

EMDC METROPOLE SOUTH – School Based Management Unit

Guidelines for the completion of the new budget template

- 1 Only work on the budget template sheet
- 2 Replace “name of school” with the name of your institution
- 3 Complete the “previous year’s AFS” column from the audited financial statements of the institution for 2006
- 4 Note, cells highlighted in “yellow” cannot be changed or completed.
- 5 The line items marked “I” for income and “E” for expenses can be changed to reflect your institution’s line items
- 6 The column “actual-to-date” must reflect the actual income and expenditure up-to the last reconciled month in 2007, eg September 2007. Should it be September 2007, the number “9” must be inserted in the “red area” above the column.
- 7 The “projection” column completes itself.
- 8 Enter your 2007 budget details in the column “Budget 2007”.
- 9 The “Difference” column completes itself
- 10 Now enter the 2008 approved budget (as approved by parents) details in the “New Budget” column
- 11 The next two columns complete themselves.
- 12 Click on the sheet marked “print budget”
- 13 Print the sheet and get the stakeholders to sign the budget
- 14 Submit the signed budget to the EMDC by 01 December 2007.
- 15 Save the Excel file for future use.

Please direct any inquiries to Juan Benjamin, Jimmy Inglis or Andrea Persent at 021 370 2000