

Budget Worksheet

You can use this worksheet to help you track the budget for your volunteer program and projects.

INCOME

Balance

Beginning Balance

\$ _____

Funding – *List each grant, gift, or donation separately.*

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Total Funding \$ _____

Total Funds Available (*Beginning Balance + Total Funding*) \$ _____

This form was created by Hands On Network, a Corporation for National and Community Service training and technical assistance provider. For more information on leveraging additional volunteers, contact Hands On Network at training@handsonnetwork.org or 404-979-2900.

EXPENSES

Determine categories of things you need for your activity (such as supplies, food/beverage, printing, etc.). List expenses separately under each category and record the category total in the Balance column.

Category: _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Category Total \$ _____

Category: _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Category Total \$ _____

Category: _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Category Total \$ _____

Category: _____

\$ _____
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\$ _____
\$ _____
\$ _____

Category Total \$ _____

Category: _____

\$ _____
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\$ _____
\$ _____
\$ _____

Category Total \$ _____

Category: _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Category Total \$ _____

Category: _____

\$ _____
\$ _____
\$ _____
\$ _____
\$ _____

Category Total \$ _____

Total Expenses \$ _____

Ending Balance (*Funds Available – Total Expenses*) \$ _____