

HANDOUT #10

Nonprofit Program Budget
For the Period _____

	<u>Program</u>	<u>Administration</u>	<u>Annual Total</u>
ESTIMATED REVENUES			
Individual Contributions			
Grants/Institutional Donors			
Program Fees			
Membership Revenues			
Sponsorships			
Special Events Revenues			
Government Contracts			
Interest			
Miscellaneous			
Total Estimated Revenues	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
BUDGETED EXPENSES			
Staff Salaries			
Payroll Taxes			
Employee Benefits			
Travel			
Training/Education - Staff			
Meetings & Conferences			
Rent			
Utilities			
State Fees (Incorporation, etc.)			
Professional Fees (Legal, Audit)			
Consultant Fees			
Insurance			
Advertising			
Website Development & Service			
Public Relations			
Computer Equipment			
Telephone/Fax Equipment			
Office Furniture			
Vehicle			
Supplies			
Telephone Service			
Postage			
Printing (Brochures, Business Cards, etc.)			
Equipment Lease			
Books, Subscriptions, etc.			
Total Budgeted Expenses	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>
SURPLUS/(DEFICIT)	<u>\$0.00</u>	<u>\$0.00</u>	<u>\$0.00</u>