

Sample Budget to Actual				
XYZ Non-profit Sample Budget Actual for XYZ Project			Start and End Dates	
Please provide documentation for all expenses paid for from Community Foundation funds.				
		<u>Budget</u>	<u>Actual</u>	<u>Notes</u>
Income				
	[Name of Community Foundation Fund]*	\$ 700	\$ 700	
	Other Foundation grants	\$ 1,000	\$ 500	
	Unrestricted donations	\$ 750	\$ 1,250	
	County/State/Federal Grants	\$ -		
	Non-profit to balance	\$ 250	\$ 250	
	Earned income			
	In-kind			
	Total Project Income:	\$ 2,700	\$ 2,700	
Expenses				
	[Name of Community Foundation Fund]			
	Special equipment purchases	\$ 700	\$ 700	Paid vendor invoice attached
	Other Foundation grants			
	Needs assessment outreach	\$ 1,000	\$ 500	
	Unrestricted Donations			
	Volunteer recognition	\$ 200		
	Special equipment purchases	\$ 550		
	Needs assessment documentation		\$ 500	
	County/State/Federal Grants			
	Non-profit to balance			
	Staff time	\$ 200	\$ 200	
	Staff time, supplies, copies	\$ 50	\$ 50	
	Earned income			
	In-kind			
	Total Project Expenses:	\$ 2,700	\$ 2,700	
	Net Project Income	\$ -	\$ -	
* Please include the name of the Community Foundation Fund you were awarded.				