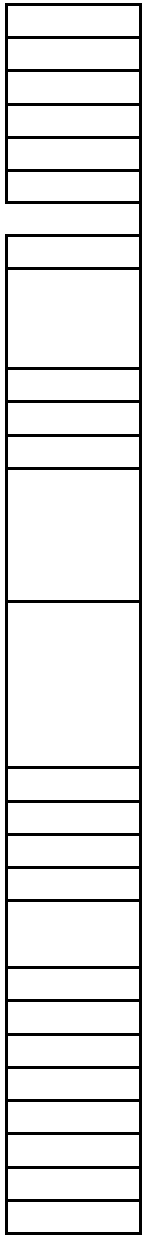
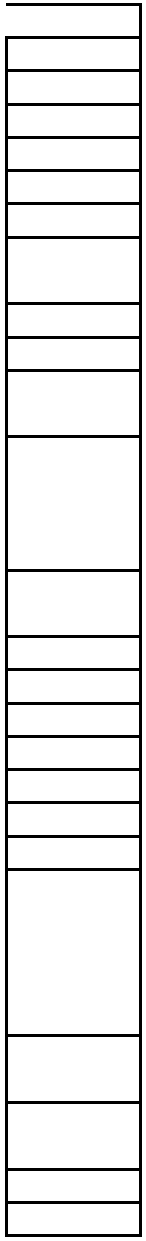
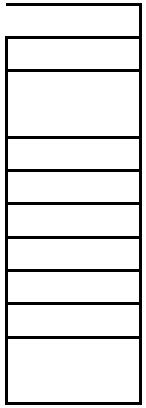
Easter Seals Project ACTION
ACCESSIBLE COMMUNITY TRANSPORTATION IN OUR NATION

Easter Seals DISABILITY SERVICES

CATEGORY	January		February		March		April		ETC…	
	Budget	Actual	Budget	Actual	Budget	Actual	Budget	Actual		
Revenue (include governmental, non-governmental and in-kind)										
TOTAL REVENUE										
EXPENSES										
Personnel										
Staff Benefits (travel trainers and others such as supervisors, Information Technology, Payroll)										
Personnel Wages (travel trainers and others such as supervisors, Information Technology, Marketing, Payroll)										
Payroll Taxes										
Hiring Costs										
Professional Fees										
Subscriptions and Dues										
Continuing Education (e.g. conference registration)										
In-Kind										
Other										
Finance										
Accounting										
Bank Service Charges										
Taxes										
Loan Payments										
Interest on Debt										

CATEGORY	January		February		March		April		ETC…	
	Budget	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**		
In-Kind										
Other										
Occupancy										
Occupancy/Utilities										
Rent/Lease Payments										
Utilities (including Telephone and Internet service)										
In-Kind										
Other										
Equipment, Materials, Supplies										
Equipment (e.g. photocopier, landline telephone, fax machine, computer, cell phone)										
Installation/Repair of Equipment										
Office Supplies										
Printing										
Postage										
Delivery Charges										
In-Kind										
Other										
Transit										
Transit vehicles (e.g. travel trainer use of agency vehicle to: meet with trainee in their home, shadow trainee learning a bus route)										
Transit Expenses (e.g. mileage reimbursement)										
Transit Fare (customer, personnel)										
In-Kind										
Other										

CATEGORY	January		February		March		April		ETC…	
	Budget	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**	**Budget**	**Actual**		
Advertising / Marketing (brochures, video, giveaways)										
Legal Expenses										
Liability and other insurance										
Licenses/Permits										
In-Kind										
Other										
TOTAL EXPENSES										
TOTAL REVENUE MINUS TOTAL EXPENSES