

## Instructions

### Sheets Explained

#### Adding columns to Sheets

1. Sheet 1- Income – This sheet is for any income that is received by the organization.
2. Sheet 2- Expenses- This sheet is for any expenses incurred by the organization.
3. Sheet 3- Projection- This is a forecast of what the organization think it will take in based on previous actual income. It is calculated by the month, and by the year also.
4. Sheet 4- This is a forecast of what the organization think it will spend, based on previous actual spending. Calculated by the month and year also.
5. Sheet 5-This sheet is to show the amount that was allocated for the budget, and the amount that was actually spent. The usage column show the difference in terms of percentage. This sheet shows the yearly figures.
6. Sheet 6- This sheet is to show the amount that was allocated for the budget, and the amount that was actually spent. The usage column show the difference in terms of percentage. This sheet shows the monthly figures.
7. Sheet 7- This sheet is to show the amount that was allocated for the budget, and the amount that was actually spent. The usage column show the difference in terms of dollars. This sheet shows the yearly figures.
8. Sheet 8- This sheet is to show the amount that was allocated for the budget, and the amount that was actually spent. The usage column show the difference in terms of dollars. This sheet shows the monthly figures.
9. Adding columns to the spreadsheets.
  - a) To add columns to the spreadsheets, select where you want the column to be added. Highlight the entire row all the way to the end of the sheet where the previous information end. Right click the mouse, then select insert. Once you do this, you may have to change the formula in to Total Column. That may need to happen on several sheets, so if you are not familiar with this, I suggest you call the programmer to add columns for you. This could create a problem with the spreadsheet that could be difficult to fix.