



# How to Write a Budget and Narrative

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# Why are budgets important?

- ▶ To help organizations plan
- ▶ To compare projected revenues and expenses with actual ones
- ▶ To motivate staff to use resources wisely
- ▶ To determine if resources are being used efficiently
- ▶ To ensure accountability

# Steps in the budgeting process

1. Identify program goals.
2. Estimate program costs and revenues.
3. Regularly monitor budget.
4. Modify budget as needed.

# Resources to help with revenue and expense projections

- ▶ Historical budget trends
- ▶ Program staff
- ▶ Other organizations (including possibly funders)

# How to sum a column or row

The **SUM** function adds all the numbers in a range of cells. The Excel formula is “=SUM(number1:number2)” where number1 is the first number in the range and number2 is the last number in the range.

# How to copy your formula for a column or row

1. Create your formula in one cell.
2. Place your mouse cursor at the lower right-hand corner of the cell. You'll know you have hit it when the cursor changes to a plus sign.
3. Left click the plus and drag it down or across, depending on whether you are copying your formula for a column or row.

# Questions?

