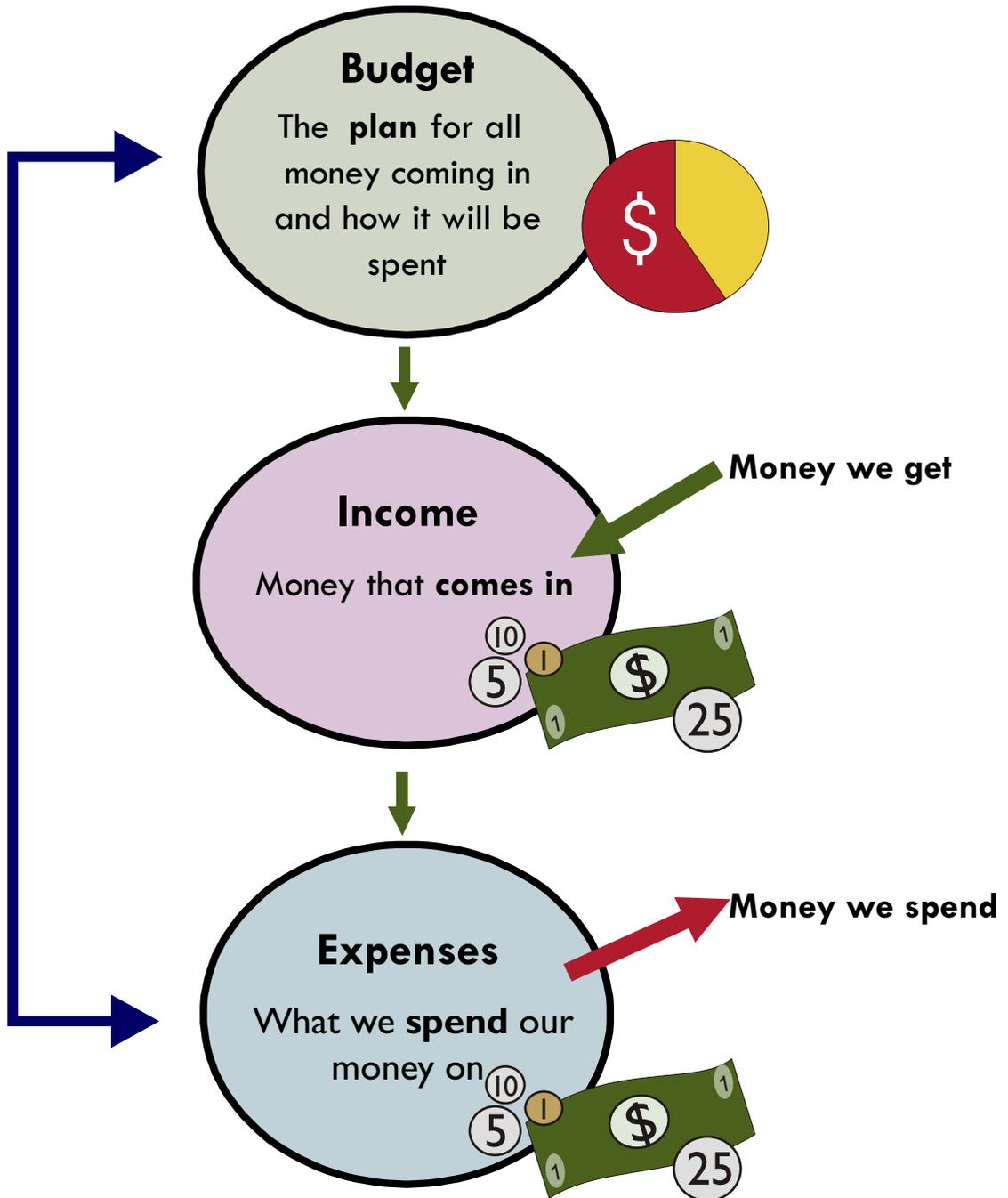
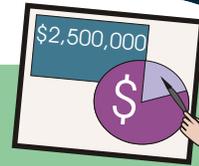
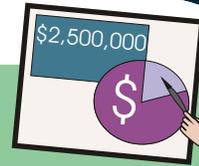


# UNDERSTANDING FINANCIAL REPORTS



# PERSONAL INCOME AND EXPENSE



**Revenue (Income)** 

Work \$ \_\_\_\_\_  
 Other (Social Security, etc.) \_\_\_\_\_

**TOTAL REVENUE** \$ \_\_\_\_\_

**Expenses** 

Rent \$ \_\_\_\_\_  
 Transportation \_\_\_\_\_  
 Food \_\_\_\_\_  
 Entertainment \_\_\_\_\_

**TOTAL EXPENSES** \$ \_\_\_\_\_

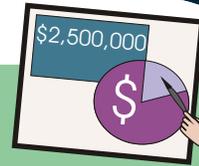
**Revenue**  \$ \_\_\_\_\_  
 - (minus)

**Expenses**  \_\_\_\_\_

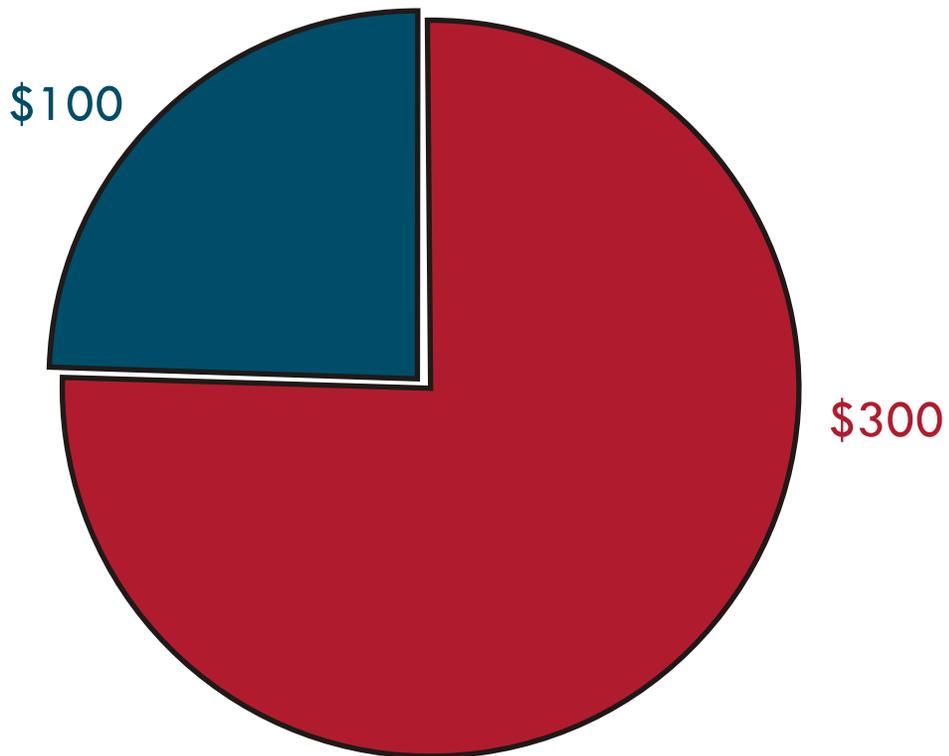
\$

**More or (Less)**

# PERSONAL INCOME

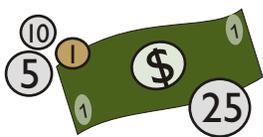


## Money I Make (Income)

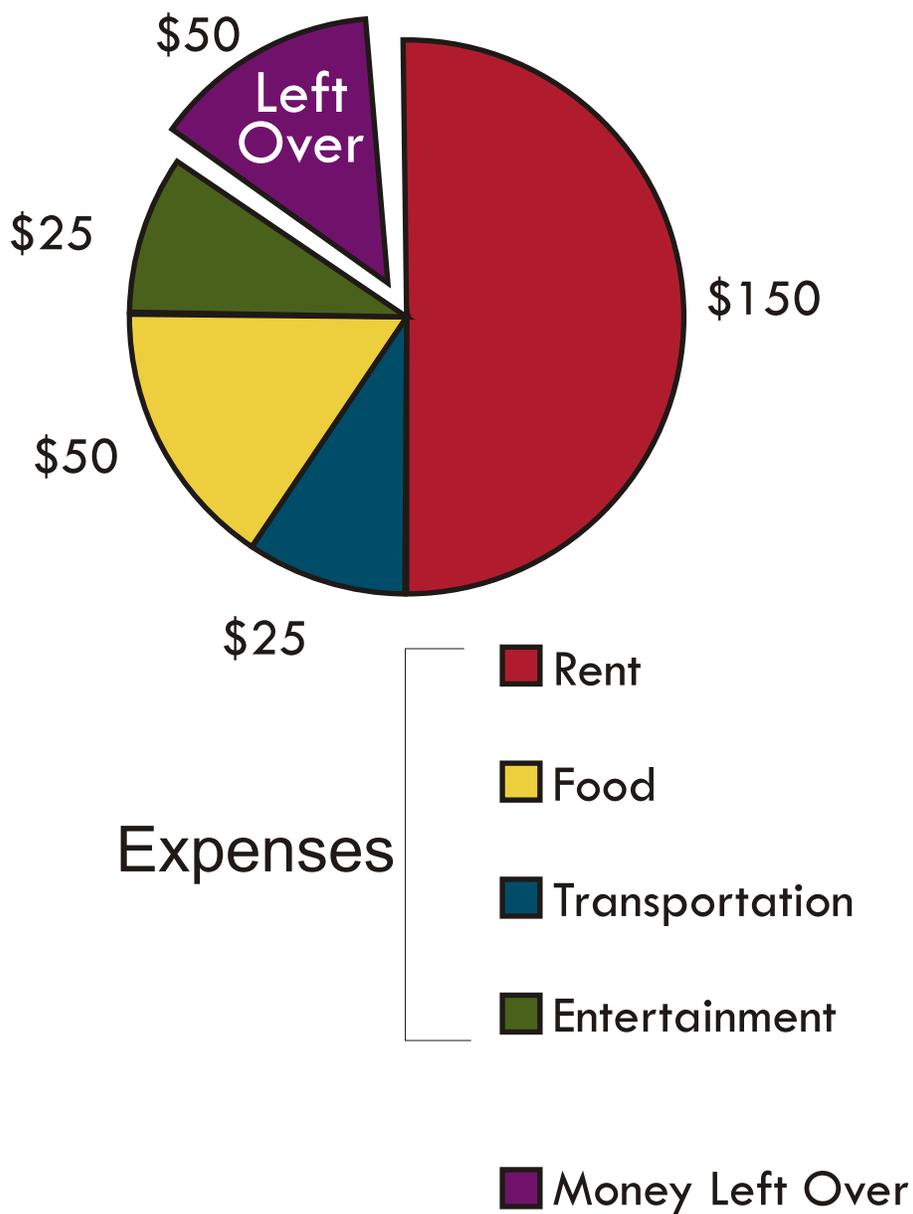


- Social Security
- From Work

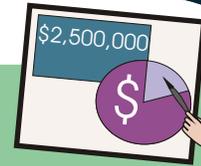
# PERSONAL EXPENSE



## My Money (Expenses and Money Left Over)



# ANNUAL BUDGET ORGANIZATION



## INCOME

Special Project	\$	25,000
Program	\$	23,000
Services	\$	15,000
Donations	\$	10,000
<b>TOTAL INCOME</b>	<b>\$</b>	<b><u>73,000</u></b>

## EXPENSES

**Administration** **\$ 15,000**



- Management
- Supplies
- Printing
- Postage
- Communication

**Payroll** **\$ 27,000**



- Salaries
- Benefits
- Taxes

**Travel** **\$ 8,000**



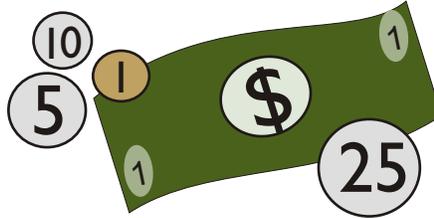
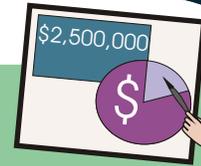
- Transportation
- Per Diem

**Scholarships** **\$ 16,000**

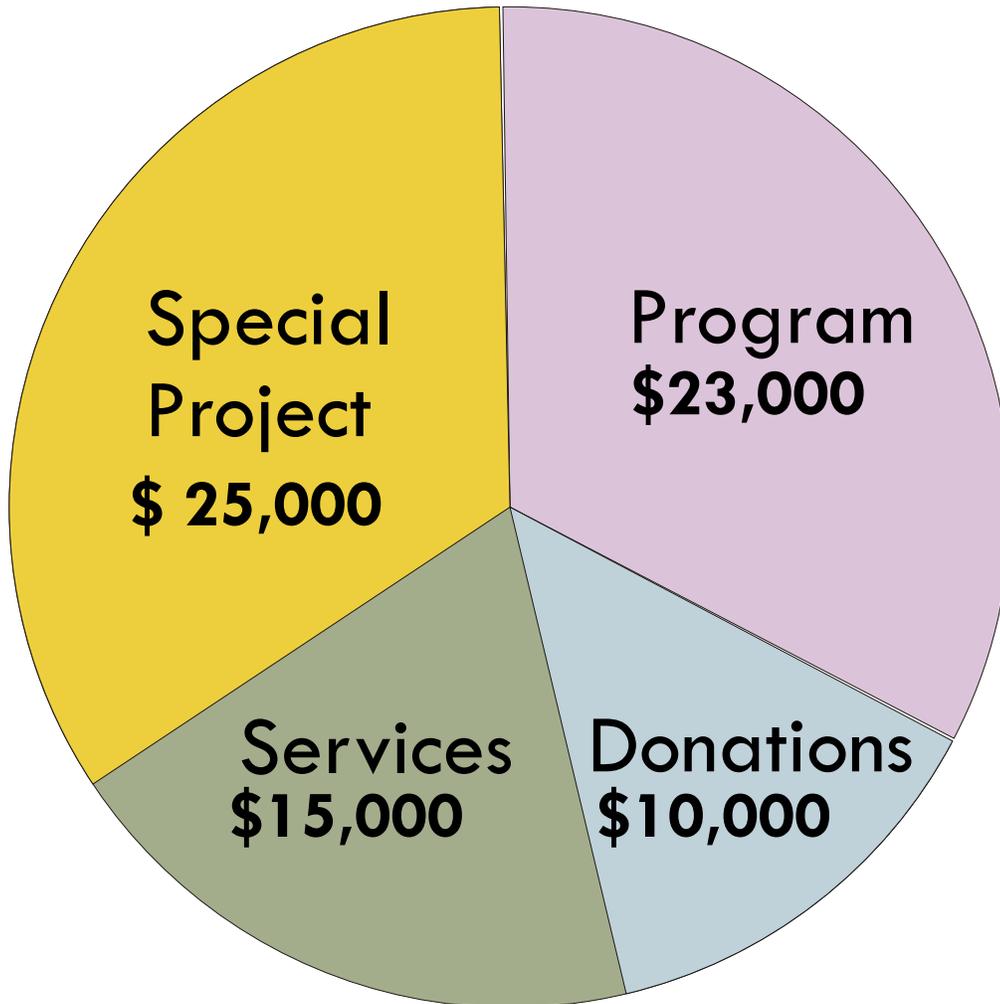


**TOTAL EXPENSES** **\$ 66,000**

# ANNUAL BUDGET ORGANIZATION

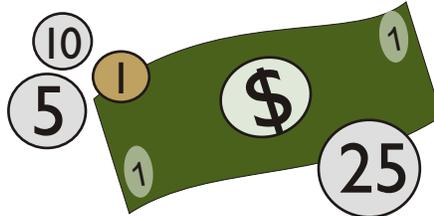
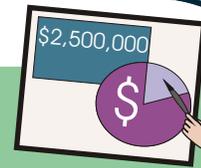


**Income: \$ 73,000**



Sample 1

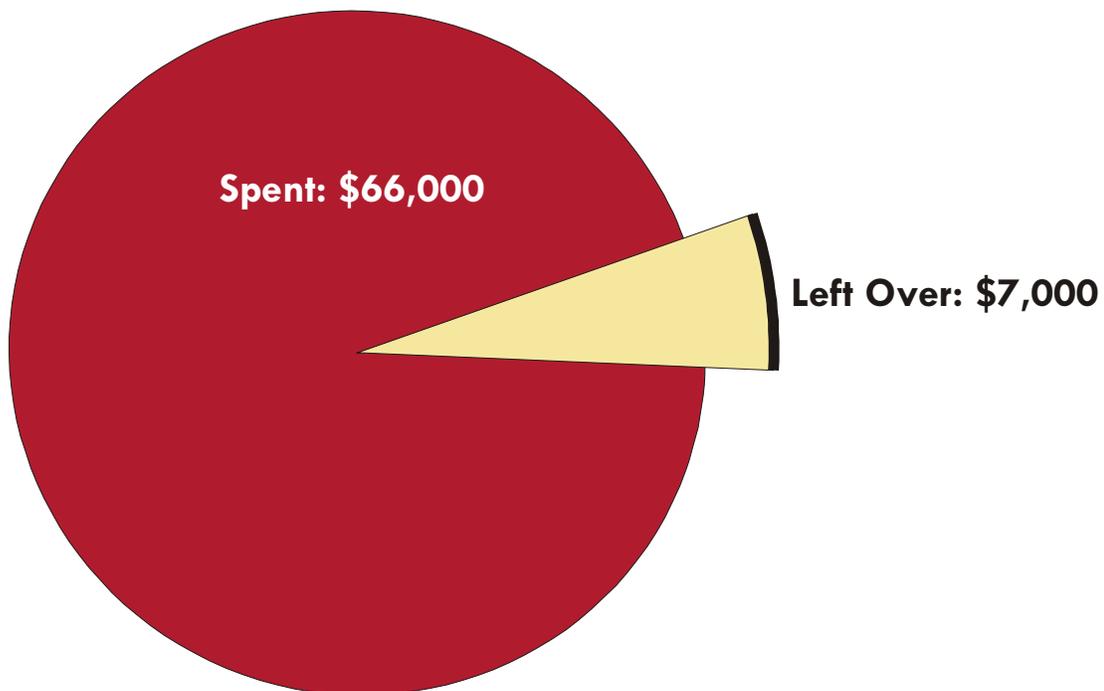
## ANNUAL BUDGET ORGANIZATION



**+ Income: \$ 73,000**

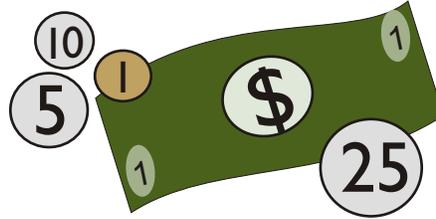
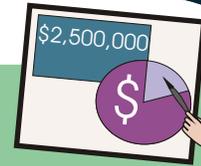
**- Expenses: \$ 66,000**

**= Remaining: \$ 7,000**



Sample 2

**ANNUAL BUDGET ORGANIZATION**



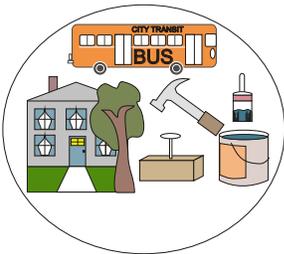
**Operations**

**\$ 15,000,000**

- Supplies
- Rent
- Salaries

**Services**

**\$ 45,000,000**



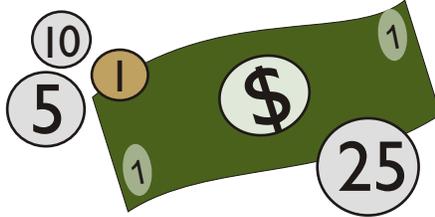
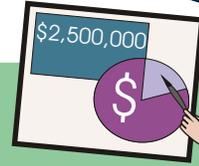
- Programs for people
- Services for people
- Transportation
- Housing

**Total Budget**

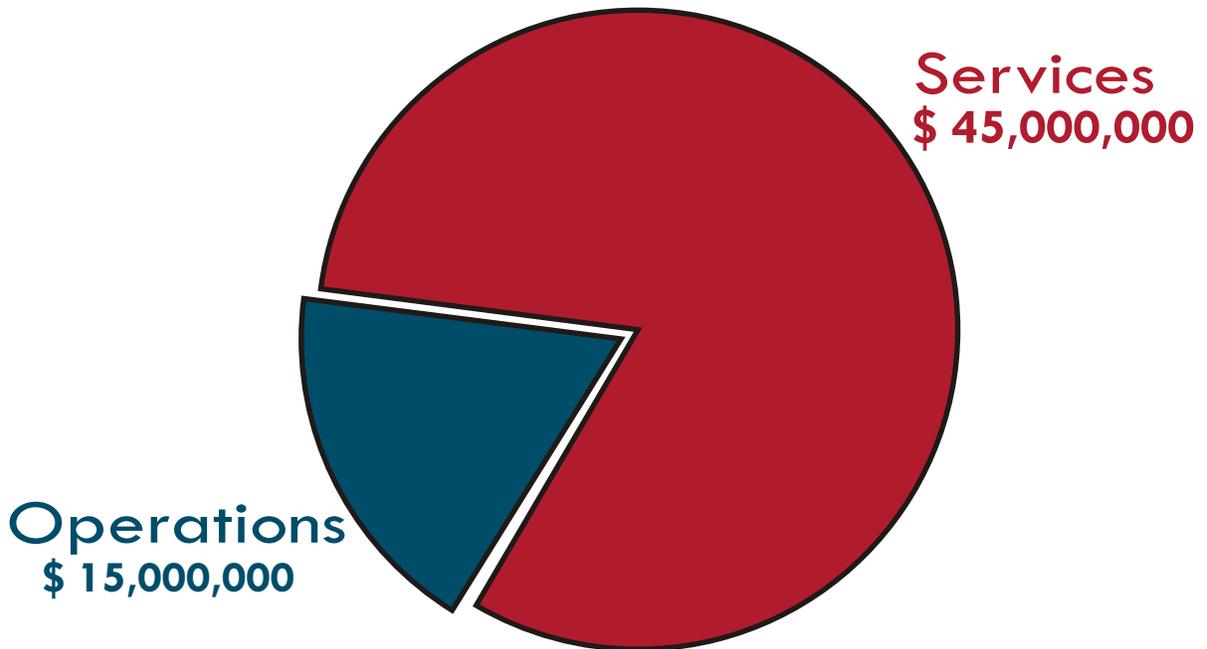
**\$ 60,000,000**

Sample 2

## ANNUAL BUDGET ORGANIZATION

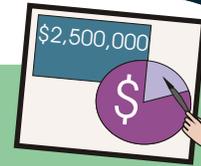


**TOTAL BUDGET**  
**\$ 60,000,000**



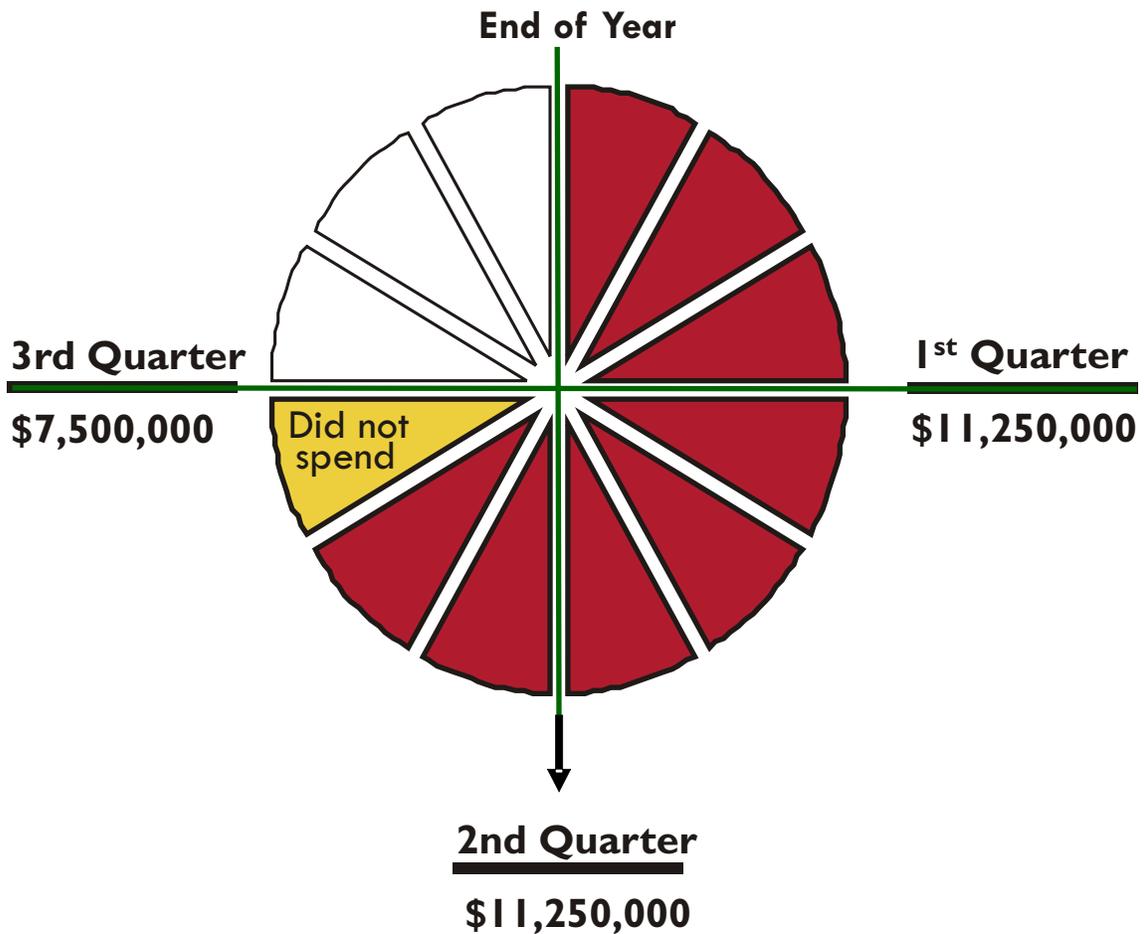
Sample 2

## HOW MONEY IS SPENT

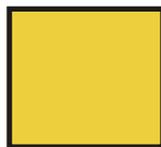


Services Annual Budget  
\$45,000,000

### 3rd Quarter Report



Not there yet



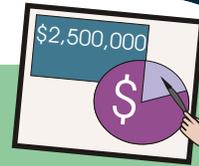
Not spent



Spent

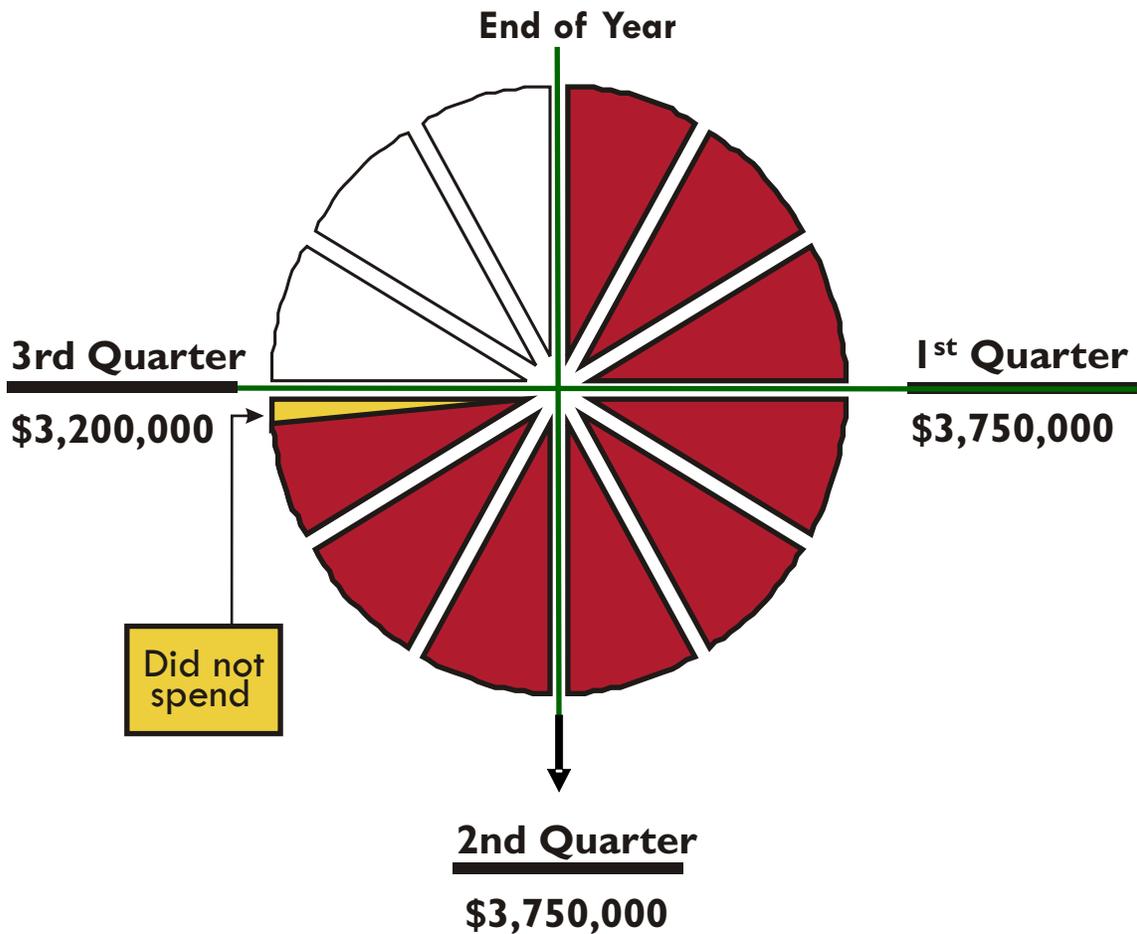
Sample 2

## HOW MONEY IS SPENT



Operations Annual Budget  
\$15,000,000

### 3rd Quarter Report



Not there yet



Not spent



Spent