# **INSTRUCTIONS FOR ADJUSTING THE RECAP EXCEL FILE**

1. Right click on Column H (April) and choose "Insert" to add a column between March and April.

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6				<u> </u>	Paste Options:	LINE-ITEM	
7		FEBRUARY	MARCH	APRI	r <u>n</u> :S	BUDGET	BALANCE
8	Drivers	8,669.84			Dente Creatiel 8	176,252.00	133,959.82
9	Overtime				Paste <u>Special</u> 0	2,000.00	2,000.00
10	Fringes	1,049.86			Insert 5	75,998.00	64,547.85
11	D & A Testing/Physicals	135.00			<u>D</u> elete 0	1,500.00	1,320.00
12	Training & Education				Clear Contents 0	2,000.00	2,000.00
13	Tires				Eormat Colls	7,000.00	4,680.40
14	Fuel/Oil	2,414.87			<u>r</u> onnac Cens 9	62,000.00	49,265.21
15	Maintenance & Repairs	667.70			Column <u>W</u> idth 1	20,000.00	18,231.69
16	Communication Equipment Repairs	1,952.76			<u>H</u> ide 6	5,000.00	3,047.24
17	Advertising				<u>U</u> nhide 0	1,000.00	1,000.00
18	Postage				0.00	75.00	75.00
19	Insurance Deductibles	2,845.82			2,845.82	3,000.00	154.18
20	Vehicle License Plates	47 705 05	0.00	0.00	38.50	200.00	161.50
21	Total Actual Expenses	17,735.85	0.00	0.00	J 75,582.11	356,025.00	280,442.89
22	Farebox	0 100 00			00.470.00		
23	Contract	8,198.00			23,173.38		
24	Vehicle Incurance				0.00		
20	Total "Fares" Revenue	8 198 00	0.00	0.00	23 172 29		
20	Total Expense (Operating Deficit)	9 537 95	0.00	0.00	52 409 72		
28	Less: Local Match - 50%	4 768 92	0.00	0.00	26 204 37		
29	Section 18 Amount Due - Operating	4 768 93	0.00	0.00	26,204.37		
30	Amount Due(round to nearest \$)	4 769 00	0.00	0.00	26 204 00		
31	Amount Duc(round to hearest \$)	4,703.00	0.00	0.00	20,204.00		
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2. Column H becomes a blank column.

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4	RECAP OF COSTS								
5	OPERATIONS					YEAR	APPROVED		
6						TO-DATE	LINE-ITEM		
7		FEBRUARY	MARCH		APRIL	EXPENDITURES	BUDGET	BALANCE	
8	Drivers	8,669.84				42,292.18	176,252.00	133,959.82	
9	Overtime					0.00	2,000.00	2,000.00	
10	Fringes	1,049.86				11,450.15	75,998.00	64,547.85	
11	D & A Testing/Physicals	135.00				180.00	1,500.00	1,320.00	
12	Training & Education					0.00	2,000.00	2,000.00	
13	Tires					2,319.60	7,000.00	4,680.40	
14	Fuel/Oil	2,414.87				12,734.79	62,000.00	49,265.21	
15	Maintenance & Repairs	667.70				1,768.31	20,000.00	18,231.69	
16	Communication Equipment Repairs	1,952.76				1,952.76	5,000.00	3,047.24	
17	Advertising					0.00	1,000.00	1,000.00	
18	Postage					0.00	75.00	75.00	
19	Insurance Deductibles	2,845.82				2,845.82	3,000.00	154.18	
20	Vehicle License Plates					38.50	200.00	161.50	
21	Total Actual Expenses	17,735.85	0.00		0.00	75,582.11	356,025.00	280,442.89	
22									
23	Farebox	8,198.00				23,173.38			
24	Contract					0.00			
25	Vehicle Insurance					0.00			
26	Total "Fares" Revenue	8,198.00	0.00		0.00	23,173.38			
27	Total Expense (Operating Deficit)	9,537.85	0.00		0.00	52,408.73			
28	Less: Local Match - 50%	4,768.93	0.00		0.00	26,204.37			
29	Section 18 Amount Due - Operating	4,768.93	0.00		0.00	26,204.37			
30	Amount Due(round to nearest \$)	4,769.00	0.00		0.00	26,204.00			
31									
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### 3. Right click on Column G to copy the entire March column.

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7		FEBRUARY	MARCH		Insert	APRIL	EXPENDITURES	BUDGET	BALANCE	
8	Drivers	8,669.84			<u>D</u> elete		42,292.18	176,252.00	133,959.82	
9	Overtime				Clear Contents		0.00	2,000.00	2,000.00	
10	Fringes	1,049.86			5 C	_	11,450.15	75,998.00	64,547.85	
11	D & A Testing/Physicals	135.00		ā-	Format Cells		180.00	1,500.00	1,320.00	
12	Training & Education				Column <u>W</u> idth		0.00	2,000.00	2,000.00	
13	Tires				<u>H</u> ide		2,319.60	7,000.00	4,680.40	
14	Fuel/Oil	2,414.87			<u>U</u> nhide		12,734.79	62,000.00	49,265.21	
15	Maintenance & Repairs	667.70		1			1,768.31	20,000.00	18,231.69	
16	Communication Equipment Repairs	1,952.76					1,952.76	5,000.00	3,047.24	
17	Advertising						0.00	1,000.00	1,000.00	
18	Postage						0.00	75.00	75.00	
19	Insurance Deductibles	2,845.82					2,845.82	3,000.00	154.18	
20	Vehicle License Plates						38.50	200.00	161.50	
21	Total Actual Expenses	17,735.85	0.00			0.00	75,582.11	356,025.00	280,442.89	
22							00 170 00			
23	Farebox	8,198.00					23,173.38			
24	Contract						0.00			
25	Vehicle Insurance						0.00			
26	Total "Fares" Revenue	8,198.00	0.00			0.00	23,173.38			
27	Total Expense (Operating Deficit)	9,537.85	0.00			0.00	52,408.73			
28	Less: Local Match - 50%	4,768.93	0.00			0.00	26,204.37			
29	Section 18 Amount Due - Operating	4,768.93	0.00			0.00	26,204.37			
30	Amount Due(round to nearest \$)	4,769.00	0.00			0.00	26,204.00			
31										

## 4. Paste into the New Column by clicking on cell H1 and pressing Ctrl and V on the keyboard.

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5	OPERATIONS					YEAR	APPROVED		
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7		FEBRUARY	MARCH	MARCH	APRIL	EXPENDITURES	BUDGET	BALANCE	
8	Drivers	8,669.84				42,292.18	176,252.00	133,959.82	
9	Overtime					0.00	2,000.00	2,000.00	
10	Fringes	1,049.86				11,450.15	75,998.00	64,547.85	
11	D & A Testing/Physicals	135.00				180.00	1,500.00	1,320.00	
12	Training & Education					0.00	2,000.00	2,000.00	
13	Tires					2,319.60	7,000.00	4,680.40	
14	Fuel/Oil	2,414.87				12,734.79	62,000.00	49,265.21	
15	Maintenance & Repairs	667.70				1,768.31	20,000.00	18,231.69	
16	Communication Equipment Repairs	1,952.76				1,952.76	5,000.00	3,047.24	
1/	Advertising					0.00	1,000.00	1,000.00	
18	Postage	0.045.00				0.00	75.00	75.00	
19	Insurance Deductibles	2,845.82				2,845.82	3,000.00	154.18	
20	Total Actual Expanses	17 725 05	0.00	0.00	0.00	38.50	200.00	101.50	
21	Total Actual Expenses	17,755.65	0.00	0.00	0.00	75,562.11	356,025.00	200,442.09	
23	Farebox	8 198 00				23 173 38			
24	Contract	0,100.00				20,170.00			
25	Vehicle Insurance					0.00			
26	Total "Fares" Revenue	8,198,00	0.00	0.00	0.00	23,173,38			
27	Total Expense (Operating Deficit)	9,537,85	0.00	0.00	0.00	52,408.73			
28	Less: Local Match - 50%	4,768.93	0.00	0.00	0.00	26,204.37			
29	Section 18 Amount Due - Operating	4,768.93	0.00	0.00	0.00	26,204.37			
30	Amount Due(round to nearest \$)	4,769.00	0.00	0.00	0.00	26,204.00			
31									

#### 5. Right Click on the second MARCH heading and choose format cells.

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8	Drivers	8,669.84			<u>^</u>	cui		2.18	176,252.00	133,959.82	
9	Overtime	1 0 10 00			LB	Copy		0.00	2,000.00	2,000.00	
10	Fringes	1,049.86				Paste Options:		0.15	75,998.00	64,547.85	
11	D & A Testing/Physicals	135.00				ĥ		0.00	1,500.00	1,320.00	
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14	Fuel/OII	2,414.87			Ø	Smart <u>L</u> ookup		4.79	62,000.00	49,265.21	
15	Maintenance & Repairs	007.70				Insert		0.31	20,000.00	18,231.09	
10	Communication Equipment Repairs	1,952.76				Delete		2.70	5,000.00	3,047.24	
10	Restage					Clear Contents		0.00	75.00	75.00	
10	Incurance Deductibles	2 945 92				T 1.		5 02	2 000 00	154.10	
20	Vehicle License Plates	2,040.02			āä	Translate		9.50	200.00	161.50	
21	Total Actual Expenses	17 725 85	0.00	0.00	23	Quick Analysis		2.11	356 025 00	280 442 89	-
22	Total Actual Expenses	11,135.05	0.00	0.00		Filt <u>e</u> r		> <mark>2.11</mark>	000,020.00	200,442.03	
23	Farebox	8 198 00				Sort		× 3.38			
24	Contract	0,100.00			<del>,</del> 1	New Note		0.00			
25	Vehicle Insurance					Idew Note		0.00			
26	Total "Fares" Revenue	8,198,00	0.00	0.00	8	Format Cells		3.38			
27	Total Expense (Operating Deficit)	9,537.85	0.00	0.00		Pick From Drop	-down List	8.73			
28	Less: Local Match - 50%	4,768.93	0.00	0.00		Define N <u>a</u> me		4.37			
29	Section 18 Amount Due - Operating	4,768.93	0.00	0.00	P	L <u>i</u> nk		▶ 4.37			
30	Amount Due(round to nearest \$)	4,769,00	0.00	0.00	)	0.00	26	<b>5.204.00</b>			
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### 6. Choose TEXT.

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8	Drivers	8,669.84		E 101		T		40.0	02 10	170 050 0		3,959.82	
9	Overtime			Format Ce	lls					ſ	~	2,000.00	
10	Fringes	1,049.86	_	Number	Alignment	Font	Border Fill	Protection				4,547.85	
11	D & A Testing/Physicals	135.00	_	<b>C</b> 1								1,320.00	
12	Training & Education			Category:		Sample	e					2,000.00	
13	Tires		_	Number	<u></u>	MARC	-					4,680.40	
14	Fuel/Oil	2,414.87	Currency		ncy nting Tex		mat cells are treate	d as text even wh	an a nur	nher is in the ce		9,265.21	
15	Maintenance & Repairs	667.70		Date	2 1		The cell is displayed exactly as entered.					8,231.69	
16	Communication Equipment Repairs	1,952.76		Time Percenta	ge							3,047.24	
1/	Advertising		_	Fraction								1,000.00	
18	Postage	0.045.00		Text								75.00	
19	Insurance Deductibles	2,845.82		Special								154.18	
20	Venicle License Plates	47 705 05	_	custom								161.50	-
21	Total Actual Expenses	17,735.85	_									0,442.89	
22	Farabay	9 109 00	_										
20	Contract	0,130.00	_									-	
25	Vehicle Insurance		_		~							-	
26	Total "Fares" Revenue	8 198 00		L									
27	Total Expense (Operating Deficit)	9 537 85											
28	Less: Local Match - 50%	4 768 93											
29	Section 18 Amount Due - Operating	4,768,93	_										
30	Amount Due(round to nearest \$)	4,769,00											
31			_						OK	Cano	el		-
32													

#### 7. Rename the cell MARCH-2.

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7		FEBRUARY	MARCH	MARCH-2	APRIL	EXPENDITURES	BUDGET	BALANCE
8	Drivers	8,669.84				42,292.18	176,252.00	133,959.82
9	Overtime					0.00	2,000.00	2,000.00
10	Fringes	1,049.86				11,450.15	75,998.00	64,547.85
11	D & A Testing/Physicals	135.00				180.00	1,500.00	1,320.00
12	Training & Education					0.00	2,000.00	2,000.00
13	Tires					2,319.60	7,000.00	4,680.40
14	Fuel/Oil	2,414.87				12,734.79	62,000.00	49,265.21
15	Maintenance & Repairs	667.70				1,768.31	20,000.00	18,231.69
16	Communication Equipment Repairs	1,952.76				1,952.76	5,000.00	3,047.24
17	Advertising					0.00	1,000.00	1,000.00
18	Postage					0.00	75.00	75.00
19	Insurance Deductibles	2,845.82				2,845.82	3,000.00	154.18
20	Vehicle License Plates					38.50	200.00	161.50
21	Total Actual Expenses	17,735.85	0.00	0.00	0.00	75,582.11	356,025.00	280,442.89
22								
23	Farebox	8,198.00				23,173.38		
24	Contract					0.00		
25	Vehicle Insurance					0.00		
26	Total "Fares" Revenue	8,198.00	0.00	0.00	0.00	23,173.38		
27	Total Expense (Operating Deficit)	9,537.85	0.00	0.00	0.00	52,408.73		
28	Less: Local Match - 50%	4,768.93	0.00	0.00	0.00	26,204.37		
29	Section 18 Amount Due - Operating	4,768.93	0.00	0.00	0.00	26,204.37		
30	Amount Due(round to nearest \$)	4,769.00	0.00	0.00	0.00	26,204.00		
31								

- 8. Repeat steps 4-6 for the new "MARCH-2" heading in the cells under ADMINISTRATION, REVENUE, RTAP, and any other sections in your Recap file.
- Under <u>OPERATIONS</u> only, change the formula in the MARCH-2 Less: Local Match 50% cell from "\*0.5" to "\*0.2"

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H2	28 ▼ : × √ <i>f</i> <sub>*</sub> =SUM(	H27*0.5)						
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2	5311 PPTO							
4	RECAP OF COSTS							
5	OPERATIONS					YEAR	APPROVED	
6						TO-DATE	LINE-ITEM	
7		FEBRUARY	MARCH	MARCH-2	APRIL	EXPENDITURES	BUDGET	BALANCE
8	Drivers	8,669.84				42,292.18	176,252.00	133,959.82
9	Overtime	1 0 10 00				0.00	2,000.00	2,000.00
10	Fringes	1,049.86				11,450.15	75,998.00	64,547.85
11	D & A Testing/Physicals	135.00				180.00	1,500.00	2,000,00
13	Tires					2 319 60	7 000 00	4 680 40
14	Fuel/Oil	2,414.87				12,734.79	62,000.00	49,265.21
15	Maintenance & Repairs	667.70				1,768.31	20,000.00	18,231.69
16	Communication Equipment Repairs	1,952.76				1,952.76	5,000.00	3,047.24
17	Advertising					0.00	1,000.00	1,000.00
18	Postage					0.00	75.00	75.00
19	Insurance Deductibles	2,845.82				2,845.82	3,000.00	154.18
20	Total Actual Expanses	17 725 05	0.00	0.00	0.00	38.50	200.00	161.50
21	Total Actual Expenses	17,755.65	0.00	0.00	0.00	15,562.11	336,023.00	200,442.05
23	Farebox	8,198.00				23,173,38		
24	Contract					0.00		
25	Vehicle Insurance					0.00		
26	Total "Fares" Revenue	8,198.00	0.00	0.00	0.00	23,173.38		
27	Total Expense (Operating Deficit)	9,537.85	0.00	0.00	0.00	52,408.73		
28	Less: Local Match - 50%	4,768.93	0.00	0.00	0.00	26,204.37		
29	Section 18 Amount Due - Operating	4,768.93	0.00	0.00	0.00	26,204.37		
30	Amount Due(round to nearest \$)	4,769.00	0.00	0.00	0.00	26,204.00		
31								

SUM ▼ : × ✓ f<sub>x</sub> =SUM(H27\*0.2)

H28

H27\*0.2)

**NEW FORMULA** 

## 10. Adjust the formula in the April column to reflect the 20% as well.

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4	RECAP OF	COSTS									
5	OPERATION	1S						YEAR	APPROVED		
6								TO-DATE	LINE-ITEM		
7				FEBRUARY	MARCH	MARCH-2	APRIL	EXPENDITURES	BUDGET	BALANCE	
8	Drivers			8,669.84				42,292.18	176,252.00	133,959.82	
9	Overtime							0.00	2,000.00	2,000.00	
10	Fringes			1,049.86				11,450.15	75,998.00	64,547.85	
11	D & A Testin	g/Physic	als	135.00				180.00	1,500.00	1,320.00	
12	Training & Ed	ducation						0.00	2,000.00	2,000.00	
13	Tires							2,319.60	7,000.00	4,680.40	
14	Fuel/Oil			2,414.87				12,734.79	62,000.00	49,265.21	
15	Maintenance	& Repai	rs	667.70				1,768.31	20,000.00	18,231.69	
16	Communicat	ion Equi	pment Repairs	1,952.76				1,952.76	5,000.00	3,047.24	
17	Advertising							0.00	1,000.00	1,000.00	
18	Postage							0.00	75.00	75.00	
19	Insurance De	eductible	s	2,845.82				2,845.82	3,000.00	154.18	
20	Vehicle Licer	ise Plate	S					38.50	200.00	161.50	
21	Total Actual	Expens	es	17,735.85	0.00	0.00	0.00	75,582.11	356,025.00	280,442.89	
22											
23	Farebox			8,198.00				23,173.38			
24	Contract							0.00			
25	Vehicle Ins	surance						0.00			
26	Total "Fares	s" Reve	nue	8,198.00	0.00	0.00	0.00	23,173.38			
27	Total Expen	ise (Ope	erating Deficit)	9,537.85	0.00	0.00	0.00	52,408.73			
28	Less: Local	Match -	- 50%	4,768.93	0.00	0.00	=SUM(l27*0.2)	26,204.37			
29	Section 18 A	mount l	Due - Operating	4,768.93	0.00	0.00	0.00	26,204.37			
30	Amount D	ue(roun	d to nearest \$)	4,769.00	0.00	0.00	0.00	26,204.00			
31											