

INCOME	Previous Year	Budget	Change
Professional fees			
Reimbursable expenses			
Interest			
Other income			
TOTAL			
EXPENSES	Previous Year	Budget	Change
Salaries:			
Professional staff			
Technical staff			
Support staff			
Payroll burden and benefits			
Consultants' fees			
Management fees and expenses			
Legal fees			
Accounting fees			
Insurance:			
Professional liability insurance			
Office insurance			
Life and disability insurance			
Other insurance			
Professional dues			
Professional development and training			
Office premises:			
Rent			
Utilities			
Office maintenance and repair			
General office administrative expenses			
Printing and reproduction			
Leases for equipment			
Telephone, facsimile, electronic mail			

EXPENSES	Previous Year	Budget	Change
Office supplies			
Computer hardware, software, and maintenance			
Photography			
Postage and courier			
Taxes:			
Business			
Property			
Other taxes			
Interest			
Charitable donations			
Automobile expenses			
Public relations and marketing			
Travel and entertainment			
Printing and proposal preparation			
Depreciation			
Losses and bad debts			
TOTAL			
PROFIT			
(income less expenses)			