

## BUDGET (EXAMPLE)

|   | Cost     | Units | Subtotals          |
|---|----------|-------|--------------------|
| <b>REVENUE</b>                                |          |       |                    |
| Regiatration Fees                             | 150.00   | 30    | 4,500.00           |
| Non-industry funding                          | -        |       | -                  |
| Department/internal funding:                  | 2,500.00 | 1     | 2,500.00           |
| Sponsor #1 (Bronze)                           | -        |       | -                  |
| Sponsor #2 (Silver)                           | -        |       | -                  |
| Etc. (any funding applicable to your program) |          |       |                    |
| <b>TOTAL Funding/Revenue</b>                  |          |       | <b>\$ 7,000.00</b> |
| <b>EXPENSES</b>                               |          |       |                    |
|   | -        |       | -                  |
| Advertising                                   | 1,000.00 | 1     | 1,000.00           |
| Website development                           | 1,000.00 | 1     | 1,000.00           |
| Brochures                                     | -        |       | -                  |
| Registration system                           | 1,500.00 | 1     | 1,500.00           |
| Gifts   |          |       | -                  |
| Accreditation                                 |          |       |                    |
| MOC Section 1 & Mainpro+                      | 800.00   | 1     | 800.00             |
|   | -        |       | -                  |
|   | -        |       | -                  |
| Faculty Accommodations                        | -        |       | -                  |
| Faculty Transporation                         | -        |       | -                  |
| Faculty Honouraria #1                         | 250.00   | 5     | 1,250.00           |
| Faculty Honouraria #2                         | -        |       | -                  |
| Facilitator                                   | 250.00   | 1     | 250.00             |
| Etc.  | -        |       | -                  |
| Conference Staff                              | -        |       | -                  |
| Conference Room Rental                        | -        |       | -                  |
| Audio-Visual Equipment                        | -        |       | -                  |
| Catering                                      | -        |       | -                  |
| Etc.  |          |       |                    |
| <b>TOTAL Expenses</b>                         |          |       | <b>\$ 5,800.00</b> |
| <b>Difference (over/under)</b>                |          |       | <b>\$ 1,200.00</b> |

**This CPD program is funded by...**

**Surplus goes to...**

**Deficit is paid by...**