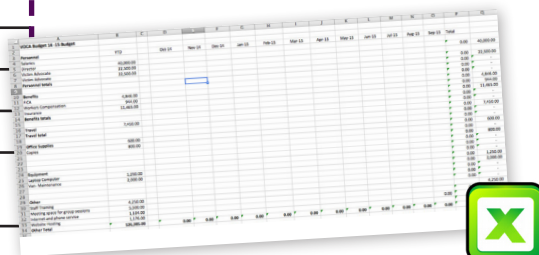


# Budget and Matching Funds Worksheet

This worksheet lets you track how you are doing each month against your budget and your match. Create a separate sheet for your full budget and another one for your match. Fill in the amount you budgeted for each category, and then each month fill in the actual amount for that month. The last column will calculate how much you have left to spend, or how much matching you have left to raise for the year.

One column for each month

|                           | Projected     | Actuals      |            |        |        |        |        |        |        |        |              | Remaining     |
|---------------------------|---------------|--------------|------------|--------|--------|--------|--------|--------|--------|--------|--------------|---------------|
|                           |               | Oct-15       | Nov-15     | Dec-15 | Jan-16 | etc... | Jun-16 | Jul-16 | Aug-16 | Sep-16 | TOTAL        |               |
| Revenue                   |               |              |            |        |        |        |        |        |        |        |              |               |
| Donations                 | 3,000         | 100          | 0          |        |        |        |        |        |        |        | 100          | 2,900         |
| etc.                      |               |              |            |        |        |        |        |        |        |        |              |               |
| Expenses                  |               |              |            |        |        |        |        |        |        |        |              |               |
| Salaries                  |               |              |            |        |        |        |        |        |        |        |              |               |
| Director                  | 7,000         | 583          | 583        |        |        |        |        |        |        |        | 1,166        | 5,834         |
| Victim advocate           |               |              |            |        |        |        |        |        |        |        |              |               |
| Volunteer Victim Advocate | 10,000        | 1000         | 200        |        |        |        |        |        |        |        | 1,200        | 8,800         |
| etc                       |               |              |            |        |        |        |        |        |        |        |              |               |
| <b>TOTAL</b>              | <b>20,000</b> | <b>1,683</b> | <b>783</b> |        |        |        |        |        |        |        | <b>2,466</b> | <b>17,534</b> |



Download the complete excel file at <http://ejusa.org/voca/toolkit>

Let's say you need \$20k in match funds. You projected you'd get \$3,000 in regular donations, you're director's supervision time would be donated by your org, and you'd have \$10k worth of volunteer hours

Each month, enter the real amount of donations you got in, and the amount your director and volunteers worked.

This column tells you that after your first two months, you need \$2,900 more in donations and \$8,800 more in volunteer hours.