

MARLCNA IV FINANCIAL REPORT

EXPENSES

Executive Committee:	\$	\$
590 Brunches @ \$11.00 per	5,547.00	
Carver fee for brunch	90.00	
209 gallons of coffee @ \$11.50 per, inclusive	1,339.75	
Gratuity (Brunch)	943.00	
Coffee (Brunch)	227.75	
660 Banquets @ 16.00 per	9,025.63	
Banquet gratuity	1,534.37	
Bartender fee (Banquet, dance)	90.00	
Complimentary rooms (speakers, sub-committees, taping)	361.49	
Printing	32.12	
Miscellaneous supplies	4.20	
200 Agenda reports @ 5.00 per	1,000.00	
P.O. Box	53.00	
T-shirts and sweatshirts (315 T's @ \$3.50, 324 Sweats @ 11.50)	4,850.00	
Hotel staff gratuity	400.00	
Rent for committee meeting 4/29/88	12.00	
Postage to Kenya	63.50	
9 returned checks	376.00	
Returned check charge @ \$2.50 per	22.50	
Forwarded to MARLCNA V	700.00	
TOTAL EXECUTIVE COMMITTEE EXPENSES:		26,672.31
Registration Sub-Committee:		
Printing (22,000 flyers plus copying)	749.31	
Postage	608.00	
Miscellaneous supplies (envelopes, index files, etc)	290.01	
Cash register rental	50.00	
TOTAL REGISTRATION SUB-COMMITTEE EXPENSES:		1,697.32
Program Sub-Committee:		
Printing (programs, tickets, copying, etc.)	260.76	
Phone bill	45.81	
Miscellaneous supplies	12.24	
Lifeguards (27 $\frac{1}{4}$ hrs. @ \$6.00 per hour)	162.50	
P.A. system rental	212.00	
Disc Jockey Friday and Saturday	435.00	
Deaf services	861.28	
TOTAL PROGRAM SUB-COMMITTEE EXPENSES:		1,989.59
Arts & Graphics Sub-Committee:		
Printing (buttons, copying)	92.95	
Supplies (posterboard, buttons, markers, etc.)	100.00	
Cash register rental	50.00	
TOTAL ARTS & GRAPHICS SUB-COMMITTEE EXPENSES:		242.95

EXPENSES

(cont.)

Hotels & Hospitality Sub-Committee:

Committee supplied coffee & coffee supplies	488.98
Fruit	146.60
Shuttle service	1,100.00

TOTAL HOTELS & HOSPITALITY SUB-COMM. EXPENSES:		<u>1,735.58</u>
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TOTAL MARLCNA IV EXPENSES:		\$32,337.75
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RECEIPTS

	\$	\$
*377 pre-registrations @ \$12.00 per	4,509.00	
*347 registrations @ \$15.00 per	5,192.00	
573 banquets @ \$20.00 per	11,460.00	
532 brunches @ \$12.00 per	6,384.00	
170 WSC agenda reports @ \$5.00 per	850.00	
315 T-shirts @ \$7.00 per	2,205.00	
324 sweatshirts @ \$16.00 per	5,184.00	
Opening balance	5,533.48	
Recieved from Naranon	<u>205.00</u>	

TOTAL MARLCNA V RECEIPTS:		\$41,522.48
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*total reflects some partial payments

FINAL TOTALS

Total receipts		\$41,522.48
Total expenses		<u>-32,337.75</u>

ACCOUNT BALANCE:		\$ 9,184.73
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EXPENSES (adjusted as of 6/10/88)

Copying charge	17.83
Return check charge	5.00
Returned checks	<u>80.00</u>

SUB-TOTAL:		102.83
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FINAL TOTALS (adjusted)

Total receipts	\$41,522.48
Total expenses (adjusted)	<u>-32,440.58</u>
*ACCOUNT BALANCE:	\$ 9,081.90

**ACTUAL ACCOUNT BALANCE (as of 6/10/88): \$10,574.57

*The account balance represents every recorded expense subtracted from the total recorded receipts.

**The actual account balance represents the amount of actual cash on hand in the conference account. This total accounts for \$1,492.67 of extra receipts. Simply put, we cannot account for nearly fifteen hundred extra dollars. Also, the expense figures do not account for the free packages and meal tickets that were given away. After thoroughly checking and double-checking we do not know where the mistake could have been made. We are grateful the error is in the black not the red.

We are turning over to MARLCNA V a money order in the amount of \$10,437.85. The MARLCNA IV account is retaining a \$1000.00 balance. This money is being held to cover the following two outstanding checks:

Check #195	Deaf Services	\$861.28
Check #198	Money order chg.	2.00

The remaining \$136.72 will be forwarded to MARLCNA V pending clearance of these two items. Also, these monies serve as a safeguard if there are any more returned checks.

Upon subtracting the opening balance of \$5,533.48 from the actual account balance of \$10,574.57; a profit of 5,041.09 is realized for MARLCNA IV.

MARLCNA IV
LEDGER MISTAKES

Check #164 \$44.23 debit in ledger recorded as a \$52.86 debit
in the checkbook ledger

Check #169 Recorded in ledger twice

\$\$ \$50.00 cash transaction debit for cash register
recorded twice in ledger

A credit of \$227.33 was posted in the ledger to account for
these errors.