

Reconciled Income and Expense Statement

Quick Reference Document

Introduction

- There is no standard template for this as the accounting software/processes utilized varies by organization. Sample below.
- The document utilized **must** reflect the following information:
 - **Income**
 - Total **advertising and exhibit income** received in support of your Program.
 - Total **registration fees** received (includes registration, subscription or publication fees received from activity learners).
 - Total **government monetary grants** received (monetary grants received from federal, state, or local governmental agencies in support of your Program).
 - Total **private monetary donations** received (monetary donations received from the private sector, including foundations, in support of your Program).
 - Breakdown of all **commercial support** received from ACCME defined commercial interests in support of your Program.
 - Total **income received** for your Program – includes monies received from all five (5) of the preceding bullets.
 - **Expenses**
 - Total of **honoraria/per diem** paid to individual in control of content for their participation.
 - Total **expenses** for your Program.

Requirements

- **Submit** reconciled income and expense statement to accredited provider.
- **Ensure** information entered in Post-activity reporting fields matches that referenced on the reconciled income and expense statement.
 - Financial Information
 - Total advertising and exhibit income received in support of your Program.
 - Other Income Total (total income less advertising and exhibit income)
 - Activity Expense Total
 - Honoraria/Per Diem Total

Note: Commercial support information **must** be entered for individual activities via the Pre-activity “Corporate Support Grid” and **should not** be added to the totals referenced above.

Note: We are actively working with our platform partner to incorporate the remaining financial information fields into the “Post-activity Reporting Requirements. Once populated, the additional breakdowns/fields will also need to be **completed**.

Sample

Income

advertising and exhibit income	
registration fees	
government monetary grants	
private monetary donations	
commercial support	
Total income received for your Program	

Expenses

Total of honoraria/per diem	
Other Expenses	
Total expenses for your Program	