**Worksheet 9 - Revenue and Expense Budget**

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| --- | --- | --- | --- |
|  | **cash required** | **in-kind contributions** | **total budget** |
| **Revenue**  Foundations  Government  Corporations  Individual donations  Donated printing and  supplies  Volunteer services  Government  Total revenue  **Expenses**  Salaries (prorated if less  than full-time)  Payroll taxes/benefits (percentage of salaries)  Bookkeeping  Contractor  Total personnel  Office rent  Supplies  Printing  Utilities  Telephone  Copy services  Postage  Travel  Membership dues  Total non-personnel  Total expenses |  |  |  |