

2026 Budget Information and Schedules

College of Patent Agents and Trademark Agents



COLLEGE OF PATENT
AGENTS & TRADEMARK AGENTS

COLLÈGE DES AGENTS DE BREVETS ET
DES AGENTS DE MARQUES DE COMMERCE

Prepared by

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Prepared on

November 24, 2025

College of Patent Agents and Trademark Agents - Operations Budget 2026 - [Schedule A](#)

	Actual 2024	Budget 2025	Forecast 2025	Budget 2026	Ref	Change from Budget 2025		Change from Forecast 2025	
INCOME/REVENUE:									
License Fees	\$ 3,583,148	\$ 3,658,000	\$ 3,584,300	\$ 3,605,000	1	\$ (53,000)	(1.6%)	\$ 20,700	0.6%
Exam Fees	178,557	187,000	194,900	224,000	2	37,000	19.8%	29,100	14.9%
Application and Certificate Fees	74,399	51,000	63,000	61,000	3	10,000	20.0%	(2,000)	(3.9%)
Interest Income	63,000	80,000	89,000	100,000	4	20,000	25.0%	11,000	12.4%
Regulatory Discipline Income	5,000		5,000	-	5	-	0.0%	(5,000)	(100.0%)
TOTAL INCOME/REVENUE	\$ 3,904,104	\$ 3,976,000	\$ 3,936,200	\$ 3,990,000		\$ 14,000	0.4%	\$ 53,800	1.3%
EXPENSES:									
Amortization	3,727	4,000	4,750	4,000	I	-	0.0%	(750)	(15.8%)
Audit Fees	23,990	24,000	24,000	25,000	I	1,000	4.2%	1,000	4.2%
Board of Directors Meeting & Remuneration	140,889	192,000	210,700	234,000	A	42,000	21.9%	23,300	11.1%
Regulatory Committees - Remuneration	29,025	43,000	46,500	50,000	B	7,000	16.3%	3,500	7.5%
Discipline & Hearing meeting and remuneration	59,500	94,000	50,200	63,000	C	(31,000)	(33.0%)	12,800	25.5%
Communications and stakeholder relations	20,439	73,000	66,200	66,000	D	(7,000)	(9.6%)	(200)	(0.3%)
Human resources and recruitment	8,910	25,000	7,500	21,000	I	(4,000)	(16.0%)	13,500	180.0%
Information Technology and Website	31,679	24,000	23,800	26,000	I	2,000	8.3%	2,200	9.2%
Insurance expenses	52,263	57,000	54,500	57,000	I	-	0.0%	2,500	4.6%
Credit card fees and bank charges	77,694	82,000	78,100	79,000	I	(3,000)	(3.7%)	900	1.2%
Legal fees	195,534	254,000	157,000	244,000	E,F	(10,000)	(3.9%)	87,000	55.4%
Licensee system software	83,346	101,000	95,700	105,000	I	4,000	4.0%	9,300	9.7%
Office & Administration	33,304	39,000	30,917	36,000	I	(3,000)	(7.7%)	5,083	16.4%
Exam Board/SME support fees	128,390	115,000	94,000	178,000	G	63,000	54.8%	84,000	89.4%
Consulting - Registration/Competency	241,700	205,000	174,000	261,000	H,J,K	56,000	27.3%	87,000	50.0%
Registration Program/Exam costs	115,735	125,000	146,500	167,000	L	42,000	33.6%	20,500	14.0%
Salaries, benefits & contracted staff	1,128,406	1,203,000	1,230,333	1,387,000	M,N	184,000	15.3%	156,667	11.3%
Staff Travel, Training and Dues	45,867	83,000	44,500	86,000	P	3,000	3.6%	41,500	93.3%
Translation fees (non-exam related)	50,719	55,000	59,000	60,000	I	5,000	9.1%	1,000	1.7%
Contingency (Expenses)	-	100,000	-	100,000	Q	-	0.0%	100,000	0.0%
TOTAL EXPENSES	\$ 2,471,118	\$ 2,898,000	\$ 2,598,200	\$ 3,249,000		\$ 351,000	12.1%	\$ 650,800	25.0%
NET SURPLUS (DEFICIT)	\$ 1,432,986	\$ 1,078,000	\$ 1,338,000	\$ 741,000	dd	\$ (337,000)	(31.3%)	\$ (597,000)	(44.6%)
ADD: OPENING NET ASSETS/RESERVE BALANCE	\$ 292,014	\$ 1,725,000	\$ 1,725,000	\$ 3,063,000	cc				
ENDING NET ASSETS/RESERVE BALANCE	1,725,000	\$ 2,803,000	3,063,000	3,804,000	ee				

	Actual 2024	Budget 2025	Forecast 2025	Budget 2026	Ref	Change from Budget 2025		Change from Forecast 2025	
Licensee system software	83,346	101,000	95,700	105,000	I	4,000	4.0%	9,300	9.7%
Payroll Provider Fees	894	1,000	1,400	1,000		-	0.0%	(400)	(28.6%)
Office - Furniture	-	1,200	1,667	2,000		800	66.7%	333	20.0%
Office - General expenses	5,036	3,800	6,300	4,000		200	5.3%	(2,300)	(36.5%)
Telephone-Cell phone	801	1,000	700	1,000		-	0.0%	300	42.9%
Software Costs	26,573	32,000	20,850	28,000		(4,000)	(12.5%)	7,150	34.3%
Office & Administration	33,304	39,000	30,917	36,000	I	(3,000)	(7.7%)	5,083	16.4%
Exam Board/SME support fees	128,390	115,000	94,000	178,000	G	63,000	54.8%	84,000	89.4%
Consulting - Registration/Competency	241,700	205,000	174,000	261,000	H,J,K	56,000	27.3%	87,000	50.0%
Exam Software	74,992	89,000	74,000	82,000	L	(7,000)	(7.9%)	8,000	10.8%
Exam translation fees	40,743	36,000	72,500	85,000	L	49,000	136.1%	12,500	17.2%
Registration Program/Exam costs	115,735	125,000	146,500	167,000	L	42,000	33.6%	20,500	14.0%
Employee Health Benefits	31,118	34,974	57,000	92,000	O	57,026	163.1%	35,000	61.4%
Employee RRSP benefits	46,747	53,912	54,120	59,000	M	5,088	9.4%	4,880	9.0%
Employee Statutory remittances	49,159	52,655	53,900	63,000	M	10,345	19.6%	9,100	16.9%
Employee Wages and Contracted Staff	1,001,382	1,061,459	1,065,313	1,173,000	M,N	111,541	10.5%	107,687	9.2%
Salaries, benefits & contracted staff	1,128,406	1,203,000	1,230,333	1,387,000	M,N	184,000	15.3%	156,667	11.3%
Dues and memberships	4,452	6,000	7,000	6,000		-	0.0%	(1,000)	(14.3%)
Staff Travel	25,998	47,000	24,000	49,000		2,000	4.3%	25,000	104.2%
Staff Training	11,849	25,000	9,500	26,000		1,000	4.0%	16,500	173.7%
Staff Meals & Entertainment	3,568	5,000	4,000	5,000		-	0.0%	1,000	25.0%
Staff Travel, Training and Dues	45,867	83,000	44,500	86,000	P	3,000	3.6%	41,500	93.3%
Translation fees (non-exam related)	50,719	55,000	59,000	60,000	I	5,000	9.1%	1,000	1.7%
Contingency (Expenses)	-	100,000	-	100,000	Q	-	0.0%	100,000	0.0%
TOTAL EXPENSES	\$ 2,471,118	\$ 2,898,000	\$ 2,598,200	\$ 3,249,000		\$ 351,000	12.1%	\$ 650,800	25.0%
NET SURPLUS (DEFICIT)	\$ 1,432,986	\$ 1,078,000	\$ 1,338,000	\$ 741,000	dd	\$ (337,000)	(31.3%)	\$ (597,000)	(44.6%)
ADD: OPENING NET ASSETS/RESERVE BALANCE	\$ 292,014	\$ 1,725,000	\$ 1,725,000	\$ 3,063,000	cc				
ENDING NET ASSETS/RESERVE BALANCE	1,725,000	\$ 2,803,000	3,063,000	3,804,000	ee				

Approved

College of Patent Agents and Trademark Agents

Schedule B

Budget Statement of Financial Position 2026 (Balance Sheet)

	Forecast 2025	Budget 2026	
Current Assets			
Cash	300,000	500,000	aa
Investments (GIC)	3,000,000	3,550,000	bb
HST/GST Rebate Receivable	20,000	22,000	hh
Prepaid expenses and contracts	17,000	19,000	
Total Current Assets	3,337,000	4,091,000	
Fixed Assets			
Fixed Assets	13,500	16,500	
Accumulated Depreciation	(5,500)	(7,500)	
Total Fixed Assets	8,000	9,000	jj
Total Assets	\$ 3,345,000	\$ 4,100,000	
Current Liabilities			
Accounts Payable	177,000	191,000	hh
Accrued Payables	105,000	105,000	hh
Current Liabilities	282,000	296,000	
Opening Net Assets (Reserves)	1,725,000	3,063,000	cc
Surplus (Deficit) of Revenues over Expenses	1,338,000	741,000	dd
Total Net Assets	3,063,000	3,804,000	ee
Total Liabilities and Net Assets	\$ 3,345,000	\$ 4,100,000	

CPATA Financial Reserve Targets Comparison:

Schedule C

	Forecast 2025	Budget 2026	
Forecast and Budgeted Reserves (Net Assets) end of 2025	\$ 3,063,000	\$ 3,804,000	ee
*Professional Regulation Reserve Fund	750,000	2,000,000	ff
Operating Reserve Fund (6 months expenses)	1,450,000	1,600,000	gg
	\$ 2,200,000	\$ 3,600,000	
Overall Reserves (Net Assets) projected surplus at December 31, 2026	\$ 863,000	\$ 204,000	ii

* Professional Reserve threshold is under review

COLLEGE OF PATENT AGENTS AND TRADEMARK AGENTS
Capital Asset Budget items 2026

Schedule D

<u>Requirements for 2026</u>	<u>Timing</u>	<u>Provider expected</u>	<u>\$ Amount</u>
Laptop for CEO & Registrar	Q2-3	Lenovo	3,000
Disposal of CEO & Registrar old laptop	Q2-3	-	(2,500)
Laptop for new employee (Admin Coordinator)	Q1	Lenovo	2,500
Net Additions 2026			\$ 3,000
Opening Capital Asset Balance from 2025			\$ 13,500
Ending Capital Asset Balance - 2026			\$ 16,500
Accumulated Amortization - Forecast end of December 2025			\$ 5,500
Budgeted Amortization 2026			4,000
Disposal of Laptop			(2,000)
Accumulated Amortization - Budget end of December 2026			\$ 7,500
Total Fixed Assets (Net Book Value 2026)			\$ 9,000

BYLAWS OF THE COLLEGE OF PATENT AGENTS AND TRADEMARK AGENTS

2026 SCHEDULE 1 - REVISED FOR CPI % INCREASE (2.2%)

Item	Description	2025 Fee \$	*2026 Fee \$
1	Application for a class 1 licence	255	261
2	Application for a class 2 licence	153	157
3	Application for a class 3 licence	255	261
4	Application for a class 4 licence	153	157
5	Change from a class 2 licence to a class 1 licence	153	157
6	Change from a class 4 licence to a class 1 licence or class 2 licence, less than three years	153	157
7	Change from a class 4 licence to a class 1 licence or a class 2 licence, three years or more	255	261
8	Register to write the qualifying examinations or any part of the examinations	357	365
9	Request to re-mark failed qualifying examinations, per part of the examinations	510	522
10	Issuance or renewal of a class 1 licence	1,836	1,877
11	Renewal of a class 1 licence for a licensee who is both a patent agent and a trademark agent	2,754	2,815
12	Issuance or renewal of a class 2 licence	1,530	1,564
13	Renewal of a class 2 licence for a licensee who is both a patent agent and a trademark agent	2,295	2,346
14	Issuance and first and second renewals of a class 3 licence	153	157
15	Renewal of a class 3 licence, third and subsequent renewals	204	209
16	Issuance or renewal of a class 4 licence	102	105
17	Reinstatement of a suspended licence	255	261
18	Application to surrender a class 1 licence or a class 2 licence	255	261
19	Application to surrender a class 3 licence or a class 4 licence	102	105
20	Issuance of a Registrar's certificate	102	105
21	Foreign practitioner — initial inclusion in the Register	255	261
22	Foreign practitioner — maintain name in the Register for one year	184	189

* The 2026 Fees have been increased by 2.2% in accordance with By-law section 89 which states: "Every fee set out in Schedule 1 is to be adjusted in each fiscal year on January 1 by the percentage change in the October All-items Consumer Price Index for Canada— as published by Statistics Canada under the Statistics Act - between the month of October in the preceding year and the month of October in the year before that year, and rounded to the next highest dollar."