

REVENUE	BUDGET			ACTUAL			Notes
	Quantity	Budget		Quantity	Budget		
1 Chapter Assessment	1,746	\$6.00	\$10,476.00	1,746	\$6.00	\$10,476.00	
2 Full Registration	45	\$425.00	\$19,125.00	47	\$425.00	\$19,975.00	Actual = 48 (1 unpaid - DL)
3 Partial Registration	40	\$300.00	\$12,000.00	41	\$300.00	\$12,300.00	
4 Companion Registration	20	\$150.00	\$3,000.00	21	\$150.00	\$3,150.00	Actual = 22 (1 unpaid - DL Spouse)
4A US Conversions for Registrations				1	\$301.92	\$301.92	
5 Late Registration Fees	0	\$25.00	\$0.00	2	\$25.00	\$50.00	Late fee per person (not per Chapter) for late registration.
6 Delta Guest Rooms and Signature Suite Special Rate	140	\$175.00	\$24,500.00	179	\$170.00	\$30,430.00	Costs from hotel contract (\$149 + HST rounded up) less 5 free rooms less 3 DL rooms.
6A Delta Guest Rooms and Signature Suite Special Rate - Extra Nights				1	\$175.00	\$175.00	
7 Delta Signature Rooms	9	\$175.00	\$1,575.00	9	\$170.00	\$1,530.00	Costs from hotel contract (\$149 + HST rounded up).
7A Delta Signature Rooms - Extra Nights				1	\$175.00	\$175.00	
8 Corporate Sponsorship	1	\$3,800.00	\$3,800.00	1	\$4,150.00	\$4,150.00	Nortec; City of Moncton; Enertrak; C&E; Viessmann; Aquavap Indotec; Global
9 Welcome Party Wine (CRC 2017 - Montreal)	1	\$1,000.00	\$1,000.00	1	\$1,000.00	\$1,000.00	
10 Individual Tickets For Events - Fundy Bus Tour	1	\$1,000.00	\$1,000.00	5	\$50.00	\$250.00	
10A Individual Tickets For Events - Welcome Party				1	\$50.00	\$50.00	
10B Individual Tickets For Events - Awards Luncheon				2	\$50.00	\$100.00	
10C Individual Tickets For Events - Lobster Boat Cruise				3	\$100.00	\$300.00	
11 CRC 2016 Seed Money From Chapter	1	\$5,000.00	\$5,000.00	0	\$5,000.00	\$0.00	Included with registrations above
TOTAL REVENUE			\$81,476.00			\$84,412.92	
EXPENSES							
Hotel							
1 Hotel Meeting Rooms, Including Hospitality Suite Room	1	\$3,358.00	\$3,358.00	1	\$1,007.40	\$1,007.40	91% or more of the guest rooms were occupied.
1A Hotel Deposit				0	\$1,000.00	\$0.00	Included in costs below
2 Delta Guest Rooms and Signature Suite Special Rate	140	\$171.35	\$23,989.00	184	\$171.35	\$31,528.40	Costs from hotel contract (\$149 + HST).
2A Delta Guest Rooms and Signature Suite - 1/35 Complimentary Rooms				5	-\$171.35	-\$856.75	
3 Delta Signature Rooms (Standard Room Cost for Attendees)	9	\$217.35	\$1,956.15	10	\$217.35	\$2,173.50	Costs from hotel contract (\$189 + HST).
4 Delta Guest Rooms for the DL	3	\$171.35	\$514.05	4	\$171.35	\$685.40	Costs from hotel contract (\$149 + HST).
5 Friday Morning Breakfast	55	\$28.91	\$1,590.11	65	\$27.71	\$1,800.91	65 attendees + 15% gratuity + 15% tax
6 Friday Morning Break	45	\$16.49	\$742.10	50	\$12.23	\$611.66	50 attendees + 15% gratuity + 15% tax
6A Friday Morning Break - Individual Juices				2	\$3.90	\$7.80	
7 Friday Presidential Address Luncheon	55	\$33.05	\$1,817.81	50	\$31.67	\$1,583.69	50 attendees + 15% gratuity + 15% tax
8 Friday Afternoon Break	45	\$16.49	\$742.10	50	\$8.27	\$413.28	50 attendees + 15% gratuity + 15% tax
8A Friday Afternoon Break - A Dozen Fresh Baked Cookies				4	\$26.38	\$105.54	
8B Friday Afternoon Break - Individual Juices				3	\$3.90	\$11.70	
9 Saturday Morning Breakfast	105	\$21.05	\$2,209.73	100	\$20.17	\$2,016.81	100 attendees + 15% gratuity + 15% tax
10 Saturday Morning Break	80	\$16.49	\$1,319.28	80	\$19.44	\$1,555.26	80 attendees + 15% gratuity + 15% tax
10A Saturday Morning Break - Individual Juices				15	\$3.90	\$58.52	
11 Saturday Awards Luncheon	105	\$43.75	\$4,593.33	120	\$41.92	\$5,030.79	120 attendees + 15% gratuity + 15% tax
11A Saturday Awards Luncheon Wine	0	\$0.00	\$0.00	30	\$39.61	\$1,188.27	30 bottles for 15 tables
12 Saturday Afternoon Break	80	\$16.49	\$1,319.28	80	\$15.80	\$1,264.31	80 attendees + 15% gratuity + 15% tax
12A Saturday Afternoon Break - Individual Juices				20	\$3.90	\$78.03	
13 Sunday Breakfast	105	\$21.05	\$2,209.73	80	\$20.17	\$1,613.45	80 attendees + 15% gratuity + 15% tax
14 Sunday Morning Break	55	\$16.49	\$907.01	60	\$12.23	\$733.99	60 attendees + 15% gratuity + 15% tax
Rounding to Match Hotel Bill (Note: \$57.50 of hotel bill included in Hospitality Suite expenses)				1	\$0.06	\$0.06	
Hotel Expenses			\$47,267.65			\$52,612.02	
Entertainment							
15 Welcome Party	1	\$4,000.00	\$4,000.00	1	\$4,892.08	\$4,892.08	Increased from \$2,500 to \$4,000 based on comments from Hamilton CRC.
16 Technical Tour (Highfield Street Pumping Station)	1	\$0.00	\$0.00	0	\$0.00	\$0.00	
17 Technical Tour Transportation	1	\$345.00	\$345.00	2	\$156.25	\$312.50	Based on quote for \$300 plus HST from Sport Coachline.
18 Saturday Night Event (Lobster Tales Cruise) - Adults	108	\$61.00	\$6,588.00	109	\$61.00	\$6,649.00	Quote from Shediac Bay Cruises: 109 people at \$61 pp (including 15% HST) and 2 people at \$41 pp
18A Saturday Night Event (Lobster Tales Cruise) - Kids				1	\$41.00	\$41.00	
18B Saturday Night at Captain Dan's				1	\$1,107.71	\$1,107.71	Based on 8 people at \$60 per person plus \$100 for mussels for people waiting for boats
19 Buses for Saturday Night Event	2	\$747.50	\$1,495.00	1	\$1,092.50	\$1,092.50	Based on quote for \$650 plus HST from Sport Coachline for a 55 passenger coach.
19A Tips for Bus Drivers				1	\$103.00	\$103.00	
Entertainment Expenses			\$12,428.00			\$14,197.79	
Hospitality							
20 Hospitality Expenses (Licence, beverages, food)	2	\$1,200.00	\$2,400.00	1	\$2,960.29	\$2,960.29	Includes SOP for three nights and Fridge Rental from Hotel Bill
Hospitality Expenses			\$2,400.00			\$2,960.29	
Companion							
21 Companion Tour #1: Fundy/Hopewell Rocks/Cape Enrage/Lunch	25	\$29.51	\$737.83	1	\$745.80	\$745.80	Pricing based on 2015/2016 rates (adult admission).
22 Companion Tour #1 Fundy Coastal Drive Guided Bus Tour	1	\$1,955.00	\$1,955.00	1	\$1,921.00	\$1,921.00	Quote from Roads To Sea Tours for a guided tour for up to 46 people for the Hopewell Rocks and the Bay of Fundy.
22A Companion Tour #1 Snacks from Tim Hortons				1	\$32.37	\$32.37	
23 Companion Tour #2 & #3: Moncton Market and Resurgo Place	1	\$200.00	\$200.00	1	\$92.25	\$92.25	Resurgo Place: Adults are \$7 (20 adult attendees) and kids are \$3 (5 attendees 17 and under) plus \$28.25 for a guided tour (all taxes in) = \$183.25; Magnetic Hill: \$10 per bus
24 Companion Tour #2 & #3 Transportation	0	\$690.00	\$0.00	0	\$0.00	\$0.00	Not required as Resurgo Place is walkable (750 m/10 minute walk). Moncton Market is closer.
Companion Expenses			\$2,892.83			\$2,791.42	
Administrative							
25 Telephone	1	\$0.00	\$0.00	0	\$0.00	\$0.00	
26 CRC 2016 Promotional Materials: Shirts for Volunteers and Gifts	1	\$1,500.00	\$1,500.00	1	\$1,609.78	\$1,609.78	Maritime Cresting estimate: \$26.99 per shirt plus \$5.25 per logo per shirt x 30 shirts (25 male and 5 female); \$100 set-up fee; plus HST = \$1,383.91. With the Canadian doll
26A Swag Bags	1			1	\$504.58	\$504.58	
27 Printing/Photocopying (Name Tags, Tickets, Itineraries, etc.)	1	\$1,500.00	\$1,500.00	1	\$726.80	\$726.80	Taken from Hamilton April 15th budget.
27A Attendance at Region II Planning Meeting				1	\$2,638.75	\$2,638.75	Travel to Montreal (flights, transportation, hotels, expenses)
28 Signs and Placards	1	\$500.00	\$500.00	1	\$172.50	\$172.50	
29 Audio Visual	1	\$1,000.00	\$1,000.00	1	\$674.02	\$674.02	Quote from the Delta's AV firm was for \$3,863.18. We will look into borrowing projectors. Allow for rental of additional microphones (Ballroom C and Shediac A/B/C), and
30 Office Supplies, handouts, Postage, Registration Desk	1	\$1,000.00	\$1,000.00	1	\$92.15	\$92.15	
30A Shipping CRC Supplies to Montreal				2	\$0.00	\$0.00	Covered by Master Group
31 Simple Signup Registration Website Set-Up	1	\$750.00	\$750.00	1	\$578.56	\$578.56	Simple Sign-Up set-up fee of \$350+13% HST and a per person (108 people) registration fee of \$1.50+13% HST = \$578.56
32 Secretary Fee	1	\$800.00	\$800.00	1	\$800.00	\$800.00	
33 Banking Fees	18	\$2.95	\$53.10	1	\$106.41	\$106.41	\$3.95 per month (waived with a minimum balance of \$5,000) + \$38.11 to purchase cheques.
34 Paypal Fees (or Stripe) - All transactions will be done by cheque	0	\$1,789.80	\$0.00	0	\$0.00	\$0.00	2.9% plus \$0.30 per transaction. Assume 50 transactions for all of the registration and hotel costs above (\$1,768.20).
35 Photography	1	\$500.00	\$500.00	0	\$0.00	\$0.00	
36 Welcome Party Wine (CRC 2015 - Hamilton)	1	\$1,000.00	\$1,000.00	1	\$1,000.00	\$1,000.00	
37 Repayment of CRC 2016 Seed Money From Chapter	1	\$5,000.00	\$5,000.00	0	\$5,000.00	\$0.00	Not applicable since costs included throughout.
37A CRC Planning Meetings				1	\$476.91	\$476.91	
37B Volunteer Expenses (Parking and Taxis)				1	\$278.01	\$278.01	
38 Miscellaneous	1	\$884.42	\$884.42	1	\$0.00	\$0.00	
Administrative Expenses			\$14,487.52			\$9,658.47	
Extraordinary							
39 Dignitary and Regional Gifts	4	\$250.00	\$1,000.00	1	\$651.47	\$651.47	Plus an event shirt from above
40 Dignitary Dinner - Region II and ASHRAE	1	\$1,000.00	\$1,000.00	1	\$866.94	\$866.94	
Extraordinary Expenses			\$2,000.00			\$1,518.41	
TOTAL EXPENSES			\$81,476.00			\$83,738.40	
NET INCOME (LOSSES)			\$0.00			\$674.52	