Category	Descriptions	April	May	June	July	August	September	October	November	December	January	February	March	Total
	Name													
	PROJECT MANAGER													
	DIRECTOR													
	EXECUTIVE DIRECTOR													
	OFFICE MANAGER (ADMIN)													
	COMMUNICATIONS STAFF													
	BOOKKEEPER													
	PROGRAM ASSISTANT, PART-TIME													
	Sub-total Salaries and Wages													
	GUEST HONORARIUM FOR GRADUATION / CYCLING COURSES / SPECIAL EVENTS													
	CONTRACTUAL SERVICES													
	Total salaries and Wages													
	MERCs & Benefits @X%													
PERSONNEL														
	TRAVEL EXPENSE - STAFF													
	ACCOMODATION													
	MEALS AND INCIDENTALS													
TRAVEL														
	OFFICE SUPPLIES													
	PROJECT MATERIALS													
	PRINTING / PHOTOCPYING													
	POSTAGE AND COURIER													
MATERIALS														
	OFFICE EQUIPMENT - LAPTOP													
	OFFICE FURNITURE													
	SPECIAL EQUIPMENT* - BIKES, LOCKS, HELMET (*If program is providing bikes/gear to participants)													
	BICYCLE MAINTENANCE - SUPPLIES & PARTS													
EQUIPMENT														
	RENT													
	RENT - Graduation / Cycling Courses / Special Events													
RENT														
	TELEPHONE - Cell phone													
	COMPUTER SERVICES AND SUPPLIES													
UTILITIES														
	STAFF PROFESSIONAL DEVELOPMENT													
	HOSPITALITY - Graduation/Cycling Courses/Cycling Courses/Special Events (Vancouver, Halifax, Toronto)													
	VAN RENTAL /COURIER - Transporting Bicycles													
	PARTICIPANT POLICE RECORD CHECKS													
	HALIFAX OPERATIONS INSURANCE													
	ADVERTISING, AUDIT,LEGAL FEES,INSURANCE,BANK FEES													
OTHER														
SUB TOTAL PROGRAM DELIEVERY														
TOTAL														