



# Budgeting Basics Worksheet - Instructions

## Budgeting Basics

Project Title

Example Project

Notes

Budget	\$	300.00
Subtotal	\$	260.00
x 1.25	\$	325.00
x 1.33	\$	345.80
Diff (25%)	\$	25.00
Diff (33%)	\$	45.80

#	Item	Cost ea	Total
1	Clear poly carb	\$ 25.00	\$ 25.00
5	TXM handles	\$ 33.50	\$ 167.50
3	hours of labor	\$ 22.50	\$ 67.50

Enter in the number of items needed ( or # of hours if labor)

Enter in the item description

Enter cost of single unit.

Multiply single unit cost by the number entered in the first column to get the total for the line.

Enter in total budget

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Add up all lines from the bottom of the spreadsheet for the subtotal

Choose if using the 25% or 33% increase method and multiply the subtotal by the number at left.

Subtract the difference between the budget and the new increase amount. For example, if using the 25% increase method, subtract \$325 from the budget of \$300 and the overage is