



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

Financial Policy: May, 2017

- 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.
  - 2.3. The budget, prepared by the host club for a gathering, is reviewed and approved by the Regional Director (RD), Treasurer and President of Ontario Council prior to the event.
  - 2.4. The host club can receive an advance up to \$300 for their start-up expenses, if requested, after approval of the budget.
  - 2.5. Where a club realizes a surplus, that amount is paid to OC.
  - 2.6. Where a club experiences a deficit, OC covers the deficit.
  - 2.7. Financial statements are forwarded to the OC Treasurer within 30 days of the event, along with the repayment of any advance, any surplus realized and any request for repayment of a deficit.
  - 2.8. OC pays registration fees and travel expenses for the OC President and the host RD to attend a Gathering. All others are responsible for their own expenses.
  - 2.9. If the National President, RD from another Region, or other CFUW member is invited to make a presentation, their registration fee is waived.  
  
All others are responsible for their own expenses.
  - 2.10. The host club will receive a \$200 grant from OC after financial statements, repayment of any advance and any surplus realized, have been received by the OC Treasurer.
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Name of Club (s):

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President's Name:

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Address:

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City, Postal Code:

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E-Mail:

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**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