



## 2023 CAPSLE BUDGET

### REVENUE

#### **Membership**

Corporate	\$	16,500.00
Individual	\$	9,500.00
Student	\$	70.00
<b>Total</b>	\$	<b>26,070.00</b>

#### **Conference**

Corporate/Individual/Student	\$	150,000.00
One-Day Registrations		
Draw from Reserve		
Sponsorships/Donations	\$	10,000.00
Banquet		
Advertising		

<b>Total</b>	\$	<b>160,000.00</b>
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Interest	\$	500.00
Book Sales		
Newletter Sales		
Royalties		
Miscellaneous		

<b>Total</b>	\$	<b>500.00</b>
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<b>TOTAL REVENUE</b>	\$	<b>186,570.00</b>
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### EXPENSES

#### **Reserve Fund**

#### **Operations**

Administrative Officer	\$	35,000.00
Office Supplies	\$	500.00
Telephone	\$	800.00
Internet / Web Hosting Fees	\$	800.00
Website Maintenance	\$	500.00
Insurance - Cyber	\$	2,500.00
Accounting (Audit)	\$	4,000.00
Legal	\$	1,000.00
Bank Charges	\$	250.00
Credit Card Processing Fees	\$	4,000.00
Insurance - Liability	\$	2,100.00
Courier	\$	100.00
Postage	\$	300.00
Printing		
Strategic Planning		
Miscellaneous	\$	100.00

<b>Total</b>	\$	<b>51,950.00</b>
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#### **Publications**

Newsletter		
Editing		
Translation		
Conference Papers		
Bursary	\$	1,000.00
Fellowship Award		
Fellowship Expenses		

<b>Total</b>	\$	<b>1,000.00</b>
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### **Membership/Marketing**

Pamphlets		
Membership Directory		
Postage		
Webinar	\$	4,500.00
<b>Total</b>	\$	<b>4,500.00</b>

### **Board of Directors**

Travel	\$	15,000.00
Board Departing Gifts	\$	650.00
Insurance	\$	2,300.00
<b>Total</b>	\$	<b>17,950.00</b>

### **Conference AGM**

AGM Breakfast	\$	7,965.00
AGM Materials	\$	500.00
Board Meeting Expenses		
<b>Total</b>	\$	<b>8,465.00</b>

### **Conference**

Promotion Materials	\$	500.00
Printing / CD's / Memory Sticks		
Postage	\$	2,000.00
Kits	\$	1,000.00
Office Supplies	\$	200.00
Room Rentals	\$	8,000.00
AV Equipment	\$	20,000.00
Translations		
Telephone		
Steering Committee Meetings	\$	500.00
Hospitality Suite		
Courier		
Sunday Breakfast	\$	8,920.80
Sunday Lunch	\$	7,422.20
Refreshment Breaks	\$	28,674.00
Monday Breakfast	\$	10,195.20
President's Reception	\$	4,130.00
Monday Evening Social	\$	4,130.00
Transportation (tour)		
Speaker's Expenses	\$	1,000.00
Speaker's Gifts	\$	2,000.00
Volunteer Honorariums		
Entertainment	\$	1,000.00
Virtual Conference Platform		
Virtual Conference Tech Support		
Accommodation/Accessibility		
Miscellaneous	\$	200.00
<b>Total</b>	\$	<b>99,872.20</b>

### **TOTAL EXPENSES**

<b>TOTAL EXPENSES</b>	\$	<b>183,737.20</b>
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### **SURPLUS/DEFICIT**

<b>SURPLUS/DEFICIT</b>	\$	<b>2,832.80</b>
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