

## Worksheet 8.1. Revenue and Expense Budget

	Cash Required	In-Kind Contributions	Total Budget
<b>REVENUE</b>			
Foundations			
Government			
Corporations			
Individual contributions			
Donated printing and supplies			
Volunteer services			
Other (Specify):			
TOTAL REVENUE:			
<b>EXPENSES</b>			
Salaries (prorated if less than full-time) _____ _____ _____ _____ _____			
Payroll taxes and benefits (percentage of salaries)			
Bookkeeping contractor			
Other (Specify):			
TOTAL PERSONNEL			
Office rent			

Supplies			
Printing			
Utilities			
Telephone			
Copy services			
Postage			
Travel			
Membership dues			
Other (Specify):			
<b>TOTAL NONPERSONNEL</b>			
<b>TOTAL EXPENSES</b>			