

SAMPLE **PRIOR FISCAL YEAR** ACTUALS

Prior Fiscal Year **July 20XX-June 20XX Budget with YTD Actuals**

	Year Ending 6/30/20XX
	<u>Actual Revenues</u>
<u>INCOME</u>	
Individual Contributions < \$1,000	\$ 101,878
Major Donor Contributions >= \$1,000	\$ 739,957
Corporate Contributions <i>(from X companies statewide)</i>	\$ 31,575
Bequests	\$ 249,354
Government Support	\$ 54,288
Foundation Support	\$ 111,966
Z Smith Reynolds 2017 Grant for Operating Support - matching portion	\$ 15,000
Rental Income	\$ 16,500
Professional Services Revenue	\$ 39,063
Participant Fees and Workshops	\$ 16,623
Other	\$ 6,400
	<u>\$ 1,382,604</u>
	<u>Actual Expenses</u>
<u>EXPENSES</u>	
Salaries	\$ 707,059
Payroll Taxes	\$ 60,526
Group Health Insurance	\$ 80,428
Long Term Disability Insurance	\$ 12,489
Retirement	\$ 17,426
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 55,792
Materials and Supplies	\$ 11,077
Postage & Shipping	\$ 7,112
Software & Equipment Maintenance	\$ 30,048
Equipment Rental and Purchases	\$ 6,836
Printing and Copying	\$ 22,115
Audit and Payroll Fees	\$ 23,702
Graphic Design	\$ 1,265
Consultants	\$ 22,484
Legal	\$ 900
Website	\$ 11,902
Internships	\$ 52,902
Event Expenses	\$ 9,359
Workshops and Outreach	\$ 5,685
Board Meetings/Retreat	\$ 7,666
Travel, Meals, Lodging	\$ 33,763
Staff Development	\$ 15,192
Insurance	\$ 15,063
Total Expenses	<u>\$ 1,210,791</u>
Total Other Revenue/(Expense)	\$ 171,813

SAMPLE **PRIOR CALENDAR YEAR** ACTUALS

Prior Calendar Year 20XX Actuals

	20XX YTD Actual <u>Revenues</u>
<u>INCOME</u>	
Individual Contributions < \$1,000	\$ 135,000
Major Donor Contributions >= \$1,000	\$ 804,180
Corporate Contributions <i>(from X companies statewide)</i>	\$ 30,000
Government Support	\$ 180,382
Foundation Support	\$ 325,000
Rental Income	\$ 18,800
Professional Services Revenue	\$ 50,357
Participant Fees and Workshops	\$ 8,199
Other	\$ 6,325
	<u>\$ 1,558,243</u>
	YTD Actual <u>Expenses</u>
<u>EXPENSES</u>	
Salaries	\$ 748,000
Payroll Taxes	\$ 71,000
Group Health Insurance	\$ 91,312
Long Term Disability Insurance	\$ 14,721
Retirement	\$ 26,001
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 58,600
Materials and Supplies	\$ 15,981
Postage & Shipping	\$ 9,015
Software & Equipment Maintenance	\$ 20,051
Equipment Rental and Purchases	\$ 28,451
Printing and Copying	\$ 20,124
Audit and Payroll Fees	\$ 22,432
Graphic Design	\$ 4,928
Consultants	\$ 14,381
Legal	\$ 12,362
Website	\$ 14,079
Internships	\$ 36,549
Event Expenses	\$ 18,640
Workshops and Outreach	\$ 14,781
Board Meetings/Retreat	\$ 7,662
Travel, Meals, Lodging	\$ 32,874
Staff Development	\$ 9,547
Insurance	\$ 25,000
Total Expenses	<u>\$ 1,316,491</u>
Revenue Over/(Under) Expense	\$ 241,752

SAMPLE CURRENT FISCAL YEAR BUDGETED
(MUST BE UPLOADED SEPARATELY FROM ACTUAL)

Current Fiscal Year July 20XX-June 20XX Budgeted

	7/1/20XX - 6/30/20XX Budget
<u>INCOME</u>	
Individual Contributions < \$1,000	\$ 125,000
Major Donor Contributions >= \$1,000	\$ 525,000
Corporate Contributions <i>(from X companies statewide)</i>	\$ 75,000
Bequests	\$ -
Government Support	\$ 149,000
Foundation Support	\$ 325,000
Z Smith Reynolds 2018 Grant	\$ 25,000
Rental Income	\$ 19,000
Professional Services Revenue	\$ 10,000
Participant Fees and Workshops	\$ 12,000
Other	\$ 6,200
	\$ 1,271,200
<u>EXPENSES</u>	
Salaries	\$ 722,109
Payroll Taxes	\$ 75,900
Group Health Insurance	\$ 80,520
Long Term Disability Insurance	\$ 11,617
Retirement	\$ 23,300
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 58,600
Materials and Supplies	\$ 12,125
Postage & Shipping	\$ 8,950
Software & Equipment Maintenance	\$ 20,050
Equipment Rental and Purchases	\$ 7,100
Printing and Copying	\$ 19,200
Audit and Payroll Fees	\$ 22,300
Graphic Design	\$ 3,700
Consultants	\$ 17,500
Legal	\$ 2,500
Website	\$ 10,000
Internships	\$ 50,000
Event Expenses	\$ 18,400
Workshops and Outreach	\$ 6,500
Board Meetings/Retreat	\$ 8,000
Travel, Meals, Lodging	\$ 27,550
Staff Development	\$ 18,420
Insurance	\$ 19,200
Total Expenses	\$ 1,243,541
Net Surplus/(Deficit)	\$ 27,659

**SAMPLE CURRENT CALENDAR YEAR BUDGETED
(MUST BE UPLOADED SEPARATELY FROM CURRENT ACTUALS)**

Current Calendar Year 20XX Budgeted Amount

<u>INCOME</u>	<u>20XX Budget</u>
Individual Contributions < \$1,000	\$ 125,000
Major Donor Contributions >= \$1,000	\$ 525,000
Corporate Contributions <i>(from X companies statewide)</i>	\$ 75,000
Bequests	\$ -
Government Support	\$ 149,000
Foundation Support	\$ 325,000
Z Smith Reynolds 2020 Grant	\$ 25,000
Rental Income	\$ 19,000
Professional Services Revenue	\$ 10,000
Participant Fees and Workshops	\$ 12,000
Other	\$ 6,200
	<u>\$ 1,271,200</u>
<u>EXPENSES</u>	<u>Budget</u>
Salaries	\$ 722,109
Payroll Taxes	\$ 75,900
Group Health Insurance	\$ 80,520
Long Term Disability Insurance	\$ 11,617
Retirement	\$ 23,300
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 58,600
Materials and Supplies	\$ 12,125
Postage & Shipping	\$ 8,950
Software & Equipment Maintenance	\$ 20,050
Equipment Rental and Purchases	\$ 7,100
Printing and Copying	\$ 19,200
Audit and Payroll Fees	\$ 22,300
Graphic Design	\$ 3,700
Consultants	\$ 17,500
Legal	\$ 2,500
Website	\$ 10,000
Internships	\$ 50,000
Event Expenses	\$ 18,400
Workshops and Outreach	\$ 6,500
Board Meetings/Retreat	\$ 8,000
Travel, Meals, Lodging	\$ 27,550
Staff Development	\$ 18,420
Insurance	<u>\$ 19,200</u>
Total Expenses	<u>\$ 1,243,541</u>
Net Surplus/(Deficit)	\$ 27,659

SAMPLE CURRENT CALENDAR YEAR ACTUALS
(MUST BE UPLOADED SEPARATELY FROM CURRENT BUDGET)

Current Calendar Year 20XX YTD Actuals

If organization is less than three (3) months in calendar year, the YTD Actual Revenues and Expenses can be omitted.

	As of 6/30/20XX
<u>INCOME</u>	<u>YTD Actual</u>
	<u>Revenues</u>
Individual Contributions < \$1,000	\$ 125,000
Major Donor Contributions >= \$1,000	\$ 400,000
Corporate Contributions <i>(from X companies statewide)</i>	\$ 55,000
Bequests	\$ -
Government Support	\$ 75,000
Foundation Support	\$ 20,000
Z Smith Reynolds 2020 Grant	\$ 25,000
Rental Income	\$ 20,000
Professional Services Revenue	\$ 1,500
Participant Fees and Workshops	\$ -
Other	\$ 4,000
	\$ 725,500
<u>EXPENSES</u>	<u>YTD Actual</u>
	<u>Expenses</u>
Salaries	\$ 352,100
Payroll Taxes	\$ 45,031
Group Health Insurance	\$ 40,250
Long Term Disability Insurance	\$ 6,231
Retirement	\$ 19,750
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 26,509
Materials and Supplies	\$ 5,431
Postage & Shipping	\$ 6,598
Software & Equipment Maintenance	\$ 1,250
Equipment Rental and Purchases	\$ -
Printing and Copying	\$ 18,000
Audit and Payroll Fees	\$ -
Graphic Design	\$ -
Consultants	\$ 2,500
Legal	\$ -
Website	\$ 7,500
Internships	\$ 5,000
Event Expenses	\$ -
Workshops and Outreach	\$ -
Board Meetings/Retreat	\$ 2,571
Travel, Meals, Lodging	\$ 4,981
Staff Development	\$ 1,025
Insurance	\$ 17,750
Total Expenses	\$ 562,477
Net Surplus/(Deficit)	\$ 163,023

SAMPLE CURRENT FISCAL YEAR ACTUALS
(MUST BE UPLOADED SEPARATELY FROM BUDGET)

Current Fiscal Year October 20XX-September 20XX YTD Actuals

If organization is less than three (3) months in calendar year, the YTD Actual Revenues and Expenses can be omitted.

<u>INCOME</u>	<u>YTD Actual</u> <u>Revenues</u>
Individual Contributions < \$1,000	\$ 25,977
Major Donor Contributions >= \$1,000	\$ 125,000
Corporate Contributions <i>(from X companies statewide)</i>	\$ 11,575
Bequests	\$ -
Government Support	\$ 100,000
Foundation Support	\$ 111,966
Z Smith Reynolds 2019 Grant	\$ 25,000
Rental Income	\$ 2,500
Professional Services Revenue	\$ -
Participant Fees and Workshops	\$ -
Other	\$ 6,400
	<u>\$ 408,418</u>

<u>EXPENSES</u>	<u>YTD Actual</u> <u>Expenses</u>
Salaries	\$ 63,123
Payroll Taxes	\$ 7,451
Group Health Insurance	\$ 6,711
Long Term Disability Insurance	\$ 968
Retirement	\$ 1,942
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 4,833
Materials and Supplies	\$ 11,077
Postage & Shipping	\$ 711
Software & Equipment Maintenance	\$ -
Equipment Rental and Purchases	\$ -
Printing and Copying	\$ 1,113
Audit and Payroll Fees	\$ 23,702
Graphic Design	\$ 1,265
Consultants	\$ 3,476
Legal	\$ 900
Website	\$ 1,902
Internships	\$ -
Event Expenses	\$ 1,359
Workshops and Outreach	\$ -
Board Meetings/Retreat	\$ -
Travel, Meals, Lodging	\$ 743
Staff Development	\$ -
Insurance	\$ 1,804
Total Expenses	<u>\$ 133,080</u>
Net Surplus/(Deficit)	\$ 275,338

SAMPLE NEXT FISCAL YEAR ONE BUDGET

Next Fiscal Year ONE Budget - FISCAL YEAR 7/1/20XX-6/30/20XX

	<u>7/1/20XX- 6/30/20XX Budgeted</u>
<u>INCOME</u>	
Individual Contributions < \$1,000	\$ 125,000
Major Donor Contributions >= \$1,000	\$ 541,000
Corporate Contributions <i>(from X companies statewide)</i>	\$ 295,000
Government Support	\$ 214,500
Foundation Support	\$ 125,000
Z Smith Reynolds Foundation	\$ 90,000
Rental Income	\$ 20,000
Professional Services Revenue	\$ 25,000
Participant Fees and Workshops	\$ 19,000
	<u>\$ 1,454,500</u>
<u>EXPENSES</u>	
Salaries	\$ 751,077
Payroll Taxes	\$ 74,356
Group Health Insurance	\$ 84,428
Long Term Disability Insurance	\$ 14,900
Retirement	\$ 22,532
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 60,490
Materials and Supplies	\$ 12,705
Postage & Shipping	\$ 7,945
Software & Equipment Maintenance	\$ 25,788
Equipment Rental and Purchases	\$ 6,860
Printing and Copying	\$ 25,900
Audit and Payroll Fees	\$ 24,750
Accreditation Fees	\$ 10,000
Graphic Design	\$ 7,500
Consultants	\$ 45,000
Legal	\$ 5,000
Website	\$ 14,450
Internships	\$ 57,500
Event Expenses	\$ 15,400
Workshops and Outreach	\$ 24,000
Board Meetings/Retreat	\$ 9,200
Travel, Meals, Lodging	\$ 28,001
Staff Development	\$ 24,070
Insurance	\$ 19,351
Total Expenses	<u>\$ 1,371,203</u>
Net Surplus/(Deficit)	<u>\$ 83,297</u>

SAMPLE NEXT CALENDAR YEAR ONE BUDGET

Next Calendar Year ONE Budget - Calendar YEAR 20XX

	<u>20XX</u> <u>Budget</u>
<u>INCOME</u>	
Individual Contributions < \$1,000	\$ 125,000
Major Donor Contributions >= \$1,000	\$ 541,000
Corporate Contributions <i>(from X companies statewide)</i>	\$ 295,000
Government Support	\$ 214,500
Foundation Support	\$ 125,000
Z Smith Reynolds Foundation	\$ 90,000
Rental Income	\$ 20,000
Professional Services Revenue	\$ 25,000
Participant Fees and Workshops	\$ 19,000
	<u>\$ 1,454,500</u>
<u>EXPENSES</u>	
Salaries	\$ 751,077
Payroll Taxes	\$ 74,356
Group Health Insurance	\$ 84,428
Long Term Disability Insurance	\$ 14,900
Retirement	\$ 22,532
Occupancy - Rent, Telephone, Utilities, Cleaning	\$ 60,490
Materials and Supplies	\$ 12,705
Postage & Shipping	\$ 7,945
Software & Equipment Maintenance	\$ 25,788
Equipment Rental and Purchases	\$ 6,860
Printing and Copying	\$ 25,900
Audit and Payroll Fees	\$ 24,750
Accreditation Fees	\$ 10,000
Graphic Design	\$ 7,500
Consultants	\$ 45,000
Legal	\$ 5,000
Website	\$ 14,450
Internships	\$ 57,500
Event Expenses	\$ 15,400
Workshops and Outreach	\$ 24,000
Board Meetings/Retreat	\$ 9,200
Travel, Meals, Lodging	\$ 28,001
Staff Development	\$ 24,070
Insurance	\$ 19,351
Total Expenses	<u>\$ 1,371,203</u>
Net Surplus/(Deficit)	<u>\$ 83,297</u>

SAMPLE PROJECT BUDGET - YEAR ONE

INCOME

Line Item	Total Anticipated Revenues	Request to Z. Smith Reynolds
ABC Home Foundation	33,500	
PAD Investments	75,000	
Z. Smith Reynolds Foundation	75,000	75,000
TOTAL REVENUES	183,500	75,000

EXPENSES

Line Item	Total Project Budget	Request to Z. Smith Reynolds
Salaries and Benefits	93,614	41,500
Project travel and meeting expenses	28,514	12,000
Equipment	3,000	0
Communications	2,496	1,200
Rent and Utilities	5,000	4,000
Supplies and materials	2,695	1,300
Technology	6,019	0
Contract Labor	37,285	15,000
Indirect Costs	4,855	0
TOTAL	183,478	75,000