

2023 ACFP BUDGET PLAN

OPERATING BUDGET

The operating budget reflects those revenues and expenses related to ongoing administration and initiatives as well as one-time activities at the Board's discretion for 2023.

The objective of this budget is to manage revenues and expenses while achieving the ACFP operating mandate. The Board is putting forward a budget with a small deficit for 2023.

| | 2023 Budget | 2022 Actual (Audited) | 2021 Actual (Audited) | 2020 Actual (Audited) |
|------------------------------------|------------------|--------------------------|--------------------------|--------------------------|
| REVENUE | | | | |
| Membership Dues | 1,410,000 | 1,278,401 | 1,396,897 | 1,237,476 |
| Transfer Payment from National | 28,000 | 23,235 | 29,839 | 29,495 |
| Share of FMF Surplus from National | - | 19,600 | 11,365 | 17,748 |
| CME Ethical Reviews | 20,000 | 23,400 | 19,700 | 17,300 |
| CME Mainpro Accreditation | 25,000 | 8,000 | 16,000 | 17,400 |
| Shadowing | 5,500 | - | - | - |
| Best Practice Support Visits | - | - | - | 2,750 |
| GoMainpro Subscription fees | - | - | 16,986 | 23,278 |
| Grants | 315,685 | 651,070 | 580,410 | 622,823 |
| Sponsorships | 40,000 | 11,000 | 9,000 | 41,025 |
| Interest Revenue | 4,000 | 23,530 | 1,486 | 7,017 |
| Cost Recovery | - | 9,120 | - | 9,554 |
| Miscellaneous Revenue | 15,200 | 25,145 | 10,720 | 36,874 |
| Event Registrations | 265,000 | 80,737 | 378,901 | 462,618 |
| TOTAL REVENUE | 2,128,385 | 2,153,239 | 2,471,303 | 2,525,357 |
| EXPENSE | | | | |
| Wages | 797,621 | 1,161,301 | 1,055,451 | 984,415 |
| Employee Benefits | 130,257 | 154,372 | 197,098 | 185,224 |
| Professional Services | 406,417 | 428,238 | 352,103 | 314,155 |
| Board | 145,600 | 115,471 | 98,523 | 112,931 |
| Committees | 29,000 | 3,822 | 5,939 | 19,031 |
| Marketing & Promotion | 118,600 | 81,081 | 211,826 | 126,279 |
| General & Administrative Expenses | 226,788 | 316,854 | 202,297 | 211,107 |
| Event Costs | 326,160 | 103,424 | 180,898 | 374,626 |
| TOTAL EXPENSES | 2,180,443 | 2,364,563 | 2,304,134 | 2,327,768 |
| NET INCOME/(LOSS) | (52,059) | (211,324) | 167,169 | 197,590 |

ACFP Membership Dues

The ACFP continues to see small annual increases in our membership numbers each year therefore we are not accounting for a loss of members in our budget plan. It has been recommended by the Board that, due to the decision of the CFPC to not raise membership dues based on inflationary increases, it was decided to recommend no increase to the annual ACFP membership fee in 2023.

Planning for a Deficit Budget for 2023

Although we are planning for a small deficit in 2023, the ACFP remains in a strong financial position due to previously accumulated surpluses of \$1,236,140. The planned deficit relates to government relations strategic efforts that began in 2022 and will continue up to, and following, the 2023 provincial election.

New Budget Risk - CFPC Transfer Fund

Since the ACFP 2023 Budget was approved by the Board in November 2022, there has been a deficit reduction strategy employed by the CFPC to reconsider all Chapter Transfer Funds which had been a consistent revenue source for over 10 years. ACFP has submitted a request for the \$28,000 (Approximation based on past transfers using a formula used to disperse the interest gained on investments at the CFPC to support Chapter programs and services). The decision will be made in the coming months regarding our submission.

Grant Revenue

Grants revenue is composed primarily of funds received from Health Canada for the Substance Use and Addictions Program (SUAP). This grant began in 2020 and will be complete in July 2023. Though we are seeking other new grants from several sources (CPSA, MAPS AH) to support ongoing mentorship and CPD programs, we have not budgeted for them in our plan.

Family Medicine Summit Viability

The Family Medicine Summit will be offered as a hybrid event in 2023 with both a virtual and in-person component. The Board has asked that management review registration fees and the costs associated with the Summit to work toward a cost recovery program. Historically, the Summit has been offered at a cost to the membership of between \$25,000 to \$45,000. Reducing costs or raising registration fees are the levers available for this to be achieved.

Staff, Board, and Committees Expenses

A considerable savings was realized in 2022 as the Board and the various committees continued to hold most of their meetings virtually. In 2023 it is anticipated that the Board and committees will continue to meet primarily using virtual platforms with the reintroduction of a few in-person meetings. Necessary travel and related expenses for in-person meetings has been reflected in the 2023 budget.

Government Relations and Health Policy Investment

In 2022 we began working with a government relations firm to support strategy and implementation of targeted lobbying and advocacy to ensure the primary care and family medicine crisis was solidly embedded in the party platforms leading up to the election in the Spring of 2023. This investment has been valuable in the Modernization of Alberta's Primary Health Care System Initiative with Alberta Health through the winter leading up to the recent announcements by both parties to ensure policy platforms were informed by recommendations and evidence compiled by the ACFP leadership.

2023 Operating Budget Analysis

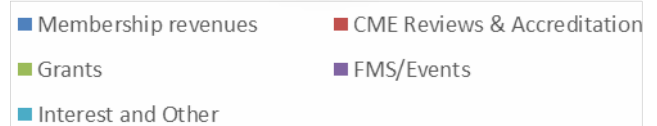
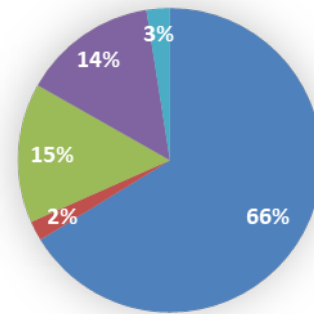
Revenue

66% of ACFP revenues for 2023 are budgeted to come from membership dues. [2022 – 51%].

15% of ACFP revenues are expected from grant (contribution) income. This is income received primarily from Health Canada for the SUAP. [2022-30%]

The remaining revenues come from registration fees, program certification applications and reviews, and interest on reserves.

Revenue



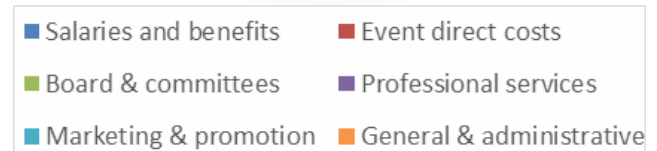
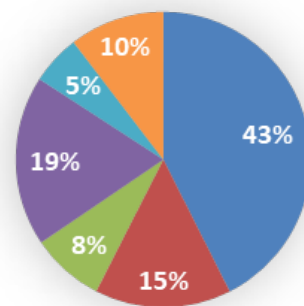
Expenses

43% of budgeted operating expenses for 2023 are attributed to staff wages and benefits. [2022 - 51%] This supports program delivery, communications, member supports, and advocacy.

Total 2023 estimated wages & benefits \$927,878 [2022 – \$1,321,936]. The decrease is due primarily to reduced staffing after the completion of the SUAP grant.

Professional services budget includes government relations, medical advisors, mentors, and expertise in facilitation and program development.

Expenses



Administration and Initiatives

The ACFP uses “fund accounting” which allows us to track expenses and revenues attached to overall administration (including lobbying, external stakeholder engagement, and advocacy), prioritized member facing initiatives, and regular programs and services.

The operating budget below shows intended funding allocations and expected revenues for 2023. Not all programs have revenue making potential, but nonetheless are seen as fundamental investments in advancement of the future of the specialty family medicine and grassroots support for the members of the ACFP.

| | Total | Administration | KET Initiative | Family Medicine Summit | Education Outreach | SUAP | Research | Special Projects |
|---|------------------|------------------|-----------------|------------------------------|-----------------------|----------------|-----------------|---------------------|
| REVENUE | | | | | | | | |
| Membership Dues | 1,410,000.00 | 1,410,000.00 | - | - | - | - | - | - |
| Transfer Payment from National | 28,000 | 28,000 | - | - | - | - | - | - |
| CME Ethical Reviews | 20,000.00 | 20,000.00 | - | - | - | - | - | - |
| CME Mainpro Accreditation | 25,000 | 25,000 | - | - | - | - | - | - |
| Shadowing | 5,500.00 | 5,500.00 | - | - | - | - | - | - |
| Best Practice Support Visits | - | - | - | - | - | - | - | - |
| GoMainPro Subscription fees | - | - | - | - | - | - | - | - |
| Edmonton Journal Grant | - | - | - | - | - | - | - | - |
| Grants | 315,684.50 | - | - | - | - | 295,684.50 | - | 20,000.00 |
| Sponsorships | 40,000 | - | - | 40,000 | - | - | - | - |
| Interest Revenue | 4,000.00 | 4,000.00 | - | - | - | - | - | - |
| Cost Recovery | - | - | - | - | - | - | - | - |
| Miscellaneous Revenue | 15,200.00 | - | 15,200.00 | - | - | - | - | - |
| Event Registrations | 265,000 | - | - | 265,000 | - | - | - | - |
| Exhibits | - | - | - | - | - | - | - | - |
| TOTAL REVENUE | 2,128,385 | 1,492,500 | 15,200 | 305,000 | - | 295,685 | - | 20,000 |
| EXPENSE | | | | | | | | |
| Wages | 797,621.02 | 552,824.91 | 10,799.04 | 59,814.74 | 34,314.45 | 93,912.83 | 45,955.05 | - |
| Employee Benefits | 130,257 | 94,254 | 1,661 | 11,920 | 5,393 | 10,247 | 6,783 | - |
| Professional Services | 406,417.00 | 101,050.00 | 89,142.00 | 5,000.00 | 300.00 | 154,525.00 | 3,900.00 | 52,500.00 |
| Board | 145,600 | 145,600 | - | - | - | - | - | - |
| Committees | 29,000.00 | 21,000.00 | - | 8,000.00 | - | - | - | - |
| Marketing & Promotion | 118,600 | 111,500 | - | 6,400 | - | - | 700 | - |
| General & Administrative Expenses | 226,788.00 | 202,120.00 | 1,468.00 | 5,800.00 | 900.00 | 16,000.00 | 500.00 | - |
| Event Costs | 326,160 | 18,200 | 10,000 | 233,060 | 7,900 | 21,000 | 6,000 | 30,000 |
| TOTAL EXPENSES | 2,180,443 | 1,246,549 | 113,070 | 329,995 | 48,807 | 295,685 | 63,838 | 82,500 |
| EXCESS OF REVENUES OVER EXPENSES | (52,059) | 245,951 | (97,870) | (24,995) | (48,807) | - | (63,838) | (62,500) |

Supporting Information on Budget Impacts

| Initiatives | Budget Impact | Comments |
|------------------------------|-------------------|--|
| Continuation: KET Initiative | \$97,870 net cost | <ul style="list-style-type: none"> In 2020 the ACFP signed a three-year MOU with CFPC and PEER to contribute to the ongoing development of Tools for Practice Articles and other Knowledge Translation products which are now being made available to ACFP members through the CFPC. The current agreement is complete in 2023. |

| Initiatives | Budget Impact | Comments |
|---|-------------------|---|
| Continuation: Family Medicine Summit (The Summit) | \$24,995 net cost | <ul style="list-style-type: none"> The Summit 2023 will be offered as a hybrid event with both virtual and in person registration options Several governance and operations items are delivered or supported during the Summit including Research Showcase, Awards and Recognition, Member Engagement, Annual Meeting of Members and Forums The Board has challenged management to work toward a balanced budget for the Summit and so some strategies have been employed for 2023 decreasing costs and considering registration fee increase or grants to support this. |
| Continuation: Education Outreach | \$48,807 net cost | <ul style="list-style-type: none"> Includes expenses related to the offering of smaller primarily virtual educational events, many of which have complimentary registration for members. Grants are being sought to support the costs associated with these offerings but are not factored in to the budget plan as there are no guarantees. |
| Continuation: Collaborative Mentorship Network for Chronic Pain and Addiction | \$0 net cost | <ul style="list-style-type: none"> The ACFP receives a contribution from Health Canada’s SUAP for the period of July 2020 – July 2023 This contribution funds the planned evolution and enhancements to the Collaborative Mentorship Network for Chronic Pain and Addiction |
| Continuation: Research Programming | \$63,838 net cost | <ul style="list-style-type: none"> This is the third year for this fund assigned to the enhancement and collaboration of programs and supports for family medicine and primary care research in Alberta Family medicine research is strategically identified as a fundamental value and objective of the ACFP |