

How to use this sheet

Enter your key numbers into the yellow cells in your local currency, remember to state clearly what your local currency is

Don't forget to add your current exchange rate so the USD columns fill in correctly. **Double check this to be certain it is calculating the way you had expected.** If your local currency is US Dollars you should set the currency rate to 1

Feel free to zero out rows that you feel don't apply to you, change row labels and to add rows for expenses you will need.

Enter sponsorship information on the sponsors sheet.

Looking at previous year LOCs sent may be useful

Total Conference Expenses				\$357,772	\$211,699	\$406,616	\$241,785	\$459,500	\$271,894	\$510,384	\$302,002	\$561,268	\$332,111						
EXPENSES – OTHER																			
Contingency		5%		\$17,889	\$10,585	\$20,431	\$12,089	\$22,975	\$13,595	\$25,519	\$15,100	\$28,063	\$16,606						
Total Pre-tax Expenses				\$375,660	\$222,284	\$429,047	\$253,874	\$482,475	\$285,488	\$535,903	\$317,102	\$589,331	\$348,717						
EXPENSES – CONFERENCE ORGANIZER [12]																			
Fixed-organization-fee-for-PGG		was-25k	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-						
Conference management services (as described in separate document)		33.5k	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-						LOC to undertake
Onsite Management		26k	\$26,000	\$26,000	\$15,385	\$26,000	\$15,385	\$26,000	\$15,385	\$26,000	\$15,385	\$26,000	\$15,385						
Financial management		10.5k	\$10,500	\$10,500	\$6,213	\$10,500	\$6,213	\$10,500	\$6,213	\$10,500	\$6,213	\$10,500	\$6,213						
Total Conference Organizer Expenses			\$36,500	\$36,500	\$21,598	\$36,500	\$21,598	\$36,500	\$21,598	\$36,500	\$21,598	\$36,500	\$21,598						
GST to pay (15%)																			
GST			\$15,234	\$15,234	\$9,014	\$20,720	\$12,261	\$26,348	\$15,590	\$31,975	\$18,920	\$37,603	\$22,250						
EXPENSES – TOTAL			\$427,394	\$427,394	\$252,896	\$486,267	\$287,732	\$545,323	\$322,676	\$604,379	\$357,620	\$663,434	\$392,565						
Surplus [13]																			
FINAL SURPLUS			\$49,824	\$49,824	\$29,481	\$80,915	\$47,879	\$112,805	\$66,748	\$144,094	\$85,618	\$176,583	\$104,487						
			NZD	USD	NZD	USD	NZD	USD	NZD	USD	NZD	USD	NZD	USD					

		Maritime	Weta	AUT
Ice Breaker				
Venue Hire	e.g. Maritime	\$3,000	\$8,250	
Canape Package (2-hour)		\$60	\$60	
Dinks 1 free then cash bar		\$10	\$64	
Selection of Platters (20)			\$250	
Event Staff		\$2,000		
AV Package		\$2,500	\$17,066	
Security (mandatory) [14]		\$700	\$870	
		\$36,200	59,000	

Gala Dinner		Museum	Shed 10	AUT
Venue Hire	e.g.Museum	\$16,548	\$8,650	
Plated Dinner (3-courses)		\$142	\$142	
Drinks 1 free then cash bar		\$10	\$10	
AV Package		\$13,012	\$17,000	
Labour costs			\$1,300	
Galleries Maori and Pacific		\$2,500		
Guest Speaker		\$10,000	\$10,000	
MG				
		\$102,860	\$96,450	
		\$250 / person		

			Income	Revenue Tickets	Sponsors	Total	Expenses				
Jan	2024										
Feb	2024										
Mar	2024										
Apr	2024										
May	2024										
Jun	2024										
Jul	2024										
Aug	2024										
Sep	2024										
Oct	2024										
Nov	2024										
Dec	2024				\$10,000.00	\$10,000.00			0 NZ Tourism Sponsorship		
Jan	2025			\$5,000.00	\$0.00	\$5,000.00	\$5,000.00			AUT	\$195,000.00
Feb	2025			\$5,000.00	\$0.00	\$5,000.00	\$5,000.00			Audio	\$50,000.00
Mar	2025			\$10,000.00	\$5,000.00	\$15,000.00	\$10,000.00			conference food	\$115,000.00
Apr	2025			\$15,000.00	\$20,000.00	\$35,000.00	\$10,000.00			workshop food	\$30,000.00
May	2025			\$15,000.00	\$20,000.00	\$35,000.00	\$15,000.00				
Jun	2025			\$50,000.00	\$30,000.00	\$80,000.00	\$15,000.00			Icebreaker	\$22,500.00
Jul	2025			\$125,000.00	\$5,000.00	\$130,000.00	\$30,000.00		Early Bird	Gala	\$25,000.00
Aug	2025			\$45,000.00	\$5,000.00	\$50,000.00	\$10,000.00				
Sep	2025			\$80,000.00	\$5,000.00	\$85,000.00	\$10,000.00			Marketing	\$15,000.00
Oct	2025			\$200,000.00		\$200,000.00	\$30,000.00		Standard		
Nov	2025	Late		\$45,000.00		\$45,000.00	\$250,000.00		Late	Dsplay service	\$10,000.00
Dec	2025						0				
				\$595,000.00	\$90,000.00	\$695,000.00	\$400,000.00				
							\$400,000.00				

FOSS4G Auckland 2025 - Budget

CONSTANTS										
	USD Exchange Rate		1.6900							
	Early Bird Registrations		50% [16]							
	Workshop Slots		240							
	Local Currency		SNZD		USD					
WS	Workshops Fee [16]		\$50	\$30						
C	Conference Fee Early Bird		\$700	\$414						
C	Conference Fee Standard		\$950	\$562						
C	Conference Fee Student		\$200	\$118						
C	Conference Fee Late (From 1 Nov 2025)		\$1,500	\$888						
	Student Registrations		3%							
	Late Registrations		5%							
	Complimentary Registrations [17]		10%							
GD	Gala Dinner Fee		\$150	\$89						
B	Ice Breaker Fee (included in Conference registration)		\$-00	\$0						
WIS	Women In Geospatial Breakfast		\$49	\$29						
	Women In Geospatial Breakfast Cap (limited number)		70							
TS	T-Shirt Fee		\$40	\$24						
	Gala Dinner Registrations, Ice Breaker Registrations, T-shirt uptake		70%							
	Percentage surplus back to OSGeo		50%							
	Contingency Percentage		5%							
	Probable Sponsorship (modelled with local and international sponsors)		\$142,500	\$84,320						
						\$24.22	min breakeven			-\$7,669 min breakeven
										-\$39,558 min breakeven
SUMMARY										
	Total Attendance				Base		Better		Best	
	Anticipated attendance from Oceania region				SNZD	USD	SNZD	USD	SNZD	USD
	Climate Change / Carbon Offset initiative of donated trees				170		200		250	
	Paid Attendance				550	freee	650	freee	750	freee
	Attendance from outside Oceania				486		585		675	
	Complimentary Attendance				380	69%	450	69%	500	67%
	Student Attendance		10%		65		65		75	
	Late Attendance		3%		17		20		23	
	Gala Dinner Attendance		5%		28		33		38	
	Total Revenue		70%		\$658,128	\$389,425	\$749,073	\$443,238	\$840,018	\$497,052
	Total Expenses				\$539,848	\$319,437	\$598,904	\$354,381	\$657,959	\$389,325
	Surplus per Attendee				\$118,280	\$69,988	\$150,169	\$88,857	\$182,058	\$107,727
	Surplus back to OSGeo				\$215	\$127	\$231	\$137	\$243	\$144
	Surplus back to OSGeo Oceania		50%		\$59,140	\$34,994	\$75,084	\$44,429	\$91,029	\$53,863
			50%		\$59,140	\$34,994	\$75,084	\$44,429	\$91,029	\$53,863
REVENUE – REGISTRATION										
	Workshops		240	\$50.00	\$12,000	\$7,101	\$12,000	\$7,101	\$12,000	\$7,101
	Conference Registration Early Bird		50%	\$700.00	\$173,250	\$102,515	\$204,750	\$121,154	\$236,250	\$139,793
	Conference Registration Standard		47%	\$950.00	\$221,016	\$138,789	\$261,203	\$154,558	\$301,388	\$178,336
	Conference Registration Student		3%	\$200.00	\$2,970	\$1,757	\$3,510	\$2,077	\$4,050	\$2,396
	Conference Registration Late		5%	\$1,500.00	\$37,125	\$21,967	\$43,875	\$25,962	\$50,625	\$29,956
	Gala Dinner Registration		70%	\$150.00	\$51,975	\$30,754	\$61,425	\$36,346	\$70,875	\$41,938
	Ice Breaker Registration (included in Conference registration)		70%	\$0.00	\$0.00	\$-0.00	\$0.00	\$-0.00	\$0.00	\$-0.00
	T-Shirt		70%	\$40.00	\$13,860	\$8,201	\$16,380	\$9,692	\$18,900	\$11,183
	Women in Geospatial breakfast		70	\$49.00	\$3,430	\$2,030	\$3,430	\$2,030	\$3,430	\$2,030
	Total Registration				\$515,628	\$305,105	\$606,573	\$358,919	\$697,518	\$412,732
REVENUE – SPONSORS & EXHIBITION										
	Sponsors & Exhibitors (modelled with local and international sponsors)				\$142,500	\$84,320	\$142,500	\$84,320	\$142,500	\$84,320
	Total Sponsorship & Exhibition				\$142,500	\$84,320	\$142,500	\$84,320	\$142,500	\$84,320
	REVENUE – TOTAL				\$658,128	\$389,425	\$749,073	\$443,238	\$840,018	\$497,052
EXPENSES – CONFERENCE										
	On-site Expenses									
	Meeting room rental			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
	Insurance			\$4,000	\$4,000	\$2,367	\$4,000	\$2,367	\$4,000	\$2,367
	Security and housekeeping			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
	Wireless Internet (for all attendees)			\$-00 [18]	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
	Volunteer appreciation			\$500	\$500	\$296	\$500	\$296	\$500	\$296
	AV (projectors, screens, audio, plenary, setup, support)			\$50,000	\$50,000	\$29,586	\$50,000	\$29,586	\$50,000	\$29,586
	Signage			\$2,500	\$2,500	\$1,479	\$2,500	\$1,479	\$2,500	\$1,479
	Display services for exhibition (booths, drape, power, internet)			\$10,000 [16]	\$10,000	\$5,917	\$10,000	\$5,917	\$10,000	\$5,917
	Delegate t-shirts		70%	\$40	\$15,400	\$9,112	\$18,200	\$10,769	\$21,000	\$12,426
	Registration badges & tickets			\$10	\$5,500	\$3,254	\$6,500	\$3,846	\$7,500	\$4,438
	Committee and Speaker Costs									
	Invited keynote speakers (travel, lodging, fees)		3	\$5,000	\$15,000	\$8,876	\$15,000	\$8,876	\$15,000	\$8,876
	Gifts for speakers (invited, keynotes, etc)		10	\$40	\$400	\$237	\$400	\$237	\$400	\$237
	Local committee general expenses			\$500	\$500	\$296	\$500	\$296	\$500	\$296
	Marketing Expenses									
	Conference web site			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
	Print advertising			\$1,000	\$1,000	\$592	\$1,000	\$592	\$1,000	\$592
	Internet advertising			\$4,000	\$4,000	\$2,367	\$4,000	\$2,367	\$4,000	\$2,367
	Marketing and Promotion Coordination			\$10,000	\$10,000	\$5,917	\$10,000	\$5,917	\$10,000	\$5,917
	Administrative Expenses									
	Abstract Management			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
	Long distance, office supplies			\$500	\$500	\$296	\$500	\$296	\$500	\$296
	Photocopier, photocopies			\$500	\$500	\$296	\$500	\$296	\$500	\$296
	Bank charges			\$500	\$500	\$296	\$500	\$296	\$500	\$296
	Bank & credit card fees (Visa & MC)			4%	\$20,625	\$12,204	\$24,263	\$14,357	\$27,901	\$16,509
	Event Cancellation and Liability insurance - see insurance above [20]			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
	Conference Catering Expenses									
	Mid-morning snacks and drinks		5	\$10	\$27,500	\$16,272	\$32,500	\$19,231	\$37,500	\$22,189
	Lunch		5	\$85	\$98,250	\$58,963	\$113,750	\$67,308	\$131,250	\$77,663
	Mid-afternoon snacks and drinks		5	\$10	\$27,500	\$16,272	\$32,500	\$19,231	\$37,500	\$22,189
	Opening Ceremony									
	Powhiri Kaikōrero			\$1,000	\$1,000	\$592	\$1,000	\$592	\$1,000	\$592
	Ice Breaker									
	Venue Hire		Maritime Room	\$3,000	\$3,000	\$1,775	\$3,000	\$1,775	\$3,000	\$1,775
	Canape Package (2-hour)			\$60	\$20,790	\$12,302	\$24,570	\$14,538	\$28,350	\$16,775
	Drinks 2 free then cash bar			\$20	\$6,930	\$4,101	\$8,190	\$4,846	\$9,450	\$5,592
	Event Staff			\$2,000	\$2,000	\$1,183	\$2,000	\$1,183	\$2,000	\$1,183
	AV Package			\$2,500	\$2,500	\$1,479	\$2,500	\$1,479	\$2,500	\$1,479
	Security (mandatory) [21]			\$700	\$700	\$414	\$700	\$414	\$700	\$414
	Gala Dinner - Night at the Museum									
	Venue Hire		Museum	\$16,548	\$16,548	\$9,792	\$16,548	\$9,792	\$16,548	\$9,792
	Plated Dinner (3-courses)			\$142	\$48,203	\$29,114	\$58,149	\$34,408	\$67,095	\$39,701
	Drinks 2 free then cash bar			\$20	\$6,930	\$4,101	\$8,190	\$4,846	\$9,450	\$5,592
	AV Package			\$13,012	\$13,012	\$7,699	\$13,012	\$7,699	\$13,012	\$7,699
	Cateries Maori and Pacific			\$2,500	\$2,500	\$1,479	\$2,500	\$1,479	\$2,500	\$1,479
	Guest Speaker			\$10,000	\$10,000	\$5,917	\$10,000	\$5,917	\$10,000	\$5,917
	Security			\$1,032	\$1,032	\$611	\$1,032	\$611	\$1,032	\$611
	Bus/Transport (6 @ \$750)		6	\$750	\$4,500	\$2,663	\$4,500	\$2,663	\$4,500	\$2,663
	TGP Breakfast									
	Breakfast canapes and beverages for 50		The Churchill	\$3,000	\$3,000	\$1,775	\$3,000	\$1,775	\$3,000	\$1,775
	Women In Spatial Breakfast									
	Venue Hire		Abis Experience	\$850	\$850	\$503	\$850	\$503	\$850	\$503
	Plated Breakfast		70	\$65	\$3,850	\$2,278	\$3,850	\$2,278	\$3,850	\$2,278
	All Blacks Guided Tour		70	\$59	\$4,130	\$2,444	\$4,130	\$2,444	\$4,130	\$2,444
	Previous Player (anything between 5k-10k depending on player)		1	\$5,000	\$5,000	\$2,959	\$5,000	\$2,959	\$5,000	\$2,959
	Childcare Programme									
	On-site Professional Childcare Programme		RockMyBaby	\$6,000	\$6,000	\$3,550	\$6,000	\$3,550	\$6,000	\$3,550
	Climate Change / Carbon Offset Initiative									
	Donation of native trees (1 tree per registration)		Trees for Survival	\$7	\$3,850	\$2,278	\$4,550	\$2,692	\$5,250	\$3,107
	Total Conference Expenses				\$459,500	\$271,894	\$510,384	\$302,002	\$561,268	\$332,111
EXPENSES – OTHER										

Contingency	5%	\$22,975	\$13,595	\$25,519	\$15,100	\$28,063	\$16,608	
Total Pre-tax Expenses		\$482,475	\$285,488	\$535,903	\$317,102	\$589,331	\$348,717	
EXPENSES – CONFERENCE ORGANIZER [22]								
Conference-management-services	33-5k	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	LDC to undertake
Onsite Management	26k	\$26,000	\$26,000	\$15,385	\$26,000	\$15,385	\$26,000	\$15,385
Financial management	10.5k	\$10,500	\$10,500	\$6,213	\$10,500	\$6,213	\$10,500	\$6,213
Total Conference Organizer Expenses		\$36,500	\$21,598	\$36,500	\$21,598	\$36,500	\$21,598	
GST to pay (15%)								
GST Payable = Total Revenue * GST Rate (15%)		15%	\$98,719	\$58,414	\$112,361	\$66,486	\$126,003	\$74,558
Input Tax Credits = Total Expenses with GST * GST Rate (15%)			\$77,846	\$46,063	\$85,860	\$50,805	\$93,875	\$55,547
								For expenses where GST was charged, you can claim input tax credits equal to the amount of GST you paid.
Net GST = GST Payable - Input Tax Credits			\$20,873	\$12,351	\$26,500	\$15,681	\$32,128	\$19,011
EXPENSES – TOTAL			\$539,848	\$319,437	\$598,904	\$354,381	\$657,959	\$389,325
Surplus [23]								
FINAL SURPLUS			\$118,280	\$69,988	\$150,169	\$88,857	\$182,058	\$107,727
			\$NZD	\$USD	\$NZD	\$USD	\$NZD	\$USD

Contingency	5%	\$19,159	\$11,337	\$21,703	\$12,842	\$24,247	\$14,347	
Total Pre-tax Expenses		\$402,333	\$238,067	\$455,761	\$269,691	\$509,189	\$301,295	
EXPENSES – CONFERENCE ORGANIZER [31]								
Conference-management-services	33-5k	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	LDC to undertake
Onsite Management	26k	\$26,000	\$26,000	\$15,385	\$26,000	\$15,385	\$26,000	\$15,385
Financial management	10.5k	\$10,500	\$10,500	\$6,213	\$10,500	\$6,213	\$10,500	\$6,213
Total Conference Organizer Expenses		\$36,500	\$21,598	\$36,500	\$21,598	\$36,500	\$21,598	
GST to pay (15%)								
GST Payable = Total Revenue * GST Rate (15%)		15%	\$78,257	\$46,306	\$91,898	\$54,378	\$105,540	\$62,450
Input Tax Credits = Total Expenses with GST * GST Rate (15%)			\$65,825	\$38,950	\$73,839	\$43,692	\$81,853	\$48,434
Net GST = GST Payable - Input Tax Credits			\$12,432	\$7,356	\$18,059	\$10,686	\$23,687	\$14,016
EXPENSES – TOTAL			\$451,265	\$267,021	\$510,320	\$301,965	\$569,376	\$336,909
Surplus [32]								
FINAL SURPLUS			\$70,445	\$41,684	\$102,335	\$60,553	\$134,224	\$79,423
			\$NZD	\$USD	\$NZD	\$USD	\$NZD	\$USD

TESTING with Hiroshima Numbers

CONSTANTS									
USD Exchange Rate		1.6900							
Early Bird Registrations		55% [35]							
Workshop Slots		750							
Local Currency		SNZD		USD					
Workshops Fee [34]		\$125	\$74						
C Conference Fee Early Bird		\$920	\$408						
C Conference Fee Standard		\$920	\$544						
C Conference Fee Student		\$-00	\$0						
C Conference Fee Late (From 1 Nov 2025)		\$0	\$0						
Student Registrations		3%							
Late Registrations		5%							
Complimentary Registrations [35]		10%							
GD Gala Dinner Fee		\$-00	\$0	\$350.86	Value per person	\$313.09	Value per person	\$287.90	Value per person
B Ice Breaker Fee (included in Conference registration)		\$-00	\$0						
WIS Women In Geospatial Breakfast		\$49	\$29	\$197.57	Value per person				
TS T-Shirt Fee		\$-00	\$0						
Gala Dinner Registrations, Ice Breaker Registrations, T-shirt uptake		70%							
Percentage surplus back to OSGeo		50%							
Contingency Percentage		5%							
Probable Sponsorship (modelled with local and international sponsors)		\$310,000	\$183,432	\$102,315	min breakeven	\$88,351	min breakeven	\$74,388	min breakeven
SUMMARY									
			400	500	600				
			170	200	250				
Total Attendance			400	500	600	freee			
Anticipated attendance from Oceania region			360	450	540				
Climate Change / Carbon Offset initiative of donated trees			400	500	600	freee			https://www.flnz.org.nz/
Paid Attendance			230	300	350				
Attendance from outside Oceania			40	50	60				58%
Complimentary Attendance			12	15	18				
Student Attendance			3	4	5				
Late Attendance			20	25	30				
Gala Dinner Attendance			252	315	378				
Total Revenue			\$682,904	\$404,085	\$751,835	\$444,873	\$820,766	\$485,660	
Total Expenses			\$475,219	\$281,194	\$530,186	\$313,720	\$585,154	\$346,245	
Surplus			\$207,685	\$122,891	\$221,649	\$131,153	\$235,612	\$139,416	
Surplus per Attendee			\$519	\$307	\$443	\$262	\$393	\$232	
Surplus back to OSGeo			\$103,843	\$61,445	\$110,824	\$65,577	\$117,806	\$69,708	
Surplus back to OSGeo Oceania			\$103,843	\$61,445	\$110,824	\$65,577	\$117,806	\$69,708	
REVENUE – REGISTRATION									
Workshops		750	\$125,000	\$93,750	\$55,473	\$93,750	\$55,473	\$93,750	\$55,473
Conference Registration Early Bird		55%	\$690,000	\$136,620	\$80,840	\$170,775	\$101,050	\$204,930	\$121,260
Conference Registration Standard		42%	\$920,000	\$139,104	\$82,310	\$173,860	\$102,888	\$208,556	\$123,465
Conference Registration Student		3%	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
Conference Registration Late		5%	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
Gala Dinner Registration		70%	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
T-Shirt		70%	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000	\$0,000
Women in Geospatial breakfast		70	\$49,000	\$3,430	\$2,030	\$3,430	\$2,030	\$3,430	\$2,030
Total Registration			\$372,904	\$220,653	\$441,835	\$261,441	\$510,766	\$302,228	
REVENUE – SPONSORS & EXHIBITION									
Sponsors & Exhibitors (modelled with local and international sponsors)			\$310,000	\$183,432	\$310,000	\$183,432	\$310,000	\$183,432	
Total Sponsorship & Exhibition			\$310,000	\$183,432	\$310,000	\$183,432	\$310,000	\$183,432	
REVENUE – TOTAL			\$682,904	\$404,085	\$751,835	\$444,873	\$820,766	\$485,660	
EXPENSES – CONFERENCE									
On-site Expenses									
Meeting room rental			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	AUT Sponsored
Insurance			\$4,000	\$4,000	\$2,367	\$4,000	\$2,367	\$4,000	\$2,367
Security and housekeeping			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	AUT Sponsored
Wireless Internet (for all attendees)			\$-00 [36]	\$-00	\$-00	\$-00	\$-00	\$-00	AUT Sponsored
Volunteer appreciation			\$500	\$500	\$296	\$500	\$296	\$500	\$296
AV (projectors, screens, audio, plenary, setup, support)			\$50,000	\$50,000	\$29,586	\$50,000	\$29,586	\$50,000	\$29,586
Signage			\$2,500	\$2,500	\$1,479	\$2,500	\$1,479	\$2,500	\$1,479
Display services for exhibition (booths, drape, power, internet)			\$10,000 [37]	\$10,000	\$5,917	\$10,000	\$5,917	\$10,000	\$5,917
Delegate t-shirts		70%	\$40	\$11,200	\$6,627	\$14,000	\$8,284	\$16,800	\$9,941
Registration badges & tickets			\$10	\$4,000	\$2,367	\$5,000	\$2,959	\$6,000	\$3,550
Committee and Speaker Costs									
Invited keynote speakers (travel, lodging, fees)		3	\$5,000	\$15,000	\$8,876	\$15,000	\$8,876	\$15,000	\$8,876
Gifts for speakers (invited, keynotes, etc)		10	\$40	\$400	\$237	\$400	\$237	\$400	\$237
Local committee general expenses			\$500	\$500	\$296	\$500	\$296	\$500	\$296
Marketing Expenses									
Conference web site			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	LOC to undertake
Print advertising			\$1,000	\$1,000	\$592	\$1,000	\$592	\$1,000	\$592
Internet advertising			\$4,000	\$4,000	\$2,367	\$4,000	\$2,367	\$4,000	\$2,367
Marketing and Promotion Coordination			\$10,000	\$10,000	\$5,917	\$10,000	\$5,917	\$10,000	\$5,917
Administrative Expenses									
Abstract Management			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	LOC to undertake
Long distance, office supplies			\$500	\$500	\$296	\$500	\$296	\$500	\$296
Photocopier, photocopies			\$500	\$500	\$296	\$500	\$296	\$500	\$296
Bank charges			\$500	\$500	\$296	\$500	\$296	\$500	\$296
Bank & credit card fees (Visa & MC)			4%	\$14,916	\$8,826	\$17,673	\$10,458	\$20,431	\$12,089
Event Cancellation and Liability insurance - see insurance above [38]			\$-00	\$-00	\$-00	\$-00	\$-00	\$-00	\$-00
Conference Catering Expenses									
Mid-morning snacks and drinks		5	\$10	\$20,000	\$11,834	\$25,000	\$14,793	\$30,000	\$17,751
Lunch		5	\$85	\$70,000	\$41,420	\$87,500	\$51,775	\$105,000	\$62,130
Mid-afternoon snacks and drinks		5	\$10	\$20,000	\$11,834	\$25,000	\$14,793	\$30,000	\$17,751
Opening Ceremony									
Powhiri Kaikōrero			\$1,000	\$1,000	\$592	\$1,000	\$592	\$1,000	\$592
Ice Breaker									
Venue Hire	Maritime Room		\$3,000	\$3,000	\$1,775	\$3,000	\$1,775	\$3,000	\$1,775
Canape Package (2-hour)			\$60	\$15,120	\$8,947	\$18,900	\$11,183	\$22,680	\$13,420
Drinks 2 free then cash bar			\$20	\$5,040	\$2,982	\$6,300	\$3,728	\$7,560	\$4,473
Event Staff			\$2,000	\$2,000	\$1,183	\$2,000	\$1,183	\$2,000	\$1,183
AV Package			\$2,500	\$2,500	\$1,479	\$2,500	\$1,479	\$2,500	\$1,479
Security (mandatory) [39]			\$700	\$700	\$414	\$700	\$414	\$700	\$414
Gala Dinner - Night at the Museum									
Venue Hire	Museum		\$16,548	\$16,548	\$9,792	\$16,548	\$9,792	\$16,548	\$9,792
Plated Dinner (3-courses)			\$142	\$35,784	\$21,174	\$44,730	\$26,467	\$53,676	\$31,761
Drinks 2 free then cash bar			\$20	\$5,040	\$2,982	\$6,300	\$3,728	\$7,560	\$4,473
AV Package			\$13,012	\$13,012	\$7,699	\$13,012	\$7,699	\$13,012	\$7,699
Cateries Maori and Pacific			\$2,500	\$2,500	\$1,479	\$2,500	\$1,479	\$2,500	\$1,479
Guest Speaker			\$10,000	\$10,000	\$5,917	\$10,000	\$5,917	\$10,000	\$5,917
Security			\$1,032	\$1,032	\$611	\$1,032	\$611	\$1,032	\$611
Bus/Transport (6 @ \$750)		6	\$750	\$4,500	\$2,663	\$4,500	\$2,663	\$4,500	\$2,663
TGP Breakfast									
Breakfast canapes and beverages for 50	The Churchill		\$3,000	\$3,000	\$1,775	\$3,000	\$1,775	\$3,000	\$1,775
Women In Spatial Breakfast									
Venue Hire	Abis Experience		\$850	\$850	\$503	\$850	\$503	\$850	\$503
Plated Breakfast		70	\$65	\$3,850	\$2,278	\$3,850	\$2,278	\$3,850	\$2,278
All Blacks Guided Tour		70	\$59	\$4,130	\$2,444	\$4,130	\$2,444	\$4,130	\$2,444
Previous Player (anything between 5k-10k depending on player)		1	\$5,000	\$5,000	\$2,959	\$5,000	\$2,959	\$5,000	\$2,959
Childcare Programme									
On-site Professional Childcare Programme	RockMyBaby		\$6,000	\$6,000	\$3,550	\$6,000	\$3,550	\$6,000	\$3,550
Climate Change / Carbon Offset Initiative									
Donation of native trees (1 tree per registration)	Trees for Survival		\$7	\$2,800	\$1,657	\$3,500	\$2,071	\$4,200	\$2,485
Total Conference Expenses			\$382,922	\$226,581	\$432,925	\$256,169	\$482,929	\$285,757	
EXPENSES – OTHER									

Contingency	5%	\$19,146	\$11,329	\$21,646	\$12,808	\$24,146	\$14,288		
Total Pre-tax Expenses		\$402,068	\$237,910	\$454,572	\$268,977	\$507,075	\$300,044		
EXPENSES – CONFERENCE ORGANIZER [40]									
Conference-management-services	33-5k	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	\$-00-	LDC to undertake	
Onsite Management	26k	\$26,000	\$26,000	\$15,385	\$26,000	\$15,385	\$26,000	\$15,385	
Financial management	10.5k	\$10,500	\$10,500	\$6,213	\$10,500	\$6,213	\$10,500	\$6,213	
Total Conference Organizer Expenses		\$36,500	\$21,598	\$36,500	\$21,598	\$36,500	\$21,598		
GST to pay (15%)									
GST Payable = Total Revenue * GST Rate (15%)		15%	\$102,436	\$60,613	\$112,775	\$66,731	\$123,115	\$72,849	
Input Tax Credits = Total Expenses with GST * GST Rate (15%)			\$65,785	\$38,926	\$73,661	\$43,596	\$81,536	\$48,246	
								For expenses where GST was charged, you can claim input tax credits equal to the amount of GST you paid.	
Net GST = GST Payable - Input Tax Credits			\$36,650	\$21,687	\$39,114	\$23,145	\$41,579	\$24,603	
EXPENSES – TOTAL			\$475,219	\$281,194	\$530,186	\$313,720	\$585,154	\$346,245	
Surplus [41]									
FINAL SURPLUS			\$207,685	\$122,891	\$221,649	\$131,153	\$235,612	\$139,416	
			\$NZD	\$USD	\$NZD	\$USD	\$NZD	\$USD	

[1] Early registration ranges from 50% to 70%, and will vary depending on how well you promote the conference. Higher early registration is good for predictability and bad for revenue.

[2] The workshops fee is the extra fee that people pay to attend workshops. The total fee people pay will be the conference fee plus the workshops fee. We are assuming that all or most of the workshop slots will be filled by the early bird deadline, so we aren't including the regular workshops fee in the budget.

[3] Invited speakers, organizing committee members, workshop teachers, volunteers, and other special cases will end up receiving complimentary registration, so the paid registration will always be less than the total registration.

[4] You will need a handful more computers than you have seats, to deal with DOA equipment and on-site failures, so gross-up the per-computer cost a little to account for spare machines.

[5] The conference center will charge you for power hookups for the workshop computers, and potentially for network drops as well.

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[7] The exhibition hall will need power, network access and draping for the exhibitor booths. The conference center will charge for those services.

[8] Committee members and the organizing company will find keeping in contact much easier with a real-time communications system available at hand during the conference.

[9] Depending on your jurisdiction you may require insurance for your conference as well as insurance for the venue.

[10] You may choose to include a complimentary reception on one of your evenings, in addition to the extra-cost banquet event.

[11] Some past events have subsidized the banquet out of the main budget, others have cost-recovered entirely with the banquet fee. If you want to subsidize out of the main budget, do it here.

[12] Conference organizers all seem to have different ways of getting paid. Some have a fixed fee, some have a variable scheme, some have a mix of schemes. Here are three basic ones.

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