



OLIVEDRIVECHURCH
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: Marilyn Stone

Email: marilyns@olivedrivechurch.com

Phone: 661-

Grp Treasurer: Marilyn Stone

Email: marilyns@olivedrivechurch.com

Phone: 661-

Project: 25 Hygiene kits to be donated to the Alliance Against Family Violence and Sexual Assault

Amount Funded: \$ 350.00

EXPENSES		Budgeted	Actual
1.	Target- mini toiletries	\$250.00	\$233.15
2.	Dollar Store - Net shower sponges	\$21.00	\$7.53
3.	Mygirlfriendshouse.com - clear plastic bags	\$65.00	\$64.12
4.	Misc	\$14.00	\$0.00
5.		\$	\$
6.		\$	\$
7.		\$	\$
8.		\$	\$
9.		\$	\$
10.		\$	\$
11.		\$	\$
12.		\$	\$
TOTAL EXPENSES		\$350.00	\$304.80

Project Final Balance: \$45.20 Over budget? Under budget?

(Amount funded minus total actual 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: \$ 0.00

Briefly state why your project went over budget:

Worksheet completed by: Marilyn Stone

Date: 03/20/2013 (mm/dd/yyyy)