

Revenue and expenditure category guidelines: Professional Associations Conference Report

Purpose: To provide Treasurers with guidelines for categorizing their expenses for Budget and Financial Statement purposes.

CATEGORY	DESCRIPTION
REVENUE	
Registration fees	Amounts collected from attendees who attended conference - refunds also go in this line
Exhibitor fees	Amounts collected from exhibitors
Miscellaneous	Any other revenue that you earn
EXPENDITURES	
Catering	Costs for meals and snacks
Committee expenses	Costs incurred for conference committee - includes meeting costs, travel, substitutes etc.
Equipment	Expenses incurred for equipment rented or purchased specifically for conference
Facilities	Amount paid to rent meeting space to hold the conference
Gifts/Prizes	Expenses incurred for gifts, prizes, giveaways, etc. at the conference
Hospitality/Reception	Costs incurred to put on a reception or have a hospitality room - including entertainment, food, supplies, etc.
Miscellaneous	Expenses that do not fit the description of any other line
Office	Expenses incurred for postage, photocopying, printing, paper, envelopes, etc.
Presenters	Expenses associated with presenters including presenter fees, travel, supplies, etc.
Supplies	Includes other costs necessary to run conference - includes display booths, name tags, etc.