

SAMPLE BUDGET

Previous Year Budget	Previous Year End	Current Year Budget	Current Year Actual	Notes and Comments
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ANNUAL MEETING

REVENUE

Registration

- Member Registration
- Nonmember Physician Registration
- Resident Registration
- Nurse/Allied Registration
- Spouse/Guest Registration

Other Annual Conference Revenue

- Educational Grants
- Other Commercial Support
- Exhibits and Advertising Revenue
- Reception and Banquet Ticket Sales
- Golf
- Dining Shuttle
- Functions
- Tours
- Silent Auction
- Miscellaneous Revenue

REVENUE TOTAL

\$0	\$0	\$0	\$0	
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EXPENSE

Administrative/Program

- Bad Debt
- Bank/Credit Card Fees
- Insurance
- Miscellaneous Conference Expense
- Postage
- CME Fees
- Faculty Honorariums
- Faculty Reimbursements
- Shipping
- Staff Travel Expense
- Supplies/Attendee Items
- Telephone - General

SAMPLE BUDGET

	Previous Year Budget	Previous Year End	Current Year Budget	Current Year Actual	Notes and Comments
Telephone - Conference Calls					
Program Committee					
Hotel Gratuities					
Registration Services/Temporary Personnel					
Signage					
Total Administrative/Program Expenses	0	0	0	0	
<i>Promotion/Printing Expenses</i>					
Abstract Call					
Conference Marketing/Promotion					
General Conference Printing/Copies					
Official Program/Final Program					
Registration Brochure/Preliminary Program					
Commercial Support Opportunities Brochure					
Exhibits and Advertising Prospectus					
Poster Boards					
Tote Bags					
Total Promotion/Printing Expenses	0	0	0	0	
<i>Facility/Events/Onsite Expenses</i>					
Photographer					
Audio Visual					
Entertainment/Decor					
Exhibit Hall Rental					
Breakfasts					
Luncheons					
Annual Banquet					
Welcome Reception					
Tours					
Golf Outing					
President					
Prizes					
Room Rental					
Total Facility/Events/Onsite Expenses	0	0	0	0	
EXPENSE SUBTOTAL	\$0	\$0	\$0	\$0	
Total Income(Loss)	\$0	\$0	\$0	\$0	