

## MEMORANDUM

**Date:** April 2, 2008  
**To:** Tracy Vanderwiel, Sigma of Chi Phi Alumni Association  
**From:** Richard Kuerston, Assistant Executive Director  
**Regarding:** Budget Reconciliation

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Tracy:

Please find a final reconciliation of our expansion expenses as part of this memorandum.

Several points to note:

- Total expenses came in at approximately 60% of expected costs.
- Staff salary expenses were almost exactly on budget at 93%.
- We were able to find far less expensive lodging than we had anticipated, bringing that estimate to 69% of our budgeted amount.
- Staff meal expenses were under budget, primarily due to staff not taking per diems when meals were provided at events. Actual figures were roughly 80% of budgeted amount.
- Staff Travel was also far less expensive, 62% of anticipated amounts.
- Marketing costs were only about 41% of anticipated costs.
- Recruitment event costs were roughly a third of anticipated costs, likely due to decreased variable costs resulting from lighter than anticipated attendance at most events.
- Miscellaneous costs were also under-budget, and came in at 51% of anticipated amounts.
- Unbudgeted expenses included site visits and a follow up visit for Ms. Kim Godwin.
- We have not included any of my alumni development expenses (receptions, lodging, per-diems, postage, printing, or travel to/from Chicago)

The follow-up visit from Ms. Godwin is largely driven by our lack of satisfaction with the end results. To the extent that is possible, our staff will continue to prioritize and assist the Colony with recruitment in the foreseeable future.

Sigma of Chi Phi Alumni Association has already contributed \$7,000, leaving a final contribution of \$3,000 outstanding.

Please do not hesitate to let me know if you would like further information.

Fraternally,



Richard Kuerston  
Assistant Executive Director

### Sigma Re-Colonization Budget Reconciliation

Revenue	Budget	Actual	Percent
Allocation from National Expansion Budget	7000.00	7,202.86	102.5%
Sigma Alumni Contribution	21785.34	10,000.00	45.9%
Received as of 4/2/2008		7,000.00	
Not yet received as of 4/2/2008		3,000.00	
<b>Total Revenue</b>	<b>28,785.34</b>	<b>14,202.86</b>	<b>59.8%</b>
Expenses	Budget	Actual	Percent
<b>Site Visits</b>	<b>0.00</b>	<b>1254.14</b>	<b>Unbudgeted</b>
October Site Visit	0.00		
November Site Visit	0.00		
<b>Staff Wages</b>	<b>5020.70</b>	<b>4652.32</b>	<b>93%</b>
Director of Expansion	3065.90		
Field Exec 1	960.80		
Field Exec 2	994.00		
<b>Lodging</b>	<b>3720.00</b>	<b>2580.48</b>	<b>69%</b>
Lodging - Staff	3720.00		
<b>Meals</b>	<b>2499.00</b>	<b>1988.50</b>	<b>80%</b>
Michael Paul Orta	1519.00		
Kim Godwin	490.00		
Ted Williams	490.00		
<b>Travel</b>	<b>3250.00</b>	<b>1554.21</b>	<b>62%</b>
Staff Airfare	1200.00		
Car rental	1550.00		
Miscellaneous	500.00		
<b>Marketing</b>	<b>5425.00</b>	<b>1025.88</b>	<b>41%</b>
Newspaper Advertising	1000.00		
Brochures	400.00		
Banners	300.00		
Printing	2000.00		
Buttons	375.00		
Facebook Flyers	600.00		
Miscellaneous	750.00		
<b>Recruitment Events</b>	<b>5750.00</b>	<b>2074.08</b>	<b>36%</b>
Lunch w/IFC & Sorority Presidents 2/22	500.00		
Athletic Event	200.00		
Lunch Information Meeting 1/25	400.00		
Community Service Event 1/30	150.00		
Social Activity 1/28	500.00		
Social Activity 1/27	500.00		
Alumni invite dinner 1/29	1000.00		
Bid Night dinner 2/1	1500.00		
New Member Ceremony 2/2	1000.00		
<b>Miscellaneous</b>	<b>2300.66</b>	<b>1172.59</b>	<b>51%</b>
T-Shirts	400.00		
Miscellaneous	1000.00		
<b>Second Godwin Trip</b>	<b>0.00</b>	<b>900.66 (estimate)</b>	<b>Unbudgeted</b>
Airfare	250.00		
Hotel	200.00		
Car Rental	80.00		
Salary	222.66		
Meals	98.00		
Misc / Parking / Gas	50.00		
<b>Contingency</b>	<b>819.98</b>		
<b>Total Expenses</b>	<b>28785.34</b>	<b>17,202.86</b>	<b>59.8%</b>