

2011 Convention/ Assembly Program	Room need set up	Estimated Cost
<b>Wednesday Orientation Meeting</b> Orientation Meeting/ Board Meeting Equipment Needs	6:30 pm - 10:00 pm 40 Chairs in Circle shape, Table at door for registration None	Chief Comcomly \$100.00
<b>Thursday Assembly Meeting</b> Assembly Meeting Equipment Needs Beverage Needs	7:30 am - 6:00 pm 40 Chairs around open U shaped Table, Head table for 6 Table top podium with wired Mic head table, wired mic,screen 9:00 am Coffee for 25, Tea for 10 , Water Service	Chinook/Klickitat \$200.00 \$75.00 \$70.00
<b>Friday Assembly Meeting</b> Assembly Meeting Equipment Needs Beverage Needs	7:30 am - 6:00 pm 40 Chairs around open U shaped Table, Head table for 6 Table top podium with wired Mic head table, wired mic,screen Coffee for 25, Tea for 10 Black and Herbal	Chinnok/ Klickitat \$200.00 \$75.00 \$70.00
<b>Friday Convention</b> Hospitality Suite Registration/ CD Sales 2 pm - 11 pm Ways and Means Room 8 am - 11 pm Grand Opening 630 pm - 11 pm equipment Needs 630 pm - 11 pm OA Meeting 9 pm - 11 pm	Microwave & Fridge (kitchenette) couches & chairs & table Area outside of Chinook/Klickitat 4 tables Tables around outside of room for displays 180 chairs Theatre style, staging at front? Podium with microphone 30 Chairs in a circle	Upgraded Suite (comp room) Sacajawea Lewis and Clark Expedition Boardroom \$25.00
<b>Saturday Convention</b> Hospitality Suite Registration Ways and Means Room Meditation & OA meeting 7 am - 9 am Room 1 8 am - 530 pm Room 2 8 am - 530 pm Room 3 8 am - 5:30 pm Room 4 8 am - 5:30 pm Banquet/ Speaker 6 pm - 11 pm Equipment Needs 6 pm - 11 pm	Microwave & Fridge (kitchenette) couches & chairs & table Area outside of Chinook/Klickitat 4 tables Tables around outside of room for displays 30 Chairs in a circle Theatre 50 Theatre 50 Theatre 50 Theatre 50 Rounds 150 Podium with microphone	Upgraded Suite (Comp room) Sacajawea Boardroom Chinook Klickitat Chief Comcomly Cowlitz Lewis and Clarke \$100.00 \$100.00 \$100.00 \$100.00 \$4,800.00 \$25.00
<b>Sunday Convention</b> Board Meeting 8 am - 9:30 am Ways and Means Room Meditation/ OA meeting 7 am - 9 am Breakfast/ Speaker 9 am - Noon Closing Ceremonies 9 am - Noon	board room table for 25 Tables around outside of room for displays 30 chairs in a circle Rounds for 75 Podium with microphone	Chief Comcomly Sacajawea Boardroom Chinook/ Klickitat \$1,500.00 \$25.00

Total Food and Beverage Before tax & Fees  
140 + 4800 + 1500 = \$ 6440.00

Estimated Hotel & Banquet Fees \$7,665.00  
Taxes & Service Fees \$2,161.53  
Total Estimate \$9,826.53

Estimate of Food & Beverage \$6,440.00  
Taxes and Service Fees on above \$1,816.08  
Total food and beverage estimate \$8,256.08

Estimate of Hotel Room Fees \$1,570.45

**Balance Sheet**

As of 12/31/10 (cash basis)

**Assets**

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Cash and Bank Accounts		
Washington Checking	\$	1,426.97
Washington Savings		10,247.26
PayPal (US)		18.00
PayPal (Canadian)		0.00
Spokane CD		0.00
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Total Cash and Bank Accounts	\$	11,692.23

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<b>Total Assets</b>	<b>\$</b>	<b>11,692.23</b>
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**Liabilities And Equity**

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Liabilities	\$	0.00
Equity		
General Fund	\$	831.07
PI/PO Fund		618.16
Prudent Reserve**		10,243.00
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Total Equity		11,692.23

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<b>Total Liabilities and Equity</b>	<b>\$</b>	<b>11,692.23</b>
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\*\* In 2005 the Assembly voted to recalculate the prudent reserve based on 6 months operating expenses (averaged over 3 years). I moved \$2661 to "Excess Funds" from the prudent reserve in order to comply with a new smaller prudent reserve.

**Income and Expense Summary for FYE 2010**

	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Total
<b>Income</b>					
Total Donations	\$ 3687.99	\$ 4157.68	\$ 3799.05	\$ 2160.79	\$ 13,805.51
Events Proceeds	9073.21	0.00	0.00	0.00	9,073.21
Ways & Means	0.00	5.00	10.00	353.20	368.20
Interest	0.00	4.05	2.54	1.72	8.31
Canadian Exchange/Pay Pal	(34.81)	(114.17)	(90.96)	(43.42)	(283.36)
<b>Total Income</b>	<b>\$ 12726.39</b>	<b>\$ 4052.56</b>	<b>\$ 3720.63</b>	<b>\$ 2472.29</b>	<b>\$ 22,971.87</b>
<b>Expense</b>					
Assembly	\$ 237.93	\$ 0.00	\$ 2424.70	\$ 3247.04	\$ 5,909.67
Board Expense	2072.30	3908.19	2853.26	1702.14	10,535.89
Outreach	0.00	4.90	(34.82)	0.00	(29.92)
Scholarships	0.00	0.00	0.00	2498.81	2,498.81
Regional Reps to WSBC	1519.11	1607.54	0.00	0.00	3,126.65
Administration	382.28	5.72	57.70	238.40	684.10
Ways & Means Expense	0.00	0.00	0.00	0.00	0.00
Donations to WSO	0.00	0.00	0.00	0.00	0.00
Reimbursables	(1500.00)	0.00	0.00	(656.40)	(2,156.40)
<b>Total Expenses</b>	<b>\$ 2711.62</b>	<b>\$ 5526.35</b>	<b>\$ 5300.84</b>	<b>\$ 7029.99</b>	<b>\$ 20,568.80</b>
Beginning Fund Balance	(1572.00)				(1,572.00)
Revenue Less Expenses	\$ 10014.77	\$ (1473.79)	\$ (1580.21)	\$ (4557.70)	\$ 2,403.07
<b>Total Excess Funds 9/30/10</b>					<b>\$ 831.07</b>

<b>Dedicated Funds FYE 2010</b>	
<b>PI/PO:</b>	
Beginning Balance	\$ 618.16
Less YTD 2010 Spending	0.00
<b>Balance 12/31/10</b>	<b>\$ 618.16</b>
<b>Prudent Reserve:</b>	
2009 Balance	\$ 12904.00
Less decrease (per Asbly 2005)	\$ (2661.00)
<b>2010 Balance</b>	<b>\$ 10243.00</b>

2010 Budget to Actual

	Budget 2010	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Actual 2010
<b>INCOME</b>						
<b>Donations</b>						
Donations from Groups	10,000.00	3,668.89	4,152.68	3,697.05	1,905.79	13,424.41
Donations from Individuals	100.00	19.10	5.00	93.00	255.00	372.10
Scholarship Donations	100.00			9.00		9.00
Tape Library Donations						0.00
<b>Total Donations</b>	<b>10,200.00</b>	<b>3,687.99</b>	<b>4,157.68</b>	<b>3,799.05</b>	<b>2,160.79</b>	<b>13,805.51</b>
<b>Events</b>						
Net Convention Proceeds	4,000.00	9,073.21				9,073.21
Net Spring Mini-Convention	200.00					0.00
<b>Total Events Proceeds</b>	<b>4,200.00</b>	<b>9,073.21</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>9,073.21</b>
<b>Ways &amp; Means</b>						
General	500.00					0.00
50/50 Draw	200.00					0.00
Quilt Net Proceeds	750.00		5.00	10.00	353.20	368.20
<b>Total Ways &amp; Means</b>	<b>1,450.00</b>	<b>0.00</b>	<b>5.00</b>	<b>10.00</b>	<b>353.20</b>	<b>368.20</b>
Interest Income	150.00		4.05	2.54	1.72	8.31
Canadian Exchange/Pay Pal adj.	(300.00)	(34.81)	(114.17)	(90.96)	(43.42)	(283.36)
<b>TOTAL INCOME</b>	<b>15,700.00</b>	<b>12,726.39</b>	<b>4,052.56</b>	<b>3,720.63</b>	<b>2,472.29</b>	<b>22,971.87</b>
<b>EXPENSES</b>						
<b>Assembly Expense</b>						
Administration	1,000.00	116.07		69.92	613.44	799.43
Board Travel, Meals & Hotel	4,000.00	121.86		2,354.78	2,633.60	5,110.24
<b>Total Assembly Expense</b>	<b>5,000.00</b>	<b>237.93</b>	<b>0.00</b>	<b>2,424.70</b>	<b>3,247.04</b>	<b>5,909.67</b>
<b>Board Expense</b>						
Administration	400.00	19.36	8.56		23.05	50.97
Travel, Meals & Lodgings	7,500.00	623.83	2,410.03	1,987.13	1,529.66	6,550.65
Total Board Meetings	7,900.00	643.19	2,418.59	1,987.13	1,552.71	6,601.62
Chairman's Expense	2,700.00	1,429.11	1,489.60	866.13	149.43	3,934.27
<b>Total Board Expense</b>	<b>10,600.00</b>	<b>2,072.30</b>	<b>3,908.19</b>	<b>2,853.26</b>	<b>1,702.14</b>	<b>10,535.89</b>

2010 Budget to Actual

	Budget 2010	Q1 2010	Q2 2010	Q3 2010	Q4 2010	Actual 2010
<b>Outreach Expense</b>						
Newsletter Publication	100.00					0.00
PI/PO	200.00		4.90			4.90
Sponsor by Mail/Email	0.00					0.00
Tape Library	100.00			(34.82)		(34.82)
Twelfth Step Within	0.00					0.00
Workshops: S & T etc.	1,000.00					0.00
<b>Total Outreach Expense</b>	<b>1,400.00</b>	<b>0.00</b>	<b>4.90</b>	<b>(34.82)</b>	<b>0.00</b>	<b>(29.92)</b>
<b>Scholarships</b>	<b>2,500.00</b>	<b>1,519.11</b>	<b>1,607.54</b>		<b>2,498.81</b>	<b>2,498.81</b>
<b>Region Reps to WSBC</b>	<b>3,000.00</b>					<b>3,126.65</b>
<b>Administrative Expense</b>						
Audit	100.00		5.72	7.70		13.42
Banking Expense	0.00					0.00
Computer Services	200.00	382.28			168.40	550.68
Mailings (required notices)	300.00					0.00
Misc Admin	150.00			50.00	70.00	120.00
<b>Total Administrative Expense</b>	<b>750.00</b>	<b>382.28</b>	<b>5.72</b>	<b>57.70</b>	<b>238.40</b>	<b>684.10</b>
<b>Ways &amp; Means Expense</b>	<b>0.00</b>					<b>0.00</b>
<b>Trustee Nominee Assistance</b>	<b>0.00</b>					<b>0.00</b>
<b>WSO Donations</b>						
General	461.50					0.00
Multi-Regional PO Fund	0.00					0.00
<b>Reimbursibles</b>						
Convention Seed	0.00	(1,500.00)				(1,500.00)
Mini-Convention Seed	0.00					0.00
Quilt Seed	0.00				(656.40)	(656.40)
<b>Capital Expense</b>	<b>0.00</b>					<b>0.00</b>
<b>TOTAL EXPENSES</b>	<b>23,711.50</b>	<b>2,711.62</b>	<b>5,526.35</b>	<b>5,300.84</b>	<b>7,029.99</b>	<b>20,568.80</b>
<b>REVENUE LESS EXPENSES</b>	<b>(8,011.50)</b>	<b>10,014.77</b>	<b>(1,473.79)</b>	<b>(1,580.21)</b>	<b>(4,557.70)</b>	<b>2,403.07</b>
Beginning Excess Funds	(1,572.00)	(1,572.00)	8,442.77	6,968.98	5,388.77	(1,572.00)
Ending Excess Funds	(9,583.50)	8,442.77	6,968.98	5,388.77	831.07	831.07