

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	Need	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
Administrative total		#####	0	0	0	0 87000
Program costs						
Action 1						0
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
Action 1 subtotal		3800	0	0	0	0 3800
Action 2						0
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
Action 2 subtotal		400	0	0	0	0 400
Action 3						0
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
Action 3 subtotal		400	0	0	0	0 400
Action 4						0
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
Action 4 subtotal		400	0	0	0	0 400
Action 5						0
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
Action 5 subtotal		400	0	0	0	0 400
Program total		5400	0	0	0	0 5400
Budget Total		92400	0	0	0	0 92400