

TOTAL OPERATING BUDGET

Name of Organization:

Dates Covered by Budget:

REVENUE AS APPLICABLE:	Annual Amount	Percentage
A. Individual contributions		
B. Corporate contributions and grants		
C. Foundation grants		
D. Government grants, incl. fee for service and contracts		
E. Special events/fundraisers		
F. Earned income		
G. Other miscellaneous income		
TOTAL OPERATING REVENUE		

EXPENSES AS APPLICABLE:	Total Annual Budget	Percentage of Annual Budget
A. Salaries and benefits		
B. Office supplies		
C. Printing, copying and/or publication costs		
D. Postage		
E. Furnishings, equipment purchase and/or rental and maintenance		
F. Occupancy/office rental		
G. Utilities		
H. Phone and Internet connection		
I. Insurance		
J. Board, staff and/or volunteer training		
K. Transportation and/or travel costs		
L. Contract and/or consultant services		
M. Professional fees		
N.		
O.		
P.		
Q.		
TOTAL OPERATING EXPENSES		

DEFINITIONS OF TERMS

Please note that not all of these line items may apply to your organization's operating revenue and expenses.

REVENUE

- A. Individual contributions: Includes direct donations from individuals, separate from special events (Item D below).
- B. Corporate contributions and grants: Includes donations and/or grants from businesses and corporations.
- C. Foundation grants: Includes grants from private foundations.
- D. Government grants: Includes grants and/or contracts from municipal, county, state and/or federal governments as well as fee-for-service.
- E. Special events/fundraisers: Includes one-time and/or ongoing events to raise funds from the community, usually individuals, businesses and corporations.
- F. Earned income: Includes revenue from goods or services sold.
- G. Other miscellaneous income: Includes all other revenue sources, such as interest and investment income.

EXPENSES

- A. Salaries and benefits: Includes the salaries, payroll taxes, workmen's compensation and fringe benefits paid to employees.
- B. Office supplies: Includes the paper, pens and other supplies required to conduct the organization's day-to-day business
- C. Printing, copying and/or publication costs: Includes the expenses incurred to print brochures and other informational materials, to pay for copying materials, and/or to obtain books, journals and other printed materials, including marketing or advertising.
- D. Postage: Includes the costs to cover mailing expenses.
- E. Furnishings, equipment purchase and/or rental and maintenance: Includes office furniture and equipment (computers, printers, fax machines, etc.) to conduct business as well as any purchased repairs or maintenance to furnishings or equipment.
- F. Occupancy/office rental: Includes the cost of office space required to conduct business.
- G. Utilities: Includes electricity, gas, water and other utility expenses.
- H. Phone and Internet connection: Includes local and long-distance telephone expenses, as well as the costs for Internet services.
- I. Insurance: Includes renters, liability, directors' and other insurance coverage expenses.
- J. Board, staff and/or volunteer training: Includes the costs to attend conferences, seminars, workshops and other educational training programs.
- K. Transportation and/or travel: Includes gas mileage and airfare to conduct the organization's business and/or to attend conferences and trainings.
- L. Contract and/or consultant services: Includes individuals hired on a contractual basis or consultants hired to conduct strategic planning, needs assessments, fundraising and other similar functions.
- M. Professional fees: Includes the fees for legal and accounting/financial services.
- N. – Q. Fill in expenses not covered in line items A to M above.