

**Temporary Clinic Space Budget**

Insert Activity Date(s)



Expense Category	Projected	Actual	Variance	Description/Comments
<b>Communications</b>				
Mailing lists			\$ -	
Brochure			\$ -	
Posters			\$ -	
Postage, bulk mail charge			\$ -	
Other, specify			\$ -	
Other, specify			\$ -	
<b>Subtotal - Communications</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Clinic Space and Logistics</b>				
Tent Rental/Purchase			\$ -	Tent for Screening, Containing, and Seeing patients
Working stations			\$ -	Include cost for Laptop, monitor, etc. for each employee
Patient care room				This could be tables, chairs, paper to cover tables
Additional cybersecurity needs				
Hotspot			\$ -	
Cones			\$ -	
Lighting			\$ -	
Dividers			\$ -	
PPE			\$ -	Include equipment for clinical and non-clinical staff.
N95			\$ -	
Signage				
Lab equipment			\$ -	
Masks			\$ -	
Tables			\$ -	
Other, specify			\$ -	
<b>Subtotal - Meeting Space Logistics</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Staffing</b>				
<b>Greeter</b>			\$ -	
Medical Assistants			\$ -	
Nurses			\$ -	
Mid-Level providers			\$ -	
Providers			\$ -	
			\$ -	
<b>Subtotal - Honoraria/Travel Exp</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	
<b>Admin</b>				
Administrative			\$ -	
Communications Director			\$ -	

Income/Expense Report

Other admin			\$ -	
<b>Subtotal - Admin</b>	\$ -	\$ -	\$ -	
<b>Total Expenses</b>	\$ -	\$ -	\$ -	

Note: Costs may vary based on geographic markets