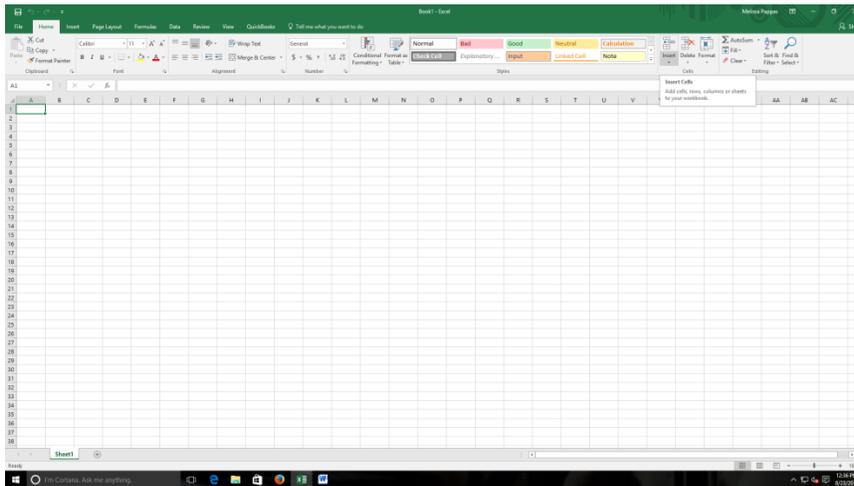


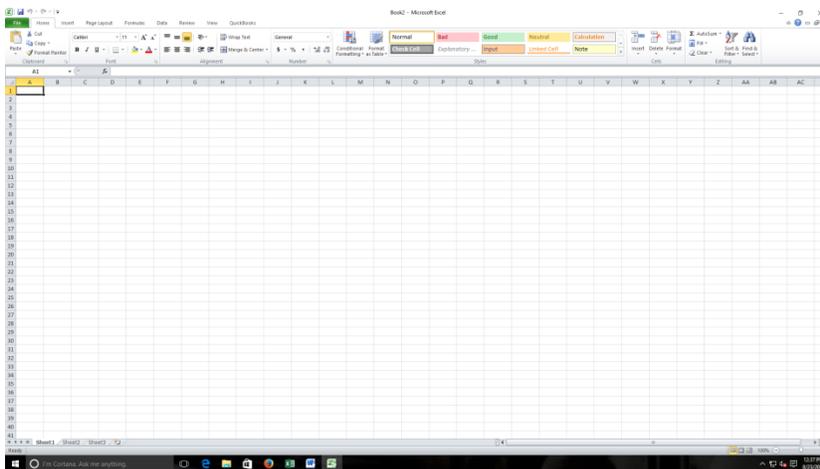
Using the Excel budget sheet

This tutorial will introduce you to Excel 2016 and show you how to use the budget spreadsheet we have.

This is what Excel 2016 looks like:



Compare it to Excel 2010:

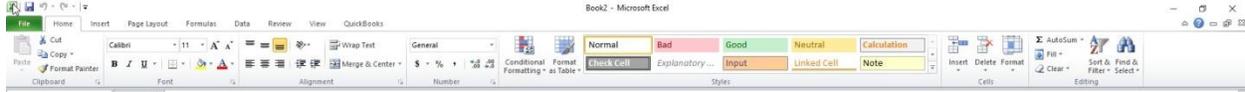


The two versions are very similar except for some color changes and a few additions to the ribbon.

Excel 2016:



Excel 2010:



You can look at the different tabs and available options to familiarize yourself with them. For our purposes we will mainly be doing data entry and won't need to deal with most of them.

If you are using an office computer you will likely be using Excel 2010. If you are using one of the community room computers you may be using 2016. You enter data into the sheet the same way in either version of Excel.

Here is what the sheet looks like:

Income:

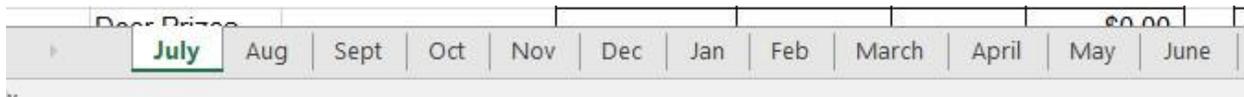
	A	B	C	D	E	F	G	H	I	J	K	L	N	O
1	Ravoux Resident Council				HR NAME									
2	2016-2017													
3	BUDGET REPORT FOR MONTH : JULY				ESTIMATED BUDGET AMT	Budget Carryover from 2015	Income Received in July	Budget Remaining		Classification	Items			
4														
5	HR Income													
6	Grant Income													
7		PHA Grant			\$1,250.00			\$0.00		PHARPC				
8		RPC Grant						\$0.00		PHARPC				
9		Picnic Fund						\$0.00		Picnic Fund				
10		Flower Fund			\$100.00			\$0.00		Flower Fund				
11		Volunteer Appreciation Reimbursemen			\$100.00			\$0.00		PHARPC				
12														
13		Gifts In-Kind						\$0.00		HR	non cash			
14		Other Income						\$0.00		HR				
15		Interest Income						\$0.00		HR				
16														
17	Fundraising Income													
18		Vending Income						\$0.00		HR				
19		Recycling Income						\$0.00		HR				
20		Space Use Income						\$0.00		HR				
21		Coffee time Income						\$0.00		HR				
22		Miscellaneous Income			\$0.00					HR	cash/occasional activity			
23	Total Income				\$1,450.00	\$0.00	\$0.00	\$0.00						

Expense:

			ESTIMATED BUDGET AMT	Budget Carryover	Expense s in July	Budget Remaining	Classification	Items
Expenses								
Ice Expenses								
		Postage	\$50.00	\$50.00	\$50.00		PHARPC	Stamps
		Ink/Toner	\$500.00	\$500.00	\$500.00		PHARPC	Printer supplies
		Paper	\$300.00	\$300.00	\$300.00		PHARPC	Copy paper
		Other Supplies	\$200.00	\$200.00	\$200.00		PHARPC	Pens pencils etc
chen Supplies								
		Paper/Plastic Products	\$200.00	\$200.00	\$200.00		PHARPC	Plates.cups.silver.soap.etc
		Coffee/Snack Foods		\$0.00			HR	coffee.food.items
nations								
		Union Gospel Mission	\$300.00	\$300.00	\$300.00		HR	Thanksg/Christmas Dinner
		Other Donations			\$0.00		HR	Memorials, Charities
ilding Community								
		Trainings			\$0.00		PHARPC	Educational
		RC Meeting Refreshments	\$200.00	\$200.00	\$200.00		PHARPC	Snacks only
		Annual Picnic	\$1,202.00	\$1,202.00	\$1,202.00		PHARPC/HR	Picnic grant - extra \$ added
		Annual Officers Appreciation Event	\$150.00	\$150.00	\$150.00		HR	Officers only event
		Volunteer Appreciation Event	\$400.00	\$400.00	\$400.00		PHARPC/HR	Food/HR funds only
		Halloween Party	\$300.00	\$300.00	\$300.00		HR	Activity.party.entertainment.transportation.food
		Christmas	\$200.00	\$200.00	\$200.00		HR	Activity.party.entertainment.transportation.food
		Holiday Decorating	\$500.00	\$500.00	\$500.00		HR	Activity.party.entertainment.transportation.food
		Valentines Party			\$0.00		HR	Activity.party.entertainment.transportation.food
		Black History Event	\$200.00	\$200.00	\$200.00		HR	Activity.party.entertainment.transportation.food
		Movie Night			\$0.00		HR	Activity.party.entertainment.transportation.food
		Event 7			\$0.00		HR	Activity.party.entertainment.transportation.food
		Event 8			\$0.00		HR	Activity.party.entertainment.transportation.food
pends								
		Chairperson/President	\$150.00	\$150.00	\$150.00		PHARPC	Up tp \$25
		Vice Chairperson/Officer	\$150.00	\$150.00	\$150.00		PHARPC	Up tp \$25

You will notice that several things are filled in on the income section. These are the grant amounts that stay the same for each hi-rise each year. (Other things like RPC and Picnic grant income vary depending on hi-rise size.)

There are tabs for each month at the bottom of the sheet.



The first thing you need to do is enter the budget amounts in the first column on the left. Open the sheet to the July tab.

ESTIMATED BUDGET AMT
\$1,250.00
\$100.00
\$100.00
\$0.00
\$1,450.00

This picture shows the income section. For these figures you just need to fill in the estimated budget amounts. The only carryover is the funds left in the different funds at the end of the last fiscal year.

	Hi-Rise Grant		\$470.00	
9	Picnic Fund		\$390.00	\$394.56
10	Flower Fund		\$100.00	\$211.82

This example from Seal's sheet shows there were funds remaining in the picnic and Flower funds.

Funds remaining in the Hi-Rise fund can be put in "Miscellaneous income" or split up between these categories.

20	Space Use Income	\$50.00	\$20.00	\$45.00
21	Coffee time Income	\$670.00	\$200.00	\$59.16
22	Miscellaneous Income	\$35.00	\$180.00	\$165.95

It doesn't really matter which way you do it as long as the total is correct.

Budget amounts are entered into the expense categories the same way. The big difference is that you **do** copy those figures into the second column.

0	Postage	\$10.00	\$10.00		\$10.00
1	Ink/Toner	\$90.00	\$90.00		\$90.00
2	Paper	\$50.00	\$50.00		\$50.00
3	Other Supplies	\$50.00	\$50.00		\$50.00

If you don't copy the figures into the second column the sheet will not work correctly and the totals won't be calculated.



Find "Print" in the dropdown menu on the left.

Clicking on that brings you to this screen.

**SEAL RESIDENT COUNCIL
2015-2016**

BUDGET REPORT FOR MONTH: JULY

	ESTIMATED BUDGET AMT	Budget Carryover from 2015	Income Received in July	Budget Remaining	Classification
HR Income					
Grant Income					
PHA Grant	\$1,250.00			\$0.00	PHA/RPC
RPC Grant	\$476.64			\$0.00	PHA/RPC
Patric Fund	\$395.00	\$394.56		\$394.56	Patric Fund
Flower Fund	\$100.00	\$211.82		\$211.82	Flower Fund
Volunteer Appreciation Reimbursement	\$100.00		\$100.00	\$100.00	PHA/RPC
Gifts In-Kind				\$0.00	HR non cash
Other Income	\$50.00			\$0.00	HR
Interest Income				\$0.00	HR
Fundraising Income					
Vending Income	\$1,700.00	\$96.83	\$29.37	\$126.20	HR
Recycling Income	\$292.00			\$0.00	HR
Space Use Income	\$50.00	\$20.00	\$45.00	\$65.00	HR
Coffee time Income	\$670.00	\$200.00	\$59.16	\$259.16	HR
Miscellaneous Income	\$35.00	\$190.00	\$105.95	\$345.95	HR
Total Income	\$5,113.64	\$1,103.21	\$399.48	\$1,502.69	cash, occasional activity

	ESTIMATED BUDGET AMT	Budget Carryover	Expenses in July	Budget Remaining	Classification	Items
HR Expenses						
Office Expenses						
Postage	\$10.00	\$10.00		\$10.00	PHA/RPC	Stamps
Ink/Toner	\$90.00	\$90.00		\$90.00	PHA/RPC	Printer supplies
Paper	\$50.00	\$50.00		\$50.00	PHA/RPC	Copy paper
Other Supplies	\$50.00	\$50.00		\$50.00	PHA/RPC	Pens, pencils, etc

Page 1

Look under the "Settings" menu and choose the first option on the list.

Choose only the sheets you need.

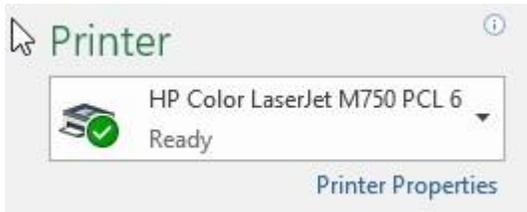
I suggest doing it this way because the last couple sheets of the document are blank and you don't need those. This saves time and paper. You can also set it to not print the class

information but that isn't really necessary and won't really save paper. (It also might be interesting to some people.)



Click the "Print" button and your document should print.

Be sure you



have the correct printer chosen.

If the box shows

something like "Microsoft XPS Document Writer" or "PC Fax" your document won't print out.