**Proposed FPET Budget File For Consistency of Data**

A file is developed for the PNW to track budget expenditures for single and multiple teams. There is a need to track budgets during and after team activity for accuracy and forecasting remaining funds. Prevention teams track key elements of payroll, lodging, per diem, vehicle, supplies, flights, and product costs. Each team has similar, yet different spreadsheets to obtain the needed expenditure amounts. Skill in using spreadsheets also varies, leading to moved formulas and incorrect results. Therefore, a single budget format is recommended.

The intent of the PNW budget file is to provide three products. Daily Costs is the first tab in the spreadsheet and is the core of the data entry. The sheet accommodates a 16-day assignment with 6 members. The design is to eliminate the need to add rows, columns or formulas on the assignment. Formula cells are protected so accidental entry will not erase the formula. Many of the cells are auto-fill saving time and inconsistent entry. Totals of costs are updated with each entry. In the event of a large assignment with more than 6 members, start another file rather than trying to add lines and columns to the master file. Make a master file copy with no entries in case errors are made. Save each assignment separately.

An additional element to the sheet is the ability to track separate cost codes for each individual on a day-by-day basis. This is not needed on most teams, yet when the need arises, breaking out costs by separate cost codes is a challenge. An instruction sheet is associated with the sheet outlining sheet setup, daily input, and cost code tracking. Printable sheets for all tabs are in the fourth tab “Instructions” at the bottom.

The second tab provides a daily cost summary in a one-page format. The sheet auto-fills all cells with few exceptions. The primary usage of the tab is to quickly print daily cost information at host request. The sheet also gives the ability to forecast final costs. Projections of total expenditures are occasionally asked of the team and this gives a relatively easy method to make those determinations.

The third tab allows for the tracking of multiple teams based on the key elements of the assignment. The amounts can be taken from the daily cumulative summary tab and placed in the data entry section of this sheet. The amounts are auto-filled into a summary sheet that adds all team costs into a single calculated report.

A fourth tab is a compilation of instructions for the first three tabs. Practice with this file is recommended. Initial setup by the team should be deliberate and complete, especially if multiple cost code tracking is required.