

Use the "Non-profit budget template" to create and track the budget for your non-profit organization, taking into account your programs or projects.

At the top of the table, 2 fields need to be filled in:

Fiscal year	
Organization name	

- "Fiscal year" - in this field, enter the value of the target year for budgeting;
- "Organization name" - enter the name of your non-profit organization/ foundation in this field.

The table is designed for 5 projects/ programs; add additional columns if necessary.

The upper part of the table - the "REVENUE" block contains a list of possible funding sources for your programs.

For each program, you must enter:

Program 1		
Budget	Actual	Diff

- "Budget" - the planned amount of funding from the specified sources;
- "Actual" - the actual amount of the financing from the identified sources;
- "Diff" - the difference between actual and planned financing is automatically calculated. If the actual funding is less than planned, the value will be displayed in red in brackets.

At the bottom, there is a row of totals, in which the total values for the column are automatically calculated.

An example of filling a table:

	Program 1		
	Budget	Actual	Diff
Grants	\$400,000	\$420,000	\$20,000
Contracts	\$200,000	\$180,000	(\$20,000)
Contributions			
Membership			
Individuals			
Fees for services			
Sales	\$25,000	\$26,000	\$1,000
Fundraising events			
Endowment	\$1,000	\$5,500	\$4,500
Interest income			
Other (define)			
Total cash revenue			
Total in-kind revenue			
TOTAL	\$626,000	\$631,500	\$5,500

Below is a similar table that lists possible costs. If the required expense item is not in this list, add additional lines.

In the same way, enter the values of planned and actual expenses that you make within the framework of programs/ projects.

Under the list of expenses in the final line, the sum of planned and actual costs and their difference will be displayed.

TOTAL	\$326,000	\$317,100	\$8,900
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At the bottom of the table is a line in which the amount of funds still unspent is calculated: planned and actual indicators.

REMAINDER	\$300,000	\$314,400	
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