

Organization Budget

This format is optional and can serve as a guide to budgeting. If you already prepare an organization budget that contains this information, please feel free to submit it in its original form. Feel free to attach a budget narrative explaining your numbers if necessary.

<u>Source</u>	<u>INCOME</u>	<u>Amount</u>
<i>Support</i>		
Government grants		\$ _____
Foundations		\$ _____
Corporations		\$ _____
United Way or other federated campaigns		\$ _____
Individual contributions		\$ _____
Fundraising events and products		\$ _____
Membership income		\$ _____
In-kind support		\$ _____
Investment income		\$ _____
 <i>Revenue</i>		
Government contracts		\$ _____
Earned income		\$ _____
Other (specify)		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
Total Income		\$ _____

<u>Item</u>	<u>EXPENSES</u>	<u>Amount</u>
Salaries and wages		\$ _____
Insurance, benefits and other related taxes		\$ _____
Consultants and professional fees		\$ _____
Travel		\$ _____
Equipment		\$ _____
Supplies		\$ _____
Printing and copying		\$ _____
Telephone and fax		\$ _____
Postage and delivery		\$ _____
Rent and utilities		\$ _____
In-kind expenses		\$ _____
Depreciation		\$ _____
Other (specify)		\$ _____
_____		\$ _____
_____		\$ _____
Total Expense		\$ _____
Difference (Income less Expense)		\$ _____

Project Budget

This format is optional and can serve as a guide to budgeting. If you already prepare project budgets that contain this information, please feel free to submit them in their original forms. Feel free to attach a budget narrative explaining your numbers if necessary.

INCOME

<u>Source</u>	<u>Amount</u>
<i>Support</i>	
Government grants	\$
Foundations	\$
Corporations	\$
United Way or other federated campaigns	\$
Individual contributions	\$
Fundraising events and products	\$
Membership income	\$
In-kind support	\$
Investment income	\$
 <i>Revenue</i>	
Government contracts	\$
Earned income	\$
Other (specify)	\$
	\$
 Total Income	 \$

EXPENSES

<u>Item</u>	<u>Amount</u>	<u>%FT/PT</u>
Salaries and wages (breakdown by individual position and indicate full- or part-time.)	\$	
	\$	
	\$	
	\$	
	\$	
SUBTOTAL	\$	
Insurance, benefits and other related taxes	\$	
Consultants and professional fees	\$	
Travel	\$	
Equipment	\$	
Supplies	\$	
Printing and copying	\$	
Telephone and fax	\$	
Postage and delivery	\$	
Rent and utilities	\$	
In-kind expenses	\$	
Depreciation	\$	
Other (specify)	\$	
	\$	
Total Expense	\$	
Difference (Income less Expense)	\$	