

Income & Expense Worksheet
DATE:

NAME OF REGIONAL/NATIONAL:

APPENDIX E

| INCOME CATEGORIES | BUDGET / PROJECTION | | | | ACTUAL | | | | VARIANCE |
|---------------------------------|---------------------|-----------|-------|---------------|-----------|-----------|-------|---------------|---------------|
| | # of Comp | # of Paid | Price | Total | # of Comp | # of Paid | Price | Total | Total |
| Meeting & Mart | | | | | | | | | |
| Pre-Registration | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Onsite Registration | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Last Day Registration | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Food Functions | | | | | | | | | |
| Banquet | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Old Timers and Fellows Luncheon | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Chapter Representative Luncheon | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Other | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Tables | | | | | | | | | |
| Pre-Registration | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Onsite Registration | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Other Income | | | | | | | | | |
| Live Auction | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Silent Auction | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Donations | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Convention Center Rebate | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Hotel Rebate | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Tours | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| Miscellaneous | | | | \$0.00 | | | | \$0.00 | \$0.00 |
| TOTAL INCOME | | | | \$0.00 | | | | \$0.00 | \$0.00 |

| EXPENSE CATEGORIES | BUDGET / PROJECTION | | | ACTUAL | | | VARIANCE |
|---------------------------------|---------------------|------|--------|----------|------|--------|----------|
| | Quantity | Cost | Total | Quantity | Cost | Total | Total |
| Advertising | | | | | | | |
| Mart | | | \$0.00 | | | \$0.00 | \$0.00 |
| Other | | | \$0.00 | | | \$0.00 | \$0.00 |
| Convention Center | | | | | | | |
| Use Charge | | | \$0.00 | | | \$0.00 | \$0.00 |
| Clean-Up | | | \$0.00 | | | \$0.00 | \$0.00 |
| Police | | | \$0.00 | | | \$0.00 | \$0.00 |
| Security (Mart, Craft, Exhibit) | | | \$0.00 | | | \$0.00 | \$0.00 |
| EMT | | | \$0.00 | | | \$0.00 | \$0.00 |
| Parking | | | \$0.00 | | | \$0.00 | \$0.00 |
| Other | | | \$0.00 | | | \$0.00 | \$0.00 |
| Decorator | | | | | | | |
| Tables | | | \$0.00 | | | \$0.00 | \$0.00 |
| Chairs | | | \$0.00 | | | \$0.00 | \$0.00 |
| Skirting | | | \$0.00 | | | \$0.00 | \$0.00 |
| Locked Exhibit Cabinets | | | \$0.00 | | | \$0.00 | \$0.00 |
| Pipe & Drape | | | \$0.00 | | | \$0.00 | \$0.00 |
| Carts | | | \$0.00 | | | \$0.00 | \$0.00 |
| Two-way Radios | | | \$0.00 | | | \$0.00 | \$0.00 |
| Signage | | | \$0.00 | | | \$0.00 | \$0.00 |
| Other | | | \$0.00 | | | \$0.00 | \$0.00 |
| Hotel (Room Nights) | | | | | | | |
| Workers/Chairman | | | \$0.00 | | | \$0.00 | \$0.00 |
| Speakers | | | \$0.00 | | | \$0.00 | \$0.00 |
| NAWCC National Guests | | | \$0.00 | | | \$0.00 | \$0.00 |
| Other (e.g. auctioneer) | | | \$0.00 | | | \$0.00 | \$0.00 |
| Parking | | | \$0.00 | | | \$0.00 | \$0.00 |
| Travel | | | | | | | |
| Workers/Chairman | | | \$0.00 | | | \$0.00 | \$0.00 |
| Speakers | | | \$0.00 | | | \$0.00 | \$0.00 |

| | | | | | | | | |
|-------------------------|--|--|--|--------|--|--|--------|--------|
| NAWCC National Guests | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Other (e.g. auctioneer) | | | | \$0.00 | | | \$0.00 | \$0.00 |

Food functions

| | | | | | | | | |
|---------------------------------|--|--|--|--------|--|--|--------|--------|
| Banquet | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Old Timers and Fellows Luncheon | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Hospitality | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Worker's Refreshments | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Workers Lunch/Breakfast | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Other | | | | \$0.00 | | | \$0.00 | \$0.00 |

Registration

| | | | | | | | | |
|----------------------------|--|--|--|--------|--|--|--------|--------|
| Office Supplies | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Badges/holders | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Postage & Delivery | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Registration Supplies | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Registration Printing | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Computer Systems | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Credit Card & PalPal Costs | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Registration Assistance | | | | \$0.00 | | | \$0.00 | \$0.00 |

Give-Aways

| | | | | | | | | |
|---------------------|--|--|--|--------|--|--|--------|--------|
| Registration Gifts | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Door Prizes | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Banquet Table Gifts | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Grand Prize | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Mart Checks | | | | \$0.00 | | | \$0.00 | \$0.00 |

Other

| | | | | | | | | |
|---|--|--|--|--------|--|--|--------|--------|
| Committee Costs | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Committee Identification (e.g Hats/Vests) | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Lecture & Workshop Costs | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Liability and Exhibit Insurance | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Auction Costs | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Exhibit Costs | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Program Booklet Reproduction | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Signs | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Tours | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Telephone | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Local Transportation (Bus, Shuttle) | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Website Cost | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Equipment Rental (A/V, computers, etc.) | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Equipment Rental (A/V, computers, etc.) | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Miscellaneous | | | | \$0.00 | | | \$0.00 | \$0.00 |
| Contingency | | | | \$0.00 | | | \$0.00 | \$0.00 |

| | | | | | | | | |
|-----------------------|--|--|--|---------------|--|--|---------------|---------------|
| TOTAL EXPENSES | | | | \$0.00 | | | \$0.00 | \$0.00 |
|-----------------------|--|--|--|---------------|--|--|---------------|---------------|

| | | | | | | | | |
|-------------------|--|--|--|---------------|--|--|---------------|---------------|
| NET INCOME | | | | \$0.00 | | | \$0.00 | \$0.00 |
|-------------------|--|--|--|---------------|--|--|---------------|---------------|

FINANCIAL ADJUSTMENTS

Refunds

| | Quantity | Price | Total |
|----------------------|----------|-------|---------------|
| Registration Items | | | \$0.00 |
| Other | | | \$0.00 |
| TOTAL REFUNDS | | | \$0.00 |

| | | | |
|----------------------------|--|--|---------------|
| Adjusted Net Income | | | \$0.00 |
|----------------------------|--|--|---------------|

PROFIT/(LOSS) DISBURSEMENTS

| | % | Total | |
|----------------------------|-------------|-----------|----------|
| NAWCC National | | | - |
| Host Chapter | 0.0% | \$ | - |
| Co-Host Chapter(s) | 0.0% | \$ | - |
| Other | 0.0% | \$ | - |
| TOTAL DISBURSEMENTS | 0.0% | \$ | - |
| | 0.0% | \$ | - |