

OPERATING BUDGET FORMAT

The following *Operating Budget* Format will require further refinement based on the nature of the organization's operations and requirements.

	2012	2013	2014	TOTAL
Professional Staff				
○ Professional Staff				
○ Support Staff				
Program Services				
○ Program Development				
○ Program Operations				
○ Materials/Equipment				
○ Field Trips				
General Operations				
○ Office Space and Furnishings				
○ Fundraising				
○ Data Base Management				
○ Website Design/Management				
Meetings and Events				
○ Prospect Meetings				
○ Cultivation Events				
Printing/Materials/Postage				
○ Letterhead Stationery				
○ Brochure				
○ Personalized Presentations				
○ Postage and Delivery				
Miscellaneous				
○ Unanticipated Expenses ¹				
¹ 10% of Projected Estimated Budget				
Total Preliminary Estimate				