

Checklist #4: Develop the Budget

INCOME/REVENUE:	NOTES:
<input type="checkbox"/> Realistically estimate the amount of money you can raise through various sources: <ul style="list-style-type: none"> - Individual contributions - Grants/Institutional donors - Program fees - Membership revenues - Sponsorships - Special events revenues - Government contracts - Interest - Miscellaneous 	
<input type="checkbox"/> If your budget shows that you'll be short on funds, focus on stretching existing resources rather than increasing estimates of income.	
EXPENSES:	
<input type="checkbox"/> List your estimated expenses in three categories: <ol style="list-style-type: none"> 1 Staff expenses – those monies you will spend on the people who run your programs and operation, such as salaries, payroll taxes, employee benefits, training/education, etc. 2 Day-to-day expenses – ongoing money you will spend to keep your nonprofit operating such as rent, utilities, insurance, professional fees, postage, printing, supplies, licensing fees, etc. 3 Equipment expenses – money you will spend to purchase or lease the equipment you need in the office such as computers, copy machine, furniture, telephones, etc. and equipment you need to run your programs such as tables, chairs, and other specialized items. 	
<input type="checkbox"/> If you need equipment to get your nonprofit started, such as furniture, computers, etc. consider asking for donations of used items or leasing expensive equipment such as copy/fax machines rather than purchasing.	