

**DISTRICT 112 CONFERENCE BUDGET**

Venue Great Lakes Centre, Taupo

Dates 3,4,5 May 2024

Budget Updated to

17-Aug-23

**PLEASE ONLY ENTER DATA IN THE WHITE CELLS**

Inc GST

Excl GST

**SUMMARY BASED ON THE COMPONENTS OF THE EARLY BIRD REGISTRATION**

(Excl Optional meals): Full registrations will generate a bit more revenue

Projected Income		
6025 TOTAL REVENUE FROM REGISTRATIONS	\$18,775.00	\$16,326.09
6030 Conference-Sponsorship/Advertising	\$0.00	\$0.00
6035 Conference-Raffle	\$0.00	\$0.00
6040 Conference-Auction	\$0.00	\$0.00
6010 Conference-Donation	\$0.00	\$0.00
6020 Conference-Other Revenue	\$0.00	\$0.00
<b>TOTAL REVENUE FROM REGISTRATIONS</b>	<b>\$18,775.00</b>	<b>\$16,326.09</b>
Less Variable Expenses	-\$10,350.60	-\$9,000.52
Less Fixed Expenses	-\$8,404.50	-\$7,308.26
<b>Projected Surplus / Deficit</b>	<b>\$19.90</b>	<b>\$17.30</b>

**Costs per person**

# of registrations	VC per person	FC per person	Total Cost
120	\$79.62	\$70.04	\$149.66
125	\$79.62	\$67.24	\$146.86
130	\$79.62	\$64.65	\$144.27
135	\$79.62	\$62.26	\$141.88
140	\$79.62	\$60.03	\$139.65
145	\$79.62	\$57.96	\$137.58
150	\$79.62	\$56.03	\$135.65
155	\$79.62	\$54.22	\$133.84
160	\$79.62	\$52.53	\$132.15
165	\$79.62	\$50.94	\$130.56
170	\$79.62	\$49.44	\$129.06
175	\$79.62	\$48.03	\$127.65
180	\$79.62	\$46.69	\$126.31
185	\$79.62	\$45.43	\$125.05
190	\$79.62	\$44.23	\$123.85
195	\$79.62	\$43.10	\$122.72
200	\$79.62	\$42.02	\$121.64

Note;

The Breakeven calculation is based on the Early Bird rate. The estimate is that 50% of registrations will take advantage of the Early Bird rate. The full registration is 20% higher. That will allow a EB rate as below.

**Recommended Break Even # of registrations**

**130**

**Recommended Early Bird Registration Rate**

**\$135.00**

**Recommended Registration Rates**

There is no maximin number of early bird registrations.

**EARLY BIRD GOLD:** This is the Base rate plus all the optional meals at cost. **The best deal!** This option Runs from the close of the September DEC until 31st January. Registrations will be available at the D112 Awards Dinner. (There is no Gold Full reg)

**SILVER:** This is the Base Rate only. Members register separately for any optional meals they want. Early Bird and full registration options available. Runs from the close of the September DEC to 16th April 2024

**BRONZE:** This is a one day registration based on 40% of the EB Silver registration rate. Runs for same period as Silver

**LATE REGISTRATIONS.** Registrations received after 16th April 2024

Full registrations are 120% of the early Bird Rate

Late Registrations (which are purposely a disincentive) are 140% of the EB Rate

Optional Meals have a 20% loading to accommodate the discount available to Gold Registrations.

	Weighting	Registration Rate
Early Bird Gold Full Registration. Runs from close of Sep DEC to 31 January 2024	100%	\$135.00
Early Bird Gold Optional Meals		\$145.00
<b>Early Bird Gold Registration amount</b>		<b>\$280.00</b>
Saving from Full Reg and purchasing all optional meals separately is	\$43.00	
<b>Early Bird Silver</b>	100%	\$135.00
<b>Silver Full Registration From 1 Feb to 16th April 2024</b>	120%	\$162.00
<b>Bronze</b>	40%	\$54.00
<b>Late full after 16 April 2024</b>	140%	\$189.00
<b>Optional Lunches each</b>	\$35.00	
<b>Optional Saturday Banquet</b>	\$91.00	

## BUDGET DETAIL

### PART A REGISTRATION RATES AND PROJECTED NUMBERS

Code		Pax	Each	Revenue	Excl GST
6025	Conference Base Registration- Early Bird	85	\$135.00	\$11,475.00	\$9,978.26
6025	Full Registrations	45	\$160.00	\$7,200.00	\$6,260.87
6025	Conference Friday Only	0	\$50.00	\$0.00	\$0.00
6025	Conference-Saturday Only	1	\$50.00	\$50.00	\$43.48
6025	Conference-Sunday Only	1	\$50.00	\$50.00	\$43.48
6025	Conference-Late Full Registrations	0	\$189.00	\$0.00	\$0.00
	<b>Total Registration Income</b>			<b>\$18,775.00</b>	<b>\$16,326.09</b>

### PART B. CONFERENCE VARIABLE COSTS

	Pax	each		
7004	Conference Badge holders	130	\$1.42	\$184.60
7004	Conference Badges Lanyards	130	\$1.00	\$130.00
7012	Conference Bags	130	\$0.00	\$0.00
7012	Conference Pens	130	\$0.00	\$0.00
7012	Conference bag Fillers (sponsored)	130	\$0.00	\$0.00
7020	Conference Programs	130	\$6.00	\$780.00
7030	Educational material Costs (e.g. photocopying)	130	\$4.00	\$520.00
7078	Conference Afternoon Teas Friday Caterer Food	130	\$13.80	\$1,794.00
	Conference Afternoon Teas Friday GLC Beverage	130	\$3.00	\$390.00
7078	Conference Morning Teas Saturday Caterer Food	130	\$13.80	\$1,794.00
	Conference Morning Teas Saturday GLC Beverage	130	\$3.00	\$390.00
7078	Conference Afternoon Teas Saturday Caterer Food	130	\$13.80	\$1,794.00
	Conference Afternoon Teas Saturday GLC Beverage	130	\$3.00	\$390.00
7078	Conference Morning Teas Sunday Caterer Food	130	\$13.80	\$1,794.00

Conference Morning Teas Sunday GLC Beverage	130	\$3.00	\$390.00	\$339.13
			\$0.00	\$0.00
			\$0.00	\$0.00
<b>Sub Total Variable Expenses</b>			<b>\$10,350.60</b>	<b>\$9,000.52</b>
Variable cost per person based on	130		\$79.62	
<b>Fixed Expenses</b>				
<b>Venue Expenses</b>				
7014	Friday Venue Hire Base rate		\$1,372.00	\$1,193.04
7014	Saturday Venue Hire Base rate		\$1,892.00	\$1,645.22
7014	Sunday Venue Hire Base rate		\$1,892.00	\$1,645.22
7014	Venue Hire Additional Hours		\$412.50	\$358.70
7014	Table Hire (full Conference)		\$270.00	\$234.78
7014	Tablecloth Hire (full Conference)		\$306.00	\$266.09
7042	Venue staff costs, not included in Venue hire		\$0.00	\$0.00
7018	Decorations (other than for Dinners)		\$0.00	\$0.00
7020	Other printing (excl Programmes) Signage etc		\$0.00	\$0.00
	<b>Total Venue Expenses</b>		<b>\$6,144.50</b>	<b>\$5,343.04</b>
<b>Audio Visual &amp; WiFi Expenses</b>				
7022	Audio-visual Presentation (Excluding District Executive AV Costs)		\$0.00	\$0.00
7090	Audio-visual equipment Hire		\$1,760.00	\$1,530.43
7042	Audio-visual equipment Staff Costs		\$0.00	\$0.00
7022	WiFi costs P 5 of contract (GLC Confirm no charge)		\$0.00	\$0.00
7022	Miscellaneous AV Costs (\$475 in the 2022 contract)		\$0.00	\$0.00
	<b>Total AV etc Expenses</b>		<b>\$1,760.00</b>	<b>\$1,530.43</b>
<b>Other Fixed Costs</b>				
7070	Bank fees		\$0.00	\$0.00
7086	Conference Ambassadors		\$0.00	\$0.00
7086	Conference Postage		\$0.00	\$0.00
7008	Conference promotional Materials		\$0.00	\$0.00
7030	Other Photocopying		\$0.00	\$0.00
7086	Phone calls		\$0.00	\$0.00
7086	Prizes (all sponsored)		\$0.00	\$0.00
7086	Registration Forms (paper)		\$0.00	\$0.00
7086	Signage		\$50.00	\$43.48
7012	Stationery		\$50.00	\$43.48
7080	Thank you gifts		\$200.00	\$173.91
7086	Transport Costs excl Speakers		\$200.00	\$173.91
	We used to have a Misc. Expense item to cover unforeseen costs. TI said we were not allowed to. Transport costs is our provision for unforeseen costs.			\$0.00
				\$0.00
	<b>Total Other Fived Costs</b>		<b>\$500.00</b>	<b>\$434.78</b>
	<b>Sub Total Fixed Costs</b>		<b>\$8,404.50</b>	<b>\$7,308.26</b>

**PART C. OPTIONAL MEALS NOT PART OF THE REGISTRATION RATE**

<b>Costs</b>				
7078	Lunches Yum Cost		\$28.75	
	GLC Tea & Coffee Cost		\$3.00	
	<b>Total Service Cost</b>		<b>\$31.75</b>	
<b>Services</b>				
	Friday		\$31.75	\$27.61
	Saturday		\$31.75	\$27.61
Saturday Dinner				

7078	Dinner Yum Cost	60	\$69.00	\$4,140.00	
	GLC Tea & Coffee Cost	60	\$3.00	\$180.00	
	Decorations			\$60.00	
	Entertainment DJ			\$500.00	
	Other Costs			\$0.00	
				<u>\$4,880.00</u>	
	Base Cost for Saturday Night			\$81.33	
	Say			\$81.50	
	Lunch Prices				
	Gold		\$31.75		
	Optional		\$35.72		
	Saturday Dinner Prices				
	Gold		\$81.50		
	Optional		\$91.69		
			Gold Meals		Optional
	Lunch Friday		\$31.75		\$35.00
	Lunch Saturday		\$31.75		\$35.00
	Saturday Dinner		\$81.50		\$91.00
			<u>\$145.00</u>		<u>\$161.00</u>
				\$16.00	

**DISTRICT EXPENSES (NOT PART OF THE CONFERENCE BUDGET)**

**This is so they are not included above**

DEC/DOT Venue Hire (Cost of the break out room for their meeting/s) 10:00 am to 12:45 pm is 2.75 hour out of 10 hours = 27.5% of \$1892 is \$520			\$520.00	\$452.17
DEC/DOT Friday Morning Tea per person Food	50	\$13.80	\$690.00	\$600.00
DEC/DOT Friday Morning Tea per person Beverage	50	\$3.00	\$150.00	\$130.43
Sub Total			<u>\$840.00</u>	<u>\$730.43</u>
Filming the International Speech Final				\$1,000.00
Accommodation & Travel for TI official visitor				
IT Costs for the Exec Meeting. We use the D112 projector			\$0.00	\$0.00