

# ATTACHMENT PCM 3



## CECAR 5

Sydney Convention & Exhibition Centre  
Conference Dates 08 - 11 August 2010

**Move in Date:** 6 August, 2010  
**Move out Date:** 12 August, 2010

**Base Delegates:**

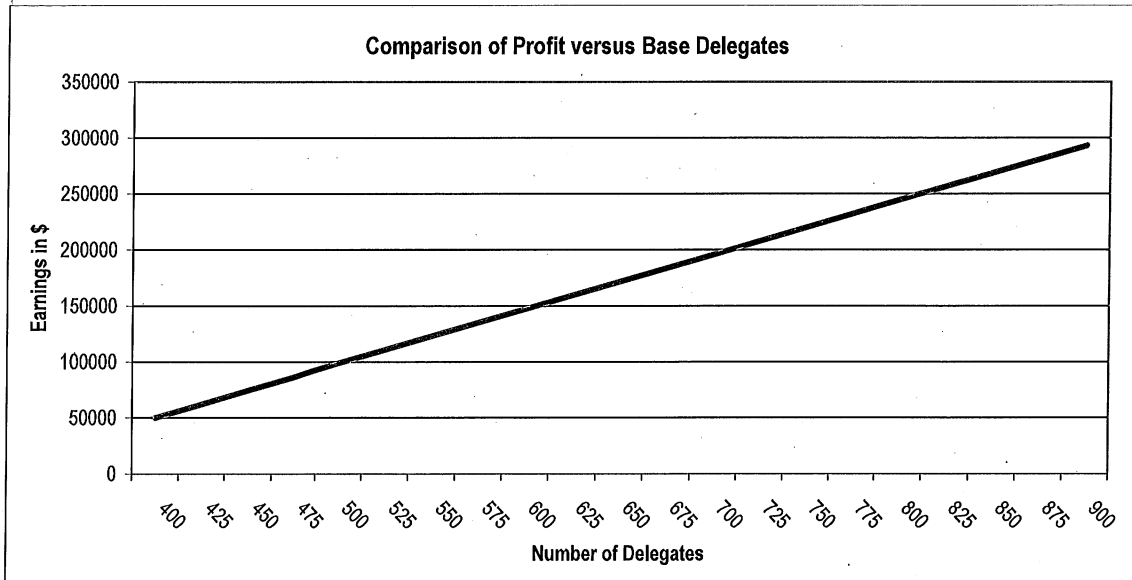
### Financial Overview

Expected Total Income	\$833,220
Expected Total Expenses	\$686,080
GST payable on Income	\$75,747
GST pre-paid on Expenses	\$50,963

Total to be paid /  
(collected) from ATO \$24,784

**Expected Outcome  
(Profit/Loss)** \$147,140

**Minimum to Chart:**   
**Maximum to Chart:**



**Figures shown are budget estimates only**



**CECAR 5**

**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**Service Summary**

Expense Code	Service	Ratio	Delegates	UnitPrice - inc		Qty	Cost	
				GST				
2301	Welcome Reception	80%	508	\$55.00		1	27,940.00	
2302	M/A Coffee	100%	600	\$8.00		4	19,200.00	
2303	Lunches	100%	600	\$35.00		2	42,000.00	
2304	Conference Dinner	60%	381	\$120.00		1	45,720.00	
2305	Day Delegate Catering	100%	20	\$120.00		1	2,400.00	inc Welcome Reception/ satchel/lunch
2306	Poster Sessions	100%	0				-	
2410	Abstract Handling		0				-	
2512	Final Programme & Abstract Book	110%	682	\$48.00		1	32,736.00	
2513	Final Programme	110%	0				-	
2514	Abstract Book	100%	0				-	
2515	Pocket Programme	100%	0				-	
2516	Proceedings	100%	0				-	
2517	Participants List	100%	700				-	
2518	Tickets / Name Cards	100%	700	\$5.00		1	3,500.00	
2519	Accompanying Persons Program	100%	35	\$5.00		1	175.00	
2601	Postage General	100%	700	\$5.00		1	3,500.00	
2602	Photocopies	100%	700	\$5.00		1	3,500.00	
2603	Communication, Fax, E-mail, ISD/STD Calls	100%	700	\$8.00		1	5,600.00	
2607	Mailing List Creation / Maintenance	100%	700			1	-	
2702	Credit Card Fees	80%	560		21	1	11,760.00	use 3% of most common fee type as a guide
2901	Delegate Satchel	100%	600	\$15.00		1	9,000.00	
2902	Pens / Pads	100%	700	\$5.00		1	3,500.00	
2903	Name Badge Holders & Lanyards	120%	840	\$5.00		1	4,200.00	
2904	Inclusive Accompanying Persons Tour	100%	0				-	
2905	Inclusive Delegate Tour	100%	0				-	
2906	Accompanying Persons Satchel	100%	0				-	
3201	Management & Administration Fee	100%	700	\$99.00		1	69,300.00	
<b>Total</b>							<b>284,031.00</b>	

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**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**Delegate Details**

**Base Figure: 600**

Delegate Type	PERSONS % of Base	FEES			ESTIMATES %			TOTAL %
		Early	Late	OnSite	Early	Late	OnSite	
<b>Delegates</b>								
Delegates	77%	900.00	1,050.00	1,300.00	75%	22%	3%	100%
Students & young Engineers	12%	700.00	800.00	900.00	71%	21%	7%	100%
0	0%	0.00	0.00	0.00	0%	0%	0%	0%
Sponsors / Exhibitors	12%	700.00	0.00	0.00	86%	14%	0%	100%
0	0%	0.00	0.00	0.00	0%	0%	0%	0%
<b>Total Delegates</b>	<b>100%</b>							
<b>Extras</b>								
Accompanying Persons	6%	200.00			100%	0%	0%	100%
Day Registrations	3%	800.00			100%	0%	0%	100%
Technical Tours	13%	100.00	0.00	0.00	100%	0%	0%	100%
<b>Total Extras</b>	<b>23%</b>							

**PERSON ESTIMATES**

Delegate Type	PERSONS	ESTIMATES		
		Early	Late	OnSite
<b>Delegates</b>				
Delegates	460	345	100	15
Students & young Engineers	70	50	15	5
0	-	-	-	-
Sponsors / Exhibitors	70	60	10	-
0	-	-	-	-
<b>Total Delegates</b>	<b>600</b>	<b>455</b>	<b>125</b>	<b>20</b>
<b>Extras</b>				
Accompanying Persons	35	35	-	-
Day Registrations	20	20	-	-
Technical Tours	80	80	-	-
<b>Total Extras</b>	<b>135</b>	<b>135</b>	<b>-</b>	<b>-</b>
<b>Total</b>		<b>590</b>	<b>125</b>	<b>20</b>

**FINANCIAL ESTIMATES**

Delegate Type	PERSONS	FEES	ESTIMATES		
			Early	Late	OnSite
<b>Delegates</b>					
Delegates	435,000.00		310,500.00	105,000.00	19,500.00
Students & young Engineers	51,500.00		35,000.00	12,000.00	4,500.00
0	-		-	-	-
Sponsors / Exhibitors	42,000.00		42,000.00	-	-
0	-		-	-	-
<b>Total Delegates</b>	<b>528,500.00</b>		<b>387,500.00</b>	<b>117,000.00</b>	<b>24,000.00</b>
<b>Extras</b>					
Accompanying Persons	7,000.00		7,000.00	-	-
Day Registrations	16,000.00		16,000.00	-	-
Technical Tours	8,000.00		8,000.00	-	-
<b>Total Extras</b>	<b>31,000.00</b>		<b>31,000.00</b>	<b>-</b>	<b>-</b>
<b>Total</b>	<b>559,500.00</b>	<b>Total</b>	<b>418,500.00</b>	<b>117,000.00</b>	<b>24,000.00</b>

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**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**INCOME**

Account	Rate	Number	Details	Frequency	Budget	Budget GST	Actual	Actual GST
<b>Registration Fees</b>								
1001	Registration Fees							
	Includes Delegates & Extras	559,500.00			559,500.00	50,863.64		
1002	Cancellation Fees							
Registration Fees Total					559,500.00	50,863.64	0.00	0.00
<b>Other Income Streams Summary</b>								
1101	Contributing organisations	120,000.00			120,000.00	10,909.09		
	Expected Sponsorship							
1102	Income	60,000.00			60,000.00	5,454.55		
	Expected Exhibition Income							
	Excluding space as part of							
1103	sponsorship packages	40,000.00			40,000.00	3,636.36		
Other Income Streams Summary Total					220,000.00	20,000.00	0.00	0.00
<b>Catering</b>								
1501	Conference Dinner	45,720.00			45,720.00	4,156.36		
1502	Casual Dinner	0.00						
1503								
1504								
1505								
Catering Total					45,720.00	4,156.36	0.00	0.00
<b>Tours</b>								
1801	Technical Tours - Various	80.00	100		8,000.00	727.27		
Tours Total					8,000.00	727.27	0.00	0.00
<b>Money Market</b>								
1901	Interest Earned	0.00						
1902								
1910								
Money Market Total					0.00	0.00	0.00	0.00
<b>Administration - Finance</b>								
1950	Float Re-paid							
1951	Delegate Incorrect accom	0.00						
	pmts (ICMS Tvl Income)							
1952	Refunded Registration Fee	0.00						
	Income							
1953	Seed Funding							
1954								
1959								
Administration - Finance Total					0.00	0.00	0.00	0.00
<b>TOTAL INCOME</b>					<b>833,220.00</b>	<b>75,747.27</b>	<b>-</b>	<b>-</b>

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**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**EXPENSES**

Account	Rate	Number	Details	Frequency	Budget	Budget GST	Actual	Actual GST
<b>Venues</b>								
2001	Meeting Room Hire	45,765.00			45,765.00	4,160.45		
2003	Registration Area	500.00	equipment		500.00	45.45		
2004	Opening Ceremony Hall		inc Tues AM	Parkside Aud				
2005	Security							
2006	Social Event Venue Hire							
2007	Additional Meeting Room Hire							
2008	Host Society Administration room hire on site		G06					
2009								
<b>Venues Total</b>					<b>46,265.00</b>	<b>4,205.91</b>	<b>0.00</b>	<b>0.00</b>
<b>Technical Services</b>								
2101	AV Equipment inc Data Projection	40,000.00	need quote		40,000.00	3,636.36		
2102	Other meeting room req							
2103	Speaker Preparation Room	2,500.00	inc above		2,500.00	227.27		
2104	Audio Visual Staff	8,000.00			8,000.00	727.27		
2106	Teleconference							
2107	Communication Equipment on site							
2108	Message System							
2113	Set up Host Society Offices on site	500.00	Refreshments etc		500.00	45.45		
2114	Delegate Internet Services on site	6,000.00			6,000.00	545.45		
2115								
<b>Technical Services Total</b>					<b>57,000.00</b>	<b>5,181.82</b>	<b>0.00</b>	<b>0.00</b>
<b>Staging</b>								
2201	Signage	3,500.00			3,500.00	318.18		
2202	Event Manager Opening	3,000.00			3,000.00	272.73		
2203	Event Theming							
2204	Event Entertainment							
2205	Temporary Structures							
2206	Welcome Reception Entertainment	5,000.00	Mini Zoo		5,000.00	454.55		
2207	Welcome Reception Theming							
2208	Dinner Entertainment	10,000.00			10,000.00	909.09		
2209	Dinner Theming	10,000.00			10,000.00	909.09		
2210	Opening Ceremony Production	20,000.00			20,000.00	1,818.18		
2211								
2212								
2213								
2214								
2215								
<b>Staging Total</b>					<b>51,500.00</b>	<b>4,681.82</b>	<b>0.00</b>	<b>0.00</b>
<b>Catering</b>								
2301	Welcome Reception	55.00	508	1	27,940.00	2,540.00		
2302	M/A Coffee	8.00	600	4	19,200.00	1,745.45		
2303	Lunches	35.00	600	2	42,000.00	3,818.18		
2304	Conference Dinner	120.00	381	1	45,720.00	4,156.36		
2305	Day Delegate Catering	120.00	20	1	2,400.00	218.18		
2306	Poster Sessions	0.00	0	0				
2307	Staff Catering on site	1,000.00			1,000.00	90.91		
2311	Presidential ACCEC Dinner	120.00	60		7,200.00	654.55		
2312	Conference Dinner Invitees	120.00	50		6,000.00	545.45		
2313								
2325								
<b>Catering Total</b>					<b>151,460.00</b>	<b>13,769.09</b>	<b>0.00</b>	<b>0.00</b>

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**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**EXPENSES**

Account Program	Rate	Number	Details	Frequency	Budget	Budget GST	Actual	Actual GST
<b>Program</b>								
2401 Speaker Airfares A								
2401 Int'l airfares are GST Free	20,000.00		2		40,000.00			
2402 Speakers Airfares B								
2403 Accommodation (days x rate)	400.00		8		400.00	36.36		
2404 Per Diem								
2405 Honoraria - Main Speakers								
2406 Honoraria - Other Speakers								
2407 Posters Setup/Equip. Staff	2,500.00				2,500.00	227.27		
2408 Powerpoint program signage	300.00				300.00	27.27		
2409 Speakers Gifts								
2410 Abstract Handling	0.00		0	0				
2411 Speaker Fees								
2412 Speaker Transfers								
2413 Manual Abstract Submission Fee								
2414 Paper Handling Fee								
2415 Paper Review Process								
<b>Program Total</b>					<b>43,200.00</b>	<b>290.91</b>	<b>0.00</b>	<b>0.00</b>
<b>Printing</b>								
2501 Gen Design Costs - Logo etc	1,000.00				1,000.00	90.91		
2502 Design of Initial Flyer/card	800.00				800.00	72.73		
2503 Print of Initial Flyer/card	2,500.00				2,500.00	227.27		
2504 Design of First brochure								
2505 Print of First brochure								
2506 Design Registration Brochure	3,500.00				3,500.00	318.18		
2507 Print Registration Brochure	15,000.00		How many??		15,000.00	1,363.64		
2508 Promotional Posters	500.00				500.00	45.45		
2509 Other promotional printing								
2510 Stationery- Lhead, Env etc	500.00				500.00	45.45		
2511 Sponsor presentation kits	1,000.00				1,000.00	90.91		
<b>Final Programme &amp; Abstract</b>								
2512 Book	48.00	682		1	32,736.00	2,976.00		
2513 Final Programme	0.00	0		0				
2514 Abstract Book	0.00	0		0				
2515 Pocket Programme	0.00	0		0				
2516 Proceedings	0.00	0		0				
2517 Participants List	0.00	700		0				
2518 Tickets / Name Cards	5.00	700		1	3,500.00	318.18		
<b>Accompanying Persons</b>								
2519 Program	5.00	35		1	175.00	15.91		
2520 Invitations								
2521 Misc								
2524 CD of Full Papers	7,000.00				7,000.00	636.36		
<b>Printing Total</b>					<b>68,211.00</b>	<b>6,201.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Administration - General</b>								
2601 Postage General	5.00	700		1	3,500.00	318.18		
2602 Photocopies	5.00	700		1	3,500.00	318.18		
<b>Communication, Fax, E-mail,</b>								
2603 ISD/STD Calls	8.00	700		1	5,600.00	509.09		
<b>Insurance</b>								
2604 Public Liability & Non Event	4,000.00				4,000.00	363.64		
2605 Temporary Staff On Site	2,500.00				2,500.00	227.27		
2606 Courier / Freight (general)	1,500.00				1,500.00	136.36		
<b>Mailing List Creation /</b>								
2607 Maintenance	0.00	700		1				
2608 Office Stationery	300.00				300.00	27.27		
2609 Audit	3,000.00				3,000.00	272.73		
2610 Legal								
2611 Temporary Staff Uniforms	400.00				400.00	36.36		
2612 On-site meeting Expenses								
2613 Staff Accommodation	3,800.00				3,800.00	345.45		
2614 Staff Airfares	1,200.00				1,200.00	109.09		
2615								
2616								
2617								
2640								
<b>Administration - General Total</b>					<b>29,300.00</b>	<b>2,663.64</b>	<b>0.00</b>	<b>0.00</b>

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**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**EXPENSES**

Account	Rate	Number	Details	Frequency	Budget	Budget GST	Actual	Actual GST
<b>Administration - Finance</b>								
2701	200.00		Bank Charges		200.00			
2702	21.00	560	Credit Card Fees	1	11,760.00	1,069.09		
2703			State Tax					
2704	24,784.00		GST Net Result		24,784.00			
2705			Bad Debts					
2706			Outstanding Accounts					
2707			Float					
2708			Transfer fees on bank drafts					
2709			Repayment of seed funding					
2710			ABN Application Fee					
2711			Credit Card charge backs					
2712			Repayment to ICMS Tvl for accom pmts					
2713			Deposists Paid					
2714	10,000.00		Holding account		10,000.00			
2720			Seed Funding					
<b>Administration - Finance Total</b>					<b>46,744.00</b>	<b>1,069.09</b>	<b>0.00</b>	<b>0.00</b>
<b>Marketing Promotion</b>								
2801	50,000.00		International Travel & Accommodation		50,000.00			
2802	4,000.00		Distribution / Direct Mail / Freight		4,000.00	363.64		
2806	2,000.00		Photographer On Site		2,000.00	181.82		
2807	1,000.00		Giveaways - Koalas		1,000.00	90.91		
2808			Advertising					
2809			Telemarketing					
2810	1,500.00		Display Material		1,500.00	136.36		
2811	2,500.00		Internet Site		2,500.00	227.27		
2812								
2829								
2830								
<b>Marketing Promotion Total</b>					<b>61,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Delegate Services</b>								
2901	15.00	600	Delegate Satchel	1	9,000.00	818.18		
2902	5.00	700	Pens / Pads	1	3,500.00	318.18		
2903	5.00	840	Name Badge Holders & Lanyards	1	4,200.00	381.82		
2904	0.00	0	Inclusive Accompanying Persons Tour	0				
2905	0.00	0	Inclusive Delegate Tour	0				
2906	0.00	0	Accompanying Persons Satchel	0				
2907			Accompanying Persons Lounge					
2908			Shuttle					
2909			Local Tours					
2910			Pre / Post Tours					
2911			VIP Transfers					
2912			Registration / Information Area					
2913	500.00		On-site Equipment Hire		500.00	45.45		
2914	800.00		Satchel packing labour		800.00	72.73		
2915	80.00	100	Technical Tours	self funding	8,000.00	727.27		
2920								
<b>Delegate Services Total</b>					<b>26,000.00</b>	<b>2,363.64</b>	<b>0.00</b>	<b>0.00</b>
<b>International Organisation</b>								
3001			Fee					
3002			Board Meeting/s					
3003			Accommodation (days x rate)					
3004			Board Dinner/s					
3005			Repayment of Loan					
3006								
3010								
<b>International Organisation Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Local Organising Committee</b>								
3101	6,000.00		Meeting Costs		6,000.00	545.45		
3102			Site Inspections					
3103								
3104								
3110								
<b>Local Organising Committee Total</b>					<b>6,000.00</b>	<b>545.45</b>	<b>0.00</b>	<b>0.00</b>

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**Sydney Convention & Exhibition Centre : Conference Dates 08 - 11 August 2010**

**EXPENSES**

Account	Rate	Number	Details	Frequency	Budget	Budget GST	Actual	Actual GST
<b>Management Fees</b>								
3201	99.00	700		1	69,300.00	6,300.00		
<b>Management &amp; Administration</b>								
3204	33,000.00	x	0.15	15% of Floor space Fee	4,950.00	450.00		
3205	36,000.00		0.15	15% of Floor space Fee	5,400.00	490.91		
3206								
3207								
3208								
3209								
3210								
<b>Management Fees Total</b>					<b>79,650.00</b>	<b>7,240.91</b>	<b>0.00</b>	<b>0.00</b>
<b>Exhibition</b>								
3301			Included					
3302	2,500.00				2,500.00	227.27		
3303	800.00				800.00	72.73		
3304	1,200.00				1,200.00	109.09		
3305	350.00		35 Booths inc 10 Sponsors		12,250.00	1,113.64		
3306								
3307								
3308	500.00				500.00			
3309	500.00				500.00	45.45		
3310	2,000.00				2,000.00	181.82		
3311								
3312								
3313			check with Reg fee					
3314			check with Reg fee					
3315			check with Reg fee					
3320								
<b>Exhibition Total</b>					<b>19,750.00</b>	<b>1,750.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Sponsorship Procurement</b>								
<b>Sponsorship Procurement Total</b>					<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Total Expenses</b>					<b>686,080.00</b>	<b>50,963.27</b>	<b>-</b>	<b>-</b>

**CECAR 5  
Budget Summary  
Including Consideration for GST**

<b>Income</b>			
<b>Item</b>	<b>Forecast</b>	<b>Budget</b>	<b>Actual</b>
Registration Fees		\$559,500.00	\$0.00
Other Income Streams Summary		\$220,000.00	\$0.00
Grants		\$0.00	\$0.00
Sponsorship		\$0.00	\$0.00
Other Items		\$0.00	\$0.00
Catering		\$45,720.00	\$0.00
Exhibition		\$0.00	\$0.00
Hotel Deposits		\$0.00	\$0.00
Tours		\$8,000.00	\$0.00
Money Market		\$0.00	\$0.00
Administration - Finance		\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$833,220.00</b>	<b>\$0.00</b>

<b>Expenses</b>			
<b>Item</b>	<b>Forecast</b>	<b>Budget</b>	<b>Actual</b>
Venues		\$46,265.00	\$0.00
Technical Services		\$57,000.00	\$0.00
Staging		\$51,500.00	\$0.00
Delegate Catering		\$151,460.00	\$0.00
Program		\$43,200.00	\$0.00
Printing		\$68,211.00	\$0.00
Administration - General		\$29,300.00	\$0.00
Administration - Finance		\$46,744.00	\$0.00
Marketing & Promotion		\$61,000.00	\$0.00
Delegate Services		\$26,000.00	\$0.00
International Organisation		\$0.00	\$0.00
Local Organising Committee		\$6,000.00	\$0.00
Management Fees		\$79,650.00	\$0.00
Exhibition Costs		\$19,750.00	\$0.00
Cost of Sponsorship Benefits		\$0.00	\$0.00
Spare Expenses		\$0.00	\$0.00
<b>Total</b>	<b>\$0.00</b>	<b>\$686,080.00</b>	<b>\$0.00</b>

<b>Summary</b>			
Total Income		\$833,220.00	\$0.00
Total Expenses		\$686,080.00	\$0.00
<b>Expected Outcome</b>	<b>\$0.00</b>	<b>\$147,140.00</b>	<b>\$0.00</b>