



3RAPTORCONSULTING

Nonprofit Budget Template

All Nonprofit budgets must be balanced. This means you cannot project collecting more revenue than you will spend.

Revenue

This is all anticipated revenue for the upcoming fiscal year. While expenses increase annually, it is difficult to justify increasing anticipated revenue as well. If you can simply maintain the current level of revenue, in this climate, this will be an accomplishment.

Break down revenue to the finest possible detail, for example, for the “Grants” category make sure you have an entry for each grant.

Expenses

This is all anticipated expenses for the year.

Break line-items down as much as possible to ensure you have accounted for every possible expense.

When uncertain, project an increase of 5% from the previous year.

The template for the budget is in the Excel file in this same folder. The template has four tabs:

- Main – Contains some general instructions on how to use the template.
- Summary – All your detailed entries from the Detailed Revenue and Detailed Expenses sheets are summarized, this sheet contains a series of formulas to pull the information from the detailed sheets into the appropriate line item.
Cell A29 will display the message “**Warning – Budget out of Balance**” if the budget is not balanced.
- Detail Revenue – This is the sheet where you will have all the detail necessary to make your budget more manageable and easier to explain, if there are not enough lines between the entry title and the entry total simply add lines somewhere in the middle of the category, adding the lines in the middle will update the formula for the total automatically.
- Detail Expenses – This is the sheet where you will have all the detail necessary to make your budget more manageable and easier to explain, if there are not enough lines between the entry title and the entry total simply add lines somewhere in the middle of the category, adding the lines in the middle will update the formula for the total automatically.