

How to Create Your Budget

EXPENSES

- 1 Make a list of all your organization's expenses for the year. Brainstorm all your possible expenses and then transfer that information to the budget template.

EXPENSE CATEGORIES

- 2 If the template does not include the categories you need, go ahead and add them so all your expenses are covered. There may also be more categories than you need. Feel free to delete those.

INCOME

- 3 Now that you see how much money you need, make a list of all the income you already have secured. Do you have any grants already promised or in the bank but not yet spent? Do you have individual donations that have been promised or in the bank? List each of those out by category.

INCOME CATEGORIES*

- 4 After you know how much you have secured, break down how much you will still need to cover your expenses and in which categories you think you will be able to raise these funds (Grants, Individual Donations, Events). Be realistic. Don't just fill in numbers so your expenses match your income.

MONTHLY BUDGET

- 5 If it is easier for you, the second tab on the budget has each expense and income category broken out by month. You can fill in the cost per month and the spreadsheet will automatically calculate the yearly cost for you.

*AFTER YOU COMPLETE YOUR BUDGET YOU WILL ALSO NEED TO COMPLETE A FUNDRAISING PLAN. THIS PLAN WILL HELP YOU VISUALIZE EACH STEP IN RAISING THE FUNDS YOU NEED TO MEET YOUR EXPENSES.