

(Category #1)

ORGANIZATION NAME

Statement of Financial Position

[Insert fiscal year end date], 20X8 and 20X7

Assets	2008	2007
Current assets:		
Cash		
Unrestricted	\$ 1,000	800
Temporarily restricted	300	200
Accounts receivable	2,000	1,800
Prepaid expenses	200	150
Total current assets	<u>3,500</u>	<u>2,950</u>
Property, plant & equipment, net of accumulated depreciation	16,750	17,250
Investments	2,000	1,000
Endowment	2,600	2,500
Other Assets	420	640
Total assets	<u>\$ 21,770</u>	<u>21,390</u>
Liabilities and Net Assets		
Current liabilities:		
Notes payable	\$ 500	450
Accounts payable	130	150
Accrued liabilities	150	180
Interest payable	70	40
Deferred income	2,500	1,750
Current portion of long-term debt	1,500	1,500
Total current liabilities	4,850	4,070
Long-term debt, net of current portion	10,000	11,500
Total liabilities	<u>14,850</u>	<u>15,570</u>
Net assets:		
Unrestricted	4,120	3,120
Temporarily restricted	300	200
Permanently restricted	2,500	2,500
Total net assets	<u>6,920</u>	<u>5,820</u>
Total liabilities and net assets	<u>\$ 21,770</u>	<u>21,390</u>

(Category #1)

ORGANIZATION NAME

Statements of Activities

Years ended [Insert fiscal year end date], 20X8 and 20X7

	<u>2008</u>	<u>2007</u>
CHANGES IN UNRESTRICTED NET ASSETS		
Support		
Individuals	\$ 2,500	2,300
Foundations	10,000	15,000
Corporations	4,000	3,500
Government	3,000	2,500
Total support	<u>19,500</u>	<u>23,300</u>
Revenue		
Fees & Services	14,000	15,400
Membership Income	2,000	2,200
Endowment	3,200	4,400
Other Income	540	620
Total revenue	<u>19,740</u>	<u>22,620</u>
Total support and revenue	39,240	45,920
Expenses		
Personnel	14,000	15,400
Program activities	14,340	17,820
Administrative	2,000	1,800
Depreciation	400	400
Advertising	1,500	2,500
Occupancy	6,000	6,000
	<u>38,240</u>	<u>43,920</u>
Change in unrestricted net assets	\$ <u>1,000</u>	<u>2,000</u>
CHANGES IN TEMPORARILY RESTRICTED NET ASSETS		
Gifts and contributions	350	450
Grants received	—	—
Net assets released from restriction	(250)	(370)
Increase/decrease in temporarily restricted net assets	<u>100</u>	<u>80</u>
CHANGES IN PERMANENTLY RESTRICTED NET ASSETS		
Endowment received	—	—
Increase/decrease in permanently restricted net assets	<u>—</u>	<u>—</u>
INCREASE (DECREASE) IN NET ASSETS	<u>1,100</u>	<u>2,080</u>
Net assets beginning of year	\$ 5,820	\$ 3,740
Net assets end of year	\$ 6,920	\$ 5,820

(Category #2)

Balance Sheet

[Insert Organization Name]

[Insert Date]

Assets

Cash - Unrestricted (Note 1)	\$1,000
Cash - Restricted (Note 2)	100
Savings Accounts (Note 3)	2,000
Accounts Receivable (Note 4)	10,000
Prepaid Expenses (Note 5)	400
Fixed Assets (Note 6)	150,000
Other Assets (Note 7)	2,000
Total Assets	\$165,500

Liabilities

Accounts Payable (Note 8)	\$1,200
Notes Payable (Note 9)	36,000
Deferred Income (Note 10)	5,000
Total Liabilities	42,200

Net Assets

Net Assets (Note 11)	123,300
Total Net Assets	123,300
Total Liabilities & Net Assets	\$165,500

Note 1: All cash on hand that belongs to the organization, less any restricted cash.

Note 2: Cash held by the organization that has donor/grant imposed restrictions related to how it can be used. For example, a donor might want these funds going to support a particular program offered the organization and nothing else.

Note 3: Any savings or investments can be broken out separately here. This could also be listed as an endowment if there are any restrictions on how the corpus is to be spent.

Note 4: This amount represents funds that the organization is owed. This could include pledges of donations, or grants the organization has been awarded, but not yet received.

Note 5: This amount represents any bills you have paid in advance before they are actually due. An example of this would be insurance. You pay the full year's premium up front, but if you were to cancel the policy, the unused portion would be refunded. This portion is known as the prepaid expense and should be listed as an asset on the Balance Sheet.

Note 6: This amount represents any buildings, land, vehicles, or other large physical assets the organization owns.

Note 7: Anything else that doesn't fit into the other categories should be listed here and described in narrative form as an addendum.

Note 8: This amount represents bills that are due but not yet paid.

Note 9: This amount represents loans that the organization owes. If there are several loans you'll want to break each out separately either on this statement or on an addendum to these statements.

Note 10: This amount represents grant money that the organization has physically received, but is not allowed to spend until some future date.

Note 11: This amount represents the total amount of equity your organization possesses, and can be calculated by simply taking the difference between total assets and total liabilities.

(Category #2)

Profit & Loss Statement

For Year Ending [Insert Fiscal Year-End]

	Year-to-date Actual	Annual Budget	Prior Year Actual
Revenues			
Grants (Note 1)	\$15,000	\$20,000	\$18,000
Donations (Note 2)	4,500	3,500	3,000
Program Income (Note 3)	13,000	15,500	14,000
Interest Income (Note 4)	1,100	2,000	1,800
Other Income (Note 5)	800	500	500
Total Revenue	\$34,400	\$41,500	\$37,300
Expenses			
Employee Expenses (Note 6)	\$15,000	\$15,500	\$15,000
Program Related Expenses (Note 7)	4,500	4,200	4,000
Office/Admin Expenses (Note 8)	2,500	2,300	2,100
Rent Expense (Note 9)	6,000	6,000	6,000
Other Expenses (Note 10)	700	600	600
Total Expenses	28,700	28,600	27,700
Net Income	\$5,700	\$12,900	\$9,600

Note 1: This amount represents grants received from outside organizations (i.e. the State of Alaska, Federal Government, Private Foundations, etc...)

Note 2: This amount represents donations received from individuals and businesses supporting the organization. In accrual accounting, you would also include pledges received, even if you haven't received the funds yet. The corresponding amounts owed by the donors would also be listed on the Balance Sheet under accounts receivable.

Note 3: This amount represents income generated by the organization. Maybe it's a fee you collect to provide a service, or a fee based on a sliding fee scale.

Note 4: This amount represents interest earned through the organization's checking and savings accounts. If the organization has marketable security investments, you could change this account name to "Investment Income" and list all investment and interest income under this category also.

Note 5: This amount represents any other income that doesn't fit in any of the other categories. You may want to list these out separately depending on their significance.

Note 6: This amount represents all expenses attributed to having employees (i.e. salaries, payroll taxes, benefits, etc...)

Note 7: This amount represents the cost of business your organization incurs to directly provide programs to your clients. Examples of this would be renting space to conduct a health fare, medical equipment to administer public vaccinations, etc...

Note 8: This amount represents the costs associated with maintaining an administrative office, supplies, paper expense, etc... (Note that rent expense should be listed as it's own category)

Note 9: This amount represents the cost of occupying a building.

Note 10: This amount represents any other costs that aren't previously separated out. You may want to list some of these expenses out separately depending on their significance.

(Category #1 & 2) Capital Budget

Projected Costs Allocated by Funding Source

	[Insert Your Org's Name]	State of Alaska	Federal Gov't	Foundation Grant	Total Cost
Materials	\$5,000	\$15,500	\$15,000	\$15,000	\$50,500
In-Kind Materials	4,000	—	—	—	4,000
Contractor Cost	1,000	20,000	5,000	10,000	36,000
Gravel	2,500	2,300	2,100	2,100	9,000
Equipment Rental	6,000	6,000	6,000	6,000	24,000
Supplies	2,000	2,000	2,000	2,000	8,000
Taxes & Fees	4,500	4,200	4,000	4,000	16,700
Contingency (5%)	2,000	2,000	2,000	2,000	8,000
	<u>\$27,000</u>	<u>\$52,000</u>	<u>\$36,100</u>	<u>\$41,100</u>	<u>\$156,200</u>

Program Budget

Program Budget Allocated by Funding Source

	[Insert Your Org's Name]	State of Alaska	Federal Gov't	Foundation Grant	Total
Revenues					
Program Revenue	\$5,000	\$-	\$-	\$-	\$5,000
Grants	—	37,800	26,100	27,100	91,000
Donations	1,000	—	—	—	1,000
Other Income	2,500	—	—	—	2,500
Total Revenue	<u>\$8,500</u>	<u>\$37,800</u>	<u>\$26,100</u>	<u>\$27,100</u>	<u>\$99,500</u>
Expenses					
Direct Program Related Expenses (you may want to list these out sepeartely if extensive)	\$4,000	\$22,000	\$13,000	\$15,000	\$54,000
Employee Expense/Admin Allocation Fee		5,000	5,000	5,000	15,000
Equipment Rental	1,300	8,700	6,000	5,000	21,000
Taxes & Fee's	500	500	500	500	2,000
Other Expenses (You may want to list these out sepeartely if extensive)	725	600	600	600	2,525
Contingency (5%)	1,975	1,000	1,000	1,000	4,975

Depending on what your project is, you'll either need to complete a Capital Budget or a Program Budget. This will accompany the organization's financial statements. The main difference between the two formats is that the Capital Budget is primarily used for capital projects (i.e. a building, community garden, playground, etc...) Program budgets are designed for applicants who want to run an event or activity (i.e. fund the operations of a program, conduct a public health fair, etc...). Be sure to notice on the program budget that each column of expenses per funder equals the revenue brought in by that funder.

Keep in mind that these are only examples and meant to be broad illustrations to give you an idea of what we're looking for. Depending on the details of your organization's project, it might be better to have additional account categories or take some away. Generally speaking, however, the more information you provide the better.

Total Expense

\$8,500 \$37,800 \$26,100 \$27,100 Err:508