

**San Francisco Public Health Foundation**

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**BUDGET AND FINANCIAL INFORMATION WORKSHEET**

**ORGANIZATIONAL BUDGET:** *You may fill out this form or attach a spreadsheet.*

The following worksheet is to help you estimate expenses and income. Feel free to attach your own budget instead of using this worksheet. Please estimate volunteer labor and donated goods and services under "non-cash contributions." The categories below are only suggestions; feel free to use your own categories.

What time period does this budget cover? \_\_\_\_\_

<b>EXPENSES</b>	<b>Indicate INCOME or Received?</b>	<b>Amount</b>	<b>Projected</b>
Personnel <i>(incl. taxes, stipend, &amp; benefits)</i> \$ _____	Grants	\$ _____	Projected/Recd
Professional Services _____	Donations	_____	Projected/Recd
Rent & Utilities _____	Membership	_____	Projected/Recd
Postage _____	Special Events	_____	Projected/Recd
Equipment _____	Other <i>(please describe)</i>		
Supplies _____		_____	Projected/Recd
Telephone/Internet _____		_____	Projected/Recd
Copying/Printing _____	Non-cash contributions <i>(please describe)</i>		
Transportation _____		_____	_____
Other <i>(please describe)</i> _____		_____	_____
		_____	_____
<b>TOTAL</b> \$ _____	<b>TOTAL</b>	\$ _____	