	Conference Full Registrations	145	$100.00	$14,500.00	$12,608.70
6025	Conference-Late registrations	10	$140.00	$1,400.00	$1,217.39
6025	Conference Friday Only			$0.00	$0.00
6025	Conference-Saturday Only	25	$25.00	$625.00	$543.48
6025	Conference-Sunday Only			$0.00	$0.00
6025	Conference Registration-1 Speech contest Only. This	15	$30.00	$450.00	$391.30
6025				$0.00	$0.00
	TOTAL REVENUE FROM REGISTRATIONS	225		$19,375.00	$16,847.83

PART B. CONFERENCE VARIABLE COSTS		Pax	each		
7004	Conference Badges	225	$0.00	$0.00	$0.00
7004	Conference Badges Lanyards	225	$2.00	$450.00	$391.30
7010	Banner Ribbons (1 per club + 1 per Division)			$0.00	$0.00
7012	Conference Bags & Contents (excluding the programme)		$0.00	$0.00	$0.00
7020	Conference Programs	225	$2.00	$450.00	$391.30
7030	Educationals material Costs (e.g. photocopying)	185	$2.00	$370.00	$321.74
7078	Conference Morning & Afternoon Teas Saturday	265	$18.40	$4,876.00	$4,240.00
7078	Conference Morning & Afternoon Teas Sunday	185	$9.20	$1,702.00	$1,480.00
7078	Conference Morning Teas Sunday			$0.00	$0.00
				$0.00	$0.00
				$0.00	$0.00
	Sub Total Variable Expenses			$7,848.00	$6,824.35
	Variable Cost per person =		$33.60		

Fixed Expenses			
7008	Conference Ambassadors		$0.00
7008	Conference promotional Materials		$0.00

7012	Stationery	$120.00	$104.35
7014	Venue Hire (Excluding Hire of District Executive	$10,350.00	$9,000.00
7018	Decorations (other than for Optional meals)		$0.00
7018	Signage	$100.00	$86.96
7020	Other printing (excl Programmes)		$0.00
7022	Audio-visual Presentation (Excluding District Executive		$0.00
7026	IT Costs	$50.00	$43.48
7030	Other Photocopying		$0.00
7030	Registration Forms	$350.00	$304.35
7032	Phone calls	$20.00	$17.39
7042	Venue staff costs, not included in Venue hire		$0.00
7042	Audio-visual equipment Staff Costs if not included in		$0.00
7042	Outside Contractors (not associated with Optional meals) [generaly outside entertainers]		$0.00
7044	Conference Postage	$50.00	$43.48
7062	Transport Costs excl Speakers	$50.00	$43.48
7070	Bank fees		$0.00
7080	Prizes	$100.00	$86.96
7080	Thank you gifts	$250.00	
7090	Audio-visual equipment Hire		$0.00
			$0.00
			$0.00
	Sub Total Fixed Costs	**$11,440.00**	**$9,947.83**

PART C. OPTIONAL MEALS (Excl Morning & Afternoon Teas)

The meals should be self funding. This includes the cost of any decoration and entertainment

Revenue		Pax	Each	Total	
7016	Friday Lunch			$0.00	$0.00
7016	Friday Dinner			$0.00	$0.00
7016	Saturday Lunch	80	$25.00	$2,000.00	$1,739.13
7016	Saturday Dinner	99	$105.00	$10,395.00	$9,039.13
7016	Sunday Lunch	0	$0.00	$0.00	$0.00
7016				$0.00	$0.00
				$12,395.00	$10,778.26
Expenses					
7078	Friday Lunch			$0.00	$0.00
7078	Friday Dinner			$0.00	$0.00
7078	Saturday Lunch	80	$25.00	$2,000.00	$1,739.13
7078	Saturday Dinner	100	$80.00	$8,000.00	$6,956.52
7078	Sunday Lunch	0	$0.00	$0.00	$0.00
7018	Dinner decorations			$500.00	$434.78
7042	Dinner Entertainment			$1,895.00	$1,647.83
				$12,395.00	$10,778.26
	Surplus / Deficit from meals			**$0.00**	$0.00

DISTRICT EXPENSES (NOT PART OF THE
This is so they are not included above
Filming the International Speech Final
Venue Hire (Cost of the break out room for the DEC
IT Costs for the Exec Meeting
Morning Tea Costs for Executive meeting