

PD Day-Preliminary Budget Report

Due: March 5th 2018

Subject Council: _____

P.D. Day Chair: _____

Expenses

ITEM	COST
1. Planning Expense (supplies, food etc.)	
2. Location (rental cost, etc.)	
3. Speakers, workshop presenters (Honoraria, gifts, travel expenses etc.)	
4. Registration (name tags, participant certificates etc.)	
5. Food Costs (coffee, juice, snacks etc.)	
6. Luncheon (catering etc.)	
7. Workshops (supplies, equipment etc.)	
8. Other	
TOTAL	

REVENUE

ITEM	AMOUNT
1. OSSTF grant: (initial amount)	
2. \$10.00 x # of participants ()	
3. Registration (x teachers)	
4. Balance in account	
5. Other	
TOTAL	

Please attach any additional information on a separate sheet and return by March 5th, 2018 to Les Robinson at the OSSTF/FEESO District Office, 9 Corvus Court.

