

Projected Income and Expenditure Budget Sheet

Organization/Project: _____

Budget Period: _____

PROJECTED INCOME

Source	Description	Amount (\$)
Grants	Grant from XYZ Foundation	10,000
Donations	Individual Donors	3,000
Sales	Product/Service Revenue	6,000
Other	Miscellaneous Income	500
Total Projected Income		19,500

PROJECTED EXPENDITURE

Category	Description	Amount (\$)
Personnel	Salaries and Wages	8,000
Materials	Supplies and Raw Materials	2,500
Operational	Rent/Utilities	3,200
Marketing	Advertising & Promotion	1,000
Other	Contingency/Reserve	1,300
Total Projected Expenditure		16,000

NET SURPLUS/DEFICIT

Calculation	Amount (\$)
Total Projected Income - Total Projected Expenditure	3,500

IMPORTANT NOTES

- This budget is an estimate and should be reviewed periodically for accuracy.
- All income and expenditure entries should be supported by documentation if possible.
- Budget variances should be monitored throughout the project period.
- Ensure transparent and accountable financial management for effective project delivery.