

# Mock Budget Report

## Preface

The purpose of this mock budget report is to demonstrate formatting techniques for documents, showcase examples of data visualizations with clear meaning and accessible design, while walking through a potential real-world example of core budgeting concepts.

The following figures are based on potential funding sources for a hypothetical nonprofit. This example organization will be referred to simply as “Example Organization” for brevity and clarity. Example Organization operates in California, with a programmatic mission of providing services to marginalized communities in order to bridge equity gaps in workforce opportunities and college readiness. This report will display methods of analysis based on the organization’s funding sources and spending habits. This example is a basic and fundamental representation of this form of data analysis and content writing.

## Funding Sources

The budget for Example Organization is predominantly provided by six main funding sources, made up of several grant funds, donations, membership revenue and events. *Table 1* below depicts the total revenue available to the organization for the 2023-2024 fiscal year: \$422,358.

*Table 1.* Example Organization’s Funding Sources for 2024.

<b>Funding Source:</b>	<b>Amount:</b>
Workforce Accelerator Grant Fund	\$168,750.00
Fundraising Events	\$103,062.00
ESE Grant Fund	\$56,046.00
Individual Donations	\$43,050.00
WHALE TAIL Grant 2024	\$31,450.00
Revenue from Memberships	\$20,000.00
<b>Total Budget:</b>	<b>\$422,358.00</b>

Figure 1. This visual displays the total revenue gained by each funding source. The top contribution to the budget is the Workforce Accelerator Grant, and the lowest contribution comes from membership fees.

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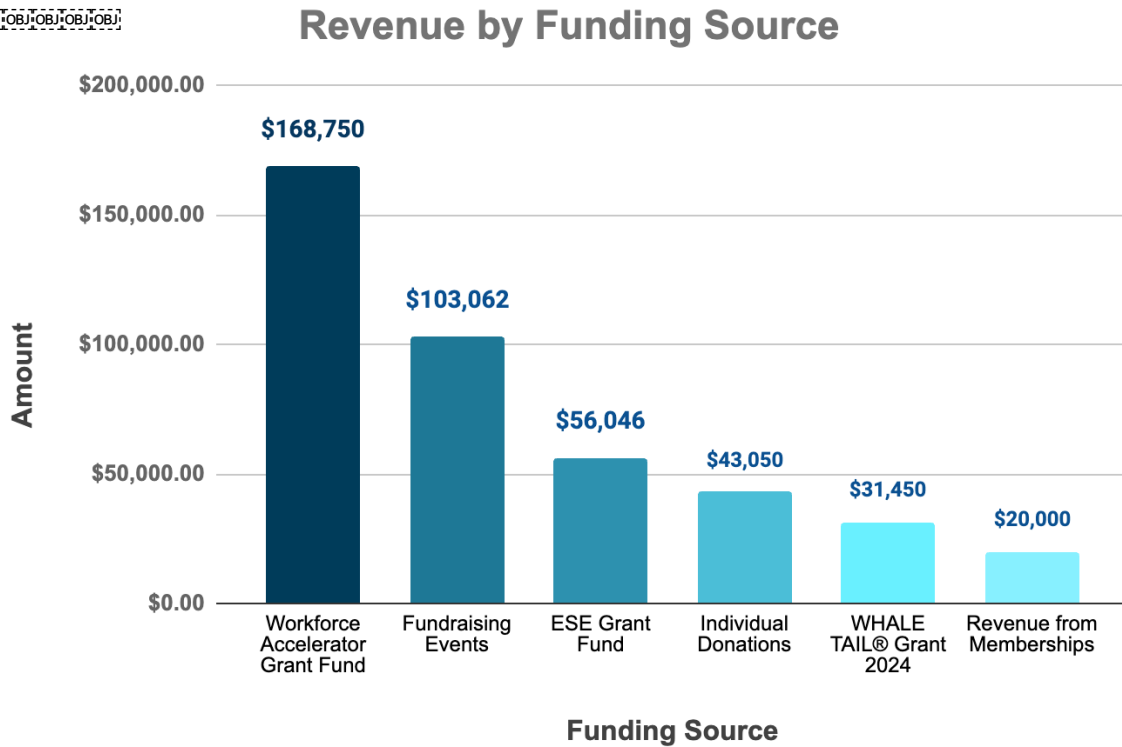
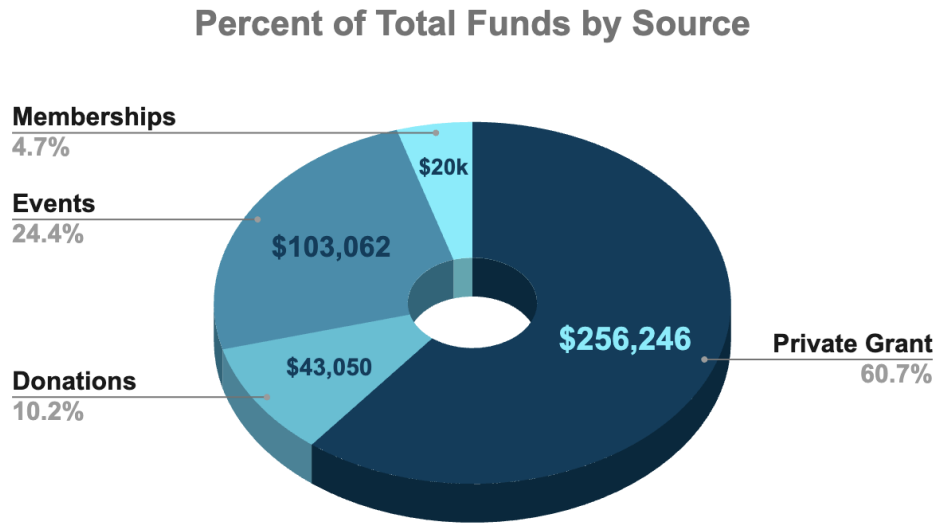


Figure 1 above graphically informs us of which funding sources have the most significant impact on the organization's annual budget. The Workforce Accelerator Grant Fund accounts for \$168,750.00, or about 40% of the organization's budget. It has a more significant impact on the total budget than the bottom four funding sources combined.

Categorizing each of these funding sources showcases the most important ventures for Example Organization according to their budget. Within four distinct categories: donations, grants, events/fundraisers, and memberships, *Figure 2* breaks down how much each category contributes to the total funding of the organization. Private grants are the primary source of revenue, making up 60.7% of the total available budget. Notably, this is sharply skewed by the impact of the Workforce Accelerator Grant. Without that particular grant, private grants would account for only 20.7% of the total budget. In other words, maintaining this grant is currently absolutely vital to the longevity of the organization, which may prove to be an issue should those funds fall through next fiscal year.

Figure 2. The percentage of total funds by funding source category.



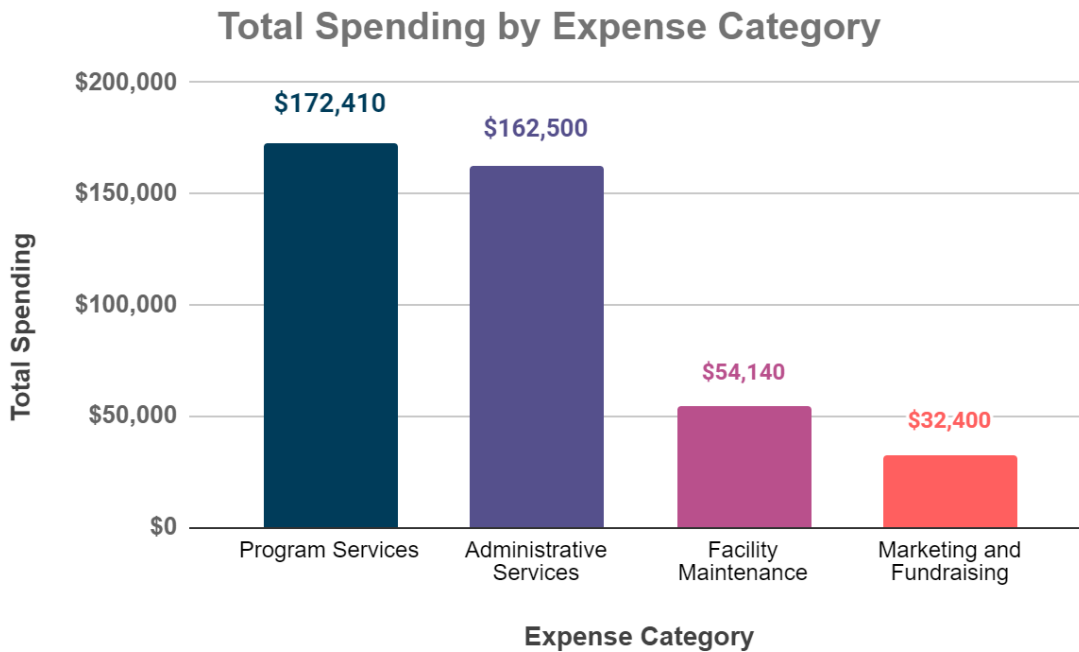
### **Expenses**

Example Organization has four key spending categories annually; program expenses, administrative expenses, facility expenses, and marketing and fundraising expenses. *Table 2* below breaks down the organization’s total annual expenses by category. Across all categories, the expenses for 2024 totaled to \$421,450. This leaves the organization with a budget surplus of \$908, or about 0.22% of the 2023-2024 budget, to carry into 2025. Notably, yearly surpluses this low are incredibly volatile to the sustainability of the organization. This is compounded by the heavy reliance of Example Organization on the Workforce Accelerator Grant, and undoubtedly brings into question: how can the organization spend less money?

Table 2. Total Expenses per Quarter by Category.

Expense Category	Q1	Q2	Q3	Q4	Total
Program Services	\$41,130	\$42,800	\$44,130	\$44,350	\$172,410
Administrative Services	\$39,910	\$39,890	\$41,360	\$41,340	\$162,500
Facility Maintenance	\$14,240	\$13,120	\$13,230	\$13,550	\$54,140
Marketing & Fundraising	\$7,350	\$8,570	\$6,130	\$10,350	\$32,400
<b>Total Expenses</b>	<b>\$102,630</b>	<b>\$104,380</b>	<b>\$104,850</b>	<b>\$109,590</b>	<b>\$421,450</b>

Figure 2. Total Spending by Expense Category. The highest area of spending for Example Organization in 2024 were program services, followed closely by administrative services.



Visually depicted in *figure 2* above, the four expenditure categories appear to be prioritized wisely; investing in program and administrative services makes sustainability more feasible for nonprofits seeking repeat grant funding in the future. However, to remain sustainable, the organization will need to cut costs and continue to seek new funding opportunities. The final tables below (Tables 3-6) review the costs of purchases and projects within each category.

Table 3. Program Services Expenditures by Quarter.

Expense	Q1	Q2	Q3	Q4	Total
Education Programs	\$11,230	\$12,450	\$13,670	\$11,890	\$49,240
Workplace Readiness Workshops	\$16,780	\$16,230	\$15,890	\$17,450	\$66,350
Scholarship Funds	\$7,230	\$7,890	\$8,450	\$9,120	\$32,690
School Supply Bins	\$5,890	\$6,230	\$6,120	\$5,890	\$24,130
<b>Total Expenses</b>	<b>\$41,130</b>	<b>\$42,800</b>	<b>\$44,130</b>	<b>\$44,350</b>	<b>\$172,410</b>

Table 4. Administrative Services Expenditures by Quarter.

Expense	Q1	Q2	Q3	Q4	Total
Staff Salaries	\$32,230	\$32,230	\$33,450	\$33,450	\$131,360
Office Supplies	\$1,230	\$980	\$1,120	\$1,340	\$4,670
Utilities	\$1,890	\$2,120	\$2,230	\$1,990	\$8,230
Insurance	\$4,560	\$4,560	\$4,560	\$4,560	\$18,240
<b>Total Expenses</b>	<b>\$39,910</b>	<b>\$39,890</b>	<b>\$41,360</b>	<b>\$41,340</b>	<b>\$162,500</b>

Table 5. Facility Expenses by Quarter.

Expense	Q1	Q2	Q3	Q4	Total
Rent	\$8,890	\$8,890	\$8,890	\$8,890	\$35,560
Maintenance	\$2,120	\$2,450	\$1,890	\$2,670	\$9,130
Equipment	\$3,230	\$1,780	\$2,450	\$1,990	\$9,450
<b>Total Expenses</b>	<b>\$14,240</b>	<b>\$13,120</b>	<b>\$13,230</b>	<b>\$13,550</b>	<b>\$54,140</b>

Table 6. Marketing & Fundraising Expenses by Quarter.

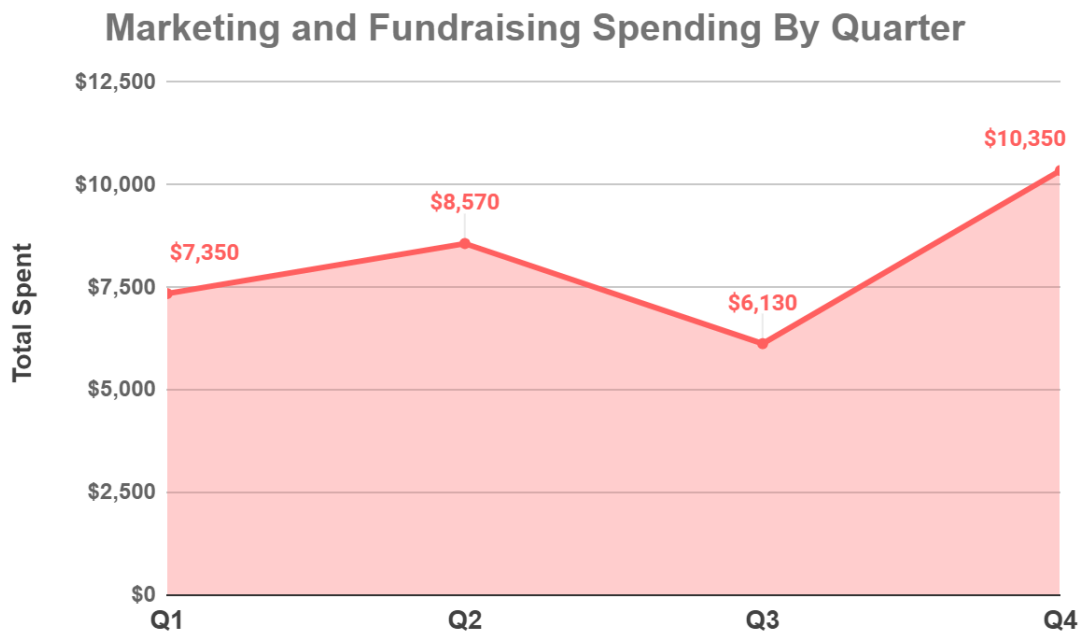
Expense	Q1	Q2	Q3	Q4	Total
Event Costs	\$4,560	\$5,890	\$3,230	\$6,780	\$20,460
Marketing Materials	\$1,670	\$1,450	\$1,560	\$2,120	\$6,800
Online Advertising	\$1,120	\$1,230	\$1,340	\$1,450	\$5,140
<b>Total Expenses</b>	<b>\$7,350</b>	<b>\$8,570</b>	<b>\$6,130</b>	<b>\$10,350</b>	<b>\$32,400</b>

Many of the expenses listed within *Tables 3-6* are absolute necessities: rent, maintenance, salaries, utilities and insurance cannot be forfeited to cut costs. Further, the spending that may initially seem unnecessary, such as marketing expenses, are vital to the success of events that fund 24.4% of the organization’s overall budget (*figure 2*). After spending \$32,400 on fundraising and marketing expenses, Example Organization made back \$103,062, and brought in \$70,662 in net revenue.

## **Further Analysis**

One area of greater intrigue is Example Organization's fundraising and marketing efforts. Given their extensive success over the year with fundraising, it would be beneficial to analyze if there is a direct correlation between the amount of money spent on marketing and events over the fiscal year (see *figure 3* below) and revenue gained from those events. If this is found to be the case, it may be wise to find more opportunities to hold fundraising events or reinvest more of the budget into this expense category to expand the budget.

*Figure 3.* Total Marketing and Fundraising Expenses by Quarter. Over time, spending for this category steadily increases, with the exception of Q3, where the organization spends 24.3% less on event expenses.



## **Conclusion**

As it stands, Example Organization does not appear to be a sustainable nonprofit. Some significant points leading to that conclusion are its heavy fiscal reliance on one private grant, high necessary expenditures, and low surplus relative to its fiscal year budget. It is recommended that Example Organization seeks diversification of its funding sources by finding more grant opportunities and further prioritizing fundraising events in efforts to offset this reliance on the Workforce Acceleration Grant, and to ultimately make the nonprofit sustainable.