

249 A Shirts/Other	\$	200	
300 Interest	\$	5	
200 EARNED INCOME TOTAL	\$	32,405	\$ 34,405

NONPROFIT TOTAL INCOME for FISCAL YEAR **\$ 401,405**

EXPENSES

500 Administration

510 Office

511 Equipment	\$	1,200	
512 Supplies	\$	500	
513 Services			
513A Telephone	\$	150	
513 B Printing	\$	100	
513 C Postage	\$	100	
510 Office Total	\$	2,050	\$ 2,050

520 Fiscal Management

521 Bookkeeping/CPA	\$	5,000	
522 Financial Charges	\$	100	
520 Fiscal Management Total	\$	5,100	\$ 5,100

540 Personnel

541 Wages-Staff			
541 A Salaried Employees	\$	2,000	
541 B Executive Director	\$	30,000	
542 FICA/Withholding-Staff	\$	3,840	
543 Insurance			
543 A Directors Liability	\$	450	
543 B Employee Health	\$	1,584	
544 Pro-Development Staff			
544E Board of Directors	\$	1,000	
540 Personnel Total	\$	38,874	\$ 38,874

Administration and Management TOTAL Expenses **\$ 46,024**

550 Fundraising Expenses

551 Annual Fundraiser			
551A Event location	\$	5,000	
551B Catering	\$	10,000	
551C Decorations	\$	1,000	
551D Printing	\$	500	
551E Publicity	\$	300	
561 Donor Solicitations			
561A Mailings	\$	1,500	

561B Publications	\$	1,000	
561C Postage	\$	500	
571 Grant Writing and Development			
571A Grant Writer/Consultant	\$	24,000	
571B Computer/Technology	\$	2,000	
571C Software	\$	500	
550 Total Fundraising Expenses	\$	46,300	\$ 46,300

600 Program

610 Personnel

611 Wages-Employees			
611A Volunteer Coor	\$	40,000	
611 B Program Coor	\$	26,000	
611 C Program Director	\$	26,000	
612 Contract Labor			
612 C Maintenance	\$	14,000	
612 D Program Development	\$	8,000	
612 E Training .	\$	4,000	
613 FICA/Withholding	\$	7,920	
614 Insurance			
614 A Liability	\$	3,000	
614 B Health	\$	14,300	
610 Personnel Total	\$	143,220	\$ 143,220

615 Training

615 A Advanced Courses	\$	1,000	
615 B Conferences	\$	3,000	
615 C Pro Dues /Fees	\$	2,356	
615 D Travel & Meals	\$	1,000	
615 E Printing	\$	1,500	
615 F Clinics	\$	1,000	
615 Training/B-6 Total	\$	9,856	\$ 9,856

620 Program Operations

621 Supplies	\$	2,500	
623 Software	\$	1,200	
624 Printing	\$	2,200	
625 Mailing	\$	4,500	
626 Computer Supplies	\$	6,000	
628 Board meetings	\$	5,000	
629 Rent	\$	24,000	
620 Program Operations Total	\$	45,400	\$ 45,400

630 Equipment

631 Computers	\$	4,000	
632 Printer(s)	\$	1,000	
633 Copier	\$	500	
636 Software	\$	1,000	
638 Maintenance	\$	2,500	
630 Equipment Total	\$	9,000	\$ 9,000

640 Facilities		
641 Rent	\$ 3,000	
642 Utilities	\$ 6,000	
643 Furniture	\$ 1,000	
644 Maintenance/Construction	\$ 10,500	
646 Supplies	\$ 1,000	
640 Facilities Total	\$ 21,500	\$ 21,500
650 Evaluation		
651 Computers	\$ 1,000	
652 Software	\$ 505	
653 Consultant	\$ 5,000	
650 Evaluation Total	\$ 6,505	\$ 6,505
660 Communication/Services		
661 Telephone	\$ 5,000	
662 Postage	\$ 500	
663 Printing	\$ 3,300	
664 internet/web services	\$ 3,000	
660 Services Total	\$ 11,800	\$ 11,800

600 PROGRAM TOTAL Expenses **\$ 247,281**

700 Depreciation \$ 10,000 \$ 10,000

TOTAL EXPENSES

ADMINISTRATION & MANAGEMENT TOTAL \$ 56,824

PROGRAM TOTAL \$ 247,281

FUNDRAISING TOATL \$ 46,300

DEPRECIATION \$ 10,000

NONPROFIT TOTAL EXPENSES for FISCAL YEAR **\$ 360,405**

PROFIT OR <LOSS> FOR FISCAL YEAR: **\$ 41,000**

NOTE: This sample record of income and expenses is intended to be used to assist a nonprofit in formulating a recording system using Excel or other Bookkeeping Software. It does not represent any "exact" budget amounts but only supplies reasonable estimates. Each organization must utilize the input of their Board Budget Committee to establish an annual budget and record keeping procedure for their organization on an annual basis.

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