BUDGET-TO-ACTUAL FOR THE MOST RECENTLY COMPLETED YEAR BEGINNING\_\_\_\_\_\_\_\_\_

**INCOME**

|  |  |  |  |
| --- | --- | --- | --- |
| **GRANTS & CONTRACTS FOR SERVICE** | **Actual** | **Budget** | **Brief description** |
| Federal Government (Direct) |  |  |  |
| State Government |  |  |  |
| Local Government |  |  |  |
| Private Foundation |  |  |  |
| CFGV |  |  |  |
|  |  |  |  |
| **EARNED INCOME** (such as fees, sales) |  |  |  |
| Source 1: |  |  |  |
| Source 2: |  |  |  |
|  |  |  |  |
| **DONATIONS** |  |  |  |
| Individuals |  |  |  |
| Businesses |  |  |  |
|  |  |  |  |
| **TOTAL CASH INCOME** |  |  |  |
|  |  |  |  |
| **IN-KIND** |  |  |  |
| Benefits (if not included in grants) |  |  |  |
| Value of overhead (usually governments have a stated rate) |  |  |  |
| Value of staff (supervisory, clerical, etc) not included in grants |  |  |  |
|  |  |  |  |
| **TOTAL IN-KIND INCOME** |  |  |  |

**EXPENSE**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **PERSONNEL** | **Actual** | **Budget** | | **Brief description** | |
| Salaries |  |  | |  | |
| Benefits |  |  | |  | |
| Hourly wages |  |  | |  | |
| Contractors |  |  | |  | |
|  |  |  | |  | |
| **PROGRAM & OPERATING EXPENSES**  (general categories and totals only, for example, “Travel, $450.00” |  |  | |  | |
|  |  |  |  | |
| **TOTAL CASH EXPENSES** |  |  |  | |
|  |  |  |  | |
| **IN-KIND** |  |  |  | |
| Benefits (if not included in grants) |  |  |  | |
| Value of overhead (usually governments have a stated rate) |  |  |  | |
| Value of staff (supervisory, clerical, etc) not included in grants |  |  |  | |
|  |  |  |  | |
| **TOTAL IN-KIND EXPENSES** |  |  |  | |
|  |  |  | |  | |

**NOTE: In-Kind donations need to be reflected in both income and expenses so as not to affect the overall budget.**