

**3-10-1**  
**AGM Budget/Financial Report Format**

			20XX Actual	20XX +1 Projected	20XX - 1 Actual	Details
<b>PROGRAMS</b>						
	AGM/Local Arrangements					
	Sponsors (Donations)					
	Exhibit Space					
	Meals					
	Program Advertisements					
	Registration					
	T-shirts					
	Tours					
	Total AGM/Local Arrangements					
<b>Total PROGRAMS</b>						
<b>PROGRAMS - AGM Local Arrangements</b>						
	A/V Rental & Set-up fees					
	Coffee Breaks					
	Meals					
	Program Printing					
	Receptions					
	Copying					
	Postage					
	Supplies					
	T-shirts					
	Tours/Transportation					
	Total AGM/Local Arrangements					
	A/V Rental					
	Total Pre-Conference Costs					
	Credit Card Service Fees					
	On-line Registration Fees					
	Total Outside Fees					
<b>COMMITTEE EXPENSES</b>						
	AGM Local Arrangements					
	Committee Travel					
	Total AGM Local Arrangements					
	<b>TOTAL EXPENSES</b>					

6/09 jbr; 01/2018 llc, 04/2019 llc