

## Your Budget: Clarity is Key

*Print out a record your project's annual income and expense summary. Use the worksheet to develop your own budget presentations to donors, sponsors and your fund raising volunteers.*

<u>Income</u>	<u>Amount</u>	<u>Percentage</u>
Individuals	\$	_____%
Corporations/Businesses	\$	_____%
Foundations	\$	_____%
Government ( <i>name</i> )	\$	_____%
Sponsor ( <i>name</i> )	\$	_____%
Organizations	\$	_____%
 <i>Other Revenue:</i>		
In-kind	\$	_____%
Fees	\$ _____	_____%
 Total Income	 \$	 100%

<u>Expenses</u>	<u>Amount</u>	<u>Percentage</u>
Service delivery	\$	_____%
Materials and supplies	\$	_____%
Personnel ( <i>stipends, etc.</i> )	\$	_____%
Administration (Rent, Office supplies, etc.)	\$	_____%
Other	\$	_____%
	\$	_____%
	\$ _____	_____%
 Total Expense	 \$	 _____%