

MACTLAC

Meeting Expenses

Postage for notices

Bulk mailing 2 oz.	\$ 21.00
3 - 3 oz. packets	1.62
6 further 2 oz. packets	<u>2.22</u>
	24.84
May 1 notice to Exec. Committee 12x.20	<u>2.40</u>
	\$ 27.24

Xeroxing

425 copies of	{ Program Discussion sections Registration form (2 pp) Suggested book review form Motel list (2 pp) Motel reservation forms (2 pp) Motel map Valparaiso map Campus map Bus schedule (2 pp) Menu 15 pp at \$5.919 =	\$ 88.79
150 copies of	{ Program Discussion section schedule List of registrants (6 pp) Questionnaire (2 pp) Employment solicitation letter 11 pp at \$2.261 =	\$ 24.87
150 copies of	Ida Wallace's material (11 pp)	\$ 24.87
75 copies of	Banquet concert program (halved)	1.26
10 more copies of	{ Discussion section schedule List of registrants (6 pp) 7 pp at \$.399 =	\$ 2.79
	Banquet & Mixer tickets 15 copies (1 p)	\$ 0.47
2 more copies of	Banquet tickets	\$ 0.13
20 single	Master copies @ \$.0665	\$ 1.33
	2 pp x 3 copies @ \$.01995 =	\$ 3.99
	15 pp x 5 copies @ \$.3325 =	\$ 4.99
20 copies of	{ Tentative meeting schedule Tentative discussion groups Cover letter to Exec. Committee Suggested book review form Cover letter to VU Admin. 5 pp @ \$.5322 =	\$ 2.66
Total Xeroxing		<u>\$ 153.36</u>

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Meeting Expenses

Materials

Badges and inserts	\$ 11.85
Poster boards, wood, paint for signs	9.46
Pads and pens for disc. gp. notes	13.49
Garbage bags for workshop waste	.50
	<u>\$ 35.30</u>

Speakers

Motel	\$ 88.20
Travel to & from limousine	
70 miles @ \$.17	11.90
Travel, Ames, IA to Valpo & return	
819 miles @ \$.17	139.23
Meals	50.00
Honorarium to Dr. Mathias	100.00
	<u>\$ 389.33</u>

Travel

To and from motel, member	
32 miles @ \$.17	\$ 5.44

Travel

Expenses for musicians	\$ 20.00
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Summary of Food Services

	No.	Value
Banquet tickets sold	145	\$1232.50
Cancelled	5	42.50
Net banquet tickets	140	<u>\$1190.00</u>
Mixer tickets sold	120	\$ 300.00
Cancelled	5	12.50
Net mixer tickets	115	<u>\$ 287.50</u>
Friday lunches sold	11	\$ 41.25
Saturday lunches sold	14	77.00
Total lunches	25	<u>\$ 118.25</u>

Dining Services Charges

Banquet	\$1212.48
Mixer	144.92
Friday lunch	41.14
Saturday lunch	74.34
Refreshments at Breaks	216.22
Total Dining Services	<u>\$1689.10</u>

Cost of dry sherry for mixer	\$ 69.17
(Provided by L. Oliver Smith)	

Total Food Services Expenses

\$1758.27

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Meeting Expenses Summary

Postage	\$ 27.24
Xeroxing	153.36
Materials	35.30
Food Services (Banquet, Mixer, Executive Committee Lunches, Break Refreshments)	1758.27*
Speakers' Expenses	389.33
Travel other than speakers	<u>25.44</u>
Total meeting expenses	\$2388.94

Due from MACTLAC

Banquet, Mixer, Lunch Sales	\$1595.75
Vendors, $\frac{1}{2}$ x \$200.00	100.00
Postage	27.24
General expense budget	<u>600.00</u>
	\$2322.99**

\*Of this, \$1689.10 was charged by Valparaiso University Dining Services; \$69.17 was expense incurred by L. Oliver Smith for dry sherry, as Valparaiso University by policy may not purchase any alcoholic beverage.

\*\*Of this, \$2253.82 is due Valparaiso University Chemistry Department and \$69.17 to L. Oliver Smith.