



# AFOA BC Budgeting Workshop – Day 1

Location: Westin Bayshore – Vancouver BC  
Date: February 15-16, 2024  
Time: 8AM – 4PM  
Facilitator: Carol Reimer, Vice-President, AFOA BC

## Agenda Items

8:00 am	Breakfast
9:00 am	Introductions
9:10 am	Learn Excel Basics; what you need to know to use Excel for creating budgets with handy reference sheet to take home
10:30 am	Refreshment Break
10:45 am	Use Excel Skills Learned to Create a Budget Template
12:00 pm	Lunch
1:00 pm	Introduction to Budget Theory
2:30 pm	Refreshment Break
3:15 pm	Create your Own Budget; with reference notes in your Excel template
4:30 pm	Adjournment



# AFOA BC Budgeting Workshop – Day 2

## Agenda Items

8:00 am	Breakfast
9:00 am	Open Discussion and Review of Day One
9:15	What Will Change for Those Under 10-year Funding Agreements Relating Outcomes - Service Levels and Results; funding More Budget Theory - Economies of Scale; fixed and variable costs
10:30	Refreshment Break
10:45	Adjust Budget Created Day One for Increased Services
12:00	Lunch
1:00	Discussion on Five Year Budgets; requirements and advantages
2:30	Refreshment Break
2:45	Creating of 5 Year Budget Discussion of Importance of Codes in Controlling Your Budget Monitoring Budget to Actual Throughout the Year
3:45	Adjournment