

CME Activity Budget Worksheet (Income & Expense Statement) [C8-9]

Complete the following CME activity income and expense worksheet (NOTE: totals auto-calculate)

Activity Name:

Activity Date:

Category	Amount
1. STATEMENT OF REVENUE:	
Educational Grants/Commercial Support (All Grants Must Have a Signed Letter of Agreement)	
In-Kind Support (durable equipment, facilities/space, disposable supplies, etc)	
Attendee Registration Fees	
Advertising and Exhibit Income	
OTHER:	
TOTAL INCOME	
2. STATEMENT OF EXPENSES:	
MARKETING EXPENSES:	
- Promotional Brochure/Flyer Design and Printing Expense	
- Mailing/Postage Expense	
- Printed Handouts/Syllabus	
- Posters and Signs	
TOTAL MARKETING EXPENSES	
SPEAKER EXPENSES:	
- Honoraria	
- Travel Expenses (includes airfare/train/auto, hotel and meals)	
TOTAL SPEAKER EXPENSES	
MEETING COSTS (includes room rentals and F&B):	
STAFF COSTS:	
OTHER:	
TOTAL EXPENSES	
PROFIT / (LOSS)	