



BUDGET WORKSHEET

You may use this worksheet as a tool to develop your chapter's annual budget.

Budget for July 1, _____ – June 30, _____

REVENUE

2	Membership Renewals	# donations _____	_____	2
3	New Memberships	# donations _____	_____	3
4	Special Appeals to Members	# donations _____	_____	4
5	Fundraising Events	# donations _____	_____	5
6	Major Donors (>\$_____)	# donations _____	_____	6
7	Foundation Grants	# donations _____	_____	7
8	Program/Service Revenue		_____	8
9	Interest		_____	9
10	Dividends		_____	10
	<u>Special Events and Activities</u>			
11	<i>Gross revenue</i>		_____	11
12	<i>Direct expenses (other than fundraising)</i>		_____	12
13	Net Income from Special Events and Activities (line 11 minus line 12)		_____	13
	<u>Sales of Products</u>			
14	<i>Gross Sales of Inventory</i>		_____	14
15	<i>Returns and Allowances</i>		_____	15
16	<i>Cost of Goods Sold</i>		_____	16
17	Net Sales of Products (line 14 minus line 15 minus line 16)		_____	17
18	Other revenue (explain: _____)		_____	18
19	Other revenue (explain: _____)		_____	19
20	Other revenue (explain: _____)		_____	20
21	TOTAL REVENUE (sum of lines 2 through 10,13, & 17 through 20)		_____	21

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EXPENSES

22	Compensation of officers, directors	_____	22
23	Other salaries and wages	_____	23
24	Other employee benefits	_____	24
25	Payroll taxes	_____	25
26	Fundraising Expenses (line 32A from Fundraising Plan)	_____	26
27	Accounting fees	_____	27
28	Legal fees	_____	28
29	Supplies (paper, staplers)	_____	29
30	Telephone	_____	30
31	Postage and shipping	_____	31
32	Rent	_____	32
33	Equipment rental and maintenance	_____	33
34	Insurance	_____	34
35	Printing and publications (newsletter brochures, photocopying)	_____	35
36	Travel	_____	36
37	Conferences, conventions and meetings (non-GLSEN)	_____	37
38	Interest	_____	38
39	Depreciation	_____	39
40	GLSEN Trainings and Conferences	_____	40
41	Revenue-sharing (to National Organization)	_____	41
42	Other expenses (explain: _____)	_____	42
43	Other expenses (explain: _____)	_____	43
44	Other expenses (explain: _____)	_____	44
45	TOTAL EXPENSES (sum of lines 22 through 44)	_____	45
46	OPERATING SURPLUS (OR DEFICIT) (line 21 minus line 45)	=====	46