

## Budget Form Guide

<b>Expenditures</b> (Add or subtract lines, and change line item titles to reflect your expenses)	
<b>Total Project Budget</b>	
<b>PROGRAM/PROJECT EXPENSES</b>	
<b>Salaries/Wages</b>	
Project Lead	
Other	
Other	
Other	
<b>SUBTOTAL SALARIES/WAGES</b>	<b>\$0</b>
<b>Program Supplies/Materials</b>	
Supplies	
Printing	
Transportation/Travel	
Consultants	
Equipment	
Rent	
Phone	
Printing	
Advertising	
T shirts/Merchandise	
Food	
Postage	
Travel (mileage)	
Travel (other)	
Insurance	
Bookkeeping	
Misc.	
<b>SUBTOTAL SUPPLIES/ADMIN</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES</b>	<b>\$0</b>

<b>Income</b> (Total Income should equal Total Expenditures)	
<b>Source</b> (change line item titles to reflect your income)	<b>Amount</b>
Funder 1	
Funder 2	
Funder 3	
Fundraising Event 1	
Fundraising Event 2	
Donor(s) support	
Collected Income (Fees/Tickets)	
Merchandise sales	
Operating funds dedicated to program	
Misc.	
In-Kind Service/Materials/Labor	
<b>TOTAL INCOME</b>	<b>\$0</b>