

EXAMPLE OF A BASIC BUDGET

Income	Last year	This year	Next year (Budget)
Grants (Commonwealth) Operating - Recurrent			
Grants (Commonwealth) Operating - Non-recurrent			
Grants (Commonwealth) Capital			
Grants (State) Operating - Recurrent			
Grants (State) Operating - Non-recurrent			
Grants (State) Capital			
Grants (Local Govt) Operating - Recurrent			
Grants (Local Govt) Operating - Non-recurrent			
Grants (Project A) Operating - Non-recurrent			
Grants (Project B) Operating - Non-recurrent			
Grants (Project C) Operating - Non-recurrent			
Contributions (Members)			
Contributions (Public)			
Interest on investments			
Sales			
Donations			
Rental income			
Fundraising			
Subtotal Income			
Expenditure	Last year	This year	Next year (Budget)
Salaries and wages			
Rent			
Client support services			
Telephone			
Computer expenses			
Accounting fees			
Audit fees			
Advertising and promotion			
Cleaning			
Client support consumables			
Depreciation			
Insurance - General (including Public Liability)			
Insurance - Worker's Compensation			
Motor vehicle expenses			
Printing and stationery			
Repairs and maintenance			
Legal fees			
Utilities (power, water)			
Volunteer costs			
Travel and accommodation			
Postage			
Subtotal Expenditure			
Projected surplus (or deficit)			

derived from <http://communitydoor.org.au/voice>