

Organizational Budget Statement

Organization Name: Example Nonprofit, Inc.
Fiscal Year: 2024
Prepared by: Finance Department
Date: June 3, 2024

I. Revenue

Source	Budgeted Amount	Actual Amount	Variance	Notes
Government Grants	\$120,000	\$115,000	-\$5,000	Renewal pending
Donations	\$45,000	\$50,000	+\$5,000	Major donor gave additional gift
Program Fees	\$25,000	\$20,000	-\$5,000	Fewer program participants
Total Revenue	\$190,000	\$185,000	-\$5,000	

II. Expenses

Category	Budgeted Amount	Actual Amount	Variance	Notes
Salaries & Wages	\$90,000	\$88,000	-\$2,000	Vacancy in one position
Rent & Utilities	\$24,000	\$24,000	\$0	
Supplies	\$12,000	\$13,500	+\$1,500	Higher costs
Travel	\$6,000	\$4,200	-\$1,800	Less travel due to virtual meetings
Program Expenses	\$35,000	\$33,000	-\$2,000	
Other	\$8,000	\$9,200	+\$1,200	Unexpected repair costs
Total Expenses	\$175,000	\$171,900	-\$3,100	

III. Net Surplus / (Deficit)

Description	Budgeted	Actual	Variance
Surplus / (Deficit)	\$15,000	\$13,100	-\$1,900

Important Notes

- All figures should be reviewed and verified with supporting documentation.
- Variance analysis helps identify areas of concern for management and auditors.
- Accurate categorization of revenue and expenses ensures transparency.
- Notes column should clarify reasons for significant variances.
- Budget statements may be required as part of annual audit submissions.