

## BUDGET FORM DEFINITIONS

### REVENUE

Line #	Line Description	Line Explanation
1	UWECI Community Impact Funding	Amount requested from the CIPF, and the amount current partner agencies received from UWECI for Partner Agency Funding.
2	Funding from other United Ways	Funding received from a United Way other than UWECI.
3	Contributions & Events	Include all general contributions for which the donor receives no direct private benefit such as any funds restricted by the donor; also include revenue resulting from special events sponsored by an agency for the purpose of fundraising.
4	Other UWECI Funding	Funding received from UWECI for Time Limited Grants, Donor Option, County Donor Option, Community Response Fund, Initiatives, or the Community Impact Transition Fund.
5	City Funds	Funding received from any municipal entity, may include CDBG, HOME, or other funds.
6	County Funds	Any funding received from the county or counties in which the agency operates; may include Linn County MHDD or other funds.
7	State Funds	Any funding received from the State of Iowa; may include ESGP, EFSP, or other funds.
8	Federal Funds	Funding received from the United States Government.
9	Foundations	Funding received from private, corporate, community, or family foundations such as the Hall-Perrine Foundation, Greater Cedar Rapids Community Foundation, etc.
10	Fees/Membership	Include revenues that are received by the agency for personal memberships and fee payments for services furnished by the organization.
11	Miscellaneous Income	Include revenue that cannot be itemized in previous line items.
12	TOTAL AGENCY/IMPACT STRATEGY REVENUE	The sum of lines 1-11.

## EXPENSES

Line #	Line Description	Line Explanation
1	Salaries	Salaries and wages earned by the agency's or Impact Strategy's regular and temporary employees; does not include fees paid to consultants or contract fees.
2	Benefits and Payroll Taxes	Amounts paid and accrued by an agency under employee benefit plans offered by the agency and payroll taxes.
3	Professional Fees	Professional fees and expenses of professional consultants and practitioners who are not employees of the organization.
4	Supplies/Food	Includes the cost of material, appliances, and other supplies.
5	Telephone	Expenses related to telephone.
6	Postage	Postage, parcel post, trucking and delivery costs.
7	Occupancy/Utilities	Costs to agency or impact strategy for occupying owned or leased land, buildings and/or offices.
8	Rental/Maintenance of Equipment	Costs of renting, leasing, purchasing and maintaining equipment.
9	Printing	Costs of printing, commercial artists and suppliers for plates, artwork, proofs, photos, also costs of purchased publications, journals, etc.
10	Travel/Meetings	All expenses of travel and transportation for agency representatives, also expenses of conducting or attending meetings related to the organizations activities.
11	Assistance to Individual Households	Cost to the agency of specific material assistance or services for a particular client or patient.
12	Dues	Amounts paid for memberships in other organizations that provide benefits and services.
13	Insurance	All costs of insurance except employee benefits and other payroll related insurance.
14	Depreciation	Allocation of the cost, or other carrying value, of physical assets over their estimated useful lives.
15	Miscellaneous Expenses	Expenses not reportable in other lines.
16	TOTAL AGENCY/ IMPACT STRATEGY EXPENSES	All expenses, direct and indirect, attributable to the agency/impact strategy.
17	Net Excess (Deficit)	The difference between TOTAL REVENUE and TOTAL EXPENSES.