# Tracking Actual Income and Expenses

### Period Ending: Date Prepared:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Actual CurrentPeriod | Current PeriodBudget | BudgetVariance | Actual YearTo Date | Year to DateBudget | Variance |
| REVENUE |
| **Contributed Income** |  |  |  |  |  |  |
| Government Grants |  |  |  | $147,000.00 | $147,000.00 |  |
| Foundation Grants | $12,000.00 | $10,000.00 | $2,000.00 | $47,500.00 | $30,000.00 | $17,500.00 |
| Corporate Contributions | $10,500.00 | $21,000.00 | –$10,500.00 | $43,000.00 | $85,000.00 | –$42,000.00 |
| Contributions/Donations | $100.00 | $333.00 | –$233.00 | $1,200.00 | $2,000.00 | –$800.00 |
| Special Events |  |  |  | $23,000.00 | $25,000.00 | –$2,000.00 |
| **Earned Income** |  |  |  |  |  |  |
| Fees for Services | $6,030.00 | $4,000.00 | $2,030.00 | $79,633.00 | $65,000.00 | $14,633.00 |
| Sales-Publications | $200.00 | $1,083.00 | $883.00 | $4,000.00 | $6,500.00 | –$2,500.00 |
| Interest Income | $12.63 | $9.29 | $3.34 | $75.78 | $55.74 | $20.04 |
| **TOTAL REVENUE** | $28,842.63 | $36,425.29 | –$5,816.66 | $345,408.78 | $360,555.74 | –$15,146.96 |
|  |  |  |  |  |  |  |
| EXPENSES |  |  |  |  |  |  |
| Salaries | $13,124.32 | $13,046.00 | $78.38 | $129,099.00 | $143,506.00 | –$14,406.90 |
| Payroll Taxes | $991.34 | $1,416.00 | –$424.66 | $9,432.84 | $15,576.00 | –$6,143.16 |
| Benefits | $425.00 | $1,284.00 | –$859.00 | $6,687.44 | $14,144.00 | –$7,456.56 |
| Consultants | $1,004.00 | $922.00 | $82.00 | $29,132.96 | $30,142.00 | –$1,009.04 |
| Publicist |  |  |  | $7,300.00 |  | $7,300.00 |
| Insurance | $500.00 | $328.00 | $172.00 | $3,122.19 | $3,638.00 | –$515.81 |
| Dues & Subscriptions |  |  |  | $81.00 | $81.00 | $0.00 |
| Office Rent | $3,300.00 | $3,500.00 | –$200.00 | $30,360.00 | $38,500.00 | –$8,140.00 |
| Office Supplies |  | $272.00 | –$272.00 | $1,968.76 | $2,992.00 | –$1,023.24 |
| Telephone | $251.87 | $250.00 | $1.87 | $6,342.45 | $6,963.00 | –$620.55 |
| Utilities | $269.13 | $297.00 | –$27.87 | $3,209.70 | $3,267.00 | –$57.30 |
| Postage |  | $266.00 | –$266.00 | $2,278.00 | $1,600.00 | $678.21 |
| Equipment Repair | $130.00 | $313.00 | –$183.00 | $2,016.17 | $3,443.00 | –$1,426.83 |
| Travel |  | $666.00 | –$666.00 | $3,216.00 | $4,000.00 | $784.00 |
| Permits/Licenses | $545.90 |  |  | $1,100.00 | $2,000.00 | –$900.00 |
| Special Events Expense | $37.50 | $0.00 | $37.50 | $11,432.00 | $10,000.00 | $1,432.00 |
| Advertising |  |  |  | $1,932.00 | $1,800.00 | $132.00 |
| Bank Charges | $15.00 | $15.00 | $0.00 | $120.00 | $90.00 | $30.00 |
| **TOTAL EXPENSES** | $20,594.06 | $22,575.00 | –$2,526.78 | $248,830.51 | $281,742.00 | –$31,343.18 |
|  |  |  |  |  |  |  |