DISTRICT 112 CONFERENCE BUDGET
Venue Millennium Hotel Rotorua
Dates 16-19 May 2025

Budget Updated to 8-Sep-24

The district is registed for GST

SUMMARY OF THE DISTRICT CONFERENCE BUDGET

TI Codes		Pax	each	Inc GST	Excl GST
11	**Projected Income**				
6025	Revenue from Registrations			$21,170.00	$18,408.70
6035	Conference-Raffle			$0.00	$0.00
6040	Conference-Auction			$0.00	$0.00
6010	Conference-Donation			$0.00	$0.00
6030	Conference-Sponsorship / Advertising (Only list items **Received in Cash** by the Sep DEC))			$0.00	$0.00
	Surplus from Optional Meals			$288.00	$250.43
6020	Conference-Other Revenue				$0.00
	TOTAL PROJECTED REVENUE			$21,458.00	$18,659.13
	Projected Expenses				
	Variable Expenses			$11,745.60	$10,213.57
	Complementary Registrations	0	$76.42	$0.00	$0.00
	Room Hire			$4,750.00	$4,130.43
	Audio Visual Costs			$3,800.00	$3,304.35
	Other Fixed Expenses			$1,100.00	$956.52
	TOTAL PROJECTED EXPENSES			$21,395.60	$18,604.87
	PROJECTED SURPLUS / (DEFICIT)			**$62.40**	**$54.26**

PART ONE. EXPENSES COVERED BY REGISTRATIONS

Part B Registration Income

Code		Pax	Each	Inc GST	Excl GST
	Early Bird Registration Rate	80	$149.00	$11,920.00	$10,365.22
	Full Registration Rate (125% of EB rate	50	$185.00	$9,250.00	$8,043.48
	Sub Total of Full Registrations	130			
	Saturday One Day	0	$98.00	$0.00	$0.00
	Sunday One Day	0	$98.00	$0.00	$0.00
	Late Registration Rate 175% of EB Rate)	0	$235.00	$0.00	$0.00
	TOTAL REVENUE FROM REGISTRATIONS			$21,170.00	$18,408.70

	Part C Variable Costs	Pax	Each	Inc GST	Excl GST
7078	Conference Morning & Afternoon Teas Friday (excludes DEC MT)	130	$0.00	$0.00	$0.00
7078	Conference Morning & Afternoon Teas Saturday	130	$24.00	$3,120.00	$2,713.04
7078	Conference Morning & Afternoon Teas Sunday	130	$12.00	$1,560.00	$1,356.52
7004	Conference Badge Holders	150	$4.00	$600.00	$521.74
7004	Conference Badges Lanyards	150	$1.00	$150.00	$130.43
7004	Conf Team Identification	150	$0.00	$0.00	$0.00
7030	Photocopies of Educational Handouts	150	$2.00	$300.00	$260.87
7020	Conference Programs	180	$18.70	$3,366.00	$2,926.96
7012	Conference Bags	180	$14.72	$2,649.60	$2,304.00
7012	Conference Pens	180	$0.00	$0.00	$0.00
7012	Other Bag Contents	180	$0.00	$0.00	$0.00
7012		180		$0.00	$0.00
	Total Variable Costs			$11,745.60	$10,213.57
	Total Variable Costs per person		**$76.42**		

	Part D Venue Costs	Inc GST	Excl GST
7014	Venue Hire (Excluding Hire of District Executive venue)	$4,750.00	$4,130.43
7014	Stage Units	$0.00	$0.00
7014	Tables / Table Cloths	$0.00	$0.00
7014	Miscellaneous Venue costs	$0.00	$0.00
7014	WIFI Fee	$0.00	$0.00
7042	Venue staff costs, not included in Venue hire	$0.00	$0.00
	Total Venue Costs	$4,750.00	$4,130.43

	Part E Audio Visule Costs		
7022	Venue Base Costs (excluding DEC & Int Speech)	$1,000.00	$869.57
7022	Venue hirage of AV equipment	$0.00	$0.00
7042	Venue Audio-visual Staff Costs if not included in AV Costs	$0.00	$0.00
7022	District 112 AV Costs (incl Hirage, excl DEC & Int Speech)	$0.00	$0.00
7022	Other IT Costs (not WIFI)	$2,800.00	$2,434.78
7042	Venue staff costs, not included in AV Costs	$0.00	$0.00
	Total Audio Visual + IT Costs	$3,800.00	$3,304.35

	Part F Other Fixed Costs		
	Other Fixed Costs	Inc GST	Excl GST
7008	Conference promotional Materials	$0.00	$0.00
7012	Stationery	$0.00	$0.00
7018	Decorations (other than for Optional meals)	$0.00	$0.00
7018	Signage	$300.00	$260.87
7020	Other printing (excl Programmes)	$200.00	$173.91
7030	Other Photocopying	$0.00	$0.00
7030	Registration Forms	$0.00	$0.00
7032	Phone calls	$0.00	$0.00
7042	Outside Contractors (not associated with Optional meals)	$0.00	$0.00

7044	Conference Postage			$0.00	$0.00
7090	Equipment Rental			$400.00	$347.83
7070	Bank fees			$0.00	$0.00
7080	Prizes			$0.00	$0.00
7080	Thank you gifts Note 2	5	40	$200.00	$173.91
	Total Other Fixed Costs			$1,100.00	$956.52

NOTE !: TI does not allow "miscelanious" costs in a budget. The Transport cost item is our provision for unexpected costs, usuallly about 5% of registartion revenue)

NOTE 2: TI Policy limits the cost of a gift to 1 person at USD 25.00

PART TWO. OPTIONAL MEALS

Dinners are always optional meals as is the Friday Lunch. The committee decides whether the Saturday Lunch is optional or included in the Registration. The committee also decides whether to boost the protein contest of the Sunday Morning tea or to make a Sunday Lunch an optional meal. Occasionally (rarely) in the past a Conference has included an optional breakfast on either the Saturday or Sunday, usually for a special even eg Brakfast with the international visitor or first timers breakfast

	Pax	Each	Inc GST	Excl GST
Saturday Lunch				
Food Cost	70	25	$1,750.00	$1,521.74
Revenue	70	$27.50	$1,925.00	$1,673.91
Surplus			$175.00	$152.17
Sunday Lunch				
Food Cost	55	25	$1,375.00	$1,195.65
Revenue	55	$27.50	$1,512.50	$1,315.22
Surplus			$137.50	$119.57
Saturday Dinner				
Food Cost	75	80	$6,000.00	$5,217.39
Entertainment			$2,000.00	$1,739.13
Decorations			$200.00	$173.91
Total Cost			$8,200.00	$7,130.43
Cost Each			$102.50	$89.13
Selling Price			$78.00	$67.83
Surplus			-$24.50	
Busgeted Surplus from Optional Meals			$288.00	

DISTRICT EXPENSES	Incl GST	Exc GST
These do not play part of the Conference Budget and are not included above		
Filming the International Speech Final	$1,100.00	$956.52
Venue Hire (Cost of the breakout room for their meeting/s)	$1,000.00	$869.57
AV Costs for the Exec Meeting	$500.00	$434.78
Friday Afternoon Tea	$500.00	$434.78
	$3,100.00	$2,695.65
The DEC/DOT starts at 12:30 pm on the Friday. No lunch is		