

Contingency Budget Worksheet

Expenses	Less ___ %	Basic	More ___ %
Payroll: Executive director			
Payroll:			
Payroll:			
Payroll:			
Insurance			
Telephone			
Postage and shipping			
Utilities			
Rent or mortgage			
Printing			
Office supplies			
Travel			
Training and professional development			
Professional services			
Other:			
Other:			
Total			
Reserve fund (goal: 5% of total)			
Total plus reserve			

Revenues	Less ___ %	Basic	More ___ %
Foundations			
Corporations			
Government			
Membership			
Board giving			
Major gifts			
Benefit events			
Earned income (sales, fees, etc.)			
Investment and interest			
Other:			
Total			

