# *Sample Organization Budget*

# *Midsize Sheltered Workshop for Persons with Disabilities*

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| REVENUE |  |
| Contributed Revenue |  |
| Foundation Grants | $160,000.00 |
| Corporate Contributions | $25,000.00 |
| Individual Contributions | $14,000.00 |
| Subtotal | $199,000.00 |
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| Earned Revenue |  |
| Government Contracts | $290,000.00 |
| Sales of Workshop Items | $46,000.00 |
| (Cost of Goods Sold) | -$7,600.00 |
| Transportation Reimbursements | $1,000.00 |
| Miscellaneous Income | $500.00 |
| Subtotal | $329,900.00 |
| TOTAL INCOME | $528,900.00 |
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| EXPENSES |  |
| ***Personnel*** |  |
| SALARIES & BENEFITS |  |
| Executive Director @ $71,000 | $71,000.00 |
| (2) Program Directors @ $48,000) | $96,000.00 |
| (3) Workshop Assistants @ 25-50% | $60,000.00 |
| Office Manager @ $38,000 | $38,000.00 |
| Employee Benefits | $83,700.00 |
| Payroll Processing Fees | $2,450.00 |
| Subtotal Salaries & Benefits | $351,150.00 |
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| CONTRACTORS |  |
| Accounting Service | $8,300.00 |
| Grantwriting Consultant | $19,000.00 |
| Janitorial Service | $3,500.00 |
| Other Professional Fees | $1,500.00 |
| Subtotal Contractors | $32,300.00 |
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| NON-PERSONNEL EXPENSES |  |
| Rent | $70,000.00 |
| Utilities | $7,000.00 |
| Telephone & Internet | $3,700.00 |
| Postage | $900.00 |
| Printing | $1,600.00 |
| Insurance | $7,500.00 |
| Building Repairs/Maintenance | $5,000.00 |
| Office supplies | $2,500.00 |
| Workshop Supplies | $12,500.00 |
| Kitchen Supplies | $3,500.00 |
| Expendable Equipment | $1,500.00 |
| Equipment Repair & Maintenance | $500.00 |
| Transportation | $2,300.00 |
| Licenses & Fees | $2,050.00 |
| Staff Development | $2,750.00 |
| Advertising | $2,500.00 |
| Bank Charges | $650.00 |
| Miscellaneous Expenses | $500.00 |
| Total Non-Personnel | $126,950.00 |
| TOTAL EXPENSES | $510,400.00 |
| Balance | $18,500.00 |