

**Waipuna Convention
May 2018
Progress Report
(as at 31 January 2018)**

	Budget (GST incl)	Budget (GST excl)	Actual (GST excl)
Income			
- Registrations (incl Sat lunch)	\$ 43,850	\$ 38,130	16,458
- Dine & Dance	\$ 13,320	\$ 11,583	4,508
- Special Events (Friday night/Sunday breakfast)	\$ 7,000	\$ 6,087	4,870
	\$ 64,170	\$ 55,800	\$ 25,836
Expenses			
Variable Expenses (Food):			
- Morning & Afternoon Teas/Meals	\$ 18,230	\$ 15,852	0
- Dine & Dance Meal	\$ 11,700	\$ 10,174	0
Semi Variable Expenses:			
- Programmes	\$ 1,500	\$ 1,304	0
- Conference Bags	\$ 8,500	\$ 7,391	0
- Educational materials (printing)	\$ 1,000	\$ 870	0
- Stationery	\$ 1,000	\$ 870	0
- Dine & Dance entertainment	\$ 1,104	\$ 960	0
- Dine & Dance decorations	\$ 400	\$ 348	0
- Lanyards/Badges/Ribbons/Thank-yous/Sundries	\$ 3,375	\$ 2,935	0
- Audio visual in break-out rooms	\$ 2,000	\$ 1,739	0
- Friday night cabaret act	\$ 2,000	\$ 1,739	0
Fixed Expenses:			
- Venue Hire (incl AV in Cole Theatre)	\$ 13,299	\$ 11,564	870
	\$ 64,108	\$ 55,746	\$ 870
Surplus	\$ 63	\$ 54	\$ 24,966