**Part 1 - Budgeting**

On 20 Apr you sign-up for outbound journey # 45186 to FF Saturnalia.

On 5 Jun GM, VP Journey announced that Journey to FF Saturnalia which has 16 spaces is fully subscribed.

On 18 Jun, every member who signed up for the FF Saturnalia journey received an email from VP Journey that list the Ambassadors for the journey (A1, A2, B, C, D1, D2, E, F, G, H, J1, J2, K, L, M, and N) and that the members must submit their registration payment via a $35 cheque post dated 20 Dec (6 month prior to the start of the Journey) to retain their position on the list. You note that the list consists of 3 couples: A1 & A2, D1 & D2, and J1 & J2 and 10 singles: B, C, E-H, and K-N. It also states that member C volunteered to be the Ambassador Coordinator (AC).

On 5 Sept, the AC called the first meeting for all members signed up for the FF Saturnalia journey to attend where it was learned that the journey start date was agreed to be the 18 Jun and ending on 25 Jun. Yourself, Ambassador J1, volunteers to be the treasurer and the AC hands you the registration cheques. Ambassador A1 volunteered to be the secretary, C to be the Deputy AC, E to do the booklet, K & N to look after entertainment, M to look after cultural lead, D1 and F to spearhead the pre/post travel, and L to look after the journey journal.

At the 15 Oct meeting, it was announced that ambassador G and H cancelled. It was agreed that a donation of $10 CAD per Ambassador would be given in lieu of a Club Gift. The Communication Lead indicated that the booklet would consist of 8 coloured pages folded format (5.5” by 8.5”) for $3.60 each booklet. It was agreed that the most economical mean to transfer the fees to FFI is via a bank draft at a cost of $7.50 mailed to FFI at a cost of $2.25 and to FF Saturnalia via a group wire transfer at a cost of $25. All agreed to participate except F, J1 and J2 who will pay the FFI fees on their own.

At the 8 Nov meeting the Ambassador F reported that the post journey group trip will cost $578 per person and that all are participating except Ambassadors C and L.

On the 10 Jan, the ambassadors received the Host matching list: Each couple, B & E, C & F, K & M to be hosted by a couple, and L and N each by a single host. It was agreed the Cross flags pins at a cost of $4 would be paid from the registration fee; that each night host would receive one and each Ambassadors except C, K and N also ordered a pins for themselves. The AC mentioned that for ease of communication, a sim card will be bought in Saturnalia for her phone at the approx. cost of $25. The FF Saturnalia Hosting fee is $160 USD and the FFI fee $140 USD.

You receive the agenda for the next meeting which contains as item 4 - Journey Budget. In order to prepare the budget, you consulted the BMO exchange rate on line which was: We sell to you @ 1.2940; we buy from you @ 1.3548.

You expect to close the bank account within 5 month of opening.

Complete the budget on the Excel template and bring it to the workshop for discussion.

**Part 2 - Journaling & Tracking exercise**

On 2 Mar you and the co-signer open the bank account and deposit the registration fee cheques.

On 10 Mar you send a email to the Ambassadors that the FFI fee of $182 CAD ($140 USD @ 1.2940) will be due at the nest meeting. The AC FFI fee is not discounted because there was no advertizing of the 2 free seats on the FFI web site

At the 15 Mar meeting you received all the FFI fees except for Ambassador F, J1 and J2 and deposit the cheques to the bank the next day. And the hosting fees were announced to be $208 CAD ($160 USD @ 1.2940) to be paid at or before the next meeting scheduled for 29 Mar 2019.

At the 29 Mar meeting, you collect the Hosting fee $208 CAD from the 14 hosting fees and deposit $2,912 worth of cheques the next day.

On 9 Apr you meet at the bank with your co-signatory to get a bank draft for $1,540 USD to pay the FFI fees for 11 Ambassadors. That is $1,979.82 CAD at a 1.2856 exchange rate. The fee for the bank draft is $7.50. You then pay the hosting fees of $2240 USD. That is $2,879.74 at a 1.2856 exchange rate. The wire transfer fee is $25.

You both then head to the post office to mail the bank draft to FFI via priority post at a cost of $2.12 paid by cheque.

At the 28 Apr meeting Ambassador J1 hands you the receipts for the 25 cross flag pins for a total of $103.11 ($3.65 each + tax) that you pay with a cheque. Ambassador E distributes the 8 booklets and present you with the receipt for $8 for the translation and $41.60 for printing the booklets ($5.20 per booklet)

On 12 Jun you meet your co-signer at the bank to withdraw $100 USD (a rounded number in USD near the $140 CAD) for the charitable donation in lieu of a Club gift, the exchange rate being 1.3645.

At the close out meeting on 3 Jul, you receive the credit card receipt showing payment for the SIM card from AC (Ambassador C) for $25.64 CAD and paid it by cheque. $33.61 was allocated to Ambassador M for 2 bottles of wine for the Post journey Party. Ambassador refund cheques were written for the Balance was.

On 28 Jul, after all the cheques had cleared you and closed the account.