

Budget Worksheet Simple Instructions

This simple budget worksheet was designed by Michelle Buskey, administrative assistant at the Idaho Department of Health and Welfare, and used to track million dollar federal grant budgets for years. This is a tool for you in tracking your 21st CCLC grant. It is not a requirement that you use this system. A basic understand of Excel is helpful to understand how the worksheets interact with each other.

The downloadable workbook have sample amounts current listed in each sheet in order that you can see how you might use this tool. Review each sheet and see how they interact with the BUDGET sheet prior to clearing this information. Remember the document is full of simple formulas always use the Clear to remove information rather than Delete to preserve the formulas. Please feel free to make changes as you see fit.

BUDGET Sheet:

Accounting Code Field: Put in what accounting code is tied to each budget item, if you have one.

Category: These are the categories that the program allows. It is suggested that you do not delete any of these but rather put a \$0 amount in as later in the year you may need one of them. ***What you put in these fields will show up on each of the individual Category sheets.***

Total Annual Budget: Enter the total dollar figure for each of the category, don't include \$ sign.

Expended YTD (Year to date): These fields will automatically populate and show your budget totals as you enter information on the individual category sheets.

Remaining Budget: These fields will automatically populate and show your balance in each category as you enter information on the individual category sheets.

Original Budget: Input your Original Budget in these fields. This will help you if you need to remember what your budget was at the first of the year, prior to any budget revisions. Don't make any changes to this during the year; it is a reference for you.

Notes: This is for you to make any notes that may be helpful for anyone who may need to understand the budget.

Personnel Sheet:

Budgeted (upper right hand corner, cell J1): This is the amount entered on the BUDGET sheet and drives the Balance available.

Date: Payroll is only listed as monthly to make it easier to track.

Paid To: This field can list the individual names or a just the titles and a total number of each.

Wages: Total amount of salary paid during the month for each Paid To individual.

Fringe: This field should only be figured for a total of fringe paid during the month and entered on the last line for all Paid To individuals (see example).

Monthly Total: This field will calculate automatically based on the Wages and Fringe numbers.

Expended: This field will calculate automatically based on the Wage and Fringe numbers.

Date Cleared: This would be the date the amount cleared your accounting/business office.

Balance: This field will automatically calculate showing the Category balance. If all formulas are working correctly this will also be the number you will see on the BUDGET Sheet.

Grand Total: The bottom of the sheet will show the total balance for both Wages and Fringe along with a total of both. This amount should match up with what is on the BUDGET Sheet.

Travel PD, Equipment, Supplies, Transportation, Purchased Services and Other Licensure Sheets:

Budgeted: Budgeted (upper right hand corner): This is the amount entered on the BUDGET sheet and drives the Balance available.

Date: The date you submitted the purchase order/received the invoice for payment/placed the order etc..., the date you know the charge is going to hit against that category.

Posted: This field is the date the charge cleared your accounting/business office or showed on your accounting records.

Invoice: Enter the invoice number/receipt number. This is helpful if you have to go back and track down the payment documents for any reason. It is also helpful if you need to call the vendor with questions about your purchase.

Paid To: This field is to list who the vendor was and what you purchased.

Expended: The total amount for each Paid To, do not use \$ signs.

Balance: This field will automatically calculate based on your Budgeted and Expended fields. If all formulas are working correctly this will also be the number you will see on the BUDGET Sheet.

Grand Total: The bottom of the sheet will show the total balance for the Category. This amount should match up with the BUDGET Sheet.

INDIRECT:

Date: The date you receive your indirect amount from your accounting office.

Paid To: The organization you pay indirect costs to and the month the cost represents.

Expended: The total amount for each Paid To, do not use \$ signs.

Balance: This field will automatically calculate based on your Budgeted and Expended fields. If all formulas are working correctly this will also be the number you will see on the BUDGET Sheet.

Equipment Tracking:

Date Purchased: The date the items was purchased for the program.

Item Purchased (including peripherals): What was purchased and what items came with it.

Purchased Price: What was the total dollar amount for each item.

Assigned #: If you assign tracking numbers to each item include those in this field.

Location Stored: Where is the 'home' of this item. Example: District Office, center name, PE Teacher closet, etc.

Assigned Person: Who is the responsible person for each item.

Date Inventoried: What was the last date this item was inventoried to verify condition, location, value, etc.

Comments: Any notes regarding the item.

This sheet is to help track all equipment over \$500 or easy preferable items purchased with grant funds. This information is required for closing a grant at the end of five years. Please see Sun Setting Grant Procedures Equipment and Supplies section.

Budget Revisions:

To track a budget revision start on the Category Sheet you want to take the money from. Enter the date of the transfer and a description that shows where the funds were transferred to. In the Expended field enter the amount to be transferred. You will see the Balance field reduce.

Go to the Category Sheet you want to transfer the funds to. Enter the date of the transfer and the description that shows where the funds were transferred to. In the Expended field enter the amount to be transferred as a negative, example: -1,000.00. The Balance field should increase by that amount.

This is backward to what the normal way may be. The Category sheets are set up to reflect any amount entered in the Expended field as a subtraction from the balance so increases must be reflected as a negative number in order to increase the balance. See the examples on the Supply and Equipment Sheet.

You are now ready to start your own budget tracking sheets. Begin by entering the program budget in the Category fields on the BUDGET Sheet. Skip over the Expended YTD and Remaining Budget sections. Enter your Original Budget Amounts.

On each individual Category Sheet right click on your mouse the field you want to clear and select clear content. This will preserve the formulas.