**Financial/Budget Section**

**(Use this template if your organization or program does not already have a budget template)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Agency Operating Budget (All Funding)** | | | **Program/Project Budget**  **(Related to your UWNEK Funding Request)** | | |
| **Income** | **Amount** |  | | **Program/Project Income** | **Amount** |
| **Grants** |  |  | | **Grants** |  |
| **Contracts** |  |  | | **Contracts** |  |
| **United Way** |  |  | | **United Way** |  |
| **Corporate Contributions** |  |  | | **Corporate Contributions** |  |
| **Membership Fees** |  |  | | **Membership Fees** |  |
| **Individual Donations** |  |  | | **Individual Donations** |  |
| **Fees for Services** |  |  | | **Fees for Services** |  |
| **Fundraisers/Events/Sales** |  |  | | **Fundraiser/Events/Sales** |  |
| **Endowment/Interest Income** |  |  | | **Endowment/Interest Income** |  |
| **Other (specify)** |  |  | | **Other (specify)** |  |
| **Total Income** |  |  | | **Total Income** |  |
| **In- Kind** |  |  | | **In-Kind** |  |
| **Total Revenue** |  |  | | **Total Revenue** |  |
| **Expenses** | **Amount** |  | | **Program/Project Expenses** | **Amount** |
| **Staff Salaries** |  |  | | **Salaries/Wages** |  |
| **Benefits (insurance, retirement, & other tax related)** |  |  | | **Benefits (insurance, retirement, & other tax related)** |  |
| **Rent & Utilities** |  |  | | **Rent & Utilities** |  |
| **Consultants/Contractors** |  |  | | **Consultants/Contractors** |  |
| **Equipment** |  |  | | **Equipment** |  |
| **Travel** |  |  | | **Travel** |  |
| **Office Supplies** |  |  | | **Office Supplies** |  |
| **Printing/Copying/Marketing** |  |  | | **Printing/Copying/Marketing** |  |
| **Telephone/Internet/Fax** |  |  | | **Telephone/Internet/Fax** |  |
| **Staff/Volunteer Training** |  |  | | **Staff/Volunteer Training** |  |
| **Other (specify)** |  |  | | **Other (specify)** |  |
| **Total Expenses** |  |  | | **Total Expenses** |  |