# Tracking Actual vs. Budgeted Revenue and Expenses

### November 2013 Preliminary 42% of FY; Month 5

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| --- | --- | --- | --- | --- |
| **INCOME** | **Budget** | **Actual This Month** | **Actual Year to Date** | **Actual % of Budget** |
| Government Grants | $171,250.00 | $4,210.00 | $36,620.00 | 21% |
| Private Foundations | $90,000.00 | $13,000.00 | $58,250.00 | 65% |
| Corporations | $25,000.00 | $0.00 | $4,000.00 | 16% |
| Individual Donors | $67,000.00 | $3,320.00 | $18,325.00 | 27% |
| Special Events | $10,000.00 | $9,700.00 | $9,700.00 | 97% |
| Earned Revenues | $20,000.00 | $129.00 | $7,671.00 | 38% |
| **Total Income** | $383,250.00 | $30,359.00 | $134,566.00 | 35% |
|  |  |  |  |  |
| **EXPENSE** |  |  |  |  |
| **Salaries & Benefits** |  |  |  |  |
| Executive Director | $50,220.00 | $3,863.00 | $20,355.00 | 41% |
| Program  Coordinator (50% time) | $17,680.00 | $1,792.00 | $9,685.00 | 55% |
| Administrative Assistant | $23,296.00 | $1,360.00 | $7,344.00 | 32% |
| Fringe Benefits | $19,398.00 | $1,071.00 | $6,464.00 | 33% |
| Total Salaries & Benefits | $110,594.00 | $8,086.00 | $43,848.00 | 40% |
|  |  |  |  |  |
| **Other Administration** |  |  |  |  |
| Payroll Service | $2,000.00 | $127.00 | $431.00 | 22% |
| Legal, Accounting | $10,000.00 | $2,038.00 | $3,458.00 | 35% |
| Graphic Artist | $1,500.00 | $0.00 | $141.00 | 9% |
| Training | $750.00 | $100.00 | $290.00 | 39% |
| Total Other | $14,250.00 | $2,265.00 | $4,320.00 | 30% |
|  |  |  |  |  |
| **Program Consultants** | $150,000.00 | $13,742.00 | $34,978.00 | 23% |
| **Special Projects** | $15,000.00 | $863.00 | $2,129.00 | 14% |
| **Publications** | $9,000.00 | $0.00 | $5,343.00 | 59% |
| **Annual Conference** | $10,000.00 | $50.00 | $6,871.00 | 69% |
| **Marketing/Brochures** | $10,000.00 | $868.00 | $1,224.00 | 12% |
|  |  |  |  |  |
| **Office Expense** |  |  |  |  |
| Supplies | $3,500.00 | $39.00 | $1,284.00 | 37% |
| Capital Equipment | $2,500.00 | $0.00 | $152.00 | 6% |
| Equipment Rental | $3,300.00 | $486.00 | $1,193.00 | 36% |
| Printing | $3,000.00 | $32.00 | $226.00 | 8% |
| Insurance | $2,200.00 | $1,254.00 | $1,254.00 | 57% |
| Postage | $10,000.00 | $915.00 | $2,982.00 | 30% |
| Rent | $13,000.00 | $0.00 | $4,020.00 | 31% |
| Phone | $3,800.00 | $290.00 | $1,173.00 | 31% |
| Board Meeting Expense | $3,000.00 | $0.00 | $15.00 | 0% |
| Travel | $5,000.00 | $161.00 | $1,423.00 | 28% |
| Dues, Fees, Subscriptions | $2,000.00 | $422.00 | $1,138.00 | 57% |
| Miscellaneous | $500.00 | $0.00 | –$165.00 | –33% |
| Total Office Expense | $51,800.00 | $3,599.00 | $14,695.00 | 28% |
|  |  |  |  |  |
| **Total Expense** | $370,644.00 | $29,473.00 | $113,408.00 | 31% |
| **Surplus (Deficit)** | $12,606.00 | $886.00 | $21,158.00 |  |
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