

BUDGET AND RECORDKEEPING USING A COMPUTER

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The use of a computer and spreadsheet program to prepare a budget and maintain records serves several very important roles. The computer provides a means for easily preparing a professional looking budget. This can be a means of promoting a perception of competence, gaining or strengthening the confidence of superiors, gaining additional self confidence, and ultimately improving your position of influence. In addition, records stored and filed on a diskette are readily accessible and easy to view thus making adjustments easier than when recording manually on ledger sheets.

My budget is organized into four sections and includes a table of contents and is presented in a folder to my supervisor. The four sections are:

1. Operating Budget and Summaries
2. Capital Budget and summaries
3. Payroll Budget and summaries
4. Other.

The initial presentation contains only budget projections. However, at the end of each month, expenditure and payroll summary tables are turned in along with a note indicating which section of the folder they are to be placed. In maintain an identical folder in my office.

Operating Budget and Summaries

The operating budget is prepared on a spreadsheet software program. The budget consists of two distinct sheets. The first sheet consists of the budgeted amount for each one of my accounts. It also contains a breakdown of projected expenditures by month. The second sheet is a detailed breakdown of each account.

During the year, as invoices are received, they are recorded on a spreadsheet and then turned into the office. This database of purchase information contains basic information such as the date of entry, name of account, amount of purchase, invoice number, and remarks. Microsoft's Excel spreadsheet program has a feature that will take database information and very quickly and easily tabulate a formatted summary table of expenditures. In the past, figures were taken from several ledgers, calculated by hand and then entered onto a summary ledger. On Excel, mathematical formulas are written into the program and calculations are made automatically. This summary along with the other summaries is turned in at the end of each month.

Capital Budget and Summaries

This section contains budgeted capital purchase requests along with an updated summary sheet. This section is small because only a few capital purchases are made each year.

Payroll Budget and Summaries

The first sheet of the payroll budget contains monthly projected expenditures for each site (Englebert & Grant), overtime projections, and a total figure for both sites. The second sheet is more detailed in that it lists each employee or position, the number of work hours projected per month, and the total amount projected for the year. Each employee or position is organized according to site.

A database of payroll information is maintained just as with purchases. Pay period, name, regular hours, overtime hours, wage for regular pay, wage for overtime pay, regular pay, overtime pay, total pay, days late, days sick, vacation days, and site is the information that is recorded. Formulas are entered into cells to calculate pay. Summary sheets can be tabulated which compare budget payroll with actual payroll.

Other

This section is reserved for other record keeping information that is important. For instance, I regularly present a list of monthly purchases placed in this section. On occasion, I will sort and add subtotals to payroll information to show individual employee records or tabulate a year to date summary sheet of payroll information. Once or twice a year I will sort and summarize the equipment log database to show a breakdown of equipment repairs and expense. Excel provides the opportunity to easily keep track of records, summarize records, and present them in many different ways.

NOTE: See Appendix A for detailed reports.