

Sample Document

MedChi

Continuing Medical Education

Activity Planning

Projected and Actual Budget Form

| Expenses: | Projected | Actual | Differential | Comments |
|---|-----------|--------|--------------|----------|
| Accreditation Fees | | | | |
| Printing | | | | |
| Postage | | | | |
| Marketing | | | | |
| Faculty Honoraria and Travel | | | | |
| Staff Housing | | | | |
| Staff Travel | | | | |
| Food and Beverage | | | | |
| Audio-Visual | | | | |
| Facilities Rental | | | | |
| Miscellaneous | | | | |
| Other: | | | | |
| | | | | |
| Total Expenses: | | | | |
| | | | | |
| Income: | | | | |
| Registration Fees | | | | |
| Commercial Support | | | | |
| Grants Non-Commercial | | | | |
| Other: | | | | |
| Total Income: | | | | |
| Gain/Loss Total Actual Expenses minus Total Actual Income | | | | |