Instructions for Completing the Watershed Improvement Review Board (WIRB) Request for Applications (RFA) Budget Excel Workbook

The WIRB RFA includes an Excel workbook containing six formatted and linked budget sheets. All applicants are required to use the budget sheets provided when submitting their application. Because there are equations embedded in the worksheets and the worksheets are linked together via embedded formulas, it is critical that the worksheets, if modified, are correctly updated to maintain the links and formulas. **Users of these worksheets should determine in advance how many additional columns and/or rows are needed to complete their budget <u>before</u> beginning to input data into the forms.** It is important that all the worksheets have the same number of rows and columns. Even if a specific labeled row or column does not have data put into it for a specific year, it needs to be present in every worksheet and in the same location.

When entered on the worksheet labeled 2010, the following fields will automatically be transferred to the worksheets labeled 2011, 2012, 2013, 2014 and SUMMARY:

- Project Name
- Applicant
- Expense Category

When you have completed data entry on worksheets 2010, 2011, 2012, 2013 and 2014, the SUMMARY worksheet should be automatically completed provided all the links and formulas are in-tact and correct.

<u>Instructions to add columns on the worksheet labeled 2010:</u>

1. Highlight worksheet column J in the REVENUES section of the worksheet. Do not add columns to the end of the existing table because formatting may be lost.
2. Right click the mouse and select 'insert'.
3. Repeat this procedure until you have enough columns in your table.
4. Click on the cell labeled 'Funding Source 1' and drag by the lower right corner of this cell to the right across all Funding Source columns. This should re-label these columns to Funding Source 1, Funding Source 2, etc. sequentially.
5. Under 'Funding Source 1, 2, 3, etc', type in the names of the funding sources for your project. These cells are formatted to wrap allowing two lines of text. Ensure the name is visible so it will print off properly. *Note: Each funding source named here **<u>must</u>** have a letter of support submitted with the application stating the type and quantity of support being provided to this project.*

<u>To re-establish links for columns on the worksheet labeled 2010:</u>

6. Click on cell (F8) under the 'Line Item Revenue' label.
7. Add the formula: =(G8+H8+I8….) until the WIRB column plus all the funding source columns are added together. Tab over to initialize the formula.
8. Next click on cell (F8). Then click and drag the small square in the lower right corner of this cell to the bottom of the table. This action copies the formula made in step 8 above to all the rows in the table.
9. Finally, click on the cell which contains the total of 'Line Item Revenue'. Click on the small square in the lower right corner of this cell and drag the mouse to the right to the end of the table. This action will copy the summation formula to all the 'Funding Source' columns.

To add columns and re-establish links for columns on worksheets labeled 2011, 2012, 2013, 2014 and SUMMARY:

Follow the same procedures listed above.

To add rows to the worksheet labeled 2010:

1. Highlight row 20 on the worksheet. Do not add rows to the bottom of the existing table because this may alter the table format.
2. Right click the mouse. Hit 'Insert".
3. Duplicate item 2 above adding as many additional rows you need for your application.

To re-establish links to rows on the worksheet labeled 2010:

4. To re-establish links in Column A, click and highlight numbers 1, 2, and 3 in Column A.
5. Click on the small square in the lower right corner of cell labeled 3.
6. Drag the small square downward to the last row in the table. The rows should now be numbered sequentially starting with 1.
7. To re-establish links in Column F, 'Line Item Revenue', click on the cell (F8).
8. Click on the small square box in the lower right corner of the cell and drag downward to the bottom of the column. This procedure will transfer the formula in cell (F8) to all the rows.

To add rows and re-establish links to rows on worksheets labeled 2011, 2012, 2013, 2014 and SUMMARY:

Follow steps 1 - 8 above to add rows and re-establish links to rows on the remaining worksheets. In addition, click on cell (B8) in the 'Expense Category' column. Click on the small square in the lower right corner of cell (B8) and drag to the bottom of column B in these tables. This action will ensure the data entered into the 'Expense Category' on the worksheet labeled 2010 will be copied into the appropriate cells on worksheets 2011, 2012, 2013, 2014 and SUMMARY.

Re-establish all the formulas on the SUMMARY worksheet. Click on cell (C8). Click on the small square in the lower right corner of cell (C8) and drag to the bottom of column C. Repeat this procedure for each column on the SUMMARY worksheet.

All additional rows and columns should be added to all the worksheets and links re-established before beginning to input data on worksheet 2010.

All applicants are encouraged to contact Jerry Neppel at 515-281-3599 for assistance if they have any difficulty adapting the budget form for their use.