

# Sample Budget Format

The comprehensive budget below includes a variety of line items that you may wish to consider while planning your transportation program. It is not intended to be an exact copy of the final budget, but rather serve as a planning tool. Each organization will determine exactly what line items are pertinent when determining the final program budget.

<b>REVENUES</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Passenger Fares		
Donations		
Grant Revenues (Attach list and detail)		
Charter/Contract Revenue (Attach list and detail)		
Local Transportation Funds		
State Funds		
Federal Operating Funds		
Other Sources of Revenues		
<b>TOTAL REVENUES</b>		
<b>EXPENSES</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Salaries and Benefits by Position		
A. Operations Manager		
B. Paid Drivers		
C. Dispatch/Scheduler		
D. Trainer		
E. Administrative Support/Volunteer Management		
F. Clerical and Data Entry		
G. Bookkeeper or Accounting		
H. Other (Attach list and detail)		
<b>Total Salaries &amp; Benefits</b>		

<b>Non-Personnel Expenses</b>	<b>YEAR 1</b>	<b>YEAR 2</b>
Fuel/Oil		
General Office Expense (e.g., software)		
Insurance: Liability and D&O		
Insurance: Vehicle		
Insurance: Paid Drivers		
Insurance: Volunteer Drivers		
Insurance: Volunteer/Nonowned auto		
Marketing/Advertising		
Rent		
Repairs & Maintenance		
Telephone		
Training/Staff Development		
Travel & Meeting Expenses		
Utilities		
Volunteer Recruitment and Training		
Volunteer Recognition		
Volunteer Mileage Reimbursement Incentives		
Other (Attach list and detail)		
Contribution to Reserve		
<b>Total Non-Personnel Expenses</b>		
	<b>YEAR 1</b>	<b>YEAR 2</b>
<b>TOTAL REVENUES - EXPENSES</b>		