

## Guidelines for Budgeting

### Using the Budget Model

Before filling out the Budget Model, download the most current version from the Primary Care Initiative website. ([www.albertapci.ca](http://www.albertapci.ca))

Before submitting the PCN's Business Plan, ensure that the budget model for the PCN complies with the instructions provided on the most current version of the Budget Model template. PCNs are responsible for ensuring that they are adhering to current policies at the time of Business Plan submission.

 **Alert**

The financial plan of the PCN must adhere to the latest policies at the time of business plan submission.

Instructions for completing the template are located on the first worksheet of the Budget Model.

### Submitting the Draft Budget Model

One hard copy and one electronic copy of the Budget Model are to be submitted with the Service Plan and with each submission of the draft Business Plan. Once the Budget Model has been submitted to the PCI Program Office, successive submissions must detail the changes from the previous submission.

### Submitting the Final Budget Model

When submitting the final Business Plan for Primary Care Initiative Committee consideration, submit two hard copies of the Budget Model, along with an electronic copy.