

MEMORANDUM

TO: 1999 MWNGG Steering Committee
FROM: Robert Minish
DATE: February 7, 1999
RE: Treasurer's Report

Attached is a report covering the transactions from inception through January 31, 1999. I have tried to relate the expenses to the corresponding budget items. I plan to submit reports on a monthly basis. I will also let you know the current balance on hand as of the time of the meeting.

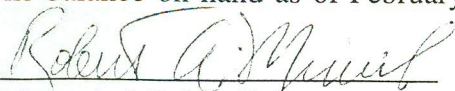
Following David Edwards' resignation and my appointment as Treasurer, the signature card for the account at Riverside Bank was changed. Authorized signers are Mary Mergenthal, Ellis Jones and me. For amounts over \$3000 two signatures are required. I ordered new checks with my return address. I did not order new deposit slips as having David's address on those should not be a problem.

Everything that David turned over appears to be in order. There were statements missing for February and March, 1998 as well as one cancelled check. According to David's notes, the check was the one to Marveen as reimbursement for her expenses and the amount corresponds with the statement she submitted. There was no other activity during those months.

I need confirmation on the approval process for the payment of expenses. I would presume that either Mary or Ellis should approve all bills or requests for payment, except those submitted by either of them. Then I would expect that Mary could approve those submitted by Ellis and vice versa. If that is the procedure the Committee wants me to follow, I would appreciate having that documented in the minutes.

If other information or reports are desired, please let me know.

The balance on hand as of February 7, 1999 is \$4,737.61.


Robert A. Minish, Treasurer

1999 MINNESOTA WELSH NATIONAL GYMANFA GANU
 TREASURER'S REPORT
 Inception Through January 31, 1999

INCOME

<u>Deposits</u>	<u>Actual</u>	<u>Budget</u>
WNGGA Seed Money	\$5,000.00	\$5,000.00
Contributions:		
Individual	1,030.00	6,000.00
Organizations	<u>1,000.00</u>	-0-
Total Income	<u>7,030.00</u>	

EXPENSES AND SURPLUS

<u>Expenses</u>		
Registration and Administration		4,000.00
Bank Charges	84.93	
Mailing & copies	54.60	
Printing	<u>1457.62</u>	9,500.00
Total Expenses	1,597.62	
Surplus	<u>5432.85</u>	
Total Expenses and Surplus	<u>\$7030.00</u>	

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To: Ellis
From: Mary Mergenthal
Re: Tonight's meeting

2-8-99

Here is what I show as the current budget, based on corrections/changes I thought we had made on the 1-13 version you sent me and new information I have from Dan and about marketplace. PLEASE double-check all math.

Dan - He and I estimated attendance at each workshop & then average. The costs are based on actual promises made.

Marketplace - If the group votes to go with Brede tonight we will not have marketplace income (or much work!) because we won't deal with who gets which tables for how much, etc., etc. Marveen & I spent some time reviewing the material & as far as we can tell all our costs would be the free table for Ottawa (we don't plan to give WNGGA a free table, by the way) & any other tables we might feel we needed for whatever. \$200 should be way more than enough.

What does the 2nd item under Expenses "Hotel & Signage" mean? I can see signage being for any expenses Don would have but what hotel costs are in that. We have not looked at other hotel costs for other events (i.e., banquet & folk evening). Fettah told me the 20 easels & the dance floor (if we want it) would be free.

I think we should spend time going through budget bit by bit so everyone understands what it covers & helps us think of anything missing. Frankly, I like this arrangement by event because it helps to eyeball what's what. Not all the capitalized notes are appropriate for the group but they're obviously my comments to you.

Can you prepare a working version for us for tonight?

Are you chairing the meeting or am I?

I have a number of items for the agenda but it's now 3 a.m. & I worked 3 hours straight on the registration ad earlier tonight plus on and on since then so I'd better wait until tomorrow to sort them out.

I have to take J. to dentist 10-11 today. Otherwise I should be here.



1999 Minneapolis National Gymanfa Ganu Executive Committee

Tentative Budget
(As of January 13, 1999)

Estimated Income

Seed Money from WNGGA	\$ 5,000
Registrations (Based on 1,500 @\$15)	22,500
Marketplace (Based on 50 tables)	3,000
Program Booklet Ads	6,000
Folk Evening (Based on 600 @\$10)	6,000
Seminars (Based on 300 per session, 7 sessions = 2,100 @ \$7 per person)	14,700
Eisteddfod (Based on 300 tickets @ \$7)	2,100
Banquet (Based on 600 @ \$40)	24,000
Grand Concert (Based on 1,200 @ \$20)	24,000
Tea Room (1,000 persons at \$2)	2,000
Intersession Meal on Sunday (700 @ \$10)	7,000
Contributions:	
Welsh National Tourist Board	5,500
Individual Contributions	6,000
Underwriting of Specific Items	<u>5,000</u>
Total estimated income	\$132,800

Estimated Expenses:

Registration & Administration	4,000
Hotel and Signage	2,000
Printing (Includes program booklet--\$4,000; flyers, purchased ads, other)	9,500
Eisteddfod Committee (adjudicator fees, other)	3,000
Table Rental for Vendors	2,000
Shuttle bus transportation	2,500
Seminar Expenses	6,000
Tea Room and Te Bach (2) (Based on 6,000 Welsh cakes @ \$.25 plus allowance for tea plus tea/ coffee)	5,000
Folk Evening	5,000
Banquet (Based on 600 @ \$35)	21,000
Banquet Speaker and Performers (Includes honorarium and travel Gareth Daniels plus musicians)	2,000
Children's Activities	1,000
Concert Costs (Miscellaneous)	3,000
Concert Soloist, Jeremy Huw Williams (includes travel)	4,400
North American Welsh Choir	20,000
Central Lutheran Church Concert Hall Rental	1,000
Central Lutheran Church Rental for Sunday (includes meal room)	\$1,000
Sunday Minister Honorarium, Vivian Jones (no travel)	500
Gymanfa Ganu Conductor, Meirwyn Walters (includes travel)	1,500
Gymanfa Ganu Accompanist, Karen Wojahn (does not include travel)	500
Intersession Meals (700 at \$7.50)	5,250
Total Estimate Expenses	<u>100,450</u>

Estimated Excess Income \$32,350

(c:\wp51\99ngg\99budget)

1999 Minneapolis National Gymanfa Ganu Tentative Budget (As of February 7, 1999)

Estimated Income:

Seed money from WNGGA	\$ 5,000
Registrations (based on 1,500 @ \$15)	22,500
Delete Marketplace as Income if we go with Brede	
Program booklet ads	6,000
Folk evening (based on 600 @ \$10)	6,000
Seminars (based on 230 ave/session x 7 @ \$7)	11,270
Welsh World for Youth and Marionette Play (based on 50 @ \$5)	250
Eisteddfod (based on 300 @ \$7)	2,100
Banquet (based on 600 @ \$40)	24,000
Grand Concert (based on 1,200 @ \$20)	24,000
Tea Room (1,000 @ \$2)	2,000
Inter-session meal (700 @ \$8)	5,600
Contributions:	
Wales Tourist Board	5,500
Individual Contributions	6,000
Underwriting of specific items	<u>5,000</u>

TOTAL ESTIMATED INCOME \$125,220

Estimated Expenses

Registration and administration	\$4,000
Printing and publicity (includes fliers, ads, program booklet)	9,500
Signage	2,000
Shuttle buses	2,500
Marketplace (Ottawa booth)	200
Tea Room and Te Bach (Based on 600 Doz Welsh cakes @ \$2.75/doz--\$1650 +\$1,000 for tea/coffee & service)	2,650
Eisteddfod (Includes \$500 each Jeremy and Tegwyn + \$1,200 Tegwyn's flight + \$600 Wesley Rental + money for local publicity and printing collection of literary entries--\$200)	3,000
Folk evening	5,000
Banquet (Based on 600 @ \$35 = \$21,000 + \$500 and \$1,200 for his flight and for musicians and decorations)	22,700
Welsh World for Youth (Includes \$500 for marionette play)	1,000
Seminars (Includes \$5,600 honorarium and travel and \$1,100 accessories based on more accurate projects and actual promises now made)	6,700
Wales Tourist Board Reception (This needs doublechecking)	1,000
Grand Concert (Includes \$20,000 choir + \$4,400 Jeremy Huw Williams [fee and travel] + \$500 Kathryn Ananda-Owens + \$3,000 misc. expenses and publicity + \$1,000 Central rental.)	28,900
Sunday events (Includes Central rental [church + meal rooms], \$1,300; \$500 honorarium to Vivian Jones [no travel]; \$1,500 for Meirwyn Walters [includes travel]; \$500 for Karen Wojahn [No travel]; \$3,850 for 700 meals at \$5.50)	7,650

TOTAL ESTIMATED EXPENSES \$ 96,800

ESTIMATED EXCESS INCOME \$ 28,420

Estimated Income:

Seed money from WNGGA	\$ 5,000
Registrations (based on 1,500 @ \$15)	22,500
Delete Marketplace as Income if we go with Brede	
Program booklet ads	6,000
Folk evening (based on 600 @ \$10)	6,000
Seminars (based on 230 ave/session x 7 @ \$7)	11,270
Welsh World for Youth and Marionette Play (based on 50 @ \$5)	250
Eisteddfod (based on 300 @ \$7)	2,100
Banquet (based on 600 @ \$40)	24,000
Grand Concert (based on 1,200 @ \$20)	24,000
Tea Room (1,000 @ \$2)	2,000
Inter-session meal (700 @ \$8)	5,600
Contributions:	
Wales Tourist Board	6,500
Individual Contributions	6,000
Committed Underwriting of specific items	5,000
Minnesota Groups	<u>1,000</u>
TOTAL ESTIMATED INCOME	\$127,220

Estimated Expenses

Registration and administration	\$4,000
Printing and publicity (includes fliers, ads, program booklet)	9,500
Hotel Rooms for VIPs	4,500
Signage	2,000
Shuttle buses	2,500
Marketplace (Ottawa booth and WNGGA Table)	200
Tea Room and Te Bach (Based on 600 Doz Welsh cakes @ \$2.75/doz--\$1650 +\$1,000 for tea/coffee & service)	2,650
Eisteddfod (Includes \$500 each Jeremy and Tegwyn + \$1,200 Tegwyn's flight + \$600 Wesley Rental + money for local publicity and printing collection of literary entries--\$200)	3,000
Folk evening	5,000
Banquet (Based on 600 @ \$35 = \$21,000 + \$500 and \$1,200 for his flight and for musicians and decorations)	22,700
Welsh World for Youth (Includes \$500 for marionette play)	1,000
Seminars (Includes \$5,600 honorarium and travel and \$1,100 accessories based on more accurate projects and actual promises now made)	7,650
Wales Tourist Board Reception (This needs doublechecking)	1,500
Grand Concert (Includes \$20,000 choir + \$4,400 Jeremy Huw Williams [fee and travel] + \$500 Kathryn Ananda-Owens + \$3,000 misc. expenses and publicity + \$1,000 Central rental.)	28,900
Sunday events (Includes Central rental [church + meal rooms], \$1,300; \$500 honorarium to Vivian Jones [no travel]; \$1,500 for Meirwyn Walters [includes travel]; \$500 for Karen Wojahn [No travel]; \$3,850 for 700 meals at \$5.50)	7,650
Reimbursement to Minnesota Groups	1,000
Reimbursement to WNGGA	<u>5,000</u>
TOTAL ESTIMATED EXPENSES	\$108,750

ESTIMATED EXCESS INCOME **\$ 18,470**

Working budget Mpls National Gymanfa as of July 15, 1999

Estimated income:

Seed money: WNGGA	\$5,000
Minnesota groups	1,000
Contributions: Wales Tourist Board	6,500
Individuals (memorials, etc.)	10,000
Specific underwriting	5,000
Registrations (1,200 @ \$15)	18,000
Program booklet ads	2,500
Tea Room (1,000 @ \$2)	2,000
Marketplace	375
Folk evening (600 @ \$10)	6000
Seminars (230 ave/session x7 @ \$7)	11,270
Welsh World/Youth & Marionette Play 50 @ \$5	250
Eisteddfod attendees (250 @ \$7)	1,750
participants (20 @ \$15)	300
Banquet (600 @ \$40)	24,000
Grand Concert (1,200 @ \$20)	24,000
Gymanfa at-door registrations (200 @ \$5)	1,000
Inter-session meal (700 @ \$8)	<u>5,600</u>
	\$124,545

Estimated expenses:

Reimbursement of seed money: WNGGA	\$5,000
Minnesota groups	1,000
Insurance	500
Registration & administration (inc. \$125 greeter/usher uniforms)	4,000
Printing & publicity (\$3,000 for bk + concert prog + other misc printing)	9,000
Hotel rooms for VIPs	3,500
Signage	1,000
Shuttle buses	2,500
Marketplace (free tables OGGGA & WNGGA)	150
Tea Room & Thurs & Sun nite te bach (600 doz - 7,200 - Welsh cakes @ \$2.75/doz= \$1,650 + \$1,000 beverages & service)	2,650
Eisteddfod (\$500 each Jeremy & Tegwyn + \$1,200 Tegwyn's flight + \$600 Wesley rental + publicity & printing entries \$200 + \$100 accompanist for entrants + \$165 gifts)	3,265

Folk Evening	2,500
(\$200 Catherine S. Victorsen (harpist), \$1,000 IONA, \$1,000 their flights + \$300 (?) other costs)	
Banquet	
(600 @ \$35=\$21,000 + \$500 Gareth + \$1,200 his flight + \$200 Manon + \$100 harp rental + \$400 expenses	23,400
Welsh World for Youth	750
\$500 marionette play + equip/supplies	
Seminars	8,000
(\$7,000 honorarium & travel + \$1,000 accessories - that fig still est.)	
Brynmor Williams video	\$200.00
Wales Tourist Board Reception	2,000
Grand Concert	28,685
(\$20,000 choir, \$2,800 Jeremy fee + \$1,200 J's flight + \$500 Kathryn Ananda- Owens (J's accomp) + \$1,000 Central rental, inc. \$85 for added security, + \$3,000 misc expenses, inc. riser rental & transp. if nec. + \$100 Jeremy in Nfld Wed nite)	
Sunday events	<u>8,250</u>
Central church + meal rooms, \$1,400, inc. added security; \$500 Vivian J (no travel); \$1,500 Meirwyn (inc. travel); \$500 Karen Jones Wojahn (no travel); \$500 youth choir (hopefully some if not all will get covered); \$3,850 for 700 meals @ \$5.50)	
	\$106,350

ESTIMATED EXCESS INCOME: \$18,195.00