Instructions:

To avoid modifying the template, begin by selecting Save As from your File menu drop down list and save this as 2019 Budget Form Template.

1) Once you have saved the blank template you can save your completed document in the following format: 2019 Budget - County or Tribal name.

\* Example: 2019 Budget - Rusk County or 2019 Budget - Ho Chunk Tribe

2) Beginning on this tab: Select your county, tribe or organization from the drop down list under Agency Name.

3) On each applicable tab enter in all required information, such as program budget, cash and in-kind budget, other budgets (federal, state, local), current year program budget, and prior year program income budget.

\*\* If a specific program does not apply to you simply skip over the tab, do not delete or modify the form.

**4) Only report monies that are being used to support Older American Act programs - do not include funding such as DOT.**

**The "Other" tab has been removed - monies funding OAA programs should be included on the corresponding tab and line item they are supporting. As examples: NSIP dollars should be reported on the C1 and/or C2 tab(s) under Other Federal Budget for meals. And SPAP dollars should be reported on the Benefit Spec tab under the Other State Budget for Legal Assistance services.**

5) Verify on each form that you do not have errors and correct as needed.

**6) Email this completed spreadsheet to your Area Agency on Aging in draft form by August 13th, 2018. Final version to be submitted by November 2nd, 2018 with the three-year plan.**