

Spreadsheet Budget Builder

Student Learning Packet

Grades 9-12 | Financial Management | Technology Tool | 2 × 42-minute periods

Fictional Monthly Budget Dataset

Take-home pay: Planned \$3,200 | Actual \$3,200

Side-job income: Planned \$250 | Actual \$180

Rent: Planned \$1,250 | Actual \$1,250

Utilities: Planned \$190 | Actual \$224

Groceries: Planned \$420 | Actual \$468

Transportation: Planned \$260 | Actual \$238

Phone/Internet: Planned \$145 | Actual \$145

Insurance: Planned \$210 | Actual \$210

Entertainment: Planned \$180 | Actual \$246

Dining out: Planned \$150 | Actual \$214

Savings: Planned \$300 | Actual \$300

Miscellaneous: Planned \$95 | Actual \$132

Spreadsheet Structure

A Category | B Planned | C Actual | D Variance | E % of Actual Income | F Status

Use formulas for totals, variance, percentages, and net cash flow.

Apply conditional formatting and create a Planned vs. Actual chart.

Analysis Questions

1. Calculate planned and actual total income.
2. Calculate planned and actual total expenses.
3. Calculate net cash flow and identify surplus/deficit.
4. Identify the three largest unfavorable variances.
5. Identify the largest expense as a percentage of actual income.
6. Explain the effect of reducing dining out to the planned amount.
7. Make two evidence-based budget recommendations.
8. Change Actual Entertainment to \$160 and identify what updates automatically.