



## **Executive Treasurer Report Fall 2022 Board Meeting**

### **Financial Statement**

The Conference for Food Protection Financial Report, attached, provides revenues and expenses through August 2022. It also reports the current balances within CFP's checking and savings accounts. CFP has experienced a positive cash flow for the year of \$50,584. The positive cash flow is derived from the NACCHO/CFP Collaborative which has provided a positive revenue stream and has allowed CFP to avoid losses from normal administrative expenses. Please contact me if you desire additional detailed financial reporting.

### **2022-23 Budget Review**

Included in this report is an updated 2022-2023 Budget. The update contains income and expenses through September 9, 2022. With the completion of the 2023 Biennial Meeting fees, the budget was adjusted to reflect the new fee structure with the Livestream component. Within expenses the 2023 Conf Expense line item was also adjusted based on the anticipated costs for the meeting. Details of this expense is included within the Biennial Meeting Budget report.

To bring clarity to CFP's technology expenses, I moved the Website line item to which is now Computer/Software/Website. These expenses are integrated within their use and by making this change it provides CFP more flexibility as we upgrade our current systems.

### **2023 Houston Biennial Meeting Budget Proposal**

This will be the first time CFP has attempted to conduct a Biennial Meeting with the Livestream option, due to this, there are several unknowns which make it very difficult to budget. The number of "in-person" attendees is based on past meetings as well as most of the expenses.

CFP has entered into an agreement with Alliant Events to provide Audio/Video (A/V) and Livestreaming. I created a spreadsheet itemizing the costs of the Alliant agreement into their respective departments and weighted labor by the total cost of each department. The cost of A/V is \$99,912 compared to \$30,000 for A/V in 2018. Livestreaming is a new expense, per the current contract the cost is \$78,038.

Based on the estimate from the Westin Galleria, catering costs are projected to be \$140,000. Compared to Richmond's in 2018 at \$70,000.

### **NACCHO/CFP Retail Food Collaborative Grant**

Attached for your review is the NACCHO/CFP Collaborative Budget with expenses and revenue through July 31, 2022. Year's one and two are complete. The agreement for year three is progressing.

### **NEHA/CFP FDA RFFM Grant**

Included in this report is the NEHA/CFP Budget with expenses. For financial purposes this project has no bearing on CFP finances since revenue and expenses are equal.



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**Conference for Food Protection 2022-2023 Budget (rev 220907)**

<b>Revenue</b>	<b>2022-2023 Budget</b>	<b>Income/Expense- to-Date</b>
Projected Carryover 2021	550,000	579,144
Interest Checking/Sav	500	142
Membership	10,000	300
Crumbine Award	9,500	2,750
2023 Registrations (in person)	290,700 <sup>3</sup>	0
2023 Livestream	212,475 <sup>3</sup>	0
2023 Workshop Only	5,125 <sup>3</sup>	0
2023 Sponsors	150,000	8,500
2023 Local Partnership	30,000 <sup>3</sup>	0
NACCHO/CFP Collaborative	158,506	158,506
NEHA/CFP FDA RFFM	37,500	17,794
FDA Small Conference Grant	50,000	0
<b>Total Revenue</b>	<b>\$1,504,306</b>	<b>\$767,135</b>
<b>Expenses</b>		
Merchant Processing Fees	13,000	0
NACCHO/CFP Project Expense	100,000	45,183
NEHA/CFP Project Expense	37,500	18,019
Exec Director Compensation	65,000 <sup>1</sup>	20,750
Exec Assistant Compensation	38,000 <sup>1</sup>	12,540
Exec Treasurer Compensation	36,000 <sup>1</sup>	12,167
Exec Director Travel	8,000	2,452
Exec Assistant Travel	5,000	0
Exec Treasurer Travel	5,000	0
Exec Board Expense	40,000	5,458
Executive Board Catering	10,000	4,842
Committee Expense	5,000	180
2023 Conf Expense	449,451 <sup>3</sup>	0
FDA Grant	50,000	0
Audit	9,000	0
Banking Svc Chg	150	234
Computer/Software/Website	18,000 <sup>2</sup>	7,322
Corporation Fees	100	25
Equipment/Maintenance	500	0
Legal	500	0
Miscellaneous	2,000	0
Postage	500	50
Printing	500	0
Supplies	3,000	484
Surety Bond/Liability Ins	3,800	1,947
Tax Preparation	4,000	1,250
Crumbine Expenses	9,900	212
<b>Total Expense</b>	<b>\$ 913,901</b>	<b>\$ 133,114</b>
<b>Projected Ending Balance 2023</b>	<b>\$590,405</b>	

<b>Ending Balances</b>			
2010	179,789	2011	122,240
2012	184,426	2013	122,546
2014	201,578	2015	131,204
2016	249,753	2017	203,554
2018	363,018	2019	291,235
2020	540,319	2021	579,144

Note 1 - 7% inflation increase + \$3,000 bonus

Note 2 - Wild Apricot, Quickbooks, 180 Design

Note 3 - Updated to reflect Biennial Meeting Budget



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**2023 Houston Biennial Meeting Budget Proposal**

<b>Revenue</b>	<u>2023 Projected</u>			
	<i>Attendees</i>	<i>Fee</i>		
Early Meeting/Workshop	400	\$695	\$278,000	By March 10, 2023
Livestream Meeting/Workshop	200	\$695	\$139,000	By March 10, 2023
Livestream Meeting Only	100	\$695	\$69,500	By March 10, 2023
Virtual Workshop Only	25	\$195	\$4,875	Workshop March 14-16, 2023
Student Meeting/Workshop	5	\$125	\$625	By March 10, 2023
Student Meeting Only	2	\$75	\$150	By March 10, 2023
Student Workshop	5	\$50	\$250	Workshop March 14-16, 2023
Late Biennial Meeting	15	\$795	\$11,925	After March 16, 2023
Late Livestream Meeting	5	\$795	\$3,975	After March 16, 2023
<b>Total Registrations</b>	<b>737</b>		<b>\$492,400</b>	
Sponsorships			\$150,000	
LAC Sponsorships			\$30,000	
Sustaining Supporter			\$2,500	
<b>Total Contributions</b>			<b>\$182,500</b>	
FDA Grant			\$50,000	
<b>Total Reveune</b>			<b><u>\$724,900</u></b>	
<b>Expenses</b>				
Acknowledgements			\$1,000	
Application & Website			\$4,000	
Assembly Transcript			\$2,000	
Audio/Video - Meeting			\$99,912	
Livestream - Meeting			\$78,038	
Catering			\$140,000	
Charitable Contribution			\$500	
Clerical			\$1,000	
Credit Card Fees			\$12,000	
Local Arrangements			\$30,000	
Postage			\$500	
Printing			\$1,000	
Desktop Publishing of Program			\$6,500	
Rooms and Travel			\$10,000	
Supplies			\$3,000	
Workshop			\$10,000	
Travel Subsidy (FDA Grant)			\$50,000	
<b>Total Expenses</b>			<b><u>\$449,451</u></b>	
<b>Net Income</b>			<b><u>\$275,450</u></b>	

Alliant Events	Audio	Video	Streaming	HD Broadcast	Labor & Ops
Audio - Bizzabo Platform	15,000.00				
Enterprise Stream Engineering System			2,155.00		
General Session 4/24	1,116.00	3,822.00	2,155.00	4,995.00	
Council 1	1,956.00	5,880.00	2,155.00	3,995.00	
Council 2	1,956.00	5,880.00	2,155.00	3,995.00	
Council 3	1,956.00	5,880.00	2,155.00	3,995.00	
Board Meetings	1,992.00				
Caucus - Industry (& Reports and Updates)	952.00	1,968.00	2,155.00	3,995.00	
Caucus - Regulator	348.00		2,155.00		
Caucus - Consumer	348.00		2,155.00		
Assembly Orientation	174.00				
Operations & Logistics					20,810.00
Labor 4/24					14,275.00
Labor 4/25					14,480.00
Labor 4/26					18,602.50
Labor 4/27					17,040.00
Labor 4/28					5,300.00
	25,798.00	23,430.00	17,240.00	20,975.00	90,507.50
A/V Subtotal	49,228.00				
% of Labor	56%				
Labor for A/V	50,684.20				
A/V Total	<b>99,912.20</b>				
Livestreaming Subtotal	38,215.00				
% of Labor	44%				
Labor for Livestreaming	39,823.30				
Livestreaming Total	<b>78,038.30</b>				
Total Cost A/V & Livestreaming	<b>177,950.50</b>				