

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 income (specify) | | |
| H. Other income (specify) | | |
| TOTAL OPERATING REVENUE | | |

| EXPENSES AS APPLICABLE: | Total Annual Budget | % of Annual Budget |
|--|----------------------------|---------------------------|
| A. Administrative and Management salaries and benefits | | |
| B. Program salaries and benefits | | |
| C. Marketing and publication costs | | |
| D. Office supplies | | |
| E. Furnishings, equipment purchase and/or rental and maintenance | | |
| F. Occupancy/office rental | | |
| G. Utilities | | |
| H. Contract and/or consultant services | | |
| I. Insurance | | |
| J. Board, staff and/or volunteer training | | |
| K. Transportation and/or travel costs | | |
| L. Program materials and supplies | | |
| M. | | |
| 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 E 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.
- H. Other miscellaneous income: Includes all other revenue sources, such as interest and investment income.

EXPENSES

- A. Administrative/Management salaries and benefits: Includes the salaries, payroll taxes, workmen's compensation and fringe benefits paid to Administrative/Management employees.
- B. Program Salaries and Benefits: Includes the salaries, payroll taxes, workmen's compensation and fringe benefits paid to program employees.
- C. Marketing and Publication costs: Includes the expenses incurred to create/print brochures and other organizational materials, industry related subscriptions and any marketing or advertising.
- D. Office supplies: Includes the paper, pens and other supplies required to conduct the organization's day-to-day business.
- E. Furnishings, equipment purchase and/or rental and maintenance: Includes office furniture and equipment (computers, printers, fax machines, etc.) used 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, phone, internet connection and other utility expenses.
- H. Contract and/or consultant services: Includes individuals hired on a contractual basis or consultants hired to perform services including: strategic planning, needs assessments, fundraising, and legal and accounting 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 costs: Includes gas mileage and airfare to conduct the organization's business and/or to attend conferences and trainings.
- L. Program Materials and Supplies: Includes cost associated with program delivery and related consumable goods. If more than 25% of budget, please list in items M-Q.
- M.- Q. Fill in expenses not covered in line items A to L above.