



# MACRAO

Michigan Association of Collegiate Registrars and Admissions Officers

## INCOME AND EXPENSE REPORT

This form is to be completed by Committee Chairs who expect to charge registration fees for programs/activities or to generate income from a MACRAO sponsored workshop. The completed form is to be submitted to the current [Vice-President](#) and approved by the Executive Committee before any commitments are made.

Name of Event/Activity: \_\_\_\_\_

Date(s): \_\_\_\_\_

Sponsoring/Hosting \_\_\_\_\_

Committee: \_\_\_\_\_

Committee Chair: \_\_\_\_\_

Committee Co-Chair: \_\_\_\_\_

**Income/Revenue:**

Registration fees \$ \_\_\_\_\_

Additional dinner tickets, etc. \$ \_\_\_\_\_

Advertising \$ \_\_\_\_\_

Vendor Fees \$ \_\_\_\_\_

Other, please list \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

Deposits or "seed" money advanced by MACRAO \$ \_\_\_\_\_

\_\_\_\_\_ \$ \_\_\_\_\_

**Total Income** \$ \_\_\_\_\_

**Expenses:**

Registration Fees (CVENT/Credit Card/Bank) \_\_\_\_\_

LAC \$12/Others \$6 per registrant \_\_\_\_\_

(EC to supplement remaining costs) \_\_\_\_\_

Printing \_\_\_\_\_

Postage \_\_\_\_\_

Packets/Labels/Nametags \_\_\_\_\_

Supplies \_\_\_\_\_

Speaker(s) fees \_\_\_\_\_

Speaker transportation \_\_\_\_\_

Facility Rental \_\_\_\_\_

Food (meals and breaks/snacks) \_\_\_\_\_

Registration refunds, if applicable \_\_\_\_\_

Other, please list \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_

**Total Expenses** \$ \_\_\_\_\_

Income (or Loss) – Returned to Treasurer \_\_\_\_\_

Minus: Any Advance deposits or "seed" money from MACRAO \_\_\_\_\_

\$ ( \_\_\_\_\_ )

**Net Income (or Expense)** \$ \_\_\_\_\_