

ANNUAL BUDGET

Purpose: Annual budget for manager Mary Smith of ADC Power, showing breakdowns by quarter for business expenses for FY 1994.

Instructions: Use Microsoft Excel's outlining features to selectively show and hide levels of detail in the budget. (You may need to turn on outlining symbols first; use the tool bar icon or the "Outline Symbols" option in the Options Display dialog box.

Questions? Contact Budget Director Stever Amery, x3455.

EXPENSE								
Category	Item	Code	7/94	8/94	9/94	Q1	10/94	11/94
Project Expenses			\$28,675	\$28,175	\$28,675	\$85,525	\$28,675	\$29,575
	Computer Rental	1001	10000	10000	10000	30000	10000	10000
	Item	1002	3000	2500	3000	8500	2500	3000
	Item	1003	4575	4575	4575	13725	4575	4575
	Item	1004	9600	9600	9600	28800	9600	9600
	Item	1005	1500	1500	1500	4500	2000	2400
Travel Expenses			\$28,200	\$28,200	\$28,200	\$84,600	\$28,200	\$23,400
	Lodging	2001	7500	7500	7500	22500	7500	7500
	Item	2002	2000	2000	2000	6000	2000	2000
	Item	2003	8000	8000	8000	24000	8000	2700
	Item	2004	8200	8200	8200	24600	8200	8200
	Item	2005	2500	2500	2500	7500	2500	3000
Other1			\$54,500	\$54,500	\$54,500	###	\$58,000	\$58,500
	General Office	3001	20000	20000	20000	60000	22000	22000
	Item	3002	5000	5000	5000	15000	5000	5000
	Item	3003	9500	9500	9500	28500	11000	11000
	Item	3004	17000	17000	17000	51000	17000	17000
	Item	3005	3000	3000	3000	9000	3000	3500
Other2			\$27,000	\$27,250	\$27,250	\$81,500	\$27,250	\$27,250
	Item	4001	7700	7700	7700	23100	7700	7700
	Item	4002	2100	2350	2350	6800	2350	2350
	Item	4003	6500	6500	6500	19500	6500	6500
	Item	4004	8500	8500	8500	25500	8500	8500
	Item	4005	2200	2200	2200	6600	2200	2200
Other3			\$72,950	\$74,950	\$76,950	###	\$78,500	\$78,500
	Item	5001	31500	31500	31500	94500	33000	33000
	Item	5002	7450	7450	7450	22350	7450	7450
	Item	5003	8000	8000	8000	24000	8000	8000
	Item	5004	23550	23550	23550	70650	23550	23550
	Item	5005	2450	2450	2450	7350	2500	2500
	Item	5006	0	2000	4000	6000	4000	4000

TOTAL EXPENDITURES	\$156,825	\$158,575	\$161,075	\$476,475	\$162,625	\$158,725
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12/94	Q2	S1	1/95	2/95	3/95	Q3	4/95	5/95
\$31,875	\$90,125	\$175,650	\$31,675	\$31,650	\$32,275	\$95,600	\$32,175	\$33,075
13000	33000	63000	12000	12000	12000	36000	12000	12000
2500	8000	16500	3300	2800	3300	9400	2800	3300
4575	13725	27450	4575	4575	4575	13725	4575	4575
9600	28800	57600	9600	9600	9600	28800	9600	9600
2200	6600	11100	2200	2675	2800	7675	3200	3600
\$25,900	\$77,500	\$162,100	\$22,900	\$22,900	\$22,900	\$68,700	\$22,900	\$23,400
10000	25000	47500	7500	7500	7500	22500	7500	7500
2000	6000	12000	2000	2000	2000	6000	2000	2500
2700	13400	37400	2700	2700	2700	8100	2700	2700
8200	24600	49200	8200	8200	8200	24600	8200	8200
3000	8500	16000	2500	2500	2500	7500	2500	2500
\$63,500	###	\$343,500	\$58,500	\$58,500	\$58,500	###	\$58,500	\$58,500
27000	71000	131000	22000	22000	22000	66000	22000	22000
5000	15000	30000	5000	5000	5000	15000	5000	5000
11000	33000	61500	11000	11000	11000	33000	11000	11000
17000	51000	102000	17000	17000	17000	51000	17000	17000
3500	10000	19000	3500	3500	3500	10500	3500	3500
\$27,900	\$82,400	\$163,900	\$27,250	\$27,250	\$27,250	\$81,750	\$27,250	\$27,250
8350	23750	46850	7700	7700	7700	23100	7700	7700
2350	7050	13850	2350	2350	2350	7050	2350	2350
6500	19500	39000	6500	6500	6500	19500	6500	6500
8500	25500	51000	8500	8500	8500	25500	8500	8500
2200	6600	13200	2200	2200	2200	6600	2200	2200
\$82,500	###	\$464,350	\$83,425	\$77,525	\$77,525	###	\$77,600	\$77,600
37000	103000	197500	33000	35100	35100	103200	35100	35100
7450	22350	44700	8200	8200	8200	24600	8200	8200
8000	24000	48000	8100	8100	8100	24300	8100	8100
23550	70650	141300	23550	23550	23550	70650	23550	23550
2500	7500	14850	2575	2575	2575	7725	2650	2650
4000	12000	18000	8000	0	0	8000	0	0

\$168,175 \$489,525 \$966,000 \$165,250 \$159,325 \$159,950 \$484,525 \$159,925 \$161,325

6/95	Q4	S2	Year
\$33,075	\$98,325	\$193,925	\$369,575
12000	36000	72000	135000
2800	8900	18300	34800
4575	13725	27450	54900
9600	28800	57600	115200
4100	10900	18575	29675
\$23,400	\$69,700	\$138,400	\$300,500
7500	22500	45000	92500
2500	7000	13000	25000
2700	8100	16200	53600
8200	24600	49200	98400
2500	7500	15000	31000
\$58,500	###	\$351,000	\$694,500
22000	66000	132000	263000
5000	15000	30000	60000
11000	33000	66000	127500
17000	51000	102000	204000
3500	10500	21000	40000
\$27,250	\$81,750	\$163,500	\$327,400
7700	23100	46200	93050
2350	7050	14100	27950
6500	19500	39000	78000
8500	25500	51000	102000
2200	6600	13200	26400
\$79,600	###	\$473,275	\$937,625
35100	105300	208500	406000
8200	24600	49200	93900
8100	24300	48600	96600
23550	70650	141300	282600
2650	7950	15675	30525
2000	2000	10000	28000

\$163,325 \$484,575 \$969,100 \$1,935,100