

Three Year Organizational Operating Budget

Use actual numbers for the past two years and projected year-end totals for current year. Type in your own fiscal year under "Actual/Current Budget" if different from calendar year. Use the operating budget notes page to describe changes or give additional budget information.

- This document should be used to reflect operational and/or program activities only. Budget information should be for the organization that will **operate** the facility.
- THESE FIGURES SHOULD NOT REFLECT ANY CAPITAL PROJECT INCOME OR EXPENSE. Do not include prior grant activity for fixed assets and construction projects!
- Please do not submit handwritten budget pages. They are extremely difficult for panelists to read.
- Personnel costs separated by program may be available from your financial statements or your Federal Tax 990 form. The choices you make in allocating these costs (determining that the Executive Director is half administrative and half outreach, for example) are less significant than making sure that allocations remain consistent year to year.

OPERATING BUDGET

A. Operations

	ACTUAL	ACTUAL	CURRENT BUDGET
EXPENSES:			
Permanent Personnel			
1. Heritage	_____	_____	_____
2. Technical	_____	_____	_____
3. Administrative	_____	_____	_____
4. Education and/or Outreach	_____	_____	_____
Temporary Personnel			
5. Heritage	_____	_____	_____
6. Technical	_____	_____	_____
7. Administrative	_____	_____	_____
8. Education and/or Outreach	_____	_____	_____
Other			
9. Exhibition / Programmatic expenses	_____	_____	_____
10. Marketing / Promotion expenses	_____	_____	_____
11. Fundraising expenses	_____	_____	_____
12. Education and/or Outreach expenses	_____	_____	_____
13. Occupancy expenses (mortgage/rent/utilities)	_____	_____	_____
14. Travel and Transportation	_____	_____	_____
15. Administrative Expenses	_____	_____	_____
16. SUBTOTAL (add lines 1-15)	_____	_____	_____
17. In-Kind expenses (= In-kind income)	_____	_____	_____
18. TOTAL OPERATING EXPENSES (add lines 16 and 17)	_____	_____	_____

INCOME:

Earned

19. Admission	_____	_____	_____
20. Membership Dues	_____	_____	_____
21. Classes / Workshops / Lectures	_____	_____	_____
22. Concession Sales / Rental / Leases	_____	_____	_____
23. Interest & Earnings (savings, reserves, etc.)	_____	_____	_____
24. Other Earned Income	_____	_____	_____
25. TOTAL EARNED INCOME (add lines 19 – 24)	_____	_____	_____
26. Earned income percentage (divide line 25 by line 41)	_____	_____	_____
27. EARNINGS GAP (line 18 minus line 25)	_____	_____	_____

Contributed

28. IMLS or other Federal Government	_____	_____	_____
29. Wash. Commission for the Humanities	_____	_____	_____
30. Other State Government	_____	_____	_____
31. 4Culture/King County	_____	_____	_____
32. Other County Government	_____	_____	_____
33. City Government	_____	_____	_____
34. Corporations	_____	_____	_____
35. Foundations	_____	_____	_____
36. Individuals	_____	_____	_____
37. Benefits/Fundraising Events	_____	_____	_____

Other contributions

38. Miscellaneous contributions	_____	_____	_____
39. SUBTOTAL CONTRIBUTED INCOME (add lines 28-38)	_____	_____	_____
40. In-kind Contributions	_____	_____	_____
41. GRAND TOTAL INCOME (add lines 25, 39 and 40)	_____	_____	_____
42. SURPLUS (OR DEFICIT)	_____	_____	_____
43. Depreciation (if applicable)	_____	_____	_____
44. "INTER-FUND" TRANSFERS	_____	_____	_____
45. SURPLUS (DEFICIT) AFTER TRANSFERS	_____	_____	_____

OPERATING BUDGET (continued)

B. Operating Budget Notes

Operating budget notes are valuable in explaining variances in your financial report. If budget figures demonstrate an increase or decrease of more than 10% from the previous year in any category, please explain the reason for the change here. Indicate the line number and year with each note. If you have budget items that you think require additional clarification, you may also use this space to provide that information.

Line Number/Year	Note:
