

FISCAL ACTIVITIES – Page 8-1

Leads: **Conference Chair**
Contributors: Association Coordinator

Conference Treasurer
WLA Treasurer

Registrar
WLA Officers

POLICIES AND GUIDELINES

Responsibilities

The Conference Chair, in coordination with the Conference Treasurer, creates the projected budget and monitors the budget on a monthly basis. The chair has authority to make or approve expenditures, following WLA fiscal policies and conference guidelines, within the parameters of the conference budget.

The Conference Treasurer is responsible for receiving, logging, and depositing all conference monies, paying all conference expenses, preparing regular budget reports, and reconciling the final fiscal report of revenues and expenditures.

The Registrar develops the registration form in conjunction with the Conference Committee. Receives and logs all payments for registration or fees for other conference activities, clarifies inconsistencies and/or notes overpayments that will be refunded. Coordinates with the treasurer to deposit registration payments. Forwards Purchase Orders and credit card charges to the Association Coordinator for billing.

The WLA Treasurer works closely with the Conference Treasurer providing guidance and assistance as needed. The Treasurer also receives and transfers funds related to conferences. The Treasurer is responsible for monthly reconciliation of conference bank statements.

The Association Coordinator bills organizations for purchase orders, credit card charges and deposits receipts. A file is maintained of these transactions in alphabetical order to ensure non-duplication of transactions. The coordinator receives directly the payments for vendor exhibit registrations and corporate donations.

WLA Officers/Board approve the budget, registration fees, and budget reports. They provide guidance throughout the planning process. The WLA president signs contracts.

Conference Profit

The WLA Board expects that a conference will make a profit, or break even after all expenses are paid and the start-up/seed money is returned to the WLA general account. Pre-conference programs, tours, etc. are also expected to break even or to be profitable.

Submittal Dates for Budgets and Fiscal Reports

A draft of the annual conference budget, including registration fee levels, is initially submitted to the WLA Board for discussion at the January/February meeting associated with Legislative Day, two years prior to the conference date. Suggested changes can then be incorporated and the budget and fees are adopted at the following board meeting. WALE conference budget is usually submitted at the January/February meeting of the preceding year.

Conference Treasurer reports are submitted to each WLA Board meeting and Conference Committee planning meeting.

Bank account reconciliation will occur monthly.

The final Conference Treasurer report is due to the Association Treasurer 45 days following the close of conference, accompanied by the registration, revenue, and expenditure logs.

POLICIES AND GUIDELINES, continued

Costs not included in Annual Conference Budget

The ALKI budget pays for an annual conference photographer. The WLA will pay for meals and the recognition gifts for WLA conference award winners; the awards meal for scholarship winners; and expenses for a parliamentarian.

Handling Revenue Associated with Conferences

Only the Conference Treasurer, Conference Registrar, Association Coordinator, and Association Treasurer may receive conference revenues.

The Association Coordinator address will be supplied to vendors both for their exhibits registration payments and for corporate donations that support the conference.

The Conference Treasurer, Association Treasurer, and Association Coordinator will discuss the WLA fiscal guidelines and establish schedules for depositing, forwarding, and/or reporting funds received.

During onsite registration, the Conference Treasurer will provide a cash box and arrange for its security. Onsite revenues will be deposited daily.

Auditing of Conference Funds

A complete audit trail will be maintained for all conference and pre-conference revenues and expenditures. Logs should be kept in Excel or similar standard software so data can be easily supplied to meet reporting requirements for registration, expenditures, and revenues. Records will be reconciled within 45 days after the close of conference.

A conference audit trail consists of:

- Expenditures log and associated documentation.
- Registration/revenues log, the original registration forms, other documentation.
- Master list of all conference registrants.
- Record of corporate donations – sources and amounts.
- *Final Report Revenue Summary and Expenses Summary.*
- *Final Report Cash Reconciliation.*

Contracts for Speakers or Other Services

The WLA President must sign all conference contracts that include the expenditure of funds. The WLA is not committed by verbal agreements or correspondence.

The IRS requires the WLA to submit a 1099 form for paid speakers or other vendors providing professional services. Contractual agreements will include a section to gather this information.

The basic contractual form for speakers may be modified to meet unique requirements. Any major changes must be discussed with the Conference Chair, WLA President, and Treasurer.

Fees, expenses, (i.e. travel, lodging, and meals) and miscellaneous costs such as photocopying, will be specified in contracts.

POLICIES AND GUIDELINES, continued

Setting Non-Member Registration Fees

Registration fees for persons who do not belong to the WLA will be at least \$10.00 more than the WLA member registration fee.

Honoraria or Speaker Fees for WLA Members

Generally, no honoraria or speaker fees are paid to WLA members.

Reimbursements and/or Waivers Guidelines

Each conference adopts Conference Committee reimbursement and other guidelines based on WLA fiscal policies. The conference *Expense Voucher* is adapted from the WLA form.

Guidelines need to address criteria for waiving registration costs; other conference fees; or costs of lodging, meals or travel expenses.

If the conference committee incurs reimbursable expenses before the WLA Board approves the conference budget, contact the WLA Treasurer for assistance.

Conference committee members must be authorized in advance by the Conference Chair or the Conference Treasurer to expend conference funds exceeding \$50.00.

Fee Waivers for WLA Members

Only the Conference Chair can waive registration fees, meal costs, or approve reimbursement for travel expenses or lodging costs.

Waivers are generally approved only for speakers who present major programs and/or program planners who have had to exert extensive effort that is not supported by their institution.

Required Fee to Support ADA Accommodations Fund

All WLA conferences, pre-conferences, and workshops will assess an ADA fee, currently \$2.00 per person per day of the activity. If the conference ADA receipts are not sufficient to cover accommodations, contact the WLA Treasurer so expenses can be paid from the ADA fund.

Comment from Previous Conference

It simplifies matters if the Conference Treasurer and Registrar are from the same library facility or other close-by site.

PROCEDURES

PREPARING CONFERENCE BUDGET

Timelines for Budget Request and Reports

The Annual WLA Conference Chair and Treasurer will prepare a proposed budget and submit it to the WLA Board for discussion at the January/February board meeting approximately two years before the annual conference. The budget will be approved at the following board meeting during the annual retreat.

WALE conferences need to submit a conference budget at the January/February board meeting of the year preceding the conference.

Revenue and expenditure reports will be submitted monthly to the Conference Chair and at every WLA Board meeting.

Reconciliation of bank statements will occur monthly.

Projecting the Conference Budget

Startup/Seed Money

The amount of seed money awarded (usually \$4,000 to \$6,000 for the annual conference and \$2,000 for WALE conference) depends on projected conference costs as well as availability of association funding. These startup funds are approved as part of the annual WLA budget that is adopted during the retreat/board meeting.

The WLA Board has sometimes approved additional funding if contracts for conference speakers/programs required expenditures before conference revenues were available.

Funds have sometimes been appropriated several years before the conference when required by the site contract. (Check with WLA Treasurer and review the hotel/site contract to determine if an obligation has already been paid.)

Flexibility

Program creativity is encouraged! However, program plans that are quite different from previous conferences, especially if they could impact conference profitability, must be reviewed before any commitments are made. If a funding issue needs to be discussed before the next regular WLA Board meeting, the Conference Chair should contact the WLA President who may decide to contact the WLA Executive Board.

Categories/Codes Included in Conference Budget:

The “*Revenue Summary Report*” and the “*Expenses Summary Report*” reflect the categories and codes required for the budget and expenditure reports. Feel free to add sub codes to reflect expenditures unique to a particular conference.

PROCEDURES, continued

PREPARING CONFERENCE BUDGET, continued

Establishing Registration and other Conference Fees

An attempt should be made to keep registration fees in the same range as previous conference fees. However, a number of variations have been adopted based on conference needs. Generally, significantly lower fees are established for trustees, friends, and students in order to encourage conference attendance. Registration fees for persons who do not belong to the WLA will be at least \$10.00 more than the WLA member registration fee.

- Some conferences adopted an *early and regular* registration fee scale for all categories of registrants and all combinations of days attending conference.
- Some established a reduced *early* registration fee only for members and non-members attending the entire conference. Trustees, students, etc., were charged a single standard fee, regardless of when they registered or the number of conference days attended.
- Some adopted a reduced *early* fee for the entire conference but did not offer a reduced *early* registration fee for single day attendees.

Including Meal Costs in Registration Fee

Including selected meal costs in the registration fee, such as the luncheons associated with the annual business meeting or the awards ceremony, has become standard. This approach increases the number of people attending the sessions and helps assure that the conference meets the guaranteed number of meals included in the conference contract with the hotel.

Expenses Paid by WLA General Fund, Not Conference Funds

Award Winner(s) – annual conference awards meal.

Scholarship winner(s) – annual conference awards meal and registration fee.

Annual WLA business meeting parliamentarian.

ADA accommodation(s) requested by attendees if conference ADA revenue is not sufficient to pay for requested accommodations.

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PROCEDURES, continued

CONFERENCE BANK ACCOUNT

Where to Open Account

Once the budget is approved, contact the WLA Treasurer to discuss opening the conference account. If possible, the account will be opened in a branch of the bank used by the WLA. (Currently, Bank of America)

Start-up funds may be deposited into savings or checking accounts, depending on immediate conference needs.

Authorized Signatures

WLA Treasurer
Conference Chair
Conference Treasurer

Order Conference Deposit Stamps

Text on these stamps should read:

For Deposit Only
Account No. XXXX
Washington Library Association
200X Conference (Note whether annual conference or WALE conference)

Conference Registrar and the Conference Treasurer will need these stamps.

Note: Although the Association Coordinator handles invoice payments, exhibitor fees, and/or checks, these payments are deposited to the WLA general account and are then reimbursed to the conference account so a stamp is not necessary.

TRACKING REVENUE AND EXPENDITURES

Responsibilities

The Conference Treasurer is ultimately responsible for receiving all monies and paying all Conference expenses and maintaining the records to meet audit requirements.

The WLA Treasurer will forward conference funds that are deposited in the WLA general account by the Association Coordinator to the conference account.

All Conference Events are Included in the Conference Account

Pre-conference workshops, tours, other activities are included as conference revenues and expenses. After the close of the conference books the WLA Treasurer will appropriately reimburse Interest Groups.

PROCEDURES, continued

TRACKING REVENUE AND EXPENDITURES, continued

Expenditure Log Content

The log needs to be kept on appropriate standard spreadsheet software to expedite reconciliation. The log will include separate entries for:

<u>Conference Expenditures</u>	<u>Pre-Conference Expenditures</u>
Date disbursed	Same
Conference check number	Same
Vendor name	Same
Description of expenditure	Same
Amount disbursed	Same
Explanatory notes	Same

Deviations from Approved Budget

The Conference Chair must review and discuss major deviations from the approved budget with the WLA President and WLA Treasurer in a timely manner.

Authority to Expend

Conference committee members must be authorized in advance by the Conference Chair or Treasurer to expend conference funds exceeding \$50.00.

Receipts for Expenditures

Receipts are required for all reimbursable expenditures, and are accompanied by the conference *Expense Voucher*. All receipts are appended to the expenditure log.

IRS Requirements for Contractual Speakers, Other Service Vendors (IRS Form 1099)

Any speaker or vendor providing professional services must complete a W-9 form or provide the required information before payment can be made. This includes:

- Name and address
- Tax identification number (usually the Social Security Number)
- An original signature

The Conference Treasurer will create a list of all conference vendors with the required information. This list will be sent to the WLA Treasurer who will file the IRS report.

If Form 1099 information is not received and the WLA is contractually obligated to pay by a certain date, IRS regulations require the Conference Treasurer to withhold 20% of the contracted amount until the W-9 information is received.

FISCAL ACTIVITIES – Page 8-8

PROCEDURES, continued

TRACKING REVENUE AND EXPENDITURES, continued

Revenue Log and Registration Log Responsibilities

The Registrar receives and logs all payments for registration and other conference fees. The Registrar will clarify with registrants any inconsistencies and note overpayments that the Conference Treasurer will refund.

The Conference Treasurer logs and deposits all conference revenues as well as issuing registration refunds, etc.

Registration Receipts

Registrar will purchase a *Receipt Stamp*, which reads:

Receipt

Washington Library Association

200X Conference (Note whether Annual Conference or WALE Conference)

Registration forms are then receipt-stamped and photocopied. The photocopy is placed in appropriate conference registrant packet along with meal tickets, etc. for a receipt.

Categories to track in Registration/Revenue Logs:

<u>Conferences</u>	<u>Pre-Conferences</u>
Date received	Same
Name of registrant	Same
Registration category fee (WLA Member, Non-Member, Trustee, etc.)	Same
Early or regular registration	Same
Description of fees waived	Same
Fee events unique to conference	Title of Pre Conference Attended
Library or organization	Same
Type of payment (Check, credit card, Purchase Order No. etc.)	Same
Name of payee (If different from registrant)	Same
Telephone, e-mail of payee	Same
Mailing address of payee	Same
Total amount of payment	Same
Meals purchased	Meals purchased if appropriate
Reimbursements/Refunds	Same
Explanatory notes	Same

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PROCEDURES, continued

TRACKING REVENUE AND EXPENDITURES, continued

Master List of Registrants Required for Audit

Information from the registration log is used to prepare a master list of all conference registrants and their library or organization. The list will be distributed to all conference attendees. A second list of on-site registrants will also be compiled and distributed.

Handling Registrant Payments

REGISTRAR RESPONSIBILITIES IN REGISTRATION PROCESS:	PROCESS FOR PERSONAL CHECKS, AGENCY WARRANTS, MONEY ORDERS	PROCESS FOR PURCHASE ORDERS (PO)	PROCESS FOR CREDIT CARD CHARGES
Receipt stamp and date registration form.	Standard procedure	Standard procedure	Standard procedure
Determine if registrant is current WLA member and entitled to discount. If not, contact registrant.	Standard procedure	Standard procedure	Standard procedure
Review amount paid vs. data on registration form(s).	Initial total payment on registration form if accurate.	Initial total payment on registration form if accurate.	Initial total payment on registration form if accurate.
Note information about payment on registration form.	Note their check number, amount paid, and payee (Personal check, name of agency, etc.)	Note organization name, their purchase order number, amount paid	Note organization and credit card information if it does not appear on registrant form.
If more than one registrant is paid for by agency with a single warrant, and the amount paid is correct	Photocopy agency warrant, attach to original registration forms, and file.	Photocopy Purchase Order, attach to original registration forms, and file.	Photocopy credit card information, attach to original registration forms, and file.
If payment is incorrect contact registrant or payee. Note agreed upon revisions on original with date of contact and initial.	Note overpayments or underpayments. Send to Conference Treasurer who will handle accordingly.	Note revisions, accurate billing amount, date, and initial.	Note revisions, accurate billing amount, date, and initial.
Underpayment	Hold registrations until payment is received.	Not applicable	Not applicable
Update computer registration log with registrant name, payee, meals, other fees, (See page 5 of this section.)	Standard procedure	Standard procedure	Standard procedure
Photocopy the completed registration form for registrant receipt.	File in registrant packet	File in registrant packet	File in registrant packet
File original registration form and keep for audit.	File original	File photocopy	File original
Forward to Association Coordinator to bill the issuing agency or charge to Visa or MasterCard.	No billing required.	Send original Purchase Order with corrections noted, copies of each registration form, and copy of registration log spreadsheet identifying registrants, costs, etc.	Send copy of each registration form with transmittal list indicating registrant names, institution paying or credit card, costs for each registrant, and copy of registration log spread sheet.

FISCAL ACTIVITIES – Page 8-10

PROCEDURES, continued

Handling Registrant Payments, continued

	PROCESS FOR PERSONAL CHECKS, AGENCY WARRANTS, MONEY ORDERS	PROCESS FOR PURCHASE ORDERS (PO)	PROCESS FOR CREDIT CARD CHARGES
ASSOCIATION COORDINATOR RESPONSIBILITIES IN REGISTRATION PROCESS:	Registrar handles. No action required by Association Coordinator	Create and mail invoices, file original Purchase Order and forms. Deposit payment to WLA account and notify Treasurer to forward payment to Conference Treasurer.	Authorize and process credit card charges, maintain file until receipt of billing by Visa or MasterCard. Identify conference related items on Bankcard Services statement so WLA Treasurer can reimburse conference account.

SAMPLE TRANSMITTAL LIST FORM FOR PURCHASE ORDER BILLINGS:

REGISTRANT NAME	INSTITUTION PAYEE	P.O. NUMBER	AMOUNT TO BE BILLED	DATE SUBMITTED TO ASSOCIATION COORDINATOR	WLA INVOICE NUMBER <i>(For WLA Office Use)</i>	DATE WLA INVOICE PAID AND DATE DEPOSITED <i>(For WLA Office Use)</i>
Librarian, Lana	Sno-Isle	21601	\$164.00	3/3/02		
Server, I.T.	Sno-Isle	21601	\$140.00	3/3/02		
Smith, Hall	Spokane County	3-1-02	\$130.00	3/3/02		
SUBTOTAL:			\$434.00			

Procedures for Exhibitors Registration/Revenue

Exhibitor registration forms will direct that payment be sent to the WLA 200X Conference at the WLA office address.

The Association Coordinator will deposit checks received for exhibitor registration and forward documentation to the WLA Treasurer who will reimburse the conference account.

The Association Coordinator will promptly forward copies of the vendor registration forms to the Exhibits Chair.

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PROCEDURES, continued

Procedures for Corporate Contributions

The Corporate Contributions chair will ask donors to make checks payable to the WLA 200X Conference, and provide the address of the Association Coordinator.

Association Coordinator will promptly notify the Corporate Contributions Chair when contributions are received. The Chair will maintain a donor log for audit purposes. (See *Corporate Contributions* Section.)

Procedures for Responding to ADA Accommodations Requests

The Registrar will notify the Conference Chair and Treasurer as well as the WLA Treasurer of accommodation requests. If conference ADA receipts are not sufficient, funds will be transferred from the WLA ADA fund.

Establish Policies for Waiving Fees

All conferences will waive:

- WLA President: registration, meals, expenses, and lodging.
- PNLA and WLMA Presidents: registration and meals.

As noted in policies and guidelines, only the Conference Chair can waive other registration fees, or approve payment for travel, lodging and/or meals.

Based on adopted conference guidelines, fees may be waived for Conference Committee members including registration, some or all meals. Lodging for the committee member may also be paid.

Generally, fees or costs for WLA members are not waived or supported by the conference budget. Waivers are generally approved only for speakers who offer major programs and/or program planners if their institution does not support their costs.

RECONCILIATIONS AND FINAL REPORTS

Conference Bank Statements – Monthly

The Conference Treasurer will forward monthly information to the WLA Treasurer for reconciliation. This will include:

- A copy of the appropriate monthly expenditure log.
- Unopened bank statement.

The Treasurer will return the completed reconciliation to the Conference Treasurer.

Conference Registrations and Fees Received– Monthly or Agreed Upon Schedule

The Registrar and Conference Treasurer will reconcile the number of attendees with the fees received, using the WLA “*Reconciliation Report*.” Since conference planners are dependent on accurate information this information may need to be provided more often than monthly.

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PROCEDURES, continued

Final Conference Reports and Reconciliation

Within 45 days of the close of Conference, the Conference Treasurer will reconcile records using the *Proposed Budget; Actual Revenue & Expenditures; and Cash Reconciliation Form.*”

Records to be sent to the Treasurer include:

- Conference expense log (original)
- Conference revenue log (original)
- Registration log (original)
- Registration forms (originals)
- Master list of registrants
- *Actual Revenue and Expenditures* (Send copy to Conference Chair)
- *Cash Reconciliation Form*

WASHINGTON LIBRARY ASSOCIATION
<<Insert: ANNUAL or WALE CONFERENCE>> Page 8-13

EXPENSE VOUCHER

DATE SUBMITTED: _____

PAYEE NAME: _____

MAILING ADDRESS: _____
Street Address City Zip

TELEPHONE: _____ E-MAIL: _____

DESCRIPTION OF EXPENSES:

Total Auto Mileage _____ @ .XX (federal rate) per mile \$ _____
Other Transportation Fares (Air, train, bus) \$ _____
Describe Conference Related Purpose (Printing, supplies, telephone, speaker gifts, etc.)
_____ \$ _____
_____ \$ _____
_____ \$ _____
Other (Identify) _____ \$ _____
TOTAL: \$ _____

I certify that the above claim for expenses is correct and is directly related to the provision of goods or services for the 200x_ <<insert: Annual or WALE>> Conference. Attached is the original receipt, invoice, or contract.

Submitted by: _____
Signature Date

Approved by: _____
Conference Chair or Designee Signature Date

Comments:

Attach Original Receipts, Invoices, or Contracts and Forward To:

(Conference Treasurer Name)
(Address)
(City, State, Zip)
(Telephone and FAX)
(E-mail address)

+++++
For Office Use Only:

Date Paid: Check Number: Approval Signature: Initials:

WASHINGTON LIBRARY ASSOCIATION

Insert: ANNUAL or WALE CONFERENCE

PROPOSED BUDGET; ACTUAL REVENUE & EXPENDITURES; AND CASH RECONCILIATION

	CONFERENCE CHAIR NAME & LIBRARY:			
	CONFERENCE TREASURER NAME & LIBRARY:			
	CONFERENCE YEAR & PLACE:			
		DATE		
CODES	REVENUE	ACTUAL REVENUE		BUDGETED REVENUE
1.0	REGISTRATIONS TOTALS			
1.1	WLA Members - Early			
1.2	WLA Members - Regular			
1.3	Non Member - Early			
1.4	Non Member - Regular			
1.5	Trustee, Friend, Student, Unemployed, Other			
1.6	ADA Surcharge			
1.7	Registration Refunds (Minus)			
2.0	PRE-CONFERENCE REGISTRATION TOTALS (List each pre-conference separately)			
2.1	WLA Member Registrations			
2.2	Non Member Registrations			
2.3	Trustee, Friend, Student, Unemployed, Other			
2.4	ADA Surcharge			
2.5	Registration Refunds (Minus)			
3.0	EXHIBITOR REGISTRATION FEES			
3.1	WLA Sustaining Members			
3.2	Other Exhibitors			
4.0	MEALS			
5.0	OTHER TICKETED EVENTS (List separately)			
6.0	DONATIONS (Corporate & Other)			
7.0	OTHER (Identify)			
8.0	INTEREST			
9.0	TOTAL REVENUE (total of 1.1-8.0)			
10.0	WLA & OTHER ADVANCES RECEIVED			
11.0	WLA MEMBERSHIP DUES RECEIVED			
12.0	TOTAL CONFERENCE CASH RECEIVED			

(June 2002, WLA Conferences Report Form. Excel Add subcodes and explanatory comments as needed)

PROPOSED BUDGET & ACTUAL EXPENDITURES

		DATE		
		ACTUAL		BUDGETED
CODES	EXPENDITURES	EXPENDITURES		EXPENDITURES
1.0	ADA FEES TO WLA			
2.0	PRE-CONFERENCE EXPENSES			
3.0	PROFESSIONAL FEES (Speaker fee, honoraria, travel, etc.)			
4.0	HOTEL & CONFERENCE CENTER FEES			
5.0	EQUIPMENT (Hotel or other rentals)			
6.0	MEALS, COFFEE SERVICE, etc.			
7.0	REGISTRATION REFUNDS OR OVERPAYMENTS			
8.0	OTHER TICKETED EVENTS (List each event separately)			
9.0	OTHER (Identify)			
10.0	ADMINISTRATIVE EXPENSES - TOTAL			
10.1	Bank fees & Credit card fees			
10.2	Decorations (Flowers, table decorations, etc.)			
10.3	Gifts (Speaker baskets, corsages, awards, etc.)			
10.4	Miscellaneous (Decorator Services, security, etc.)			
10.5	Office Supplies			
10.6	Postage (Including fee for mailing services)			
10.7	Printing (Registration Packet, Program, Totes, etc.)			
10.8	Professional Svcs (Graphics, Info. Technology, security)			
10.9	Telephone, Fax, etc.			
10.1	Conference Committee (Travel, meals, lodging, etc.)			
11.0	TOTAL CONFERENCE EXPENSES (Codes 1.0-10.0)			
12.0	REIMBURSEMENT OF ADVANCES			
13.0	REIMBURSEMENT OF WLA MEMBER DUES			
14.0	TOTAL CASH OUTLAY (Expenses plus Advances paid)			

WASHINGTON LIBRARY ASSOCIATION
 Insert: ANNUAL or WALE CONFERENCE

	CONFERENCE CHAIR NAME & LIBRARY:			
	CONFERENCE TREASURER & LIBRARY:			
	CONFERENCE YEAR & PLACE:			
FINAL REPORT: CASH RECONCILIATION				
	Total Conference Cash Received (Revenue line 12.0)	\$		
	Less Total Conference Expenses (Expenses line 11.0)	\$		
	Less Reimbursements (Expenses lines 12.0 & 13.0)	\$		
	Less Conference Profit (Loss) paid to WLA	\$		
	Less Conference Profit (Loss) paid to Joint Sponsor	\$		
	BALANCE MUST BE ZERO:		0.0	