

<b>CME EVENT BUDGET WORKSHEET</b>		
<b>Name of Event:</b>		
<b>Date(s) of Event:</b>		
<b>REVENUE</b>	<b>BUDGETED AMOUNT</b>	<b>ACTUAL AMOUNT</b>
<i>Registration Fees:</i>		
# of registrations @ \$ _____		
# of registrations @ \$ _____		
# of registrations @ \$ _____		
<i>Educational Grants from Commerical Sources:</i>		
Funds from company A		
Funds from company B, etc.		
<i>Funding from other grants or sources</i>		
List		
<b>SUBTOTAL</b>	0.00	0.00
<b>EXPENSES</b>	<b>BUDGETED AMOUNT</b>	<b>ACTUAL AMOUNT</b>
<i>Instructional expenses (fixed):</i>		
Stipends, honoraria etc		
Instructor's material		
Room rental		
Custodial services		
A/V support and/or equipment		
Other course development expenses		
Travel or Accomodation expenses for speakers		
<i>Administrative expenses (fixed):</i>		
Application Fee for CME study credits		
Advertising and promotion (e.g. brochure printing)		
Mailing list rental		
Postage		
Photocopying		
Conference participant packages		
Cost of supplementary staffing		
Cost of preparation of summary evaluation report		
Staff travel costs		
Long-distance telephone/fax		
<b>SUBTOTAL</b>		
<i>Participant expenses (variable):</i>		
Registration kits, name tags		
Receipts, postage, envelopes		
Catering, if included		
Parking, if included		
<b>TOTAL EXPENSES</b>	0.00	0.00
<b>BALANCE: Surplus versus Loss</b>	0.00	0.00