

REVISED BUDGET

The budget must balance. Total revenues (line 19) must equal total expenses (line 34) The amount of in-kind support (line 18) must equal in-kind expenses (line 33) Round all budget figures to the nearest whole dollar. Budget figures must be itemized, including all payments to artists.

Applicant Name:			
REVENUES-----Earned	CASH	IN-KIND	
1. Admissions			
2. Contracted services			
3. Other			
4. Total earned revenue	add lines 1,2 & 3. Copy to Revised Budget Summary on the GIF		
REVENUES-----Unearned			
5. Corporate support			
6. Foundation support			
7. Other private support			
8. Federal support			
9. Regional support			
10. Local government support			
11. Other unearned revenue			
12. Applicant cash			
13. Sub-total unearned revenue	add lines 5 -through- 12		
14. State support -not from Council			
15. Total unearned revenue	add lines 13 & 14. Copy to Revised Budget Summary on the GIF		
16. MCACA grant award amount			
17. Total cash revenue	add lines 4, 15 & 16. Copy to Revised Budget Summary on the GIF		
18. Total in-kind support -from line 33	Copy to Revised Budget Summary on the GIF		
19. Total revenues	add lines 17 & 18. Copy to Revised Budget Summary on the GIF		
20. Cash match	add lines 4 & 13. Copy to Revised Budget Summary on the GIF		

Sample Itemization

ATTACHMENT #2, Page 2 "Your" Arts Organization

EXPENSES - CASH	<u>MCACA</u>	<u>Cash Expenses</u>	<u>TOTALS</u>
Line 21 Administrative Employees			
Executive Director - 20% of salary	\$1,500	\$5,000	<u>\$ 5,000</u>
Line 22 Artistic Employees			
Grover Dance Company (5 dancers)			
4 performances -4 x \$5,550	\$5,000	\$22,200	
2 performances -2 x \$1,300	<u>\$1,300</u>	<u>\$2,600</u>	
		\$24,800	<u>\$24,800</u>
Line 24 Artistic Fees / Services			
Robert Perry (dancer)			
2 three-hour workshops - 2 x \$200	400	\$400	
John Dubin (dancer)			
1 lecture/demonstration - 1 x \$200	200	\$200	
Darla Heller (dancer)			
2 in-service 2 x \$200	\$400	\$400	
Carrey Cooper String Quartet (4 musicians)			
2 performances - 2 x \$800	\$500	\$1,600	
The Mozart Symphony			
4 performances - 2 x \$2,500	<u>\$1,700</u>	<u>\$10,000</u>	
		\$12,600	<u>\$12,600</u>
Line 26 Space rental			
Hicks theater			
4 performance - 4 x \$1,050		\$4,200	<u>\$ 4,200</u>
Line 28 Marketing			
Newspaper Ads			
4 x \$180		\$720	
5 x \$200		\$1,000	
2 x \$780		\$1,560	
Posters			
50 x \$13		<u>\$ 650</u>	
		\$3,930	<u>\$3,930</u>
Line 29 Other Expenses			
Ticket Agent		\$500	
School materials			
Dance Dream booklets - 245 x \$3		\$735	
Teacher guide booklets - 7 x \$5		\$35	
Royalties		\$2,450	
Millionaire raffle		\$1,000	
Corporate fundraising solicitation		<u>\$250</u>	
		\$4,970	<u>\$4,970</u>
Line 32 Total Cash Expenses		<u>\$55,500</u>	<u>*\$55,500</u>

(*Note: This number should equal the amount reported on line 17 of the budget form.)

****NOTE:** The numbers used in the Itemization samples are presented solely as examples of budget itemization format. These numbers are not to be used as recommendations of the Council of proper pay scales/expenses etc.