

LFDS 2024 Retreat Budget									
Expenses									
Description	\$ per unit	# units	Estimated Total Cos	Actual Total Cost	Variance	Funding Source	Paid?	Additional Notes	
Hotel Accommodations									
Standard Double for Guests - Friday		157	18	\$2,826.00	\$2,826.00		In Progress	Package: Standard Double at \$157 per room	
Standard Double for Guests - Saturday		157	18	\$2,826.00	\$2,826.00		In Progress	Package: Standard Double at \$157 per room	
Standard Double for Speakers - Friday		157	2	\$314.00	\$314.00		In Progress		
Standard Double for Speakers - Saturday		157	2	\$314.00	\$314.00		In Progress		
Total Rooms			\$6,280.00	0	\$6,280.00				
Taxes	15%		\$942.00	0%	\$942.00			Hotel's room rates subject to state and local tax (currently 15%)	
Total Rooms w/ Tax			\$7,222.00	0%	\$7,222.00				
Transportation									
Ourbus Rental - Friday		3116	1	\$3,116.00	\$3,116.00		In Progress	includes 3.5% tax	
Ourbus Rental - Sun		3116	1	\$3,116.00	\$3,116.00		In Progress		
Total Transportation			\$6,232.00	0	\$6,232.00				
Taxes	3.50%		\$218.12	0.00%	\$218.12				
Total Transportation w/ Tax			\$6,450.12	0.00%	\$6,450.12				
Conference Purchases from Hotel									
Food:									
Breakfast Buffet - Sat		25	60	\$1,500.00	\$1,500.00		In Progress	Hearty Breakfast Buffet (60 guests @ \$25pp)	
Lunch Buffet - Sat		20	60	\$1,200.00	\$1,200.00		In Progress	Wraps Buffet (60 guests @ \$20pp)	
Dinner Buffet - Sat		34	60	\$2,040.00	\$2,040.00		In Progress	Create a Dinner Buffet - 2 Entrees (60 guests @ \$34pp)	
Breakfast Buffet - Sun		25	60	\$1,500.00	\$1,500.00		In Progress	Hearty Breakfast Buffet (60 guests @ \$25pp)	
Room Rentals:									
Cornstock Ballroom Rental - Set Up		200	1	\$200.00	\$200.00		In Progress	Set up Friday night	
Cornstock Ballroom - Saturday event		250	1	\$300.00	\$300.00		In Progress	Breakfast/ Beginning of retreat	
Adams Room - Sat		300	1	\$300.00	\$300.00		In Progress	Breakout room	
Marshall Room - Sat		300	1	\$300.00	\$300.00		In Progress	Breakout room	
Waverly Room - Sat		300	1	\$300.00	\$300.00		In Progress	Breakout room	
Cornstock Ballroom - Sun		150	1	\$150.00	\$150.00		In Progress	Breakfast/ Retreat wrap-up	
A/V Materials:									
Projector		395	1	\$395.00	\$395.00		In Progress	AV provided by hotel	
Podium w/ Microphone		150	1	\$0.00	\$0.00		In Progress	Compd by Hotel	
Total Conference Purchases			\$8,185.00	0	\$8,185.00				
Administrative Fee	22%		\$1,800.70	0%	\$1,800.70			All meeting rooms, F&B, etc are subject to a 22% Admin Fee	
Subtotal			\$9,985.70	0%	\$9,985.70				
NYS Sales Tax	8%		\$798.86	0%	\$798.86			All meeting rooms, F&B, etc are subject to a 8% NYS Sales Tax	
Total Conference Purchases w/ Tax			\$10,784.56	0%					
Speaker Fees									
Flight - Mia Dunlap		228	1	\$408.21	\$408.21		In Progress	Roundtrip flight from Chicago (O'Hare) to Syracuse (SYR) - quoted around 338.21 with tax + \$70 for checked bag for incoming and return flight	
Flight - L'oreal Thompson		228	1	\$408.21	\$408.21		In Progress	Roundtrip flight from Chicago (O'Hare) to Syracuse (SYR) - quoted around 338.21 with tax + \$70 for checked bag for incoming and return flight	
Mia Dunlap Speaker Honorarium			\$500.00	\$500.00		In Progress			
L'oreal Thompson Speaker Honorarium			\$500.00						
Dana Zanders Speaker Fee			\$200.00						
Dean Chatham Saunders Speaker Fee			\$200.00						
Total Speaker Fees			\$2,216.42	\$0.00	\$2,216.42				
Tax			0	\$0.00	\$0.00				
Total Speaker Fees w/ Tax			\$2,216.42	\$0.00	\$2,216.42				
Miscellaneous									
Vision board supplies			300		-300				
Total Miscellaneous			300	0	300				
Expected Costs									
Total Rooms w/ Tax	\$7,222.00			Total Rooms w/ Tax	\$0.00				
Total Transportation w/ Tax	\$6,450.12			Total Transportation w/ Tax	\$0.00				
Total Conference Purchases w/ Tax	\$10,784.56			Total Conference Purchases w/ Tax	\$0.00				
Total Speaker Fees w/ Tax	\$2,216.42			Total Speaker Fees w/ Tax	\$0.00				
Total Miscellaneous	\$300.00			Total Miscellaneous	\$0.00				
Total Expected Cost	\$26,973.10			Total Actual Cost	\$0.00				
Funding									
Funding Board	Expected Allocation	Actual Allocatio	Variance	Status	Additional Notes				
Registration Fee (40 students)	\$2,000.00	\$2,000.00	\$0.00	In Progress	\$50 per tx				
MOSS Fundraiser	\$1,650.00	\$900.00	\$750.00	Received	330 seats x \$5 per seat??				
SAFC	\$4,981.31	\$4,981.31	\$0.00	Received	Yearly allocation of \$5k; money used for MOSS				
Gift Account	\$5,051.91	\$5,051.91	\$0.00	Received	Saved from 2023 academic year				
Outside Funding	\$994.31	\$994.31	\$0.00	Received					
ALANA	\$1,500.00	\$1,500.00	\$0.00	Received	Yearly allocation				
ALANA-BSU	\$500.00	\$500.00	\$0.00	Received	Yearly allocation				
Bartels	\$1,500.00	\$1,500.00	\$0.00	Received	Yearly allocation				
GUAC	\$5,000.00	\$4,500.00	\$500.00	In Progress	Waiting for approval of funds; received 4,500 last year				
BSU	\$10,000.00	\$1,400.00	\$8,600.00	In Progress	Waiting on approval for funds				
Donor	\$6,450.12			In Progress					
Total Funding	\$39,627.65	\$23,327.53	\$16,300.12						
Summary									
Expected \$ Needed				Actual \$ Needed					
Total Expected Cost	\$26,973.10			Total Actual Cost	\$0.00				
- Total Expected Funding	\$39,627.65			- Total Actual Funding	\$23,327.53				
Total \$ to Fundraise - Expected	\$12,654.55	we hope!!		Total \$ to Fundraise - Actual	\$23,327.53	will update once we have actually paid for the items			
Total Expected Cost	\$26,973.10								
Total Actual Funding	\$23,327.53								
\$ to Fundraise	\$3,645.57	ACTUAL AMOUNT WE NEED TO FUNDRAISE NOW WITH OUR CURRENT FUNDS AND WHAT WE EXPECT TO SPEND							

LFDS 2025 Retreat Budget			
data as of 3/17/25		#of attendees = 50	
EXPENSES			
Description	\$ per unit	# units	Estimated Total Cost
Hotel Accommodations			
Standard Double for Guests - Friday	239	15	\$3,585.00
Standard Double for Guests - Saturday	239	15	\$3,585.00
Standard Double for Speakers - Friday	239		\$0.00
Standard Double for Speakers - Saturday	239		\$0.00
Total Rooms			\$7,170.00
Taxes	15%		\$1,075.50
Transportation			
Coach America Rental - Friday	2750	1	\$2,750.00
Coach America Rental - Sun	2150	1	\$2,150.00
Total Transportation			\$4,900.00
Taxes	3.50%		\$171.50
Total Transportation w/ Tax			\$5,071.50
Conference Purchases from Hotel			
Food & Beverage:			
Breakfast Buffet - Sat	25	50	\$1,250.00
Lunch Buffet - Sat	20	50	\$1,000.00
Dinner Buffet - Sat	34	50	\$1,700.00
Breakfast Buffet - Sun	25	50	\$1,250.00
Subtotal Meals			\$5,200.00
F&B Sales Tax	8.0%		\$416.00
Total Meals w/Tax			\$5,616.00
Room Rentals:			
Empire Room - Sat.	150	1	\$150.00
Theater - Sat.	150	1	\$150.00
Board - Sat.	150	1	\$150.00
Cabinet - Sat.	150	1	\$150.00
Empire Room - Sun.	150	1	\$150.00
Total Room Rentals			\$750.00
A/V Materials:			
Projector	395	1	\$395.00
Podium w/ Microphone	150	1	\$0.00

Total Conference Purchases			\$6,761.00
<i>Total Room + Conference Purchases</i>			<i>\$15,006.50</i>
Administrative Fee (added to final bill)	9.5%		\$1,425.62
Room Rental/Audio Visual Administrative F	23.0%		\$3,451.50
Employee Service Fee - Food	13.5%		\$758.16
Employee Service Fee - Beverage	13.5%		
Subtotal			
NYS Sales Tax			
Total Conference Purchases w/ Tax			\$12,396.27
Speaker Fees			
Keynote Speaker Fee - Honorarium			\$5,000.00
Placeholder - Travel			\$600.00
Placeholder - Honorarium			\$800.00
Placeholder - Honorarium			\$800.00
Placeholder - travel			\$500.00
Placeholder - Travel			\$200.00
Total Speaker Fees			\$7,900.00
Tax			0
Total Speaker Fees w./ Tax			\$7,900.00
Miscellaneous			
Supplies			\$300.0
Contingency			\$300.0
Total Miscellaneous			\$600.0
Expected Costs			
Total Rooms w/ Tax	\$8,245.50		
Total Transportation w/ Tax	\$5,071.50		
Total Conference Purchases w/ Tax	\$12,396.27		
Total Speaker Fees w./ Tax	\$7,900.00		
Total Miscellaneous	\$600.00		
Total Expected Cost	\$34,213.27		
REVENUE			
Funding Board	Expected	Actual	Variance
Registration Fee (40 students)	\$2,000.00	\$2,000.00	\$0.00
MOSS Fundraiser			\$0.00
SAFC	\$8,000.00	\$8,000.00	\$0.00
Gift Account	\$5,571.94	\$5,571.94	\$0.00
Outside Funding			\$0.00
ALANA	\$1,500.00	\$1,500.00	\$0.00
ALANA-BSU	\$500.00	\$500.00	\$0.00

Bartels			\$0.00
GJAC			\$0.00
ISU			\$0.00
Donor			\$0.00
Total Funding	\$17,571.94	\$17,571.94	\$0.00
SUMMARY:			
Expected \$ Needed			
Total Expected Cost	\$34,213.27		
- Total Expected Funding	\$17,571.94		
Total \$ to Fundraise - Expected	\$16,641.33		
Total Expected Cost	\$34,213.27		
- Total Actual Funding	\$17,571.94		
\$ to Fundraise	\$16,641.33		

Actual Total Cost	Variance	Funding Source	Paid?
	\$3,585.00		
	\$3,585.00		
	\$0.00		
	\$0.00		
0	\$7,170.00		
0%	\$1,075.50		

	\$2,750.00		
	\$2,150.00		
0	\$4,900.00		
0.00%	\$171.50		
0.00%	\$5,071.50		
	\$1,250.00		
	\$1,000.00		
	\$1,700.00		
	\$1,250.00		
	\$5,200.00		
	\$416.00		
	\$150.00		
	\$150.00		
	\$150.00		
	\$150.00		
	\$150.00		
	\$750.00		
	\$395.00		
	\$0.00		

0	\$6,761.00		
0.0%	\$1,425.62		
0.0%	\$0.00		
0%	\$0.00		
0.0%			
	\$5,000.00		
	\$600.00		
	\$800.00		
	\$800.00		
\$0.00	\$7,900.00		
\$0.00	\$0.00		
\$0.00	\$7,900.00		
	(\$300.0)		
0	600		
Actual Cost			
Total Rooms w/ Tax	\$0.00		
Total Transportation w/ Tax	\$0.00		
Total Conference Purchases w/ Tax	\$0.00		
Total Speaker Fees w./ Tax	\$0.00		
Total Miscellaneous	\$0.00		
Total Actual Cost	\$0.00		
Status		Additional Notes	
		Assuming \$50 per registration	
		Per Accounting Book Balance Update	
		Per Accounting Book Balance Update	
		Per Accounting Book Balance Update	
		Per Accounting Book Balance Update	

