

APPENDIX I

NEMF FORAY FINANCIAL PLANNING WORKSHEETS. (Six Sheets)

The following worksheets should be used to determine the Registration Fees for the NEMF Foray. There may be expenses incurred, other than those tabulated in the worksheets. This may be accommodated with an attachment. The purpose of the worksheets is to capture all projected expenses anticipated in the execution of the NEMF Foray in order to calculate the Registration Fees necessary to offset these costs. The general format should be followed and the completed worksheet submitted to the Executive Committee for approval.

HINTS FOR DETERMINING "Z1"

In determining the "Nominal" Registration Fee "Z1", initially begin by setting the following variables at these suggested parameters:

$$J = 0; K = 150; N_E = 12; \text{ and } N_N = 0.$$

Then, using the costs from the quotation by the potential hosting facility and from a preliminary "telephone" quote by a Bus Company, assign values to the variables:

B1, C1, C2, D1, D2, F, G, and H. The variables **J, K, and G**, are the principle variables that can be adjusted to keep the value of "Z1" between the targeted **\$240 and \$295**.

If the results are attractive, perform an exercise to determine the feasibility of a Treasury assessment (**J**) between **\$1500 and \$2000** by adjusting the variable **K**. The actual assessment will be decided by the Executive Committee.

NOTE: *The Treasury Assessment (J) may be a positive value (income for the Treasury), zero (no income for the Treasury), or a negative value (where the Foray is partially subsidized by the Treasury). The value to be applied will be determined by the Executive Committee.*

SAMPLE FORMS FILLED OUT

VARIABLE COSTS

Variable costs are those costs that vary with the number of registrants. An example of variable costs would be lodging per person, meal cost per person, social expenses per person, etc. These should all be tabulated below.

General Formula: $A = \text{Total Variable Costs} = B + C + D$

$B_1 = \text{Double Occupancy Lodging Costs / night } \$ \underline{\hspace{2cm} 29.00}$

$B_2 = \text{Single Occupancy Lodging Costs / night } \$ \underline{\hspace{2cm} 65.00}$

$C_1 = \text{Day one: Dinner} \quad \$ \underline{\hspace{2cm} 11.00}$

1) Day two: Breakfast, Lunch, & Dinner $\$ \underline{\hspace{2cm} 22.50}$

2) Day three: Breakfast & Lunch $\$ \underline{\hspace{2cm} 16.50}$

3) Day three: Banquet $\$ \underline{\hspace{2cm} 18.00}$

4) Day four: Breakfast $\$ \underline{\hspace{2cm} 7.00}$

$C_2 = \text{Sub Total of 1-4 above:} \quad \$ \underline{\hspace{2cm} 64.00}$

Evening Social Costs (food & drinks):

This is a mandatory assessment for all Categories of Adult Registration.

$D_1 = \text{Day one: Evening Social} \quad \$ \underline{\hspace{2cm} 5.50}$

1) Day two: Evening Social $\$ \underline{\hspace{2cm} 5.00}$

2) Day three: Evening Social $\$ \underline{\hspace{2cm} 5.50}$

$D_2 = \text{Sub Total of 1 \& 2 above:} \quad \$ \underline{\hspace{2cm} 10.50}$

"A MAX." ...[$3B_1 + (C_1 + C_2) + (D_1 + D_2)$]..... $\$ \underline{\hspace{2cm} 178.00}$

FIXED COSTS

Fixed costs are those costs that are not "directly" dependent upon the number of registrants. An example of fixed costs would be the fixed facility costs, special permit costs, expenses associated with the invited guests, and fixed operational costs such as the bus contract, and other foray related expenses. Fill out the following worksheet listing any other fixed costs that are anticipated.

General Formula:

$E = \text{Total Fixed Costs (Burden)} = (F + G + H + J)$

"E" Total..... $\$ \underline{\hspace{2cm} 18720.00}$

F = Total Fixed Facility Costs = (F1 + F2 + F3):

F₁ = Conference Fee \$ 2 575.00

	Room Name	Fee Per Day	Num. Days	Cost Per Foray
1.	<u>BALL ROOM</u>	\$ <u>760.00</u>	<u>2</u>	\$ <u>1 520.00</u>
2.	<u>ASSEMBLY RM.</u>	\$ <u>760.00</u>	<u>1</u>	\$ <u>760.00</u>
3.	<u>BISHOP CENTER</u>	\$ <u>1 405.00</u>	<u>4</u>	\$ <u>5 620.00</u>
4.	<u> </u>	\$ <u> </u>	<u> </u>	\$ <u> </u>

F₂ = SubTotal Room Costs (1-4 above): \$ 7 900.00

- 1) Equipment Rentals \$ 0.00
- 2) Bar Labor for Socials (3-nights) \$ 300.00
- 3) Liquor Permit (Banquet) \$ 400.00

F₃ = Sub Total of 1, 2, & 3 above: \$ 700.00

"F" Total.....\$ 11 175.00

G = Total Faculty Costs = (G1 + G2):

Number (N_E) of exempt faculty (guests)..... 10

G₁ = "A MAX." \$ 178.00 plus \$ 100 honorarium* x N_E = \$ 2780.00

The minimum number of exempt faculty members to be invited should be determined by the Foray Program Schedule. Typically, to qualify for exempt faculty status, the faculty guest is expected to assist in the identification of the fungi collections as well as participate in the Foray program presentations. Honoraria has been typically \$100 each. (Compensation: all food and lodging expenses, "A MAX.", plus honoraria.) Exempt faculty, and their approved guests, are not to be included in "Y" total.*

Number (N_N) of nonexempt faculty (guests)..... 2

G₂ = nonexempt \$ 100 honorarium each x N_N = \$ 200.00

Nonexempt Faculty - nonexempt faculty members are expected to participate in the Foray program presentations. (Compensation: honoraria.) Typically nonexempt faculty members pay a registration fee (Z₁₁) that consists of food and lodging at cost, without burden. Nonexempt faculty, and their approved guests, are not to be included in "Y" total.

"G" Total.....\$ 2 980.00

H = Operational Overhead Costs:

Program Printing Costs	\$ <u>360.00</u>
Mailing & Phone Costs	\$ <u>400.00</u>
Awards	\$ <u>200.00</u>
Registration Name Tags & Handouts	\$ <u>400.00</u>
Sorting & Display Supplies	\$ <u>0.00</u>
Miscellaneous copy services	\$ <u>0.00</u>
Mycophagy Program Expenses	\$ <u>0.00</u>
Liability Insurance Cost	\$ <u>0.00</u>
Foray Buses *	\$ <u>1550.00</u>
Other Expenses	\$ <u>0.00</u>

*Typically one bus is rented for the afternoon of the first day of the Foray (the early bird foray), and three buses are rented for each morning and afternoon of the second and third day of the foray. Car pooling may be an option for the early bird foray.

"H" Total.....\$ 2910.00

J = Treasury Income:

The Treasury Income may be a positive value (income for the Treasury), zero (no income for the Treasury), or a negative value (where the Foray is partially subsidized by the Treasury). The value to be applied will be determined by the Executive Committee.

"J" Total.....\$ 1655.00

K = Minimum Number of "regular" registrants required.

NOTE: The Minimum Number is that number of "regular" registrants (paying fully burdened registration) that must register. Any number less requires that the Foray be cancelled, unless ruled otherwise by the Executive Committee. The Minimum Number is usually set at a conservative number between 150 and 200, as judged by the probability of readily attracting that many registrants, while keeping the Registration Fees as low as possible. This figure is derived in the manipulation of the formula for Nominal Registration (Z1) varying burden, registration fee and "K" (Ref. Title page "Hints" Appendix I).

"K" Total.....# 160

W = Burden per registrant = E / K.

"W" Total.....\$ 117.00

X = Total number of Key Chairs & Others to be conditionally compensated.

Compensation means food and Lodging compensation. **Key Posts** (typically seven) are the following: Foray General Chairman, Registration Chairmen (2), Faculty Program Chairman, Foray Walks Chairman, Mycological Exhibition Chairman, and Mycological Database Manager, plus the NEMF Executive Committee members (3). **Others** may include nonexempt guest speakers or lecturers. The Compensation for Key Posts and Others is **not** to be included in the Burden Figure (W) linked to the minimum number of required registrants "K" (to support burden)) for the Foray to proceed. "Y" is the total number of regular registrants required to support compensation for the above. Their compensation is conditional upon this number successfully being reached.

"X" Total.....# 10

Y = Number of Regular Registrants Required to support Compensation of Key Chairs & Others:

"Y" Total (Ref. P.6).....# 185

Z₁ = Nominal Registration Fee:

NOTE: The following are typical categories of registration. Though the categories are typical, all the categories need not be made available. The most critical category is "Z₁", the nominal category that most attendees will utilize. In calculating this category, the fee must be less than \$300, unless otherwise authorized by the **Executive Committee**. The range is typically between \$240 and \$295. Once this rate has been calculated and approved by the Executive Committee, the other categories may then be calculated.

Special rates for children are typically dictated by each particular contracted facility. Some cases, children 7 to 12 may stay without room charge, meals being the only charge, with younger children free, in both cases when rooming with their guardian or parent. The contracted facility should be queried in this regard. Sleeping bags are typically required. In some situations, there may be other categories of registration where various grades of accommodation are available; e.g. hotel vs. condo accommodations. The rates can also be easily determines using the appropriate formula.

Categories of Regular (Burdened) Registration:

- Z₁ - is Double occupancy lodging for three nights, including meals for four days plus three evening socials.*
- Z₂ - is Double occupancy lodging for two nights, including meals for three days plus two evening socials.*
- Z₃ - is Single occupancy lodging for three nights, including meals for four days plus three evening socials (most expensive).*
- Z₄ - is Single occupancy lodging for two nights, including meals for three days plus two evening socials.*
- Z₅ - is Commuter without meals or socials, attendance as desired.*
- Z₆ - is Commuter with meals for four days plus three evening socials.*
- Z₇ - is Commuter with meals for three days plus two evening socials.*
- Z₈ - Children age 7 to 12 years, lodging for three nights with parent or guardian, including meals for four days.*
- Z₉ - Children age 7 to 12 years, lodging for two nights with parent or guardian, including meals for three days.*

Special Categories of Non-burdened Registration:

- Z₁₀ - Children age 7 to 12 years, typically bringing sleeping bags and accompanying a faculty member, lodging for three nights including meals for four days.*
- Z₁₁ - Double occupancy lodging for three nights, including meals for four days plus three evening socials, for any approved, adult, faculty guest, and typically for nonexempt. Foray Program participants.*

CALCULATION FORMULAE:

(FOR TYPICAL REGISTRATION FEES: $Z = A + E / K$)

$$Z_1 = [3B_1 + (C_1 + C_2) + (D_1 + D_2)] + [F + G + H + J] / K \quad (\$295)$$

$$Z_2 = [2B_1 + C_2 + D_2] + [F + G + H + J] / K \quad (\$250)$$

$$Z_3 = [3B_2 + (C_1 + C_2) + (D_1 + D_2)] + [F + G + H + J] / K \quad (\$328)$$

$$Z_4 = [2B_2 + C_2 + D_2] + [F + G + H + J] / K \quad (\$282)$$

$$Z_5 = [F + G + H + J] / K \quad (\$117)$$

$$Z_6 = [(C_1 + C_2) + (D_1 + D_2)] + [F + G + H + J] / K \quad (\$192)$$

$$Z_7 = [C_2 + D_2] + [F + G + H + J] / K \quad (\$181)$$

$$Z_8 = [C_1 + C_2] + [F + G + H + J] / K \quad (\$76)$$

$$Z_9 = C_2 + [F + G + H + J] / K \quad (\$66)$$

$$Z_{10} = (C_1 + C_2) \quad (\$76)$$

$$Z_{11} = [3B_1 + (C_1 + C_2) + (D_1 + D_2)] \quad (\$178)$$

NUMBER OF REGULAR REGISTRANTS ("Y") REQUIRED
TO SUPPORT COMPENSATION OF KEY CHAIRS & OTHERS:

$$Y = K + L / W \quad (\#185)$$

Note*: Refer to Appendix III, Worksheet "C", for the value of "L".