**Part 1 - Budgeting**

On 4 Sep, the HC, Jane Doe, called the first hosting committee meeting for the inbound journey # 41248 from FF Saturnalia. She announced that the communications was established with John Smith, FF Saturnalia AC, that 15 Ambassadors were confirmed and the journey dates set for 5 to 12 Feb 2020. During the meeting you volunteer to be the Journey Treasurer. The expected ambassador’s arrival will be around noon on Wed, 6 Feb; after their Journey with FF Medicine Hat.

At the 25 Sep meeting you learned from various committee members that photograph will be taken at the welcome and provided to each ambassadors with pictures of the various events and including the farewell slide show on a memory stick at $2 each; approx cost per gift bag is $8 (includes amongst other items: a Canada pin, Ontario Trillium pin, Ottawa city pin and a FFO pin); the Ambassador booklet is estimated at $2.50 each while hosts will receive an electronic copy of the booklet and slide show. The Club gift will be a book on Canada at an approx. cost of $15. It is expected that the bank account will be closed within the 5th month after opening. It was decided that $10 per ambassador would be requested for contingency purposes.

At the 20 Oct meeting, the Activity Leader reported that her team proposed the following program which was accepted by the committee as presented:

Day 1 Wed - arrival expected around noon, Welcome lunch at God’s Church Hall $100 rental plus $50 to George Teboul for caretaker set up and clean-up, catered by Jims caterer $12.32/pers. including 13% tax and excluding 15% tips to personnel for 25-50 people, final number must be provided at least 5 days before the event; free afternoon with night host It is expected that 10 FFO Members will attend.

Day 2 Thu - bus trip to Escapade Eskimo (dog sledding, snowshoeing, sliding) in Quebec and lunch. Estimated cost $425 tax included for the bus, $2.00/pers. For bus driver tips, and $45/pers. including tax for the activities and $10/pers. for the provided lunch. Dinner with Night host. 5 FFO members are expected to participate.

Day 3 Fri - Museum of History in the morning including Imax movie $ 16/pers. Entry fee + movie, guided tour $3/pers.; Lunch on own at the Museum cafeteria - average cost $10/pers.; visit Jacque Cartier Park winterlude area; ending the afternoon with the Nunavut Sivuniksavut, no fee suggested donation $5/pers. Pot luck with new friends. It is expected that 5 FFO members will participate in the Museum and Imax and the Nunavut and that parking fee will be reimbursed to 7 FFO members for a maximum of $10 each.

Day 4 Sat - Curling experience $250 for rental of 1 sheets for the afternoon; lunch at local restaurant average cost $15; ice fishing experience including access to a fishing hut with explanation from owner for the donation of a bottle of Caribou $24. Plus two bottles of Caribou to share amongst the participants. Friendship Dinner. Expecting 9 FFO members participating in the curling and ice fishing experience.

Day 5 Sun - Free day for Winterlude and walk/skate on Rideau Canal; Lunch on own - average cost $10, Ambassadors treat night host to dinner.

Day 6 Mon - Bus trip to Park Omega and Chateau Montebello. Estimated cost for the Bus $700, Park Omega $18/pers. and guide $75. Lunch at Montebello Restaurant set menu $20/pers. includes one alcoholic beverage (beer or wine). Dinner with night host. Expecting 4 FFO members to attend.

Day 7 Tue - Parliament Building visit; suggested snack/lunch poutine and a Beaver Tail, average cost $10/pers. Free afternoon. Farewell Dinner @ $40/pers. It is estimated that 15 FFO members will attend

Day 8 Wed - Departure flight at 9:45 AM to return home

Pocket money will be provided to each Ambassador to cover the average cost of the lunch not provided as part of the program.

The committee decided to receive the hosting fee in USD via wire transfer. The wire transfer fee is $14. The total cost and the mean of transfer for the hosting fee will be communicated to the AC and the Inbound JT, Joe Blow.

Complete the budget on the Excel template and bring it to the workshop for discussion BMO USD exchange rate is: We sell to you @ 1.2940; we buy from you @ 1.3548.

**Part 2 - Journaling & Tracking exercise**

On 30 Oct the match list is out (5 couple and 5 solo):

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Ambassador** | **Night host** | **Dinner Host** | **Day Host 1** | **Day Host2** |
| AC | HC | DHC | DH1 | D2H1 |
| A2 & A3 | Self | DHC | DH2 | D2H2 |
| DAC & JT | NH3 | DNH2 | DH3 | D2H3 |
| A6 | HL | WL | DH4 | D2H4 |
| A7 | NH5 | DHC | FL | CL |
| A8 & A9 | NH6 | WL | DH6 | D2H6 |
| A10 | NH7 | DNH2 | DH7 | D2H7 |
| A11 & A12 | NH8 | DNH2 | DH8 | D2H8 |
| A13 | NH9 | DNH3 | DH9 | D2H9 |
| A14 & A15 | NH10 | DNH3 | DH10 | D2H10 |

On 15 Nov the All Host Meeting is held and you collect the following fees from 45 FFO Members:

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Name** | **Welco****me** | **Esca****pade** | **Muse****um** | **CurlingFishing** | **OmegaPark** | **Fare****well** | **Amount****Paid** |
| HC | $14 |  | $19 | $2 |  | $40 | $75 |
| Yourself | $14 |  |  | $2 |  | $40 | $56 |
| NH3 | $14 |  |  | $2 |  | $40 | $56 |
| HL |  | $55 | $19 |  |  | $40 | $114 |
| NH5 | $14 |  |  | $2 | $38 | $40 | $94 |
| NH6 | $14 |  | $19 |  |  | $40 | $73 |
| NH7 | $14 |  |  | $2 | $38 | $40 | $94 |
| NH8 | $14 |  |  | $2 | $38 | $40 | $94 |
| NH9 | $14 |  |  | $2 | $38 | $40 | $94 |
| NH10 | $14 |  | $19 |  |  | $40 | $73 |
| CL |  | $55 |  | $2 |  | $40 | $97 |
| DH1 |  | $55 |  |  |  | $40 | $95 |
| D2H2 |  | $55 |  |  |  | $40 | $95 |
| D2H3 |  |  | $19 | $2 |  | $40 | $61 |
| DH4 | $14 | $55 |  |  |  | $40 | $109 |
| Total $ | $140 | $275 | $95 | $18 | $152 | $600 | $1,280 |
| Total # | 10 | 5 | 5 | 9 | 4 | 15 | 15 |

On 1 Dec, you and the second signatory open the bank account and deposit the funds received from participating FFO members.

On 10 Dec, you check the journey bank account and noticed two entries on 7 Dec, a deposit of $5,285.80 indicating that $4,005 USD was received and converted at the exchange rate of 1.3198. The next entry is a transaction fee of $14 for the wire transfer.

On the 13 Dec, APAL provides you with an invoice from Eskim Inc. for a depot of $200 for Escapade Eskimo payable by 31 Dec, the cost $45.20/pers. Tax included will be due the day of the event for a minimum of 20 pers.

On 15 Dec you write the cheque as a deposit for Escapade Eskimo, have it co-signed and mail it to Eskim Inc.

On the 12 Jan CL emailed you a paid receipt: $8.50 for translation English to Saturnodian of Booklet.

On 16 Jan, CL email you the paid receipt for the booklet $36.0 + Tax = $40.68

On 17 Jan, PAL provides you the invoice from John’s Golf Club for $1,200 for the Farewell requiring a deposit of $250 by 31 Jan 2020.

At the 17 Jan General Meeting, you write the cheques have them co-signed and give the one for the booklet to CL and mail the other to John’s Golf Club.

0n 26 Jan, APAL provides you with the $425 invoice from Lemieux Transport for the bus to Escapade Eskimo, and the $704 invoice from pay Eskim Inc., both due the day of the event and paid via FFO cheques.

On 4 Feb you and the co-signer go to the bank to withdraw $810 cash, $675 for the lunch money to be provided at the welcome lunch to the Ambassadors in an envelope stating each date and associated amount allocated, $75 for the Nunavut Sivuniksavut donation and $30 each as tips for each of the two bus drivers.

After the Welcome lunch on 6 Feb, Jim’s Catering hands you the final bill for 272.57 + 35.43 tax = $308.00, tips not included. It was decided in conjunction with the Host Coordinator and a few committee members that the food and service was excellent and that 15% tip $40.89 would be added. You write the cheque, have it co-signed and handed it to the caterer. You also write the following cheques and have then co-signed:

God’s church - $100 for hall rental;

George Teboul, God’s Church caterer - $50 for hall set-up and clean-up; both cheques handed to the God’s Church secretary;

HC - $18.32 for the book as Club gift to FF Saturnolia;

Lemieux Transport - $425, dated 7 Feb, for bus to Escapade Eskimo day;

Eskim Inc. $704, dated 7 Feb, for Escapade Eskimo activities; both handed to the Day Host in charge of that day; and

You provide HL the envelope containing $30 for the bus driver tips.

At the curling rink, you pay 254.25 to the Cumberland curling Ass. for the rental of the ice sheet. You receive from various committee members the following paid receipts which you reimburse by cheque:

NH9 - $72.72 to for the 3 bottles of Caribou;

D2H3 - $10.00 for the parking fee at the museum;

CL - $22.60 for Memory sticks for and $138.75 for Gift bags;.and

HC - $320.00 for 20 Museum entrance @ $16.00 and for $62.40

HC - $10 for Museum parking;

for guided tour for 20 @ $3.12 and $10 for parking fee at Museum.

Also, HL approach you for a cheque in the amount of $419.92 to pay Parc Omega Inc. for 19 entrance fee @ 15.70 + tax the guide @$72 + tax. and for another cheque in the amount of $700.00 to pay Lemieux Transport Inc. for the bus. You also provide him with the envelope containing $30 for the bus driver tips.

At the Farewell, You receive from various committee members the following paid receipts which you reimburse by cheque:

PL - $380 for 19 lunches @ $20.00 at Montebello restaurant;

HL - $192.10 for 20 Lunches for Escapade Eskimo @ $8.50 each + tax;

HL - $10 for Museum parking;

NH6 - $10 for Museum parking;

NH10 - $10 for Museum parking;

D2H7 - $10 for Museum parking; and

DH8 - $10 for Museum parking.

Then at the end if the evening, a cheque for $950 was written to pay John’s Golf Course to pay for the balance of the 30 Farewell dinners @ $40 each.

At the committee meeting on 29 Feb, a cheque to self for $2.00 was written to cover the cost of the stamp an envelope for mailing the two deposits - one for Escapade Eskimo and the other for the Farewell. And one last cheque written for $1.67 FFO for the surplus of which $1.55 comes from overcharge to FFO members and $0.12 from Ambassadorsovercharge.

On 20 March, 3 days after all the checks have cleared, you close the bank account

Do not forget to enter the monthly bank fee at the end of each month and when closing the account.