

Budget planning and management

Lorraine Reese Head of Conferences and Events



What is a budget?

An estimate of income and expenditure

Income = Registration, sponsorship, etc.

Expenditure = Venue, catering, etc.

Balance = income – expenditure



	А	В
1		Budget
2	Income	
3	Registration	£1,000.00
4	Sponsorship	£ 200.00
5	TOTAL	£1,200.00
6		
7	Expenditure	
8	Venue	£ 200.00
9	Catering	£ 500.00
10	TOTAL	£ 700.00
11		
12	BALANCE	£ 500.00

	А		В		С
1			Bu	dget	t
2	Income				
3	Registration	£1	L,000.00		
4	Sponsorship	£	200.00		
5	TOTAL			£1	L,200.00
6					
7	Expenditure				
8	Venue	£	200.00		
9	Catering	£	500.00		
10	TOTAL			£	700.00
11					
12	BALANCE			£	500.00

2

	А	В	С	D
1			Budget	
2		Income	Expenditure	Balance
3	Registration	£ 1,000.00		
4	Sponsorship	£ 200.00		
5				
6				
7	Venue		£ 200.00	
8	Catering		£ 500.00	
9				
10	TOTAL	£ 1,200.00	£ 700.00	£ 500.00

3



1

Income

- **Registration:** Member/Non-member, full event/one day, cancellation fees, discounts etc.
- Event extras: Accommodation, dinners, w/shops, outings etc.
- Sponsorship: Sponsors, exhibitors, grants
- Other extras: Merchandise, proceedings etc.



Expenditure

- **Venue:** Room hire, AV, cleaning, security etc.
- **Delegate costs:** DDR, catering, accommodation, badges, bags, pens etc.
- Speaker costs: Travel, accommodation, DDR, honorarium
- Event costs: Marketing, printing, courier, insurance
- Technology: Registration, website, abstracts

BIOCHEMICAL

• Other: CPD, prizes, staff costs, bank charges, VAT



	А	В
1	Expenditure	
2	Room hire	£1,000.00
3	AV	£ 500.00
4	Catering/DDR	£3,000.00
5	Dinner	£ 500.00
6	Entertainment	£ 400.00
7	Posterboards	£ 300.00
8	Courier	£ 200.00
9	Total expenditure	£5,900.00

		А	В
	1	Expenditure	
	2	Venue costs	
	3	Room hire	£ 1,000.00
	4	AV	£ 500.00
	5		£ 1,500.00
	6	Delegate costs	
	7	Catering/DDR	£ 3,000.00
	8	Dinner	£ 500.00
	9		£ 3,500.00
	10	General costs	
	11	Marketing	£ 400.00
	12	Posterboards	£ 300.00
	13	Courier	£ 200.00
	14		£ 900.00
16	15		
1b	16	Total expenditure	£ 5,900.00

	А	В	С
1	Expenditure		
2	Venue costs		
3	Room hire	£1,000.00	
4	AV	£ 500.00	
5			£1,500.00
6	Delegate costs		
7	Catering/DDR	£3,000.00	
8	Dinner	£ 500.00	
9			£3,500.00
10	General costs		
11	Marketing	£ 400.00	
12	Posterboards	£ 300.00	
13	Courier	£ 200.00	
14			£ 900.00
15			
16	Total expenditure		£5,900.00

1a/3



Advancing molecular biosciences

2

Fixed / Variable costs

Fixed = **Constant:** room hire, marketing, etc.

Variable = Changeable: per person (pp) costs such as catering, badge/bag, etc.



Fixed / Variable costs

Delegate cost =

£115.00 +

(£2,900 / #dels)

	А		В
1	Expenditure		
2			Cost
3	Variable costs		
4	Catering	£	35.00
5	Accommodation	£	75.00
6	Technology	£	2.00
7	Supplies (badge, bag etc)	£	3.00
8	Per person cost	£	115.00
9			
10	Fixed costs		
11	Venue hire	£1	L,000.00
12	AV	£	500.00
13	Marketing	£	500.00
14	Entertainment	£	400.00
15	Posterboards	£	300.00
16	Courier	£	200.00
17	Total	£2	2,900.00



Fixed / Variable costs

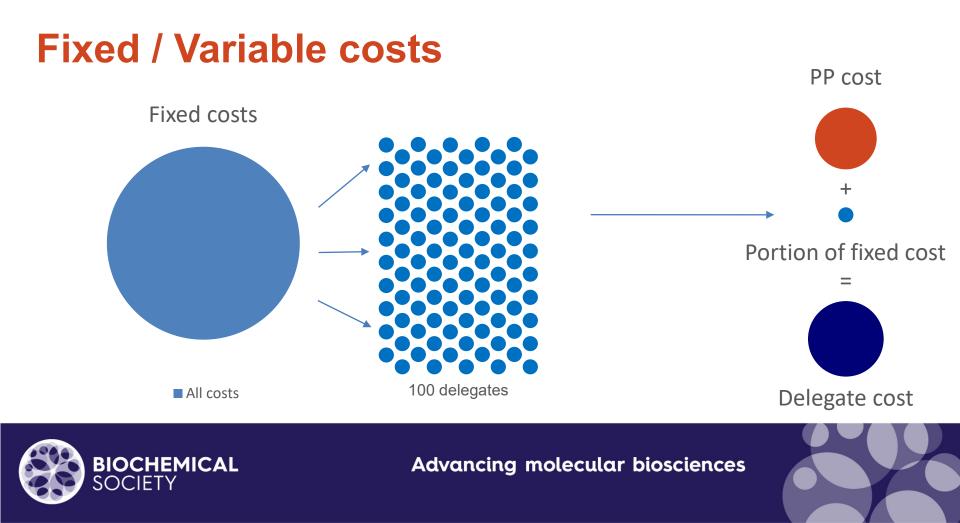
Delegate cost =

$\pounds 115.00 + \pounds 29.00 = \pounds 144.00$

 $(\pounds 2,900 / 100 = \pounds 29.00)$

А		В
Expenditure		
		Cost
Variable costs		
Catering	£	35.00
Accommodation	£	75.00
Technology	£	2.00
Supplies (badge, bag etc)	£	3.00
Per person cost	£	115.00
Fixed costs		
Venue hire	£1	,000.00
AV	£	500.00
Marketing	£	500.00
Entertainment	£	400.00
Posterboards	£	300.00
Courier	£	200.00
Total	£2	2,900.00
	Expenditure Variable costs Catering Accommodation Technology Supplies (badge, bag etc) Per person cost Fixed costs Venue hire AV Marketing Entertainment Posterboards Courier	ExpenditureVariable costsCatering£Catering£Accommodation£Technology£Supplies (badge, bag etc)£Per person cost£Fixed costsVenue hire£AV£Marketing£Posterboards£Courier





	А	В	С	D
1	INCOME			
2		Quantity	Cost	Totals
3	Registration			
4	Non-member	10	£ 200.00	=B4*C4
5	Member	20	£100.00	£2,000.00
6	Student	10	£ 50.00	£ 500.00
7	Totals	40		£4,500.00





	А	В	С	D
1	INCOME			
2		Quantity	Cost	Totals
3	Registration			
4	Non-member	10	£ 200.00	£2,000.00
5	Member	20	£100.00	£2,000.00
6	Student	10	£ 50.00	£ 500.00
7	Totals	40		£4,500.00
8				
9	Extras			
10	Dinner	30	£ 25.00	£ 750.00
11	Accommodation	25	£ 80.00	£2,000.00
12	Totals			£2,750.00
13				
14	EXPENDITURE			
15	Delegate catering	=B7	£45.00	£1,800.00
16	Dinner	30	£25.00	£ 750.00
17	Accommodation	25	£80.00	£2,000.00
18				£4,550.00

BIOCHEMICAL SOCIETY





	А	В	С	D
1	INCOME			
2		Quantity	Cost	Totals
3	Registration			
4	Non-member	10	£ 200.00	£2,000.00
5	Member	20	£100.00	£2,000.00
6	Student	10	£ 50.00	£ 500.00
7	Totals	40		£4,500.00
8				
9	Extras			
10	Dinner	30	£ 25.00	£ 750.00
11	Accommodation	25	£ 80.00	£2,000.00
12	Totals			£2,750.00
13				
14	EXPENDITURE			
15	Delegate catering	40	£45.00	£1,800.00
16	Dinner	30	£25.00	£ 750.00
17	Accommodation	=B11	£80.00	£2,000.00
18				£4,550.00

BIOCHEMICAL SOCIETY





Per person cost

- **Catering:** DDR, dinner, drinks reception etc.
- Meeting supplies: Badge (bag, pen, notebook etc.)
- Technology costs
- **Bank charges** 1.95% to 3.2% => 2.25% average
- Irrecoverable VAT 86% => 14% x 20% = 2.8%



Delegate cost = £115.00 + £29.00 = **£144.00**

	A		В
1	Expenditure		
2			Cost
3	Variable costs		
4	Catering	£	35.00
5	Accommodation	£	75.00
6	Technology	£	2.00
7	Supplies (badge, bag etc)	£	3.00
8	Per person cost	£	115.00
9			
10	Fixed costs		
11	Venue hire	£1	,000.00
12	AV	£	500.00
13	Marketing	£	500.00
14	Entertainment	£	400.00
15	Posterboards	£	300.00
16	Courier	£	200.00
17	Total	£2	2,900.00
18			
19	Fixed costs per person (100)	£	144.00





Delegate cost = \pounds 115.00 + \pounds 29.00 = \pounds 144.00

Add irrecoverable VAT = £144.00 x 1.03 = £148.32

	A		В
1	Expenditure		
2			Cost
3	Variable costs		
4	Catering	£	35.00
5	Accommodation	£	75.00
6	Technology	£	2.00
7	Supplies (badge, bag etc)	£	3.00
8	Per person cost	£	115.00
9			
10	Fixed costs		
11	Venue hire	£1	L,000.00
12	AV	£	500.00
13	Marketing	£	500.00
14	Entertainment	£	400.00
15	Posterboards	£	300.00
16	Courier	£	200.00
17	Total	£2	2,900.00
18			
19	Fixed costs per person (100)	£	144.00
20	Add irrecoverable VAT @ 3%	£	148.32





Delegate cost = \pounds 115.00 + \pounds 29.00 = \pounds 144.00

Add irrecoverable VAT = £144.00 x 1.03 = **£148.32**

Add bank charges = £148.32 x 1.0225 = £151.66

	A		В
1	Expenditure		
2			Cost
З	Variable costs		
4	Catering	£	35.00
5	Accommodation	£	75.00
6	Technology	£	2.00
7	Supplies (badge, bag etc)	£	3.00
8	Per person cost	£	115.00
9			
10	Fixed costs		
11	Venue hire	£1	,000.00
12	AV	£	500.00
13	Marketing	£	500.00
14	Entertainment	£	400.00
15	Posterboards	£	300.00
16	Courier	£	200.00
17	Total	£2	2,900.00
18			
19	Fixed costs per person (100)	£	144.00
20	Add irrecoverable VAT @ 3%	£	148.32
21	Add bank charges @ 2.25%	£	151.66





Delegate cost = £115.00 + £29.00 = **£144.00**

Add irrecoverable VAT = £144.00 x 1.03 = **£148.32**

Add bank charges = £148.32 x 1.0225 = £151.66

Round up to 5 = £155.00

=CEILING(B21,5)

1 2 3 4 5 6 7 8 9	Expenditure Variable costs Catering Accommodation Technology Supplies (badge, bag etc)	f f f f	Cost 35.00 75.00 2.00
3 4 5 6 7 8	Catering Accommodation Technology Supplies (badge, bag etc)	£	35.00 75.00
4 5 6 7 8	Catering Accommodation Technology Supplies (badge, bag etc)	£	75.00
5 6 7 8	Accommodation Technology Supplies (badge, bag etc)	£	75.00
6 7 8	Technology Supplies (badge, bag etc)	£	
7 8	Supplies (badge, bag etc)	-	2.00
8		£	
-	Per person cost		3.00
9	Per person cost	£	115.00
10	Fixed costs		
11	Venue hire	£1	L,000.00
12	AV	£	500.00
13	Marketing	£	500.00
14	Entertainment	£	400.00
15	Posterboards	£	300.00
16	Courier	£	200.00
17	Total	£2	2,900.00
18			
19	Fixed costs per person (100)	£	144.00
20	Add irrecoverable VAT @ 3%	£	148.32
21	Add bank charges @ 2.25%	£	151.66
22		f	155.00



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	A	В	С	D
1	INCOME			
2		Quantity	Cost	Totals
3	Delegates	Ф 100	£ 115.00	£ 11,500.00
4	TOTAL INCOME			£ 11,500.00
5				
6	EXPENDITURE			
7	Variable costs			
8	Catering	100	£35.00	£ 3,500.00
9	Accommodation	100	£75.00	£ 7,500.00
10	Technology	100	£2.00	£ 200.00
11	Supplies (badge, bag etc)	100	£3.00	£ 300.00
12	Sub-total			£ 11,500.00
13	Irrecoverable VAT @ 3%		£ 345.00	£ -
14	Bank charges @ 2.25%		£ 258.75	£ -
15	TOTAL EXPENDITURE			£ 11,500.00
16				
17	Balance			£ -
18				
4	Sheet1 +)
eady] 🛄 - — + 205%

Variable costs: £115

Balance



- Student:
- Members:

Variable cost, rounded up to nearest £5

fx =CEILING(('Workings - Costing'!F17+((F68-F59-F22)-(D26*100))/SUM(D25:D26))*1.0225,5)

Non-members:

Member + £100



4	A	В	C	D	E	F			А	В	С		A	В
11					BUDGET								Income	
12			Supplier Namels	Number U	nit Cost £	Total £	1						Delegates & extras	£123,090.25
13 14		INCOME Sponsorship and Donations					2			Income	Expenditure		Sponsorship	£12,000.00
14	E E	Sponsorship and Donations			1,000.00	1,000.00	3	Income					Exhibition	£3,925.00
15 16	nsorr ips 8 8 9s				2,500.00	2,500.00		Registration Incon	ne	£33,125.0	n			£139,015.25
17				· · · · ·	2,000.00	-		Accommodation in		100,120.0	5	10	-	
18	Spc	Total Sponsorship Income				3,500.00	-						Espenditure	
19							-	Sponsorship & exh	hibition	£9,000.0	U		? Venue & main conference	
20		Registrations - Delegate Fees		_				Speaker costs					3 Venue hire	£17,250.00
21		Full Member		29	260.00	7,540.00		Travel expenses			£10,300.00		Security, cleaning etc?	£250.00
22		Non Members Student Member		21 25	360.00 155.00	7,560.00 3,875.00	9	Catering costs					5 AV	£13,675.12
24		Total Delegates			1.1.1.1.1.1								6 Catering	£47,428.00
21 22 23 24 25	50	Total Delegates		С		D		E	F		£0.00	Cove 1		
26	ate	Accommodation (delegates)					_	L.	-			18	3 Workshops (Tue)	
27 28	Delegate	Conference dinner			C	CAD to \$	_		USD exchange		£26.038.00) Venue hire	£1,300.00
28	De	(Other)				1.0866			CAD exchange		120,038.00	- 2	D AV	£600.00
30		Late fees Cancellation fees		201		2015		2015	2015	1			1 Catering	£350.00
29 30 31 32 33		Total extras		201	,	2015		2015	2015			2		
32													3 Welcome Reception (Tue)	
33		Total Registration Income		USE)	CAD		£	Total £				4 Venue hire	£0.00
34		TOTAL INCOME			·					J	£0.00		5 Catering - drinks	€1,337.50
35		EXPENDITURE					19	Accommodation					6 Catering - canapes	£1,680.00
36	-	Speakers	·				20	Catering costs			£0.00	2		
37	ts ers	Travel		1	2,900.00	2,900.00	23	Dinner costs					B <i>Dinner (Wed)</i> 9 Catering	£11.500.00
38 39	peakers' costs	Accommodation and Subsistences Other Expenses	Name of supplier	I	5,129.40	5,129.40	24	Site visits			£600.00		D Band & disco	£1,500.00 £1,546.30
40	ds	Total Speaker Cost				8,029.40		Programme comm	littee costs				u bandiα disco 1 Awards	£1,546.50 £324.50
41								Travel expenses			£0.00		2 Awards - cash prizes	£324.50
42		Venue Hire	Name of venue	1	1,250.00	1,250.00		Accommodation			20.00		3 AV - dinner (lights, sound etc)	£0.00
43	e e	AV hire	check if included?	1	-	-						-		20.00
44	Venue facilities	Posterboards	Name of venue	1	300.00			Catering costs			£0.00		• 5 Delegates	
45 46	ta <	Student helpers Total Venue Cost		0	150.38			Dinner costs					6 Design, Print & Mailing	£7,458.90
40		Total Velice Cost				1,000.00		Venue costs				3	7 Delegate packs x500	£889.49
48		DDR or catering	Name of supplier	75	86.52	6,489.00		Room Hire inc Exh			£1,040.00		B Badges	£396.27
49		Accommodation	Name of supplier	25	234.84	5.871.00		Additional caterin	g costs			3	3 Proceedings	£2,722.71
50	۵	Social Programme – Conference Dinne		25 75 75	30.00			AV + Technicians			£600.00	TBC 4		
51	sts	Social Programme - Drinks	only if sponsorship received		20.00	1,500.00	34	Printing costs				4	1 /7	
52	Delegate costs	Social activity Poster Prize		0		-	35	Printing of program	mme books		£1,000.00		2 Conference software	£528.75
54	•	Bursaries		ŏ	_	_	36	Publicity and Mar	keting		£800.00) 4	3 Bank charges	£1,674.00
51 52 53 54 55		Total Delegate Costs				16,110.00	37	Item costs				4		
56							38	Abstract system			£300.00	Base 4	5 Miso	
57		Insurance				300.00		Badges, lanyards 8	& hags		£500.00		8 Expenses - travel, site visits etc	£0.00
58	<u>ت</u> ع	General Expenditures				550.00		Other	x 6663		1500.00	4	7 Staff accommodation & subsistence	£0.00
59	Event costs	Irrecoverable VAT		-				CPD			£36.00		8 Additional Signage	£200.00
60	шо	Estimated technology costs		75	3.00	225.00						4 4	9 Photographer	£646.25
61 62		Total Event Costs				1,075.00		Poster boards			£500.00	- 3	D Insurance	£0.00
63	Staff costs	Staff Travel and Subsistences						Courier			£400.00	- ·	1 Printing	£587.50
63 64	Starr Costs	TOTAL EXPENDITURE				26,764.40		Prizes			£0.00	_	2 Couriers	£100.00
65		TO THE EXPERIMENT ON C	Initial Meeting Balance			1,585.60	45	Grand Total		£42,125.0	£42,114.00		3 Video	£2,820.00
66			Estimated Bank Charges			559.13	46					5		
67			Meeting Balance			1,026.48	47			Surplus/De	f £11.00		5 TOTAL	£115,615.29
07			weeting balance					D	dget Registra		ker Expenses	5	6 SURPLUS	£23,399.96
	Sumn	nary Speakers Staff	General Workings - Costi	ng Speak	er allowan	ces (+)	_	Du	ager Registra	auon rees spea	ker expenses	· ·	TOTALS S	ponsors E

A	В	С	D	E		с н		J
		Supplier Namels	Number	BUDGET		N	ACTUAL	Tabel 6
	INCOME	Supplier Name/s	Number	Unit Cost £	Total £	Number	Unit Cost £	Total £
	Sponsorship and Donations							
si Ish			1	1,000.00	1,000.00			-
gs erti			1	2,500.00	2,500.00			-
Sponsorsh ips & Advertisin gs					-			-
 s a	Total Sponsorship Income				3,500.00			-
	Registrations - Delegate Fees							
	Full Member		29	260.00	7,540.00			-
	Non Members		21	360.00	7,560.00			-
	Student Member		25	155.00	3,875.00			-
	Total Delegates		75		18,975.00	0		-
s	Accommodation (delegates)		25	235.00	5,875.00			_
ga	Conference dinner			50.00				
Delegates	(Other)		0		-			-
	Late fees		0	50.00	-			-
	Cancellation fees		0		-			-
	Total extras				5,875.00			-
	Total Registration Income		75		24,850.00	0		-
	TOTAL INCOME				28,350.00			-
	EXPENDITURE							
	Speakers'							
S S	Travel		1	2,900.00	2,900.00			
eaker costs	Accommodation and Subsistences	Name of supplier	1	5,129.40	5,129.40			
Speakers' costs	Other Expenses	L			-			-
	Total Speaker Cost				8,029.40			-
	Venue Hire	Name of venue	1	1,250.00	1,250.00			-
	AV hire	check if included?	1	-	.,200.00			-
ž ž	Posterboards	Name of venue	1	300.00	300.00			-
Venue facilities	Student helpers		0	150.38	-			-
+	Total Venue Cost				1,550.00			-
	DDD	(A) /	75	00.50	0.400.00	0	04.00	
	DDR or catering Accommodation	Name of supplier Name of supplier	75 25	86.52 234.84	6,489.00 5,871.00	0	84.00 228.00	-
	Social Programme - Conference Dinne		75	30.00	2,250.00		-	-
Delegate costs	Social Programme - Drinks	only if sponsorship received	75	20.00	1,500.00		-	-
e le gate costs	Social activity		0	-	-		-	-
۵Č	Poster Prize		0		-		-	-
	Bursaries		0	-	-		-	-
	Total Delegate Costs				16,110.00			-
	Insurance				300.00			
	General Expenditures				550.00			
Event costs	Irrecoverable VAT		-	-	-			
N SS	Estimated technology costs		75	3.00	225.00			
	Total Event Costs				1,075.00			-
Staff costs	Staff Travel and Subsistences			-	-			-
	TOTAL EXPENDITURE				26,764.40			-
		Initial Meeting Balance			1,585.60			-
		Estimated Bank Charges			559.13			-
		Meeting Balance			1,026.48			-
					nces (+)			

	- 24	A	В	С	D
	4	Income		pax	
	5	Delegates & extras	£123,090.25	426	£120,000
	7	Sponsorship	£12,000.00		£70,000
	8	Exhibition	£3,925.00		£7,500
	9	TOTAL	£139,015.25		£197,500
	10				
	11	Expenditure			
	12	Venue & main conference			
	13	Venue hire	£17,250.00		£7,500
	14	Security, cleaning etc?	£250.00		£0
	15	AV	£13,675,12		£3,000
	16	Catering	£47,428.00		£52,000
	17				
	18	Workshops (Tue)			
	19	Venue hire	£1,300.00		
	20	AV	£600.00		
	21	Catering	£350.00		
	22	- Sale in ig	2000.00		
	23	Welcome Reception (Tue)			
		Venue hire	£0.00		£0
	25	Catering - drinks	£1,337.50		£1,000
		Catering - canapes	£1,680.00		£1,500
	27	catering canapes	21,000.00		21,000
		Dinner (wed)		221	
		Catering	£11.500.00		£12,400
		Band & disco	£1,546.30		£12,400
		Awards	£324.50		£299
		Awards - cash prizes	£350.00		tzjj
		Awards - cash prizes AV - dinner (lights, sound etc)	£350.00 £0.00		£0
	34	Av - ainner (lights, sound etc)	20.00		10
	35	<i>R-1</i>			
		Delegates Design Dies 8 Meilie e	£7,458.90		£10,156
		Delegate packs x500	£889.49		£1,194
		Badges	£396.27		£342
		Proceedings	£2,722.71		inc above
	40	17			
	41				e4 000
	42	Conference software	£528.75		£4,888
	43	Bank charges	£1,674.00		£1,674
	44				
	45	Miso			
	46	Expenses - travel, site visits etc	£0.00		£0
	47	Staff accommodation & subsistence	£0.00		£0
	48	Additional Signage	£200.00		£0
	49	Photographer	£646.25		£500
		Insurance	£0.00		£883
	51	Printing	£587.50		£300
SCL	52	Couriers	£100.00		
		Video	£2,820.00		
	54				
		TOTAL	£115,615.29		£97,635
	56	SURPLUS	£23,399.96		£99,865
		TOTALS Sp	onsors E	chibit	ors Venue

	А		${\mathbb A}$		Α	В	С		D		E	F			В	С	D
11			1								Ac			<i>Income</i> Delegates & extras	£123,090.25	pax	£120,000
13			2			Income	Expenditure		Notes		Income	Expenditure		Sponsorship	£12,000.00		£70,000
14		5	_	ncome										Exhibition	£3,925.00		£7,500
15	isorsh ips & ertisin gs		_	Registration Income		£33,125.00					£21,635.00			TOTAL	£139,015.25		£197,500
16	ips & % gs	• • • •	_	-		155,125.00							10				2101,000
18	Spo	T	_	Accommodation inco							£7,799.00			Espenditure			
19				Sponsorship & exhib	pition	£9,000.00					£7,935.00			Venue & main conference			
20		F	7 5	Speaker costs									13	Venue hire	£17,250.00		£7,500
21		F	8 1	Fravel expenses			£10,300.00					£6,582.50	14	Security, cleaning etc?	£250.00		£0
22		N I	9 (Catering costs								£1,890.00	15	AV	£13,675.12		£3,000
23			10 I	Dinner inc wine								£910.00	16	Catering	£47,428.00		£52,000
25	50	1	11 /	Accommodation			£0.00	Covered under venue a	nd catering costs			£1,794.00	17				
26	ate	A 1	12	Delegate costs					<u> </u>					Workshops (Tue)			
27	leg			Catering costs			£26,038,00	Based on £35 DDR for	300 + drinks recei	tion & dinner				Venue hire	£1,300.00		
28	ð			Drinks reception pre	-dinner		220,000.00	For all attendees					20		£600.00		
30				Dinner inc wine	. annier			ror an attenuces						Catering	£350.00		
1 11 12 13 13 15 15 16 17 18 22 22 22 22 22 22 23 34 35 36 37 38 38 34 444 44 45 55 55 55 55 55 56 64 66 67				Accommodation									22				
32														Welcome Reception (Tue)			
33				Staff costs										Venue hire Catering – drinks	£0.00 £1,337.50		£0 £1,000
34				Travel expenses			£0.00	Currently included in s	speaker costs			20.00		Catering - drinks Catering - canapes	£1,537.50 £1,680.00		£1,000 £1,500
35				Accommodation								1414.00	20 27	Catering - canapes	£1,000.00		£1,500
37	Ţ.n			Catering costs			£0.00					£210.00		Dinner (Wed)		221	
38	Speakers' costs			Dinner costs										Catering	£11,500.00		£12,400
39	co co	. c 2	24 3	Site visits			£600.00							Band & disco	£1,546.30		212,100
40	S.	1 2	25 F	Programme commit	tee costs									Awards	£324.50		£299
41		2	26 1	Travel expenses			£0.00							Awards - cash prizes	£350.00		
42	5			Accommodation										AV - dinner (lights, sound etc)	£0.00		£0
43	Venue facilities			Catering costs			£0.00						34				
45	Ver			Dinner costs								£105.00		Delegates			
46	- 15			Venue costs								1105.00	36	Design, Print & Mailing	£7,458.90		£10,156
47				Room Hire inc Exhibi	ition Area		£1.040.00	DDR see catering						Delegate packs x500	£889.49		£1,194
48				Additional catering (11,040.00	DON See Catering				C2 200 00		Badges	£396.27		£342
43				AV + Technicians	CUSIS		6600.00	TBC - guestimate						Proceedings	£2,722.71		inc above
51	<u> </u>		55 1	AV + Technicians			1000.00	TBC - guestimate				1 1000.001	40				
52		С		D	E	F	G	н	1			J		//			
53	· · · · ·	6	_		E	-	6	П				J		Conference software	£528.75		£4,888
55				CAD to \$		USD exchange				31/07/2014				Bank charges	£1,674.00		£1,674
56				1.0866		CAD exchange			1.8416	31/07/2014				Miso			
57	20)15		2015	2015	2015	2015	2015	2015		04 on oll o	ntertainment		Expenses - travel, site visits etc	£0.00		£0
58	20	15		2015	2015	2015	2015	2015		Tax is at 13		menamment		Staff accommodation & subsistence	£0.00		£0
59									per delegate					Additional Signage	£200.00		£0
60	U	SD		CAD	£	Total £	Actual	E Forecast £	costs					Photographer	£646.25		£500
61							2000.00	100 gacocimote			1	2001.00		Insurance	£0.00		£883
62	Staff costs	c 4	43 0	Courier			£400.00					£475.80	51	Printing	£587.50		£300
64	Juli Costs			Prizes			£0.00	To be sponsored				£300.00	52	Couriers	£100.00		
65				Grand Total		£42,125.00					£37,369.00			Video	£2,820.00		
66			46								,		54				
67			47			Surplus/Def	£11.00				Surplus/Def			TOTAL	£115,615.29		£97,635
													56	SURPLUS	£23,399.96		£99,865
-	> S	umma	4	→ Budg	get Registration	Fees Speak	er Expenses	Variable Catering	Costs Spons	ors Societie	es 🕂 🕂			TOTALS Sp	onsors E	xhibitors	Venue

	A	В	С	D	E	F
1					Ac	tual
2		Income	Expenditure	Notes	Income	Expenditure
3	Income					
4	Registration Income	£33,125.00			£21,635.00	
5	Accommodation income				£7,799.00	
6	Sponsorship & exhibition	£9,000.00			£7,935.00	
7	Speaker costs					
8	Travel expenses		£10,300.00			£6,582.50
9	Catering costs					£1,890.00
10	Dinner inc wine					£910.00
11	Accommodation		£0.00	Covered under venue and catering costs		£1,794.00
12	Delegate costs					
13	Catering costs		£26,038.00	Based on £35 DDR for 300 + drinks reception & dinner		£8,260.00
14	Drinks reception pre-dinner			For all attendees		£511.25
15	Dinner inc wine					£2,972.50
16	Accommodation					£7,372.31
17	Staff costs					
18	Travel expenses		£0.00	Currently included in speaker costs		£0.00
19	Accommodation					£414.00
20	Catering costs		£0.00			£210.00
23	Dinner costs					£70.00
	Site visits		£600.00			£0.00
25	Programme committee costs					
	Travel expenses		£0.00			£188.10
	Accommodation					£207.00
	Catering costs		£0.00			£210.00
	Dinner costs					£105.00
	Venue costs					
31	Room Hire inc Exhibition Area		£1,040.00	DDR see catering		£1,040.00
	Additional catering costs					£2,380.00
	AV + Technicians		£600.00	TBC - guestimate		£600.00
	Printing costs					
	Printing of programme books		£1,000.00			£421.62
	Publicity and Marketing		£800.00			£0.00
	Item costs					
	Abstract system			Based on 100 abstracts at £3		£381.00
	Badges, lanyards & bags		£500.00			£439.20
40	Other CPD		626.00			627.00
	Poster boards		£36.00			£37.80 £604.00
	Courier		£500.00 £400.00	TBC - guestimate		£475.80
	Prizes			To be sponsored		£300.00
44	Grand Total	£42,125.00		to be sponsored	£37,369.00	£300.00
45		142,123.00	242,114.00		137,305.00	230/370/08
40		Surplus/Def	£11.00		Surplus/Def	-£1,007.08
	Pudant Deviatori C	1		Veriable Catering Castral Conserve L. C. 191		22,007.00
	Budget Registration Fee	s spéak	er Expenses	Variable Catering Costs Sponsors Societie	es (+)	

A	В	С	D
Income		pax	
Delegates & extras	£123,090.25	426	£120,000
Sponsorship	£12,000.00		£70,000
Exhibition	£3,925.00		£7,500
TOTAL	£139,015.25		£197,500
Espenditure			
Venue & main conference			
Venue hire	£17,250.00		£7,500
Security, cleaning etc?	£250.00		£0
AV	£13,675.12		£3,000
Catering	£47,428.00		£52,000
Workshops (Tue)			
Venue hire	£1,300.00		
AV	£600.00		
Catering	£350.00		
Welcome Reception (Tue)			
Venue hire	£0.00		£0
Catering - drinks	£1,337.50		£1,000
Catering - canapes	£1,680.00		€1,500
Dinner (Wed)		221	
Catering	£11,500.00		£12 400
Band & disco	£1,546.30		
Awards	£324.50		6299
Awards - cash prizes	£350.00		
AV - dinner (lights, sound etc)	£0.00		£0
Delegates			
Design, Print & Mailing	£7,458.90		£10,156
Delegate packs x500	£889.49		£1,194
Badges	£396.27		£342
Proceedings	£2,722.71		inc above
17			
Conference software	£528.75		£4,888
Bank charges	£1,674.00		£1,674
Aliso			
Expenses - travel, site visits etc	£0.00		£0
Staff accommodation & subsistence	£0.00		£0
Additional Signage	£200.00		£0
Photographer	_		£500
			£883
Printing			£300
Couriers			
Video	£2,820.00		
	A11E C1E 00		£97,635
Total <i>Surplus</i>	£115,615.29 £23,399.96		£99,865
	Income Delegates & extras Sponsorship Exhibition TOTAL Expenditure Varue hire Security, cleaning etc? AV Catering Varue hire AV Catering Venue hire AV Catering Venue hire Catering Varue hire Catering - onapes Dinner (Wed?) Catering Band & disco AW - dinner (lights, sound etc) Delegates Design, Print & Mailing Delegate packs x500 Badges Proceedings /// Conference software Bank charges Mixo Expenses - travel, site visits etc Staff accommodation & subsistence Additional Signage Photographer Insurance Printing	Income Cl2309025 Delegates & extras Cl2309025 Sponsorship Cl2000.00 Exhibition Cl3325.00 TOTAL Cl39,015.25 Expenditure Cl200.00 Venue hire Cl7,250.00 Security, cleaning etc? C250.00 AV Cl3,675.12 Catering C47,428.00 Venue hire Cl300.00 AV Cl36,75.12 Venue hire Cl300.00 Zatering - canapes Cl,680.00 Catering - canapes Cl,680.00 Zihner / Med/l Catering Band & disco Cl,546.30 Aw ards - cash prizes Cl350.00 AV - dinner (lights, sound etc) C0.00 Zalegases Cl384.39 Badges Cl384.39 Badges Cl384.39 Badges Cl384.39 Badges Cl384.75 Proceedings Cl.7458.30 Conference software	knownepaxDelegates & extras£12,090,25426Sponsorship£12,000,00£325,00TOTAL£133,015,25Expenditure£133,015,25Venue hire£17,250,00Security, cleaning etc?£250,00Venue hire£17,250,00Security, cleaning etc?£250,00Venue hire£13,075,12Catering£47,428,00Venue hire£1,300,00Venue hire£1,300,00Venue hire£1,300,00Venue hire£1,300,00Venue hire£1,300,00Catering - drinks£1,337,50Catering - canapes£1,680,00Zinner /lvde/lBand & disco£1,546,30Aw ards - cash prizes£350,00Av - dinner (lights, sound etc)£0,00Jalegases£362,27Proceedings£287,57Jalegases£362,27Proceedings£1,674,00J/TConference softw are£528,75Bank charges£1,674,00J/TConference softw are£528,75Bank charges£1,674,00J/TConference softw are£528,75Bank charges

Tips for managing costs

- Know your audience
 - No-shows
 - Unpaids
- Spend accordingly
 - Catering (inc special diets)
 - Accommodation
 - Print



Tips for managing costs

- Potential items to change costs
 - Catering
 - AV/production
 - Print
 - Entertainment
 - Décor







Budgets

- Include as much as possible
- Know your numbers
 - Past events
 - Contracts
- Keep it up to date
- Adapt if necessary

Things will change





Thank you

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