In this first task a budget template will be given to you. You will be given one month’s worth of transactions to add to the budget. Once everything is entered, you will calculate total expenses and total income, and see if there is a surplus/deficit.

The following entries represent all of Bort’s financial transactions for October 2017.

a) Enter them into the appropriate section of the budget, noting the date of each transaction.

b) Calculate all totals on Bort’s budget, and determine how of a surplus/deficit there is.

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| Date | Transaction |
| October 1st | Paid rent of $925 |
| October 1st | Tim’s run ($4.25) |
| October 3rd | Helped Jay build a deck (made $120 cash) |
| October 4th | Gassed up the car ($48) |
| October 5th | Saw a movie with Ryan ($15) |
| October 6th | Grocery shopped ($91) |
| October 7th | Got McDonalds for lunch ($12) |
| October 8th | Bought some new work pants ($32) |
| October 9th | Bought a B-day gift for mom ($27) |
| October 9th | Tim’s run ($5) |
| October 10th | Came down with strep throat… meds and prescription ($32) |
| October 11th | Tim’s run ($5) |
| October 11th | Car payment ($345) |
| October 12th | Grocery shopped ($85) |
| October 14th | Gassed up the car ($45) |
| October 15th | Payday ($1,345) |
| October 16th | Paid car insurance ($149) |
| October 16th | Paid cell phone bill ($68.50) |
| October 16th | Paid cable/internet ($130) |
| October 17th | Student Loan Payment ($135) |
| October 18th | Got a massage (benefits covered some) $40 |
| October 19th | Grocery shopped ($105) |
| October 20th | Sponsored a friend in a charity run ($20) |
| October 22nd | Tim’s Run (5$) |
| October 23rd | Painted a room in the apartment ($60) |
| October 25th | Watched a concert downtown ($10 admission) |
| October 27th | Bought a new PC game ($12) |
| October 27th | Tim’s Run (4$) |
| October 28th | Groceries ($46) |
| October 29th | Had dinner a dinner date with Penny ($51) |
| October 30th | Got a car wash and gassed up the car ($61) |
| October 31st | Payday ($1,345) |
| October 31st | Put money into long term savings ($200) |