



Operational Guideline

Conference Budget	O.G. # 3.03.01	
	Effective: November 5, 2016	Initial of Pres DG

Purpose: To provide a budget to control revenues and expenditures for the Annual Educational Conference and Training Workshop.

Scope: The BCFTOA membership.

Policy: The BCFTOA Executive will approve a budget for the Annual Educational Conference and Training Workshop.

Procedure:

The Conference Committee will develop an operating budget for the conference including expected revenues and expenses. This budget and the fee schedule for the Annual Education Conference and Training Workshop will be reviewed by the First Vice President and approved by the BCFTOA Executive before the end of October of the year prior to the Conference.

The Executive Administrator will maintain a budget format that may be used as a guide for the Conference Committee to determine estimated revenues and expenditures.

The Conference Committee will determine the estimated revenues for the Conference including, but not limited to the following:

- Registration fees for participants
- Sponsorships
- Fees for social events
- Fees for included meals
- Sales of paraphernalia and other items

The Conference Committee will determine estimated expenditures for the Conference including, but not limited to the following:

- Program costs:
 - Speaker/presenter/instructor costs
 - Accommodations for presenters
 - Travel
 - Car Rental
 - Other expenses
 - Taxes



- Site and venue rental:
 - Conference rooms
 - Meeting rooms
 - Hospitality suite rental
 - Other venue rentals
- Food, catering and refreshments:
 - Hospitality suite refreshments
 - HOT Weekend lunches and coffee breaks
 - Conference meals and coffee breaks
 - Social event dinners
 - Annual banquet
 - Other refreshments
- Registration system costs
- Event insurance
- Conference expenses:
 - Lanyards and name tag holders
 - Presenter gifts
 - Opening ceremony singer, piper and bugler
 - Spousal program costs
 - Car/van/bus rentals
 - Banners and displays
 - Stationary and supplies
 - Other expenses
- Social event expenses
 - Hospitality suite
 - Charity dinner
 - Vendor night
 - Banquet – Master of Ceremonies, entertainment
 - Liquor licenses (if not provided)
- Other expenses
 - T-shirts and paraphernalia
 - Conference swag bag
 - Miscellaneous

The budget for the Conference should be developed on a break-even basis, however the Conference Committee should plan a contingency expense equating to 15% of the expenditures to allow for unforeseen costs.



Any surpluses funds from the Conference will be retained by the Association to help fund future Conferences.

Reference:

3.02.01 – Annual Conference Timelines

3.02.03 – Registration

 Signature of President	This OG replaces Issued: NA
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