



**Secretary/Treasurer's  
Report 2018/19 and  
2020 interim**

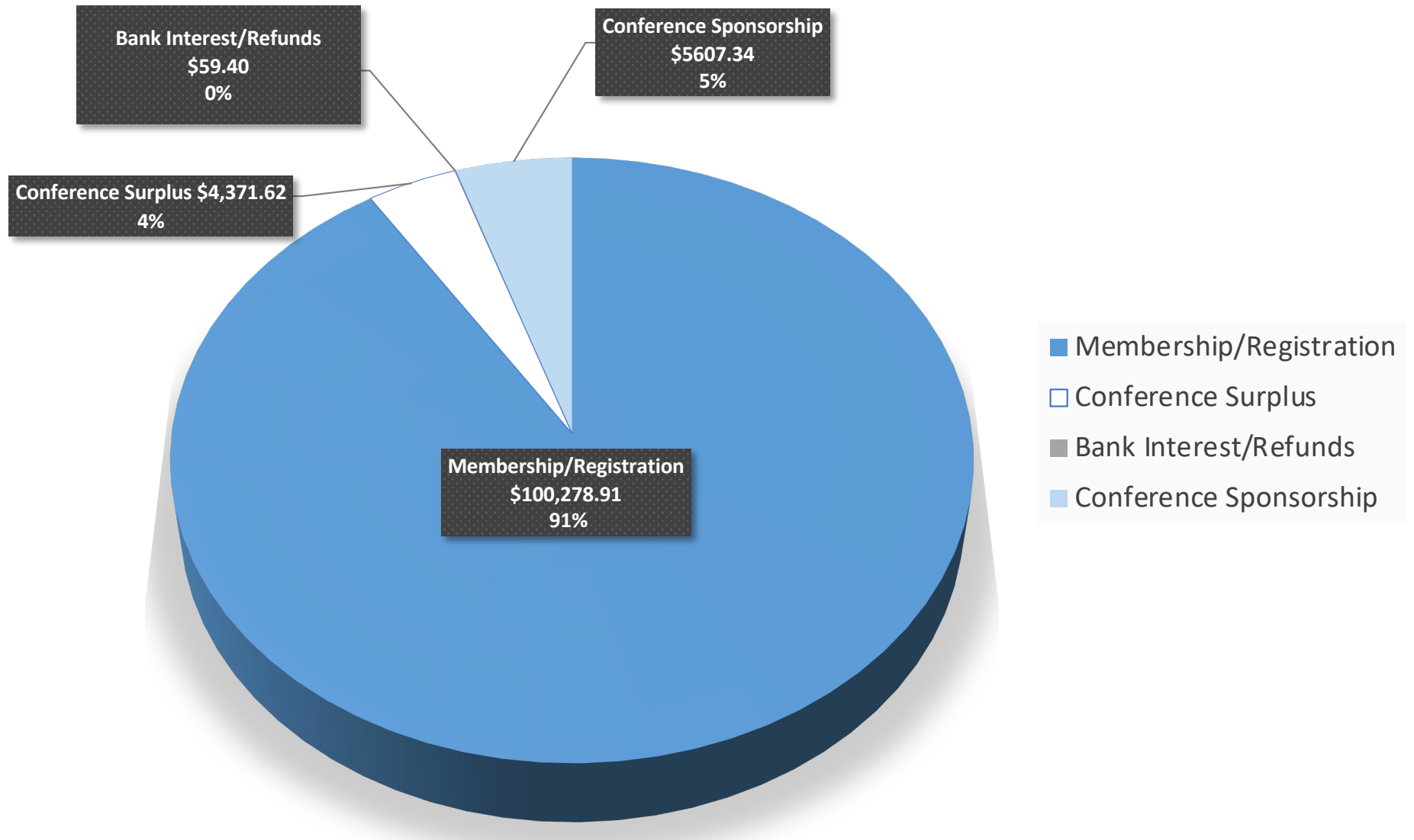
# 2019 Conference: Revenue and Expenses

## CSBBCS 2019 University of Waterloo

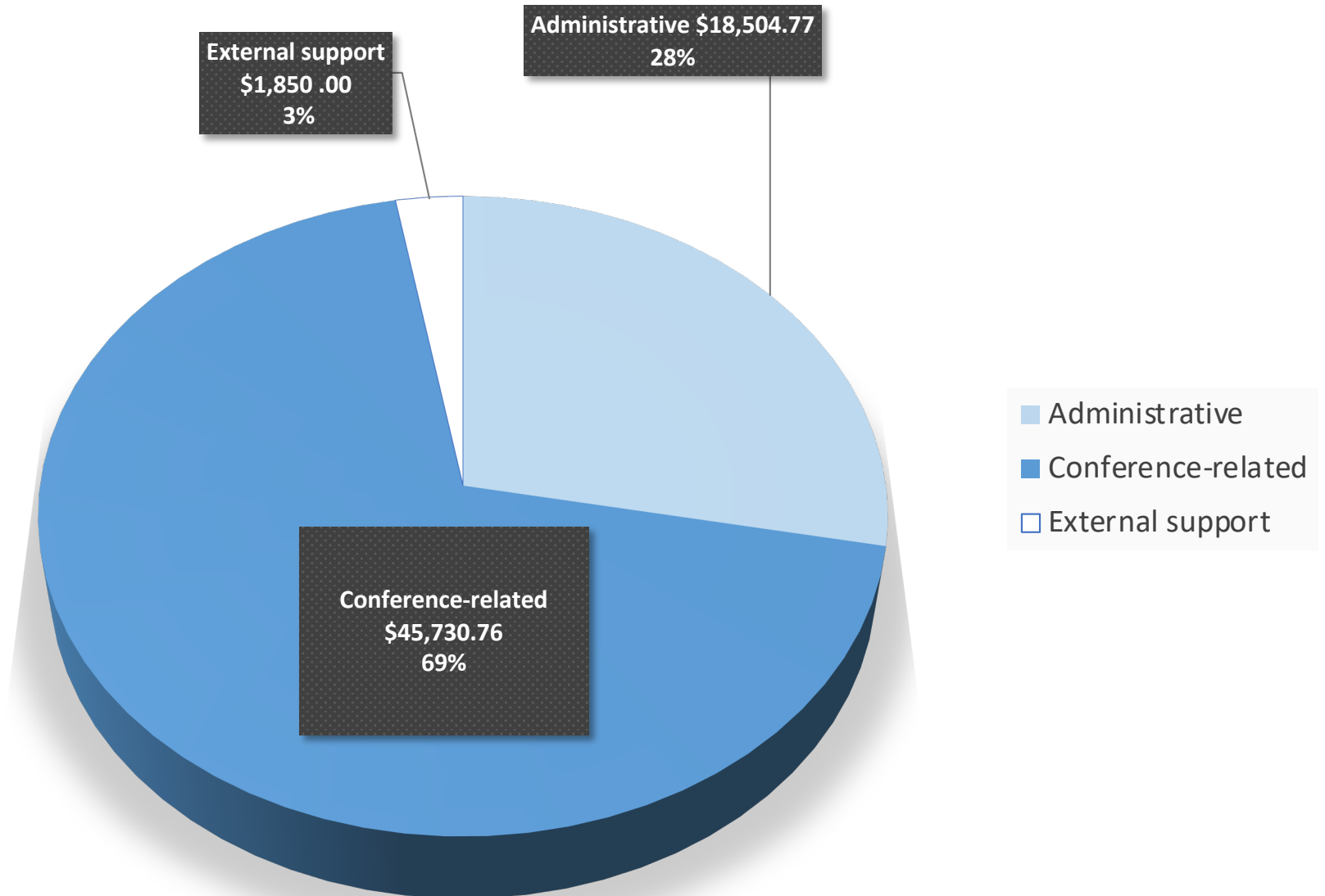
June 7 to 9, 2019

	# of Attendees	Fee	Total	Notes
<b>REVENUE</b>				
Faculty Early Bird (by APRIL 15th)	65	160.00	10,400.00	
Faculty Regular	83	180.00	14,940.00	
Student Early Bird (by APRIL 15th)	188	120.00	22,560.00	
Student Regular	132	140.00	18,480.00	
<b>Total number of registered attendees</b>	<b>468</b>			Total conference registration fee income: \$66,380
Tshirt pre-orders	68	15.00	1,020.00	
Program Pre-Orders	49	5.00	245.00	
PreConference Workshop	25	40.00	1,000.00	
Funds for 2 extra banquet seats for Dr. Mewhort family	2	40.00	80.00	
Income from front desk purchases			224.33	
Sponsorship (details on next lines)			8,700.00	
WICS Sponsorship for Mixer		1,200.00		
President's Symposium Sponsorship for June 7th		2,000.00		
Sponsorship Brain Visions		1,000.00		
HeForShe		500.00		
Sponsorship Nelson		500.00		
Sponsorship D2L		500.00		
Sponsorship Faculty of Arts		2,000.00		
Sponsorship Department of Psychology		1,000.00		
<b>Number of attendees</b>	<b>468</b>			
<b>Total Revenue including taxes</b>			<b>77,649.33</b>	
<b>EXPENSES</b>				
PayPal Fees on conference registrations			2,140.76	
Pre-Conference Workshop Honorarium/Gift			200.00	
Banquet night honorarium for musicians			300.00	
Friday night Music Honorarium			400.00	2 bands
President's Symposium hotel/travel fees			2,000.00	
Food Service			41,940.09	
AV Technician			-	Not billed to CSBBCS
WiCSC Event and Supplies			500.00	
PO - Custodial Services plus tax			1,100.00	Washrooms & garbage removal in STC
T-Shirts for Volunteers/Faculty and For Sale	150		766.20	
Hard copy program printing	50	5.00	852.00	
Printing Condensed Program	430	1.00	269.75	
Swag Order #1 (tote bags and notepads)	400		2,300.00	
Swag Order #2 (bottles and pens)	468		2,062.00	see Conference Swag Tab for details
Directional Signage	7	25.00	175.00	see agreement for details
Advertising banner	1		11.38	
Name Badges	400		1,000.00	
Conference Services Support			2,000.00	
<b>Total Expenses</b>			<b>58,017.18</b>	
<b>PROFIT/LOSS</b>			<b>19,632.15</b>	

# Income: Sept. 1, 2018 – Aug. 31, 2019



# Expenses: Sept. 1, 2018 – Aug. 31, 2019



# Expenses: Sept. 1, 2018 – Aug. 31, 2019

Conference		External		Operations	
A/V	0.00	CCR Membership	300.00	Bank Fees	59.40
Advance	43863.54	Events	1850.00	CJEP/CPA Best Article Award	1000.00
Miscellaneous	700.00			CSBBCS Travel Awards	5500.00
Plaques	767.22			Early Career Award	1000.00
Swag	0.00			Mid-career Award	0.00
Workshop	100.00			Executive Dinner	682.67
				PastPres/Exec Symposium	357.25
				Postage/Supplies	182.86
				Hebb Award Travel Reimburs.	483.41
				Hebb Student Awards	1200.00
				Web Services	8039.18
<b>TOTAL</b>	<b>45430.76</b>		<b>2150.00</b>		<b>18504.77</b>

# Revenue and Expenses:

## Sept. 1<sup>st</sup> 2019 – April 30<sup>th</sup>, 2020

### Income

Membership/Registration	\$6,128.10
Conference Surplus	0
Bank Interest/Refunds	\$44.55
Conference Sponsorship	0

### Expenses

Administrative	\$9396.13
Conference-related	762.09
External support	\$800.00

## Interim Assets (as of April 30<sup>th</sup>, 2020)

Holdings (Apr. 30)	
Bank Balance	47,855.76
Pay Pal Balance	30,673.51
GIC	20,000
<b>Total Assets</b>	<b>98,529.27</b>