

SAMPLE

Revenue/Income & Expense Report

We expect every applicant to provide revenue/income & expense reports for their project, even when it relies primarily on or exclusively on volunteer labor & in-kind donations. For donation-dependent projects, you must consider all non-cash sources for operating your project to calculate your yearly income & expense reports. **Here are some suggestions:**

REVENUE/INCOME

DONATED MATERIALS & SERVICES

This section estimates the value of **non-cash donations** such as volunteer labor or rent-free space. **Even if you do not actually pay for these items, estimate the average cost on the current market.** These items are considered both **income and expenses** since they are part of the operation of your organization.

Sample Line Items:

- Sisters' Labor
- Volunteer Labor
- Rent (rent-free room/ space)
- Food
- Medicine, etc.

CASH REVENUE/INCOME

This section itemizes all the sources of cash income that has been donated, granted or loaned to the project. It includes income-generating projects such as sale of crafts and poultry.

Sample Line Items:

- Congregation Subsidies
- Government Subsidies
- Foundation Grants
- Cash Donations/Contributions
- Sale of Products/Produce
- Bank Loans, etc.

EXPENSES

CASH EXPENSES

List the total annual costs of everything you must pay *in cash* to operate your organization.

Sample Line Items:

- Staff Salaries
- Rent
- Food
- Utilities
- Repairs & Maintenance
- Transportation Costs, etc.

BALANCE: Subtract total expenses from total income to see if you are operating at a net profit/surplus or a net loss/deficit. **If you are operating at a net loss or deficit, please explain what corrective actions you will take. For example:** help from congregation, fundraisers, reducing salaries, cutting cost of utilities, etc.

NON-CASH INCOME & EXPENSES

Estimated value of (In-Kind) Donated Materials & Services

Item	Last Year Actual	This Year Projected	Next Year Projected
Sisters' Labor	\$20,000	\$25,000	\$30,000
Lay Volunteers	\$10,000	\$12,500	\$15,000
Rent	\$3,000	\$3,500	\$4,000

INCOME

CASH INCOME (DO NOT include your current HFS grant request as part of revenue/income in "Next Year Projected")

Item	Last Year Actual	This Year Projected	Next Year Projected
Congregation	\$15,000	\$20,000	\$21,000
Government	\$5,000	\$6,500	\$7,000
Donations	\$0	\$3,000	\$5,500

TOTAL INCOME (includes Non-Cash Income)

Last Year Total Income	This Year Total Income	Next Year Total Income
\$53,000	\$70,500	\$82,500

EXPENSES

CASH EXPENSES (DO NOT include your current HFS grant request as part of expenses in "Next Year Projected")

Item	Last Year Actual	This Year Projected	Next Year Projected
Staff Salaries	\$15,000	\$25,000	\$30,000
Utilities	\$1,500	\$2,000	\$2,500
Transportation	\$1,000	\$1,500	\$1,000

TOTAL EXPENSES (includes Non-Cash Expenses)

Last Year Total Expenses	This Year Total Expenses	Next Year Total Expenses
\$50,500	\$69,500	\$82,500

GRAND TOTALS (Balance for each year)

Last Year Income Minus Expenses	This Year Income Minus Expenses	Next Year Income Minus Expenses
\$2,500	\$1,000	\$0