OPERATING BUDGET FORMAT

The following *Operating Budget* Format will require further refinement based on the nature of the organization's operations and requirements.

	2012	2013	2014	TOTAL
Professional Staff				
 Professional Staff 				
 Support Staff 				
Program Services				
 Program Development 				
 Program Operations 				
 Materials/Equipment 				
 Field Trips 				
General Operations				
 Office Space and Furnishings 				

- Fundraising
- Data Base Management
- Website Design/Management

Meetings and Events

- Prospect Meetings
- Cultivation Events

Printing/Materials/Postage

- Letterhead Stationery
- o Brochure
- Personalized Presentations
- Postage and Delivery

Miscellaneous

• Unanticipated Expenses ¹

¹ 10% of Projected Estimated Budget

Total Preliminary Estimate

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