

**ACE Activity Budget Worksheet (Income & Expense Statement) (Standard 4)**  
**ACCME Standards for Integrity and Independence in Accredited Continuing Education (ACE)**

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

Activity Name:

Activity Date:

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