

UWECI IMPACT STRATEGY BUDGET FORM INSTRUCTIONS

For purposes of this form:

FY2012 refers to the period from July 1, 2011-June 30, 2012

FY2013 refers to the period from July 1, 2012-June 30, 2013

Please use these instructions when completing the UWECI Impact Strategy Budget Form. The budget is not complete unless all Schedules are completed. These instructions are based on instructions for the 2010 IRS Form 990. Additional clarification may be found in the IRS instructions for Form 990 at:

<http://www.irs.gov/pub/irs-pdf/i990.pdf>

Revenue

Line 1 UWECI Partner Funding – this line reflects all multi-year Partner Fund grants – actual or projected if this budget accompanies a funding proposal.

Line 2 Other UWECI Funding – this line reflects donor designation, any time-limited grant dollars or other non-Partner grant dollars.

Line 3 Funding from other United Ways – this line reflects any and all funding received from other United Ways – e.g. Cedar Valley United Way, United Way of the Quad Cities, Combined Federal Campaign, etc.

Line 4 Contributions and Events – Gross amounts received through fundraisers and contributions from the general public.

Line 5 Foundation Grants – Revenue from private, corporate or community foundations.

Line 6 Government Grants – These may be Federal, State or Local governmental grants. Line item detail should be provided on Schedule A.

Line 7 Program Service Revenue – Program service revenue may include revenue for providing a service, facility, or product; tuition, event fees, etc.

Line 8 Other Revenue – This may include sales of assets other than inventory, rent, royalties, sales of inventory, etc. Please complete Other Revenue Schedule E. Noncash contributions should be recorded on the Noncash Contributions Schedule G.

Line 9 Total Impact Strategy Revenue Total Revenue should equal gross receipts from all sources (Lines 1 – 8).

Expenses

Line 10 Salaries - Employee salaries, wages, fees, bonuses, severance payments, etc.

Line 11 Benefits and Payroll Taxes This line includes pension plan contributions, insurance, health and welfare programs and payroll taxes.

Line 12 Fees for services (non-employees) Fees for services by independent contractors that may include management, legal, fundraising, program or investment consulting.

Line 13 Advertising and Promotions This line should include all expenses related to marketing or promoting the strategy or activities – brochures, posters, printing, etc.

Line 14 Office Expenses – This line includes office supplies, postage, telephone, shipping, bank fees and similar costs as they relate specifically to the activities related to the Strategy.

Line 15 Occupancy/Utilities

Line 16 Travel/Meetings/Conferences

Line 17 Assistance to Individual Households/Grants

Line 18 Dues or Licensing Fees

Line 24 Insurance This line should not be used to report employee related insurance costs.

Line 25 Other Expenses – This line may include any other expense category not described above. Some examples of other expenses might be meals, client transportation, etc.

Line 26 Total Impact Strategy Expense

Line 27 Revenue Less Expenses Agency will provide an explanation, including a resolution, when expenses exceed revenue.

United Way of East Central Iowa reserves the right to request additional information.