**Worksheet 9 - Revenue and Expense Budget**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **cash required** | **in-kind contributions** | **total budget** |
| **Revenue**FoundationsGovernmentCorporationsIndividual donationsDonated printing and  suppliesVolunteer servicesGovernment Total revenue**Expenses**Salaries (prorated if less than full-time)Payroll taxes/benefits (percentage of salaries)BookkeepingContractor Total personnelOffice rentSuppliesPrintingUtilitiesTelephoneCopy servicesPostageTravelMembership dues Total non-personnel Total expenses |  |  |  |