**Ejemplo de presupuesto[[1]](#footnote-1)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
| ***Organization Name*** | | |  | | | | | | | | | | |  | | |  |  | | |  |
| ***Federal ID #*** | | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
| ***Fiscal Year End*** | | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
|  |  | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
|  |  | | **Enter Program/Project Name Here** | | | | | | | | | |  |  | | |  |  | | |  |
|  |  | |  | |  | **Total** | | |  | **% to** | | |  | **Total** | | |  | **% to** | | |  |
|  |  | | **This** | |  | **Project** | | |  | **Total** | | |  | **Organization** | | |  | **Total** | | |  |
|  |  | | **Request** | |  | **Budget** | | |  | **Income** | | |  | **Budget** | | |  | **Income** | | |  |
| ***Income Sources*** | | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
|  | Government Grants | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Foundation and Corporate Grants | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | United Way | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Individual Contributions | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Earned Income | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Interest Income | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | In-Kind Support | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Other Income | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | **Total Income** | | **-** | |  | **-** | | |  | **0.0%** | | |  | **-** | | |  | **0.0%** | | |  |
|  |  | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
| ***Expenses*** | | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
|  | Salaries and Wages | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Employee Benefits and Taxes | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Total Personnel Costs | | **-** | |  | **-** | | |  | **0.0%** | | |  | **-** | | |  | **0.0%** | | |  |
|  | Bank/Investment Fees | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Depreciation Expense | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Equipment Rental & Maintenance | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Food Costs | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Fundraising/Development Expenses | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Insurance Expense | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Marketing/Advertising | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Postage and Delivery | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Professional Development | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Professional Fees | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Rent and Occupancy | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Supplies and Materials | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Telephone Expense | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Travel Expense | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Other Expense 1 | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Other Expense 2 | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Miscellaneous Expenses | | - | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | | |  |
|  | Total Non Personnel Costs | | **-** | |  | **-** | | |  | **0.0%** | | |  | **-** | | |  | **0.0%** | | |  |
|  | **Total Expenses** | | **-** | |  | **-** | | |  | **0.0%** | | |  | **-** | | |  | **0.0%** | | |  |
| ***Excess of Revenue Over Expenses*** | | | **-** | |  | **-** | | |  | **0.0%** | | |  | **-** | | |  | **0.0%** | | |  |
|  |  | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
|  | **Enter Footnotes Here** | |  | |  |  | | |  |  | | |  |  | | |  |  | | |  |
|  | |  | |  | | |  |  | | |  |  | | |  |  | | |  |  | |
| ***Nombre de la organización*** | | | | **XYZ Charity Inc** | | | | | | | | | | | |  | | |  |  | |
| ***Federal ID #*** | | | | **04-1234567** | | |  |  | | |  |  | | |  |  | | |  |  | |
| ***Para el año fiscal que termina en*** | | | | **31/12/2006** | | |  |  | | |  |  | | |  |  | | |  |  | |
|  | |  | |  | | |  |  | | |  |  | | |  |  | | |  |  | |
|  | |  | | **Nombre del programa / proyecto** | | | | | | | | | | |  |  | | |  |  | |
|  | |  | |  | | |  | **Presupuesto** | | |  | **% de los** | | |  | **Presupuesto** | | |  | **% del** | |
|  | |  | | **Solicitud** | | |  | **total del** | | |  | **ingresos** | | |  | **total de la** | | |  | **ingreso** | |
|  | |  | | **actual** | | |  | **proyecto** | | |  | **totales** | | |  | **organización** | | |  | **total** | |
| ***Fuente de ingresos*** | | | |  | | |  |  | | |  |  | | |  |  | | |  |  | |
|  | | Gobierno | |  | | |  | 25,000 | | |  | 25.0% | | |  | 125,000 | | |  | 25.0% | |
|  | | Empresas y fundaciones | | 20,000 | | |  | 60,000 | | |  | 60.0% | | |  | 300,000 | | |  | 60.0% | |
|  | | Fondo Unido | |  | | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | |
|  | | Donativos de particulares | |  | | |  | 5,000 | | |  | 5.0% | | |  | 25,000 | | |  | 5.0% | |
|  | | Proyectos productivos | |  | | |  | 5,000 | | |  | 5.0% | | |  | 25,000 | | |  | 5.0% | |
|  | | Productos financieros | |  | | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | |
|  | | Donativos en especie | |  | | |  | 5,000 | | |  | 5.0% | | |  | 25,000 | | |  | 5.0% | |
|  | | Otra | |  | | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | |
|  | | **Ingresos totales** | | **20,000** | | |  | **100,000** | | |  | **100.0%** | | |  | **500,000** | | |  | **100.0%** | |
|  | |  | |  | | |  |  | | |  |  | | |  |  | | |  |  | |
| ***Egresos*** | | | |  | | |  |  | | |  |  | | |  |  | | |  |  | |
|  | | Sueldos y salarios | | 5,000 | | |  | 25,000 | | |  | 25.0% | | |  | 125,000 | | |  | 25.0% | |
|  | | Prestaciones e impuestos | | 1,000 | | |  | 5,000 | | |  | 5.0% | | |  | 25,000 | | |  | 5.0% | |
|  | | Total recursos humanos | | **6,000** | | |  | **30,000** | | |  | **30.0%** | | |  | **150,000** | | |  | **30.0%** | |
|  | | Cargos bancarios | | - | | |  | - | | |  | 0.0% | | |  | 1,500 | | |  | 0.3% | |
|  | | Depreciación | | - | | |  | - | | |  | 0.0% | | |  | 8,500 | | |  | 1.7% | |
|  | | Renta y mantenimiento de equipo | | 800 | | |  | 4,000 | | |  | 4.0% | | |  | 20,000 | | |  | 4.0% | |
|  | | Alimentos | | 500 | | |  | 2,500 | | |  | 2.5% | | |  | 12,500 | | |  | 2.5% | |
|  | | Gastos de procuración de fondos | | - | | |  | - | | |  | 0.0% | | |  | 5,000 | | |  | 1.0% | |
|  | | Seguros | | - | | |  | - | | |  | 0.0% | | |  | 3,500 | | |  | 0.7% | |
|  | | Comunicación y publicidad | | - | | |  | - | | |  | 0.0% | | |  | 8,500 | | |  | 1.7% | |
|  | | Mensajería y correo | | 100 | | |  | 500 | | |  | 0.5% | | |  | 2,500 | | |  | 0.5% | |
|  | | Capacitación | | - | | |  | - | | |  | 0.0% | | |  | 3,500 | | |  | 0.7% | |
|  | | Cuotas | | - | | |  | - | | |  | 0.0% | | |  | 10,000 | | |  | 2.0% | |
|  | | Renta y servicios básicos | | - | | |  | - | | |  | 0.0% | | |  | 36,000 | | |  | 7.2% | |
|  | | Insumos y materiales | | 10,700 | | |  | 53,500 | | |  | 53.5% | | |  | 200,000 | | |  | 40.0% | |
|  | | Telefonía celular y fija | | 100 | | |  | 500 | | |  | 0.5% | | |  | 2,500 | | |  | 0.5% | |
|  | | Gastos de viaje | | 800 | | |  | 4,000 | | |  | 4.0% | | |  | 20,000 | | |  | 4.0% | |
|  | | Consultoría para la evaluación | | 1,000 | | |  | 5,000 | | |  | 5.0% | | |  | 15,000 | | |  | 3.0% | |
|  | |  | | - | | |  | - | | |  | 0.0% | | |  | - | | |  | 0.0% | |
|  | | Gastos diversos | | - | | |  | - | | |  | 0.0% | | |  | 500 | | |  | 0.1% | |
|  | | Total recursos materiales | | **14,000** | | |  | **70,000** | | |  | **70.0%** | | |  | **349,500** | | |  | **69.9%** | |
|  | | **Total de gastos** | | **20,000** | | |  | **100,000** | | |  | **100.0%** | | |  | **499,500** | | |  | **99.9%** | |
| ***Excedente de ingresos sobre egresos*** | | | | **-** | | |  | **-** | | |  | **0.0%** | | |  | **500** | | |  | **0.1%** | |
|  | |  | |  | | |  |  | | |  |  | | |  |  | | |  |  | |
| \* | | **Notas al presupuesto** (agregar información relevante para aclarar ciertos conceptos presupuestales) | | | | | | | | | | | | | | | | |  |  | |
|  | |  | |  | | |  |  | | |  |  | | |  |  | | |  |  | |

1. AGM Common Proposal Forms, http://www.agmconnect.org/cpf/ [↑](#footnote-ref-1)