

APPENDIX 5

GROUP FINANCES: REVENUES AND EXPENSES WORKSHEET *

REVENUES	MONTHLY BUDGET	ANNUAL BUDGET
Membership dues		
Venture capital member dues		
Sponsorships		
Company Application Fees		
Presenter Fees		
Endowment/donations – 501(c)(3) only		
Events		
Publications		
In-kind contributions/sponsorships (with corresponding expense coverage noted)		
Total Revenues		
EXPENSES**	MONTHLY BUDGET	ANNUAL BUDGET
Manager/Executive Director and/or administrative support (salary plus possible benefits)		
Web site development/maintenance		
Meetings		
Member relations and communications/correspondence		
Public relations		
Office expenses		
Programs/events		
Total Expenses		

* Modified balance sheet to show only revenues and expenses

**See Table 11 in the Guidebook for possible expenses and for expanded explanation and discussion of possible expense categories and range of costs