

SAMPLE Budget Template

Instructions:

For each bolded category, enter the total amount in the bolded row and provide an itemized breakdown of expenses in the sections beneath it.

Programmatic expenses may include staff time, travel, registrations for mandatory activities, documentation and transcription services, and data analysis.

Be sure to include descriptions for all listed expenses. Any costs that do not fit into the designated sections should be entered under Other, with a detailed description.

Personnel	\$10,500.00	Staff Time
Fringe	\$1,050	10% of salaries
Travel	\$2,440.00	
Mileage	\$1000.00	Mileage for Ohio Problem Gambling Conference and Learning Community Trainings
Airfare	\$	
Lodging	\$1,280.00	Ohioan hotel rooms (\$160 x 2 nights x 4 people) for Ohio Problem Gambling Conference
Meal Per Diem	\$160.00	Dinner (4 x 2 x \$20) Ohio Problem Gambling Conference
Supplies	\$210.00	
Printing/Copying	\$	
Subscriptions	\$210.00	Transcription Services and Business Zoom Accounts
Contractual	\$	
Personal Service Contracts	\$	
Honorarium	\$	
Stipends	\$	
Other	\$800.00	
Conference/Training	\$800.00	Ohio Problem Gambling Conference (Registration \$200 x 4)
Registration	\$	
Food	\$	
Indirect Costs	\$	
Rent/Lease	\$	
Insurance	\$	
Phone Bill/Utilities	\$	
TOTAL	\$15,000.00	

PGNO is committed to providing leadership & innovation to enhance Ohio's problem gambling service system through collaboration, advocacy, and support.



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