**OLIVE**DRIVE**CHURCH**

**LOVE OTHERS FUND**

Budget Worksheet

5500 Olive Dr., Bkfd., CA 93308

**Instructions:**

Use this worksheet to track your project expenses. Once your project is complete, attach all receipts to this worksheet and hand it in to the ODC Bookkeeping Office. Accounting should be completed within fifteen (15) days after your project is completed.

|  |  |  |
| --- | --- | --- |
| **Grp Rep’s Name:** | **Email:** | **Phone**: |
| **Grp Treasurer:** | **Email:** | **Phone:** |
| **Project:** | | **Amount Funded: $** |

|  |  |  |  |
| --- | --- | --- | --- |
| **EXPENSES** |  | Budgeted | Actual |
| 1. |  | $ | $ |
| 2. |  | $ | $ |
| 3. |  | $ | $ |
| 4. |  | $ | $ |
| 5. |  | $ | $ |
| 6. |  | $ | $ |
| 7. |  | $ | $ |
| 8. |  | $ | $ |
| 9. |  | $ | $ |
| 10. |  | $ | $ |
| 11. |  | $ | $ |
| 12. |  | $ | $ |
|  | **TOTAL EXPENSES** | **$** | **$** |

**Project Final Balance**: $      Over budget? Under budget?

*(Amount funded minus total expenses)*

**If you are under budget** (You used less than the total amount you were funded.),

Place unused funds in an envelope (cash or check) and hand in with your receipts and this worksheet.

**If you are over budget** (You used more than the total amount you were funded),

You may use the space below to submit a request for reimbursement of the overage; however, there is no guarantee that your request will be approved.

**I am over budget by this amount: $**

**Briefly state why your project went over budget:**

**Worksheet completed by**:       **Date**:       (mm/dd/yyyy)