

TEMPLATE | GLOBAL BUDGET



**Note:** This template is set up so that you can easily enter numbers in each box, and the totals will be calculated based on your entries. For example, Total Income should equal the sum of all "Income" columns in each row. The Balance will be the Need minus Total Income. This is the amount that you still need to raise for this budget line.

Organization name  
Date

		INCOME	INCOME	INCOME	TOTAL INCOME	Balance
Administrative costs, not including program staff	Calculation: Explain in detail how you came up with the cost	For example, Global Fund	For example, member fees	For example, another foundation		
Salaries						
Full-time staff	For example, 3 people @ 29,000/yr	#####				87000
Part-time staff						0
Accountant						0
Rent						0
Utilities						0
Computer						0
Internet						0
Software						0
Telephone						0
Photocopies						0
Postage						0
Annual audit						0
Website registration fees						0
<b>Administrative total</b>	<b>#####</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>87000</b>
<b>Program costs</b>						
<b>Action 1</b>						<b>0</b>
Program staff						0
Transportation	For example, \$20/person x 20 people	400				400
Per diem	For example, \$50/person x 20 people	1000				1000
Hotel	for example, \$80/room x 10 rooms x	2400				2400
Other cost (Explain)		0				0
Other cost (Explain)		0				0
<b>Action 1 subtotal</b>		<b>3800</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3800</b>
<b>Action 2</b>						<b>0</b>
Program staff						0
Transportation	For example, \$20/person x 20 people	400				400
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
<b>Action 2 subtotal</b>		<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
<b>Action 3</b>						<b>0</b>
Program staff						0
Transportation	For example, \$20/person x 20 people	400				400
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
<b>Action 3 subtotal</b>		<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
<b>Action 4</b>						<b>0</b>
Program staff						0
Transportation	For example, \$20/person x 20 people	400				400
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
<b>Action 4 subtotal</b>		<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
<b>Action 5</b>						<b>0</b>
Program staff						0
Transportation	For example, \$20/person x 20 people	400				400
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
Other cost (Explain)		0				0
<b>Action 5 subtotal</b>		<b>400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>400</b>
<b>Program total</b>		<b>5400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>5400</b>
<b>Budget Total</b>		<b>92400</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>92400</b>