

Budget Report Form
 For Operating/Program/Capital/Sponsorship Requests
DO NOT INCLUDE IN-KIND DONATIONS, GOODS OR SERVICES

**Listed here are sample categories.
 You may add or subtract relevant categories for your organization**

All Sources of Income	Operating/Program/Capital or Sponsorship Budget	Note Pending/Confirmed
Government Sources		
• Federal		
• State		
• Regional		
• Municipal		
Individual Donations		
Foundation Grants (List individually by name and amount; attach list, if necessary. Note Pending or Confirmed.)		
Corporate Contributions (List individually by name and amount; attach list, if necessary Note Pending or Confirmed.)		
Sponsorships		
Special Events or Fundraising Revenue		
Endowment Transfer		
Program Fees		
Admissions		
School Programs/Tours		
Membership Dues		
Contracted Services		
Incidental Revenue		
Miscellaneous Revenue		
Interest		
TOTAL INCOME:		
All Expenses		
Salaries and Wages, including Benefits		
Professional Fees and Services		

Administrative Supplies		
Programmatic Supplies		
Telephone		
Postage & Shipping		
Utilities		
Rental & Maintenance of Equipment		
Communications		
Mortgage/Rent/Lease		
Legal		
Finance Costs		
IT Expense		
Professional Development		
Marketing/ Publicity/Advertising		
Property Taxes		
Printing & Publications		
Travel & Mileage		
Conferences, Conventions, Meetings		
Membership Services		
Hospitality		
Banking and/or Credit Card Fees		
ADA Compliance		
Miscellaneous Expenses		
TOTAL EXPENDITURES:		