

INSTRUCTIONS:

First, please enter your organization's name in the yellow cell. Next, fill in financial information for your last 3 fiscal years ENDING in 2023-2025. Three years of financial data is required. Note that some entries may not apply to your agency. Definitions are included on the next sheet in this spreadsheet.

[[ENTER AGENCY NAME HERE]]			
FISCAL YEAR ENDING	2023	2024	2025
REVENUE and EXPENSES			
REVENUE			
Program Services Revenue			
Membership Dues			
Investment Income			
Government Grants			
All Other Grants and Contributions			
Other Revenue			
Total Revenue	\$0	\$0	\$0
EXPENSES			
Program Service Expenses			
Fundraising Expenses			
Management and General Expenses			
Total Expenses Before Depreciation	\$0	\$0	\$0

DEFINITIONS FOR LOCAL AGENCY FINANCIAL INFORMATION WORKSHEET

REVENUE and EXPENSE

PROGRAM SERVICES REVENUE: Funds received in exchange for providing services (tuition, fees, or admissions).

MEMBERSHIP DUES: Funds members pay to be in your organization – amounts usually paid recurrently.

INVESTMENT INCOME: The profit earned from investments in stocks, bonds, cash, collectibles, or real estate. (interest income, dividends, capital gain distributions, capital gain/losses on sale).

GOVERNMENT GRANTS: Funds received and/or earned from local/state/federal governmental sources for which no goods or services are required to be provided in return. Generally, these grants are recognized as income over the period necessary to match them with their related costs – as they are intended to compensate.

ALL OTHER GRANTS AND CONTRIBUTIONS: Funds received by foundations, businesses, trusts, and/or individuals. Some may require restrictions on the use of the funds.

OTHER REVENUE: All other income not defined above.

PROGRAM SERVICE EXPENSES: All costs of activities directly related to your organization's purpose. To include wages and employee benefits, direct program expenses in providing the care and support of the public served, the allocation of administrative, maintenance, and property expenses in support of your programs.

FUNDRAISING EXPENSE (DEVELOPMENT EXPENSE): Generally, all costs used to raise funds for the organization. To include mailings, advertisements, events, and an allocation of wages for those employees engaged in these

MANAGEMENT AND GENERAL EXPENSES: Costs associated with the overall function and management of your organization. To include wages of staff, accounting, auditing, and legal fees, administrative supplies and expense, board of directors' meetings, committee/staff meetings (not involved in program services), and general liability insurance.