**UPDATING THE BUDGET WORKSHEET**

**AND QUARTERLY SPREADSHEET**

September 11, 2013

**Budget Worksheet**

1. Open the Budget Worksheet and move to one of the Sector tabs to begin.
2. In each Sector tab, update grant amounts that changed from their recommended amounts.
3. Then, move the amounts listed in the proposed column to the awarded column.
4. The summary page will automatically update itself.
5. The grants awarded in Gifts needs to be balanced with the Budget Worksheet and agenda spreadsheet.
6. Run a summary of grants awarded on the meeting date, by Program Area 1. If Sector numbers do not agree, run detailed reports from Gifts to compare with the Worksheet; find and correct the error.

**Quarterly Spreadsheet**

1. Open the Quarterly Spreadsheet and update grant amounts that changed from their recommended amounts.
2. Check off in the left margin as each grant agreement is placed in its envelope.
3. Place the date the agreement was mailed in the “Mailed GA” column.
4. Note any items that are being held, or faxed or Fed Exd or emailed.
5. The grants awarded in Gifts needs to be balanced with the Quarterly agenda spreadsheet.
6. Run a summary of grants awarded at the meeting (same as report above). If not in agreement, run detailed reports from Gifts to compare and find and the error.