



Sample Budget Worksheet

The following budget worksheet provides a template for keeping track of your revenue and expenses. Consider using this example or a similar budgeting tool to stay organized with your commitment funds.

Revenue	Program or project
Grants	
Corporate contributions	
Fundraisers, events, sales	
In-kind donations	
Endowment	
Individuals	
Total	\$
In-kind	\$
Total revenue	\$

Expenses	Program or project
Staff salaries and wages	
Rent and utilities	
Equipment	
Supplies and materials	
Printing and copying	
Marketing and advertising	
Travel	
Subtotal	\$
General operating (indirect) – x%	
Total	\$
In-kind	
Trainers	
Classroom supplies	
Total in-kind*	\$
Total expenses	\$
Revenue over expenses	\$

*In-kind gifts should be mirrored in your budget. You should have a line item for in-kind in both the revenue and expenses sections of your budget.