

2nd Tab on Orange can be clicked on to see example of filled out Ledger.

3rd and 4th Tabs in Orange can be clicked on to see examples of filled out Summary and Expenses.

	A	B	C	D	E	F	G	H	I
1	Commission/Ministry :			This Sheet is to Set Budgets by Category and Subtotal total Spend					
2	Total Budget :								
3	Total Expenses	\$ -		Update cells highlighted in blue only					
4	Balance Available	\$ -							
5	% Spent	0%							
6			Expenses						
7	Category	Budget	Q1	Q2	Q3	Q4	Total Year	Remaining Budget \$	Remaining Budget %
8	Blank 1	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
9	Blank 2	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
10	Blank 3	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
11	Blank 4	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
12	Blank 5	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
13	Blank 6	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
14	Blank 7	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
15	Blank 8	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
16	Blank 9	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
17	Blank 10	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
18	Blank 11	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
19	Blank 12	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
20	Blank 13	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
21	Blank 14	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
22	Blank 15	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0%
23									
24									
25	Total	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
26									
27	Over (Under) Budget	\$		If Negative, Check Categories				\$	
	Annual Budget Summary	Expenses	Annual Budget Summary Example				Expenses Example		+