

Organization:					
Address:					
Date Prepared:					
Prepared By:					
SAMPLE Personnel Expenses					
<i>Staff Name</i>	<i>Position</i>	<i>Annual Salary</i>	<i>% FTE</i>	<i>Fringe</i>	<i>Total</i>
	Supervising Attorney				
	Senior Staff Attorney				
	Staff Attorney				
	Social Worker				
	Legal Assistant				
	Other				
TOTAL PERSONNEL EXPENSES					
SAMPLE Other Than Personnel Expenses (OTPE)					
Overhead (rent, utilites etc.)- or each item can be seperate					
Interpretation/Translation					
Travel					
Insurance					
Supplies					
Other					
TOTAL OTPE					
TOTAL BUDGET					