Basic Budget

By Rev. Terry Troia, 2021

**Personnel Services**

Salary

Benefits

**Other Than Personnel Services (OTPS)**

*Fixed Costs:*

Rent

Utilities

Electric

Heat

Water

Building Insurance

Liability Insurance

*Trucks:*

Leasing

Gas

Maintenance

Repairs

*Consumables:*

Food

Program Supplies

Office Supplies

Maintenance Supplies

*Capital and Rental Costs:*

Equipment Purchase or Rental (these are two separate categories).

Freezer

Refrigerator

Van

Forklift

*Other:*

Travel

Stipends

Food Cards

Consultants

Contracted Services

GRAND TOTAL: Personnel Services + Total OTPS