

SAMPLE BUDGET

For General Operating Support

20XX

INCOME

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>

EXPENSES

	<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
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SAMPLE PROJECT BUDGET

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