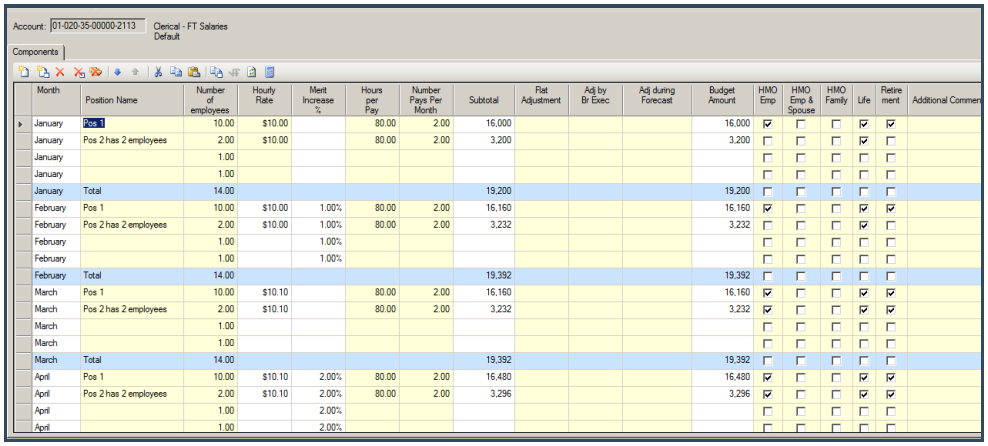
Last Modified on 07/02/2026 9:11 am EDT

Budget Setup - Budget Component Format Examples (Under Construction)

Budget Format: Demo SGA 1 – Payroll – Monthly – with Cola and Merit

Hourly wages with preset merit increases and checkboxes for various benefits. In this example, the hourly rate is entered only in the 1st month and auto-calculated in subsequent months, which makes easy entry for users.

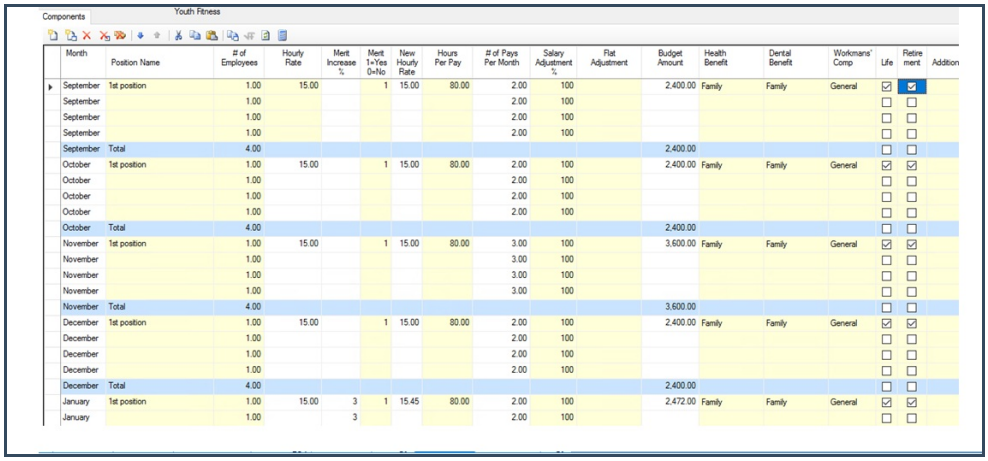


Account: 01-020-35-00000-2113 Clerical - FT Salaries Default

Components

Month	Position Name	Number of employees	Hourly Rate	Merit Increase %	Hours per Pay	Number Pays Per Month	Subtotal	Flat Adjustment	Adj by Br Exec	Adj during Forecast	Budget Amount	HMO Emp	HMO Emp & Spouse	HMO Family	Life	Retirement	Additional Comment
January	Pos 1	10.00	$10.00		80.00	2.00	16,000				16,000	☑	☐	☐	☑	☑	
January	Pos 2 has 2 employees	2.00	$10.00		80.00	2.00	3,200				3,200	☐	☐	☐	☑	☐	
January		1.00										☐	☐	☐	☐	☐	
January		1.00										☐	☐	☐	☐	☐	
January	Total	14.00					19,200				19,200	☐	☐	☐	☐	☐	
February	Pos 1	10.00	$10.00	1.00%	80.00	2.00	16,160				16,160	☑	☐	☐	☑	☑	
February	Pos 2 has 2 employees	2.00	$10.00	1.00%	80.00	2.00	3,232				3,232	☐	☐	☐	☑	☐	
February		1.00		1.00%								☐	☐	☐	☐	☐	
February		1.00		1.00%								☐	☐	☐	☐	☐	
February	Total	14.00					19,392				19,392	☐	☐	☐	☐	☐	
March	Pos 1	10.00	$10.10		80.00	2.00	16,160				16,160	☑	☐	☐	☑	☑	
March	Pos 2 has 2 employees	2.00	$10.10		80.00	2.00	3,232				3,232	☑	☐	☐	☑	☑	
March		1.00										☐	☐	☐	☐	☐	
March		1.00										☐	☐	☐	☐	☐	
March	Total	14.00					19,392				19,392	☐	☐	☐	☐	☐	
April	Pos 1	10.00	$10.10	2.00%	80.00	2.00	16,480				16,480	☑	☐	☐	☑	☑	
April	Pos 2 has 2 employees	2.00	$10.10	2.00%	80.00	2.00	3,296				3,296	☑	☐	☐	☑	☑	
April		1.00		2.00%								☐	☐	☐	☐	☐	
April		1.00		2.00%								☐	☐	☐	☐	☐	

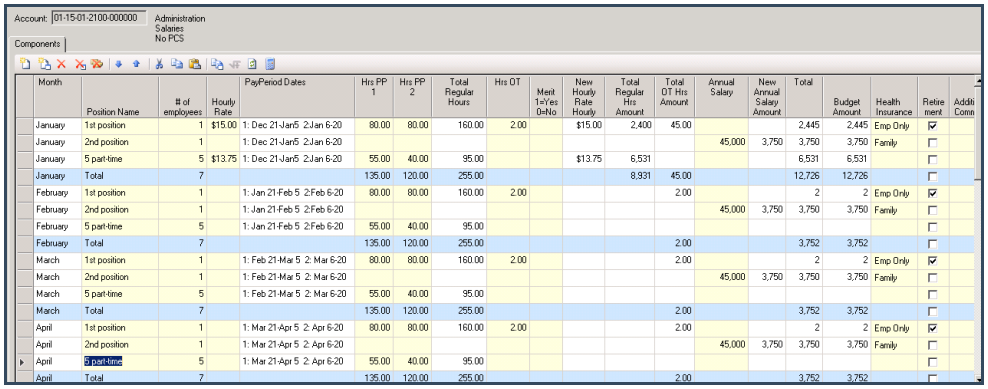
Another example is hourly wages with columns for optional merit (Y/N), salary adjustment percentages for those whose salaries are split between locations, and a drop-down selection for benefit plans. Subsequent allocation can be set up to calculate health/dental benefits at a flat monthly rate x number of employees x salary adjustment %.



Components — Youth Fitness

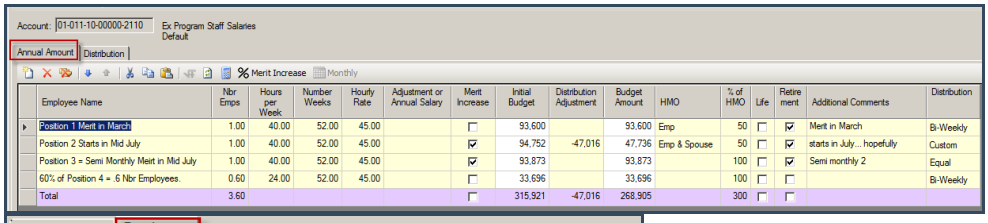
Month	Position Name	# of Employees	Hourly Rate	Merit Increase %	Merit 1=Yes 0=No	New Hourly Rate	Hours Per Pay	# of Pays Per Month	Salary Adjustment %	Flat Adjustment	Budget Amount	Health Benefit	Dental Benefit	Workmans' Comp	Life	Retirement	Addition
September	1st position	1.00	15.00		1	15.00	80.00	2.00	100		2,400.00	Family	Family	General	☑	☑	
September		1.00						2.00	100						☐	☐	
September		1.00						2.00	100						☐	☐	
September		1.00						2.00	100						☐	☐	
September	Total	4.00									2,400.00				☐	☐	
October	1st position	1.00	15.00		1	15.00	80.00	2.00	100		2,400.00	Family	Family	General	☑	☑	
October		1.00						2.00	100						☐	☐	
October		1.00						2.00	100						☐	☐	
October		1.00						2.00	100						☐	☐	
October	Total	4.00									2,400.00				☐	☐	
November	1st position	1.00	15.00		1	15.00	80.00	3.00	100		3,600.00	Family	Family	General	☑	☑	
November		1.00						3.00	100						☐	☐	
November		1.00						3.00	100						☐	☐	
November		1.00						3.00	100						☐	☐	
November	Total	4.00									3,600.00				☐	☐	
December	1st position	1.00	15.00		1	15.00	80.00	2.00	100		2,400.00	Family	Family	General	☑	☑	
December		1.00						2.00	100						☐	☐	
December		1.00						2.00	100						☐	☐	
December		1.00						2.00	100						☐	☐	
December	Total	4.00									2,400.00				☐	☐	
January	1st position	1.00	15.00	3	1	15.45	80.00	2.00	100		2,472.00	Family	Family	General	☑	☑	
January		1.00		3				2.00	100						☐	☐	

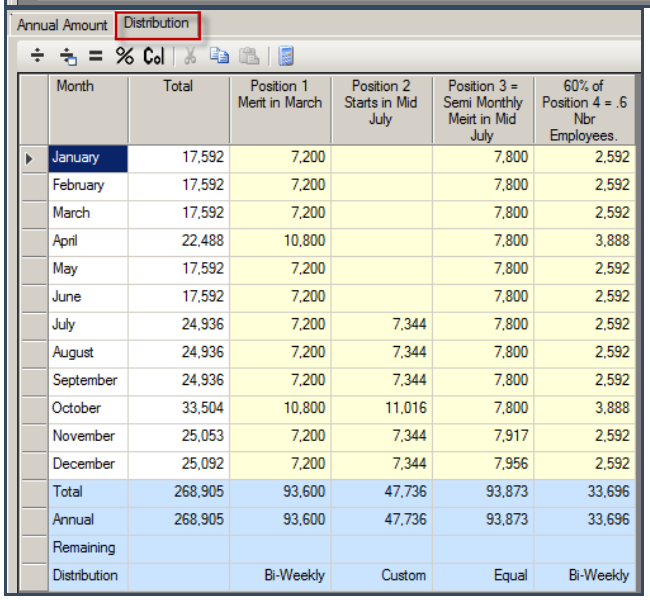
Payroll monthly format where reg/OT hours or annual salary can be entered and calculated by month.



Budget Format: Demo SGA 1 – Payroll – Annual

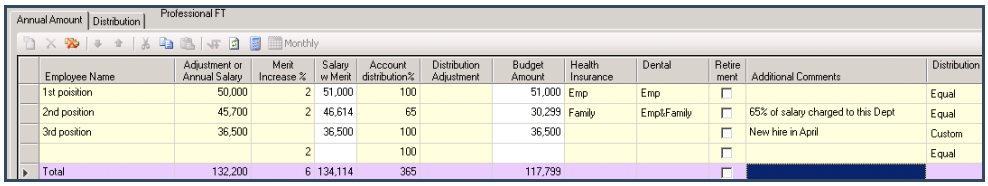
The annual salary format may have an hourly rate calculation, or you can simply enter the annual salary, which is distributed as defined in the **Distribution** column. The monthly distribution can be seen on the **Distribution** tab.





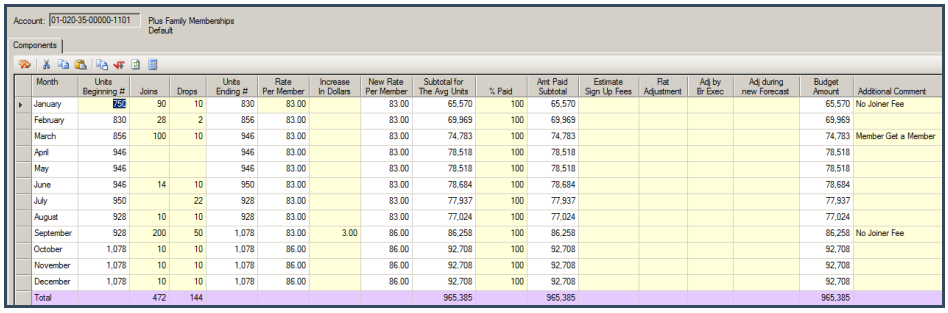
Month	Total	Position 1 Merit in March	Position 2 Starts in Mid July	Position 3 = Semi Monthly Meirt in Mid July	60% of Position 4 = .6 Nbr Employees.
January	17,592	7,200		7,800	2,592
February	17,592	7,200		7,800	2,592
March	17,592	7,200		7,800	2,592
April	22,488	10,800		7,800	3,888
May	17,592	7,200		7,800	2,592
June	17,592	7,200		7,800	2,592
July	24,936	7,200	7,344	7,800	2,592
August	24,936	7,200	7,344	7,800	2,592
September	24,936	7,200	7,344	7,800	2,592
October	33,504	10,800	11,016	7,800	3,888
November	25,053	7,200	7,344	7,917	2,592
December	25,092	7,200	7,344	7,956	2,592
Total	268,905	93,600	47,736	93,873	33,696
Annual	268,905	93,600	47,736	93,873	33,696
Remaining					
Distribution		Bi-Weekly	Custom	Equal	Bi-Weekly

Payroll annual format with % distribution adjustment when salaries are split between locations.



***Note**: Allocations should be set to use the % of a distribution to calculate the appropriate % of (flat-rate) insurance.*

Budget Format: Demo SGA 1 – Membership – Simple

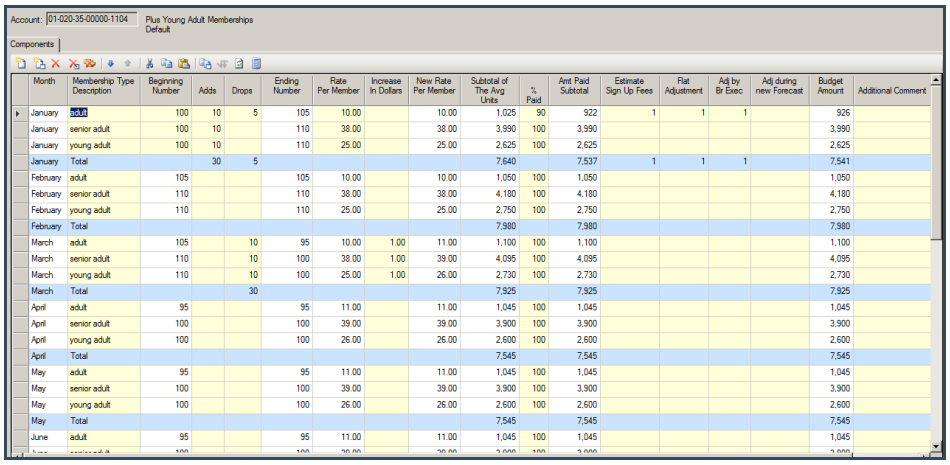


Account: 01-020-35-00000-1101 Plus Family Memberships Default

Components

Month	Units Beginning #	Joins	Drops	Units Ending #	Rate Per Member	Increase In Dollars	New Rate Per Member	Subtotal for The Avg Units	% Paid	Amt Paid Subtotal	Estimate Sign Up Fees	Rat Adjustment	Adj by Br Exec	Adj during new Forecast	Budget Amount	Additional Comment
January	792	90	10	830	83.00		83.00	65,570	100	65,570					65,570	No Joiner Fee
February	830	28	2	856	83.00		83.00	69,969	100	69,969					69,969	
March	856	100	10	946	83.00		83.00	74,783	100	74,783					74,783	Member Get a Member
April	946			946	83.00		83.00	78,518	100	78,518					78,518	
May	946			946	83.00		83.00	78,518	100	78,518					78,518	
June	946	14	10	950	83.00		83.00	78,684	100	78,684					78,684	
July	950		22	928	83.00		83.00	77,937	100	77,937					77,937	
August	928	10	10	928	83.00		83.00	77,024	100	77,024					77,024	
September	928	200	50	1,078	83.00	3.00	86.00	86,258	100	86,258					86,258	No Joiner Fee
October	1,078	10	10	1,078	86.00		86.00	92,708	100	92,708					92,708	
November	1,078	10	10	1,078	86.00		86.00	92,708	100	92,708					92,708	
December	1,078	10	10	1,078	86.00		86.00	92,708	100	92,708					92,708	
Total		472	144					965,385		965,385					965,385	

Budget Format: Demo SGA 1 – Membership – Types



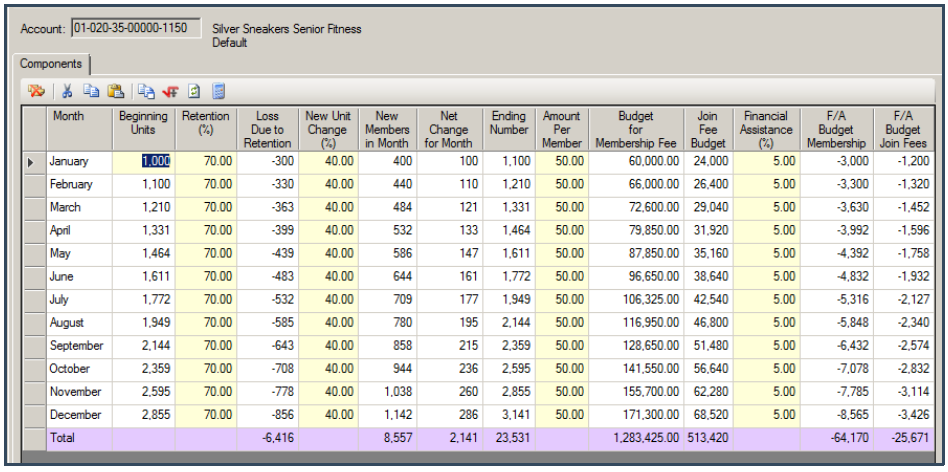
Account: 01-020-35-00000-1104 Plus Young Adult Memberships Default

Components

Month	Membership Type Description	Beginning Number	Adds	Drops	Ending Number	Rate Per Member	Increase In Dollars	New Rate Per Member	Subtotal of The Avg Units	% Paid	Amt Paid Subtotal	Estimate Sign Up Fees	Rat Adjustment	Adj by Br Exec	Adj during new Forecast	Budget Amount	Additional Comment
January	adult	100	10	5	105	10.00		10.00	1,025	90	922	1	1	1		926	
January	senior adult	100	10		110	38.00		38.00	3,990	100	3,990					3,990	
January	young adult	100	10		110	25.00		25.00	2,625	100	2,625					2,625	
January	Total		30	5					7,640		7,537	1	1	1		7,541	
February	adult	105			105	10.00		10.00	1,050	100	1,050					1,050	
February	senior adult	110			110	38.00		38.00	4,180	100	4,180					4,180	
February	young adult	110			110	25.00		25.00	2,750	100	2,750					2,750	
February	Total								7,980		7,980					7,980	
March	adult	105		10	95	10.00	1.00	11.00	1,100	100	1,100					1,100	
March	senior adult	110		10	100	38.00	1.00	39.00	4,095	100	4,095					4,095	
March	young adult	110		10	100	25.00	1.00	26.00	2,730	100	2,730					2,730	
March	Total			30					7,925		7,925					7,925	
April	adult	95			95	11.00		11.00	1,045	100	1,045					1,045	
April	senior adult	100			100	39.00		39.00	3,900	100	3,900					3,900	
April	young adult	100			100	26.00		26.00	2,600	100	2,600					2,600	
April	Total								7,545		7,545					7,545	
May	adult	95			95	11.00		11.00	1,045	100	1,045					1,045	
May	senior adult	100			100	39.00		39.00	3,900	100	3,900					3,900	
May	young adult	100			100	26.00		26.00	2,600	100	2,600					2,600	
May	Total								7,545		7,545					7,545	
June	adult	95			95	11.00		11.00	1,045	100	1,045					1,045	

Note: *If Sign Up Fees, Scholarships, etc., are entered in a column on the budget entry screen, they can be included in the Budget Amount calculation. If separate account numbers exist for Sign Up Fees, Scholarships, etc., those amounts can be entered here and updated in the appropriate account number through the allocation setup.*

Budget Format: Demo SGA 1 – Membership - Percentage



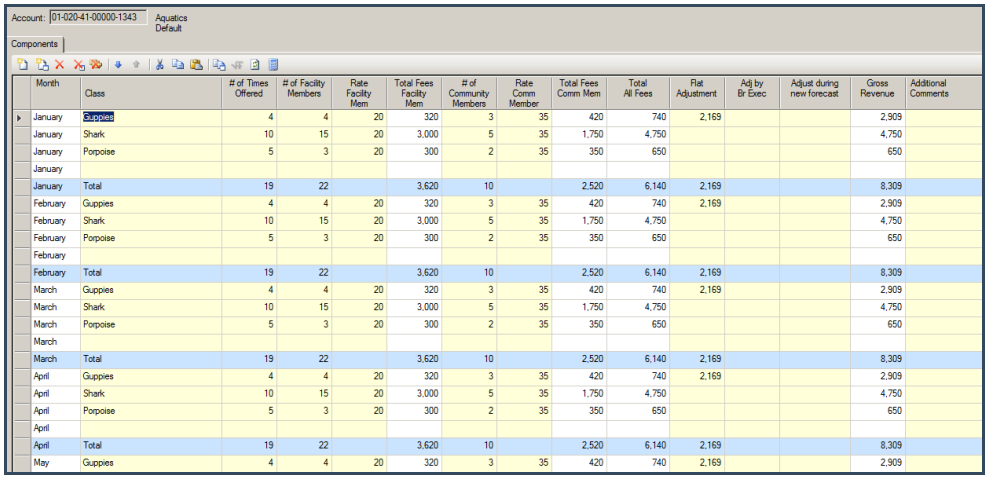
Account: 01-020-35-00000-1150 Silver Sneakers Senior Fitness Default

Components

Month	Beginning Units	Retention (%)	Loss Due to Retention	New Unit Change (%)	New Members in Month	Net Change for Month	Ending Number	Amount Per Member	Budget for Membership Fee	Join Fee Budget	Financial Assistance (%)	F/A Budget Membership	F/A Budget Join Fees
January	1,000	70.00	-300	40.00	400	100	1,100	50.00	60,000.00	24,000	5.00	-3,000	-1,200
February	1,100	70.00	-330	40.00	440	110	1,210	50.00	66,000.00	26,400	5.00	-3,300	-1,320
March	1,210	70.00	-363	40.00	484	121	1,331	50.00	72,600.00	29,040	5.00	-3,630	-1,452
April	1,331	70.00	-399	40.00	532	133	1,464	50.00	79,850.00	31,920	5.00	-3,992	-1,596
May	1,464	70.00	-439	40.00	586	147	1,611	50.00	87,850.00	35,160	5.00	-4,392	-1,758
June	1,611	70.00	-483	40.00	644	161	1,772	50.00	96,650.00	38,640	5.00	-4,832	-1,932
July	1,772	70.00	-532	40.00	709	177	1,949	50.00	106,325.00	42,540	5.00	-5,316	-2,127
August	1,949	70.00	-585	40.00	780	195	2,144	50.00	116,950.00	46,800	5.00	-5,848	-2,340
September	2,144	70.00	-643	40.00	858	215	2,359	50.00	128,650.00	51,480	5.00	-6,432	-2,574
October	2,359	70.00	-708	40.00	944	236	2,595	50.00	141,550.00	56,640	5.00	-7,078	-2,832
November	2,595	70.00	-778	40.00	1,038	260	2,855	50.00	155,700.00	62,280	5.00	-7,785	-3,114
December	2,855	70.00	-856	40.00	1,142	286	3,141	50.00	171,300.00	68,520	5.00	-8,565	-3,426
Total			-6,416		8,557	2,141	23,531		1,283,425.00	513,420		-64,170	-25,671

Budget Format: Demo SGA 1 – Program Income

Aquatics Monthly



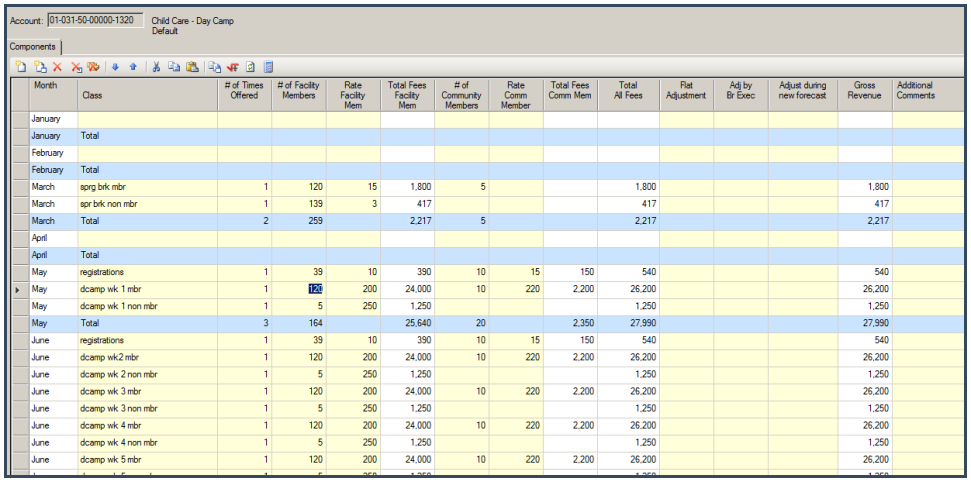
Account: 01-020-41-00000-1343 Aquatics Default

Components

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Flat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
January	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
January	Porpoise	5	3	20	300	2	35	350	650				650	
January														
January	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
February	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
February	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
February	Porpoise	5	3	20	300	2	35	350	650				650	
February														
February	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
March	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
March	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
March	Porpoise	5	3	20	300	2	35	350	650				650	
March														
March	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
April	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	
April	Shark	10	15	20	3,000	5	35	1,750	4,750				4,750	
April	Porpoise	5	3	20	300	2	35	350	650				650	
April														
April	Total	19	22		3,620	10		2,520	6,140	2,169			8,309	
May	Guppies	4	4	20	320	3	35	420	740	2,169			2,909	

Budget Format: Demo SGA 1 – Program Income

Day Camp – enter the appropriate months



Account: 01-031-50-00000-1320 Child Care - Day Camp Default

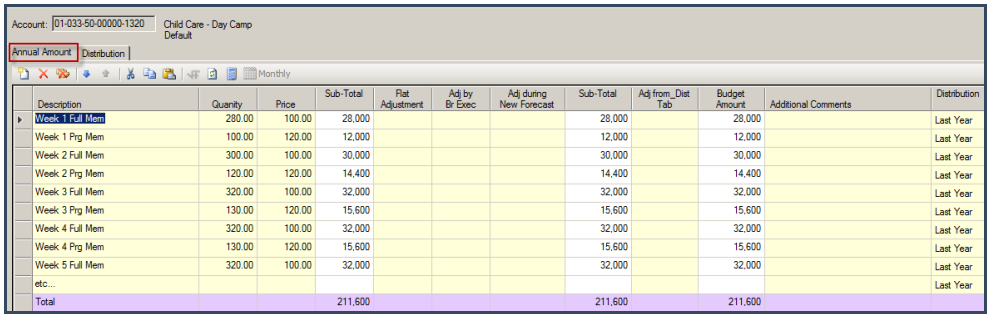
Components

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Flat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January														
January	Total													
February														
February	Total													
March	sprg brk mbr	1	120	15	1,800	5			1,800				1,800	
March	spr brk non mbr	1	139	3	417				417				417	
March	Total	2	259		2,217	5			2,217				2,217	
April														
April	Total													
May	registrations	1	39	10	390	10	15	150	540				540	
May	dcamp wk 1 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
May	dcamp wk 1 non mbr	1	5	250	1,250				1,250				1,250	
May	Total	3	164		25,640	20		2,350	27,990				27,990	
June	registrations	1	39	10	390	10	15	150	540				540	
June	dcamp wk2 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 2 non mbr	1	5	250	1,250				1,250				1,250	
June	dcamp wk 3 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 3 non mbr	1	5	250	1,250				1,250				1,250	
June	dcamp wk 4 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	
June	dcamp wk 4 non mbr	1	5	250	1,250				1,250				1,250	
June	dcamp wk 5 mbr	1	120	200	24,000	10	220	2,200	26,200				26,200	

Note: *Comments about Scholarships above under the Membership examples could also apply to program income.*

Budget Format: SGA 1 – Program Expense - Annual – Summer Programs

Day Camp Annual – Enter the total amount and distribute according to last year.



Account: 01-033-50-00000-1320 Child Care - Day Camp Default

Annual Amount | Distribution

Description	Quantity	Price	Sub-Total	Flat Adjustment	Adj by Br Exec	Adj during New Forecast	Sub-Total	Adj from_Dist Tab	Budget Amount	Additional Comments	Distribution
Week 1 Full Mem	280.00	100.00	28,000				28,000		28,000		Last Year
Week 1 Prg Mem	100.00	120.00	12,000				12,000		12,000		Last Year
Week 2 Full Mem	300.00	100.00	30,000				30,000		30,000		Last Year
Week 2 Prg Mem	120.00	120.00	14,400				14,400		14,400		Last Year
Week 3 Full Mem	320.00	100.00	32,000				32,000		32,000		Last Year
Week 3 Prg Mem	130.00	120.00	15,600				15,600		15,600		Last Year
Week 4 Full Mem	320.00	100.00	32,000				32,000		32,000		Last Year
Week 4 Prg Mem	130.00	120.00	15,600				15,600		15,600		Last Year
Week 5 Full Mem	320.00	100.00	32,000				32,000		32,000		Last Year
etc...											Last Year
Total			211,600				211,600		211,600		

Annual Amount | Distribution

Month	Total	Week 1 Full Mem	Week 1 Prg Mem	Week 2 Full Mem	Week 2 Prg Mem	Week 3 Full Mem	Week 3 Prg Mem	Week 4 Full Mem	Week 4 Prg Mem	Week 5 Full Mem	etc...
January		1		-1							
February											
March	68	9	4	10	5	10	5	10	5	10	
April	92	12	5	13	6	14	7	14	7	14	
May	689	91	39	98	47	104	51	104	51	104	
June	73,848	9,772	4,188	10,470	5,026	11,168	5,444	11,168	5,444	11,168	
July	86,245	11,412	4,891	12,228	5,869	13,043	6,358	13,043	6,358	13,043	
August	50,658	6,703	2,873	7,182	3,447	7,661	3,735	7,661	3,735	7,661	
September											
October											
November											
December											
Total	211,600	28,000	12,000	30,000	14,400	32,000	15,600	32,000	15,600	32,000	
Annual	211,600	28,000	12,000	30,000	14,400	32,000	15,600	32,000	15,600	32,000	
Remaining											
Distribution		Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year	Last Year

Budget Format: Demo SGA 1 – Program Income

All Day Care Monthly

Account: 01-020-55-00000-1302 All Day Child Care Default

Components

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Rat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January	Toddler I	1	9	150	1,350				1,350				1,350	
January	Toddler II	1	12	150	1,800				1,800				1,800	
January	Pre Kinder I	1	15	135	2,025				2,025				2,025	
January	Pre Kinder II	1	16	135	2,160				2,160				2,160	
January	Pre Kinder III	1	16	135	2,160				2,160				2,160	
January	Memebership rate toddler	1	5	135	675				675				675	
January	Membership rate for pre-K	1	10	122	1,220				1,220				1,220	
January														
January	Total	7	83		11,390				11,390				11,390	
February	Toddler I	1	9	150	1,350				1,350				1,350	
February	Toddler II	1	12	150	1,800				1,800				1,800	
February	Pre Kinder I	1	15	135	2,025				2,025				2,025	
February	Pre Kinder II	1	16	135	2,160				2,160				2,160	
February	Pre Kinder III	1	16	135	2,160				2,160				2,160	
February	Memebership rate toddler	1	5	135	675				675				675	
February	Membership rate for pre-K	1	10	122	1,220				1,220				1,220	
February														
February	Total	7	83		11,390				11,390				11,390	

Budget Format: Demo SGA 1 – Program Income

BASC Monthly

Account: 01-020-50-00000-1301 Child Care - SACC Default

Components

Month	Class	# of Times Offered	# of Facility Members	Rate Facility Mem	Total Fees Facility Mem	# of Community Members	Rate Comm Member	Total Fees Comm Mem	Total All Fees	Rat Adjustment	Adj by Br Exec	Adjust during new forecast	Gross Revenue	Additional Comments
January	Program Cost -- Kinder SACC	1	25	45	1,125				1,125				1,125	
January	Program Cost -- FWAS SACC	1	50	5	250				250				250	
January														
January	Total	2	75		1,375				1,375				1,375	
February	Program Cost -- Kinder SACC	1	25	45	1,125				1,125				1,125	
February	Program Cost -- FWAS SACC	1	50	5	250				250				250	
February														
February	Total	2	75		1,375				1,375				1,375	
March	Program Cost -- Kinder SACC	1	25	45	1,125				1,125				1,125	
March	Program Cost -- FWAS SACC	1	50	5	250				250				250	
March														
March	Total	2	75		1,375				1,375				1,375	
April	Program Cost -- Kinder SACC	1	25	45	1,125				1,125				1,125	
April	Program Cost -- FWAS SACC	1	50	5	250				250				250	
April														
April	Total	2	75		1,375				1,375				1,375	
May	Program Cost -- Kinder SACC	1	25	45	1,125				1,125				1,125	
May	Program Cost -- FWAS SACC	1	50	5	250				250				250	

Example of Before/After Child Care Income

Components — Child Care Fee

Month	Program Type	Rate Spring 2018	# Enrolled per Week JAN 2018 - MAY 2018	Total Revenue Jan-May	Rate Fall 2018	# Enrolled per Week AUG 2018 - DEC 2018	Total Revenue Aug-Dec	Total Revenue Jan-Dec	PT % of Total Revenue	PT Discount $ 41319	Scholarship % of Total Revenue	Scholarship $ 41399	# Staff Required	Total # Enrolled Prior Year
January	Before / After	91	25	11,375				11,375	0.30%	34			4	28
January	Before Only	60	5	1,500				1,500						4
January	After Only	86	13	5,590				5,590						15
January														
January	Total		43	18,465				18,465		34			4	47
February	Before / After	91	25	9,100				9,100	0.30%	27			4	28
February	Before Only	60	5	1,200				1,200						4
February	After Only	86	13	4,472				4,472						15
February														
February	Total		43	14,772				14,772		27			4	47
March	Before / After	91	26	7,098				7,098	0.30%	21			4	28
March	Before Only	60	5	900				900						4
March	After Only	86	13	3,354				3,354						14
March														
March	Total		44	11,352				11,352		21			4	46
April	Before / After	91	26	11,830				11,830	0.30%	35			4	28

Example – Summer Day Camp (Kansas City)

Components — Summer Day Camps / Child Care Fee

Month	Program Week	# Enrolled Traditional	# Enrolled Specialty	Traditional Rate / Week	Specialty Rate / Week	Total Revenue	Scholarship % of Revenue	Scholarship $ 41399	Total # Enrolled Prior Year	# Staff Required	Additional Comments
April											
April	Total										
May	May 27	80		180	200	14,400	1.15%	166	117	12	
May	Total	80				14,400		166	117		
June	June 3	80		180	200	14,400	1.15%	166	119	12	
June	June 10	80		180	200	14,400	1.15%	166	120	12	
June	June 17	80		180	200	14,400	1.15%	166	116	12	
June	June 24	80		180	200	14,400	1.15%	166	118	12	
June											
June	Total	320				57,600		664	473		
July	July 1	80		180	200	14,400	1.15%	166	94	12	
July	July 8	80		180	200	14,400	1.15%	166	115	12	
July	July 15	80		180	200	14,400	1.15%	166	119	12	
July	July 25	80		180	200	14,400	1.15%	166	112	12	
July	July 29	80		180	200	14,400	1.15%	166	113	12	
July	Total	400				72,000		830	553		

Budget Format: Demo SGA 1 – Generic

Example of Office Supplies

Account: 01-020-35-00000-2510 Office Supplies Default

Components

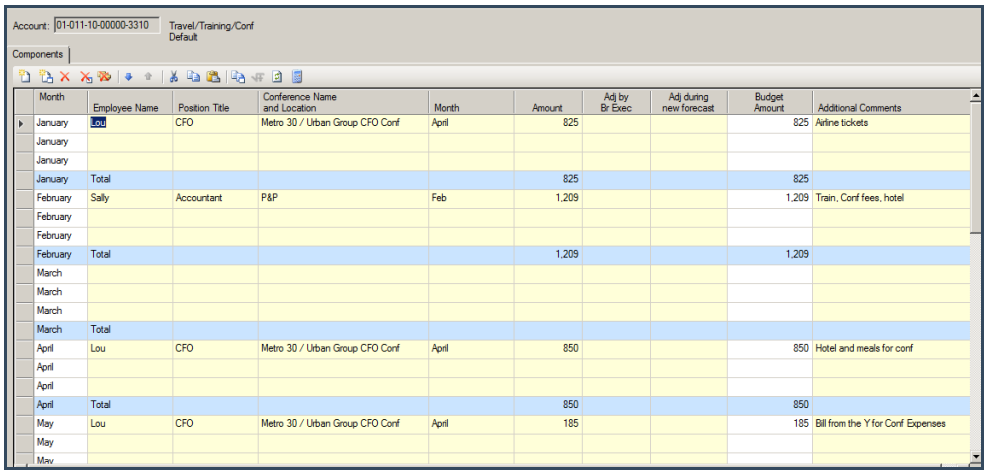
Month	Description	Quantity	Price or Unit Amount	Subtotal	Adjustment	Adj By Br Exec	Adj by Metro Staff	Adj during new Forecast	Budget Amount	Additional Comments
January	Copy Paper	10.00	19.95	200					200	
January	Tshirts	500.00	5.95	2,975					2,975	February Family Night
January	Printer ribbons	10.00	10.00	100					100	
January	Pens box of 20		9.95							
January	we need less expense (Lou)	1.00				-500			-500	
January		1.00								
January	Total			3,275		-500			2,775	
February										
February	Total									

Youth Sports (copied from last year)

Components

Month	Description	Quantity	Price or Unit Amount	Subtotal	Adjustment	Adj By Br Exec	Adj by Metro Staff	Adj during new Forecast	Budget Amount	Additional Comments
January										
January	Basketball Uniforms	360.00	10.00	3,600					3,600	
January	Basketball Equipment	1.00	400.00	400					400	
January	Difference from last year	1.00			-2,740				-2,740	Difference from last year
January	Total			4,000	-2,740				1,260	
February	Basketball Trophy	320.00	3.00	960					960	
February	Difference from last year	1.00			-751				-751	Difference from last year
February	Total			960	-751				209	
March										
March	Difference from last year	1.00			5,295				5,295	Difference from last year
March	Total				5,295				5,295	
April	Soccer uniforms	422.00	13.00	5,486					5,486	
April	Volleyball uniforms	153.00	13.00	1,989					1,989	
April	Soccer trophy	422.00	3.00	1,266					1,266	
April	Volleyball trophy	153.00	3.00	459					459	
April	Soccer equipment	1.00	250.00	250					250	
April	Difference from last year	1.00			-4,518				-4,518	Difference from last year
April	Total			9,450	-4,518				4,932	

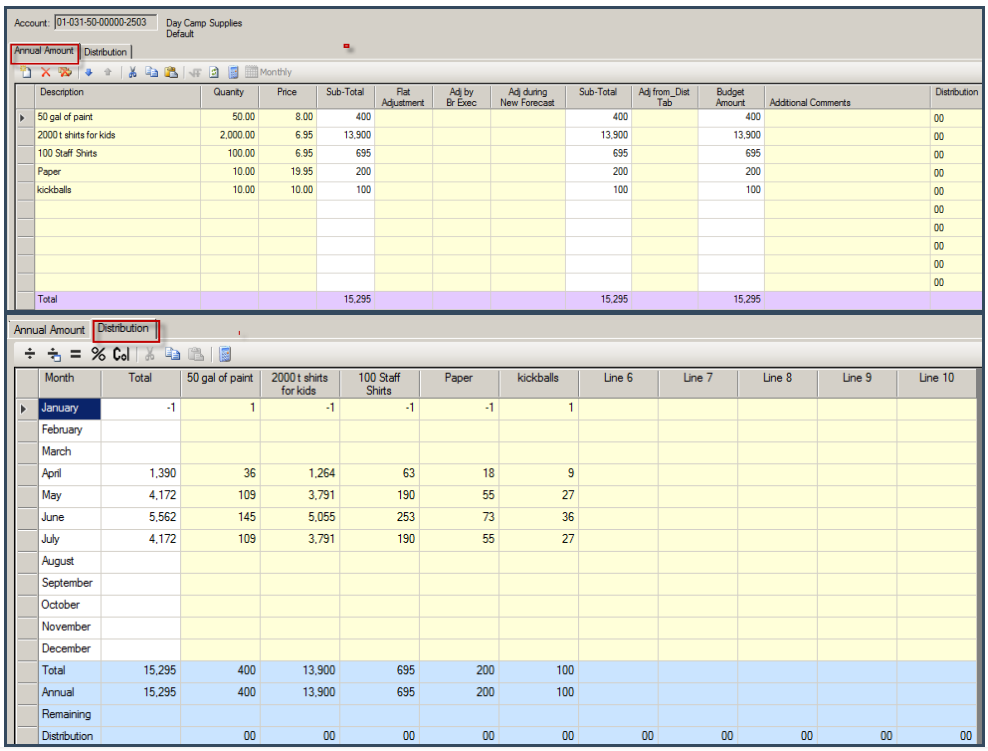
Budget Format: SGA 1 – Conference & Staff Training



Month	Employee Name	Position Title	Conference Name and Location	Month	Amount	Adj by Br Exec	Adj during new forecast	Budget Amount	Additional Comments
January	Lou	CFO	Metro 30 / Urban Group CFO Conf	April	825			825	Airline tickets
January									
January									
January	Total				825			825	
February	Sally	Accountant	P&P	Feb	1,209			1,209	Train, Conf fees, hotel
February									
February									
February	Total				1,209			1,209	
March									
March									
March									
March	Total								
April	Lou	CFO	Metro 30 / Urban Group CFO Conf	April	850			850	Hotel and meals for conf
April									
April									
April	Total				850			850	
May	Lou	CFO	Metro 30 / Urban Group CFO Conf	April	185			185	Bill from the Y for Conf Expenses
May									
May									

Budget Format: Demo SGA 1 – Program Expense – Annual - SumPrg

Day Camp Annual – Enter everything for the entire year and distribute according to last year.



Description	Quanity	Price	Sub-Total	Flat Adjustment	Adj by Br Exec	Adj during New Forecast	Sub-Total	Adj from_Dist Tab	Budget Amount	Additional Comments	Distribution
50 gal of paint	50.00	8.00	400				400		400		00
2000 t shirts for kids	2,000.00	6.95	13,900				13,900		13,900		00
100 Staff Shirts	100.00	6.95	695				695		695		00
Paper	10.00	19.95	200				200		200		00
kickballs	10.00	10.00	100				100		100		00
											00
											00
											00
											00
											00
Total			15,295				15,295		15,295		

Annual Amount | Distribution

Month	Total	50 gal of paint	2000 t shirts for kids	100 Staff Shirts	Paper	kickballs	Line 6	Line 7	Line 8	Line 9	Line 10
January	-1	1	-1	-1	-1	1					
February											
March											
April	1,390	36	1,264	63	18	9					
May	4,172	109	3,791	190	55	27					
June	5,562	145	5,055	253	73	36					
July	4,172	109	3,791	190	55	27					
August											
September											
October											
November											
December											
Total	15,295	400	13,900	695	200	100					
Annual	15,295	400	13,900	695	200	100					
Remaining											
Distribution		00	00	00	00	00	00	00	00	00	00