

Income and Expenditure Plan

1. PLANNED EXPENDITURES – As described in PM01, you should use the structure of the measures from PM02, Question B18. For each measure it is possible to note several cost items. You can add other lines if necessary. For clarification you find an example (incomplete!) in the table. Please adapt it to your organisation, complete or delete it. Please only fill in the white boxes! -

Measure (take numbering from form PM02, question B18)	Cost factor/type	Calculation of the amount	Amount in the year of application	If application for several years of funding: Money which will probably be spent in the following years		Year of Application:
				20..	20..	Currency:
				Remarks		
1a) Office	Rent	100 x 12 Months	1200	1200	1200	
1a) Office	Phone	120 x 4 Quarter	480	500	520	This is to be understood as upper limit, eventually we will be able to expend less.
1a) Office	Porto	50 x 12 Months	600	550	475	We hope to save more money due to enlargement of the use of e-mail communication.
1a) Office	Account Management	30 x 12 Months	360	360	360	
Subtotal Measure 1a)			2640	2660	2680	
1b) Staff	Secretary of the association	250 x 12 Months	3000	3000	3000	
1b) Staff	Temporary employee	75 x 12 Months	900	900	900	
Subtotal Measure 1b)			3900	3900	3900	
1c) National	Travelling	3 with journey 120 + 2 members with journey 50	460	460	460	

Assembly	expenses					
Subtotal Measure 1c)			460	460	460	
...						
Total sum of the planned measures in local currency						
Total sum of the planned measures in € (circa)						

2. PLANNED INCOME – *Please only fill in the white boxes -*

Origin of the income	Year			Total	Remarks
	20..	20..	20..		
- Contribution of the project-executing organisation					
- Contribution of participants from seminars/workshops etc.					
- Membership fees					
- Others:					
- Others:					
Requested funding amount from Weltnotwerk (together with KAB partner)					
Contribution of other donors (please name in the box "Remarks")					
Total amount of all measures in local currency					Currency:
Total amount of all measures in €					

The Income and Expenditure Plan will be needed all the time for project reporting, therefore please KEEP IT WELL!