

**BUDGET EXAMPLE (with commercial sponsorship)**

[CPD Activity Title]

Identify all sources of funding and expenses directly on the budget.  
Indicate how any surplus or deficit will be handled.

<b>FUNDING/REVENUE</b>	<b>Cost</b>	<b>Units</b>	<b>Subtotals</b>
<b>Registration fees <i>Required for commercially sponsored programs.</i></b>			
<i>Minimum \$100/day per person</i>			
Registration fees1	500.00	80	40,000.00
Registration fees2	300.00	30	9,000.00
Registration fees3, etc.	250.00	10	2,500.00
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			-
<b>Sponsors (Please list companies individually)</b>			
Company name1	5,000.00	1	5,000.00
Company name2	5,000.00	1	5,000.00
Company name3, etc	5,000.00	1	5,000.00
			-
			-
			-
			-
			-
<b>TOTAL Funding/Revenue</b>			<b>\$ 66,500.00</b>

<b>EXPENSES (examples)</b>			
Advertising	1,000.00	1	1,000.00
Website development	2,000.00	1	2,000.00
Brochures	-		-
Registration system	6,000.00	1	6,000.00
Gifts	200.00	4	800.00
Accreditation	2,390.00	1	2,390.00
Faculty accomodations	375.00	6	2,250.00
Faculty transportation	-		-
Faculty honourarium1	250.00	1	250.00
Faculty honourarium2	250.00	1	250.00
Faculty honourarium3, etc.			
Facilitator(s)	250.00	1	250.00
Conference Staff	10,000.00	2	20,000.00
Conference Room Rental	-		-
Audio-Visual Equipment	10,000.00	1	10,000.00
Catering	15,000.00	1	15,000.00
Etc.			-
<b>TOTAL Expenses</b>			<b>\$ 60,190.00</b>

<b>Difference (over/under)</b>			<b>\$ 6,310.00</b>
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Plan for any surplus:

Plan for any deficit: