

# MBSI Annual Meeting Financial Report Closing Recap

Year 2 \_\_\_\_\_

Location \_\_\_\_\_

This form should be completed when all bills have been paid and all refunds (if any) have been received from vendors and sent to meeting registrants and you are closing out meeting finances. Normally, the final deadline for submission of the completed form is 120 days after the closing date of the meeting.<sup>1</sup> Where to send the completed form is noted on the last page.

This form is divided into 4 main sections:

1. **"Income and Expenses Applicable to Meeting Budget"** This is the place to record all meeting income and all expenses other than those identified in the next paragraph. Bear in mind that seed money advances sent to you by National and hotel deposit paid by National are not income. These are loans to your meeting committee that enable you to do what needs to be done before registration income begins to come in. Similarly, paying them back is not an expense.
2. **"Income and Expenses Applicable to MBSI Budget"** Only those expenses identified as being chargeable to National's budget in MBSI's Policies and Procedures belong here. As of this revision they are the Trustees' meeting expenses (normally the Trustees' pre-business meeting breakfast and refreshments made available during the Trustees' business meeting) and National's subsidy for the opening welcome reception.
3. **"Funds to National Recap"** Here is where you enter the data for the calculation of the amount to be returned to National at the end of the meeting.
4. **"General"** This section asks for a few items of miscellaneous information the MBSI Meetings Committee finds useful to have to help with future meeting planning.

Send any questions you may have about how to complete this form to the MBSI Treasurer.

**Note about joint meetings.** If the annual meeting you are reporting on is a joint meeting with another organization, report only the income, or portion of income, due to MBSI and only the expense items, or portion of expense items, for which MBSI is responsible.

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<sup>1</sup> "The annual meeting accounting period shall be closed 90 days after the last official day of the annual meeting, or December 31st, whichever occurs first. Within 30 days thereafter the treasurer of the host chapter or the treasurer of the meeting's Program Committee will submit a closing financial statement to the society's treasurer and the Meetings Committee chair using the form furnished in the 'Treasurer' chapter of the society's Meetings Manual. The statement should be accompanied by all moneys remaining after payment of expenses." MBSI Policies & Procedures, Section XV, Subsection G8.

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## **Section 1--Income and Expenses Applicable to Meeting Budget**

### **1. Income:**

- a. Registration Fees Received—MBSI Members:
  - i. Early Bird # \_\_\_ @ \$ \_\_\_ each      \$ \_\_\_\_\_
  - ii. Regular # \_\_\_ @ \$ \_\_\_ each      \$ \_\_\_\_\_
- b. Registration Fees Received—Non-members:
  - i. Early Bird # \_\_\_ @ \$ \_\_\_ each      \$ \_\_\_\_\_
  - ii. Regular # \_\_\_ @ \$ \_\_\_ each      \$ \_\_\_\_\_
- c. Tour Fees Received:
  - i. Optional Tour 1      \$ \_\_\_\_\_
  - ii. Optional Tour 2      \$ \_\_\_\_\_
  - iii. Optional Tour 3      \$ \_\_\_\_\_
  - iv. Optional Tour 4      \$ \_\_\_\_\_
  - v. Optional Tour 5      \$ \_\_\_\_\_
  - vi. Optional Tour 6      \$ \_\_\_\_\_

Total Tour Fees Received      \$ \_\_\_\_\_
- d. Mart Fees Received      \$ \_\_\_\_\_
- e. Other Income (briefly describe—do not include seed money or hotel deposit advances from National. Also do not include vendor refunds here. They are covered later.):
  - i. \_\_\_\_\_ \$ \_\_\_\_\_
  - ii. \_\_\_\_\_ \$ \_\_\_\_\_
  - iii. \_\_\_\_\_ \$ \_\_\_\_\_
- f. Income Subtotal      \$ \_\_\_\_\_
- g. Less Refunds to Registered Members      \$ \_\_\_\_\_
- Income Grand Total**      \$ \_\_\_\_\_

### **2. Expenses:**

- a. Advertising and Promotion
  - i. Pre-meeting advertising      \$ \_\_\_\_\_
  - ii. Website Expenses      \$ \_\_\_\_\_

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iii. Other (briefly describe):

1. \_\_\_\_\_ \$ \_\_\_\_\_
2. \_\_\_\_\_ \$ \_\_\_\_\_
3. \_\_\_\_\_ \$ \_\_\_\_\_

b. Audiovisual:

- i. Hotel A/V Charges \$ \_\_\_\_\_
- ii. Equipment Rental and/or purchase \$ \_\_\_\_\_
- iii. Equipment Repair \$ \_\_\_\_\_
- iv. Other (describe)
  1. \_\_\_\_\_ \$ \_\_\_\_\_
  2. \_\_\_\_\_ \$ \_\_\_\_\_
  3. \_\_\_\_\_ \$ \_\_\_\_\_

c. Bank Charges/Fees (e.g., for check and deposit slips, endorsement stamps, service charges, etc.) \$ \_\_\_\_\_

d. Decorations (table decorations, etc.) \$ \_\_\_\_\_

e. Entertainment (briefly describe):

- i. \_\_\_\_\_ \$ \_\_\_\_\_
- ii. \_\_\_\_\_ \$ \_\_\_\_\_
- iii. \_\_\_\_\_ \$ \_\_\_\_\_
- iv. \_\_\_\_\_ \$ \_\_\_\_\_
- v. \_\_\_\_\_ \$ \_\_\_\_\_

f. Hospitality Room Expenses \$ \_\_\_\_\_

g. Meals/Receptions:

- i. Opening Reception # \_\_\_\_\_ @  
\$ \_\_\_\_\_ per registrant<sup>2</sup> \$ \_\_\_\_\_
- ii. Awards Luncheon # \_\_\_\_\_ @  
\$ \_\_\_\_\_ per plate \$ \_\_\_\_\_

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<sup>2</sup> The cost to report here is the cost, if any, that exceeds the \$15 per registrant subsidy chargeable to National, which you will be reporting in Section 2 of this form. So, if the cost per registrant were \$20.00 you would show \$5.00 per registrant here. If it was \$15.00 per registrant or less, leave this blank.





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## Section 2--Income and Expenses Applicable to MBSI National Budget

(Please see note 2 on the first page for what to include.)

**1. Income:**

- a. MBSI National dues received \$ \_\_\_\_\_
- b. Other, if any (briefly describe):
  - i. \_\_\_\_\_ \$ \_\_\_\_\_
  - ii. \_\_\_\_\_ \$ \_\_\_\_\_
  - iii. \_\_\_\_\_ \$ \_\_\_\_\_
- c. **Income Total** \$ \_\_\_\_\_

**2. Expenses:**

- a. Opening Reception Subsidy<sup>3</sup>  
Registrants #\_\_\_ @ \$\_\_\_ each \$ \_\_\_\_\_
- b. Trustees Meeting Expenses:
  - i. Breakfast \$ \_\_\_\_\_
  - ii. Beverages/snacks \$ \_\_\_\_\_
  - iii. Other (briefly describe)  
\_\_\_\_\_ \$ \_\_\_\_\_
- c. Other Expenses Chargeable as MBSI  
National Budget Items (briefly describe):
  - i. \_\_\_\_\_ \$ \_\_\_\_\_
  - ii. \_\_\_\_\_ \$ \_\_\_\_\_
  - iii. \_\_\_\_\_ \$ \_\_\_\_\_
- d. **Expenses Total** \$ \_\_\_\_\_

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<sup>3</sup> "The cost of an opening night reception event for all attendees, in an amount not to exceed \$15 per registrant, and the Trustees' meeting is part of the Society's budget, rather than the annual meeting budget." Policies and Procedures, Section XV, Subsection G4. Note that this is a subsidy. Cost in excess of \$15.00 per registrant is a meeting expense that should be reported in Section 1, Subsection 2G, of this form.

# MBSI Annual Meeting Financial Report Closing Recap

## Section 3—Funds to National Recap

1. Total Seed Money  
Advanced by National \$ \_\_\_\_\_
2. Hotel Deposit  
Advanced by National \$ \_\_\_\_\_
3. Total Funds Advanced by National \$ \_\_\_\_\_
4. **Add** Income Total, if any, from Section 2,  
line 1c, page 6. \$ \_\_\_\_\_
5. **Add** net gain **or subtract** net loss (the last  
item at the end of Section 1 on page 5). \$ \_\_\_\_\_
6. **Subtract** Expenses Total from Section 2,  
item 2d, page 6. \$ \_\_\_\_\_
7. **Subtract** the total of any funds already  
returned to National \$ \_\_\_\_\_
8. Funds to be returned to National, if any \$ \_\_\_\_\_

## Section 4--General

The MBSI Meetings Committee would appreciate your providing the following general information to help in planning future meetings and to assist our accountant:

9. Did the hotel require an advance deposit? Yes  No   
If yes, how much? \$ \_\_\_\_\_
10. Did the bus company require an advance deposit? Yes  No   
If yes, how much? \$ \_\_\_\_\_

1. Please email copies of the completed form to the Chair of the Meetings Committee and the MBSI Treasurer.
2. The check for the funds returned to National should be made out to MBSI. Mail the check, a copy of the completed form and all bills and receipts from vendors, or photocopies of them, to:  
  
MBSI  
c/o Sherry Werner  
Shaw, Faulkner & Werner Financial Group, Inc.  
1655 S Enterprise Ave.  
Suite B5  
Springfield, MO 65804