**BUDGET FORMAT**

Dates Covered: 🞎 ORGANIZATIONAL BUDGET 🞎 PROJECT BUDGET

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| *Expenses* |  | **$** | |  | **Income** |  | **$** |
| **ITEM** |  | **AMOUNT** | **FT/PT** |  | **SOURCE** |  | **AMOUNT** |
| Salaries & wages  (break down by individual position and indicate full or part time): |  |  |  |  | Government grants & contracts: |  |  |
|  |  |
|  |  |
|  |  |  |  |  | Foundations: |  |  |
|  |  |  |  |  | Corporations: |  |  |
|  |  |  |  |  | Religious Institutions: |  |  |
| Fringe benefits & payroll taxes: |  |  | |  | United Way, Combined Federal Campaign & other federated campaigns: |  |  |
| Consultant and Professional Fees: |  |  | |  | Individual Contributions: |  |  |
| Travel: |  |  | |  | Fundraising events & merchandise: |  |  |
| Equipment: |  |  | |  | Membership income: |  |  |
| Supplies: |  |  | |  | In-kind support: |  |  |
| Training &  Professional Development: |  |  | |  | Other (earned income, consulting fees, etc. — please specify): |  |  |
| Printing & copying: |  |  | |  | : |  |  |
| Telephone & fax: |  |  | |  | : |  |  |
| Postage & delivery: |  |  | |  | : |  |  |
| Rent & utilities: |  |  | |  | : |  |  |
| In-kind expense |  |  | |  | **:** |  |  |
| Other (specify): |  |  | |  | **:** |  |  |