

## 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

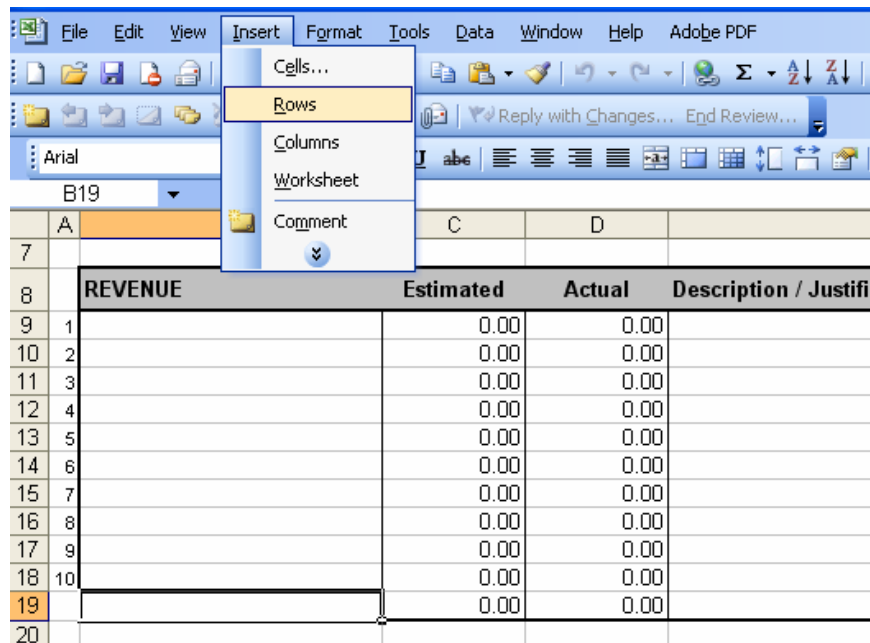
1. Fill in the **team name** by clicking on the cell with 'Team' and typing over it.
2. Enter the '**Period Covering**'.
3. Enter the '**Start Balance**'. Can be any number (it is currently set at zero). To enter a negative number, type the minus sign before the number (e.g. -210). In a cell, negative 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.



The screenshot shows the Microsoft Excel interface. The 'Insert' menu is open, and 'Rows' is selected. Below the menu, a table is visible with the following structure:

		REVENUE	Estimated	Actual	Description / Justification
7					
8					
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.

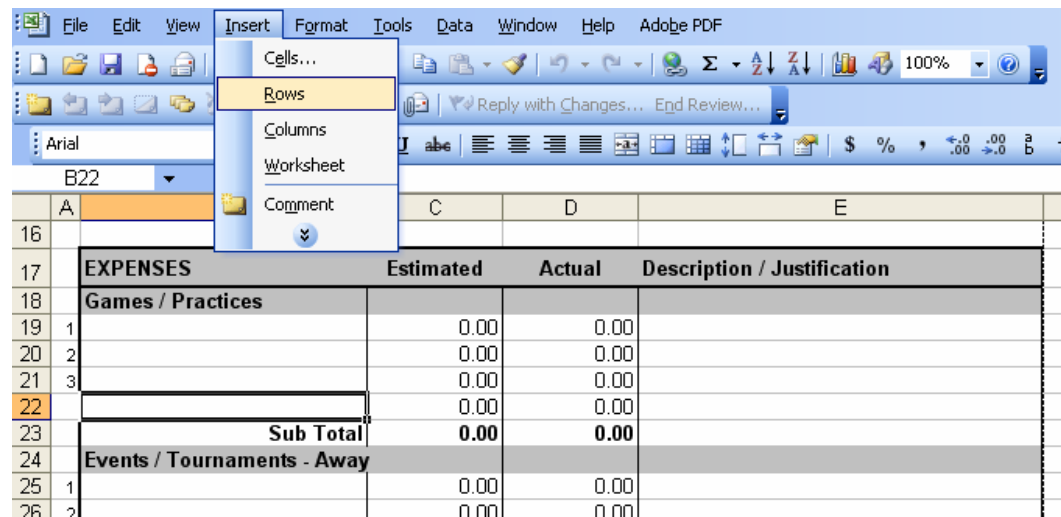
#### 5. Expenses: enter all expenses

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	<b>EXPENSES</b>			
18	<b>Games / Practices</b>			
19	1	0.00	0.00	
20	2	0.00	0.00	
21	3	0.00	0.00	
22		0.00	0.00	
23	<b>Sub Total</b>	<b>0.00</b>	<b>0.00</b>	
24	<b>Events / Tournaments - Away</b>			
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	<b>Period Covering:</b>				
4	<b>Start Balance:</b>	\$	-		
5					
6					
15	<b>EXPENSES</b>				
16	<b>Games / Practices</b>				
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	<b>Sub Totals</b>	<b>0.00</b>	<b>150.00</b>	<b>300.00</b>	<b>100.00</b>
21					

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

## Budget Sheet 4 – Trip

This sheet helps the Team Manager to budget and breakdown cost for a team trip. The worksheet only outlines the costs of the trip, not how the funds will be raised.

1. Fill in the **team name** by clicking on the cell with 'Team' and typing over it.
2. Enter the **'Period Covered / Event'**.
3. Enter **'Target Trip Budget'**. This is the amount the team would ideally allot to this event.
4. **Enter costs.**

Cells highlighted in grey are the areas that will affect calculations. These cells are currently set to show no cost. ('Cost per item' and 'Number Needed' should be set at a default of 0, and 'Time Frame' should be set at a default of 1 to ensure formulas work properly.)

**Sub Total** = cost per item x number needed

**Total** = cost per item x number needed x time frame

The descriptive columns under 'Number Needed' and 'Time Frame' can contain any description desired as this non-numerical entry will not affect formulas, but is to provide clarification for the numbers entered.

Sample:

7										
8										
9										
10										
11										
12	<b>Bus / Car Rentals</b>	\$ 300.00	x	1	bus(es)	\$ 300.00	x	3	day(s)	\$ 900.00
13										
14										
15	<b>Gas</b>	\$ 0.90	x	100	litre(s)	\$ 90.00	x	2	fills	\$ 180.00
16										
17										
18	<b>Hotels</b>	\$ 120.00	x	6	room(s)	\$ 720.00	x	1	night(s)	\$ 720.00
19										

5. **Add a row.**

Select 'Other 5' from the bottom row of the table. Under the 'Insert' menu select 'Rows'. A new row will be created above 'Other 5'. Because there is calculations that take place within the rows, formulas will need to be added to the Sub Total and Total cells of this row. The formulas used in these two cells are listed above.

6. **Actual Trip Budget:** the actual trip budget is automatically calculated from the data you entered (a sum of all the Totals).