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September 21, 1999

TO: Bob Geary
FROM: Dick Roberts
SUBJECT: Race Secretary's 1999 Budget

Enclosed is a budget table I worked up some years ago. This one shows the 1999 budget and, where it is known, the 1999 Actual. All of the Quality Printer bills used to go first to O'Connell and he would sort out where they should be posted before he sent them on to the Treasurer. He would then send me copies of my bills. I assume things are different, now.

The 1999 Table was put together last spring. I thought I had given you a copy.

I have made up accounts (line numbers) for my convenience. My program will subtotal based on the first digit in a field so I've set up the line numbers to take advantage of that. Explanations of the line numbers follow (where it is not obvious):

- 101 I use black ink, which means they can be run off by Xerox. This year the initial order was only 50 (used to be 100) and had to run off extras. That should show in Line 102.
- 102 Actual shown was for 1998, as Carl did not get around to paying until March. For 1999, I'll total things up in December. Mostly postage, but also includes labels, copies, telephone and supplies.
- 103 This is a place for misc charges by QP. Seldom used.
- 104 This is a place for misc charges by Sir Speedy. Seldom used.
- 105 Every now and then I get another box of letterheads. I'll order another box this winter.
- 106 Every now and then I get another box of #10 envelopes. I think I got a box last Spring.
- 107 Measurer out of pocket expenses. This shows up once in a while. Probably should be in another budget center. Maybe this should be with Line 402 (as 403)?
- 110 Large envelopes; 3000 per year for five mailings. (Notice of Race, Final Notice, Results for Spring and for Fall, with Fall Notice of Race in the same mailing as Spring results)
- 120 I use less than 300 per year. I have 30 or so left over.
- 214 List of proposed members usually included in this mailing. Probably should be charged to the Membership Cte, or maybe Club Mgt. Race Mgt will pay the postage, but printing the list should belong to the Membership Cte.
- 215 Sometimes I do this, in which case the cost shows up in 102. But, it's easier to have QP do it.

- 231 This could go Spring or Fall. I've chosen to show this in the Spring.
- 222 Entertainment Cte sometimes inserts a come-on for Breakfast at Block Island. I've been using black ink and Xeroxing it. Perhaps the cost should be posted to the Entertainment Cte.
- 242 When we had a doctor (intern) ride the patrol boat, the costs were here, for the Spring.
- 243 Cost of obtaining video footage for the Spring Series.
- 311 Fall Entry Blank is printed early, as we invite people to ask for one early, if they're going to be away. It's been a while since an early blank has been requested.
- 315 See 215
- 321 Budgeted for cover plus 20 pages, but we ended up with cover plus 16 pages. This should end up below budget.
- 322 Similar to 222. Sometimes Shelter Island YC has asked that info be included on an insert. Cheap because I use black ink and Xerox.
- 341 Note that there is no 341, which would be similar to 241. Shelter Island YC provides the launches but does not bill us separately for that cost.
- 342 Similar to 242
- 343 Similar to 243
- 400s I believe these costs should not be Race Mgmt. Perhaps Club Mgt.
- 401 This should be wherever dues to US SAILING show up. It is a very similar item.
- 402 Measurer's stuff. See also 107
- 432 Notice is included in the October results mailing, but is a Secretary (Club Mgt) expense.
- 500s Believe these should be Race Cte expenses
- 600s Believe these should be Entertainment Cte expenses.

My budget figures total \$13,900, which includes a cushion of \$270 for Race Mgt Spring and \$380 for the Fall, as well as a negative \$15 cushion for the Spring. (It is a coincidence that that amount is about what the 400s, 500s and 600s total.) I don't remember what your budget said for the three Race Mgmt categories, but I know it wasn't split up according to my desires. Ernie did not want to change his program and I don't know what Carl wanted. So, I kept on doing my own thing.

In order to catch up and insert the actual values, I need to get from you copies of the bills. I'd also like to get an agreement as to where the 400s, 500s and 600s will be going.

| Line | Mail date | Item | Printer | Invoice | Ink | Sheet | Pages | QTY | Actual | Budget | Code | Budget Center | Ttl Budget | Remarks |
|------|-----------|-------------------------------|---------|---------|----------|--------|---------|------|-----------|-----------|------|----------------|------------|---------------------------|
| 101 | | Guest Invitation Form | QP | 1478 | Black | 1 | 2 | 50 | \$4.77 | \$10.00 | 1 | Race Mgmt Gen | | Xerox. (Dec 18) |
| 102 | | RHR Out-of-Pocket Costs | | | | | | | \$115.84 | \$200.00 | 1 | Race Mgmt Gen | | For the year 1998 |
| 103 | | QP Office Center Suport | QP | | | | | | | \$100.00 | 1 | Race Mgmt Gen | | |
| 104 | | Sir Speedy costs | SrSpdy | | | | | | \$0.00 | \$0.00 | 1 | Race Mgmt Gen | | Anticipate none |
| 105 | | Stationery | QP | | Blue | | | | | \$75.00 | 1 | Race Mgmt Gen | | |
| 106 | | Envelopes | QP | | Blue | | | | | \$75.00 | 1 | Race Mgmt Gen | | |
| 107 | | Measurer Expenses | | | | | | | | \$100.00 | 1 | Race Mgmt Gen | | |
| 110 | 4/23/99 | 9x12 Envelope (Roberts) | QP | 22408 | Blue | 1 | 1 | 3000 | \$449.77 | \$500.00 | 1 | Race Mgmt Gen | | |
| 111 | 4/23/99 | ORC Safety Standards | QP | | Blue | 1 | 2 | 575 | | \$110.00 | 1 | Race Mgmt Gen | | Blue paper |
| 112 | 4/23/99 | List of Measurers | QP | 22262 | Blue | 1 | 1 | 575 | \$65.07 | \$75.00 | 1 | Race Mgmt Gen | | |
| 120 | | Dear Skipper Postcards | QP | 22307 | Blue | 1 | 1 | 300 | \$50.09 | \$60.00 | 1 | Race Mgmt Gen | | |
| 131 | | ECSA Yearbook Page | | | | | | | \$106.00 | \$110.00 | 1 | Race Mgmt Gen | | |
| 199 | | Budget Figure | | | | | | | | | 1 | Race Mgmt Gen | \$1400.00 | |
| | | | | | | | | | \$791.54 | \$1415.00 | | | \$1400.00 | |
| 211 | 4/23/99 | Spring Entry Blank | QP | 22263 | Blue/Red | 1 | 2 | 575 | \$141.56 | \$175.00 | 2 | Race Mgmt Spr | | Red ink on one side |
| 212 | 4/23/99 | Spr First Notice | QP | 22259 | Blue | 5 | 9 | 575 | \$568.83 | \$1000.00 | 2 | Race Mgmt Spr | | |
| 213 | 4/23/99 | General Info Sheet | QP | 22261 | Blue | 1 | 2 | 575 | \$67.54 | \$75.00 | 2 | Race Mgmt Spr | | Yellow paper |
| 214 | 4/23/99 | Proposed Members | QP | 22260 | Blue | 1 | 1 | | \$63.53 | \$75.00 | 2 | Race Mgmt Spr | | Should be Memb Cte |
| 215 | 5/27/99 | Race Info Mailing to Guests | QP | 1667 | | 1 | 1 | 17 | \$24.35 | \$30.00 | 2 | Race Mgmt Spr | | Stuff/mail to late guests |
| 221 | 6/4/99 | Spring Booklet | QP | | Blue | C + 20 | 3C + 40 | 575 | | \$2200.00 | 2 | Race Mgmt Spr | | |
| 222 | 6/4/99 | Breakfast Notice | QP | | Black | 1 | 1 | 575 | | \$50.00 | 2 | Race Mgmt Spr | | Pink Paper |
| 231 | 7/9/99 | Spr Results/Fall First Notice | QP | | Blue | 8 | 14 | 575 | | \$1500.00 | 2 | Race Mgmt Spr | | |
| 241 | | Launches (Block Island) | | | | | | | \$2480.00 | \$2500.00 | 2 | Race Mgmt Spr | | |
| 242 | | Doctor | | | | | | | \$0.00 | \$0.00 | 2 | Race Mgmt Spr | | Anticipate none |
| 243 | | Mahler | | | | | | | | \$125.00 | 2 | Race Mgmt Spr | | |
| 299 | | Budget Figure | | | | | | | | | 2 | Race Mgmt Spr | \$8000.00 | |
| | | | | | | | | | \$3345.81 | \$7730.00 | | | \$8000.00 | |
| 311 | 7/9/99 | Fall Entry | QP | 22264 | Blue/Red | 1 | 2 | 575 | \$150.05 | \$175.00 | 3 | Race Mgmt Fall | | Red ink on one side |
| 315 | 9/2/99 | Race Info Mailing to Guests | QP | | | | | | | \$30.00 | 3 | Race Mgmt Fall | | Stuff/mail to late guests |
| 321 | 9/10/99 | Fall Booklet | QP | | Blue | C + 20 | 3C + 40 | 575 | | \$2200.00 | 3 | Race Mgmt Fall | | |
| 322 | 9/10/99 | Shelter Island Notice | QP | | Black | 1 | 1 | 575 | | \$75.00 | 3 | Race Mgmt Fall | | Orange paper |
| 331 | 10/15/99 | Final results | QP | | Blue | 5 | 9 | 575 | | \$1500.00 | 3 | Race Mgmt Fall | | |
| 342 | | Doctor | | | | | | | \$0.00 | \$0.00 | 3 | Race Mgmt Fall | | Anticipate none |
| 352 | | Mahler | | | | | | | | \$140.00 | 3 | Race Mgmt Fall | | |
| 399 | | Budget Figure | | | | | | | | | 3 | Race Mgmt Fall | \$4500.00 | |
| | | | | | | | | | \$150.05 | \$4120.00 | | | \$4500.00 | |

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|------|-----------|-------------------------|---------|---------|------|-------|-------|-----|-----------|------------|------|-----------------|------------|-------------------------------|
| 401 | | ECSA Dues | | | | | | | \$125.00 | \$125.00 | 4 | Club Mgmt | | |
| 402 | | Measurement Data Cert | QP | | Blue | | | | \$0.00 | \$0.00 | 4 | Club Mgmt | | 11 x 17 |
| 432 | 10/15/99 | Dyer Dhow Derby Notice | QP | | Blue | 1 | 1 | 575 | | \$75.00 | 4 | Club Mgmt | | Incl with results (Secretary) |
| | | | | | | | | | \$125.00 | \$200.00 | | | \$0.00 | |
| 501 | | Dockage -- RC Boats | | | | | | | | \$350.00 | 5 | Race Cmte Spr | | |
| 502 | | Dockage -- RC Boats | | | | | | | \$0.00 | | 5 | Race Cmte Fall | | |
| | | | | | | | | | \$0.00 | \$350.00 | | | \$0.00 | |
| 601 | | Dockage -- Ent Cte Chmn | | | | | | | | \$75.00 | 6 | Entertainment S | | |
| 602 | | Dockage -- Ent Cte Chmn | | | | | | | \$0.00 | | 6 | Entertainment F | | |
| | | | | | | | | | \$0.00 | \$75.00 | | | \$0.00 | |
| | | | | | | | | | \$4412.40 | \$13890.00 | | | \$13900.00 | |