

Task Title: Create a Budget Template

# OALCF Cover Sheet – Practitioner Copy

**Learner Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| **Goal Path:** | Employment | Apprenticeship |
| Secondary School | Post Secondary | Independence |

**Successful Completion:**  Yes No

**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** |  |  |  |

# 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):

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