

BUDGET (EXAMPLE) [CPD Activity Title]

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

	Cost	Units	Subtotals
REVENUE			
Funding (Dept name):	-		-
Registration Fees	250.00	20	5,000.00
	-		-
Sponsor name (if any)	-		-
Sponsor name (if any)	-		-
	-		-
<i>Include any funding applicable to your program</i>	-		-
TOTAL Funding/Revenue		\$	5,000.00
EXPENSES			
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			
Faculty Accommodations	-		-
Faculty Transportation	-		-
Faculty Honourarium #1	250.00	1	250.00
Faculty Honourarium #2	250.00	1	250.00
Facilitator	250.00	1	250.00
Conference Staff	-		-
Conference Room Rental	-		-
Audio-Visual Equipment	-		-
Catering	-		-
Etc.			
TOTAL Expenses		\$	4,250.00
Difference (over/under)		\$	750.00

Plan for any surplus:

Plan for any deficit: