

2015 Biennial Spreadsheet - Oxford University, August 26-28

BIENNIAL EXPENSES	Description	Date Paid/Rcd	AMOUNT		TOTALS		EST + ACT
			Estimated	Actual	Estimated	Actual	
	<b>Administration</b>				<b>£5,000</b>	<b>£146</b>	<b>£5,146</b>
	Peter Wilkie- travel expenses for biennial organisational meeting in Oxford	23.09.2013		£110			
	Peter Olson- parking expenses for biennial organisational meeting in Oxford	24.09.2013		£9			
	Stefanie Klug- Travel to Oxford for Biennial planning meeting	16.10.2013		£28			
	Student support x 3 days	£100 x 10 x 3	£3,000				
	SA Biennial Organisers support (reigstration/room) x 4?	£500 x 4	£2,000				
	<b>Advertising and Promotion</b>				<b>£750</b>	<b>£500</b>	<b>£1,250</b>
	Mark Waters-SYS-001-Design of poster and fliers	07.08.2013		£500			
	150 Posters (42 x 60 cm) + tubes and mailing		£750				
	<b>Symposium Support</b>				<b>£0</b>	<b>£8,000</b>	<b>£8,000</b>
	Symp 1 (Toby Pennington)			£2,000			
	Symp 2 (Colin Hughes)			£2,000			
	Symp 3 (Roger Benson, Matt Friedman)			£2,000			
	Symp 4 (Robert Scotland)			£2,000			
	<b>Socials</b>				<b>£6,000</b>	<b>£0</b>	<b>£6,000</b>
	Welcome Drinks Reception 25 Aug 2015 (150 people x £20)		£3,000				
	Poster Drinks Social (150 people x £20)		£3,000				
	<b>Coffee/Tea Breaks</b>				<b>£0</b>	<b>£4,100</b>	<b>£4,100</b>
	<b>3 days at Museum</b>						
	Aug 26-28 Morning - Museum	150 x 2.50 x 3		£1,025			
	Aug 26-28 Afternoon - Museum	150 x 2.50 x 3		£1,025			
	<b>3 days at Oxford Zoology</b>						
	Aug 26-28 Morning - Zoology Dept	150 x 2.50 x 3		£1,025			
	Aug 26-28 Afternoon - Zoology Dept	150 x 2.50 x 3		£1,025			
<b>TOTAL EXPENSES (EST + ACT)</b>							<b>£24,496</b>
<b>BIENNIAL INCOME</b>							
	<b>Registration</b>				<b>£28,400</b>	<b>£0</b>	<b>£28,400</b>
	Full Registration (100 x £200) not including Conference Dinner		£20,000				
	Student Registration (80 x £100)		£8,000				
	1-Day Registration (50 x £80) includes 1 drinks reception		£400				
	<b>Marketing/Sponsorship/Donations</b>						
	???						
<b>TOTAL INCOME (EST + ACT)</b>							<b>£28,400</b>
<b>COST-NEUTRAL EXPENSES</b>							
	<b>Accommodation</b>						
	Christchurch Rooms (95 x 3 nights) 10% Deposit	16.12.2013		£2,346	#REF!	#REF!	#REF!
	Christchurch Rooms (x95) Remainder incld VAT on Conf Dinner Exps			£22,149			
	Christchurch Conference Dinner (150 people x £34.50)			£5,175			