

This column is where you'd enter the amount of money your org was funded for each line item in the budget (and ad hocs)

This column is where you'd enter the amount of money you've spent on each line item from your budget (and adhocs)

Your organizations index number starts with a 9. Be sure to have it written down somewhere!

The first column is where you'd put all the line items from your budget (and ad hocs).

	ALLOCATED	SPENT	LEFTOVER	Item(s)		Index	9000
EVENT 1	\$600.00	\$136.68	\$463.32	Domino's			
EVENT 2	\$33.34	\$21.98	\$11.36	24 dunkin donuts			
EVENT 3	\$89.81	\$89.81	\$0.00	Decor and Snacks			
EVENT 4	\$118.66	\$0.00	\$118.66				
<b>TOTALS</b>	<b>\$841.81</b>	<b>\$248.47</b>	<b>\$593.34</b>				

=SUM(all relevant values)

=[TOTAL Allocated] - [TOTAL Spent]