

Departmental Budget Template

Nonprofit Organization

Department:

Department Name	Manager	Fiscal Year

Income/Revenue

Source	Budgeted Amount	Actual Amount	Notes
Grants			
Donations			
Fundraising Events			
Other			
Total Income			

Expenditures

Category	Budgeted Amount	Actual Amount	Notes
Salaries & Wages			
Benefits			
Office Supplies			
Professional Fees			
Travel			
Training			
Marketing/Publications			
Other			
Total Expenditures			

Net Income / (Deficit)

Description	Budgeted	Actual
(Total Income - Total Expenditures)		

Notes & Assumptions

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