

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>	
1. STATEMENT OF REVENUE:	
Educational Grants/Commercial Support <i>(All Grants Must Have a Signed Letter of Agreement)</i>	
In-Kind Support <i>(durable equipment, facilities/space, disposable supplies, etc.)</i>	
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 <i>(includes airfare/train/auto, hotel and meals)</i>	
TOTAL SPEAKER EXPENSES	
MEETING COSTS <i>(includes room rentals and F&B):</i>	
STAFF COSTS:	
OTHER:	
TOTAL EXPENSES:	
PROFIT/ (LOSS)	