

CSG-WEST/Host State Annual Meeting Budgets

2007 - 2012 by specific line items

updated 02-23-12

descriptions of line items categories
and further detail found in other tabs

	Anchorage July 2008	Santa Fe October 2009	Sun Valley September 2010	<i>estimated closing</i> Honolulu July-August 2011	<i>evolving draft DRAFT</i> Edmonton July 2012
Revenue					
Registration Fees	\$99,385	\$104,200	\$88,935	\$128,461	\$100,000
CSG-WEST Program Contribution	\$50,000	*	\$80,000	\$80,000	\$80,000
<i>*transferred 50K not needed for 2009 to 2010</i>					
CSG-WEST Fundraising	\$165,000	\$159,000	\$149,500	\$183,750	\$175,000
Host State Fundraising	\$88,553	\$29,120	\$13,000	\$156,750	\$187,700
Host State Inkind	\$103,500				
Host State Appropriations	\$225,100	\$81,602	\$50,000		
Total Revenue	\$731,538	\$373,922	\$381,435	\$548,961	\$542,700
Expenses					
Supplies/Services	\$21,152	\$7,931	\$6,263	\$6,260	\$5
Reg Fee Credit Card Processing	\$1,879	\$2,233	\$2,564	\$3,331	\$3,500
Gifts/Awards	\$13,231	\$5,501	\$15,648	\$5,200	\$10,000
Printing	\$28,039	\$10,728	\$11,757	\$12,471	\$10,000
Handling: Postage/Shipping	\$10,766	\$1,285	\$3,144	\$9,129	\$8,000
Consultant Services	\$6,095	\$8,080	\$16,080	\$5,270	\$8,000
Staff Travel	\$67,218	\$35,365	\$51,900	\$47,419	\$50,000
Speaker Fees	\$109,200	\$65,500	\$63,150	\$25,305	\$65,500
Speaker Travel	\$52,097	\$20,592	\$16,530	\$23,839	\$30,000
Food/Beverage (Program/Operation Related)	\$78,605	\$50,773	\$86,942	\$104,096	\$100,000
Audio Visual Equipment and Services	\$18,615	\$10,482	\$11,750	\$38,779	\$40,000
Meeting Expenses	\$189	\$24,065	\$9,072	\$13,471	\$10,000
Transportation (Social Events) - Tours	\$52,317	\$5,074	\$2,358	\$6,506	\$10,000
Social Events	\$272,082	\$60,197	\$75,514	\$185,975	\$200,000
Total Expenditures	\$731,485	\$307,806	\$372,671	\$487,051	\$545,005
	Anchorage July 2008	Santa Fe October 2009	Sun Valley September 2010	Honolulu July-August 2011	Edmonton July 2012

CSG-WEST 2012 - Annual Meeting line item descriptions

164-070-1111684

EXPENDITURE Line Item Descriptions

62000 Supplies/Services

supplies for meeting, badges/ribbons, material for registration, tent cards
policy briefing materials, USB drives, podium signs, session signage, shipping crates, etc

62010 Shipping (vs. Postage)

shipping to/from meeting site

62340 Credit Card Fee (registration fee process)

transaction fees for registration fees and some contributions

62440 Gifts & Awards

2K for CSGW awards for Fahrenkamp Legislative Leadership and Host appreciation
remaining 8K for Host options of general attendee gift, executive committee gift, etc

68010 Transportation (Tours & Social) - organized and budgeted by Host

ground transportation: rental bus and vans -

68020 Receptions/Food Service

primarily daytime food and beverage expenses coordinated by CSG-WEST
such as program meals and refreshment breaks

68140 Social/Events - organized and budgeted by Host

all expenses for host events, including spouse-guest orientation, early bird walks
special afternoon event, welcoming event, nightly hospitality suite,
host evening event, closing event

68200 Audio Visual for program sessions

audio visual equipment and services as well as recording and transcription as needed.
On average, committee sessions comprised of table top microphones for leaders,
podium and/or lavalier microphones for program speakers, LCD projectors,
multiple screens and projection of keynote speakers, etc

68230 Meeting Expense

select production costs and on-site services and equipment for special meeting
set-up needs, such as staging, electrical needs, phone service

72010 Consultant Expenses

CSGW personnel support for both experienced logistical and policy support

continued

EXPENDITURE Line Item Descriptions

72020 Speaker Fees
average plenary session honorarium: 10-20K
infrequent need for speaker fees for committee sessions: 1 to 4K average pp, as needed

74000 Staff Travel
air, ground, housing, meals (not provided during program days) for approximately
20-25 CSGW onsite working staff/consultants in both operations and programming

74010 Speaker Travel
travel and housing expenses
4-5 plenary sessions, usually with one speaker at each session;
on average, 15 breakout program sessions planned with 1 to 4 speakers at each session
travel expenses with 1-2 guest room nights and complimentary registration provided

78050 Printing
promotional fliers, registration brochure, onsite program books, sponsor banners, etc

OVERVIEW of recent annual meeting Program Speaker Fees/Travel

	<u>fee</u>	<u>travel & housing</u>	<u>total</u>	NOTES
2011 Honolulu keynote speakers	16,000	9,074	25,074	
committee/breakout session programs	<u>9,305</u>	<u>14,765</u>	<u>24,070</u>	
total	25,305	23,839	49,144	80K from CSGW operating account contribution
2010 Sun Valley plenary sessions	51,000	6,053	57,053	50K paid by ID Legislature funds
committee/breakout session programs	<u>12,150</u>	<u>10,477</u>	<u>22,627</u>	remainder from CSGW operating account contribution
total	63,150	16,530	79,680	
2009 Santa Fe plenary sessions	54,500	4,259	58,759	paid by NM Legislature funds
committee/breakout session programs	<u>25,500</u>	<u>17,848</u>	<u>43,348</u>	10.5K paid from WLA fund balance for ALTA
total	80,000	22,107	102,107	registration/sponsor revenue paid remainder
2008 Anchorage plenary sessions	\$94,500	\$11,008	105,508	50K paid by CSGW operating account contribution
committee/breakout session programs	<u>22,550</u>	<u>21,450</u>	<u>44,000</u>	7.85K paid from WLA fund balance for ALTA
total	117,050	32,458	149,508	remainder paid by AK Legislature funds