#### COST WORKING SHEET TEMPLATE

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EXPENSES** | **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **Total** |
| **Capital costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Building purchase** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Renovations** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training Equipment** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Office Equipment** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **IT Equipment** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Vehicle purchase** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| **Operating Costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Overhead Costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Rent** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Electricity and water** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Telephone and internet** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stationery and printing** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **General maintenance** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Licences** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Membership fees and subscriptions** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Insurance** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Bank charges** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Accounting/ Bookkeeping fees** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Audit fees** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Staff costs**  Staff salaries  Taxes (e.g.: UIF, PAYE, Workman’s Comp) Staff benefits (e.g. pension, medical aid, etc.) Staff and volunteer training and development Volunteer Stipends |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Marketing costs (e.g.: website, social media, advertising, flyers, etc.) |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **EXPENSES** | **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **Total** |
| **Project costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Course material development** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Consultant/ facilitator** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training Materials** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Training tools/ Equipment (not covered under capital costs)** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Stationery & printing** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Venue & Catering** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Transport** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Marketing** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Maintenance** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| **Development costs** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Fundraising** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Advertising** |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| **INCOME** | **M 1** | **M 2** | **M 3** | **M 4** | **M 5** | **M 6** | **M 7** | **M 8** | **M 9** | **M 10** | **M 11** | **M 12** | **Total** |
| **Funder/ Donor** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Funder Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Funder Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Funder Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Funder Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Funder Name** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| **Donations** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Donation-in-kind** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Donation-in-kind** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Donation-in-kind** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Donation-in-kind** |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | | | | | | | | | | | | | |
| **Income generation** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Member fees** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Sales** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Class fee** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Exhibition – sale of tickets/ art works/ etc** |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Service for fee (consulting)** |  |  |  |  |  |  |  |  |  |  |  |  |  |

Resources like a fundraising calendar, donor data base template, art project design template can be found on our website or requested from us through (info@butterflyartproject.org)