



ZONTA
CLUB OF
BUFFALO

MEMBER OF ZONTA INTERNATIONAL
EMPOWERING WOMEN
THROUGH SERVICE & ADVOCACY

November 23, 2019

Marcia Bliss, Treasurer
Zonta International District 4

Dear Marcia,

Enclosed is a check for \$6930.02 which represents the return of the \$7000 "seed money" minus Expenses in excess of Income from Registration fees and the basket raffle donated by the Hamburg-Orchard Park Club.

I have enclosed a copy of my report on the D4 conference that details the Income and Expense items. In addition, I have enclosed a copy of the portion of the Hyatt bill that itemizes the cost of the D4 Board luncheon on September 29. This item was included in the payment to the Hyatt for the other conference related expenses (food/beverage and internet).

If you have questions or need more information I can be reached at:

716-436-3217

or

cdkshapiro@gmail.com

Yours truly,

Caren Shapiro, Treasurer
Zonta District 4 Conference

ZONTA District 4 Conference (2019)
INCOME and EXPENSES Report

SUMMARY

Income		\$ 48,571.90
Conference Registration fees (net)	\$ 40,565.90	
Raffle	\$ 1,006.00	
District seed money	\$ 7,000.00	
Expenses		\$ 41,641.88
Conference related	\$ 40,453.11	
District Lunch	\$ 1,188.77	
Net Income (Return to District)		\$ 6,930.02

CHARGES (Expected Income)

Registration	Number			
Early (Memb + Int'l Rep)	132	\$	29,700	
Regular	22	\$	5,720	
Cancellations	-5	\$	(1,160)	
Final Total	149	\$	34,260	
Reception (Members +Int'l Rep)	61	\$	2,745	
Friday Dinner guests	6	\$	330	
Gala Guests	22	\$	1,430	
Gala Only	23	\$	1,495	
Store	13	\$	156	
Seneca Falls Tour	14	\$	784	
Refunds	14	\$	(784)	
Buffalo Tour	17	\$	408	
TOTAL CHARGES		\$	40,824	
Expected Income w/o Int'l Rep charge		\$	40,554	

INCOME (Conference Related) \$ 48,523.90

Registration fees (checks/cash)	\$ 24,316.57		
Registration fees (PayPal)	\$ 17,405.33		
Refund fees (checks)	\$ (1,204.00)		
Registration Net Income		\$ 40,517.90	
Expected Income - Actual Income	\$ (36.10)		
Reffle Donation	\$ 1,006.00		
D4 seed money	\$ 7,000.00		

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EXPENSES (Conference Related)		\$ 40,453.11
Converence Food & Beverage (No.)		\$ 31,934.09
Fri Dinner (156)	\$ 8,801.62	
Sat Lunch (148)	\$ 4,908.98	
Gala Dinner (196)	\$ 13,328.40	
Wine (Gala toast)	\$ 182.47	
Sun Breakfast (148)	\$ 4,712.62	
International Rep Reception (61)		\$ 2,853.80
Technical Support		\$ 2,689.59
Audio-Visual	\$ 2,623.59	
Internet	\$ 66.00	
Entertainment		\$ 2,000.00
Friday (DIVA)	\$ 1,200.00	
Gala (Jazz Combo)	\$ 800.00	
Gifts		\$ 86.88
Gala Speaker (Jacque Walker)		
Photography	\$ 250.00	\$ 250.00
Buffalo Tour		\$ 588.13
Bus	\$ 340.00	
Actor	\$ 75.00	
Wreath	\$ 173.13	
Bank fees		\$ 50.62
DISTRICT EXPENSE		\$ 1,188.77
D4 Board Lunch (28)		\$ 1,188.77

ZONTA District 4 Conference (2019)
INCOME and EXPENSES Report

EXPENSES (Donated Payment or Item)

\$ 3,241.99

Printing

\$ 1,375.75

Conference Program (Estimate)	\$	1,163.75
Dinner Program Fri (Est 150 @\$0.59)	\$	94.00
Dinner (Gala)-program (Est 200 @0.59)	\$	118.00

Memorial

\$ 136.24

Program printing	\$	100.00
Flowers	\$	17.36
Candles, Candlestickts	\$	18.88

Bags 180 (Zonta Club of Buffalo Foundation)

\$ 1,230.00 \$ 1,230.00

Centerpieces (Dinner Tables)

\$ 500.00

Estimate 20 @ \$25	\$	500.00
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Date	Description	BEO	Event Number	Check	Charges
7:30 PM	Grand ABC				
	196 Seared Flat Iron Steak with Mushroom Compote, Crispy Skinned Chicken Breast with Lemon Beurre Blanc, @50.00				9,800.00
	20 Corkage Fee (per champagne bottle) @10.00				200.00
	1 Bartender Fee @100.00				100.00
	SUBTOTAL				10,100.00
	SERVICE CHARGE				2,156.00
	TAX				1,072.40
Check Total					13,328.40
5 29-Sep-2019	Breakfast Buffet	12657435	90832369	1485	
8:30 AM	Grand BC				
	148 HOYT BREAKFAST BUFFET @24.00				3,552.00
	SUBTOTAL				3,552.00
	SERVICE CHARGE				781.44
	TAX				379.18
Check Total					4,712.62
6 29-Sep-2019	Lunch/Meeting	12657436	90832371	1487	
12:00 PM	DELAWARE SUITES				
	28 BUFFALO FAVORITES LUNCH BUFFET @32.00				896.00
	SUBTOTAL				896.00
	SERVICE CHARGE				197.12
	TAX				95.65
Check Total					1,188.77
Total Banquet Charges					35,794.19

DH Board

Board lunch payment included in Hyatt bill payment (all conference related expenses)