

ADDENDA – EXAMPLES

ABOUT THE NOTES ON PAGE 5

NOTE #1 – Detail of Remaining Operating Expenses

If the A-9 sum for any of the four columns exceeds 20% of the TOTAL of Cash Expenses (A) for that column, please provide a breakdown by general category of these remaining other expenses on a supplemental page behind page 6.

Sample of Budget Excerpt:	2nd Most Recent Completed FY	Most Recent Completed FY	Projected Current FY	Next Proposed FY
A-9 Remaining Operating Expenses	250,000	259,500	268,500	277,500
Total of Cash Expenses (A)	750,000	760,000	770,000	780,000
Sample of Required Supplement:	2nd Most Recent Completed FY	Most Recent Completed FY	Projected Current FY	Next Proposed FY
Payroll, Taxes, Benefits	100,000	105,000	110,000	115,000
Materials/Supplies	10,000	10,500	11,000	11,500
Utilities	50,000	51,000	52,000	53,000
Insurance	25,000	26,000	27,000	28,000
Maintenance & Repairs	65,000	67,000	68,500	70,000
TOTAL Remaining Op Exp	250,000	259,500	268,500	277,500

NOTE #2 – Calculating the Request Amount

Organizations whose total cash expense operating budget for the most recently completed fiscal year is \$40,000 or less are eligible to apply for of up to 20% of the most recently completed fiscal year’s operating budget. Organizations whose total cash expense operating budget for the most recently completed fiscal year exceeds \$40,000 may apply for up to 20% of the first \$40,000 of their budget and 10% of all amounts in excess of \$40,000. However, no organization may request or receive more than \$85,000. *The result of the calculation should be entered on Page 1 as the Amount requested for fiscal year 2018-19.*

Most Recent Completed Year / Total Cash Expenses (A) = \$40,000 or less

Ex. Calculation: \$32,000 cash expenses
 $\$32,000 \times .20 = \$6,400 = \text{Amount Requested on Page 1}$

Most Recent Completed Year / Total Cash Expenses (A) = \$40,001 or more

Ex. Calculation: \$78,000 cash expenses
 $\$78,000 - \$40,000 = \$38,000$
 $\$40,000 \times .20 = \$8,000$
 $\$38,000 \times .10 = \$3,800$
 $\$8,000 + \$3,800 + \$11,800 = \text{Amount Requested on Page 1}$

VARIANCES

If there is any variance of more than 20%, whether an increase or a decrease, between any individual line item amounts within your Projected Current Fiscal Year figures and your Most Recent Completed Fiscal Year actual figures, or between your Projected Current Year and your Next Proposed Year, a supplemental page behind Page 6 is required to explain the variances. Explain what happened or did not happen, or what is going to happen that did not happen. Reference the section number and line number (i.e., A-8 Marketing).

Sample of Budget Excerpt:	2 nd Most Recent Completed FY	Most Recent Completed FY	Projected Current FY	Next Proposed FY
A. CASH EXPENSES				
1. Personnel – Administrative	50,000	55,000	100,000	110,000
2. Personnel – Artistic	85,000	88,000	91,000	93,000
3. Personnel – Technical	35,000	36,000	40,000	42,000
4. Outside Artistic Fees/Services	23,000	25,000	89,000	32,000
5. Outside Other Fees/Services	45,000	47,000	49,000	51,000
6. Space Rental/Rent or Mortgage	0	0	0	0
7. Travel	350	375	400	425
8. Marketing	33,000	35,000	50,000	38,000
9. Remaining Operating Expenses* ^{Note#1}	20,000	22,000	42,000	28,000
TOTAL of Cash Expenses (A)	291,350	308,375*^{Note#2}	461,400	394,425

Sample of Required Supplement:	Most Recent Completed FY	Projected Current FY	Explanation
A.1 Personnel Administrative	55,000	100,000	Addition of new deputy director position.
A.4 Outside Artistic Fees/Serv	25,000	89,000	The organization is curating a major exhibition this year.
A.8 Marketing	35,000	50,000	The organization will expand its marketing initiatives to promote the major exhibition this year.
A.9 Remaining Operating Exp	22,000	42,000	The organization will be producing additional education supplies, and will experience higher utilities and maintenance expenses due to the major exhibition this year.

	Projected Current FY	Next Proposed FY	Explanation
A.4 Outside Artistic Fees	89,000	32,000	A major exhibit was produced in the previous year. Expenses in the areas of Artistic Fees, Marketing, Supplies and Maintenance will normalize next year.
A.8 Marketing	50,000	38,000	
A.9 Remaining Operating Exp.	42,000	28,000	

SAMPLE OF A BALANCE SHEET:

Balance Sheet
My Business
as at 6 July 2012

Assets	
Current Assets	
	Amount
Bank Account _____	3,470.00
Petty Cash _____	50.00
Total Current Assets	3,520.00
Fixed Assets	
	Amount
Motor Vehicle _____	4,500.00
Graphic Printer _____	1,800.00
Total Fixed Assets	6,300.00
Inventory	
	Amount
Stock on hand _____	1,500.00
Total Inventory	1,500.00
Total Assets	11,320.00
Liabilities	
Current Liabilities	
	Amount
Accounts Payable _____	1,800.00
Total Current Liabilities	1,800.00
Long Term Liabilities	
	Amount
Motor Vehicle Loan _____	4,500.00
Total Long Term Liabilities	4,500.00
Total Liabilities	6,300.00
Net Assets	5,020.00
Equity	
	Amount
Funds introduced _____	5,000.00
Drawings _____	(\$130.00)
Current earnings _____	150.00
Equity	5,020.00
Total Equity	5,020.00

SAMPLE OF A PROFIT AND LOSS STATEMENT:

Profit and Loss Statement Template

[Company Name]

[Street Address], [City, ST ZIP Code]
 [Phone: 555-555-5555] [Fax: 123-123-123456]
 [abc@example.com]

Profit & Loss Statement

For the Period Ended _____

Income	\$	\$
Sales	0000000	
Services	00000000	
Other Income	00000	
Total Income		0000000
Expenses		
Accounting	0000000	
Advertising	000000	
Assets Small	000000	
Bank Charges	000000	
Cost of Goods Sold	00000	
Depreciation	00000	
Electricity	000000	
Hire of Equipment	00000	
Insurance	00000	
Interest	00000	
Motor Vehicle	00000	
Office Supplies	00000	
Postage and Printing	00000	
Rent	00000	
Repairs and Maintenance	000000	
Stationary	0000	
Subscriptions	00000	
Telephone	00000	
Training/Seminars	00000	
Wages and On costs	00000	
Total Expenses		00000000
Profit/Loss		00000000