# SEAALL Annual Meeting Financial Report

Income & Expense Statement

Income

Institute Registration

Member [# of registrants] [total]

Non-Member [# of registrants] [total]

Annual Meeting Registration

Member [# of registrants] [total]

Non-Member [# of registrants] [total]

Student [# of registrants] [total]

Per Day [# of registrants] [total]

Late Fee [# of registrants] [total]

Opening reception [# of registrants] [total

Luncheon [# of registrants] [total]

Total $xxx,xxx

Exhibitor Registration [# of registrants] [total]

Contributions xxx

TOTAL INCOME $xxx

EXPENSES

Meals, Events $xxx

Local Arrangements $xxx

Meeting Expenses $3xxx

Outside speakers $xxx

TOTAL EXPENSES $xxx

PROJECTED PROFIT

$xxx

EXPENSE DETAIL

Meals, Events

Breakfast & Break - Thursday [# of attendees] [cost per individual] [total]

Breakfast & Break - Friday [# of attendees] [cost per individual] [total]

Breakfast - Saturday [# of attendees] [cost per individual] [total]

Break - Saturday [# of attendees] [cost per individual] [total]

Friday lunch [# of attendees] [cost per individual] [total]

Friday lunch flowers $xxx

Thursday reception [# of attendees] [cost per individual] [total]

Reception rental fee

Caterers $xxx

Entertainment $xxx

Total Meal/Events $ xxx

Local Arrangements

Printing $xxx

Name tags, supplies $xxx

Photocopying $xxx

Tote Bags xxx

Local Arrangements Total $xxx

Meeting Expenses

A/V Charges $xxx

Contributions

List vendor names and contribution amounts

Total $xxx

Exhibitors [number of exhibitors] [cost per exhibit] [total]

Outside speaker expenses: Hotel, airfare, honoraria, and/or food