

SAMPLE Bright Futures Budget/Cash Flow Projection
Sample Program 2016/17

* Please do not enter data in grey coloured areas

	September	September	October	October	November	November	December	December	January	January	February	February	March	March	FY 2015		April	April	May	May	June	June	July	July	August	August	FY 2016	Cumulative	Budget	Variance	
	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Subtotal		Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Projected	Actual	Subtotal				
1. Cash Receipts																															
Funding															0.00												0.00	0.00		0.00	
Bright Futures Fund															0.00												0.00	0.00		0.00	
Total Receipts	0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00		0.00	0.00	0.00	0.00	0.00	0.00	
2. Cash Disbursements																															
Salaries/Wages																															
Program Manager	1,000.00		1,000.00		1,000.00		1,000.00		1,000.00		1,000.00		1,000.00		7,000.00		1,000.00		1,000.00		1,000.00						3,000.00	10,000.00		-10,000.00	
Administrative Support	750.00		750.00		750.00		750.00		750.00		750.00		750.00		5,250.00		750.00		750.00		750.00						2,250.00	7,500.00		-7,500.00	
Employee Benefits/MERCs	100.00		100.00		100.00		100.00		100.00		100.00		100.00		700.00		100.00		100.00		100.00						300.00	1,000.00		-1,000.00	
Total Salaries/Wages	1,850.00		1,850.00		1,850.00		1,850.00		1,850.00		1,850.00		1,850.00		12,950.00		1,850.00		1,850.00		1,850.00		0.00		0.00		5,550.00	18,500.00	0.00	-18,500.00	
Program Costs																															
Program Materials/Activities	50.00				100.00				50.00				100.00		300.00				50.00				100.00				150.00	450.00		-450.00	
Program Staff															0.00						2,000.00		2,000.00		2,000.00		6,000.00	6,000.00		-6,000.00	
Participant Travel	20.00								20.00						40.00				20.00								20.00	60.00		-60.00	
Food/Nutrition	100.00		100.00		100.00		100.00		100.00		100.00		100.00		700.00		100.00		100.00				100.00		100.00		500.00	1,200.00		-1,200.00	
Receptions/Ceremonies															0.00												0.00	0.00		0.00	
(add lines for other program costs)															0.00												0.00	0.00		0.00	
Total Program Costs	170.00		100.00		200.00		100.00		170.00		100.00		200.00		1,040.00		100.00		170.00		2,100.00		2,200.00		2,100.00		6,670.00	7,710.00	0.00	-7,710.00	
Administrative/Operating Costs																															
Rent/Building Maintenance	50.00		50.00		50.00		50.00								200.00				50.00		50.00		50.00		50.00		200.00	400.00		-400.00	
Telephone/Fax/Internet	100.00		100.00		100.00		100.00		100.00		100.00		100.00		700.00		100.00		100.00		100.00		100.00		100.00		500.00	1,200.00		-1,200.00	
Other Utilities	20.00		20.00		20.00		20.00		20.00		20.00		20.00		140.00		20.00		20.00		20.00		20.00		20.00		100.00	240.00		-240.00	
Office Supplies/Equipment															0.00												0.00	0.00		0.00	
Printing/photocopying/postage															0.00												0.00	0.00		0.00	
Advertising/Promotion	300.00														300.00												0.00	300.00		-300.00	
Staff Development/Training															0.00												0.00	0.00		0.00	
Staff Travel											100.00				100.00							100.00				100.00	200.00		-200.00		
Professional Fees			500.00												500.00				200.00								200.00	700.00		-700.00	
Insurance															400.00												0.00	400.00		-400.00	
Bank Fees	10.00		10.00		10.00		10.00		10.00		10.00		10.00		70.00		10.00		10.00		10.00		10.00		10.00		50.00	120.00		-120.00	
(add lines for others)															0.00												0.00	0.00		0.00	
Total Administrative Costs	480.00		680.00		580.00		180.00		130.00		230.00		130.00		2,410.00		130.00		380.00		180.00		280.00		180.00		1,150.00	3,560.00	0.00	-3,560.00	

Earned Incentives																			
Bursaries					1,000.00			1,000.00								0.00	1,000.00		-1,000.00
Other Earned Incentives (add lines as needed)	100.00	100.00	100.00	100.00	100.00	100.00	100.00	600.00	100.00	100.00	100.00	100.00				300.00	900.00		-900.00
								0.00								0.00	0.00		0.00
Total Earned Incentives	0.00	100.00	100.00	100.00	1,100.00	100.00	100.00	1,600.00	100.00	100.00	100.00	0.00	0.00			300.00	1,900.00	0.00	-1,900.00
Capital Costs																			
(list capital purchases)								0.00								0.00	0.00		0.00
								0.00								0.00	0.00		0.00
Total Capital Costs	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00
Other																			
List other expenses								0.00								0.00	0.00		0.00
								0.00								0.00	0.00		0.00
								0.00								0.00	0.00		0.00
Total Other	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00			0.00	0.00	0.00	0.00
Total Disbursements	2,500.00	2,730.00	2,730.00	2,230.00	3,250.00	2,280.00	2,280.00	18,000.00	2,180.00	2,500.00	4,230.00	2,480.00	2,280.00			13,670.00	31,670.00	0.00	-31,670.00

For Bright Futures Staff Use Only; Please Do Not Edit														
3. Cash Surplus or Deficit														
Total Receipts	0.00	0.00	0.00	0.00	0.00	0.00	0.00		0.00	0.00	0.00	0.00	0.00	
Total Disbursements	2,500.00	2,730.00	2,730.00	2,230.00	3,250.00	2,280.00	2,280.00		2,180.00	2,500.00	4,230.00	2,480.00	2,280.00	
Gain (Deficit) Month	-2,500.00	-2,730.00	-2,730.00	-2,230.00	-3,250.00	-2,280.00	-2,280.00		-2,180.00	-2,500.00	-4,230.00	-2,480.00	-2,280.00	
4. Financing Section														
Beginning Bank Balance	0.00	-2,500.00	-5,230.00	-7,960.00	-10,190.00	-13,440.00	-15,720.00		-18,000.00	-20,180.00	-22,680.00	-26,910.00	-29,390.00	
Gain (Deficit) Month	-2,500.00	-2,730.00	-2,730.00	-2,230.00	-3,250.00	-2,280.00	-2,280.00		-2,180.00	-2,500.00	-4,230.00	-2,480.00	-2,280.00	
Cumulative Gain (Deficit)	-2,500.00	-5,230.00	-7,960.00	-10,190.00	-13,440.00	-15,720.00	-18,000.00		-20,180.00	-22,680.00	-26,910.00	-29,390.00	-31,670.00	