

Australian Small Islands Forum
Whitemark Flinders Island, May 2015

Budget Last Reviewed 22/01/2014

Actuals as at

Estimate # of Delegates Incl. Trade 100

(update)

	NUMBER	UNIT COST	BUDGET	ACTUAL	VARIANCE	NOTES
FIXED EXPENDITURE						
VENUE						
Hire	0	\$0	\$0	\$0.00	\$0	provided by Council
Marquee			\$200	\$0.00	-\$200	
PRINTING/PUBLICATIONS						
Graphic Design			\$2,800	\$0.00	-\$2,800	outsource, including brand development
1st Notice / Flyers / Posters			\$900	\$0.00	-\$900	mainly electronic, some printing
Registration Brochure / Flyer			\$0	\$0.00	\$0	electronic
Proceedings / Delegate List / Program	100	\$6	\$600	\$0.00	-\$600	burst bound
ASN Conference APP			\$0	\$0.00	\$0	ASN supplied as part of consultancy
Stationary (Letterhead, Envelopes etc)			\$25	\$0.00	-\$25	
Photocopying			\$0	\$0.00	\$0	provided by Council
MARKETING & ADVERTISING						
Mailing	100	\$0	\$0	\$0.00	\$0	electronic
PR and releases			\$1,000	\$0.00	-\$1,000	
Web Setup & Emailing			\$1,100	\$0.00	-\$1,100	ASN supplied
Web name registration	40	\$2	\$80	\$0.00	-\$80	
AUDIOVISUAL EQUIPMENT						
Data projection and sound system	0	\$0	\$0	\$0.00	\$0	provided by Council
Webcast recording including equipment			\$2,000	\$0.00	-\$2,000	
Live broadcasting including equipment			\$600	\$0.00	-\$600	
Technician	40	\$37	\$1,480	\$0.00	-\$1,480	
Photography			\$900	\$0.00	-\$900	
Free wifi hub			\$300	\$0.00	-\$300	provided by ASN
REGISTRATION - During Event						
Signage			\$100	\$0.00	-\$100	lecturn
Equipment / Furniture including catering			\$500	\$0.00	-\$500	
Computer Hire - Rego Desk			\$0	\$0.00	\$0	ASN supplied as part of consultancy
Stationary Onsite			\$50	\$0.00	-\$50	
Staff Onsite	1	\$0	\$0	\$0.00	\$0	ASN principal, no charge
Accommodation Staff	4	\$0	\$0	\$0.00	\$0	ASN principal, no charge
ASN flights	2	\$240	\$480	\$0.00	-\$480	
Bus and driver hire	3	\$1,000	\$3,000	\$0.00	-\$3,000	
Fuel			\$1,000	\$0.00	-\$1,000	
Freight			\$250	\$0.00	-\$250	
SPEAKERS (Travel & Accommodation)						
international plenary travel	1	\$3,500	\$3,500	\$0.00	-\$3,500	
national plenary travel	2	\$800	\$1,600	\$0.00	-\$1,600	
Speaker Accommodation	3	\$150	\$1,800	\$0.00	-\$1,800	4 nights each
Speaker car hire	3	\$280	\$3,360	\$0.00	-\$3,360	
Taxis etc			\$300	\$0.00	-\$300	
AUDIT & BANK FEES						
			\$750	\$0.00	-\$750	Incl credit card charges - 1.50%
MANAGEMENT CONSULTANCY FEE						
			\$6,600	\$0.00	-\$6,600	
MEETING EXPENSES FOR COMMITTEE						
Conference Calls	6	\$40	\$240	\$0.00	-\$240	Insert number
Council administrative support contribution			\$15,000	\$0.00	-\$15,000	
committee and volunteer wrap up			\$750	\$0.00	-\$750	
CONTINGENCY						
			\$500	\$0.00	-\$500	
SUB TOTAL 1			\$51,765	\$0.00	-\$51,765	

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VARIABLE EXPENDITURE						
MANAGEMENT						
Registration Processing fee	100	\$71.50	\$7,150	\$0.00	-\$7,150	Insert current rate. Numbers are adjusted by the no. of incl trade passes
Sponsorship & Advertising Commissions on ASN raised funds	\$32,750	20%	\$6,550	\$0.00	-\$6,550	
Abstract Management	30	\$20.90	\$627	\$0.00	-\$627	
Satchels	100	\$5	\$500	\$0.00	-\$500	Shoulder tote bag, printed
Name Tags / Lanyards	100	\$4.75	\$475	\$0.00	-\$475	
Pads	100	\$1	\$100	\$0.00	-\$100	
Pens	100	\$1	\$100	\$0.00	-\$100	
Delegate airport transfers	100	\$25	\$2,500	\$0.00	-\$2,500	
FOOD & BEVERAGES						
Morning Teas	300	\$5	\$1,500	\$0.00	-\$1,500	Insert number of each breaks below 3
Lunches	300	\$10	\$3,000	\$0.00	-\$3,000	3
Afternoon Teas	300	\$5	\$1,500	\$0.00	-\$1,500	3
Drinks	200	\$15	\$3,000	\$0.00	-\$3,000	2
dinners	100	\$40	\$4,000	\$0.00	-\$4,000	1
conference dinner travel	1	\$900	\$900	\$0.00	-\$900	
conference dinner	100	\$80	\$8,000	\$0.00	-\$8,000	
dinner Entertainment	1	\$750	\$750	\$0.00	-\$750	Query ?
SUB TOTAL 2			\$40,652	\$0.00	-\$40,652	
TOTAL EXPENDITURE			\$92,417	\$0	-\$92,417	

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INCOME						
REGISTRATION FEES						
Full Conference Registration (early)	60	\$150	\$8,925	\$0.00	-\$8,925	
Full Conference Registration (late)	26	\$200	\$5,100	\$0.00	-\$5,100	
Hybrid only registrations	70	\$100	\$7,000	\$0.00	-\$7,000	
Included Trade / Sponsor Passes	5	\$0	\$0	\$0.00	\$0	
Speaker & Committee Complimentary Registration	10	\$0	\$0	\$0.00	\$0	
Discounts Allowed			\$0	\$0.00	\$0	
SPONSORSHIP						
Brought To The Meeting By The Committee			\$40,000	\$0.00	-\$40,000	
Raised By ASN - Major			\$30,000	\$0.00	-\$30,000	
MISCELLANEOUS SUPPORT						
Satchel Inserts and advertising	5	\$550	\$2,750	\$0.00	-\$2,750	
Partner tickets	0	\$0	\$0	\$0.00	\$0	to be discussed
Cancellation Fee	0	\$100	\$0	\$0.00	\$0	
Interest Received			\$300	\$0.00	-\$300	Guestimate - base on 1.25% of half of the income
TOTAL INCOME			\$94,075	\$0.00	-\$94,075	
NET GST PAYABLE			\$151	\$0.00	-\$151	
NET TRADING POSITION			\$1,507	\$0.00	-\$1,507	