Instructions for Using the Organizational Budget Template

1. Overview

This budget workbook is designed to help nonprofit organizations build a comprehensive annual budget. It allows for income tracking, allocation of expenses across multiple programs, and planning for both restricted and unrestricted funding sources. Macros are used to streamline processes like renaming sheets and maintaining data integrity.

→ When opening this workbook, please enable macros. To enable macros:

→ When/If prompted with a yellow security warning bar when you open the file, click 'Enable Content'.

→ If the macro is blocked, close the file, right-click on it in File Explorer, choose 'Properties', and check 'Unblock' before reopening.

→ Please pay attention to formatting in cells - if one turns red, it means that something has not been entered correctly. Look for instructions in each worksheet to help you find what you need to change.

→ There are instructions in each sheet highlighted in yellow. Taking the time to read these instructions will help you immenseley in using this workbook to create your budget.

→ Fill out the Enter Organizational Info Here worksheet first. Then go to your expenses and finally to your income page. The budget Summary page then consolidates the information for you.

→ This workbook is meant to help you manage your funding through the income page. Take your time filling it out correctly and you will be able to use this for your budgeting process, decisions, and grantwriting.

2. Enter Your Organizational Info Here Worksheet

Begin with this sheet:

→ Enter or update the names of your programs in cells A3 to A10.

→ These names will be used to automatically rename key sections of this spreadsheet and the worksheets when you run the macro.

→ Fill out the fringe benefits for your organization.This data will be used to budget for fringe when you enter your staff information.

→ Fill out the information in the peach colored staffing chart. This will calculate yoru salaries and automatically populate your staffing and fringe amts to the program budgets.

3. Budget Summary

→ This sheet has no data entry. It takes all of your data

→ It takes all of the data you entered and summarizes it.

→ You can use this data for your grant proposals and to understand your various budget scenarios

4. Income Tracking

On the 'Income' sheet:

→ The Income sheet is an active sheet that allows you to project funding for your fiscal year. You should enter all committed and projected funding here and apply your likelihood projections to them. Please see detailed instructions on sheet for data entry tips.

→ The totals will populate in the 'Budget Summary' .

→ You will also see the program profit and loss from the budget summary in row 45. This will help you to allocate "unrestricted" funding to the appropriate programs.

→ Make sure the allocations you enter for each funding source match the total in Column H.

→ If there's a mismatch, cells will highlight in red as a visual alert.

→ Start by NOT allocating your unrestricted $ to any program. The budget number will show up in column T. After you finish all of your data-entry, you will be able to allocate funds according to your priorities.

→ When you allocate unrestricted $ to a program, that does NOT restrict it. If you are applying for a grant for that program, you can move the funding back to column T and show that you have a need in that program. If that grant is funded, then you can apply the unrestricted funding elsewhere - or save it and have it in reserve!

→ See instructions on the Income Sheet for further information.

5. ProgramExpense Budgets

→ Each program will have its own budget worksheet. It will be named according to your entries in the Organizational Info Sheet if you have macros enabled.

→ Enter all expected direct program expenses in this sheet.

→ Do NOT enter Income into this sheet. That is entered in the Income worksheet.

→ A summary of the direct expenses, the program income, and the allocated indirect expenses can be found in the Budget Summary sheet.

→ Your personnel expenses are allocated from your entry on the Organizational worksheet.

→ Be sure to select or enter an expense category for every line item.

→ If a category is missing, it will throw off your totals. Cell K14 will highlight itself in Red.

5. Sheet Protection and Macros

Macros are used to rename sheets and to reapply protection automatically.

→ Sheets are protected to prevent accidental edits, especially in formula-driven areas.

→ If you need to unprotect a sheet to make deeper changes, the password is blank. Si

→ To unprotect: go to the Review tab > Unprotect Sheet > enter the password.

→ Be cautious: editing protected cells or formulas may cause the workbook to function incorrectly.

7. Tips for Use

- Save a backup before making major changes.
- Use the workbook in Excel with macros enabled.
- Contact your administrator if you're unsure about a change or macro behavior.
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Instructions: Please put program names in columns 3-10. No special characters allowed except hyphens. After updating this list, push the button next to this chart to update worksheet names.

Note: Throughout this Budget Sandbox, the blue cells are protected, because they are formula based.

Peach cells are to be updated with project-specific data

Program Names	Budget Category
Program 1	Travel
Program 2	Equipment
Program 3	Supplies
Program 4	Contract
Program 5	Construction
Program 6	Other
Program 7	
Program 8	
Fundraising	
Indirect/Overhead	

Click to update worksheet names after entering program names in cells A3 to A10

Sheets Renamed Successfully!

Budget Exercise Instructions:

In the Program Names chart (Cell A2) enter the following program names starting in cell A3
After School, Healthy Families, Parent School Partnership, ELL
Click the Big Blue Button
Look to see if the worksheet names below and the program names in the staffing chart have been updated.

In the Fringe Categories Box (Cell A20) Enter the following
Health Insurance - 12%; Workers Comp - 1.25% - **Note updated fringe rate in Cell B32**

Note: This autocalculates your indirect rate based upon your budget worksheets.

Total Budget	**$ 409,192**
Total Indirect Expenses	**$ 96,590**
Indirect Rate	**24%**

In the Staffing Plan (Cell A37) Enter the following Staff after taking note of the Indirect Rate in cell B17
Development Director - Christopher Nolan - $65,000 Salary - 100%FTE - Indirect @ 5%; Fundraising @ 75%; All four programs @5%
Program Director - Mahershala Ali - $55,000 Salary - 100%FTE - Indirect @ 5%; Fundraising @ 5%; After School @50%; Healthy Families@20%; Other two programs@10% each
Community Outreach Coord - Cesar Chavez - $45,000 Salary - 75% FTE - After School@10%; Healthy Families @20%, Parent School Partnership @20%; ELL@25%
Please note the following: See how the Indirect has updated - it calculates based on staff time on programs; you enter the FTE salary and then the FTE % on each program; there is a check in column P. If the toal assigned to programs does not equal Overall FTE - it wil be red; contract staff are entered into their associated program.

Instructions - Please put in correct numbers for all fringe benefits here.

Fringe Category	Rate
FICA/Medicare	**7.65%**
State unemployment	**1.20%**
Retirement contribution	**7.50%**
Other??	
Workers compensation	
Total	**16.35%**

Directions - Please enter all of your staff here first along with their base salary and FTE % for each of the programs. This will autopopulate numbers throughout the worksheet including for each program budget. Please ensure that the percentage numbers entered equal the overall FTE assigned to each employee.

Staffing Plan				Percentage FTE By Program											
Position	**Staff Name**	**Salary**	**Overall FTE**	**Indirect/Overhead**	**Fundraising**	**Program 1**	**Program 2**	**Program 3**	**Program 4**	**Program 5**	**Program 6**	**Program 7**	**Program 8**	**Total**	**Check**
Executive Director	George Castanza	$ 90,000	100%	15%	25%	15%	15%	15%	15%	0%	0%	0%	0%	100%	0%
Office Manager	Simone Biles	$ 50,000	100%	30%	10%	15%	15%	15%	15%	0%	0%	0%	0%	100%	0%
Community Health Worker	Florence Nightengale	$ 45,000	75%	0%	0%	0%	75%	0%	0%	0%	0%	0%	0%	75%	0%
Community Health Worker	Rebecca Lee Crumpler	$ 45,000	50%	0%	0%	0%	50%	0%	0%	0%	0%	0%	0%	50%	0%
Staff 5				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff 6				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff 7				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff 8				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff 9				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
Staff 10				0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%	0%
	Total Direct Expense FTE		245%	45%	35%	30%	155%	30%	30%	0%	0%	0%	0%		
	Indirect Allocation Rate					**12%**	**63%**	**12%**	**12%**	**0%**	**0%**	**0%**	**0%**	**100%**	

Note - This chart will autopopulate based upon your entries above. Please do not enter data here!

Staffing Plan				Percentage FTE By Program											
Position	**Staff Name**	**Salary**	**Overall FTE**	**Indirect/Overhead**	**Fundraising**	**Program 1**	**Program 2**	**Program 3**	**Program 4**	**Program 5**	**Program 6**	**Program 7**	**Program 8**	**Total**	**Check**
Executive Director	George Castanza	$ 90,000	100%	$ 13,500	$ 22,500	$ 13,500	$ 13,500	$ 13,500	$ 13,500	$ -	$ -	$ -	$ -	$ 90,000	$ -
Office Manager	Simone Biles	$ 50,000	100%	$ 15,000	$ 5,000	$ 7,500	$ 7,500	$ 7,500	$ 7,500	$ -	$ -	$ -	$ -	$ 50,000	$ -
Community Health Worker	Florence Nightengale	$ 45,000	75%	$ -	$ -	$ -	$ 33,750	$ -	$ -	$ -	$ -	$ -	$ -	$ 33,750	$ -
Community Health Worker	Rebecca Lee Crumpler	$ 45,000	50%	$ -	$ -	$ -	$ 22,500	$ -	$ -	$ -	$ -	$ -	$ -	$ 22,500	$ -
Staff 5				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Staff 6				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Staff 7				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Staff 8				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Staff 9				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
Staff 10				$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
				$ 28,500	**$ 27,500**	**$ 21,000**	**$ 77,250**	**$ 21,000**	**$ 21,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 196,250**	

Note: Throughout this Budget Sandbox, the blue cells are protected, because they are formula based.

Peach cells are to be updated with project-specific data

Expense	Program Name											
Category	**Program 1**	**Program 2**	**Program 3**	**Program 4**	**Program 5**	**Program 6**	**Program 7**	**Program 8**	**Fundraising**	**Indirect/Overhead**	**Subtotal**	**Check**
A. Personnel	$21,000	$77,250	$21,000	$21,000	$0	$0	$0	$0	$27,500	$28,500	$196,250	
B. Fringe	$3,434	$12,630	$3,434	$3,434	$0	$0	$0	$0	$4,496	$4,660	$32,087	
C. Travel	$1,820	$7,280	$4,375	$0	$0	$0	$0	$0	$0	$0	$13,475	
D. Equipment	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
E. Supplies	$5,000	$20,000	$6,000	$3,000	$0	$0	$0	$0	$2,500	$0	$36,500	
F. Contractual	$0	$3,000	$3,000	$18,000	$0	$0	$0	$0	$0	$43,300	$67,300	
G. Construction	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	
H. Other	$1,000	$1,000	$3,600	$11,250	$0	$0	$0	$0	$26,600	$20,130	$63,580	
I. Total Expense	$32,254	$121,160	$41,409	$56,684	$0	$0	$0	$0	$61,096	$96,590	$409,192	$409,192
J. Indirect Charges	$11,827	$61,108	$11,827	$11,827	$0	$0	$0	$0	$0	$0		
J. Fundraising Allocation	$7,481	$38,653	$7,481	$7,481	$0	$0	$0	$0				
Total Project Costs	**$51,562**	**$220,921**	**$60,717**	**$75,992**	**$0**	**$0**	**$0**	**$0**	**$0**	**$0**	**$409,192**	
								Number Check	**$61,096**	**$96,590**	**$409,192**	

Income	Program 1	Program 2	Program 3	Program 4	Program 5	Program 6	Program 7	Program 8	Fundraising	Indirect/Overhead	Subtotal
Annual Fund	$0	$0	$2,500	$0	$0	$0	$0	$0	$0	$0	$2,500
Foundations	$190,888	$77,500	$0	$25,000	$0	$0	$0	$0	$0	$0	$293,388
Government	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Membership	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Corporation	$11,500	$130,000	$0	$0	$0	$0	$0	$0	$0	$0	$141,500
Special Event	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Earned Income	$0	$0	$0	$37,500	$0	$0	$0	$0	$0	$0	$37,500
Other	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0	$0
Total	$202,388	$207,500	$2,500	$62,500	$0	$0	$0	$0	$0	$0	$474,888
Total Committed	**$ 140,000**	**$ 207,500**	**$ 2,500**	**$ 25,000**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 400,000**	**Committed**
Total Pending w/probability % applied	**$ 62,388**	**$ -**	**$ -**	**$ 37,500**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 240,388**	**Total Pending w/probability % applied**
Profit/(Loss) w/out pending	**$ 88,438**	**$ (13,421)**	**$ (58,217)**	**$ (50,992)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (9,192)**	**Profit/Loss (w/out pending $)**
Profit/(Loss) with pending	**$ 150,826**	**$ (13,421)**	**$ (58,217)**	**$ (13,492)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 231,196**	**Profit/Loss (w/ pending $)**

Total Unrestricted & Unallocated Funds			
Committed	**$ 25,000**	**$ 785,750**	**Total Potential Funding**
Pending	**$ 140,500**	**192%**	**Potential Funding/Org Budget Ratio**

Please enter all actual and potential funding sources on this spreadsheet. See Instructions below for information on each cell. Please note, there are a variety of checks in this worksheet. If a cell is filled with red, there is something wrong. Most likely it is that the numbers in Columns H to R don't match the Budget Amts in Column G.

Only enter data in these cells

Total Funding/ Request Amt	Funding Source Name	Funding Source Type	Restriction	Status	Priority	% Probability	Budget Amt	Program 1	Program 2	Program 3	Program 4	Subtotal	Unrestricted Remainder	Total	
$ 80,000	Major Donor Campaign	Annual Fund	Unrestricted	Pending		60%	$ 48,000	$ -	$ -	$ -	$ -	$ -	$ 48,000	$ 48,000	
$ 2,500	Scholarship Donations	Annual Fund	Restricted	Committed		100%	$ 2,500	$ -	$ -	$ 2,500	$ -	$ 2,500	$ -	$ 2,500	
$ 100,000	Annual Fund Mailings	Annual Fund	Unrestricted	Pending		75%	$ 75,000	$ -	$ -	$ -	$ -	$ -	$ 75,000	$ 75,000	
$ 10,000	Business Contributions Misc.	Corporation	Restricted	Committed		100%	$ 10,000	$ 5,000	$ 5,000	$ -	$ -	$ 10,000	$ -	$ 10,000	
$ 125,000	Blue Cross Health Fdn	Corporation	Restricted	Committed		100%	$ 125,000	$ -	$ 125,000	$ -	$ -	$ 125,000	$ -	$ 125,000	
$ 65,000	LGL Corp	Corporation	Restricted	Pending		10%	$ 6,500	$ 6,500	$ -	$ -	$ -	$ 6,500	$ -	$ 6,500	
$ 50,000	ELL Class Contracts	Earned Income	Restricted	Pending		75%	$ 37,500	$ -	$ -	$ -	$ 37,500	$ 37,500	$ -	$ 37,500	
$ 55,000	WFF	Foundation	Restricted	To Submit		85%	$ 46,750	$ 46,750	$ -	$ -	$ -	$ 46,750	$ -	$ 46,750	
$ 12,500	Santa Rosa Community Fdn	Foundation	Restricted	Committed		100%	$ 12,500	$ -	$ 12,500	$ -	$ -	$ 12,500	$ -	$ 12,500	
$ 75,000	NFW Foundation	Foundation	Restricted	Committed		100%	$ 75,000	$ 75,000	$ -	$ -	$ -	$ 75,000	$ -	$ 75,000	
$ 25,000	MARFIN Foundation	Foundation	Restricted	Committed		100%	$ 25,000	$ 25,000	$ -	$ -	$ -	$ 25,000	$ -	$ 25,000	
$ 125,000	TBI	Foundation	Restricted	Committed		100%	$ 125,000	$ 35,000	$ 65,000	$ -	$ 25,000	$ 125,000	$ -	$ 125,000	
$ 10,750	TNC	Foundation	Restricted	To Submit		85%	$ 9,138	$ 9,138	$ -	$ -	$ -	$ 9,138	$ -	$ 9,138	
$ 25,000	Reserve Allocation	Other	Unrestricted	Committed		100%	$ 25,000	$ -	$ -	$ -	$ -	$ -	$ 25,000	$ 25,000	
$ 25,000	Annual Gala	Special Event	Unrestricted	Pending		70%	$ 17,500	$ -	$ -	$ -	$ -	$ -	$ 17,500	$ 17,500	
$ -							$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	
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$ 785,750	**Total Potential Funding**						$ 640,388	$ 202,388	$ 207,500	$ 2,500	$ 62,500	$ 474,888	$ 165,500	$ 640,388	$ 640,388
$ 400,000	**Total Committed Amt**						$ 400,000	$ 140,000	$ 207,500	$ 2,500	$ 25,000	$ 375,000	$ 25,000	$ 400,000	$ 400,000
$ 385,750	**Total Pending/To Submit Amt**						$ 240,388	$ 62,388	$ -	$ -	$ 37,500	$ 99,888	$ 140,500	$ 240,388	$ 240,388
						Total Budgeted Income	$ 640,388	$ 202,388	$ 207,500	$ 2,500	$ 62,500	$ 474,888	$ 165,500		
	Program Profit/Loss from Budget Summary without pending funding allocations							**$ 88,438**	**$ (13,421)**	**$ (58,217)**	**$ (50,992)**				
	Program Profit/Loss from Budget Summary with committed and pending allocations							**$ 150,826**	**$ (13,421)**	**$ (58,217)**	**$ (13,492)**				

Data Entry Instructions
Enter: $175,000 HRSA Grant Request - Government Source - Pending Restricted Grant for the Healthy Family Program that you give a 50% chance of succeeding. Put the full budgeted amount (Column H) in the healthy program family budget.
Enter: $60,000 Dept of Ed Grant Request - Government Source - Pending Restricted Grant for the Parent School Partnership Program that you give a 60% chance of succeeding. Put the full budgeted amount (Column H) in theParent School Partnership Program Budget family budget.
Enter: $30,000 Concert Series Income - Special Event - Pending Unestricted Income that you give a 70% chance of succeeding. Note that the budgeted amount is automatically populated in the unrestricted remainder column (T)
Enter: $2,640 of Interest Income - Other Source - Committed Unrestricted Income. Note that the budgeted amount is automatically populated in the unrestricted remainder column (T)

Indirect/Overhead Expense

Instructions: Please put all Indirect costs such as rent, org insurances, utilities, audit, board expense, etc., excluding salaries and fringe, into this worksheet. Make sure an expense category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - eg office space rent - $1,500/mo*12 months or contract accountat - $25hrs/mo*$75/hr*12mos). If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column. Pro-tip - many of these expenses will be in the Contract or Other categories!

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
Accountant	10/hrs/month *12mos*$85/hr	Contract	10	12	1	$ 85.00	$ 10,200
Board Meetings	Food/Supplies 12 mtgs@ $100/mtg	Other	12	1	1	$ 100.00	$ 1,200
Web subscriptions	GoDaddy Domains	Other	1	1	1	$ 500.00	$ 500
Audit		Contract	1	1	1	$ 7,500.00	$ 7,500
Background Checks	five staff @ $50/staff	Other	5	1	1	$ 50.00	$ 250
Strategic Planning Consultant	4 days *$2,500/day	Contract	4	1	1	$ 2,500.00	$ 10,000
Graphic Design	$60/hr*5hrs/month*12 months	Contract	12	5	1	$ 60.00	$ 3,600
Utilities	$1,000/month	Other	12	1	1	$ 1,000.00	$ 12,000
Cell Phone Contract	6 phones @$65/month	Other	12	6	1	$ 65.00	$ 4,680
Office Phone	$125/month	Other	12	1	1	$ 125.00	$ 1,500
Office Cleaning	$250/month	Contract	12	1	1	$ 250.00	$ 3,000
Website Consultant	$75/hr*10hrs/month*12 months	Contract	12	10	1	$ 75.00	$ 9,000
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	**$ 63,430**

Data Entry Instructions

Enter: Website Consultant who in the contract category who earns $75/hr for 10hrs/month for 12 months

Enter: D&O Liability Insurance in the Other category that costs $2,500/yr

Enter: Office Rent in the Other category at $1,500/month.

Budget Summary w/out allocations	
Indirect/Overhead	
Personnel	**$ 28,500**
Fringe	**$ 4,660**
Travel	$ -
Equipment	$ -
Supplies	$ -
Contract	**$ 43,300**
Construction	$ -
Other	**$ 20,130**
SubTotal	**$ 96,590**
	$ 96,590

Fundraising Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
Concert Series Expenses	$2,500/concert*4 concerts	Other	4	1	1	$ 2,500.00	$ 10,000
CRM Subscription	Membership and contact management $500/mont	Other	12	1	1	$ 500.00	$ 6,000
Credit Card Fees	3%*$200000	Other	1	1	1	$ 2,000.00	$ 2,000
Postage	5000 per average annual postage cost	Other	1	1	1	$ 5,000.00	$ 5,000
Printing	misc printing for signs/banners etc	Supplies	1	1	1	$ 2,500.00	$ 2,500
professional development	training for Dev director	Other	1	1	1	$ 1,000.00	$ 1,000
Major Donor Mtg Budget	$25/mtg*2 mtgs/wk*52wks	Other	2	52	1	$ 25.00	$ 2,600
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ 29,100

Data Entry Instructions

Enter: Enter 1000 shwag items at $15/item in the supplies category

Enter: Mileage for Development Director - 30 miles per week for 52 weeks 70 cents per mile

Budget Summary w/out allocations Fundraising	
Personnel	$ 27,500
Fringe	$ 4,496
Travel	$ -
Equipment	$ -
Supplies	$ 2,500
Contract	$ -
Construction	$ -
Other	$ 26,600
SubTotal	$ 61,096
	$ 61,096

Program 1 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
Professional Development	2 staff@$500/staff	Other	2	1	1	$ 500.00	$ 1,000
Mileage	25miles/wk*2 staff*/.70/mile	Travel	2	25	52	$ 0.70	$ 1,820
			1	1	1	$ -	$ -
Supplies	Supplies for student activities	Supplies	1	1	1	$ 5,000.00	$ 5,000
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ 7,820

Budget Summary w/out allocations Program 1	
Personnel	$ 21,000
Fringe	$ 3,434
Travel	$ 1,820
Equipment	$ -
Supplies	$ 5,000
Contract	$ -
Construction	$ -
Other	$ 1,000
SubTotal	$ 32,254
	$ 32,254

Data Entry Instructions

Enter: Six After-School contract staff who work 15hrs per week for 40 weeks per year @ $25/hr

Enter: Program Evaluation Contract at $150/hr for 20 hours

Enter: Snacks for Children @$25/day for five days/wk for 50 weeks.

Program 2 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
Professional Dev	2 staff @ $500/staff	Other	2	1	1	$ 500.00	$ 1,000
Mileage	2 staff *100 miles/wk*52wks*.70/mile	Travel	2	100	52	$ 0.70	$ 7,280
Healthy You Kits	1000 kits @ $20 each	Supplies	1000	1	1	$ 20.00	$ 20,000
Program Evaluation	20 hours @ $150/hr	Contract	20	1	1	$ 150.00	$ 3,000
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	**$ 31,280**

Budget Summary w/out allocations	
Program 2	
Personnel	$ 77,250
Fringe	$ 12,630
Travel	$ 7,280
Equipment	$ -
Supplies	$ 20,000
Contract	$ 3,000
Construction	$ -
Other	$ 1,000
SubTotal	**$ 121,160**
	$ 121,160

Program 3 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
Mileage	1 staff @125 miles/wk*50wks*.70/mile	Travel	1	125	50	$ 0.70	$ 4,375
Food/Snacks	4 mtgs/wk*36 wks*$25/mtg	Other	4	36	1	$ 25.00	$ 3,600
Supplies	6 schools*1,000/schoo	Supplies	6	1	1	$ 1,000.00	$ 6,000
Program Evaluation	20 hours @ $150/hr	Contract	20	1	1	$ 150.00	$ 3,000
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ 16,975

Budget Summary w/out allocations Program 3	
Personnel	$ 21,000
Fringe	$ 3,434
Travel	$ 4,375
Equipment	$ -
Supplies	$ 6,000
Contract	$ 3,000
Construction	$ -
Other	$ 3,600
SubTotal	$ 41,409
	$ 41,409

Program 4 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
ELL Instructor -	3 classes/wk*50wks*2 hrs/class*$50/hr	Contract	3	50	2	$ 50.00	$ 15,000
Space Rental	3classes/wk*50wks*$75/wk	Other	3	50	1	$ 75.00	$ 11,250
Instructional Materials	$1,000/class	Supplies	3	1	1	$ 1,000.00	$ 3,000
Program Evaluation	20 hours @ $150/hr	Contract	20	1	1	$ 150.00	$ 3,000
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ 32,250

Budget Summary w/out allocations Program 4	
Personnel	$ 21,000
Fringe	$ 3,434
Travel	$ -
Equipment	$ -
Supplies	$ 3,000
Contract	$ 18,000
Construction	$ -
Other	$ 11,250
SubTotal	**$ 56,684**
	$ 56,684

Program 5 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
			2	1	1	$ -	$ -
			2	3	1	$ -	$ -
			2	3	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ -

Budget Summary w/out allocations Program 5	
Personnel	$ -
Fringe	$ -
Travel	$ -
Equipment	$ -
Supplies	$ -
Contract	$ -
Construction	$ -
Other	$ -
SubTotal	**$ -**
	$ -

Program 6 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ -

Budget Summary w/out allocations Program 6	
Personnel	$ -
Fringe	$ -
Travel	$ -
Equipment	$ -
Supplies	$ -
Contract	$ -
Construction	$ -
Other	$ -
SubTotal	**$ -**
	$ -

Program 7 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			4	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ -

Budget Summary w/out allocations Program 7	
Personnel	$ -
Fringe	$ -
Travel	$ -
Equipment	$ -
Supplies	$ -
Contract	$ -
Construction	$ -
Other	$ -
SubTotal	**$ -**
	$ -

Program 8 Expense

Instructions: Please put all DIRECT program expenses, excluding salaries and fringe, into this worksheet. Make sure a program category is chosed for each item. Use the units colums, where necessary, to delineate unit costs - e.g. hotel for 3 conferences*2 people*3 nights@$175/night. If an iitem has a flat cost, keep the units at 1 and put the cost in the cost/unit column.

Only enter data in these cells

Item	Description	Budget Category	# of Units 1	# of Units 2	# of Units 3	Cost/Unit	Amount
		Other	1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
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			1	1	1	$ -	$ -
			1	1	1	$ -	$ -
						Total	$ -

Budget Summary w/out allocations Program 8	
Personnel	$ -
Fringe	$ -
Travel	$ -
Equipment	$ -
Supplies	$ -
Contract	$ -
Construction	$ -
Other	$ -
SubTotal	**$ -**
	$ -