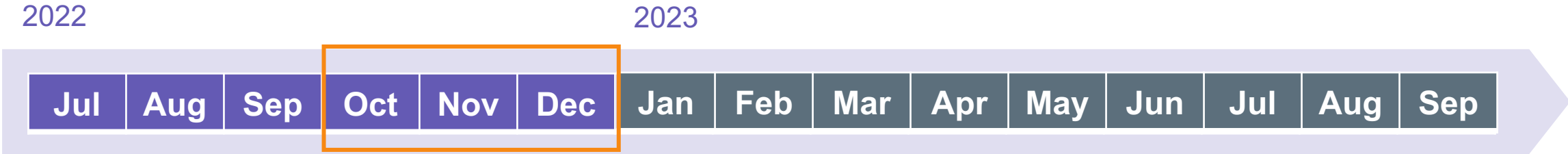




# Start the Budget Process In Advance



Start budget process 3 months before new FY

Note: This example is an organization with fiscal year ending December 31<sup>st</sup>

# No Numbers Yet: The Budget Template

2023 Budget	
<b>Revenue</b>	
Program Fees	54,500
Individual Donations	6,500
Grants	185,000
<b>Total Revenue</b>	<b>246,000</b>
<b>Expenses</b>	
Personnel	180,000
Contractor & Professional Fees	15,000
Occupancy	11,000
Program & Administrative	37,000
<b>Total Expenses</b>	<b>243,000</b>
<b>Surplus (or Deficit)</b>	<b>3,000</b>

# Budget Template: Similar to Your Packing List

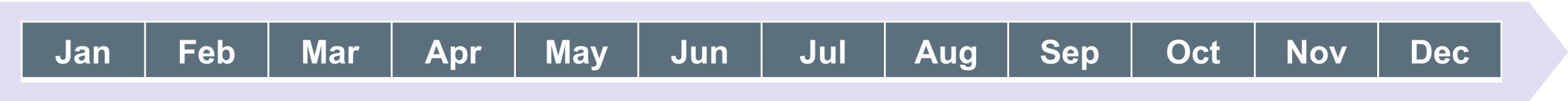
## The *packing* List

TRAVEL ESSENTIALS:	CLOTHING:	TOILETRIES:
<input type="checkbox"/> Wallet	<input type="checkbox"/> T-Shirts	<input type="checkbox"/> Sunscreen
<input type="checkbox"/> Driver's License	<input type="checkbox"/> Sweaters	<input type="checkbox"/> Toothbrush
<input type="checkbox"/> Cash	<input type="checkbox"/> Shorts	<input type="checkbox"/> Toothpaste
<input type="checkbox"/> Debit Cards	<input type="checkbox"/> Pants	<input type="checkbox"/> Dental Floss
<input type="checkbox"/> Credit Cards	<input type="checkbox"/> Dress Clothes	<input type="checkbox"/> Deodorant
<input type="checkbox"/> Insurance Card	<input type="checkbox"/> Exercise Clothing	<input type="checkbox"/> Shampoo
<input type="checkbox"/> Travel Maps	<input type="checkbox"/> Sleepwear	<input type="checkbox"/> Conditioner
<input type="checkbox"/> Lodging Confirmation Numbers	<input type="checkbox"/> Underwear	<input type="checkbox"/> Soap
	<input type="checkbox"/> Bras	<input type="checkbox"/> Razor
	<input type="checkbox"/> Sandals	<input type="checkbox"/> Shaving Cream
	<input type="checkbox"/> Slippers	<input type="checkbox"/> Lotion
	<input type="checkbox"/> Leisure Shoes	<input type="checkbox"/> Hair Brush/Comb
	<input type="checkbox"/> Dress Shoes	<input type="checkbox"/> Nail Clippers
	<input type="checkbox"/> Hiking Shoes	<input type="checkbox"/> Tweezers
	<input type="checkbox"/> Socks	<input type="checkbox"/> Chapstick
	<input type="checkbox"/> Swimsuit	<input type="checkbox"/> Vitamins/Prescriptions
	<input type="checkbox"/> Coat	<input type="checkbox"/> Contacts
	<input type="checkbox"/> Hat	<input type="checkbox"/> Contact Solution
	<input type="checkbox"/> Belt	<input type="checkbox"/> Band-Aids
	<input type="checkbox"/> Jewelry	<input type="checkbox"/> Hand Sanitizer
	<input type="checkbox"/> Scarves	<input type="checkbox"/> Insect Repellent

# Start Your Budget Template: Make A List

Dance Company
Place-Based Performances
Arts Education
30th Anniversary Celebration
Teaching Residencies & Workshops
Community Festival
Luncheon Series

2023



# Start Your Budget Template: Add Details

Dance Company
Place-Based Performances
Arts Education
30th Anniversary Celebration
Teaching Residencies & Workshops
Community Festival
Luncheon Series



Dance Company
Place-Based Performances
Artists & Performers
Venues
Marketing
Fee Revenue

# Organize the List by Similar Categories

<b>Revenue</b>
Total Earned
Total Contributed
Total Revenue
<b>Expenses</b>
Payroll
Employee Benefits
Total Contract Services & Labor
Total Insurance
Total Documentation
Marketing/Advertising
Merchant Services
Membership Fee
Office Expenses
Postage & Delivery
Travel Expense
Professional Development
Professional Fees
Rent
Telephone/Internet Service
Other Taxes
Hospitality
Production Supplies / Equipment
Venue Fee
Merchandise
Total Expenses
<b>Surplus/Deficit</b>

## Here's a Sample Budget Template

Organization name									Last updated:
FY 2018									
Fiscal year end: Dec 31	Actual	Forecast or Actual	Reforecast	Budget Without Restrictions	Budget With Restrictions	Budget Total	Variance Total	Variance Without Restrictions	Notes
	FY 2016	FY 2017	FY2018	FY 2018	FY 2018	FY 2018			
<b>Revenue</b>									
Total earned revenue	-	-	-	-	-	-	-	-	
Total contributed revenue	-	-	-	-	-	-	-	-	
<b>Total Revenue</b>	-	-	-	-	-	-	-	-	
<b>Expenses</b>									
Subtotal salaries	-	-	-	-	-	-	-	-	
Subtotal benefits	-	-	-	-	-	-	-	-	
<b>Total personnel</b>	-	-	-	-	-	-	-	-	

### Additional resources on budgeting:

Pre-Recorded Webinars:

<https://nff.org/webinar-budgeting-basics>

<https://nff.org/webinar-strategic-budgeting>

Seven-Part Blog Series:

<https://nff.org/blog/making-your-budget-backbone-your-nonprofit>



# Estimate Expense & Revenue

- Enter the amount you think you'll receive or spend
- Capture your assumptions as notes
- Use last year's budget as reference (variance analysis)
- Research and collect data

Revenue
Total Earned
Total Contributed
<b>Total Revenue</b>
Expenses
Payroll
Employee Benefits
Total Contract Services & Labor
Total Insurance
Total Documentation
Marketing/Advertising
Merchant Services
Membership Fee
Office Expenses
Postage & Delivery
Travel Expense
Professional Development
Professional Fees
Rent
Telephone/Internet Service
Other Taxes
Hospitality
Production Supplies / Equipment
Venue Fee
Merchandise
<b>Total Expenses</b>
<b>Surplus/Deficit</b>

# Review of Key Budget Template Steps

## Plan out goals first

- What do you want to achieve next year?
- Plan out programs and projects first
- Include programmatic, operational and financial plans

## Create Budget Template

- Work backwards from goals
- Make a list
- Include everything that will go on in your organization
- What will you need to do your very best work?
- Sort & organize your list into common categories.

## Estimate \$

- Gather expense and revenue data;
- Refine, iterate and finalize
- Create scenarios