

	Beginning Balance	Deposits	Expenses	Ending Balance	Net Change		Last Reconcile
CHECKING	\$ 7,993.55	\$ 27,446.99	\$ 13,696.33	\$ 21,744.21	\$ 13,750.66	172.02%	24-Mar
PAYPAL	\$ 10,203.69	\$ 17,854.52	\$ 21,139.01	\$ 6,919.20	\$ (3,284.49)	-32.19%	24-Mar
SAVINGS	\$ 40,131.27	\$ 1.79	\$ -	\$ 40,133.06	\$ 1.79	0.00%	24-Mar
CD	\$ 15,000.00	\$ -	(to Savings)	\$ 15,000.00	\$ -	0.00%	31-Dec
TOTAL	\$ 73,328.51	\$ 45,303.30	\$ 34,835.34	\$ 83,796.47	\$ 10,467.96	14.28%	

INCOME		2020 BUDGET	2020 ACTUAL INCOME	2019 ACTUAL INCOME	NOTES & VARIANCES
CODE					
CONF	Conference				
A	Conference Registration	\$ 21,500.00	\$ 13,860.00	\$ 18,115.00	\$215 @ 100 people
B	Conference Sponsors & Exhibitors	\$ 5,100.00	\$ 3,000.00	\$ 3,220.00	
C	Conference Advertisement Sales	\$ 500.00	\$ 525.00	\$ 450.00	
D	Humanities TN Registration	\$ 2,000.00	\$ -	\$ 1,855.00	
E	Award Nominations	\$ 1,500.00	\$ 750.00	\$ 1,470.00	
F	Conference Live Auction	\$ 2,500.00	\$ -	\$ 3,313.00	
G	Conference Silent Auction	\$ 500.00	\$ -	\$ 315.00	
	Other Conference Revenue	\$ 400.00	\$ -	\$ 470.00	Shirt sales
	SUBTOTAL	\$ 34,000.00	\$ 18,135.00	\$ 29,208.00	
MEM	Membership				
A	Institutional	\$ 8,500.00	\$ 5,190.00	\$ 8,920.00	
B	Individual	\$ 700.00	\$ 390.00	\$ 645.00	
C	Corporate	\$ 2,000.00	\$ 1,020.00	\$ 2,855.00	
	SUBTOTAL	\$ 11,200.00	\$ 6,600.00	\$ 12,420.00	
G	Gifts	\$ 400.00	\$ -	\$ 114.53	
	SUBTOTAL	\$ 400.00	\$ -	\$ 114.53	
TRAN	Transfers				
	From Savings/PayPal	\$ -	\$ -	\$ -	
	SUBTOTAL	\$ -	\$ -	\$ -	
MISC	Miscellaneous				
	Miscellaneous	\$ 750.00	\$ -	\$ 726.00	
	SUBTOTAL	\$ 750.00	\$ -	\$ 726.00	
	SUBTOTAL	\$ 46,350.00	\$ 24,735.00	\$ 42,468.53	
	Interest from CD	\$ 3.00	\$ 0.49	\$ 2.74	
	Interest from Savings	\$ 7.00	\$ 1.54	\$ 7.29	
	Interest from Checking	\$ 20.00	\$ 1.99	\$ 23.11	
	SUBTOTAL	\$ 30.00	\$ 4.02	\$ 33.14	
	TOTAL INCOME	\$ 46,380.00	\$ 24,743.04	\$ 42,534.81	
	TOTAL EXPENSES	\$ 45,724.00	\$ 14,382.71	\$ 42,725.04	
	NET - REVENUE LESS EXPENSES	\$ 656.00	\$ 10,360.33	\$ (190.23)	

EXPENSES		2020 BUDGETED EXPENSES	2020 ACTUAL EXPENSES	2019 ACTUAL EXPENSES	FY18 NOTES
CODE					
COOR	State Coordinator				
A	Fees	\$ 13,000.00	\$ 2,166.66	\$ 11,916.63	
B	Mileage	\$ 350.00	\$ -	\$ 327.12	
C	Hospitality/Dining	\$ 350.00	\$ -	\$ 59.51	
	SUBTOTAL	\$ 13,700.00	\$ 2,166.66	\$ 12,303.26	
ADMIN	Administration				
A	Accounting Fees	\$ 750.00	\$ 387.40	\$ 447.94	Accountant, Intuit
B	Bank Fees	\$ 600.00	\$ 434.99	\$ 643.30	PayPal
C	Office/Software	\$ 1,000.00	\$ 379.87	\$ 1,346.66	Dropbox, Jotform, General Office Needs
D	Phone	\$ -	\$ -	\$ -	
E	State Fees	\$ 200.00	\$ -	\$ 175.00	
F	Insurance	\$ 1,500.00	\$ 989.00	\$ 1,489.00	
G	COSMA	\$ 300.00	\$ -	\$ 300.00	
H-1	CNM Membership	\$ 95.00	\$ -	\$ 95.00	From Savings
H-2	Board Retreat Meals	\$ -	\$ -	\$ 385.00	From Savings
H-3	Board Retreat Lodging	\$ -	\$ -	\$ 1,480.70	From Savings
H-4	Strategic Planning	\$ -	\$ -	\$ 5,491.56	
	T-Shirts	\$ 750.00	\$ -	\$ 1,171.28	
	SUBTOTAL	\$ 5,195.00	\$ 2,191.26	\$ 13,025.44	
COM	Communications				
A	Website Hosting	\$ 1,800.00	\$ 2,127.01	\$ 1,745.28	
B	Constant Contact	\$ -	\$ -	\$ -	
C	Newsletter/Annual Mailing	\$ 150.00	\$ 144.00	\$ -	
D	Conference Calling	\$ -	\$ -	\$ -	
E	Postage	\$ 250.00	\$ 165.00	\$ -	
F	P.O. Box Fees	\$ 135.00	\$ -	\$ 134.00	
	SUBTOTAL	\$ 2,335.00	\$ 2,436.01	\$ 1,879.28	
CONF	Conference				
A	Conference Facility	\$ 5,500.00	\$ -	\$ 1,373.00	
B	Program	\$ 2,655.00	\$ -	\$ 2,127.08	
C-1	Opening Luncheon	\$ 3,050.00	\$ -	\$ 2,080.00	
C-2	Reception	\$ 1,500.00	\$ -	\$ -	
C-3	Awards Dinner	\$ -	\$ 4,945.00	\$ 800.00	
C-4	Coffee Break 1	\$ 472.00	\$ -	\$ 378.00	
C-5	Business Luncheon	\$ 3,050.00	\$ -	\$ 2,653.00	
C-6	Live Auction Dinner	\$ 5,850.00	\$ 1,696.00	\$ 3,020.00	
C-7	Coffee Break 2	\$ 472.00	\$ -	\$ 324.00	
C-8	Closing Luncheon	\$ -	\$ -	\$ 1,260.00	Provided by Customs House
D	Other Materials	\$ 100.00	\$ 104.72	\$ -	
E	Miscellaneous	\$ 400.00	\$ -	\$ 452.18	TAM Fellows, Past Prez, Misc
F	Refunds	\$ 645.00	\$ 843.06	\$ 865.00	
	SUBTOTAL	\$ 23,694.00	\$ 7,588.78	\$ 15,332.26	
TRAN	Transfers				
	To Savings	\$ -	\$ -	\$ -	
	SUBTOTAL	\$ -	\$ -	\$ -	
MISC	Miscellaneous				
		\$ 800.00	\$ -	\$ 184.80	
	SUBTOTAL	\$ 800.00	\$ -	\$ 184.80	
TOTAL	EXPENSES	\$ 45,724.00	\$ 14,382.71	\$ 42,725.04	
TOTAL	INCOME	\$ 46,380.00	\$ 24,743.04	\$ 42,534.81	
NET	Revenue less expenses	\$ 656.00	\$ 10,360.33	\$ (190.23)	

		2020 BUDGET	2020 ACTUALS	2019 ACTUALS	NOTES
CONF	2020 Conference Kingsport				
	REVENUE				
	Pre-Conference Tour Registration	\$ -	\$ -	\$ -	
	Post-Conference Tour Registration	\$ -	\$ -	\$ -	
	Conference Registration	\$ 21,500.00	\$ 13,860.00	\$ 18,115.00	100 @ \$215
	Conference Sponsor & Exhibitors	\$ 5,000.00	\$ 3,000.00	\$ 3,220.00	
	Conference Advertisement Sales	\$ 500.00	\$ 525.00	\$ 450.00	
	Humanities TN Registration	\$ 2,000.00	\$ -	\$ 1,855.00	
	Award nominations	\$ 1,500.00	\$ 750.00	\$ 1,470.00	
	Conference Live Auction	\$ 2,500.00	\$ -	\$ 3,313.00	
	Conference Silent Auction	\$ 500.00	\$ -	\$ 315.00	
	TOTAL REVENUE	\$ 33,500.00	\$ 18,135.00	\$ 28,738.00	
CONF	2020 Conference Kingsport				
	EXPENSES				
A					
	Meeting Rooms Rental	\$ -	\$ -	\$ 1,373.00	
	Exhibitor Area Setup	\$ -	\$ -	\$ -	
	Audio-Visual/Internet	\$ 5,500.00	\$ -	\$ -	
	SUB:	\$ 5,500.00	\$ -	\$ 1,373.00	
B	Program				All costs are estimates based on previous conferences
	Speaker Honorarium	\$ 500.00	\$ -	\$ -	
	Speaker Lodging/Travel	\$ 700.00	\$ -	\$ 1,058.40	Includes scholarship lodging (no
	Scholarship Travel	\$ 150.00	\$ -	\$ -	
	Scholarship Lodging	\$ 600.00	\$ -	\$ -	
	Printing: Program	\$ 100.00	\$ -	\$ 705.49	
	Printing: Evaluation Forms	\$ 30.00	\$ -	\$ -	
	Printing: Awards	\$ 25.00	\$ -	\$ -	
	Committee: Awards	\$ 100.00	\$ -	\$ -	
	Printing: Signage	\$ 200.00	\$ -	\$ -	
	Printing: Event Tickets	\$ -	\$ -	\$ -	
	Pre-Conference Transportation	\$ -	\$ -	\$ -	
	Miscellaneous	\$ 250.00	\$ -	\$ 363.19	
	SUB:	\$ 2,655.00	\$ -	\$ 2,127.08	
	Events				
C-1	Opening Luncheon- Wednesday				
	Event Space Rental	\$ -	\$ -	\$ -	
	Catering	\$ 3,000.00	\$ -	\$ 2,080.00	
	Bar/Bartending	\$ -	\$ -	\$ -	
	Entertainment	\$ -	\$ -	\$ -	
	Audio-Visual	\$ -	\$ -	\$ -	
	Miscellaneous	\$ 50.00	\$ -	\$ -	
	SUB:	\$ 3,050.00	\$ -	\$ 2,080.00	
C-2	Reception - Wednesday				
	Bar/Bartending	\$ 1,500.00	\$ -	\$ -	\$5/drink X 3 drinks/person X 100
	SUB:	\$ 1,500.00	\$ -	\$ -	
C-3	Awards Dinner - Wednesday				
	Event Space Rental	\$ -	\$ -	\$ -	
	Transportation	\$ 500.00	\$ -	\$ 800.00	
	Catering	\$ 5,000.00	\$ 4,945.00	\$ -	Includes bartending
	Bar/Bartending	\$ -	\$ -	\$ -	
	Entertainment	\$ -	\$ -	\$ -	
	Audio-Visual	\$ -	\$ -	\$ -	
	Miscellaneous	\$ 250.00	\$ -	\$ -	
	SUB:	\$ 5,750.00	\$ 4,945.00	\$ 800.00	
C-4	Coffee Break 1	\$ 472.00	\$ -	\$ 378.00	Coffee and sweets: \$4/person x 100 + 18% fee
	SUB:	\$ 472.00	\$ -	\$ 378.00	
C-5	Business Luncheon - Thursday				

	Event Space Rental	\$ -	\$ -	\$ -	
	Catering	\$ 3,000.00	\$ -	\$ 2,653.00	
	Bar/Bartending	\$ -	\$ -	\$ -	
	Entertainment	\$ -	\$ -	\$ -	
	Audio-Visual	\$ -	\$ -	\$ -	
	Miscellaneous	\$ 50.00	\$ -	\$ -	
	SUB:	\$ 3,050.00	\$ -	\$ 2,653.00	
	Reception - Thursday				
C-6	Live Auction Dinner - Thursday				
	Event Space Rental	\$ 300.00	\$ -	\$ -	
	Transportation	\$ 500.00	\$ -	\$ 170.00	
	Catering	\$ 3,000.00	\$ 1,696.00	\$ 2,850.00	
	Bar/Bartending	\$ 1,500.00	\$ -	\$ -	\$5/drink X 3 drinks/person X 100
	Entertainment	\$ 200.00	\$ -	\$ -	auctioneer + hotel room
	Audio-Visual	\$ -	\$ -	\$ -	
	Miscellaneous	\$ 350.00	\$ -	\$ -	
	SUB:	\$ 5,850.00	\$ 1,696.00	\$ 3,020.00	
C-7	Coffee Break 2	\$ 472.00	\$ -	\$ 324.00	Coffee and sweets: \$4/person x 100 + 18% fee
	SUB:	\$ 472.00	\$ -	\$ 324.00	
C-8	Closing Lunch				
	Event Space Rental	\$ -	\$ -	\$ -	
	Catering	\$ 2,500.00	\$ -	\$ 1,260.00	
	Bar/Bartending	\$ -	\$ -	\$ -	
	Entertainment	\$ -	\$ -	\$ -	
	Audio-Visual	\$ -	\$ -	\$ -	
	Miscellaneous	\$ -	\$ -	\$ -	
	SUB:	\$ 2,500.00	\$ -	\$ 1,260.00	
D	Other				
	Name Tags and Lanyards	\$ 100.00	\$ 104.72	\$ -	
	Tote Bags	\$ -	\$ -	\$ -	
	SUB:	\$ 100.00	\$ 104.72	\$ -	
E-1	Miscellaneous	\$ 400.00	\$ -	\$ 452.18	
E-2	PayPal Fees	\$ 350.00	\$ -	\$ -	
	SUB:	\$ 750.00	\$ -	\$ 452.18	
F	Refunds	\$ 645.00	\$ 843.06	\$ 865.00	Estimate 3 cancellations
	SUB:	\$ 645.00	\$ 843.06	\$ 865.00	
	TOTAL:	\$ 32,294.00	\$ 7,588.78	\$ 15,332.26	
	COST/CONF. ATTENDEE:	\$ 322.94	\$ 75.89	\$ 153.32	All expenses / 100 participants
		\$ 215.29	\$ 50.59	\$ 102.22	All expenses / 150 participants
	NET conference revenue	\$ 1,206.00	\$ 10,546.22	\$ 13,405.74	
		2020	2020	2019	
		BUDGET	ACTUALS	ACTUALS	