

SAMPLE AGENCY
Budget for
October 200X - September 200Y

Description	Allocation Method	Undesignated Sources of Funds		In-Direct (Support) Expenditures				Direct Program Sources of Funds and			Grand Total
		Undesignated Funds	Total Undesignated	Admin.	Fund-Raising	Comm. / Mktg.	Total Sup. Svcs.	Program A	Program B	Total Direct	
Sources of Funds											
Civic & Community Groups		\$5,100	\$5,100					\$501	\$3,300	\$3,801	\$8,901
Corporations		3,101	3,101					1,502	3,301	4,803	7,904
Faith Community		3,204	3,204					5,503	3,302	8,805	12,009
Foundations		4,104	4,104					4,009	3,304	7,313	11,417
Government		1,105	1,105					506	3,305	3,811	4,916
Individuals		6,106	6,106					507	6,609	7,116	13,222
Program Fees		7,101	7,101					508	3,307	3,815	10,916
Miscellaneous		1,592	1,592					509	3,308	3,817	5,409
Total Sources of Funds		\$31,413	\$31,413					\$13,545	\$29,736	\$43,281	\$74,694

Undes. Funds Allocation %	% of total		36%	64%	100%	Should = 100%
Undes. Funds Allocation \$	plugged #		\$11,435	\$19,978	\$31,413	Should = Total
Total Program Funding			\$24,980	\$49,714	\$74,694	Undes. Funds
						Should = TF

Expenditures	Allocation Method	Admin.	Fund-Raising	Comm. / Mktg.	Total Sup. Svcs.	Program A	Program B	Total Direct	Grand Total
Benefits & Taxes		450	320	308	1,078	1,002	2,003	3,005	4,083
Rent / Utilities		1,012	800	600	2,412	1,003	2,004	3,007	5,419
Utilities		553	431	395	1,379	1,004	2,005	3,009	4,388
Repairs & Maintenance		45	91	137	273	2,027	2,006	4,033	4,306
Depreciation		15	38	61	114	1,006	2,007	3,013	3,127
Insurance		16	39	62	117	1,007	2,008	3,015	3,132
Office Supplies / Printing		17	40	63	120	1,008	2,009	3,017	3,137
Postage & Delivery		18	41	64	123	1,009	2,010	3,019	3,142
Bank Service Charge		19	42	65	126	1,010	2,011	3,021	3,147
Miscellaneous		20	43	66	129	1,011	2,012	3,023	3,152
Program		22	45	68	135	1,013	2,014	3,027	3,162
Marketing		23	46	69	138	1,014	2,015	3,029	3,167
Telephone		24	47	70	141	1,015	2,016	3,031	3,172
Contract Labor		25	48	71	144	1,016	2,017	3,033	3,177
Professional Fees		26	49	72	147	1,017	2,018	3,035	3,182
Meetings & Training		27	50	73	150	1,018	2,019	3,037	3,187
Memberships		28	51	74	153	1,019	2,020	3,039	3,192
Travel		29	52	75	156	1,020	2,021	3,041	3,197
Total Direct Expenditures		\$5,379	\$4,406	\$4,449	\$14,234	\$20,220	\$40,240	\$60,460	\$74,694

Support Services Allocation %	(Program total direct expenditures divided by agency total direct expenses) x total support services e	33%	67%	100%	Should = 100%
In-Direct Expenses	Based on % of support services allocation	\$4,760	\$9,474	\$14,234	Should = Total
Total Program Expenditures		\$24,980	\$49,714	\$74,694	Undes. Expenses
					Should = TE

Sources over Expenditures		\$0	\$0	\$0	\$0	Should be equal
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Total In-Direct Expenditure \$14,234 19%
Fund Raising Expenditure \$4,406 6%