

INSTRUCTIONS FOR ADJUSTING THE RECAP EXCEL FILE

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

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

- Column H becomes a blank column.

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

3. Right click on Column G to copy the entire March column.

	F	G	I	O	P	Q	R
	FEBRUARY	MARCH	APRIL	YEAR TO-DATE EXPENDITURES	APPROVED BUDGET	LINE-ITEM	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
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			

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

	F	G	H	I	O	P	Q
	FEBRUARY	MARCH	MARCH	APRIL	YEAR TO-DATE EXPENDITURES	APPROVED BUDGET	LINE-ITEM
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
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		

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

	FEBRUARY	MARCH	MARCH	APRIL	EXPENDITURES	BUDGET	BALANCE
8 Drivers	8,669.84				2.18	176,252.00	133,959.82
9 Overtime					0.00	2,000.00	2,000.00
10 Fringes	1,049.86				0.15	75,998.00	64,547.85
11 D & A Testing/Physicals	135.00				0.00	1,500.00	1,320.00
12 Training & Education					0.00	2,000.00	2,000.00
13 Tires					9.60	7,000.00	4,680.40
14 Fuel/Oil	2,414.87				4.79	62,000.00	49,265.21
15 Maintenance & Repairs	667.70				8.31	20,000.00	18,231.69
16 Communication Equipment Repairs	1,952.76				2.76	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				5.82	3,000.00	154.18
20 Vehicle License Plates					8.50	200.00	161.50
21 Total Actual Expenses	17,735.85	0.00	0.00		2.11	356,025.00	280,442.89
23 Farebox	8,198.00					3.38	
24 Contract						0.00	
25 Vehicle Insurance						0.00	
26 Total "Fares" Revenue	8,198.00	0.00	0.00			3.38	
27 Total Expense (Operating Deficit)	9,537.85	0.00	0.00			8.73	
28 Less: Local Match - 50%	4,768.93	0.00	0.00			4.37	
29 Section 18 Amount Due - Operating	4,768.93	0.00	0.00			4.37	
30 Amount Due(round to nearest \$)	4,769.00	0.00	0.00	0.00		26,204.00	

6. Choose TEXT.

	FEBRUARY	MARCH	MARCH	APRIL	EXPENDITURES	BUDGET	BALANCE
8 Drivers	8,669.84				2.18	176,252.00	133,959.82
9 Overtime					0.00	2,000.00	2,000.00
10 Fringes	1,049.86				0.15	75,998.00	64,547.85
11 D & A Testing/Physicals	135.00				0.00	1,500.00	1,320.00
12 Training & Education					0.00	2,000.00	2,000.00
13 Tires					9.60	7,000.00	4,680.40
14 Fuel/Oil	2,414.87				4.79	62,000.00	49,265.21
15 Maintenance & Repairs	667.70				8.31	20,000.00	18,231.69
16 Communication Equipment Repairs	1,952.76				2.76	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				5.82	3,000.00	154.18
20 Vehicle License Plates					8.50	200.00	161.50
21 Total Actual Expenses	17,735.85	0.00	0.00		2.11	356,025.00	280,442.89
23 Farebox	8,198.00					3.38	
24 Contract						0.00	
25 Vehicle Insurance						0.00	
26 Total "Fares" Revenue	8,198.00	0.00	0.00			3.38	
27 Total Expense (Operating Deficit)	9,537.85	0.00	0.00			8.73	
28 Less: Local Match - 50%	4,768.93	0.00	0.00			4.37	
29 Section 18 Amount Due - Operating	4,768.93	0.00	0.00			4.37	
30 Amount Due(round to nearest \$)	4,769.00	0.00	0.00	0.00		26,204.00	

7. Rename the cell MARCH-2.

	FEBRUARY	MARCH	MARCH-2	APRIL	YEAR TO-DATE EXPENDITURES	APPROVED BUDGET LINE-ITEM	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
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		

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.

9. Under OPERATIONS only, change the formula in the MARCH-2 – Less: Local Match – 50% cell from "***0.5**" to "***0.2**"

	FEBRUARY	MARCH	MARCH-2	APRIL	YEAR TO-DATE EXPENDITURES	APPROVED BUDGET LINE-ITEM	BALANCE
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		

H28 $=SUM(H27*0.5)$ **OLD FORMULA**

SUM $=SUM(H27*0.2)$ **NEW FORMULA**

