



CLIENT NAME	SACLA
CONTACT PERSON	Mac van der Merwe
CONTACT NUMBER	011 471 3863
EMAIL	Vdmertm@unisa.ac.za

GROUP NAME	SACLA
TOTAL GROUP SIZE	52
DATE OF TRAVEL	15 - 17 July 2019
EVENT	Conference
COSTING DATE	25 July 2019

ESTIMATED EXPENSE

DAY 03 – SUNDAY, 14 JULY 2019

		EXCL PP	VAT	INCL PP	TOTAL
	<u>Accommodation:</u>				
29	Guests in x 3 bedroom chalets - DBB	R 654.68	R 98.20	R 752.88	R 39 150.00
29	1 % Tourism Levy	R 6.55	R 0.98	R 7.53	R 391.50

DAY 01 – MONDAY, 15 JULY 2019

		EXCL PP	VAT	INCL PP	TOTAL
12h00	Estimate arrival time at the Alpine Heath Resort				
53	<u>Half day conference incl:</u>	R 230.43	R 34.57	R 265.00	R 14 045.00
	* Lunch on arrival				
	* 1 x Tea and coffee break with snacks				
	* Conference venue hire (Track 1 - 76 pax)				
	* Standard conference equipment				
	<u>Conference extras</u>				
55	Estimate for beverages during lunch	R 26.09	R 3.91	R 30.00	R 1 650.00
	Breakaway venue: (Track 2 - 40 pax)	R 62.63	R 9.39	R 72.02	R 3 745.00
	<u>Cocktail Dinner</u>				
	Cocktail Food	Included	Included	Included	Included
	Private use of Tavern	Included	Included	Included	Included
54	Estimate for beverages during dinner	R 86.96	R 13.04	R 100.00	R 5 400.00
	<u>Accommodation:</u>				
51	3 bedroom chalets with 2 bathrooms (2 pax per chalet)	R 1 173.91	R 176.09	R 1 350.00	R 71 550.00
51	1 % Tourism Levy	R 11.74	R 1.76	R 13.50	R 715.50

DAY 02 – TUESDAY, 16 JULY 2019

	Breakfast	Included	Included	Included	Included
08h00	<u>Full day conference incl: (cost incl in accommodation rate)</u>				
	* Lunch	Included	Included	Included	Included
	* 2 x Tea and coffee break with snacks	Included	Included	Included	Included
	* Conference venue hire (Track 1 - 76 pax)	Included	Included	Included	Included
	* Standard conference equipment	Included	Included	Included	Included
3	Full day conference incl: (cost incl in accommodation rate) (Mariesa Venter, riana Steyne and Adrie Standar)	R 317.39	R 47.61	R 365.00	R 18 980.00
	<u>Conference extras</u>				
56	Estimate for beverages during lunch	R 26.09	R 3.91	R 30.00	R 1 680.00
	Breakaway venue: Board meeting	R 14.46	R 2.17	R 16.63	R 865.00
	Breakaway venue: (Track 2 - 40 pax)	R 62.63	R 9.39	R 72.02	R 3 745.00
	<u>Gala Dinner</u>				
	Menu cost (Included in accommodation rate)	Included	Included	Included	Included
52	Estimate for beverages during dinner	R 86.96	R 13.04	R 100.00	R 5 200.00
	Estimate for décor for the gala dinner	R 167.22	R 25.08	R 192.31	R 10 000.00
	Estimate for entertainment during dinner (DJ and band)	R 83.61	R 12.54	R 96.15	R 5 000.00
	Venue hire	R 62.63	R 9.39	R 72.02	R 3 745.00
	<u>Accommodation - 1 night</u>				
53	3 bedroom chalets with 2 bathrooms (2 pax per chalet)	R 1 373.91	R 206.09	R 1 580.00	R 83 740.00
53	1 % Tourism Levy	R 13.74	R 2.06	R 15.80	R 837.40

DAY 03 – WEDNESDAY, 17 JULY 2018

	Breakfast	Included	Included	Included	Included
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52	Half day conference incl:	R	230.43	R	34.57	R	265.00	R	13 780.00
	* Lunch		Included		Included		Included		Included
	* 2 x Tea and coffee break with snacks		Included		Included		Included		Included
	* Conference venue hire (Track 1 - 76 pax)		Included		Included		Included		Included
	* Standard conference equipment		Included		Included		Included		Included
	<u>Conference extras</u>								
54	Estimate for beverages during lunch	R	26.09	R	3.91	R	30.00	R	1 620.00
	Breakaway venue: (Track 2 - 40 pax)	R	62.63	R	9.39	R	72.02	R	3 745.00
	Estimate for Halaal Meals (based on 1 halaal guest for lunch and dinner)	R	27.59	R	4.14	R	31.73	R	1 650.00
14h00	Depart								
54	Lanyard pouches printing and design	R	6.52	R	0.98	R	7.50	R	405.00
3	Cancellation Fees for 3 no shows	R	2 173.91	R	326.09	R	2 500.00	R	7 500.00

SUPPLEMENTS		EXCL PP	VAT	INCL PP	TOTAL			
Supplement Charge: Peter Mkhize	R	22.24	R	3.34	R	25.58	R	1 330.00
Supplement Charge: Stefan Gruner	R	72.74	R	10.91	R	83.65	R	4 350.00
Supplement Charge: Andre Calitz	R	83.95	R	12.59	R	96.54	R	5 020.00
Supplement Charge: Rihana Steyn	R	10.87	R	1.63	R	12.50	R	650.00
Supplement Charge: Rihana Steyn	R	4.18	R	0.63	R	4.81	R	250.00
Supplement Charge: Mrs Schutz-Schuck Wife	R	33.11	R	4.97	R	38.08	R	1 980.00
Supplement Charge: Husband of Lynn Futchter	R	25.08	R	3.76	R	28.85	R	1 500.00
Supplement Charge: Husband of Brenda Scholtz	R	25.08	R	3.76	R	28.85	R	1 500.00
Supplement Charge: Husband of Marthie Schoeman	R	48.16	R	7.22	R	55.38	R	2 880.00
Supplement Charge: Auroa Gerber	R	22.24	R	3.34	R	25.58	R	1 330.00

GENERAL COSTS		EXCL PP	VAT	INCL PP	TOTAL			
Keynote Speaker	R	125.00	R	-	R	125.00	R	6 500.00
Sound System	R	57.69	R	-	R	57.69	R	3 000.00
Bank fees	R	33.44	R	-	R	38.46	R	2 000.00
Proceedings	R	33.44	R	-	R	38.46	R	3 000.00
On-site fee for 2 x Senior Tour Managers for 4 days	R	200.67	R	30.10	R	230.77	R	12 000.00
Meals for Tour Managers	R	33.44	R	5.02	R	38.46	R	2 000.00
Transport for Tour Managers	R	67.31	R	-	R	67.31	R	3 500.00
Accommodation for Tour Managers	Included			Included		Included		
Registration page (for online registration) - invoicing and online payment acceptance	R	250.84	R	37.63	R	288.46	R	15 000.00
						7 056.33		366 929.40

	P/PERSON	TOTAL		
TOTAL NETT BASIC TOUR COST - EXCL VAT	R	5 883.12	R	305 922.43
15% VAT ON LOCAL ELEMENT	R	1 173.21	R	61 006.97
TOTAL NETT BASIC TOUR COST - INCL VAT (where applicable)	R	7 056.33	R	366 929.40
MANAGEMENT FEE	R	737.70	R	45 000.00
TOTAL GROSS BASIC TOUR COST	R	7 794.04	R	405 290.06

TOTAL TOUR COST	R	405 290.06
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ESTIMATED INCOME	TOTAL NUMBERS	QUANTITY UNPAID	QUANTITY PAID	RATE	TOTAL	
Deposits						
Initial Deposit					85 000.00	
Delegate payments						
Early Bird Registration Fees (No extra accommodation) - 2 people was no show	19	-	17	5 700.00	96 900.00	
Early Bird Registration Fees (with extra accommodation)	24	-	24	7 150.00	171 600.00	
Late registration (with extra accommodation)	3	-	3	7 950.00	23 850.00	
Late registration (without extra accommodation)	1	-	1	6 500.00	6 500.00	
3 x Day Conference rate (no acc and dinners)	2	-	2	3 700.00	7 400.00	
1 x Day Conference rate (no acc and dinners)	1	-	1	2 500.00	2 500.00	
1 x Day Conference rate (1 night acc and welcome dinner on the 15th)	1	-	1	3 982.20	3 982.20	
4 x Student/Teacher Rate (with extra accommoation) - 1 was a no show	5	-	4	5 950.00	23 800.00	
Early Bird Registration Fees (with 2 x extra accommodation)	1	-	-	8 600.00	8 600.00	
	57					
Sponsor and Exhibitors						
Payment - UNISA - Dolf Steyn and proceedings			1	R	14 600.00	14 600.00
Exhibitor - Van Schaick			1	R	5 750.00	5 750.00
Exhibitor - Cambridge			1	R	5 750.00	5 750.00
Exhibitor - Cengage Learning			1	R	5 750.00	5 750.00
Sponsor - Amazon			1	R	40 250.00	40 250.00
Sponsor - Oracle		Outstanding	1	R	34 500.00	34 500.00
Sponsor - litspa			1	R	34 500.00	34 200.00

Spouse Payments					
Andre Calitz	1	R	5 020.00	R	5 020.00
Lynn Fatcher	1	R	1 500.00	R	1 500.00
Brenda Scholtz	1	R	1 500.00	R	1 500.00
Marko Schütz-Schmuck	1	R	1 980.00	R	1 980.00
Riana Steyn	1	R	650.00	R	650.00
Marthie Schoeman	1	R	2 880.00	R	2 880.00
Stefan Gruner	1	R	2 900.00	R	2 900.00
Aurona Gerber	1	R	1 330.00	R	1 330.00
Peter Mkhize	1	R	1 330.00	R	1 330.00
Riana Steyn	1	R	250.00	R	250.00
Bobby Tait	1	R	2 875.00	R	2 875.00
				R	593 147.20
ESTIMATED PROFIT			QUANTITY	RATE	TOTAL
				R	187 857.14
				Profit	102 857.14