

# ORGANIZATIONAL BUDGET

This format is optional and can serve as a guide to budgeting. If you already have a prepared organization budget that contains this information, you may submit it in its original forms. If necessary, attach a narrative further explaining the budget.

**Fiscal Year:** \_\_\_\_\_ **Number of Employees:** \_\_\_\_\_

| <b>REVENUE</b>                      |               |
|-------------------------------------|---------------|
| <u>Source</u>                       | <u>Amount</u> |
| <b>Contributed Support</b>          |               |
| Government Grants                   | \$            |
| Foundations                         | \$            |
| Corporations                        | \$            |
| United Way or other Federal Support | \$            |
| Individual Contributions            | \$            |
| <b>Total Contributed Support</b>    | <b>\$</b>     |
| <b>Earned Support</b>               |               |
| Government Contracts                | \$            |
| Earned Income                       | \$            |
| Fundraising Products/Events         | \$            |
| Membership Income                   | \$            |
| In-Kind Support                     | \$            |
| Investment Income                   | \$            |
| Other, specify:                     | \$            |
| <b>Total Earned Support</b>         | <b>\$</b>     |
| <b>TOTAL REVENUES</b>               | <b>\$</b>     |
| <b>ORGANIZATIONAL EXPENSES</b>      |               |
| <u>Item</u>                         | <u>Amount</u> |
| Salaries, Wages and Benefits        | \$            |
| Insurance and/or Other Taxes        | \$            |
| Consultants and Professional Fees   | \$            |
| Travel                              | \$            |
| Equipment                           | \$            |
| Supplies                            | \$            |
| Printing and Copying                | \$            |
| Telephone and Fax                   | \$            |
| Postage and Delivery                | \$            |
| Rent and Utilities                  | \$            |
| Depreciation                        | \$            |
| Other, specify:                     | \$            |
| <b>TOTAL EXPENSES</b>               | <b>\$</b>     |
| Surplus/Deficit                     | <b>\$</b>     |