

S A M P L E

Revenue/Income & Expense Report

HOW TO CALCULATE REVENUE/INCOME & EXPENSES

We expect every applicant to provide revenue/income & expense reports for her project even when that project is sustained primarily or even exclusively by volunteer labor and in-kind donations. In such cases, you may have to think about your project in a way you normally do not. Here are some suggestions:

REVENUE/INCOME

Donated Materials & Services:

This section estimates the value of non-cash donations. For example, if sisters or others volunteer their time, estimate what you would have to pay someone to do the same work. If a diocese or parish allows you to use one of their rooms rent-free, input what anyone would be charged to rent that space. If you receive donations of food and medicine, estimate what it would have cost you to purchase them on the open market.

Cash Revenue/Income:

This section itemizes the money that has been donated, granted or loaned to the project. Also include the money that the project generates for itself.

EXPENSES

This section should exactly match your non-cash contributions income. These fields will auto-fill with the data you entered above once you click "Save" or "Next".

Donated Materials & Services:

This is an estimate of the value of non-cash donations. Even if you do not actually pay salaries to sisters or volunteers, you should estimate what you would have to pay them if they were to receive salaries and enter that value both as a contributed service under income and as a line-item under expenses. The idea is that volunteers donate labor to the project which the project then 'spends' like it would spend money. Similarly, a project that received donated medicines would list the estimated value of those medicines as both income and an expense, the idea being that the donated medicines are being spent like money when they are used to treat patients.

Cash Expenses:

List everything for which you expect to pay *in cash* over the course of the year, such as salaries, rent and utilities. This sum of these values represents the **monetary expenses** of your project. Add this value to your total non-monetary expenses to calculate the **total expenses** of your project. Subtract the total expenses from total income and list the **balance** for each year. **If you are operating at a deficit, please explain what corrective actions have been taken.**

INCOME	Last Year	This Year	Next Year
Non-Cash Contributions (Donated Materials & Services / In-Kind Contributions)			
Sisters' Labor*	\$ 20,000	\$ 25,000	\$ 25,000
Volunteer Labor*	\$ 10,000	\$ 12,500	\$ 20,000
Food**	\$ 5,000	\$ 5,000	\$ 6,000
Rent**	\$ 3,000	\$ 3,500	\$ 3,500
Non-Cash Subtotal	\$ 38,000	\$ 46,000	\$ 54,500
Cash Revenue/Income DO NOT include your current HFS grant request as part of your revenue/income & expenses.			
Congregation	\$ 5,000	\$ 1,500	\$ 2,000
Foundation Grants	\$ 10,000	\$ 10,000	\$ 10,000
Government Subsidies	\$ 5,000	\$ 6,500	\$ 10,000
Donations	\$ 0	\$ 5,000	\$ 5,000
Sale of Crafts & Poultry	\$ 2,000	\$ 2,500	\$ 3,000
Bank Loan	\$ 500	\$ 0	\$ 0
Interest from Savings Account	\$ 0	\$ 20	\$ 30
Cash Income Subtotal	\$ 22,500	\$ 25,520	\$ 30,030
TOTAL INCOME	\$ 60,500	\$ 71,520	\$ 84,530
EXPENSES			
Non-Cash Expenses (Donated Materials & Services / In-Kind Contributions)			
Sisters' Labor*	\$ 20,000	\$ 25,000	\$ 25,000
Volunteer Labor*	\$ 10,000	\$ 12,500	\$ 20,000
Food**	\$ 5,000	\$ 5,000	\$ 6,000
Rent**	\$ 3,000	\$ 3,500	\$ 3,500
Non-Cash Subtotal	\$ 38,000	\$ 46,000	\$ 54,500
Cash Expenses DO NOT include your current HFS grant request as part of your revenue/income & expenses.			
Staff Salaries	\$ 15,000	\$ 25,000	\$ 25,000
Utilities	\$ 1,500	\$ 2,000	\$ 2,000
Transportation Costs	\$ 1,000	\$ 1,500	\$ 1,000
School Supplies	\$ 500	\$ 850	\$ 850
Loan Repayment + Interest on Loan	\$ 140	\$ 100	\$ 100
Cash Expenses Subtotal	\$ 18,140	\$ 29,450	\$ 28,950
TOTAL EXPENSES	\$ 56,140	\$ 75,450	\$ 83,450
BALANCE (LOSS)	\$ 4,360	(\$ 3,930)	\$ 1,180