Instructions for Completing the Proposed Budget Forms

The Budget forms are in a Microsoft Word document. The forms are fillable and printable. Where dollar amounts are requested, the rows and columns totals will calculate the amount.

1. Download and save the Proposed Budget Package to your computer.

2. Enter information requested in areas marked "Click here to Enter Text."

3. To calculate totals in Rows and Columns, right click in the box where the total goes and click "Update Field."

   Please note that the calculations are not automatically updated. You must click on "Update Field" if a line item amount is changed.