

## SAMPLE COMMUNITY PROGRESS FUND YEAR ONE BUDGET

\*This budget is meant to be used as a guide and can be adapted for your use.

### INCOME

Line Item (Source)	Total Anticipated Revenues (Amount)	Status (Received) (Committed) (Highly Likely) (Somewhat Likely)	Date of Expected Decision	Request to Z. Smith Reynolds
ABC Home Foundation	20,000	Committed	3/31/19	
PAD Investments	45,000	Highly Likely	3/31/19	
Hallmark Corporation	10,000	Received	1/31/19	
Donor Contributions	7,500	Committed	6/30/19	
Z. Smith Reynolds Foundation	30,000	Highly Likely	7/1/19	30,000
<b>TOTAL REVENUES</b>	<b>112,500</b>			<b>30,000</b>

### EXPENSES

Line Item	Total Project Budget			Request to Z. Smith Reynolds
Salaries and Benefits	64,805			15,000
Project travel and meeting expenses	8,000			5,000
Rent and Utilities	15,000			6,000
Supplies and materials	2,695			2,000
Contract Labor	4,500			2,000
Attorney Fees	1,000			
Postage Fees	500			
Printing and Copying	975			
Website	2,500			
Staff Development	1,000			
Equipment Rental	1,800			
<b>TOTAL</b>	<b>102,775</b>			<b>30,000</b>

