



**TOTAL OPERATING BUDGET**

**Name of Organization:**

**Dates Covered by Budget:**

<b>REVENUE AS APPLICABLE:</b>	<b>Annual Amount</b>	<b>Percentage</b>
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		
<b>TOTAL OPERATING REVENUE</b>		

<b>EXPENSES AS APPLICABLE:</b>	<b>Total Annual Budget</b>	<b>Percentage of Annual Budget</b>
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.		
<b>TOTAL OPERATING EXPENSES</b>		

## 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.