Task Title: Create a Budget Template

OALCF Cover Sheet – Practitioner Copy

Learner Name: _____

Date Started: _____

Date Completed: _____

Successful Completion: Yes ☐   No ☐

Goal Path: Employment ☐   Apprenticeship ☐

Secondary School ☐   Post Secondary ☐   Independence ☐

Task Description: Create a budget template with sub-categories for expenses and income.

Main Competency/Task Group/Level Indicator:

- Communicate Ideas and Information/Complete and create documents/B3.3b

Materials Required:

- Pen/pencil and paper and/or digital device

Notes for Instructors/Practitioners

This task can be completed with a pen and paper or on a computer with a program that allows the learner to create a table (e.g. Microsoft Word or Excel, Google Docs or Sheets). If the learner creates the budget template using a computer program, Digital Competency D.2 can also be assessed.

The learner should print off a copy of the budget template if they created it using a computer.

Learner Information

Managers may be required to develop an annual budget for their department or create a budget for particular projects. Creating a budget template is usually done before filling in the dollar amounts.

Review the **"Project Budget Outline"**.

Project Budget Outline

The Team Manager has been given a one-year project to develop better team work protocols at the workplace. The Manager has a team of 5 people, including herself. They brainstorm a list of items they will need to include in a budget. These items include:

Income:

- Project Funded Amount

Expenses:

- 20 hours per week of each person's staff time for one year (each team member makes the same wage and the Team Manager is the only one with a different wage rate)

- Office supplies – paper, pens, miscellaneous

- Equipment – 2 laptops and 1 laptop projector

- Online survey (e.g. Survey Monkey)

- Communications – internet, cell phones, conference calls

- Promotions and outreach to staff – posters, etc.

- Honorariums for field tests – two groups of 4 volunteers each

- Resources

- Desktop Publishing and editing of final report

- Printing of final report

- Project evaluation

- Administrative Fee (helps to cover other staff and costs that are indirectly related to the project)

Work Sheet

Task 1: Create a budget template that includes the headings: Budget, Actual, and Difference for the different budget categories and sub-categories found in the "Project Budget Outline".

Answer:

_____

Answers

A budget should be in table format and look similar to this:

	Budget	**Actual**	**Difference**
Income			
-Project Funded Amount			
Total Income			
Expenses			
-Wages			
-4 x 20hr x $ /hr x 52 weeks			
-1 x 20hr x $ /hr x 52 weeks			
-Office Supplies			
-Paper			
-Pens			
-Miscellaneous			
-Equipment			
-2 laptops			
-laptop projector			
Online Survey – Survey Monkey			
Communications			
-internet			
-cell phones			
-conference calls			
Promotions and Outreach to Staff – posters, etc.			
Honorariums for field tests			
-2 x 4 x $			
Resources			
Desktop Publishing of final report			
Editing of final report			
Printing of final report			
Project Evaluation			
Administrative Fee			
Total Expenses			

Task Title: CreateBudgetTemplate_EI_B3.3b

Performance Descriptors

Levels	Performance Descriptors	Needs Work	Completes task with support from practitioner	Completes task independently
B3.3b	follows conventions to display information in more complex documents (e.g. use of abbreviations, symbols)			
	sorts entries into categories and subcategories			
	displays many categories of information			
	identifies parts of documents using titles, row and column headings, sub-headings and labels			

This task: Was successfully completed ☐ Needs to be tried again ☐

Learner Comments:

Instructor (print):   Learner (print):

_____   _____

Practitioner Copy