

INSTRUCTIONS

HOW TO USE THIS FORM:									
This is a Microsoft Win95/Office95/Excel 7.0 version program/format. (.xls)									
When you receive the file/disc, open and input your Approved Annual Budget in the "Budget Statement" box.									
Follow instructions as outlined below.									
BUDGET STATEMENT									
1998/99 Approved Budget				Insert approved annual budget.-- Do File Save.					
Less prior claims submitted				Insert YTD prior claims amount.					
Less this claim				Program will automatically put your current expense total amount here.					
BUDGET BALANCE FORWARD				Program will calculate YTD balance of your approved annual budget.					