

APPENDIX XVIII: BUDGET CONSIDERATIONS

Salaries and Honoraria

- Instructors
- Other course assistants
- Administrative support staff
- Evaluators
- Medical director

Fees

- Business
- Course approval
- Attorney
- Accountant
- Taxes
- Insurance (liability, property, etc.)

Facilities

- Classroom(s)
 1. Space with adequate parking
 2. Tables
 3. Chairs
- Office
 1. Desk(s)
 2. Chair(s)
 3. Computer (ISP)
 4. Telephone
 5. Answering machine
 6. File cabinet (with lock)
 7. Photocopier
 8. Facsimile machine
 9. Miscellaneous office equipment
 10. Office supplies
 11. Cleaning supplies

Materials

- Recruiting
 1. Flyers, letters, etc. to relay course information
 2. Postage
 3. Registration forms
- Training
 1. Teaching aids (blackboard, flip chart, overhead projector, computer, projector, TV, VCR, paper, pens, markers, etc.)
 2. Training equipment (mannequins, simulators, defibrillators, etc.)
 3. Disposable supplies (bandaging, tubing, etc.)
 4. Cleaning supplies

- Course
 1. Syllabus, handbook, curriculum
 2. Records
 3. Handouts
 4. Instructor resources
 5. Textbooks
- Refreshments

Travel

- Per diem
- Mileage