Name:

APPLICATION: Creating a Budget Spreadsheet

Level 1

Finishing Farah's Budget
Farah started her budget spreadsheet but needs your help. She entered all of her expenses and income but needs help with a couple of final tasks.

1. **Click on this budget and make a copy, then**
    a. Add a row after Utilities and add an expense category for Homeowners Insurance at $109.
    b. Add a column to the left of Column E to create space between Expenses and Income
    c. Format the Expenses and Income columns to look like currency instead of plain numbers
    d. Add equations for:
        - Expenses Total in cell D17
        - Income Total in cell H17
        - Difference in cell D20

2. **What is the difference between Farrah's Income and Expenses?**

3. **Give Farrah 2 suggestions about expenses that she could change that would help bring her budget out of the negative.**

4. **Farrah forgot to add her Hulu subscription to her budget! Which category would be most appropriate to put this money in?**

Level 2

Entering Eric's Data
Eric is transferring his budget from a budgeting app to his own custom spreadsheet and needs help entering data and finishing his calculations.

1. **Click on this budget and make a copy, then enter the information into the appropriate location.**

- Rent - $1950
- Monthly Train Pass - $84
- Health Insurance - $395
- Streaming Subscriptions - $47
- Renters Insurance - $12
- Groceries - $613
- Uber Rides - $71
- Student Loans - $211
- Doordash and Grubhub Orders - $110
- Paychecks (after taxes) - $4300
- Concert Tickets - $86
- Gas/Water/Electric Bills - $306
- Doctor Visit Copay - $25
- New Clothes - $183

2. **Once all of the data is entered in appropriate categories:**
   a. Format Expenses and Income columns to look like currency instead of plain numbers
   b. Add equations to calculate Expenses Total, Income Total and Difference between income and expenses.

3. **Looking at Eric's final budget, it looks like he has extra money left over. Make a suggestion about where he can assign that money so that he meets the criteria of a zero-based budget.**

4. **If Eric wanted to figure out what % of his total expenses were being spent on Food, what spreadsheet equation would he type in (use cell references like B2 or H3 to write your equation)?**

Level 3

Creating Caleb's Budget

1. **Caleb needs your help making a zero-based budget. He has his box of receipts and asks you to make a budget spreadsheet that meets the following criteria:**
   a. **Contains appropriate categories for expenses and income**
   b. **Formats all currency appropriately with $ and two decimal places**
   c. **Calculates the sum of all Income and Expense items**
   d. **Calculates the difference between total income and total expenses**
   e. **Calculates the % of total income that each expense category uses. (Tip: To calculate percent of net income, divide the expense by net income, then multiply by 100)**
   f. **Categorize each expense as NEED, WANT, or SAVING/DEBT REDUCTION**
   g. **Adds up all expense percentages into appropriate NEED, WANT and SAVINGS/DEBT REDUCTION categories**

<u>List of Receipts for one month:</u>

- Gym Membership - $40
- Health Insurance with Dental and Vision Coverage - $516
- Eating at Restaurants - $64
- Money Made Delivering for GrubHub - $550
- Car Insurance - $112
- Hotel Room - $89
- Student Loan Payment - $190
- Coffee Shops - $93
- Hair Cut - $22
- Homeowners Insurance - $120
- Music and Streaming Subscriptions - $88
- Cable and Internet - $84
- Groceries - $512
- Full Time Job paychecks - $5,115
- Gas for Car - $92
- Cell Phone - $41
- Mortgage - $2.215
- Airline Flight - $245
- Car Payment - $300
- Concert Tickets - $40
- Water/Electricity/Gas - $202

2. **The 50/30/20 budget rules says that about 50% of total net income should be spent on needs, 30% should be spent on wants and 20% should be spent on saving and debt reduction. What percentage of Caleb's total income is spent on needs, wants, and saving/debt reduction?**

3. **Make suggestions about how Caleb can adjust his expenses to meet the criteria of 50/30/20.**