** **

**EOCR CLASS 22 HOTEL 69**

**50 YEAR REUNION**

**AFTER ACTION REVIEW**

**Event Reviewed:** Finance

**Reviewed By:** Jim Wilson

**Date:** 17 October 2019

**Give A Summary Of Your Area Of Consideration:**

Our reunion planning team decided to establish credit card, debit card, and checking accounts with USAA. Chuck Engelberger and Jim Wilson were designated as authorized users for all accounts. We had no funds to make an initial deposit so in August each team member contributed $100 for that purpose. (Appendix #1) It was understood that this $100 would be deducted from each member’s total reunion fee. That gave us working capital for upcoming expenses – specifically the $500 initial deposit for the Sheraton due on 7 September, 2019. The second deposit due the hotel was $850 on 28 March, with a final payment due on 20 September. The final payment was based on our Event Order – menu selection and number of guests dining. (Appendix #2) That payment was delayed until 2 October due to necessary corrections in our Event Order. A tentative budget based on a total of 50 in attendance was developed (Appendix #3). This budget was continually updated and revised primarily based on actual expenditure versus estimated expenditures. For planning purposes we based our income on a total of 55 attendees and a total fee of $150 per person. A Reunion Timeline (Appendix # 4) helped us determine when payments were due and that determined our requests from attendees for their payments.

A final budget is at (Appendix #5) – An email was sent on 18 March 2019 encouraging attendance at the reunion (Appendix #6 Come Together). (Appendix #7) is the photo attached to that communication. That email was followed by SITREP #2 which stated:

*Situation To Date:*

*Costs to attendees will include but not be limited to: travel, hotel fees, meals, plus reunion expenses. Revenue sources will be fees charged to attendees based on total reunion expenses. Donations from non-attendees are encouraged and appreciated. The Reunion Planning Team is trying to be cost effective in providing an enjoyable time of reminiscing.*

After careful consideration – each attendee was charged a $50 prepayment ($100 per couple) in April toward the final reunion expenses. (Appendix #8) Our goal of $150 per person was met and the final payment of $100 a person ($200 for a couple) was paid on or before 12 September, 2019. (Appendix #9)

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**What Went Well – What Were The Successes?**

The use of a budget for planning purposes served us well as we determined actual costs and additional expenses. Our use of the USAA accounts allowed us to make mobile deposits of checks and pay our creditors via card or check. In some cases, the writing of a check saved both time and money. We also had available written documentation related to payments as well as the ability to dispute any fraudulent charges. Monthly statements sent to both Chuck and Jim also served as an audit on all three USAA accounts.

We did not receive any “bad” checks that would have incurred a bank service charge. About ninety-five percent of our attendees paid on time. A few missed the given deadlines, but did pay what was owed.

We had an ending surplus for the reunion with income exceeding expenses. That is a little misleading due to donations. We had several classmates who either could not attend, had to cancel their attendance, or did attend but paid a little “extra.” (Appendix #10). Their generosity resulted in $750.00 in total contributions. You will also note from the actual budget – several expenses were paid by an anonymous donor or donors.

**What Could Be Improved And How? - Lessons Learned and Recommendations**

**Lessons Learned:**

Actual costs need to be determined as soon as possible and eliminate as many “estimates” as possible.

Reminding vendors that our group consists of Army veterans and mostly Viet Nam veterans resulted in substantial savings in some areas.

Paying some vendors by check resulted in a savings of credit card processing fees.

**Recommendations:**

Strongly suggest using USAA credit card, debit card, and checking accounts in class name. That may not be possible in the future. The use of several but joint account holders provides both convenience and transparency.

Recommend that tips or gratuities to bus drivers be given directly to the driver/s. A check written to the bus charter company for the driver/s resulted in Federal and State Income Tax Withholdings. We had to pay additional cash to offset the tax withholdings.

Ensure all hotel costs are included in the contract or supplemental written agreement.

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Don’t forget to include shipping costs in total estimated costs of items that require shipping.

Include in Transportation estimates – Uber or Lyft fees for smaller groups

For souvenirs and related items – take advantage of special sales – like Labor Day

Buy in bulk quantities for the Hospitality Suite– if feasible

**A P P E N D I C E S**

1. [Initial Budget For Reunion 18 Dec 18 - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/budget_for_reunion_18_dec_18.xlsx)
2. [Sheraton Pentagon City Hotel - Payment Options](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/contract_-_payment_options_-_copy.png)
3. [Budget Projection - 31 Aug 19](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/projection_-_31_aug_19.xlsx)
4. ​[Reunion Time Line](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/reunion_timeline.xlsx)
5. [​Budget Actual - 20 Oct 19](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/actual_-_20_oct_19.xlsx)
6. [Come Together Email - 18 Mar 19](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/come_together_email_-_18_mar_19.docx)
7. [Photo - Both Platoons Booney Log Toting](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/booney-log-toting.jpg)
8. [Budget - Initial Deposits - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/deposits_-_initial.xlsx)
9. [Budget - Final Payments](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/final_payments_-__9_sep_19.xlsx)
10. [Budget - Donations - Excel](http://www.engineers1969hotel22class.org/uploads/5/6/7/4/56741349/donations.xlsx)