

**Please contact Becca Guler at [rguler@els.edu](mailto:rguler@els.edu) if you need help using or modifying the excel budgeting document for student activities- I'm happy to talk you through it over the phone, or "fix" it and send back to you.**

### **How to Budget for Student Activities using an Excel spreadsheet**

- 1) First update the number of students you think you'll have for the session- this will auto update the budget fields- never type into those or the formula will disappear. If you're unsure which fields are formulated to auto update- click in a cell and look up to the text strip- if you see "= and some cell numbers after" , that means it's a formula and updates itself. **NOTE- if you have a flat rate budget for the year, the month, or a semester, just click in the budget total field and type in the flat rate budget you have.**
- 2) Update/ delete/ add the expenses and amounts you estimate you'll have- pizza day, cooking night, etc. This will auto sum and then show up how much money is left in your budget or how far you are over- this feature allow you to see whether or not you can afford a particular activity.
- 3) If you have a trip planned, to the right you'll see several spots for inputting trip costs or student contributions and number of people and it will give you the numbers you need to show you the cost of a trip and estimate how many people you need to go on a trip to be able to afford it. You can program a specific cost to show up in the expenses area of the report by clicking in the cell you want it, typing "=" and then clicking in the cell that has the cost result. Now, every time you adjust the number of people contributing to a trip or the number of tickets you have to buy for an event, that cost will update itself in the expenses area and adjust the budget figures for you.