

POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL OPERATING PROGRAM

INSTRUCTIONS - OPERATING BUDGET

A **Operating Year:** Please specify the 12 month term that this budget refers to.

Enter this number into Cell A in the Operating Budget

B **Town Operational Grant Request:** Please enter the amount of grant funding as stated on the application. This must be the same amount identified in Section 24 of the application. **Enter this number into Cell B in the Operating Budget.**

C **Other Operational Revenues:** This is the revenues your organization may use to offset operational costs, apart from this grant funding request.

You should include all revenues you anticipate in the operating year, including: facility rental fees, other grants for operational expenses, programming revenues, membership fees, and any other types of operating revenues. You should also include donations, casino revenues, and other fundraising and event revenues, assuming that you are capable of spending these on operational costs. Also include money your organization has received or already possessed prior to your operating year which you plan to spend on operational costs.

Not all the categories listed in the budget document may apply to your organization. You may choose to consolidate or reorganize the categories as necessary, as long as you preserve the distinctions between major categories which are relevant to your organization.

DO NOT INCLUDE grant revenue provided specifically for capital projects (e.g., CFEP grants, Town Capital Grants) or other grants or donations which have stipulations that require the money to be spent on specific costs that are not listed in your operational expenses section of your budget.

If you are completing this form on the computer, the sum total of all categories will calculate automatically.

D **Operational Expenses:** This includes all expenses from your organization's operations, **including** events, but does **not** include capital project expenses.

You should include event and fundraiser costs, programming costs, utilities, office supplies, wages, honorariums, and all other operating costs you anticipate in your operating year, except for capital costs.

Identify the expenses for each category in the budget. Not all categories listed in the budget document may apply to your organization. You may choose to consolidate or reorganize the categories as necessary, as long as you preserve the distinctions between major categories which are relevant to your organization.

The sum total of all the categories will automatically calculate in Cell D if you are

completing this form on the computer. If you are filling out a paper form, please add up the categories and enter it into Cell D.

- E **Operational Surplus:** This is the amount of money the organization will generate (profits) after it has paid its operational expenses.

If you are completing this form on the computer, this will automatically calculate in Cell E by subtracting the Operational Expenses (D) from the Operational Revenues (C). If you are filling out a paper form, please add up the categories and enter it into Cell E.

**POLICY NO. 24-FN-098 - RECREATIONAL/CULTURAL OPERATING PROGRAM
BUDGET TEMPLATE**



(Month/Day/Year) to
(Month/Day/Year)

For Period:

(Cell A)

SEE INSTRUCTIONS PRIOR TO COMPLETING

Town Operational Grant Request

Please enter the amount of grant funding you are seeking from the Town with this grant application. Enter the amount in the adjacent cell (Cell B).

\$	-
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Other Operational Revenues

Please identify your other Revenues by Major Category

Operational Grants (CIP, Agricultural Society Grants, Etc.)	\$	-
Events (gross revenues)	\$	-
Facility Rentals	\$	-
Concessions	\$	-
Admission and Entry Fees	\$	-
Sales of Goods	\$	-
Programming Fees	\$	-
Membership Fees	\$	-
Donations	\$	-
Casino (Gross Revenues)	\$	-
Bingo/Raffle (Gross Revenues)	\$	-
Bank Interest	\$	-
Other - Please Specify	\$	-
Other - Please Specify	\$	-
Total (Cell C)	\$	-

OPERATIONAL EXPENSES

Please identify the Expenses by Major Category

(enter values below,
when applicable)

	Building Supplies	\$	-
	Materials	\$	-
	Utilities (Power, Water, Heating)	\$	-
	Waste Removal	\$	-
	Telephone, Fax, Security Systems	\$	-
	Routine Repairs and Maintenance	\$	-
	Grounds Keeping	\$	-
	Insurance	\$	-
	Bookkeeping	\$	-
	Volunteer and Program Personnel	\$	-
	Office Supplies	\$	-
	Staffing and Benefits	\$	-
	Programming Costs	\$	-
	Licenses, Fees and Memberships	\$	-
	Volunteer Development and Training	\$	-
	Travel and Meals	\$	-
	Advertising and Promotion	\$	-
	Non-Refundable GST	\$	-
	Alarm System	\$	-
	Mortgage and Loan Payments	\$	-
	Gifts	\$	-
	Endowment Funds	\$	-
	Donations	\$	-
	Contracted Fundraising Services	\$	-
	Honorariums	\$	-
	Concession Costs	\$	-
	Events and Other Fundraising Costs (Gross Event Costs, Casino Costs, Etc.)	\$	-
	GST - Refundable Portion	\$	-
	Other - Please Specify	\$	-
	Other - Please Specify	\$	-
	Other - Please Specify	\$	-
	Total (Cell D)	\$	-
Operational Surplus/Deficit (Cell E)		\$	-