

Expenditure					
	Number	Estimate (per head)	Estimate (totals)	Actual (totals)	Comments
Travel					
External Speakers	10	100	1000.00		
Delegates	1	30	30.00		Samuel Durugo
			1030.00	0.00	
Accommodation					
Campus en-suite - delegates	see revenue		12315.00		
Campus en-suite - ext. speakers (# nights)	8	55	440.00		incl. P. Rowlett (MSOR) accomm
			12755.00	0.00	
Food (Delegates) - Warwick Food & Drink					
Tea/Coffee breaks x5 (not incl. juice/water)	188	6.50	1222.00		
Lunches x3 (not incl. juice/water)	188	22.50	4230.00		
Dinner in Rootes Restaurant (Thurs)	188	17.00	3196.00		
Conference Dinner (Fri)	188	22.25	4183.00		
Juice for lunches/coffee (# cartons 1 litre)	100	0.90	90.00		
Water (# bottles 2l)	45	0.50	22.50		
plastic cups (90% of case of 2000) (ESPO)	0.9	27.58	24.82		
		68.98	12968.32	0.00	
		per delegate			
Food (Speakers) - Warwick Food & Drink					
Tea/Coffee breaks x5 (not incl. juice/water)	16	6.50	104.00		incl. P. Rowlett (MSOR) food
Lunches x3 (not incl. juice/water)	16	22.50	360.00		
Dinner (Thurs)	16	17.00	272.00		possibly at Xananas?
Conference Dinner (Fri)	16	22.25	356.00		
Juice for lunches/coffee (# cartons 1 litre)	10	2.25	22.50		
Water (# bottles 2l)	5	2.25	11.25		
Individual water bottles (6 pack)	4	1.00	4.00		
plastic cups (10% of case of 2000) (ESPO)	0.1	27.58	2.76		
			1132.51	0.00	
Publicity					
Posters			55.00		
			55.00	0.00	
T-shirts/Hoodies					
T-shirts	20	7.56	151.20	151.20	co-op-6/4/11-T (to Martine)
			151.20	151.20	
Social					
			500.00	0.00	
Conference Packs					
Bags (Templecoombe Ltd)	225	2.00	450.00	234.00	Co-op-21/3/11-T
Conference Book Printing	250	2.27	567.00		
pens (box of 50) (ESPO)	5	3.36	16.80	16.80	Monica paid out of funding
pads (pack of 12) (ESPO)	17	20.00	340.07	340.07	Monica paid out of funding
lanyards (ESPO)	160	0.68	109.44	109.44	Monica paid out of funding
badge holders (packs of 25) (ESPO)	7	10.06	70.39	33.69	Monica paid out of funding (£33.69)
		7.62	1553.70	734.00	
		per delegate			
Porter - Saturday			100.00	0.00	
Adjustments due to Bank charges - e.g. international payments			0.00	17.95	
TOTAL EXPENDITURE			30245.73	903.15	
			estimate	actual	
Revenue-costs (surplus)			2401.81	28494.39	(A)
LMS Speaker budget remaining			427.49	3000.00	(B)
(A)-(B)			1974.32	28066.90	
			estimate	actual	