

### Sample Budget

#### This is an example of a GOOD budget because:

It is easy to read.

It indicates income AND expenses, both committed and pending.

It includes budget notes for greater detail.

It lists all items that will be part of the work.

<b>Income</b>	<b>Charitable Foundation</b>	<b>Other</b>	<b>In-kind</b>	<b>Total</b>
Public Funds (1)	\$0	\$10,000	\$0	\$10,000
Charitable Foundation	\$15,000	\$0	\$0	\$15,000
Other Foundation (2)	\$0	\$10,000	\$0	\$10,000
Individual/Corporate Donations	\$0	\$15,000	\$5,000	\$20,000
Volunteer Time Contributed	\$0	\$0	\$5,000	\$5,000
Research Income	\$0	\$5,000	\$0	\$5,000
<b>Income Totals</b>	<b>\$15,000</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$65,000</b>
<b>Expenses</b>	<b>Charitable Foundation</b>	<b>Other</b>	<b>In-kind</b>	<b>Total</b>
Coordinator Salary	\$0	\$38,000	\$0	\$38,000
Coordinator Benefits	\$7,500	\$0	\$0	\$7,500
Printing Educational Materials (3)	\$5,500	\$0	\$0	\$5,500
Researching Educational Materials (4)	\$0	\$0	\$5,000	\$5,000
Shared Office Space	\$0	\$0	\$5,000	\$5,000
Overhead (5)	\$2,000	\$2,000	\$0	\$4,000
<b>Expense Totals</b>	<b>\$15,000</b>	<b>\$40,000</b>	<b>\$10,000</b>	<b>\$65,000</b>

#### Budget Notes:

1. Town funding of \$10,000 for staffing
2. Other Support = Applied for Thaxter Foundation grant of \$10,000
3. Educational Materials = to produce and print participant workbooks, instructor guide, flip charts, easel, etc.
4. Volunteer Contribution = volunteer time contributed to write and edit educational materials
5. Overhead = 5% estimate for overhead costs