## Attachment 3: Income Statement Example

INCOME STATEMENT FOR THE CHILDHOOD LITERACY NPO FOR JANUARY-JUNE 2014

(In millions VND)

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **JANUARY** | **FEBRUARY** | **MARCH** | **APRIL** | **MAY** | **JUNE** | **TOTAL YEAR –**  **TO-DATE** | **Annual budget amount** | **Year-to-date income and expenditures as a percent of annual budget.** |
| **INCOME** |  |  |  |  |  |  |  |  |  |
| Individual donations | 30 | 5 | 1 | 10 |  | 4 | 50 | 100 | 50% |
| Foundation grant | 200 |  |  |  |  |  | 200 | 200 | 100% |
| Corporate donations |  |  | 15 |  | 15 |  | 30 | 100 | 30% |
| **TOTAL INCOME** | **230** | **5** | **16** | **10** | **15** | **4** | **280** | 400 | **70%** |
|  |  |  |  |  |  |  |  |  |  |
| **EXPENSES** |  |  |  |  |  |  |  |  |  |
| Staff salaries | 16.6 | 16.6 | 16.6 | 16.6 | 16.6 | 16.6 | 99.6 | 200 | 50% |
| Supplies | 5 |  |  | 5 |  |  | 10 | 20 | 50% |
| Office rent | 5 | 5 | 5 | 5 | 5 | 5 | 30 | 60 | 50% |
| Transportation | 4 |  | 4 | 4 | 4 | 4 | 20 | 40 | 50% |
| Professional services |  |  |  | 15 |  | 15 | 30 | 30 | 100% |
| Fundraising expenses | 5 |  |  |  |  |  | 5 | 30 | 17% |
| Reserve fund |  |  |  |  |  |  | 0 | 20 | 0% |
| **TOTAL EXPENSES** | **35.6** | **21.6** | **25.6** | **45.6** | **25.6** | **40.6** | **194.6** | **400** | **49%** |
| **INCOME MINUS EXPENSES** | **194.4** | **-16.6** | **-9.6** | **-35.6** | **-10.6** | **-36.6** | **85.4** |  |  |

This income statement shows income and expenses for the Childhood Literacy NPO for the first 6 months of the year. It shows that the NPO received most of its income in January and that it used that income during the remaining months. So even though its expenses exceeded income in February-June, it still had $85.4 million VND more income than expenses over the 6 month period.

The last two columns of the income statement compare income and expenditures to date with budgeted amounts for the year. It shows that with 6 months (50%) of the year completed, the NPO has received 70% of its budgeted income and made 49% of its budgeted expenditures.