

Annual Operating Budget Template for Nonprofits

Organization:

Enter organization name

Fiscal Year:

e.g., 2024-2025

Revenue

Source	Budgeted Amount	Notes
Grants		Details
Donations		Details
Program Service Fees		Details
Fundraising Events		Details
Other		Details
Total Revenue		

Expenses

Category	Budgeted Amount	Notes
Salaries & Wages		Details
Payroll Taxes & Benefits		Details
Office Supplies		Details
Professional Fees		Details
Rent & Utilities		Details
Marketing/PR		Details
Program Expenses		Details
Fundraising Expenses		Details
Other		Details

Total Expenses		
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Summary

Description	Amount
Total Revenue	
Total Expenses	
Surplus / (Deficit)	

Prepared by:

Name

Date:

Date