

## **SECTION 5**

### **RMR SEMINAR GUIDELINES**

#### **FINANCES**

(Revised 02/2025)

## **RMR Seminar Finances**

### **A. General Financial Policies**

1. In-Person Education Event financial policies shall adhere to the Rocky Mountain Region Bylaws and Policies and Procedures and Rocky Mountain Region Event Guidelines. The event treasurer must be familiar with these policies.
2. The in-person education events account will be separate from other region and chapter accounts.
3. The first item on the in-person event financial agenda is to create a workplan/budget to estimate event costs. "Workplan" is the name of the financial document until 30 days after the official first registration day, at which time it becomes the "budget".
4. Loan money in the amount of two thousand dollars (\$2,000) may be advanced to the host chapter. One thousand dollars (\$1,000.00) may be advanced two (2) years prior to the seminar upon acceptance of a preliminary workplan by the region director, treasurer, and assistant region director. The remaining one thousand dollars (\$1,000.00) may be advanced to the seminar upon request and approval by the region director, treasurer, and assistant region director. Approval is contingent upon the seminar's compliance with RMR and national EGA policies and guidelines.
5. The Region shall not make or accept any monetary loans of any kind to or from any individual, entity, member, chapter, satellite, or region.
6. The Employer Identification Number (E.I.N) of the host unit (region or chapter) shall be used, and the account should be listed as "Host Unit Name" as Seminar 20xx.
7. Good accounting practices shall be maintained at all times.
8. The region treasurer shall prepare a final report named "[Final In-Person Education Event Financial Report](#)" to be sent to event coordinator within 90 days of closing of event.
9. All event financial records, including canceled checks and bank statements, shall be stored with region treasurer for 6 years.

### **B. Seminar Workplan/Budget Preparation**

1. The seminar treasurer shall work with the region event coordinator to prepare a [workplan and final budget](#).
2. Items for consideration in the planning process:
  - a) Faculty costs – salary, travel, per diem
  - b) Estimated expenses for printing, postage, bank fees, credit card fees, office supplies, and web registration fee.

- c) [Registration Fee Calculation and Budget Work sheet](#)
  - d) Additional expenses of invited guests (e.g., national president)
  - e) Event chair expenses (e.g., site visit for hotel selection)
  - f) Site contracts
  - g) The number of classes, lectures or other activities needed to serve the anticipated number of participants.
  - h) The minimum number of students per activity (class, lecture, etc.)
  - i) The maximum number of students per activity (class, lecture, etc.)
  - j) [Registration fees using the Registration Fee Calculation Worksheet.](#)
  - k) Non-participant fees
  - l) Event insurance
  - m) Review of previous event financial reports.
3. Decide how many classes are necessary to serve the anticipated number of participants. There should be a maximum of twenty-two students per class. Some classes will be full, and others may not meet the minimum number of students and must be cancelled. For most Rocky Mountain Region seminars, offering ten classes seems to be optimum.
  4. Determine expenditures first. Begin by filling in the known items such as faculty costs (salaries, travel, room, and board). Add in estimates of expenses for printing, postage, bank fees, office supplies, brochures, etc. Refer to the [Annotated Chart of Accounts](#) for other items.
  5. To figure the registration fee, see [Registration Fee Calculation Worksheet.](#)
    - a) “Break even” simply means the minimum number of registrants needed to pay all projected expenses. Any additional registration receipts provide surplus funds.
  6. NOTE: The workplan may include provisions for the following:
    - a) Travel and lodging for dean of faculty to attend the faculty selection meeting for the previous year’s seminar.
    - b) Travel and lodging for dean of faculty to attend previous retreat to display class offerings.
    - c) Cost of a suite for the region director if one is not complimentary.

## C. Annotated Chart of Accounts

(This section can be found in the [Region Seminar Guidelines](#) on the EGA National website)

### Revenue

- 401 Registration: (see [Registration Fee Calculation form](#) to calculate fees, including non-refundable seminar fee.)
  - 4011 Non-Refundable Seminar Fee: ranges from \$70-\$80. This is paid by all who enroll in classes. Non-participants (those not taking classes – volunteers, seminar chairs) may or may not pay this fee. Hospitality items may be a part of this fee, or those costs included in meal prices.
  - 4012 Full Participation Fee– classes and all meals.
  - 4013 First Half Participation Fee – half of classes (if classes are split between 1 and 2 days), meals as appropriate.
  - 4014 Second Half Participation Fee - half of classes (if classes are split between 1 and 2 days), meals as appropriate.
  - 4015 Volunteer Registration Fee – meals, hospitality items.
  - 4016 Facilities Use Fee – generally ½ of room rate for those not staying on site.
  - 4017 Refunds.
- 402 Banquet Guest Tickets:
  - 4021 Opening Banquet – to calculate the cost of guest ticket add account balances 50121 through 50125 and divide by the total number of meals to be served.
  - 4022 Closing Banquet – to calculate the cost of guest ticket add account balances 50131 through 50135 and divide by the total number of meals to be served.
  - 4023 Refunds.
- 403 Merchandise Night: tables for merchants
  - 4031 Whole Tables
  - 4032 Half Tables
  - 4033 Refunds
- 404 Teacher's Kits (pass through to teachers, see 505 on Expenses).
- 405 Special Events: not included in registration fee.
- 406 Merchandise Sales: items that the seminar committee makes or purchases to sell.
- 407 Region Loan Money.
- 408 Interest Income.
- 409 Other Income
  - 4091 Advertising income for student handbook.
  - 4092 Contributions, donations.

- 4093 Payment for services – someone who stays in a comp room (Region Director’s roommate pays half the room rate for the nights she spends in the comp room).
- 4094 Miscellaneous.

## **Expenses**

- 501 Meals
  - 5011 Meals included in registration, exclusive of banquets.
  - 5012 Opening Banquet
    - 50121 Food cost
    - 50122 Speaker
    - 50123 Decorations
    - 50124 Favors
    - 50125 Entertainment other than speaker
  - 5013 Closing Banquet
    - 50131 Food cost
    - 50132 Speaker
    - 50133 Decorations
    - 50134 Favors
    - 50135 Entertainment other than speaker
- 502 Site
  - 5021 Room Rental: rates determined by contract.
    - 50211 Region Director’s room if not complimentary
    - 50212 Classrooms
    - 50213 Regular Activity Rooms
    - 50214 Special Events Rooms
    - 50215 Exhibit Room
  - 5022 Table and Chair Rental
  - 5023 Beverage Service
  - 5024 Miscellaneous Site Expense
- 503 Other Facility Costs
- 504 Faculty
  - 5041 Salary: per contract
  - 5042 Travel: reimburse teacher travel at rate specified in contract – generally lowest cost air fare or mileage reimbursement at stated rate. Includes other travel expenses as specified in contract.
  - 5043 Rooms: as in contract
  - 5044 Meals: per diem as specified in contract. Do not include meals included in 501.
  - 5045 Teacher Gifts: bottled water, snacks
  - 5046 Immigration Fees: Any non-United States citizen entering the country to teach at a seminar without a business visa must apply for the proper visa. EGA staff will complete and submit the application to the U.S. government. Check with EGA on the current fee. In 2022 fee was \$160 per application.

- 5047 Faculty Selection Costs
- 505 Teacher Kits (see revenue 404).
- 506 Audio Visual Equipment Rental
- 507 Regular Activities
  - 5071 Class Angels: identification pin
  - 5072 Meet the Teachers
  - 5073 Merchandise Night
- 508 Special Events not included in site costs.
- 509 Merchandise Sales – expenses for items that the committee makes or purchases for sale.
- 510 Brochure Publication
  - 5101 Photography
  - 5102 Printing
  - 5103 Postage
  - 5104 Other
- 511 Printing
  - 5111 Participant’s Handbook
  - 5112 Certificates
  - 5113 Tickets
  - 5114 Signs
  - 5115 Other
- 512 Publicity
  - 5121 Favors for distribution at seminar prior to this one
  - 5122 Photography
  - 5123 Other
- 513 Administration
  - 5131 Chair
    - 51311 Travel and lodging
    - 51312 Telephone
    - 51313 Postage
    - 51314 Photocopying
    - 51315 Miscellaneous
  - 5132 Dean of Faculty
    - 51321 Travel and lodging
    - 51322 Telephone
    - 51323 Postage
    - 51324 Photocopying
    - 51325 Miscellaneous
  - 5133 Secretary
    - 51331 Telephone
    - 51332 Postage

- 51333 Photocopying
  - 51334 Miscellaneous
- 5134 Treasurer
  - 51341 Telephone
  - 51342 Postage
  - 51343 Photocopying
  - 51344 Miscellaneous
- 5135 Registrar
  - 51351 Telephone
  - 51352 Postage
  - 51353 Photocopying
  - 51354 Miscellaneous
- 5136 Brochure Chair
  - 51361 Telephone
  - 51362 Postage
  - 51363 Photocopying
  - 51364 Miscellaneous
- 5137 Other Committee Chairs
  - 51371 Telephone
  - 51372 Postage
  - 51373 Photocopying
  - 51374 Miscellaneous
- 5138 Office Supplies
- 514 Hospitality Items
  - 5141 Pins
  - 5142 Tote bags
  - 5143 Nametags (teachers, Region Director)
  - 5144 Hostess Identification
  - 5145 Door Prizes
- 515 Miscellaneous
  - 5151 Bank Charges
  - 5152 Security; locks, guards for office and classrooms
  - 5153 Gratuities; to site staff for moving packages
  - 5154 Cost of Goods Sold
  - 5155 Other
- 516 Region Loan Repayment

**EXCESS (LOSS) Calculation**

**Host Unit Excess** - 50% when net revenue less net expense if is greater than 0.

**Host Unit Loss** – 50% if all policies adhered to; 100% if policies not followed.

**Region Excess** – 50% when net revenue less net expense is greater than 0.

**Region Loss** - 50% if policies adhered to; 0 if policies not followed.

## REGISTRATION FEE CALCULATION SHEET

	A	B	C	D	E	F	G
1	<b>REGISTRATION FEE CALCULATION</b>						
2	Includes tuition for all days of class, Non-Refundable-Fee, All Banquets & Hospitality Items.						
3	<b>REGISTRATION EXPENSES</b>						
4	501	Banquet					
5	502	Hotel					
6	503	Convention Center					
7	504	Faculty					
8	506	Audio Visual and Equipment Rental					
9	508	Regular Activities					
10	512	Brochure Publication					
11	513	Printing					
12	514	Publicity					
13	515	Administration					
14	516	Hospitality Items					
15		List Tote Bags Separately Purchased					
16	517	Miscellaneous					
17							
18		<b>TOTAL REGISTRATION EXPENSES</b>					
19							
20	<b>REGISTRANTS</b>						
21		4012	4 Day Class Fee (Full time students)			_classes w/_ in class	
22		4013	First Two-Day Class Fee (.5 x no.registrants)			_classes w/_ in class	
23		4014	Second Two Day Class Fee (.5 x no. of registrants)			_classes w/_ in class	
24		4015	One Day Class Fee			_classes w/_ in class	
25		TOTAL REGISTRANTS.					
26							
27	<b>REGISTRATION FEE:</b>						
28			4 Day Class Fee				
29			2 Day Class Fee				
30			1 Day Class Fee				
31							

**Divide Total Registration Expense by number of participants who will share that expense to obtain registration fee.**



## **REGION SEMINAR FINANCIAL WORKPLAN/BUDGET**

For the most up to date version of the Region Seminar Financial workplan/budget, click on the hyperlink: [Microsoft Word - RSG Section III - Finance.doc.](#)

The most recent form is presented on the following pages.

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REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
1	<b>REVENUE</b>																
2	401	Registration															
3		4011	Non-Refundable Seminar Class Fee		Fee		X no. registrants							=	-		
4		4012	Four or Three Day Class Fee		Fee		X no. registrants							=	-		
5		4013	First Two Day Class Fee		Fee		X no. registrants							=	-		
6		4014	Second Two Day Class Fee		Fee		X no. registrants							=	-		
7		4015	One Day Class Class Fee		Fee		X no. registrants							=	-		
8		40151	Evening Class Fee		Fee		X no. registrants							=	-		
9		4016	Facilities Fee		Fee		X no. registrants		x days					=	-		
10		4017	Non-participant Fee		Fee		X no. registrants							=	-		
11		4018	Change Fee		Fee		X no. registrants							=	-		
12		4019	Refunds														
13		40191	Overpayments										-				
14		40192	Cancellations 60 days										-				
15		40192	Cancellations 30-59 days										-				
16					Total Refunds									=	-		
17																	
18																	
19			Total Registration													=	-
20	402	Banquet or Meal Guest Tickets															
21		4021	Meal Tickets		Cost		X no. Guests							=	-		
22		4022	Opening Banquet		Fee		X no. Guests							=	-		
23		4023	Closing Banquet		Fee		X no. Guests							=	-		
24		4024	Refunds														
25		40241	Overpayments										-				
26		40242	Cancellations										-				
27					Total Refunds									=	-		
28			Total Banquets Guest Tickets													=	-
29	403	Merchandise Night															
30		4031	Whole Tables		Fee		X no. Tables							=	-		
31		4032	Whole Tables (w/electricity)				X no. Tables							=	-		
32		4033	Half Tables		Fee		X no. 1/2 Tables							=	-		
33		4034	Refunds														
34		40341	Overpayments										-				
35		40342	Cancellations										-				
36					Total Refunds									=	-		
37			Total Merchandise Night													=	-
38	404	Teachers Showcase															
39		4041	Whole Tables		Fee		X no. Tables							=	-		
40		4042	Half Tables		Fee		X no. 1/2 Tables							=	-		
41		4043	Refunds														
42		40431	Overpayments										-				
43		40432	Cancellations										-				
44					Total Refunds									=	-		
45			Total Teachers Showcase													=	-

REGION SEMINAR \_\_\_\_\_  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
46	405	Tours	Tour fee = cost of tour + a 10% cushion, divided by the breakeven number of participants.														
47		4051	Tour A		Fee		X of people							=	-		
48		4052	Tour B		Fee		X of people							=	-		
49			Total Tours														
50		40510	Refunds														
51			40511	Overpayments									-				
52			40512	Cancellations									-				
53					Total Refunds									=	-		
54			Total Tours													=	-
55	406	Special	Events														
56		4061	Night Event		Fee		X no. Tickets							=	-		
57		4062	Lectures														
58			40621	Lecture A	Fee		X no. Tickets						-				
59			40622	Lecture B	Fee		X no. Tickets						-				
60					Total Sunday Lectures									=	-		
61		4063	Competition Entrance Fee		Fee		X no. Entries							=	-		
62		4064	Refunds														
63			40641	Overpayments									-				
64			40642	Cancellations									-				
65					Total Refunds									=	-		
66			Total Special Events													=	-
67	407	Bookstore Revenue			Contractual Fee or % of net gross:												-
68	408	Boutique Revenue			Contractual Fee or % of net gross:												-
69	409	Teacher Kits & AV Fees															
70		4091			Average Kit Fee		X no. Kits							=	-		
71		4092			AV Fees									=	-		
72		4093	Refunds														
73			40911	Overpayments									-				
74			40912	Cancellations									-				
75					Total Refunds									=	-		
76			Total Teacher Kits		This equals the expense (505											=	-
77	410	Merchandise Sales (Tote bags, etc.															-
78	411	Interest Income															-
79	412	Other Revenue															
80		4121	Ad Income for Student Notebook												-		
81		4122	Contributions												-		
82		4123	Repayment for Services			Payment collected for use of a service at the seminar;											
83						e.g., the fee collected from someone who stays in a comp-room.											
84		4125	Miscellaneous												-		
85		4126	Fundraiser														
86			41261	Pins													
87			41262	Tote Bags													
88			41263	Other													
89			Total Other Revenue													=	-
90																	

REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
91	414		Region Loar														-
92																	
93			TOTAL REVENUE													=	-
94																	
95			<b>EXPENSES</b>														
96	501		Meals and Banquets														
97		5011	Meals														
98			Add 4012,4013,4014, 4017								=	-					
99			Number of teachers								=	-					
100			Number of paid guests								=	-					
101			Number of unpaid guests								=	-					
102											=	-					
103			Total number of meals to serve								=	-					
104			Meals														
105			Average Cost per Mea														
106			X no. of meals														
107											=	-					
108			Plus gratuity				%				=	####					
109			Plus applicable sales tax				%				=	####					
110																=	#VALUE!
111		5012	Opening Banquet														
112			Meals														
113			Number of teachers								=	-					
114			Number of paid guests								=	-					
115			Number of unpaid guests								=	-					
116											=	-					
117			Total number of meals to serve								=	-					
118		50121	Food														
119			Avg. Cost Per Mea														
120			X no. of meals														
121											=	-					
122			Plus gratuity				%				=	####					
123			Plus applicable sales tax				%				=	####					
124																=	#VALUE!
125		50122	Speaker														
126			Speaker fee								=	-					
127			Travel								=	-					
128			Room								=	-					
129			Meals - Cost of the meal at banquet is included under banquet food expense														
130																	
131		50123	Decorations - (per table			Cost		x number			=	-					
132		50124	Favors			Cost		x number			=	-					
133		50125	Entertainment (Other than Speaker								=	-					
134			Total Opening Banquet													=	#VALUE!
135			Divided by the number of meals								=	-					

REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
136				Cost of Guest Ticket for Opening Banquet							####						
137		5013	Closing Banquet			Calculate the number of people using this formula.											
138			Meals			Add 4012, 4014, 4017					-						
139			Number of teachers								-						
140			Number of paid guests								-						
141			Number of unpaid guests			Unpaid guest might include: president,					-						
142						speaker, invited guest, office staff, etc					-						
143			Total number of meals to serve								-						
144		50131	Food								-						
145			Cost Per Meal														
146			X no. of Meals								-						
147											-						
148			Plus gratuity				%				####						
149			Plus applicable sales tax				%				####						
150				Total Food								=	#VALUE!				
151		50132	Speaker														
152			Speaker fee								-						
153			Travel								-						
154			Room								-						
155			Meals - Cost of the meal at banquet is included under banquet food expense														
156				Total Speaker								=	-				
157		50133	Decorations - ( per table		Cost			x number				=	-				
158		50134	Favors		Cost			x number				=	-				
159		50135	Entertainment (Other than Speaker														
160			Total Closing Banquet														
161			Divided by the number of meals								-						
162			Cost of Guest Ticket for Closing Banquet								####						
163		5014	Meal Cost														
164			Total Banquets & Food														= #VALUE!
165	502	Hotel															
166		5021	Room Rental														
167		50212	Region Director's Suite										-				
168		50213	Classrooms										-				
169		50214	Regular Activity Rooms										-				
170		50215	Special Event Rooms										-				
171			if insufficient rentals for comps	Total Room Rental													
172	5022	Table/Chair Rental				To calculate the budget amount for table rental use the											
173						following formula. (The cost of chairs may be extra.)											
174			No. of tables for Meet the Teacher								-						
175			No. of tables for Merchandise Night		___ tables	w/ shirting & coverings					-						
176			No. of tables for Teachers Showcase		___ tables						-						
177			No. of tables for Boutique x no. day:		___ tables	___ days/\$___/day					-						
178			No. of tables for Bookstore x no. day		___ tables	___ days/\$___/day					-						
179			No. of tables for Fund Raising Committee Event x no. day:								-						
180			No. of tables for Registration x no. day								-						

REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
181			No. of tables for Special Events x no. day									-					
182			No. of tables for next Seminar's preview									-					
183			No. of tables for Classrooms x no. day									-					
184			Total number of tables									=	-				
185			X charge per table									=	-				
186			Add 4012,4013,4014, 4017														
187			Total Table and Chair Rental if applicable														
188		5023	Beverage Service	Fee		X no. events											
189		5024	Miscellaneous Hotel Expense (e.g.: Baggage handling & gratuite:														
190		5026	Other hotel - moving furniture; electric spiders, etc														
191			Total Hotel														
192	503	Convention Center															
193	504	Faculty															
194		5041	Salary														
195																	
196			4 day teachers	Fee		X no. teachers											
197			3 day teachers	Fee		X no. teachers											
198			2 day teachers	Fee		X no. teachers											
199			1 day teachers	Fee		X no. teachers											
200																	
201		5042	Travel														
202			Air Fare	Ticket		X no. teachers											
203			Mileage	Rate/Mile		X no. teachers		X Miles									
204			Ground Transportatior	Cost		X no. teachers		2 way									
205			Parking	Cost		X no. teachers		(days x \$daily f									
206																	
207		5043	Rooms														
208																	
209			4 day teachers	Rate		X no. teachers		- Days									
210			3 day teachers	Rate		X no teachers		- Days									
211			2 day teachers	Rate		X no. teachers		- Days									
212			1 day teachers	Rate		X no. teachers		- Days									
213			Complimentary Rooms (deduct for	Rate		X no. teachers		X Days									
214																	
215		5044	Meals														
216																	
217			4 day teachers	Per Diem		X no. teachers		- Days									
218			3 day teachers	Per Diem		X no teachers		- Days									
219			2 day teachers	Per Diem		X no. teachers		- Days									
220			1 day teachers	Per Diem		X no. teachers		- Days									
221																	
222		5045	Teacher Hospitality Event	Cost		X no. teachers											
223		5046	Teacher Gifts	Cost		X no. teachers		none									
224		5047	Immigration Fees	Fee		X no. teachers											
225		5048	Faculty Selection Cost														

REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
226			Total Faculty														-
227	505	Teacher Kit and Audio Visual Fees															
228		5051 Kit Fees													-		
229		5052 Audio Visual Fees					Computer rentals/misc								-		
230		Total Teacher Kit and Audio Visual Fees				This equals the revenue received (409)											-
231	506	Audio Visual & Equipment Rental															
232		5061 Audio Visual Rental					Opening/closing banquets								-		
233		5062 Equipment Rental													-		
234		Total Audio Visual & Equipment Rental															-
235	507	Tours															
236		50701 Tour A			Fee		X of people								-		
237		50702 Tour B			Fee		X of people								-		
238		Total Tours															-
239	508	Regular Activities															
240		5081 Class Angels													-		
241		5082 Meet the Teachers				If table rental is included under hotel do not enter it here									-		
242		5083 Merchandise Night					Signage/toner cartridge for printer:								-		
243		5084 Teachers Showcase					Signage/toner cartridge for printer:								-		
244		Total Regular Activities															-
245	509	Special Events				Room & table rental are under hotel.											
246		5091 Evening Program			Fee		x no. participants								-		
247		5092 Lectures			Fee		x no. lectures								-		
248		5093 Competition (e.g., Name Tag, theme)													-		
249		5094 Other													-		
250		Total Special Events															-
251	510	Bookstore Expenses (Specify )				Room and table rentals included in Section 502 Hotel											-
252	511	Boutique Expenses (Specify )				Room and table rentals included in Section 502 Hotel											-
253	512	Brochure Publication															
254		5121 Photography													-		
255		5122 Printing													-		
256		5123 Other													-		
257		Total Brochure Publication															-
258	513	Printing															
259		5131 Participant Notebook													-		
260		5132 Newsletter													-		
261		5133 Certificates													-		
262		5134 Tickets													-		
263		5135 Signs													-		
264		5136 Other													-		
265		Total Printing															-
266	514	Publicity															
267		5141 Favor for Previous Semina													-		
268		5142 Photography													-		
269		5143 Other													-		
270		Total Publicity															-

REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
271	515	Administration															
272		5151	Chairman														
273			51511	Travel and lodging									-				
274			51512	Telephone									-				
275			51513	Postage									-				
276			51514	Copying									-				
277			51515	Miscellaneous									-				
278				Total Chairman										=	-		
279		5152	Dean of Faculty														
280			51521	Travel (To previous Seminar's Faculty Selection& previous seminar to display project:									-				
281			51522	Telephone									-				
282			51523	Postage (includes shipping class projects to previous seminar									-				
283			51524	Copying									-				
284			51525	Miscellaneous									-				
285				Total Dean of Faculty										=	-		
286		5153	Secretary														
287			51531	Telephone									-				
288			51532	Postage									-				
289			51533	Copying									-				
290			51534	Miscellaneous									-				
291				Total Secretary										=	-		
292		5154	Treasurer														
293			51541	Telephone									-				
294			51542	Postage									-				
295			51543	Copying									-				
296			51544	Miscellaneous (Including purchase of Quick Books, checks, deposit slips, etc									-				
297				Total Treasurer										=	-		
298		5155	Registrar														
299			51551	Telephone									-				
300			51552	Postage									-				
301			51553	Photocopying									-				
302			51554	Miscellaneous									-				
303				Total Registrar										=	-		
304		5156	Assistant Registrar														
305			51561	Telephone									-				
306			51562	Postage									-				
307			51563	Copying									-				
308			51564	Miscellaneous									-				
309				Total Assistant Registrar										=	-		
310		5157	Brochure Chairman														
311			51571	Telephone									-				
312			51572	Postage									-				
313			51573	Copying									-				
314			51574	Miscellaneous									-				
315				Total Brochure Chairmar										=	-		



REGION SEMINAR  
FINANCIAL/WORKPLAN/BUDGET  
DATE: \_\_\_\_\_

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q
316		5158	Other Committee Chairmen														
317			51581 Telephone										-				
318			51582 Postage										-				
319			51583 Copying										-				
320			51584 Miscellaneous										-				
321			Total Other Committee Chairmen											=	-		
322		5159	Office Supplies												-		
323			Total Administration													=	-
324	516		Hospitality Items														
325		5161	Pins		Fee		X no. Pins								=	-	
326		5162	Nametags		Fee		X no. Tags								=	-	
327		5163	Hostess Identification		Fee		X no. Hostesses								=	-	
328		5164	Door Prizes													-	
329		5165	Tote Bags													-	
330			Total Hospitality Items													=	-
331	517		Miscellaneous														
332		5171	Bank Charges				Includes cost of using credit card account at EGA Headquarters									-	
333		5172	Security		Fee		X no. hours									-	
334		5173	Gratuities				Not included elsewhere									-	
335		5174	Cost of Goods Sold				Anything purchased to resell, i.e. mugs and other memorabilia									-	
336		5175	Other													-	
337		5176	Fund Raiser														
338			51761 Pins				cost per pin X number of pins (not included in 516)										
339			51762 Tote Bags				cost per bag X number of bags (not included in account 516)										
340			51763 Other														
341			Total Miscellaneous													=	-
342	518		Region Loan Repayment(equals amount in Act.414														-
343			TOTAL EXPENSES														#VALUE!
344			EXCESS (LOSS) CALCULATION														
345			TOTAL REVENUE														-
346			TOTAL EXPENSE														#VALUE!
347			Excess(loss)														#VALUE!
348																	
349			EXCESS (LOSS)														
350	601		Host Unit Excess (Loss)			#VALUE!	X	%									#VALUE!
351	602		Region Excess (Loss)			#VALUE!	X	%									#VALUE!
352			TOTAL EXCESS (LOSS)														#VALUE!
353																	
354																	
355																	
356																	

## Rocky Mountain Region Seminar 20xx

### Quarterly Financial Report

Quarter Ending \_\_\_\_\_

Account	Revenue	Budget	This Quarter	To Date	Balance
401	Registration				
402	Banquet Guests				
403	Merchandise Night				
404	Teachers' Kits				
405	Special Events				
406	Merchandise Sales				
407	Region Loan Money				
408	Interest Income				
409	Other Income				
	<b>Total Revenue</b>				
	<b>Expense</b>				
501	Meals				
502	Site				
503	Other Facility				
504	Faculty				
505	Teachers' Kits				
506	Audio Visual Equipment				
507	Regular Activities				
508	Special Events				
509	Merchandise Sales				
510	Brochure Publication				
511	Printing				
512	Publicity				
513	Administration				
514	Hospitality Items				
515	Miscellaneous				
516	Region Loan Repayment				
	<b>Total Expense</b>				
	<b>Excess (Loss)</b>				
	<b>(Please attach copies of all Bank Statements for the period covered by this report)</b>				
	Beginning Checkbook Balance				
	Deposits				
	Withdrawals (checks)				
	Ending Checkbook Balance				

## Rocky Mountain Region EGA Seminar 20xx

### Monthly Financial Report

Month Ending \_\_\_\_\_

Account	Revenue	Budget	This Month	To Date	Balance
401	Registration				
402	Banquet Guests				
403	Merchandise Night				
404	Teachers' Kits				
405	Special Events				
406	Merchandise Sales				
407	Region Loan Money				
408	Interest Income				
409	Other Income				
	<b>Total Revenue</b>				
	<b>Expense</b>				
501	Meals				
502	Site				
503	Other Facility				
504	Faculty				
505	Teachers' Kits				
506	Audio Visual Equipment				
507	Regular Activities				
508	Special Events				
509	Merchandise Sales				
510	Brochure Publication				
511	Printing				
512	Publicity				
513	Administration				
514	Hospitality Items				
515	Miscellaneous				
516	Region Loan Repayment				
	<b>Total Expense</b>				
	<b>Excess (Loss)</b>				
	<b>(Please attach copies of all Bank Statements for the period covered by this report)</b>				
	Beginning Checkbook Balance				
	Deposits				
	Withdrawals (checks)				
	Ending Checkbook Balance				

## SEMINAR BUDGET FINAL REPORT

Region Seminar \_\_\_\_\_  
Seminar Budget/Final Report  
As of \_\_\_\_\_

		BUDGETED	RECEIVED TO DATE	BALANCE
<b>REVENUE</b>				
401	Registration			
402	Banquets Guest Tickets			
403	Merchandise Night			
404	Teachers showcase			
405	Tours			
406	Special Events			
407	Bookstore Revenue			
408	Boutique Revenue			
409	Teacher Kits & A V Fees			
410	Merchandise Sales			
411	Interest Income			
412	Other Revenue			
414	Region Loan			
<b>TOTAL REVENUE</b>		-	-	-
<b>EXPENSES</b>				
501	Banquets			
502	Hotel			
503	Convention Center			
504	Faculty			
505	Teacher Kit & A.V.Fees			
506	Audio Visual & Equip. Rental			
507	Tours			
508	Regular Activities			
509	Special Events			
510	Bookstore Expense			
511	Boutique Expense			
512	Brochure Publications			
513	Printing			
514	Publicity			
515	Administration			
516	Hospitality items			
517	Miscellaneous			
518	Region Loan Repayment			
<b>TOTAL EXPENSES</b>		-	-	-
<b>EXCESS (LOSS)</b>		-		

**Rocky Mountain Region EGA Seminar 20xx**

**Request for Reimbursement**

Date:\_\_\_\_\_Amount\_\_\_\_\_

Requested by:\_\_\_\_\_Committee:\_\_\_\_\_

Please pay to:

Name:\_\_\_\_\_

Mailing Address:\_\_\_\_\_

Telephone:\_\_\_\_\_E-mail:\_\_\_\_\_

Brief explanation with **original** receipts attached: (list postage, printing, etc.)

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Is this a donation-in-kind?\_\_\_\_\_If so, how much:\_\_\_\_\_

Approved by:\_\_\_\_\_

Paid Check #\_\_\_\_\_Date:\_\_\_\_\_

Accounts:\_\_\_\_\_

### **[IC Payment Reporting Form](#)**

For the most up to date copy, click on the hyperlink provided, or send an email request to <mailto:rduren@egausa.org>