

BBT Excel Budget Project

What is a Budget?

A budget is a document which lists all income and expenses.

It is used to record all income and help in planning all spending.

A budget will therefore have a balance of zero at the end of the month because all income and spending will be accounted for. Please see example below:

Example of a Household budget

Monthly Gross Income: \$1,000 Monthly Net Income (income after deductions): \$762.00

Fixed Expenses:

Rent:	\$250.00
Transportation:	\$85.00
Insurance:	\$25.00
Utilities:	\$100.00

Variable Expenses:

Food:	\$250.00
Clothing:	\$25.00
Personal Care:	\$12.00
Savings:	\$15.00

In this example I ensured that all expenses totalled the amount of income by using the savings entry. When you do your own budget you must complete all entries, and you cannot have a negative balance.

Total Expenses: \$762.00 Balance: \$00.00

BBT Excel Budget Project Instructions

In this project you are to choose 1 of 3 jobs from the page below and using the income level indicated your living expenses, balance and savings on the BBT9 Budget Sheet.

You must show the correctly calculated net income for your chosen job profile.

You must choose from 1 of the 3 jobs listed on page 3 below.

You must complete the budget form using the excel sheet in the Stu shared drive, under the BBT9 folder, in the Excel Exercises folder. (Budget)

The Budget Sheet must have an entry in each category:

A description of the expense with a dollar amount in the Amount Column or
a description explaining why no amount is given.

You are allowed to add rows for additional expenses, but they must include descriptions.

When completing the budget all money must be accounted for. (no negatives)

You must copy the sheet into your own drive and input the formulas for auto calculation.

You must include a graph to show your savings as a percentage of your net income.

Rubric for Valuation of Budget Project

BBT 9 Budget Sheet is saved to your drive and includes Auto calculation formulas.

All the calculations to show your Net income is included and correct. /5

All expenses have an entry: a description and a dollar amount
(or an explanation for why there is no dollar amount) /5

The Balance of the Budget is Zero: All money is accounted for with no negative. /5

You have included a graph showing your savings as a percentage of your net income /5

BBT Excel Budget Project

Select from the expenses listed below for use in your budget.

Fixed Expenses

- Housing: 2 bedroom Apt. alone – \$700.00, shared \$350.00 / 1 bedroom - \$600.00
Telephone: Basic Landline = \$35.00 + long distance plan \$10.00 And/or Cell Phone \$50.00
Utilities: Heat/Electricity \$130 if living alone/ \$65 if shared
TV/Cable: \$30-\$100/ month May include internet/phone. (shared expenses?)
Insurance: Renter's Insurance Home or contents Fire and theft. (\$30 - 50)
Health Care: to cover dental and prescriptions. (\$65 - 100)
Loans: Payments for student loans or purchases you make: (furniture, tvs,...)
Savings: 10% of your Gross income will ensure a good amount to retire with.
Other Savings: If you work in a seasonal type of occupation there may be regular periods of unemployment, which will require you to save for these times of the year to pay your bills

Variable Expenses

- Food: This will vary, but should be at least \$400.00/Month (4.44 per meal X 90)
Household cleaners \$20.00 or more (comet, wax, MR. Clean, Furniture Polish, dish soap)
Personal Care: Typically more for women (toothpaste, shampoo, soap, Cosmetics...) 20-50
Laundry: At least 2 times a month you will need to go to a laundromat: \$30.00/Month
Transportation: Option A: Used car- Loan + Gas + Insurance + Maintenance = \$700.00
Option B: Monthly Bus Pass - \$85.00 (include some for occasional Cab Fare)
Clothing/ bedding: Consider the whole year and divide by 12 (\$ 300 / year = \$25/month)
Furniture: can you live on Milk Crates (\$40/Month) or not Used-\$80/month or New-\$250
Gifts: Consider gifts for the whole year and divide by 12 (\$500/12 = \$42/Month)
Education: Any Training courses you plan to take to upgrade your qualifications.
Entertainment:

Eating out: (will you be doing this much?)	\$30-100
Movies and popcorn with a friend 3 times a month	\$60.00
Movie Rentals 3 times a month	30.00
Music purchases	30.00
DVD/Game purchases	30.00
Concerts	30.00
Other	30.00

You can either add cells into the budget sheet for each category or you can use a total, but you must include a description for each expense.

Recreation: Sport equipment, Health club, Lessons – 30.00 – 100.00

Banking fees: Basic account – \$10-\$20 per month (depending on frequency of card use).

Newspapers/Magazines: 30.00

Charity: How much will you give ...

Travel. If you plan a trip take the cost and divide by # of months you will require to save for it.

Other: (explain)

BBT Excel Budget Project Job Profiles

Use this example when calculating your net income in the Job Profiles below.

Job Description: 2nd Year Apprentice (after 1 year of trade school)

Pay stub for 1 month:

\$18.00 / hour X 40 hours per week X 4 weeks =

Gross Pay per Month: \$2, 880.00

Less deductions

Income Tax	(24.1%)	\$694.08
E.I.	(1.8%)	\$ 51.84
C.P.P.	(4.95%)	\$142.56
Total Deductions		\$888.48

Net Pay: \$ 1,991.52

Job #1 – First Year Trades Person Apprentice (Before Trade School)
(Electrician, Carpenter, Plumber, Mechanic)

- Some experience required, and be willing to travel and work weekends.
- Long hours, hard labour, cramped, dirty, and physical labour required.
- Starting Hourly wage averages \$14.00, and week averages 38 hours.

Pay Stub For 1 month:

\$14.00 /hour X 38 hours per Week X 4 weeks =

Gross Pay per month: \$ 2128.00

Less Deductions

Income Tax	(24.1%)	\$
E.I.	(1.8%)	\$
C.P.P.	(4.95%)	\$
Total Deductions		\$

Net Pay: \$

Job #2 – Retail Sales Clerk / Cashier (Summer job while attending University)

- Some experience required, and be willing to work weekends.
- Some physical labour required.
- Starting Hourly wage averages \$10.00, and week averages 40 hours.

Pay Stub For 1 month:

\$10.00 /hour X 40 hours per Week X 4 weeks =

Gross Pay per month: \$ 1600.00

Less Deductions

Income Tax	(24.1%)	\$
E.I.	(1.8%)	\$
C.P.P.	(4.95%)	\$
Total Deductions		\$

Net Pay: \$

Job #3 – Nanny / Housekeeper (Summer job while attending NBCC)

- 7a.m. to 7 p.m. Monday to Friday – experience and driver's license required.
- Some physical labour required – Take care of 3 small children and household duties.
- Meals included - \$1,500 per month.

Pay Stub For 1 month:

Gross Pay per month:

\$ 1500.00

Less Deductions

Income Tax	(24.1%)	\$
E.I.	(1.8%)	\$
C.P.P.	(4.95%)	\$
Total Deductions		\$

Net Pay: \$

*** If you choose this job remember to reduce your expenses for food as you will be eating at least 2 meals per day at the job.*