

Sample Financial Workbook
Handout for 2023 Conference

Revenue					
Donor Name	Mailing Address	Date Rec'd	Gross Revenue	PayPal Fees	Net Revenue
Jane Doe	123 Main Street	1/1/2024	5,000.00	185	4,815.00
Sub-total Revenue and Fees			5,000.00	185	4,815.00
Expenses					
Name (Company/Person)	Program Expenses	Date	People Served	# of Items	Amount
Purchase of Coats for Homeless	Basic Needs	2-Jan	20	25	500
Dorothy Dandridge (Hearing Aids)	Safety & Health	5-Jan	1	N/A	2000
Tiny Tim (Summer Camp)	Growth & Opportunity	5-Jun	1	N/A	50
Subtotal Program Expenses and Counts			22	25	\$2,550
Administrative Expenses					
Company	Item	Date	Fundraising/Administrative		Amount
Office Depot	Envelopes, Paper	1-Mar	Fundraising		50.00
Pay Pal Fees	Fees for Donations	1-Mar	Fundraising		185.00
Post Office	P.O. Box Renewal Fee	6-Jun	Administrative		90.00
XYZ Website Support	Update Website Security	10-Sep	Administrative		300.00
Subtotal Overhead Expenses					625.00
Year to Date					
Beginning Balance	(From previous Year)				10,000.00
Gross Revenue					5000
Program Expenses					2550
Overhead Expenses					625
Current Balance					11,825.00