

**ECASECS 2016 EXPENSES - FINAL**

	COST	how paid
Hold 40 rooms at overflow hotel (conference rate was \$99 per night plus tax)	\$ -	no charge
August mailing - donated by a UMW Dept. (roughly \$300)	\$ -	donated
Keynote speaker honorarium	\$ 500.00	ECASECS
Keynote speaker expenses	\$ 531.68	ECASECS
Program & other copying (roughly \$70) - donated by a UMW dept.	\$ -	donated
Copy registration forms for receipts (est. \$10)		ECASECS
Supplies: folders (125; used about a hundred), pens (2 boxes of 60; used about a hundred); 96 notepads (used about 75)	\$ 126.29	ECASECS
Nametags + frame for Molin prize certificate	\$ 152.40	ECASECS
Walking tour museums	\$ 168.00	ECASECS
<b>Marriott total catering and AV (\$6412.37) less donation from a named fund (\$3230)</b>	<b>\$ 3,182.37</b>	ECASECS + donation

*Room rental: waived because catering exceeded room rental charge of \$1200  
 Guest rooms held at Marriott that didn't get filled were released with no charge to ECASECS; conference rate was \$159 per night plus tax  
**Thursday** reception food: Cheese platter for 50; fresh fruit platter for 50; artichoke dip & crackers for 50; miniquiche for 100; service fee, tax.*

**Friday Room A charges:** AV: \$75. Courtyard Continental Breakfast Table for 70; coffee and tea refresh for 80; Afternoon Colonial Harvest break for 80; service charge, tax

**Friday Kenmore Room charges:** AV, podium, tax = \$26.33.

**Friday Room B charges:** AV, podium, tax = \$26.33

**Friday reception :** 150 ham biscuits & tea sandwiches; 150 bruchetta; 150 chicken satay; 150 spanikopita; cheese plate for 75; veg crudites for 75; lemonade 5 gallons; water; service charge, tax

**Friday Board dinner:** meal for 13, service charge, tax

Saturday transportation: trolley (\$270) - donated by named Fund

**UMW total for catering (\$3903), less donations from UMW (\$1500 + \$350)** \$ 2,053.00 ECASECS + donation

*Note: no room rental, AV charges, service charges, or tax for UMW*

**Saturday linen skirting fee** \$75

**Saturday breakfast:** Classic Continental for 90

**Saturday coffee refresh:** for 90

*Saturday AV for keynote and presidential address: waived by UMW*

**Saturday business lunch:** Trio Buffet for 70 + 8 box lunches for special dietary requests

**Saturday pm coffee break:** coffee refresh + 120 muffins and 120 cookies [Note: too much food]

**Saturday closing reception:** Deli Buffet for 90 + water & lemonade + bartender fee [Note: too much food]

Student registration aides (23.5 hours @ \$12.50 + parking for Friday aides)	\$	299.00	ECASECS
Water bottles for UMW rooms + candy for registration desk	\$	56.71	ECASECS

**TOTAL COST NOT COVERED BY DONATIONS** \$ 7,069.45

Advance registrations paid (not including dues) \$ 7,020.00

Walk-in registrations paid \$ 500.00

**TOTAL REGISTRATIONS COLLECTED** \$ **7,520.00**

**BALANCE (returned to ECASECS)** \$ **450.55**

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