

Sample Budget - Bereavement Centre Annual Expenses/ Revenues

	A	B	C
1	SAMPLE START-UP YEAR EXPENSE CATEGORIES		
2	Rent for premises - all in: includes base rent, utilities, janitorial, taxes, structural repairs & maintenance	\$ 40,000.00	
3	Parking \$240 per stall/yr x 4 stalls	\$ 960.00	
4	Signage	\$ 800.00	
5	Office Operations:		
6	Equipment: Computers, Printers, Fax, Photocopier, Telephones	\$ 17,000.00	
7	Kitchen Appliances: Stove, Fridge, Microwave	\$ 2,500.00	
8	Kitchen Supplies	\$ 300.00	
9	Office Furniture: 6 offices & reception area, chairs & tables for program delivery	\$ 10,000.00	
10	Office Supplies	\$ 5,000.00	
11	Telephone - costs and long distance(\$500)	\$ 2,000.00	
12	Internet	\$ 100.00	
13	Mail - service at host organization - annual fee	\$ 200.00	
14	Postage	\$ 1,500.00	
15	Courier	\$ 400.00	
16	Program Delivery - supplies	\$ 1,500.00	
17	Insurance - Premises	\$ 1,500.00	
18	Board expenses	\$ 800.00	
19			
20	Salaries & Benefits: Benefits to be included with position or as a separate line item?		
21	PhD	\$ 75,000.00	
22	Bereavement Coordinator	\$ 55,000.00	
23	Administrative Coordinator	\$ 65,000.00	
24	Counsellors - 2 positions initially	\$ 65,000.00	
25			
26	Advertising/Promotion:		
27	Interm Communications - Contract, Printing, Direct Mail	\$ 3,500.00	
28	Opening of Bereavement Centre	\$ 1,500.00	
29	Annual advertising & promotion	\$ 8,000.00	
30	Website	\$ 10,000.00	
31			
32	Volunteer costs - appreciation - 2 events/year	\$ 500.00	
33	Resource library and materials	\$ 2,000.00	
34	Annual Event expenses - ie. Fundraising Conference, Gala Dinner		will have revenue to offset costs
35	Training	\$ 2,000.00	
36	Education/Professional Development	\$ 10,000.00	
37	Conferences/Travel - Staff	\$ 7,000.00	
38	Mileage	\$ 5,000.00	
39	Total	\$ 394,060.00	Expenses based on Regina (2005) costs for specific Centre context/situation
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41			
42	SAMPLE REVENUE STREAMS		
43	Funding:		
44	RPCI (Community-based charity)	\$40,000	
45	RQHR (Health authority host employer/release time contribution)	\$55,000	
46	Revenue Streams:		
47	EFAP's (Employee & Family Assistance Plans)		
48	Sponsorships:		
49	RCMP Ball (Specific instance of fundraiser)		
50	Donations:		
51	Fundraising Events:		
52	Greek Night (Specific instance of fundraiser)	\$70,000	
53	Conference		if organized by Bereavement Centre will have associated costs
54	Gala Dinner		if organized by Bereavement Centre will have associated costs
55			
56		\$165,000	Approximation note: \$165K revenue, \$395K expenses = \$230 K revenue needed in remaining line items