

MAY 16 1979

Education Commission of the States

Suite 300 • 1860 Lincoln Street
(303) 861-4917 • Denver, Colorado 80295

MEMORANDUM

TO: Kenneth Reeher, NASSGP President
Ernest Smith, NCHELP President

FROM: Nancy M. Berve, Conference Coordinator
Associate Director, Postsecondary Education



SUBJECT: Financial report for joint annual conference, November 12-15, 1978

May 10, 1979

Below are listed the revenues and disbursements from registration fees toward expenses for the joint annual meeting, November 12-15, 1978, in Hilton Head Island, South Carolina of the National Association of State Scholarship and Grant Programs and the National Council of Higher Education Loan Programs. The balance, as per the agreement between the two of you, will be carried forward and used against expenses for the May 1979 meeting.

TOTAL RECEIPTS

\$ 11,489.00

DISBURSEMENTS (EXPENDITURES)

A. Registration and Premeeting Materials

Printing and Paper (memo, registration card, preliminary agenda; revised agenda)	\$ 102.60
Typesetting	21.00
Mailing- registration materials	32.59
Mailing - revised program	34.05
Conference call, 10/9/78 (Rhett, Reeher, Smith, Berve)	19.30

B. Meeting and Packet Materials Production

Printing and Paper (badges, tickets, program, registration list & other packet materials)	372.83
Typesetting	102.00
Clerical assistance	73.50

C. Meeting Expenses

1. Program participants travel (shared expenses)

Richard Jerue	143.16
Thomas Wolanin	132.85
Greg Fusco	45.00
William Clohan	162.24
William Ford (honorarium)	500.00

2. Hotel expenses

Meal functions, coffee breaks, servicechanges, etc.	6,635.16
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3. Staff expenses

Nancy Berve*	542.18
Janet Hagan*	462.18
Staff overtime (Hagan: 12 hours on Sunday, 11/12/78)	103.40

D. Refunds - Registration fees & extra meals 316.50

TOTAL DISBURSEMENTS 9,800.54

BALANCE 1,688.46

SUMMARY

TOTAL RECEIPTS	\$ 11,489.00
TOTAL DISBURSEMENTS	<u>9,800.54</u>

BALANCE CARRIED
FORWARD AT 3/30/79 \$1,688.46

NCHELP: \$ 844.23
NASSGP: 844.23

cc: Lindsay Baldner, NASSGP Treasurer
Bill Mackie, NCHELP Treasurer

*Staff expenses reports submitted to and paid by ECS available if needed