

Functional Expense Budget Report

Organization Name: Acme Nonprofit Inc.

Fiscal Year: 2024

Functional Category	Personnel	Supplies	Travel	Contractual	Other	Total
Program Services	\$35,000	\$6,500	\$2,200	\$4,000	\$1,800	\$49,500
Management & General	\$14,500	\$900	\$500	\$1,200	\$650	\$17,750
Fundraising	\$8,500	\$300	\$150	\$0	\$200	\$9,150
Total	\$58,000	\$7,700	\$2,850	\$5,200	\$2,650	\$76,400

Important Notes:

- Functional Expense Budgets categorize costs by purpose such as program services, management and general, and fundraising.
- The report ensures transparency and is essential for nonprofit accounting and grant applications.
- All budgeted figures should be supported by justifiable estimates and kept for audit trails.
- Align reporting periods and categories with those required by relevant regulatory bodies.