

Sample Budget Sheet

When setting your budget it may be necessary to transcribe your BIA's annual budget to this simplified form as most funders are not familiar with BIA zero-based budgeting, its process and associated forms.

Period covering: _____ to _____			
(month, year)		(month, year)	
INCOME (A)	\$	EXPENDITURES (B)	\$
Government sources <i>(federal, provincial, regional municipal)</i>	\$	Staff costs <i>(salaries, employee benefits, travel, training)</i>	\$
Fees <i>(user/ membership fees)</i>	\$	Office Costs <i>(rent, utilities and maintenance, office supplies, equipment rental and telephone)</i>	\$
Fundraising		Service Costs	
Special Events	\$	Promotion & Publicity	\$
Donations	\$	Recreational & Educational	\$
Bequests	\$	Supplies	\$
Foundations	\$	Food Expenses	\$
Other	\$		
Other		Other	
United Way	\$	Miscellaneous	\$
Other Agencies	\$	Fundraising Expense	\$
		Audit Expenses	\$
TOTAL INCOME:	\$	TOTAL EXPENDITURES:	\$
BALANCE (A) - (B):	\$		