

A scenic view of a harbor, likely Baltimore, Maryland, featuring numerous sailboats and a city skyline in the background. The water is a light blue-green color, and the sky is overcast. The foreground shows a dark, rocky shoreline with some vegetation.

**CNS*2004
BALTIMORE, MD**

FINANCIAL REPORT



INCORPORATION

TAX EXEMPTION

STATE

FEDERAL

ACCOUNTING

CNS2004 BUDGET PROJECTION

ASSETS	Projected
NIMH Grant	\$35,000.00
UMaryland grant	\$7,500.00
Other	\$1,150.00
Registration fees	\$56,066.35
Exhibitor registrations	\$2,000.00
Sales of proceedings volumes	\$1,000.00
Sales of banquet tickets	\$1,200.00
Carryover from 2003	\$34,212.62
SUBTOTAL ASSETS	\$138,128.97

EXPENSES	
GLOBAL CNS	
Registration costs	\$4,688.50
Grants administration	\$7,000.00
Legal fees	\$0.00
Other Administration	\$119.40
Accounting fees	\$2,135.00
Postage & Communication	\$350.00
Proceeding volumes	\$8,000.00

SUBTOTAL GLOBAL \$22,292.90

LOCAL MEETING	
Conference Center Charges	\$35,958.00
Banquet Charges	\$25,293.00
Jam Session	\$1,395.00
Workshop Costs	\$0.00
Administrative Charges	\$5,250.00
Special category exp	\$500.00
Invited participants	\$5,000.00
Student travel awards	\$10,000.00
Printing & Postage	\$3,847.00
Contingency	\$2,500.00

SUBTOTAL LOCAL \$89,743.00

SUBTOTAL EXP \$112,035.90

CARRYOVER TO NEXT YEAR \$26,093.07

RECURRING COSTS: ADMINISTRATIVE OVERHEAD

Accounting costs \$2,200.00
 Registration costs \$4,000.00

	Credit fees	Reg fees	Event lists	Total rev.
JAN	\$15.00	\$22.50		\$300.00
FEB	\$27.25	\$20.00	\$125.00	\$545.00
MAR	\$53.25	\$42.50		\$1,065.00
APR	\$126.00	\$57.50		\$2,520.00
MAY	\$483.75	\$217.50		\$9,675.00
JUN	\$1,832.90	\$815.00	-\$125.00	\$36,455.00
JUL	\$76.25	\$30.00		\$1,500.00
TOT CKS				\$2,575.00
TOTAL	-\$2,614.40	-\$1,205.00	-\$250.00	\$53,180.00

Credit fees 5% Master, VISA
 6% AMEX, Diners, Discover
 Regist. Fees \$2.50/registrant
 Event set-up \$125/event

Local administration \$5,000.00
 Corporate Insurance ??
 Bill pay fee \$119.40
 Invited participants \$5,000.00

LOCAL EXPENSE HISTORY

	CNS2002	CNS2003	CNS2004
Conference hotel	\$31,161.00	\$23,049.89	\$35,958.00
Speakers costs	\$12,175.00	\$8,974.84	\$5,000.00
Banquet costs	\$20,910.00	\$18,773.80	\$25,293.00
Other entertainment	\$379.00	\$2,519.07	\$1,395.00
Workshop costs	\$0.00	\$4,999.74	\$0.00
Student travel awards	\$0.00	\$9,448.00	\$10,000.00
Local administration	\$7,000.00	\$3,071.41	\$5,000.00
Communication	\$5,387.00	\$0.00	\$0.00
Printing	\$9,505.00	\$9,615.76	\$3,847.00
Proceedings volume	\$7,500.00	\$7,500.00	\$0.00
Meeting posters	\$7,970.00	\$0.00	
TOTAL	\$101,987.00	\$87,952.51	\$86,493.00

ATTENDANCE RECORDS

	CNS2002	CNS2003	CNS2004
TOTAL REGISTERED	352	345	346
FACULTY	127	120	102
POSTDOC	71	65	91
GRAD	132	72	113
UNDERGRAD	22	53	
OTHER*		35	40

*Includes industry researchers, publishers, unknown, and CNS2004 special status category

REVENUE SOURCE HISTORY

	CNS2002	CNS2003	CNS2004
Carryover	\$0.00	\$3,983.00	\$34,212.62
NIMH Grant	\$31,000.00	\$35,000.00	\$35,000.00
Registration fees	\$68,080.00	\$81,183.07	\$56,066.35
Other	\$5,000.00	\$7,102.32	\$8,650.00
Exhibitor registration	\$0.00	\$1,183.72	\$2,000.00
Proceedings sales	\$1,890.00	\$976.57	\$1,000.00
Banquet sales	\$0.00	\$1,367.20	\$1,200.00
TOTAL	\$105,970.00	\$130,795.88	\$138,128.97

FOR CONSIDERATION:

- *Loss of grant funds*
- *Carry-over funding*
- *Build up of general fund*

Available funds	CNS General Fund	NIMH Grant	CNS 2002	Other
	\$93,478.97	\$35,000.00	\$900.00	\$7,750.00
Cost				
General operating	\$2,485.00			
Registration charges	\$4,438.50			\$250.00
Grants Administration		\$7,000.00		
Proceedings volumes	\$8,000.00			
Conference Center	\$24,053.00	\$11,370.00		
Banquet	\$25,293.00		\$900.00	
Jam session	\$1,395.00			
Local Administration				\$5,000.00
Special category		\$500.00		
Invited participants	\$1,500.00	\$4,500.00		
Student Travel awards	\$10,000.00			
Printing & Postage		\$3,847.00		
Contingency	\$2,500.00			
TOTAL	\$13,814.47	\$7,783.00	\$0.00	\$2,500.00

Carryover grant funds can be used for "up-front" costs for CNS*2005, but only for non-entertainment and non-food charges

FINANCE COMMITTEE MEETING JULY 2004

RECOMMENDATIONS TO THE BOARD

- 1. Registration costs raised annually**
- 2. Check payment must be made prior to roll-over to hold “early” registration fee**
- 3. Local organizer **MUST BUDGET** for local administrative aid**

DISCUSSION POINTS RAISED

- Insurance for executive committee**
- financial audits**
- Development of budget handbook/forms**
- Registration waivers**



FINANCE COMMITTEE

**Phil Ulinski, Asaf Keller,
Albert Compte, Amir Assadi
Linda Larson-Prior, chair**