

**APPENDIX K: SAMPLE ANNUAL MEETING FINAL BUDGET**

**ELECTRONIC INDEX**

**ERAPPA 2005 - ATLANTIC CITY**

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**ERAPPA 2006 - MYSTIC**

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Category	Description	Units	\$/Unit	Revenue/ Expense Estimate	Committed Revenue/ Expense	Additional Anticipated	Actual	Totals	Notes
<b>Registration</b>									
	Early Registration	154	\$ 315	\$ 48,510					
	Late Registration	32	\$ 365	\$ 11,680					
	Daily Registration Monday	37	\$ 125	\$ 4,625					
	Daily Registration Tuesday	23	\$ 125	\$ 2,875					
	Emeritus Registration	8	\$ 95	\$ 760					
	Add'l Paid Business Partner Registration	46	\$ 550	\$ 25,300					
	Spouse/Guest Full Registration	40	\$ 150	\$ 6,000			\$ 128,975		
	Spouse/Guest Day Registration	0	\$ 75	\$ -					
	Banquet Only	0	\$ 95	\$ -					
	Refunds/Adjustments	8	\$ (150)	\$ (1,200)			\$ (165)		
	Conference Services Contract	1	\$ (19,000)	\$ (19,000)			\$ (19,700)		
	Conference Services Expenses	1	\$ (2,000)	\$ (2,000)			\$ (1,671)		
Subtotal This Category					\$ 77,550			\$ 107,439	

Category	Description	Units	\$/Unit	Revenue/ Expense Estimate	Committed Revenue/ Expense	Additional Anticipated	Actual	Totals	Notes
Publications	Mailing List	1	\$ (1,500)	\$ (1,500)			\$ -		
	Publications Designer	1	\$ (500)	\$ (500)			\$ -		
	Printing:						\$ -		
	Letterhead	1	\$ (2,000)	\$ (2,000)			\$ (2,000)		
	BP Registration Brochure - 1000	1	\$ (2,900)	\$ (2,900)			\$ (3,096)		
	Call for Presentations Brochure - 2000	1	\$ (1,500)	\$ (1,500)			\$ (1,624)		
	Mid-Year Report	1	\$ (400)	\$ (400)			\$ (467)		
	Annual Conference Program - 1000	1	\$ (16,356)	\$ (16,356)			\$ (15,730)		2000 Actual
	Save The Date Postcard January - 1500 (Not Sent)	0	\$ (625)	\$ -			\$ -		
	Save The Date Postcard August - 2500	1	\$ (355)	\$ (355)			\$ (513)		
	Attendee Registration Brochure - 1000	1	\$ (15,000)	\$ (15,000)			\$ (12,914)		2200 Actual
	BP Confirmation Packet						\$ (190)		
	Badges						\$ (370)		
	Envelopes						\$ (68)		
	Ticket Stock (meals, drinks)						\$ (360)		
	Schedule-at-a Glance	1	\$ (1,000)	\$ (1,000)			\$ (2,294)		
	Labeling & Mailing	1	\$ (12,000)	\$ (12,000)			\$ (3,936)		
	Event Signage & Banners	1	\$ (4,000)	\$ (4,000)			\$ (6,030)		Rutgers donated
	Golf Signage	1	\$ (247)	\$ (247)			\$ (247)		session signs
	Event Registration Handouts & Gifts:	1							
	Golf Prizes (High, Low, Longest, Closest, Straightest, etc.)	1	\$ (1,120)	\$ (1,120)			\$ (1,120)		
	Hole-In-One Prizes (1 Lot)	1	\$ (402)	\$ (402)			\$ (402)		
	Golf Refreshments	1	\$ (680)	\$ (680)			\$ (680)		
	Golf Balls (AVIT Acoustics)	25	\$ (18)	\$ (473)			\$ (473)		
	Ashland Golf Towel	100	\$ (4)	\$ (435)			\$ (435)		
	Blackney Hayes Golf Umbrella	100	\$ (19)	\$ (1,867)			\$ (1,867)		
	Entech Low Gross Prize			\$ -			\$ -		
	KSS Golf Hats	100	\$ (11)	\$ (1,100)			\$ (1,100)		
	Chazen Mens & Womens Longest Drive Driver			\$ -			\$ -		
	Waterbottles (DomeTech)	100	\$ (3)	\$ (341)			\$ (341)		
	Wind Jackets (JJ White)	100	\$ (15)	\$ (1,505)			\$ (1,505)		
	Monopoly Novelties (1 lot)	1	\$ (186)	\$ (186)			\$ (186)		
	NJAPPA Magnets	1		\$ (478)			\$ (478)		
	Beach Bags	1000	\$ (5)	\$ (5,300)			\$ (5,300)		
	Badgeholders	1000	\$ (3)	\$ (3,242)			\$ (3,242)		
	Lapel Pins	1000	\$ (1)	\$ (882)			\$ (882)		
	Website Development	1	\$ (3,000)	\$ (3,000)			\$ -		
	Subtotal This Category				\$ (78,769)			\$ (67,849)	

Category	Description	Units	\$/Unit	Revenue/ Expense Estimate	Committed Revenue/ Expense	Additional Anticipated	Actual	Totals	Notes
<b>Hotel Services</b>									
	Exhibit Hall & Meeting Rooms (Included)	1	\$ -	\$ -			\$ (1,428)		
	Exhibit Hall Setup - Pipe/Drape	120	\$ (90)	\$ (10,800)			\$ (9,500)		
	Audio/Visual Equipment	1	\$ (12,000)	\$ (12,000)			\$ (7,370)		
	Electric	1	\$ (5,000)	\$ (5,000)			\$ -		
	Security						\$ (674)		
	Florist (Banquet Centerpieces)						\$ (1,990)		
	Car Service - Keynote Speaker						\$ (263)		
	DVD Production						\$ (126)		
	Hang Banners	50	\$ (50)	\$ (2,500)			\$ (875)		
	Email Kiosk (3)						\$ (3,410)		
	Meals/Breaks: (excluding Banquets)			\$ -			\$ -		
	Friday Breakfast '05 Committee	20	\$ (25)	\$ (500)					
	Friday Breakfast ERAPPA Board						\$ (184)		18 Showed
	Friday Break						\$ (124)		
	Friday Lunch '05 Committee	20	\$ (35)	\$ (399)			\$ (151)		
	Friday Lunch ERAPPA Board						\$ (494)		18 Showed
	Friday Dinner '05 Committee & ERAPPA Board	45	\$ (50)	\$ (2,250)			\$ (2,044)		
	Saturday Breakfast - '05, Board & ERAPPA Committees	65	\$ (25)	\$ (1,625)			\$ (1,131)		43 Showed
	Saturday Morning Break - '05, Board & ERAPPA Committees	65	\$ (6)	\$ (390)			\$ (197)		
	Saturday Lunch - '05, Board & ERAPPA Committees	65	\$ (30)	\$ (1,950)			\$ (1,248)		43 Showed
	Saturday Afternoon Break - '05, Board & ERAPPA Committees	65	\$ (6)	\$ (390)			\$ -		
	Saturday Dinner - '05, Board & ERAPPA Committees	80							
	Saturday President's Reception	100	\$ (20)	\$ (2,000)			\$ (2,934)		
	Sunday Brunch - '05 Committee & ERAPPA Board (non Golfers)	30	\$ -	\$ -			\$ -		
	Sunday NALCO Suite						\$ (2,150)		PAID
	Keynote Breakfast (Park Place)	295	\$ (15)	\$ (4,087)			\$ (4,381)		298 Showed
	Monday Morning Break (Exhibit Hall)	300	\$ (5)	\$ (1,422)			\$ (2,154)		
	Monday Lunch (Exhibit Hall)	450	\$ (30)	\$ (13,560)			\$ (11,880)		450 Showed
	Monday Afternoon Break	300	\$ (5)	\$ (1,632)			Incl Above		
	Monday NALCO Suite						\$ (1,239)		PAID
	Tuesday Attendee Breakfast (Marlboro Buffet)	250	\$ (23)	\$ (5,625)			\$ (6,818)		270 Showed
	Tuesday S/G Breakfast (NY Continental)	30	\$ (23)	\$ (675)			Incl Above		
	Tuesday Morning Break (Exhibit Hall)	250	\$ (5)	\$ (1,185)			\$ (852)		
	Tuesday Business Lunch	275	\$ (26)	\$ (7,102)			\$ (7,152)		298 Showed
	Tuesday Afternoon Break	250	\$ -	\$ -			\$ -		
	Tuesday NALCO Suite						\$ (1,331)		PAID
	Wednesday Runner's Breakfast (Fitness Continental)	65	\$ (16)	\$ (1,014)			\$ (238)		
	Wednesday Attendee Breakfast (All American)	65	\$ (15)	\$ (956)			\$ (2,012)		129 Showed
	Wednesday Lunch ERAPPA Board	10	\$ (24)	\$ (280)			\$ (304)		
	Wednesday Afternoon Break ERAPPA Board	10	\$ (7)	\$ (72)			\$ (120)		
	Other Charges (Guest Rooms, AV, etc)						\$ (4,564)		
	Subtotal This Category				\$ (77,413)			\$ (79,336)	

Category	Description	Units	\$/Unit	Revenue/ Expense Estimate	Committed Revenue/ Expense	Additional Anticipated	Actual	Totals	Notes
<b>Vendor Support</b>									
	Exhibit Booths - \$1500/1650/1800 - 59 Committed	58	\$ 1,600	\$ 92,800					
	Sponsorships (Booth Included):								
	"Jackpot" - 1 Committed	1							
	"Royal Flush" - 2 Committed	2	\$ 7,500	\$ 15,000					
	"Straight Flush" - 16 Committed	16	\$ 4,500	\$ 72,000					
	"Four Aces" - 9 Committed	9	\$ 3,500	\$ 31,500					
	"Full House" - 14 Committed	14	\$ 2,500	\$ 35,000					
	Giveaway Sponsors	2	\$ 1,000	\$ 2,000			\$ 307,235		
	Other Sponsors:								
	Wineglass Sponsor	1	\$ 500	\$ 500	\$ 1,000				
	Golf - Hole Sponsor (15 available)	5	\$ 500	\$ 2,500					
	Credit Card Transaction Fees* (5.25%)	-5.25%	\$ 200,000	\$ (10,500)			\$ (10,921)		
	* Credit Card transaction to D Lawrence - NJAPPA nets 5.25% Less								
	Subtotal This Category				\$ 240,800			\$ 296,314	
<b>Educational Program</b>									
	Keynote Speaker - Billy Riggs	1	\$ (15,000)	\$ (15,000)			\$ (4,500)		
	Other Speakers						\$ -		
	ERAPPA Speaker	0	\$ (5,000)	\$ -			\$ -		
	Wednesday Speaker	1	\$ -	\$ -			\$ -		
	Educational Track Speaker:	1	\$ (3,500)	\$ (3,500)			\$ -		
	Tracy Knofla (Tuesday)						\$ (3,500)		10/4
	Blaine Greenfield	1	\$ (1,000)	\$ (1,000)			\$ (1,000)		
	Speaker Gifts	1	\$ (5,000)	\$ (5,000)			\$ (5,337)		
	Travel/Accommodations	1	\$ (1,000)	\$ (1,000)			\$ (329)		
	Subtotal This Category				\$ (25,500)			\$ (14,666)	

ERAPPA 2005 - Atlantic City  
Final Budget

Category	Description	Units	\$/Unit	Revenue/ Expense Estimate	Committed Revenue/ Expense	Additional Anticipated	Actual	Totals	Notes
<b>Special Events</b>									
	Opening Ceremony Expenses (Beach Party)	350	\$ (57)	\$ (20,040)			\$ (18,585)		
	Event Photographer??	1	\$ (500)				\$ -		
	Golf Outing Income	88	\$ 90	\$ 7,920			\$ 6,530		
	Golf Outing Expenses - Course Only	88	\$ (65)	\$ (5,720)			\$ (5,720)		
	Sunday Event - Lunch Cruise Income - Cap of 100)	48	\$ 35	\$ 1,680			\$ 1,680		
	Sunday Event - Lunch Cruise Expenses	48	\$ (75)	\$ (3,600)			\$ (2,075)		10/2
	Sunday Evening - Olde Atlantic City	1	\$ (6,000)	\$ (6,000)			\$ (5,775)		10/2
	Sunday Evening - Caricature Artist	2	\$ (375)	\$ (750)			\$ (750)		10/2
	Monday Spouse/Guest - Smithville Income	35	\$ 25	\$ 875			\$ 875		
	Monday Spouse/Guest - Smithville Expenses	35	\$ (25)	\$ (875)			\$ (698)		
	Monday Event - Renault Winery Income	175	\$ 50	\$ 8,750			\$ 8,750		
	Monday Event - Renault Winery Expenses	180	\$ (52)	\$ (9,385)			\$ (10,421)		
	Monday Event - Pianist	1	\$ (500)	\$ (500)			\$ (300)		
	Tuesday Spouse/Guest - Cape May Income	32	\$ 25	\$ 800			\$ 800		
	Tuesday Spouse/Guest - Cape May Expenses	32	\$ -	\$ -			\$ -		
	Tuesday Banquet - Income (Incl w/Registration)	305	\$ -	\$ -			\$ -		
	Tuesday Banquet Cocktail Hour	300	\$ (7)	\$ (2,016)			\$ (2,965)		
	Tuesday Banquet - (Hotel) Expenses	300	\$ (79)	\$ (23,755)			\$ (19,390)		
	Tuesday Banquet - Band	1	\$ (4,500)	\$ (4,500)			\$ (4,500)		
	Tuesday Banquet Dessert	300	\$ -	\$ -			\$ -		
	Wednesday Run Income	54	\$ 10	\$ 540			\$ 540		
	Wednesday Run Expenses (Sweatshirts)	54	\$ (25)	\$ (1,350)			\$ (1,105)		
	Subtotal This Category				\$ (57,926)			\$ (53,109)	
<b>Marketing</b>									
	Conference Promotional Costs:								
	Wineglasses	500	\$ (2)	\$ (1,150)			\$ (1,366)		
	Taffy Dice	500	\$ (0.92)	\$ (458)			\$ (495)		
	Tote Bags	12	\$ (10.00)	\$ (120)			\$ (120)		
	Beach Balls	200	\$ (1.56)	\$ (312)			\$ (357)		
	Beach Towels	12	\$ (12.00)	\$ (144)			\$ (144)		
	Rona Lehtonen - wineglass paper & ribbon			\$ -			\$ (24)		
	Display Boards			\$ -			\$ (150)		
	Lapel Pins	500	\$ (1.25)	\$ (625)			\$ (625)		
	Lapel Pins #2	600	\$ (0.95)	\$ (570)			\$ (592)		
	NYAPPA Fee	1	\$ (250.00)	\$ (250)			\$ (250)		
	Subtotal This Category				\$ (3,629)			\$ (4,122)	
<b>Planning Committee</b>									
	Clothing	1	\$ (5,000)	\$ (5,000)			\$ (4,121)		
	Insurance Policy						\$ (1,100)		
	Post Conference Expenditure	1	\$ (4,500)	\$ (4,500)			\$ (3,554)		
	Committee Meals	1	\$ (7,500)	\$ (7,500)			\$ (2,008)		
	Fees/Expenses						\$ (214)		
	Subtotal This Category				\$ (17,000)			\$ (10,997)	

<b>Category</b>	<b>Description</b>	<b>Units</b>	<b>\$/Unit</b>	<b>Revenue/ Expense Estimate</b>	<b>Committed Revenue/ Expense</b>	<b>Additional Anticipated</b>	<b>Actual</b>	<b>Totals</b>	<b>Notes</b>
<b>Transportation</b>									
	Event Transportation:	1	\$ (7,380)	\$ (7,380)			\$ (6,980)		10/2
	Saturday S/G	0							
	Sunday S/G - Lunch Cruise	1							
	Sunday Golf	2							Only needed 1 Bus
	Monday S/G - Smithville	1							
	Monday Event - Renault Winery	7							Only needed 4 Buses
	Tuesday S/G - Cape May	1							
	Tuesday S/G - Cape May Trolley	1							
	Subtotal This Category				\$ (7,380)			\$ (6,980)	
<b>Contingency</b>									
	Contingency	1	\$ (2,000)		\$ (2,000)				
<b>Net Income</b>				\$ 50,733				\$ 166,695	
<b>ERAPPA/NJAPPA Split</b>								\$ 83,347	

ERAPPA 2006 - MYSTIC		2006/07/03																		
BUDGET PROPOSAL																				
July 2006 through June 2007																				
FINAL		Budget		Estimated Income/Expense													Projected Income/Expenses			
		July '06 - June '07	Jul-06	Aug-06	Sep-06	Oct-06	Nov-06	Dec-06	Jan-07	Feb-07	Mar-07	Apr-07	May-07	Jun-07	Income/Expenses to Date	Pending Income/Expenses	Projected Totals	Over/Under Budget		
Meeting Income/Expense																				
Income																				
Meeting Income																				
ERAPPA Program Support		0.00	\$ 10,000								0.00									
Host Chapter Program Support		20,000.00	\$ 12,000								20,000.00									
Registration - Daily		8,750.00	\$ -								8,750.00									
edu			\$ 11,950																	
bp			\$ 14,850																	
Registration - Emeritus		950.00	\$ 570								950.00									
Registration - Full		86,825.00	\$ -								86,825.00									
edu			\$ 78,425																	
bp			\$ 49,440																	
Registration - Guest		4,750.00									4,750.00									
full			\$ 7,050																	
day			\$ 450																	
Sponsors		129,500.00	\$ -								129,500.00									
Ballard (ABC)			\$ 8,250																	
Osterlind (fitzmeyer&tocci)			\$ 3,250																	
plat			\$ 25,500																	
gold			\$ 42,750																	
sponsorships			\$ 18,800																	
coolers			\$ 450																	
golf snack cart			\$ 750																	
Tours/Events		24,650.00									24,650.00									
Golf			\$ 6,400																	
Pequot			\$ 1,125																	
Newport - Monday			\$ 1,485																	
Mystic - Tuesday			\$ 1,890																	
Aquarium			\$ 15,225																	
Awards Banq			\$ 665																	
Vendor Support		124,250.00	\$ 133,000								124,250.00									
Total Meeting Income		399,675.00	444,275.00								399,675.00				399,675.00	0.00	399,675.00	0.00		
Expense																				
Annual Meeting Expense																				
Audio Visual Equipment		0.00	8550								0.00									
Banquet Entertainment		0.00	4100								0.00									
Conference Services Contract		19,900.00	23675								19,900.00									
Conference Services Expenses		0.00	4499.75								0.00									
Credit Card Handling		5,250.00	6187.84								5,250.00									
Distribution to Chapter		46,297.51	12000								46,297.51									
Guest Program		31,070.00	0								31,070.00									
Combined with Transportation																				
Hotel Expenses		103,503.46	105681								103,503.46									
Marketing Expenses		1,950.00	1702.79								1,950.00									
Meeting Memorabilia		12,000.00	29697.27								12,000.00									
Miscellaneous		5,000.00	3265.73								5,000.00									
Planning Committee Expenses		10,473.82	1957.53								10,473.82									
Printing & Postage Annual Mtg		29,586.00	14496.11								29,586.00									
Refunds		1,500.00	5045								1,500.00									
Registration Support		0.00	0								0.00									
Special Events		73,046.70	40083.27								73,046.70									
Track Programs		33,500.00	21542.74								33,500.00									
Website Development		300.00	300								300.00									
Total Annual Meeting Expense		373,377.49	282,784.03								373,377.49				373,377.49	0.00	373,377.49	0.00		

