

Canadian Clinical Trials Coordinating Centre
Budget Scenarios Income Statements
January 1 to December 31, 2017

REVENUE	Approved Budget 2017	Amended Budget 2017	YTD (as of Aug, 2017)	Notes	Details
Revenue					
IMC	100,000.00	100,000.00	100,000.00		
CIHR	100,000.00	100,000.00	100,000.00		
HealthCareCAN	7,500.00	7,500.00	7,500.00		
Deferred Revenue (12)	396,399.90	396,399.90	399,758.76		
TOTAL REVENUE	603,899.90	\$ 603,899.90	\$ 507,258.76		
EXPENSE					
Operations					
Salaries and Benefits (11)	175,000.00	187,000.00	110,293.62		Additional funds for Comms Resource currently at the amount of \$12,000; \$9,000 from Professional Fees/Contracted Support and \$3,000.00 from Branding/Communications
Professional Fees/Contracted Support (7)	10,000.00	1,000.00			\$9,000 to Salaries and Benefits for hiring of a Communications Resource
Administration (1)	4,000.00	4,000.00			may go over due to Bell phone higher expenses
Telephone & Cell	-	-	1,814.33		
Postage & Courier	-	-	134.51		
Office Supplies	-	-	291.59		
Computer Upgrades	2,000.00	2,000.00			
Bank Charges	250	250.00	36.00		
Depreciation	-	-	1,277.02		get from here money for Bell phones if needed; indicate if funds will be left over
Miscellaneous Expenses	1,000.00	1,000.00	166.04		
Membership/Subscriptions (2)	3,000.00	3,000.00	304.65		
IT Support/website hosting	10,000.00	10,000.00	6,447.90		
Staff Travel & Mtg. Exp. (3)	20,000.00	20,000.00	9,131.40		
Meetings (6)	25,000.00	13,775.65			\$5,500 to Strategic Consultation & \$5,724.35 to Metrics
Professional Development (4)	5,000.00	5,000.00	1,490.00		
Translation	13,000.00	13,000.00	4,246.54		
Rent	-	-			
Financial Services	-	-			
Audit Fees	800	800.00			To be adjusted to allocate funds for April'17-Dec'17 audit. Connie to provide more details. Increase is due to status change of HCCC to a charity. The additional funds needed can be reallocated from the balance available - \$3074.25
Insurance					
Branding/Communications	8,000.00	5,000.00	2,034.00		\$3,000.00 reallocated to Salaries and Benefits for hiring of a Communications Resource
HCCC Overhead (5)	40,000.00	40,000.00	20,000.00		
Total Operations	317,050.00	\$ 305,825.65	\$ 157,667.60		
CCTCC Projects					
Contribution to N2 for CT metrics work (13)	7,000.00	7,000.00			Potential to reallocate, TBD - Nov, 2017
Strategic Consultation (10)	48,000.00	53,500.00	24,382.03		Additional funds from Meetings (\$5,500)
REB's	2,000.00	2,000.00			Potential to reallocate, TBD - Nov, 2017
Metrics	60,000.00	80,000.00			Additional funds from Meetings (\$5,734.35); CCTAM (\$14,275.65)
CCTAM	50,775.65	37,500.00	945.00		Additional funds from Patient Registries (1,000) and \$14,275.65 reallocated to Metrics
mCTA	55,000.00	55,000.00	17,050.43		
FMV	60,000.00	60,000.00	4,404.76		
Patient Registries	1,000.00	-			To be reallocated to CCTAM as the project is incorporated into the CCTAM
Total CCTCC Projects	283,775.65	295,000.00	46,782.22		
TOTAL EXPENSE	600,825.65	600,825.65	155,073.07		
NET INCOME	3,074.25	\$ 3,074.25	\$ 352,185.69		Can be reallocated to Audit Fees. Exact amount TBC.

Legend

Increased budgeted funds
Decreased budgeted funds
Amounts to be potentially reallocated, TBC

- (1) Phone expenses, office supplies, conference and webinar costs, peripherals, accidental fees, any other office expenses. Based on Y2 expenses.
- (2) Memberships in relevant clinical trial organizations such as N2, SOCRA, CAREB. Subscriptions to relevant publications. This is to maintain existing subscriptions and memberships. Based on Y2 expenses.
- (3) Staff travel expenses. Project-related meetings (e.g. mCTA core team meeting on March 18, 2016 in Toronto) and conference presentations such as BIO 2016, SOCRA 2016, Canada Talks Pharma 2016. Meetings also includes: Provincial CT Organizations Workshop (Following Nov 19, 2015 Workshop, it was decided to convene the Prov. CT Organizations for 2 more meetings in 2016. The goal is to foster collaboration across the country; engagement for CCTCC projects (such as mCTA, CCTAM, FMV, etc.); identify emerging issues (successes, challenges, new developments) in the Canadian CT environment. Identified as a high priority by the Presidents', Executive & Advisory Cmts.), Advisory Committee (2 meetings; 20 participants max , 10 of which are out of town; includes meeting room rental; catering; travel and hotel expenses for some participants; CCTCC usually covers travel expenses for out-of-town participants.) , and Other (Project-related meetings such as mCTA, FMV, Metrics and CCTAM. Since these meetings may or may not take place, more details are not available at this time.)
- (4) Relevant professional development conferences, training/courses for staff, e.g. communication to executives. The Director is eligible for professional development as per her contract.
- (5) Overhead includes: Rent, Financial Services, Audit Fees, Insurance
- (6) In the chart of Accounts, staff meetings & travel is recorded under the same code as Meetings
- (7) 1. Expenses for admin. staff resource as she is hired through an agency and her salary cannot be covered under the salaries and benefits line.
2. Consultants hired for CCTCC purposes. Based on Y1 and Y2 experience.
- (8) 1. The current CCTCC website requires significant updates (including graphic assets) due to progress being made on projects. Not all of the requires changes can be done in-house.
- (9) For Program Grants see CCTCC Projects
- (10) Renewal/Extension expences could include: Survey, translation, subscription, analysis/processing of survey results, and/or putting on a mini summit
- (11) Salaries and benefits for one Director and one Staff member.
- (12) Deferred Revenue from Operating Expenses - 90,045.02
Deferred Revenue from Projects - 295,123.74
- (13) Allocation of funds to be confirmed, based on whether the CCTCC collaboration with N2 re the CT Metrics project will go ahead or not.