



Application for CFUW Ontario Council (OC) Gathering Advance/Grant

Financial Policy: May, 2016

- 2.1 Gatherings are budgeted on a cost recovery basis.
- 2.2 The registration price of a Regional Gathering should include the cost of the venue, the food, speakers and publicity material, but should not include gift or souvenir items.
- 2.3 The budget, prepared by the host Club for a Gathering, is reviewed with the Regional Director (RD) prior to the event.
- 2.4 (i) The host Club receives a \$100 grant from OC
(ii) The host Club can receive an advance up to \$300 for their start-up expenses, if requested. This advance is to be repaid as soon as feasible.
- 2.5 Where a Club realizes a surplus, exclusive of the grant, that amount is paid to OC.
- 2.6 Where a Club experiences a deficit, OC covers the deficit.
- 2.7 OC pays registrations fees and travel expenses for the OC President and the host RD attending a Gathering. All others are responsible for their own expenses.
- 2.8 If the National President, RD from another Region, or other CFUW member is invited to make a presentation, their registration fee is waived.
- 2.9. Financial statements are forwarded to the OC Treasurer within 30 days of the event.

Name of Club (s):

President's Name:

Address:

City, Postal Code:

E-Mail:

CFUW Ontario Council Gathering – Sample Budget**

Revenue:

Ontario Council Advance

Sponsors

Donations

Ticket Sales # x price

Total:

Expenses:

Room Rental

Food costs + Tax and Gratuities

Advertising/Publicity

Postage/Photocopying

Speakers' honorariums and/or travel expenses, lunch

Misc.

OC Advance (if requested and approved)

Total:

** A deficit budget cannot be submitted