

CAFII Fee Structure 2019

Role	Percentage of Time (FTE- Full Time Employee)	Monthly Fee	2019 Rate- 1 year (3% increase)	Year 2 (2.5% increase)	Year 3 (2% increase)	Important Notes
Executive Administrator	40%	\$3,640	\$3,749	\$3,843	\$3,920	Membership and Administrative
IT	10%	\$910	\$937	\$961	\$980	1/2 day per week
Accountant	14%	\$1,274	\$1,312	\$1,345	\$1,372	Includes accounting for events
Event Manager	20%	\$2,100	\$2,163	\$2,217	\$2,261	3 receptions & Executive Luncheon
Total FTE (Full Time Employees)	84%					
MM Staffing (monthly)		\$7,924	\$8,162	\$8,366	\$8,533	
Administrative Charge	5%	N/A	N/A	N/A	N/A	
Overhead	5%	N/A	N/A	N/A	N/A	
Archive storage						<i>*No charge</i>
Computer Maint. and Support						<i>*No charge</i>
Total Monthly (CAD)		\$7,924	\$8,162	\$8,366	\$8,533	
Total Annual		\$95,088	\$97,941	\$100,389	\$102,397	
HST		\$12,361	\$12,732	\$13,051	\$13,312	
Total Annual (plus HST)		\$107,449	\$110,673	\$113,440	\$115,709	

Fees not included in our management fees

Meeting room usage for ED meetings	Waived
Offsite storage for historcial files (approx. 80 boxes)	TBD
Phone line cost (\$50 per month)	\$ 600
Credit Card fees	
Registration set up charges	

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