

ORGANIZATION NAME:

YEAR \_\_\_\_\_ (dates covered in this report): \_\_\_\_\_ - \_\_\_\_\_

<b>INCOME</b>	
UNRESTRICTED	
Donations	
Grants	
Sponsorships	
RESTRICTED	
Restricted Donations	
Restricted Grants	
Restricted Sponsorships	
EARNED INCOME	
Tickets and Program Fees	
Merchandise	
Fees for Service	
Other Earned Income	
IN-KIND	
In-Kind Goods and Services	
OTHER INCOME	
Investment or Endowment Income/Draw	
Line of Credit Use	
Other - please explain	
<b>TOTAL INCOME</b>	
<b>EXPENSES</b>	
EMPLOYEE	
Wages & Payroll	
Employee-Other (please explain)	
FACILITIES	
Rent, Telephone/internet/PO Box, Utilities	
Furnishings & Leasehold Improvements	
INSURANCE	
D& O, Liability, Worker's Comp	
ORGANIZATIONAL EXPENSE	
Bank and credit card fees	
Financial Management Fees	
Dues/Subscriptions/Membership	
Equipment	
Licenses & Registration Fees	
Supplies & Materials	
Software	
OUTREACH	
Events	

Meetings	
Printing/Reproduction	
Promotion/Advertising	
Website	
Postage and Mailing Services	
<b>PROFESSIONAL SERVICES</b>	
Accounting & Bookkeeping	
Contract Labor	
Legal Fees	
Tech Support	
<b>OTHER</b>	
Professional Development	
Travel	
Gifts/Recognition	
Other (please explain)	
<b>PROGRAM EXPENSES</b>	
(what does this cover?) _____	
<b>CAPITAL PURCHASES</b>	
<b>TOTAL EXPENSES</b>	
<b>NET INCOME</b>	