



RSS Budget Planning

(grand rounds, tumor boards, M&M, journal clubs)

During the planning process, enter all income and expenses in the estimated column and return with application to the OCME. Note that all commercial support Letters of Agreement and Exhibit forms must be forwarded to the OCME before the session takes place.

In June when the series end, fill-out the FINAL column of the form referencing actual income and expenses and return to the OCME. If commercial support was received, include the Commercial Support Worksheet.

Facility: _____

Activity title: _____

Date: _____

	Estimate		Final	
Anticipated Income				
Registration Fees				
Commercial Support				
Department Fund				
Gov. Grant				
Exhibit fees				
Other				
Total Income	\$	-	\$	-
Anticipated Expenses				
Marketing /promotional materials				
Duplicating				
Supplies				
Audio Visual				
Honorarium				
Expenses & Travel				
Catering				
CME Accreditation Fee				
Commercial Support processing				
CME Credit Fee				
Other				
Other				
Total Expenses	\$	-	\$	-

Net Profit/Loss \$ - \$ -