## SAMPLE NONPROFIT BUDGET (Provided by MASCAT Consultants)

A. Aguirre

## FISCAL YEAR RECORD OF INCOME AND EXPENDITURES

INCOME/REVENUE	<b>Subtotals</b>
100 Unearned Income	
110 Grant: Restricted	
111 Foundations	
111A Kronkosky \$ <b>50,00</b>	0
111B San Antonio Area \$ 10,00 111C Frost/Dibrell \$ 10,50	0
111C Frost/Dibrell \$ 10,50	0
111F Baptist Health Foundation \$ 35,00	0
112 Corporations	
112A Boeing \$ <b>5,00</b>	0
	0
112C Valero \$ 10,00 C1 Birdies for Charity \$ 2,00 112D Wal-Mart \$ 1,00 112E LCRA \$ 5,00 112F Allegra \$ 1,00	0
112D Wal-Mart \$ 1,00	0
112E LCRA \$ 5,00	0
112F Allegra \$ 1,00	0
113 Government	
113A AACOG \$	-
113A AACOG \$ 110 Grants Restricted TOTAL \$ 129,50	0 \$ 129,500
120 Donations Unrestricted/Restrictred	
121 General Operating Fund-U \$ 18,00	0
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124 Facilities Fund-U       \$ 10,00         126 Designated Donations-R       \$ 2,50         127 CFC/United Way-U       \$ 5,00         128 Texas State Employees-U       \$ 1,00	
127 CFC/United Way-U \$ 5,00	
128 Texas State Employees-U \$ 1,00	
120 Donations TOTAL \$ 36,50	
130 In-kind Contributions	
	n
133 Services \$ 10,00	
134 Equipment \$ 5,00	
131 Supplies       \$ 2,50         133 Services       \$ 10,00         134 Equipment       \$ 5,00         130 In-kind Contributions TOTAL       \$ 17,50	_
100 UNEARNED INCOME TOTAL	\$ 183,500
TOU GREAKRED INCOME TOTAL	<b>\$</b> 103,300
200 Earned Income	
210 Program Fees \$ 18,00	0
220 Service Fees \$ 2,00	0
230 Events	
231 Annual Fundraiser \$ 12,00	0
240 Sales 241 Publications \$ 20	0

249 A Shirts/Other 300 Interest	\$ \$	200 5		
200 EARNED INCOME TOTAL	<u>\$</u> \$	32,405	\$ 34,405	
NONPROFIT TOTAL INCOME for FISC	AL YEAR		<u>\$ 401,405</u>	]
<u>EXPENSES</u>				
500 Administration 510 Office				
511 Equipment	\$	1,200		
512 Supplies	\$	500		
513 Services	·			
513A Telephor	ne \$	150		
513 B Printing	ne \$ \$ \$	100		
513 C Postage	<u>\$</u>	100		
510 Office Total	\$	2,050	\$ 2,050	
520 Fiscal Management				
521 Bookkeeping/CPA	\$	5,000		
522 Financial Charges	\$ <u>\$</u> \$	100		
520 Fiscal Management Total	\$	5,100	\$ 5,100	
<b>540 Personnel</b> 541 Wages-Staff				
541 A Salaried		2,000		
541 B Executiv	•	30,000		
542 FICA/Withholding-Sta 543 Insurance	ff \$	3,840		
543 A Director	s Liability \$	450		
543 B Employe		1,584		
544 Pro-Development Sta	•	1,001		
544E Board of		1,000		
540 Personnel Total	\$	38,874	\$ 38,874	
Administration and Management TOTAL I	Expenses		\$ 46,024	
550 Fundraising Expenses				
551 Annual Fundraiser				
551A Event location	Φ.	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
	•	10,000	Ψ	10,000
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	•	7,		
612 C Maintainence	\$	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	<u>\$</u>	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	<u>\$</u>	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	<u>\$</u> \$	24,000 45,400	¢	45 400
620 Program Operations Total	Ф	45,400	Ф	45,400
630 Equipment	<b>.</b>	4.000		
631 Computers	\$	4,000		
632 Printer(s) 633 Copier	<b>Ģ</b>	1,000 500		
636 Software	ф Ф	1,000		
638 Maintenance	φ \$	2,500		
	\$ \$ \$ \$	9,000	\$	9,000
630 Equipment Total	Φ	9,000	Φ	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	<u>\$</u>	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
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TOTAL EXPENSES			•	FC 004
ADMINISTRATION & MANAGEMENT TOTAL			\$	56,824
PROGRAM TOTAL			\$	247,281
FUNDRAISING TOATL			\$	46,300
DEPRECIATION			\$	10,000
NONPROFIT TOTAL EXPENSES for FISCAL YEAR			\$	360,405

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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PROFIT OR <LOSS> FOR FISCAL YEAR: