

New Jersey Arts and Culture Renewal Fund Sample Budget Form

My fiscal year begins on:

Month

Day

Finance Chart: Income	Last Completed Fiscal Year: <u>2021</u> (fill in Fiscal year)	Current Approved BUDGET Year: <u>2022</u> (Fill in Fiscal Year)	Budget Income Narrative: Use this column to explain income needs so that the panelists understand how the budget relates to the prescribed activities. You can also use to explain significant variances.
Earned Income:			
Admissions	\$85,000	\$100,000	Ticket sales are budgeted low due to difficulty forecasting sales. If capacity figures increase, final report will be adjusted accordingly.
Contracted Service Revenue	\$162,125	\$190,000	Program service fees comprised of school activities, summer camp, and residency programs. Due to school regulations, residency figures are down. However, anticipating a robust return to summer camps but forecasting is difficult with COVID figures recently on the rise.
Investment Income	\$589	\$620	General investment income from bank accounts.
Other	\$3,000	\$7,240	Rentals have increased due to rescheduling of gatherings/parties/weddings.
Subtotal Earned Income:	\$250,714	\$297,860	
Contributed Income:			
Individuals	\$20,000	\$25,000	*Please list up to the top 5 contributors for each category Conducted four individual giving campaigns
Corporations/Business*	\$42,500	\$55,500	FY21 Top Contributors: Corporation/Business 1, Corporation/Business 2, Corporation/Business 3, Corporation/Business 4, Corporation/Business FY22 Top Contributors (to date): Corporation/Business 1, Corporation/Business 2, Corporation/Business 3, Corporation/Business 4, Corporation/Business
Foundations*	\$63,000	\$77,985	FY21 Top Contributors: Foundation 1, Foundation 2, Foundation 3, Foundation 4, Foundation 5 FY22 Top Contributors (to date): Foundation 1, Foundation 2, Foundation 3, Foundation 4, Foundation 5
Government (include County, State & Federal grants)*	\$15,000	\$15,000	FY21: County LAP Grant /FY22:County LAP Grant
Subtotal Contributed Income	\$140,500	\$173,485	
Cash Income:			
Applicant Cash (if applicable)		\$2,000	Carry over cash that was drawn from XYZ Bank Line of Credit in FY21
Subtotal Cash Income:	\$0	\$2,000	
In-Kind Income:			
In-Kind		\$20,000	Please detail in-kind sources in notes: Executive Director does not draw a full-time salary for full-time work.
Subtotal In-Kind Income:	\$0	\$20,000	
TOTAL INCOME:	\$391,214	\$493,345	

New Jersey Arts and Culture Renewal Fund Sample Budget Form

My fiscal year begins on:

January

1

Finance Chart: Expenses	FY21 ACTUALS	FY22 APPROVED BUDGET	Funding Request: Please itemize how you would spend the funds being requested.	Budget Expense Narrative: Use this column to explain expense needs so that the panelists understand how the budget relates to the prescribed activities. You can also use to explain significant variances.
<i>*Please use these categories as they best fit your organizational structure</i>				
Personnel:				
Administrative	\$30,000	\$50,000	\$20,000	Grant Request: Executive Director position support
Program/Artistic	\$24,000	\$39,000	\$15,000	Grant Request: Program Manager position support
Technical/Production	\$18,000	\$25,000		
Other	\$59,000	\$74,000	\$15,000	Teaching artists hourly increase to support summer camp and Fall 22 school residencies
Fringe Benefits	\$0	\$0	\$0	Staff is paid as contracted staff not salaried
Subtotal Personnel:	\$131,000	\$188,000	\$50,000	
Outside Fees & Services				
Janitorial & other Facility Services	\$2,455	\$2,455		
Professional Services/Consultant/Contractor	\$0	\$18,345		Consultant Fees: Social Justice
Technical/Production	\$24,038	\$29,425		
Other	\$0	\$0		
Subtotal Outside Fees & Services:	\$26,493	\$50,225	\$0	
Capital Expenditures				
Equipment	\$18,726	\$25,000		
Maintenance & Repairs	\$9,876	\$10,482		
Other	\$2,000	\$2,000		
Subtotal Capital Expenditures:	\$30,602	\$37,482	\$0	
Other Operating Expenses				
Space Rental & Mortgage Payments	\$79,500	\$79,500		
Marketing	\$9,200	\$15,500		Focusing marketing on summer camp opportunities
Travel & Transportation	\$1,600	\$4,160		
Phone & Postage	\$9,923	\$11,200		
Rentals	\$16,879	\$26,879		
Supplies & Materials	\$27,500	\$39,224		Increased due to anticipated summer camp expenses
Insurance	\$8,475	\$8,475		Comprehensive background checks, and related training
Technical Production (non-personnel)	\$19,500	\$25,500		
Repayment of Loans/Lines of Credit	\$0	\$0		
Other	\$5,542	\$7,200		Interest, bank charges, dues/subs., licenses/permits, payroll service fee
Subtotal of Other Operating Expenditures:	\$178,119	\$217,638	\$0	
In-Kind Expenses:				<i>Please detail in-kind sources in notes:</i>
In-Kind	\$25,000	\$0		Anticipated NJACRF grant will cover in-kind salaries as detailed in grant narrative.
Subtotal In-Kind Income:	\$25,000	\$0	\$0	
TOTAL EXPENSES:	\$391,214	\$493,345	\$50,000	