## **Budget Template for Civil Society Organizations**

**1. Organization Name:** [Name of the Organization]

**2. Budget Period:**

[Specify the time period this budget covers, e.g., January 1, 2024 - December 31, 2024]

**3. Overview:**

A concise summary of the organization's financial plan for the specified period, highlighting key income sources and areas of expenditure. Briefly outline the organization's strategic priorities and how the budgeted funds will be used to achieve them.

**4. Income Sources:**

4.1. Donations

* Individual donations
* Corporate donations
* Foundation grants
* Other donations (specify)

4.2. Grants

* Government grants
* International grants
* Other grants (specify)

4.3. Fundraising Events

* List planned fundraising events (e.g., galas, auctions, walks) with estimated revenue for each.

4.4. Other Sources

* Membership fees
* Service fees
* Investments
* Other income sources (specify)

**5. Total Income:**

Calculate the sum of all income sources listed above.

**6. Expenditure Categories:**

6.1. Personnel Costs

* Salaries and wages
* Benefits
* Payroll taxes
* Recruitment and training

6.2. Program Expenses

* Direct program costs (e.g., project materials, supplies, event expenses)
* Program staff costs
* Monitoring and evaluation expenses

6.3. Office Expenses

* Rent and utilities
* Office supplies and equipment
* Communication and technology costs
* Insurance and professional fees

6.4. Travel and Logistics

* Travel expenses for staff and program activities
* Transportation costs
* Accommodation and meals

6.5. Training and Capacity Building

* Staff training and development
* Workshops and conferences
* Educational resources

6.6. Equipment and Supplies

* Purchase of computers, software, and other equipment
* Maintenance and repair of equipment
* Office supplies and consumables

6.7. Other Expenses

* List any additional expected expenses not covered in the categories above.

**7. Total Expenditure:**

Calculate the sum of all expenditure categories listed above.

**8. Budget Surplus/Deficit:**

Subtract the total expenditure from the total income to determine the projected surplus or deficit for the period.

**9. Notes and Assumptions:**

Clearly state any assumptions made during the budgeting process. This may include expected changes in funding sources, inflation rates, or program costs.

**10. Approval:**

Signatures and dates from authorized personnel approving the budget.

**[Organization Logo]**

**Donation Receipt Template**

**[Organization Name]**

[Organization Address]

[Contact Information - Phone/Email]

[Website URL]

**Donation Receipt**

**Date:** [Insert Date of Issuance]

**Receipt Number:** [Unique Receipt ID]

**Donor Information:**

Name: [Donor's Full Name]

Address: [Donor's Address]

Phone: [Donor's Contact Number]

Email: [Donor's Email Address]

**Donation Details:**

Date of Donation: [Insert Date of Donation]

Donation Amount: [Insert Donation Amount in Words and Numbers]

Payment Method: [Cash/Cheque/Credit Card/Online Transfer, etc.]

Purpose of Donation: [General Support/Specific Project, etc. – if applicable]

**Acknowledgment:**

[Organization Name] gratefully acknowledges the receipt of a donation in the amount of [Insert Donation Amount in Words and Numbers] from [Donor's Full Name]. Your generous contribution supports our ongoing mission to [Organization's Mission Statement].

**No Goods or Services Provided:**

No goods or services were provided in exchange for this donation.

**Tax Information:**

[Organization Name] is a [Tax-Exempt Status] organization with tax identification number [Organization's Tax ID Number]. Your donation may be tax-deductible to the fullest extent allowed by law. Please consult with your tax advisor for specific information.

**Organization Representative:**

Name: [Name of the Authorized Person]

Title: [Title of the Authorized Person]

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: [Insert Date of Signature]

**Notes:**

[Optional: Additional information or message from the organization]

Your generous support is making a significant impact on our community. Thank you for believing in our work and for partnering with us to make a difference.

**[Organization Name]**

[Contact Information]

**Financial Audit Checklist**

*Organization Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Checklist Creation Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Checklist Review & Update Schedule:* After each fiscal year or as needed

**Section 1: Preparation for Audit**

* Determine the scope and type of audit required.
* Select an independent auditor or audit firm if necessary.
* Schedule audit dates and notify relevant departments.
* Gather financial statements, policies, and procedures.

**Section 2: Documentation Review**

* Verify that all financial policies are documented and up to date.
* Check that accounting manuals and financial procedures are accessible.
* Ensure the chart of accounts is current and comprehensive.
* Collect previous audit reports for reference.

**Section 3: Internal Controls**

* Assess segregation of duties within financial roles.
* Review controls over cash receipts and disbursements.
* Confirm that authorization procedures for expenditures are followed.
* Evaluate controls over financial reporting and data integrity.

**Section 4: Cash and Bank Accounts**

* Reconcile bank statements with cash account ledgers.
* Inspect records of cash receipts and expenditures.
* Confirm petty cash counts and management.
* Review bank signatory authorizations and changes.

**Section 5: Accounts Receivable**

* Analyze age analysis of accounts receivable.
* Confirm the existence of outstanding receivables via external confirmations.
* Review provision for doubtful debts.

**Section 6: Inventory and Assets**

* Verify physical inventory count and records.
* Inspect asset registers and check for depreciation/amortization accuracy.
* Ensure all disposals and acquisitions of assets are authorized and recorded.

**Section 7: Accounts Payable and Expenses**

* Check the age analysis of accounts payable.
* Review and verify significant end-of-period accruals.
* Confirm that all expenses are supported by appropriate documentation.

**Section 8: Payroll and Benefits**

* Audit payroll records for accuracy of wages, benefits, and deductions.
* Verify compliance with tax withholdings and remittances.
* Confirm that all payroll transactions are authorized and documented.

**Section 9: Revenue and Funding**

* Verify the accuracy and completeness of revenue recording.
* Confirm restricted funds are used for their specified purpose.
* Review grant agreements and donor restrictions.

**Section 10: Taxes and Regulatory Compliance**

* Check compliance with tax filings and payments.
* Review filings of statutory deductions (social security, health insurance, etc.).
* Inspect compliance with other regulatory reporting requirements.

**Section 11: Financial Statements**

* Compare trial balances with general ledger accounts.
* Check for correct presentation of the financial statement and disclosures.
* Review notes and supplementary information for accuracy and completeness.

**Section 12: Conclusion of Audit**

* Discuss findings with the auditor and management.
* Prepare a management letter on weaknesses and areas for improvement.
* Draft action plans for addressing audit recommendations.

**Section 13: Approval**

*This checklist has been reviewed and is to be used as a guideline for:*

* Name:
* Title:
* Signature:
* Date:

*Note: This Financial Audit Checklist is intended as a guiding tool to promote good financial governance within [Organization Name]. It should be adapted to meet the specific financial practices and regulatory requirements applicable to the organization.*

## **Financial Management Template for Civil Society Organizations**

**1. Annual Budget:**

* **Income Sources:** Detail various income sources, categorized by type (e.g., grants, donations, fundraising events, earned income).
* **Expenditure Categories:** List all expense categories, categorized by function (e.g., program costs, operational expenses, fundraising costs).
* **Projected Income and Expenditure:** Provide realistic estimates for income and expenses for the fiscal year, including clear assumptions and justifications.

**2. Monthly Financial Report:**

* **Income Summary:** Record all actual income received during the month, categorized by source.
* **Expense Summary:** Detail all expenses incurred in the same period, categorized by type and program/activity.
* **Variance Analysis:** Compare actual income and expenses against budgeted projections, highlighting any significant deviations and providing explanations.

**3. Cash Flow Management:**

* **Cash Flow Forecast:** Predict monthly inflow and outflow of cash, considering all income sources and committed expenditures.
* **Liquidity Planning:** Develop a plan for maintaining adequate liquidity to cover operational expenses and unforeseen events.

**4. Procurement Process:**

* **Procurement Policies:** Clearly define the organization's policies and procedures for purchasing goods and services, ensuring transparency and ethical conduct.
* **Approval Levels:** Establish clear authorization levels for different expenditure amounts based on the value of the purchase and delegation of authority.

**5. Internal Control Measures:**

* **Financial Controls:** Implement robust internal controls to safeguard assets, prevent fraud, and ensure accurate financial reporting.
* **Audit Trails:** Maintain clear and documented audit trails for all financial transactions, enabling easy tracking and verification.

**Financial Reporting Template for Civil Society Organizations:**

**1. Quarterly Financial Statements:**

* **Balance Sheet:** Present a snapshot of the organization's assets, liabilities, and equity at the end of each quarter.
* **Income Statement:** Summarize income and expenses for the quarter, categorized by type and program/activity.

**2. Donor Reporting:**

* **Donor Funds Utilization:** Provide detailed reports on how donor funds were used, aligned with specific donor agreements and restrictions.
* **Progress Against Budget:** Compare actual spending of donor funds against allocated budget amounts, highlighting any variances and providing explanations.

**3. Annual Financial Summary:**

* **Year-end Financial Statements:** Present complete and accurate year-end financial statements, including audited reports.
* **Yearly Budget Performance Review:** Review the entire fiscal year's performance against the annual budget, analyzing variances and identifying areas for improvement.

**4. Audit Report:**

* **External Audit Summary:** Briefly summarize the key findings and recommendations from the external audit report.
* **Recommendations and Action Plans:** Outline a clear action plan to address any audit findings and recommendations, with assigned responsibilities and timelines.

**5. Financial Health Indicators:**

* **Liquidity Ratios:** Calculate relevant liquidity ratios to assess the organization's ability to meet short-term obligations (e.g., current ratio, quick ratio).
* **Sustainability Metrics:** Analyze key sustainability metrics to assess the organization's long-term financial health and resource stability (e.g., unrestricted net assets, fundraising efficiency).

**Additional Notes:**

* This template provides a general framework and can be adapted to specific organizational needs and reporting requirements.
* Financial reports should be prepared in accordance with relevant accounting standards and best practices.
* Clear and consistent communication of financial information is crucial for transparency, accountability, and building trust with stakeholders.

**[Organization Name]**

**Fundraising Plan**

Year: [Insert Year]

**1. Executive Summary**

* Fundraising Goals and Objectives: Outline the organization's overall fundraising goals for the year, including specific targets for revenue generation and impact creation.
* Key Fundraising Strategies and Initiatives: Summarize the primary fundraising strategies that will be employed to achieve the organization's goals. Highlight innovative approaches and unique initiatives that will set the organization apart.

**2. Fundraising Goals**

* Overall Fundraising Target: Clearly state the organization's overall fundraising target for the year, expressed in a specific dollar amount.
* Breakdown of Goals by Quarter/Month: Provide a detailed breakdown of the overall target, specifying fundraising goals for each quarter or month. This breakdown should align with the organization's financial planning and operational needs.

**3. Target Audience**

* Identify Key Donor Segments: Identify the primary donor segments that the organization will focus on, such as individuals, corporations, and foundations.
* Profile of Each Donor Segment: Develop comprehensive profiles of each donor segment, including their interests, giving capacity, and preferred engagement methods. This understanding will inform tailored fundraising strategies.

**4. Fundraising Strategies**

* Individual Donations:
* Methods: Outline the specific methods to be used to solicit donations from individuals, such as online campaigns, direct mail, face-to-face solicitations, and peer-to-peer fundraising initiatives.
* Expected Revenue: Provide an estimate of the expected revenue to be generated from individual donations.
* **Corporate Sponsorship:**
* Methods: Detail the strategies to secure corporate sponsorships, including partnership programs, event sponsorships, and cause marketing collaborations.
* Expected Revenue: Estimate the expected revenue to be generated from corporate sponsorships.
* **Grants:**
* Targeted Grant-Making Organizations: Identify specific grant-making organizations that align with the organization's mission and focus areas.
* Proposal Submission Plan and Timeline: Develop a detailed plan for submitting grant proposals, including timelines for drafting, review, and submission.
* Expected Revenue: Estimate the expected revenue to be generated from grants.
* **Fundraising Events:**
* List of Planned Events: Create a comprehensive list of planned fundraising events, such as charity dinners, auctions, galas, and community walks.
* Goals and Budget for Each Event: Define clear goals and objectives for each fundraising event, including anticipated attendance, revenue targets, and social impact. Develop a detailed budget for each event, outlining expenses and revenue sources.
* Expected Revenue: Estimate the expected revenue to be generated from fundraising events.

[Add additional strategies as necessary]

**5. Marketing and Communication Plan**

* Outline of Marketing and Communication Strategies: Elaborate on the marketing and communication strategies that will be employed to support fundraising efforts.
* Plan for Social Media Campaigns: Describe the social media strategy, including the platforms to be used, content formats, and engagement tactics.
* Plan for Email Newsletters: Outline the email marketing strategy, including newsletter frequency, content focus, and segmentation techniques.
* Plan for Publicity Materials: Detail the development of publicity materials, such as press releases, brochures, and media kits, to promote fundraising initiatives.

**6. Timeline and Milestones**

* Detailed Timeline for Each Fundraising Activity: Develop a comprehensive timeline for each fundraising activity, including specific start and end dates, milestones, and deadlines.
* Key Milestones and Deadlines: Highlight key milestones and deadlines for each fundraising activity, ensuring that the organization stays on track to achieve its goals.

7. **Budget**

* Estimated Budget for Each Fundraising Activity: Create a detailed budget for each fundraising activity, outlining anticipated expenses and revenue sources.
* Breakdown of Expected Costs and Investments: Provide a clear breakdown of the expected costs and investments associated with each fundraising activity.

**8. Monitoring and Evaluation**

* Criteria for Evaluating the Success of Fundraising Activities: Establish clear criteria for evaluating the success of fundraising activities, considering both financial and impact-related metrics.
* Plan for Regular Monitoring and Reporting of Fundraising Progress: Develop a plan for regular monitoring of fundraising progress and reporting to stakeholders. This should include tracking key performance indicators (KPIs) and identifying areas for improvement.

**9. Risk Management and Contingency Plans**

* Identification of Potential Risks in Fundraising Activities: Identify potential risks that could impact the organization's fundraising efforts, such as economic downturns, donor attrition, and unforeseen challenges.
* Contingency Plans to Address Unexpected Challenges: Develop contingency plans to address unexpected challenges, outlining alternative strategies and mitigation measures to minimize the impact on fundraising goals.

**10. Conclusion and Next Steps**

* Summary of the Plan and Next Steps: Provide a concise summary of the fundraising plan, highlighting the key strategies, goals, and timelines

**Project Budget Template:**

* **Organization Name: [Organization Name]**
* **Project Title: [Project Title]**
* **Budget Period: [Start Date] - [End Date]**
* **Date of Preparation: [Insert Date]**
* **Prepared by: [Name and Title of the Person Preparing the Budget]**

**1. Executive Summary:**

* Briefly state the total project budget and funding sources.
* Highlight key budget categories and major expenses.
* Provide a concise overview of the budget justification and monitoring plan.

**2. Budget Summary:**

|  |  |
| --- | --- |
| **Item** | **Amount** |
| **Total Budget** | [Total amount allocated for the project] |
| **Funding Sources** |  |
| **Source 1** | [Amount] |
| **Source 2** | [Amount] |
| **[Add additional sources as necessary]** |  |

**3. Budget Categories:**

|  |  |  |
| --- | --- | --- |
| **Category** | **Description** | **Amount** |
| **Personnel Costs** | Salaries, wages, benefits | [Total budget for staff] |
| **Operational Costs** | Rent, utilities, office supplies | [Total budget for operations] |
| **Travel and Transportation** | Travel expenses, mileage | [Total budget for travel] |
| **Equipment and Supplies** | Hardware, software, consumables | [Total budget for equipment] |
| **Training and Capacity Building** | Workshops, training programs | [Total budget for training] |
| **Monitoring and Evaluation** | Surveys, data analysis, reporting | [Total budget for M&E] |
| **Other Costs** | [Specify other costs, if any] | [Total budget for other costs] |

**4. Detailed Budget Breakdown:**

* Provide a detailed breakdown for each budget category, including:
	+ Individual line items with descriptions
	+ Corresponding budget amounts
	+ Justifications for major expenses

**5. Budget Justification:**

* Briefly explain the rationale behind major budget items or categories.
* Address potential questions and concerns regarding budget allocations.
* Ensure justification is clear, concise, and aligned with project objectives.

**6. Budget Monitoring:**

* Describe the system used for tracking budget expenditures.
* Specify the frequency and format of budget reports.
* Outline procedures for addressing budget variances and making adjustments.

**7. Approval:**

* Project Manager: [Name], [Signature], [Date]
* Finance Department Approval: [Name], [Signature], [Date]

**Additional Notes:**

* Use clear and concise language, consistent formatting, and visual aids for improved clarity.
* Ensure the budget is realistic, comprehensive, and aligned with project activities.
* Regularly monitor and update the budget throughout the project lifecycle.
* Adapt the template to your specific project needs and requirements.

**Expense Report Template for Civil Society Organizations**

**1. Organization Name:**

[Name of the Organization]

**2. Report Period:**

[Specify the time period this report covers, e.g., October 1, 2023 - December 31, 2023]

**3. Report Prepared By:**

[Name and position of the person preparing the report]

**4. Expense Categories:**

4.1. Program Expenses

* List expenses directly related to program implementation (e.g., project materials, supplies, event expenses)

4.2. Travel and Transportation

* Transportation costs (e.g., flights, trains, taxis)
* Accommodation and meals
* Local transportation

4.3. Accommodation and Meals

* Hotel and lodging costs
* Per diem allowances
* Meals and refreshments

4.4. Office Supplies and Equipment

* Stationery, paper, printing costs
* Equipment purchases and repairs
* Software and subscriptions

4.5. Utilities (electricity, internet, etc.)

* Utility bills
* Communication costs (phone, internet)

4.6. Training and Workshops

* Registration fees for workshops and conferences
* Travel and accommodation for training events
* Training materials and resources

4.7. Other Miscellaneous Expenses

* List any other expenses incurred during the period that do not fall into the categories above.

**5. Detailed Expense Record:**

For each expense, record:

* Date incurred
* Description of the expense
* Amount spent
* Payment method used (cash, credit card, etc.)
* Whether a receipt is attached

**6. Total Expenses:**

Calculate the total amount spent in each category and the overall total expenses for the period.

**7. Budget Comparison:**

Compare the actual expenses for each category with the corresponding budgeted amounts for the period. Highlight any significant variances and explain the reasons for any deviations.

**8. Notes/Comments:**

Provide additional information and explanations for specific expenses or trends observed in the report.

**9. Approval:**

Signatures and dates from authorized personnel reviewing and approving the expense report.