Instructions for the Funds Projected/Funds Drawn Report

This spreadsheet form was created in Microsoft Excel 97 for the PC, and preparers should have a working knowledge of spreadsheets. Many of the cells are "unprotected;" in other words, you can change them. Please try not to change the format, except to add or delete rows when setting up activities. Click the Undo arrow in the Toolbar if you feel you made a mistake.

1. First, enter the name of the grantee organization, the contact person, the phone number, preparation date, original plan date, and amended plan date in the spaces provided at the top of the form. This form has been designed so that this information will repeat at the top of every page when you print it.

2. The next row is the header row of the table. It will also appear at the top of every page. In column C, replace mm/dd/yy with the end of your previous fiscal year, and, in column D, replace mm/dd/yy with the beginning of your current fiscal year. In the rest of this row, replace the XXXs and YYYYs with months and years. Because of limited space, you will only be able to use the first three letters of the month.

3. The first few rows after the header row represent activities, and the last four rows—before the Total row—represent balances. Go to the first cell on the left marked Activity Name (without the # sign), and replace it with the name of an activity. In the next two columns, fill in the amount budgeted and the amount actually drawn as of the end of the previous fiscal year. The difference between the two will automatically appear in the fourth column.

4. Each monthly column is subdivided into projected and actual columns, which are unshaded and shaded, respectively. Input projected and actual drawdowns. Of course, if you prepare and submit this form in September, the October actual column will be empty or zero. The Cumulative and Undrawn columns on the right will calculate automatically.

5. Repeat steps 3 and 4 for the four Balance rows, except do not replace the text in the first cell of each row.

6. If you have fewer than four activities to report, you will need to remove a row in this form. Simply move the cursor over the row number on the left and click once. The entire row will be selected. Pull down the Edit menu and select Delete. The Balance rows should not be deleted.

7. If you have more than four activities to report, you will need to insert a row. Choose the first cell in the Balance Public Services row. Pull down the Insert menu and select Rows. A new row will appear above the Balance Public Services row. This new, empty row will have all the formatting of the row above it, but it won't have the formulae you need. So, click on the number of the empty row and drag the cursor to the row above it to highlight both rows. Pull down the Edit menu, and choose Fill Down. Now, you will see two rows with the same activity name and figures. In the duplicate row, choose the first cell on the left and type in the new activity name. You will notice that the duplicate name will be replaced by the new one.

Continue across the row and replace the duplicate figures with new ones. Follow the instructions in Steps 3 and 4.

8. The Total row will fill in automatically.

9. There is a three-row table at the bottom. The Line-of-Credit Balance row will fill in automatically. The actual columns after the preparation date will repeat the same number. In the Current Grant row, type in grant amount for your current fiscal year. The Ratio of Balance to Grant row will then calculate automatically. Again, the actual columns after the preparation date will repeat the same number.