

2025 Chapter Budget
Forecasts (Business Plan) and Actuals (Annual Report)



General Information	
Region	West Central
Chapter	Toronto-Humber
Business Plan (BP) Submission Deadline: June 30, 2024	
Annual Report (AR) Submission Deadline: March 31, 2026	

Submission Record	
BP submitted by	DG
Date	15-Jun-24
AR submitted by	DG/Treasurer
Date	31-Dec-25

For Chapter Office Use		
2025 Activity items:	29	Forecasted Expense \$36,290.00
Activity budgets #1-29: APPROVED		YTD Expense \$8,104.70
Regional Councillor	Ravinder Panesar	Actual Expense \$8,104.70

No.	Activity	Type	Rationale - Explain how this supports our collective regulatory mandate (2-3 sentences) *If not event, put N/A and provide brief description	Forecasted	Actual	Forecasted	Actual	Forecasted	Actual	Forecasted	Actual	Forecasted	Actual	Description - If needed, provide more details on the planned event	Forecasted	Actual	Activity Date
				Attendance: in-person	Attendance: in-person	Attendance: Virtual	Attendance: Virtual	Gross Expense	Gross Expense	Income	Income	Net Expense	Net Expense		Net Expense per Attendee	Net Expense per Attendee	
Ex	Technical Seminar/Tour	Allotment funded	This provides licence holders with a CPD opportunity. Helps maintain and develop standards of knowledge and skill as required by PEA.	35		0		\$600.00		\$350.00		\$250.00		Part of seminar series on EVs and infrastructure strategies	\$7.14		
Ex	Supporting Chapter Operations	Allotment funded	N/A - Zoom membership	0		750		\$300.00		\$0		\$300.00			\$4.00		
1	AGM	Allotment funded	Required per Chapter By-Laws	60	0	0	26	\$8,000.00	\$0.00	\$0.00	\$0.00	\$8,000.00	\$0.00	Mar- Chapter AGM (& guest speaker)	\$133.33	\$0.00	19-Mar-25
2	AGM+Licence Certificate Presentation	Allotment funded	Required per Chapter By-Laws	0	0	13	9	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Jan- Board meeting (assume 12 Board + 1 guest attend, virtual, typ.)	\$3.85	\$0.00	15-Jan-25
3	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	0	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Feb- Board meeting not held	\$3.85		Not held
4	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	8	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Mar- Board meeting	\$3.85	\$0.00	12-Mar-25
5	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	12	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Apr- Board meeting	\$3.85	\$0.00	11-Apr-25
6	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	9	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	May- Board meeting	\$3.85	\$0.00	7-May-25
7	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	7	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Jun- Board meeting	\$3.85	\$0.00	4-Jun-25
8	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	0	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Jul- Board meeting (Tentative; for 2026 BP Review if required) Not Held	\$3.85		Not held
9	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	13	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Sep- Board meeting	\$3.85	\$0.00	10-Sep-25
10	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	9	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Oct- Board meeting	\$3.85	\$0.00	8-Oct-25
11	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	0	0	13	13	\$50.00	\$0.00	\$0.00	\$0.00	\$50.00	\$0.00	Nov- Board meeting	\$3.85	\$0.00	5-Nov-25
12	Chapter Board Meeting	Allotment funded	Required per Chapter By-Laws	46	9	0	0	\$7,500.00	\$551.52	\$0.00	\$0.00	\$7,500.00	\$551.52	Dec- Year-end Board meeting + Volunteer Recognition, Recruiting, & Recognize Scholarship Winner	\$163.04	\$61.28	5-Dec-25
13	Supporting Chapter Operations	Allotment funded	N/A- Zoom subscription, Business cards & badges for new Board members, misc. supplies	0	3	1	0	\$750.00	\$63.73	\$0.00	\$0.00	\$750.00	\$63.73	3 name badges; [Jan-Dec- Zoom subscription, Business cards for new Board members, misc. supplies]	\$750.00	\$21.24	6-Aug-25
14	Licence Certificate Presentation	Allotment funded	Present licence certificates to new P.Engs.	70	20	0	0	\$3,270.00	\$626.61	\$0.00	\$0.00	\$3,270.00	\$626.61	May- Tri-Chapter LCP, cost sharing (assume in-person, 16 LC recipients + 48 guests + 6 Board members, framing, shipping costs, venue, & photographer); Actual - hosted by another Chapter, only framing costs	\$46.71	\$31.33	21-May-25
15	Licence Certificate Presentation	Allotment funded	Present licence certificates to new P.Engs.	70	16	0	0	\$3,270.00	\$420.51	\$0.00	\$0.00	\$3,270.00	\$420.51	Nov- Tri-Chapter LCP, cost sharing (assume in-person, 16 LC recipients + 48 guests + 6 Board members, framing, shipping costs, venue, & photographer)	\$46.71	\$26.28	12-Nov-25
16	Subcommittee Meeting	Allotment funded	Support Chapter function/operations	12	0	0	0	\$100.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	Misc. meeting costs & refreshments; none incurred	\$8.33		31-Dec-25
17	Technical Seminar/ Tour	Allotment funded	Provide possible PEAK PDU opportunity to members	0	0	200	0	\$200.00	\$0.00	\$0.00	\$0.00	\$200.00	\$0.00	Jan- PEO Council Member debate (virtual)	\$1.00		
18	Technical Seminar/ Tour	Allotment funded	Provide possible PEAK PDU opportunity to members	50	0	0	0	\$2,750.00	\$0.00	\$0.00	\$0.00	\$2,750.00	\$0.00	Not held	\$55.00		Not held
20	Technical Seminar/ Tour	Allotment funded	Provide possible PEAK PDU opportunity to members	50	15	0	74	\$2,750.00	\$847.50	\$0.00	\$0.00	\$2,750.00	\$847.50	Fall- Tech Seminar - Building Better Infrastructure [Hybrid event]	\$55.00	\$9.52	26-Nov-25
21	Networking Event	Allotment funded	Provide possible 30x30 speed networking event / women in the workplace/ or volunteer's info night	100	500	0	0	\$3,700.00	\$5,594.83	\$0.00	\$730.66	\$3,700.00	\$4,864.17	WCR Symposium @ Marriott Toronto Airport	\$37.00	\$9.73	5-Apr-25
22	30x30	Allotment funded	supports 30x30 initiative	80	0	0	36	\$3,500.00	\$0.00	\$0.00	\$0.00	\$3,500.00	\$0.00	PEO - EDI: "The Belonging Effect"	\$43.75	\$0.00	22-Oct-25
26	Government Liaison Program	Non-allotment funded	per GLP mission & objective	2	0	0	0	\$200.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	GLP volunteer costs (covered by GLP Program)	\$0.00		GLP
27	Licensure Assistance Program	Non-allotment funded	per LAP objective	24	0	0	0	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	LAP costs - Kick-off event (LAP covers costs)	\$0.00		LAP
28	Licensure Assistance Program	Non-allotment funded	per LAP objective	24	0	0	0	\$3,000.00	\$0.00	\$3,000.00	\$0.00	\$0.00	\$0.00	LAP costs - Wrap-up event (LAP covers costs)	\$0.00		LAP
29	RCC Scholarships	Non-allotment funded	per RCC Scholarship program; support student pursuing engineering	1	1	0	0	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$0.00	\$0.00	1 scholarship to high school graduate enrolled in CEAB program	\$0.00	\$0.00	7/26/2025
Total								\$36,290.00	\$8,104.70	\$0.00	\$730.66	\$36,290.00	\$7,374.04				

2025 Chapter Budget
Forecasts (Business Plan) and Actuals (Annual Report)

2025 Budget Review					
Total Forecasted Gross Expenses	\$36,290.00	Total Forecasted Income	\$0.00	Total Forecasted Net Expenses	\$36,290.00
					Required Funds
					\$36,290.00
Total Actual Gross Expenses	\$8,104.70	Total Actual Income	\$730.66	Total Actual Net Expenses	\$7,374.04
Opening Balance, Jan 31 PEO Financial Statement (2025 Approved Budget)					\$0.00
Variance between Total Gross Expenses and Budget					\$8,104.70
Overspend/Underspend					\$7,374.04
Ending Balance Dec 31 PEO Financial Statement					

Past Years Review	
2023 Approved Budget	\$44,050.00
2024 Approved Budget	\$37,040.00

Non-Allotment Activities	
Total Number of Activities	4
Total Actual Gross Expenses	\$1,500.00

- This cell is highlighted **RED** because the actual value is 20% or more over the forecasted amount
- This cell is highlighted **YELLOW** because the actual value is between 5% and 20% over the forecasted amount
- This cell is highlighted **GREEN** because the actual value is within 15% less and 5% more than the forecasted amount
- This cell is highlighted **ORANGE** because the actual value is 15% or more under the forecasted amount
- This cell is highlighted **YELLOW** because either:
 - a) The Budget Request value exceeds 5% more than the 2024 Approved Budget amount; OR
 - b) The Total Actual Net Expenses value is over 5% of the Approved Budget amount

Notes
