

IEEE Project 802
Estimated Statement of Operations
Nov 2008 Plenary Session
Dallas, TX
As of Nov 14, 2008

DRAFT

Meeting Income	<i>Estimate</i>	Budget	Variance
Registrations	1,269	1,400	(131)
Registration income	545,670	602,000	(56,330)
Cancellation refunds	(32,195)	(12,040)	
Deadbeat collections	0	0	0
Bank interest	1,400	1,400	0
Other income	65,083	75,000	(9,917)
TOTAL Meeting Income	\$ 579,959	\$ 666,360	(86,401)
Meeting Expenses	<i>Estimate</i>	Budget	Variance
Audio Visual Rentals	25,500	\$ 25,500	0
Audit	0	0	0
Bank Charges	350	350	0
Copying	3,000	3,500	500
Credit Card Discount	15,824	17,458	1,634
Equipment Expenses	5,000	15,000	10,000
Get IEEE 802 Contribution	89,560	102,900	13,340
Insurance	0	0	0
Meeting Administration	95,739	101,610	5,871
Misc Expenses	2,800	3,500	700
Network	65,000	70,000	5,000
Other Expenses	0	0	
Phone & Electrical	500	2,000	1,500
Refreshments	126,000	150,000	24,000
Shipping	15,200	15,000	(200)
Social	50,940	50,000	(940)
Supplies	800	800	0
Other Discounts	0	0	0
TOTAL Meeting Expense	\$ 496,213	\$ 557,618	61,405
NET Meeting Income/Expense	\$ 83,745	\$ 108,742	(24,997)
Analysis			
Refreshments per registration	99	107	8
Social per registration	40	36	(4)
Meeting Administration per reg	75	73	(3)
Networking per registration	51	50	(1)
Get IEEE 802 Contribution per	75	75	0
Surplus/Deficit per registration	66	78	(12)
Pre-registration rate	70%	70%	

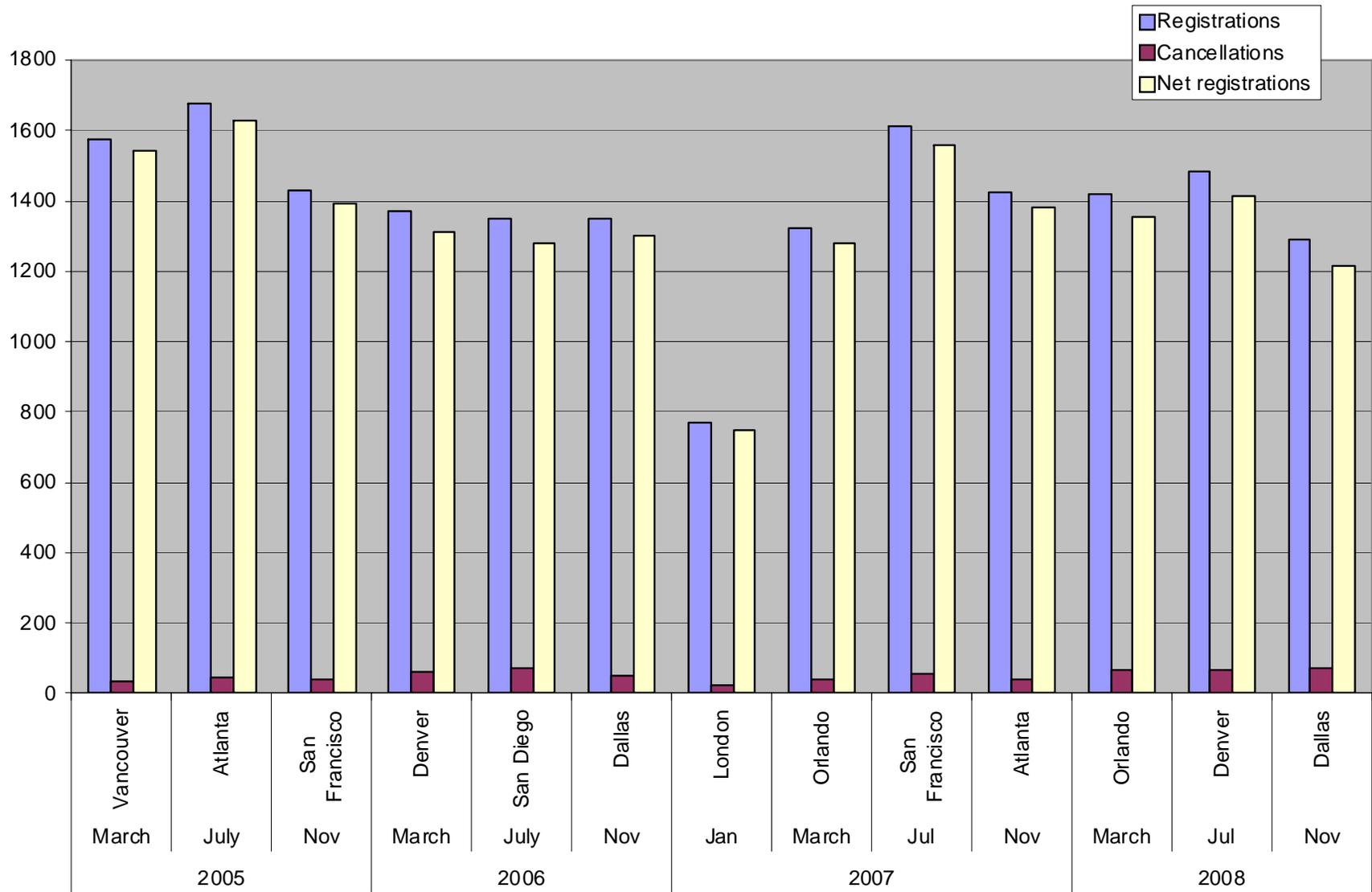
* Misc expenses: Hotel gratuity, registration desk rental, service gifts

** Other expenses: N/A

Budgeting/Fee Discussion

- Our cash reserve is intended to:
 - “Self insure” us in the event of an untimely session cancellation or penalties incurred due to low attendance
 - If necessary subsidize the cost of nNA sessions in order to keep registration fees at comparable level to NA sessions
- Our current reserve of aprox \$1.2M is seen as sufficient for these purposes
- So why not lower registration fees now?
 - Keeping registration fees stable has some value (lowering is easy, raising later, not so much)
 - Estimate for this meeting (Dallas) shows smaller net to reserves we’ve seen in the past 4 years (@ \$80k, vs > \$120k)
 - 1268 registrations are the lowest and 75 cancellations the highest since 2003 (Dallas DFW, Albuquerque)
 - The economic clouds on the horizon portent to leaner times ahead. Lower attendance in Vancouver is not out of the question
 - Recommend: keep fees stable for now, and monitor attendance for a couple more sessions. If it rebounds, we can re-evaluate

Registration Trend



P&L Trend

