|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Fiscal Year Dates:**       to      **INCOME** | Board Approved Budget Beginning of most recently completed Fiscal YearDates:       to       | Year End Actuals Most recently completed Fiscal YearDates:       to       | Current Fiscal YearBoard Approved BudgetDates:       to       |
| **1.** | **Earned Income**  |  |  |  |
| 2. | Admissions/ticket income |       |       |       |
| 3. | Subscription income |       |       |       |
| 4. | Interest income |       |       |       |
| 5. | Endowment income |       |       |       |
| 6. |  |       |       |       |
| 7. |  |       |       |       |
| 8. |  |       |       |       |
| 9. |  |       |       |       |
|  **10.** | **Contributed Income**  |  |  |  |
| 11. | Individual contributions (non board) |       |       |       |
| 12. | Board contributions |       |       |       |
| 13. | Corporate contributions |       |       |       |
| 14. | Foundation support |       |       |       |
| 15. | Fundraising/special events |       |       |       |
| 16. |  |       |       |       |
| 17. |  |       |       |       |
| 18. |  |       |       |       |
|  **19.** | **Government Income** |  |  |  |
| 20. | Government support – federal |       |       |       |
| 21. | Government support - state |       |       |       |
|  22. | Government support - city |       |       |       |
|  **23.** | **Other Income** |  |  |  |
|  24. |       |       |       |       |
| 25. |       |       |       |       |
| 26. |       |       |       |       |
| **27.** | **Total Cash Income** |  |  |  |
| **28.** | **Total In-Kind Goods/Services** |  |  |  |
| **29.** | **TOTAL INCOME** |  |  |  |

**Subtotals should be provided for budget categories** (e.g., earned income on line 1, contributed income on line 10, etc.) in the provided spaces. Information should be entered to the nearest dollar and dollar signs are not required on the form*.*

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|  | **Fiscal Year Dates:**       to      **EXPENSES** | Board Approved Budget Beginning of most recently completed Fiscal YearDates:       to       | Year End ActualsMost recently completed Fiscal YearDates:       to       | Current Fiscal YearBoard Approved BudgetDates:       to       |
| **30.** | **Exhibition/Production Expenses** |  |  |  |
| 31. | Artistic personnel |       |       |       |
| 32. | Technical personnel  |       |       |       |
| 33. | Exhibition/production costs |       |       |       |
| 34. |  |       |       |       |
| 35. |  |       |       |       |
| 36. |  |       |       |       |
| **37.** | **Marketing/PR Expenses** |  |  |  |
| 38.  | Marketing/PR personnel |       |       |       |
| 39. |       |       |       |       |
| 40. |       |       |       |       |
| **41.** | **Operational Expenses** |  |  |  |
| 42. | Space rental/mortgage |       |       |       |
| 43. | Utilities & maintenance |       |       |       |
| 44. | Equipment/furniture |       |       |       |
| 45. | Telephone/fax/internet/computer |       |       |       |
| 46. |       |       |       |       |
| 47. |       |       |       |       |
| **48.** | **General/Administrative Expenses** |  |  |  |
| 49. | Executive Director/CEO |       |       |       |
| 50. | Development personnel |       |       |       |
| 51. | Administrative staff |       |       |       |
| 52. | Development/fundraising |       |       |       |
| 53. | Travel/transportation |       |       |       |
| 54. | Postage/mailing house |       |       |       |
| 55. | Office supplies/materials |       |       |       |
| 56. | Professional development |       |       |       |
| 57. | Insurance |       |       |       |
| 58. | Evaluation  |       |       |       |
| 59. | Audit |       |       |       |
| 60. |       |       |       |       |
| **61.** | **Total Cash Expenses** |  |  |  |
| **62.** | **Total In-Kind Goods/Services** |  |  |  |
| **63.**  | **Depreciation** |  |  |  |
| **64.** | **TOTAL EXPENSES** |  |  |  |

|  |  |  |
| --- | --- | --- |
|  | **Projected Fiscal Year Dates:**       to      **INCOME** | Board Approved Budget for Projected Fiscal Year (Include complete FY annual budget figures) |
| **1.** | **Earned Income**  |  |
| 2. | Admissions/ticket income |       |
| 3. | Subscription income |       |
| 4. | Interest income |       |
| 5. | Endowment income |       |
| 6. |  |       |
| 7. |  |       |
| 8. |  |       |
| 9. |  |       |
|  **10.** | **Contributed Income**  |  |
| 11. | Individual contributions (non board) |       |
| 12. | Board contributions |       |
| 13. | Corporate contributions |       |
| 14. | Foundation support |       |
| 15. | Fundraising/special events |       |
| 16. |  |       |
| 17. |  |       |
| 18. |  |       |
|  **19.** | **Government Income** |  |
| 20. | Government support – federal |       |
| 21. | Government support - state |       |
|  22. | Government support - city |       |
|  **23.** | **Other Income** |  |
|  24. |       |       |
| 25. |       |       |
| 26. |       |       |
| **27.** | **Total Cash Income** |  |
| **28.** | **Total In-Kind Goods/Services** |  |
| **29.** | **TOTAL INCOME** |  |

**Subtotals should be provided for budget categories** (e.g., earned income on line 1, contributed income on line 10, etc.) in the provided spaces. Information should be entered to the nearest dollar and dollar signs are not required on the form*.*

|  |  |  |
| --- | --- | --- |
|  | **Projected Fiscal Year Dates:**       to      **EXPENSES** | Board Approved Budget For Projected Fiscal Year (Include complete FY annual budget figures) |
| **30.** | **Exhibition/Production Expenses** |  |
| 31. | Artistic personnel |       |
| 32. | Technical personnel  |       |
| 33. | Exhibition/production costs |       |
| 34. |  |       |
| 35. |  |       |
| 36. |  |       |
| **37.** | **Marketing/PR Expenses** |  |
| 38.  | Marketing/PR personnel |       |
| 39. |       |       |
| 40. |       |       |
| **41.** | **Operational Expenses** |  |
| 42. | Space rental/mortgage |       |
| 43. | Utilities & maintenance |       |
| 44. | Equipment/furniture |       |
| 45. | Telephone/fax/internet/computer |       |
| 46. |       |       |
| 47. |       |       |
| **48.** | **General/Administrative Expenses** |  |
| 49. | Executive Director/CEO |       |
| 50. | Development personnel |       |
| 51. | Administrative staff |       |
| 52. | Development/fundraising |       |
| 53. | Travel/transportation |       |
| 54. | Postage/mailing house |       |
| 55. | Office supplies/materials |       |
| 56. | Professional development |       |
| 57. | Insurance |       |
| 58. | Evaluation  |       |
| 59. | Audit |       |
| 60. |       |       |
| **61.** | **Total Cash Expenses** |  |
| **62.** | **Total In-Kind Goods/Services** |  |
| **63.**  | **Depreciation** |  |
| **64.** | **TOTAL EXPENSES** |  |