

Income	
Revenue Sources	Amount
Grants	1,500
Contracts	0
Business contributions	2,000
Individuals	5,000
Fundraisers, events, sales	500
Revenue Sub Total	\$9,000
In-Kind (Donated Goods and/or Services)	
Newspaper Ad (The Daily Times)	500
Volunteers (\$18.10/hour/person)	2,172
Flowers (Lowe's)	350
In-kind Sub Total	\$3,022
Income Grand Total	\$12,022
Expenses	
	Amount
Staff salaries and wages	1,500
Equipment/Tools (rental or purchase)	650
Supplies and materials	200
Printing and copying	75
Food & Beverage Costs	100
Marketing and advertising	0
Staff and volunteer training	25
Contract services	0
Sub Total	\$2,550
In-kind (Use of Donated Goods and/or Services)	
Newspaper Ad (The Daily Times)	500
Volunteers (\$18.10/hour/person)	2,172
Flowers (Lowe's)	350
In-kind Sub Total	\$3,022
Expenses Total	\$5,572
Net	\$3,428

If your project/program already has a prepared budget that you use, please submit that. But if you don't, use this spreadsheet as a starting point. The items listed are only intended as examples - plug in your own values and items.

Note: The value of in-kind (or donated) goods and/or services is listed as income with an equal amount listed as an expense showing that the goods and services were used in the project/program. It's a wash.