

Sample Budget Template for Smaller Nonprofit Organizations

REVENUE	Previous Year Total	Current Year Budget	Description
Individual Contributions			Gifts given by individuals via personal check, credit card
Corporate Contributions			Gifts given via business check, credit card
Organization Contributions			Gifts given by organizations (i.e. churches, clubs, etc.)
Grants (Unrestricted)			Grants for any purpose the organization sees fit per its mission
Foundation Grants (Temporarily Restricted)			Grant for a specific purpose. Expenses must be tracked and charged to the grant as they occur
Special Events			Fundraisers in which donors receive a direct donor benefit (meal, entertainment, golf, etc.)
Earned Income			Any income that isn't donated. (i.e. third party reimbursement for medical services, thrift store income, product sales, services to the community). May be subject to Unrelated Business Tax (UBIT).
Interest			From bank accounts
Total Revenue	\$ -	\$ -	Tally all revenue on this line.
Expenses			
Salaries			Payroll for FT and PT paid staff
Benefits			Health, dental, vision, retirement
Taxes			Payroll taxes, sales taxes if required by UBIT
Professional Fees			Fees and expenses of consultants who are not employees (i.e. auditor, webmaster)
Supplies			Paper, toner, cleaning, equipment /software<\$1000, etc.
Telephone			
Postage/Shipping			
Rent			Office space, other spaces used for client service, earned income, etc.
Equipment Maintenance			Computer, copier contracts, repairs
Printing			Materials printed
Travel			Mileage, hotel, meals
Dues/Subscriptions			Memberships like local Chamber, newspaper, etc.
Insurance			Director's and Officer's Liability, General Liability, Property, Car, etc.
Misc			Bank fees for credit card processing, things that don't fit anywhere else
Total Expenses	\$ -	\$ -	Tally all expenses on this line
Net	\$ -	\$ -	Revenue minus expenses
Depreciation			Equipment, furniture >\$1000 can be depreciated over time (usually 5 years) and yearly expense listed here versus listing the higher amount one-time.
Net with Depreciation	\$ -	\$ -	Net Revenue minus depreciation