

Instructions – Budget Sheets



Potential Sources of Revenue and Expenses

REVENUE

Parent Dues
Tournament Revenue
Fundraisers
Sponsors
Branch / Association

EXPENSES

Games / Practices
Officiating Fees
Rink / Ice Rentals
Equipment Rentals
Travel Costs

Events / Tournaments - Away
Tournament Fees
Event Fees
Travel Costs
Meals
Lodging

Events / Tournaments - Home
Association Fees
Officiating Fees
Rink / Ice Rentals
Equipment Rentals
Prizes

General Operations
Meetings
Communications
Photos
Team Events
Meals
Extra Rentals

With all budget sheets it is a good idea to save a copy of the original file. If a formula is altered, affecting the calculated outcome of a team sheet, the original will serve as a means of comparison.

All sheets are created in Excel with basic formulas already inserted. The sheets are not locked and can be altered to fit any team, or can simply be used as ideas if a team wishes to create/use their own budgeting sheets.

All templates are saved as part of the same file: **22b - Budget.xls**. Select a worksheet by clicking on the corresponding tab at the bottom of the page; options: Year – Basic, Year – Breakdown, Monthly, and Trip.

Budget Sheet 1: Year – Basic

1. Fill in the **team name** by clicking on the cell with 'Team' and typing over it.
2. Enter the **'Period Covering'**.
3. Enter the **'Start Balance'**. Can be any number (it is currently set at zero). To enter a negative number, type the minus sign before the number (e.g. -210). In a cell, negative numbers are shown in brackets to distinguish them from positive numbers (e.g. \$ 210.00 vs. \$ (210.00))
4. **Revenue:** enter all revenue.

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered in the 'Actual' column will automatically add up in the 'Total Revenue' space.

If another entry line is required, select a cell from the bottom row inside the revenue table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

In the below example, the new row will be added to the Revenue table.

REVENUE		Estimated	Actual	Description / Justification
9	1	0.00	0.00	
10	2	0.00	0.00	
11	3	0.00	0.00	
12	4	0.00	0.00	
13	5	0.00	0.00	
14	6	0.00	0.00	
15	7	0.00	0.00	
16	8	0.00	0.00	
17	9	0.00	0.00	
18	10	0.00	0.00	
19		0.00	0.00	
20				

5. **Expenses:** enter all expenses

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered in the 'Actual' column will automatically add up in the 'Total Expenses' space.

If another entry line is required, select a cell from the bottom row inside the expenses table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

6. **End Balance:** the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 2: Year – Breakdown

This sheet only alters from Budget Sheet 1: Year – Basic with regards to expenses. Various expense categories have already been created on this sheet to help the Team Manager better organize their expenses. Sub totals under each category will provide a more detailed visual of the team's cost breakdown. Category titles can be changed if so desired.

Steps 1 – 4: Same as Budget Sheet 1: Year – Basic.

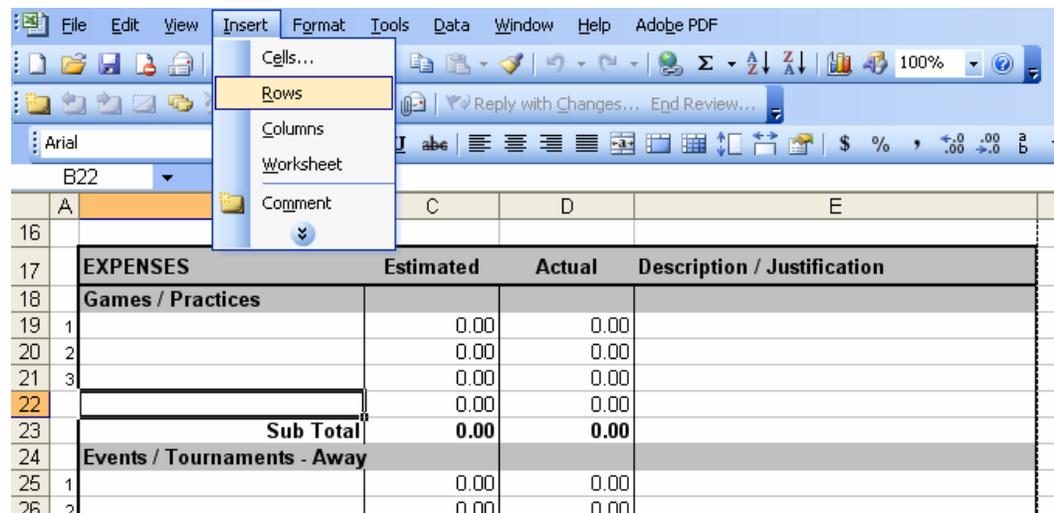
5. Expenses: enter all expenses

The 'Estimated' column is for planning purposes, but is not required to be filled in for formulas to work properly.

Amounts entered under the 'Actual' column for each category will automatically add up in the 'Sub Totals' space for that category. The 'Sub Totals' from each category will automatically add up in the 'Total Expenses' space.

If another entry line is required, select a cell from the row directly above the Sub-total line of the category that you wish to add to. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

In the below example, the new line will appear under the Games / Practices category.



		Estimated	Actual	Description / Justification
17	EXPENSES			
18	Games / Practices			
19	1	0.00	0.00	
20	2	0.00	0.00	
21	3	0.00	0.00	
22		0.00	0.00	
23	Sub Total	0.00	0.00	
24	Events / Tournaments - Away			
25	1	0.00	0.00	
26	2	0.00	0.00	

6. End Balance: the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

Budget Sheet 3: Monthly

This sheet works similar to the above two sheets, only it is broken down even further for those Team Manager's looking for more detail. Along with breaking down the expenses into category, all revenues and expenses are broken down by month.

The row that list the months has been frozen so that this information will always appear at the top of the screen as one scrolls down. To eliminate this feature, under the 'Window' menu, select 'Unfreeze Panes'.

Steps 1 –3: Same as Budget Sheet 1: Year – Basic.

4. **Revenue:** enter all revenue into the correct month. One item may have an entry under multiple months. This would all appear within the same row.

Amounts entered under each month will automatically add up in the 'Total Revenue' space for that month, with a yearly total appearing in the last column.

If another entry line is required, select a cell from the line directly above the 'Total Revenue' line within the revenue table. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

5. **Expenses:** enter all expenses

Amounts entered under each month for each category will automatically add up in the 'Sub Totals' space for that month/category, with a yearly total appearing in the last column. The 'Sub Totals' from each category will automatically add up in the 'Total Expenses' spaces for each month, with a yearly total appearing in the last column.

If another entry line is required, select a cell from the row directly above the Sub-totals line of the category that you wish to add to. From the 'Insert' menu select 'Rows'. Repeat for each additional row needed.

*Always add the entire row, even if you will only enter data under one month.

In the below example, the new line will appear under the Games / Practices category.

BUDGET					
		Aug	Sept	Oct	Nov
1					
2					
3	Period Covering:				
4	Start Balance:	\$	-		
5					
6					
15	EXPENSES				
16	Games / Practices				
17	Ice	0.00	100.00	200.00	100.00
18	Officials	0.00	50.00	100.00	0.00
19	-	0.00	0.00	0.00	0.00
20	Sub Totals	0.00	150.00	300.00	100.00
21					

6. **End Balance:** the end balance is automatically calculated from the data you entered (start balance + total revenue – total expenses).

