

Element 3.1 Income and Expense Statement – Sample

| EXPENSES | BUDGET | ACTUAL |
|--------------------------------------|----------------------|----------------------|
| Fixed Costs: | | |
| Airfare/Train – Staff | \$0.00 | \$272.00 |
| Meals/Entertainment – Staff | \$0.00 | \$41.42 |
| Ground Transportation – Staff | \$0.00 | \$261.17 |
| Misc Travel – Staff | \$0.00 | \$55.00 |
| Airfare/Train – Physc | \$0.00 | \$2,024.75 |
| Lodging – Physc | \$0.00 | \$3,153.36 |
| Meal/Entertainment – Physc | \$0.00 | \$1,342.38 |
| Ground Transportation – Physc | \$0.00 | \$800.94 |
| Misc Travel – Physc | \$0.00 | \$48.44 |
| Food/Beverage/Banquet – Physc | \$0.00 | \$14,637.43 |
| Staff Travel | \$350.00 | \$0.00 |
| Meals | \$150.00 | \$0.00 |
| Audio Visual | \$8,500.00 | \$6,349.58 |
| Telephone | \$539.00 | \$670.86 |
| Express Delivery | \$135.00 | \$635.71 |
| Postage | \$9,494.00 | \$6,799.01 |
| Outside Mailing Service | \$3,000.00 | \$3,247.83 |
| Printing Brochures | \$3,983.00 | \$3,983.00 |
| Copying | \$1,554.00 | \$2,319.60 |
| Equipment Rental | \$81.00 | \$133.58 |
| Office Supplies | \$296.00 | \$212.82 |
| Seminar SLC Lab Supplies | \$0.00 | \$167.07 |
| Honoraria/Stipends | \$5,000.00 | \$5,398.00 |
| Faculty/Speaker Exp Reimbursement | \$1,000.00 | \$0.00 |
| Faculty Air Travel | \$9,500.00 | \$0.00 |
| Faculty Meals and Lodging | \$3,000.00 | \$0.00 |
| Program Meals Lodging | \$7,500.00 | \$0.00 |
| Gifts | \$200.00 | \$0.00 |
| Fringe Benefits | \$2,230.00 | \$4,774.70 |
| | | |
| TOTAL EXPENSES: | \$56,512.00 | \$57,328.65 |
| | | |
| | | |
| REVENUE | BUDGET | ACTUAL |
| Registration Fees | -\$35,000.00 | -\$55,405.00 |
| Grants for OE Meetings & Products | -\$20,000.00 | -\$10,000.00 |
| Registration Cancellation Fee | -\$55,000.00 | -\$67,505.00 |
| | | |
| TOTAL REVENUE: | -\$110,000.00 | -\$132,910.00 |
| | | |
| SUMMARY | BUDGET | ACTUAL |
| Total revenue | -\$110,000.00 | -\$132,910.00 |
| Total expenses | \$56,512.00 | \$57,328.65 |
| Net Revenue | -\$166,512.00 | -\$190,238.65 |
| | | |
| TOTAL ADJ. NET REVENUE (LOSS) | \$23,726.65 | |
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