**Appendix B - Annual budget template**

Set out below is a very simple annual budget template. This template can be adapted for individual organisations as required.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **[CHARITY NAME] – Annual Budget** | | | | | |
|  | Previous year  Actual  [YYYY] | Current year  Actual  [YYYY] | Current year  Budget  [YYYY] | Variance |
| **Expected Income** | **€** | **€** | **€** | **€** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total: |  |  |  |  |
| *Less* **Expected Expenditure** |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
| Sub-Total: |  |  |  |  |
| **Surplus/ (Deficit):** |  |  |  |  |
| **Assumptions:**  *(Clearly state any assumptions used)*  **1.**  **2.**  **3.**  **4.** | | | | |

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