

Profit and Loss Report Example and Expense Information

Sample Notes

Name of Organization

The name of the organization must match the name of the applicant organization.

**Profit and Loss Statement
Calendar or Fiscal Year**

Your submission needs to cover the most recent full operating year.

Revenue

Contributions	\$ 50,000.00
Donations	\$ 20,000.00
Grants	\$ 10,000.00
Total Revenue	\$ 80,000.00

You are also encouraged to detail expense categories if their necessity may not be clear to the Arizona Department of Revenue with notation as part of these financials or details included in the narrative.

Expenses

Advertising/Marketing	\$ 1,500.00
Total Advertising/Marketing	\$ 1,500.00
Fundraising	\$ 1,500.00
Total Fundraising	\$ 1,500.00

Advertising/Marketing do not constitute qualifying expenditures.

Fundraising does not constitute qualifying expenditures.

Personnel Expenses

Salaries	\$ 20,000.00
Payroll Taxes and Benefits	\$ 1,500.00
Employee Conferences	\$ 1,000.00
Employee Travel	\$ 1,000.00
Total Personnel Expenses	\$ 23,500.00

Salaries and employee expenses can be prorated across Program and Operational expenses. Explanation of the proration must be included in the narrative or as part of these financials.

Employee Conferences do not constitute qualifying expenditures.

Employee travel only qualifies if it is directly related to the provision of qualifying services to eligible populations.

Program Expenses

Facilities/Equipment	\$ 40,000.00
Maintenance/Utilities	\$ 5,500.00
Transportation	\$ 1,500.00
Insurance	\$ 1,000.00
Total Program Expenses	\$ 48,000.00

Expenses related to facilities may be included if the facilities are necessary for the delivery of qualifying services. If a portion of the services offered at the facilities do not qualify, then 100% of the facility expenses cannot be counted towards the 50% spending threshold. An explanation of the proration must be included in the narrative or as part of these financials.

Operating Expenses

Office Supplies	\$ 3,000.00
Postage/Shipping	\$ 2,000.00
Total Operating Expenses	\$ 5,000.00

Office supply expenses may be included to the extent that the supplies are necessary for the delivery of qualifying services and should be prorated. An explanation of the proration must be included in the narrative or as part of these financials.

Total Expenses \$ 79,500.00

Only qualifying expenses provided in Arizona to eligible populations will be included in the calculation of the 50% spending threshold.