

BCLTA budget for Fiscal Feb 01 2012 - Jan 31 2013

	2011-2012 Budget	2011-2012 Actual	2012-2013 Budget
REVENUE			
Membership Fees	55,000	60,077	60,000
LLB Grant TOP 2012	10,000	18,856	10,000
LLB Grant TOP Materials			12,000
LLB Infrastructure Needs Grant	5,000	294	4,706
Conference	1,000	3,468	2,000
Taking the Lead Registrations	3,000	543	1,000
TOP Registrations	15,000	7,819	7,000
Transferred from 2011/12 surplus			5,000
Donations	1,000	0	
TOTAL REVENUE	90,000	91,057	101,706
EXPENDITURES			
1. Programs			
Newsletter	1,200	768	1,000
Publications	1,000	350	500
Conference 2013	3,000	1,923	
Conference 2012	3,000		3,000
Awards	700	677	700
Total Programs	8,900	3,718	5,200
2. Advocacy			
Advocacy Materials	200		
Advocacy Expenses	2,500		1,500
BCLTA Staff/ Expenses - UBCM	500		500
BCLTA Contribution - UBCM	1,000		500
Total Advocacy	4,200		2,500
3. President's Expenses			
President's Travel	1,000		2,500
President's Registration	525		-
President's Accommodation	500		1,000
President's Expenses (Other)	200		1,000
Total President's Expenses	2,225		4,500
4. Meetings			
Face-to-Face & Teleconference	7,000	9,226	7,500
Board Development	2,000		1,000
Total Meetings	9,000	9,226	8,500
5. Reports/Accounting			
Annual Report Filing	200	105	200
Bookkeeping	1,000	1,593	1,500
Year-end review	750	675	800
Total Reports	1,950	2,373	2,500

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6. Salary & Administration			
Administrative Assistant	17,000	12,278	2,500
Administrative Assistant Travel	1,000	1,848	
Contractor Work	5,000	0	5,000
Contractor Expenses	1,000	0	
Executive Director			28,000
Executive Director Travel			2,000
Professional Development	300		500
Storage Locker	850	732	-
Telephone	1,200	923	1,000
Postage/Courier	150	10	150
Computer Equipment & Software	400	549	500
Office Supplies/Stationery	500	686	500
Website & Computer Maintenance	1,500	1,200	500
GST Expense		1,621	
Total Salary & Administration	28,900	19,847	40,650
7. Miscellaneous			
Infrastructure Study	5,000	294	4,706
Dues/Memberships	500	325	500
Miscellaneous Expenses	200	199	200
D & O Insurance	770	765	770
Bank Charges	100	48	100
Total Miscellaneous costs	6,570	1,631	6,276
Total Operating Exp. #1 - #7	61,745	36,794	70,126
Education			
Trustee Orientation Program			
Train the Trainer Expenses	500	134	500
TOP Trainer Fees	5,000	2,887	4,000
TOP Trainer Expenses	4,000	1,605	1,000
TOP Materials	2,500	1,403	1,500
TOP Site/Rooms	2,000	1,231	1,500
TOP Administration	2,000	1,940	5,000
TOP Participant Expenses	8,856	302	500
TOP Consulting-Materials Update		0	7,500
TOP Couriers	300	681	500
Total TOP Live Costs	25,156	10,183	22,000

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Taking the Lead Program			
Trainer Fees	1,200	400	1,000
Trainer Expenses	800		600
Materials	600	310	1,880
Site/Rooms	600	20	400
Administration	600	195	500
Couriers	100		100
Total Taking the Lead Costs	3,900	925	4,480
TOP Online			
TOP Online updates	1,000	997	5,000
TOP Online Web Server	90		100
Total TOP Online Costs	1,090	997	5,100
TOTAL EXPENDITURES	91,891	48,899	101,706
Revenue minus Expenses	(1,891)	42,158	-