

Preparing the Budget

One of the first tasks presented to a short course organizer is the compilation of a budget for the event. The budget should be as detailed as possible, recognizing that some parts of it will not be fixed until well into the process. Both an "Expenditures" and a "Revenue" section are required.

For MAC short courses held at a joint annual meeting of the GAC and MAC, these courses are an important part of the meeting; however, the financial obligations incurred by their presentation are the responsibility of the MAC. The budget will set the registration fee for the course, based on a reasonable best estimate of attendance, and known or estimated costs for production of the short course (site costs). MAC pays all direct costs for editing and printing of the accompanying volume, and the purchase of volumes (provided at cost) should be included as an expenditure item in the budget.

Below is a worked example of the budget (also available as an [Excel file](#)). This example was for a two-day course held two days prior to the GAC-MAC meeting, in a University, with a daily room fee and catering fee. Besides the organizer, it had 7 lecturers, one of whom travelled across the country, and one from overseas. Four lecturers requested registration support to attend the GAC-MAC conference. Two coffee breaks were provided. Lunch both days was included in this budget, but it could be the responsibility of the participant (note at university-based meetings, ensure this is feasible). A banquet ticket was provided to all lecturers. Estimated 30 participants (+ 8 lecturers).

Expenditures

Item	Number	Unit Cost	Total Cost	Notes
Speaker Costs				
No. speakers	8			
Registration costs	4	500.00	2000.00	complementary to some speakers
Dinners	16	27.00	432.00	
Other meals			500.00	possible early arrivals
Accommodation	16	115.00	1840.00	two nights accommodation per speaker
Transportation	16	20.00	320.00	ground transportation (taxis)
Air Fares	8	820.00	6560.00	
Subtotal			11652.00	
Site Costs				

Room rental	1	500.00	500.00	May need another "reception" room
Audiovisual rentals	1	250.00	250.00	Often arranged by LOC - may be no charge
Student assistance	2	250.00	500.00	SC registration for 1-2 students (gophers)
Coffee, muffins, etc.	4	195.00	780.00	2 breaks per day - recommend seeking sponsorship here
Lunches	76	15.00	1140.00	
Wine and cheese	1	800.00	800.00	Estimate only - recommend seeking sponsorship
Signage, badges, bags			0.00	Usually provided by LOC; may be needed for off-site course
Subtotal			3970.00	
Publication costs				
Volumes for participants	38	20.00	760.00	Purchased from MAC at cost
Subtotal			760.00	
Other Items				
Publicity			300.00	Fliers, mail-outs, courier fees, office costs, etc.
Subtotal			300.00	
<u>Total</u>			<u>16682.00</u>	

Revenue

Item	Number	Unit Value	Total Value	Notes
Professional registration	28	400.00	11200.00	
Student registration	10	250.00	2500.00	
Wine and cheese sponsorship	1	1000.00	1000.00	
Coffee and muffins sponsorship	4	500.00	2000.00	
<u>Total</u>			<u>16700.00</u>	