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# EXPENSE SHEET TEMPLATE



Subtotal to date: \$ **11,717.50**

| DATE OF PAYMENT | METHOD OF PAYMENT | PAID TO | DESCRIPTION | AMOUNT PAID | SUBTOTAL     |
|-----------------|-------------------|---------|-------------|-------------|--------------|
|                 | Cash              |         |             | \$ 800.00   | \$ 800.00    |
|                 | Credit            |         |             | \$ 800.00   | \$ 1,600.00  |
|                 | Check             |         |             | \$ 650.00   | \$ 2,250.00  |
|                 | Venmo             |         |             | \$ 450.00   | \$ 2,700.00  |
|                 | PayPal            |         |             | \$ 300.00   | \$ 3,000.00  |
|                 |                   |         |             |             | \$ 3,000.00  |
|                 |                   |         |             |             | \$ 3,000.00  |
|                 |                   |         |             | \$ 5,000.00 | \$ 8,000.00  |
|                 |                   |         |             | \$ 1,200.00 | \$ 9,200.00  |
|                 |                   |         |             |             | \$ 9,200.00  |
|                 |                   |         |             |             | \$ 9,200.00  |
|                 |                   |         |             | \$ 800.00   | \$ 10,000.00 |
|                 |                   |         |             | \$ 750.00   | \$ 10,750.00 |
|                 |                   |         |             | \$ 250.00   | \$ 11,000.00 |
|                 |                   |         |             | \$ 150.00   | \$ 11,150.00 |
|                 |                   |         |             | \$ 500.00   | \$ 11,650.00 |
|                 |                   |         |             |             | \$ 11,650.00 |
|                 |                   |         |             |             | \$ 11,650.00 |
|                 |                   |         |             | \$ 15.00    | \$ 11,665.00 |
|                 |                   |         |             | \$ 10.00    | \$ 11,675.00 |
|                 |                   |         |             | \$ 5.00     | \$ 11,680.00 |
|                 |                   |         |             |             | \$ 11,680.00 |
|                 |                   |         |             | \$ 15.00    | \$ 11,695.00 |
|                 |                   |         |             | \$ 10.00    | \$ 11,705.00 |
|                 |                   |         |             | \$ 12.50    | \$ 11,717.50 |
|                 |                   |         |             |             | \$ 11,717.50 |
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|                 |                   |         |             |             | \$ 11,717.50 |

## Budget planner

GET YOUR BUDGET ON TRACK. MONTH: \_\_\_\_\_ YEAR: \_\_\_\_\_

| ACCOUNT            | BUDGET AMOUNT | ACTUAL AMOUNT | DIFFERENCE |
|--------------------|---------------|---------------|------------|
| <b>INCOME</b>      |               |               |            |
| Salary after tax   |               |               |            |
| Div. Income        |               |               |            |
| Gift Receipts      |               |               |            |
| Other Income       |               |               |            |
| <b>EXPENSES</b>    |               |               |            |
| Char. Contrib.     |               |               |            |
| Medical Expenses   |               |               |            |
| Interest on Home   |               |               |            |
| Interest on Other  |               |               |            |
| Char. Contribution |               |               |            |
| Car Payments       |               |               |            |
| Insurance          |               |               |            |
| Rent/Mortg         |               |               |            |
| Utilities          |               |               |            |
| Food/Home          |               |               |            |
| Child Care/Day     |               |               |            |
| Travel/Transport   |               |               |            |
| Education          |               |               |            |
| Debt Payments      |               |               |            |
| Char. Contribution |               |               |            |
| Entertainment      |               |               |            |
| Energy             |               |               |            |
| Household          |               |               |            |
| Personal Care      |               |               |            |
| Total Expenses     |               |               |            |
| <b>Summary</b>     |               |               |            |
| Remaining Budget   |               |               |            |
| Total Income       |               |               |            |

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# iSchools DEED OF DONATION

KNOW BY ALL MEN THESE PRESENTS:

This Deed of Donation made and executed in Quezon City, Philippines by and between:

The COMMISSION ON INFORMATION AND COMMUNICATIONS TECHNOLOGY, an institution duly organized and existing under and by virtue of Executive Order No. 269 dated 12 January 2004, with principal office address at C.P. Garcia Avenue, U.P. Diliman, Quezon City, represented herein by its Chairman, RAY ANTHONY ROXAS-CHUA III, hereinafter referred to as "DONOR";

-and-

The DAGUPAN CITY NATIONAL HIGH SCHOOL, a public high school created by law with principal office address at Tapuac, Dagupan City, Pangasinan, represented herein by its Principal, THEODORA NABOR, hereinafter referred to as "DONEE";

WHEREAS, the DONOR is the absolute owner of the following personal property described as follows:

- Twenty (20) Workstation Computers (consisting of tower case CPU, monitor, keyboard, mouse, headset and UPS) with pre-installed Operating System & Office Productivity Tools software
- One (1) Server (consisting of tower case CPU, monitor, keyboard, mouse, headset and UPS) with pre-installed Operating System & Office Productivity Tools Software
- One (1) Wireless LAN Router
- Twenty-one (21) Wireless LAN Adapters
- One (1) Three-in-One Printer
- One (1) Multimedia Projector
- Two (2) Airconditioning Units
- One (1) Signage/Marker of the Laboratory

WHEREAS, the DONEE represents that it is an institution duly organized and validly existing under the laws of the Republic of the Philippines and has the requisite corporate authority to accept donations and to enter into, perform and execute this Deed of Donation and Acceptance.

WHEREAS, the DONOR is donating the aforementioned property subject to the following Terms and Conditions:

- The purpose for which the donation was approved and granted by the DONOR shall not be changed, modified or altered without the prior written consent of the DONOR which will not be unreasonably withheld by the DONOR.
- The DONEE shall submit a quarterly progress and financial reports and programme development details to the DONOR on the use of the above enumerated properties and donation.

Principal: RAY ANTHONY ROXAS-CHUA III  
Chairman, C.I.C.T.  
Principal: THEODORA NABOR  
Principal, DAGUPAN CITY NATIONAL HIGH SCHOOL  
Witnesses: CONSUELO S. PEREZ  
Commissioner, H.C.D.G./ICTABE Program Director  
EVANGELINE C. REYES  
iSchools Project Coordinator, IS/PS

| Budget for PUT YOUR COMPANY/PROJECT HERE  | Year 1    |            |                     | Year 2    |            |                     | Year 3    |            |                     |
|---|-----------|------------|---------------------|-----------|------------|---------------------|-----------|------------|---------------------|
|   | Unit      | # of units | Unit rate (in Euro) | Unit      | # of units | Unit rate (in Euro) | Unit      | # of units | Unit rate (in Euro) |
| <b>Personnel Expenses</b>   |           |            |                     |           |            |                     |           |            |                     |
| 1.1 Salaries (gross salaries including social security charges and other related costs) | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 1.2 Administrative support staff  | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 1.3 Salaries (gross salaries including social security charges and other related costs) | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 1.4 Other staff salaries (including social security charges and other related costs)    | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 1.5 Other staff salaries (including social security charges and other related costs)    | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| <b>Travel Expenses</b>  |           |            |                     |           |            |                     |           |            |                     |
| 2.1 International travel  | Per day   |            |                     | Per day   |            |                     | Per day   |            |                     |
| 2.2 Local travel expenses   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| <b>Equipment and supplies</b>   |           |            |                     |           |            |                     |           |            |                     |
| 3.1 Furniture, computer equipment   | Per unit  |            |                     | Per unit  |            |                     | Per unit  |            |                     |
| 3.2 Office supplies   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 3.3 Other supplies (including stationery, books, etc.)                                  | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| <b>Operational Expenses and supplies</b>  |           |            |                     |           |            |                     |           |            |                     |
| 4.1 Travel  | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 4.2 Utilities   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 4.3 Telephone   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 4.4 Other operational expenses  | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 4.5 Other operational expenses  | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| <b>Other costs, sundries, etc.</b>  |           |            |                     |           |            |                     |           |            |                     |
| 5.1 Other costs, sundries, etc.   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 5.2 Other costs, sundries, etc.   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 5.3 Other costs, sundries, etc.   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 5.4 Other costs, sundries, etc.   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| 5.5 Other costs, sundries, etc.   | Per month |            |                     | Per month |            |                     | Per month |            |                     |
| <b>Total Costs (Year 1-3)</b>   |           |            |                     |           |            |                     |           |            |                     |

Organization Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Country: \_\_\_\_\_  
Date: \_\_\_\_\_

A balance can be a useful tool to communicate with investors and summarize complicated financial data in a simple worksheet. A report of expenses provides a precise record of business costs, which is important for budgeting of budget and tax reports. You can edit the expense categories to meet your needs, whether travel costs, shipping expenses, business meals or other expenses. You can customize the model by changing the column titles to categorize the expenses or by adding new columns, if necessary. Download balance model Excel | SmartSheet Use this balance model to compare assets and liabilities by creating a fast report on your company's current financial situation. It can also be easily modified to include more columns or additional information. An expense report is commonly used for recording business travel expenses such as transportation, food, lodging, and conference fees. Any advance payment for costs should be listed and subtracted from the total cost of reimbursement. The template shows projected income and expenses alongside actual amounts, which is helpful for future budget planning. eAAA Download Travel Expense Report Template Use this detailed travel expense report template to keep track of business trip expenditures. Watch the demo to see how you can more effectively manage your team, projects, and processes with real-time work management in Smartsheet. This template provides a detailed record of expenses for each day of the week. This expense report should be accompanied by receipts for each transaction listed. Keep track of purchases and other expenses by recording the payment method, type of transaction, amount of payment, and other details. Annual Expense Report Template eAAA Download Annual Expense Report Template Use this annual expense report to itemize monthly, quarterly, and yearly totals. Providing receipts for all expenses listed on a report helps prevent mistakes and prepares businesses for filing taxes and completing audits. Download Expense Sheet Template Excel | Smartsheet This basic expense spreadsheet template is designed for tracking expenses, whether personal or business related. It can be adjusted to include whatever expenses you want to keep track of, and each month is a separate sheet, making it easy to track monthly and annual expenses. Download Weekly Expense Report Template Excel | Smartsheet Some businesses require employees to submit a weekly expense report so that expenses are tracked and reimbursed at consistent intervals. You can refer to this expense sheet as an easy reference tool, create a monthly expense report, and quickly add up expenses over any time period. Download Personal Budget Template Excel | Smartsheet A personal budget can be a great tool for financial management and also help you identify and reach your monetary goals. Collecting employee expense reports on a weekly or monthly basis can safeguard against budgeting errors and helps ensure that money is being well spent. The model includes mileage tracking, other transportation costs, lodging, meals, and more. Depending on your business needs, an expense report can be long and detailed or simple. Empower your people to go above and beyond with a flexible platform designed to match the needs of your team - and adapt as those needs change. The SmartSheet platform makes planning easy. Manage and report work from anywhere, helping your team be more effective and more effective. This sheet of mileage expenses can be used to record and calculate any accumulated miles for commercial purposes. Watch. 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Includes a pie graph showing the expenses and percentage of the budget that each category is using - this facilitates the creation of a visual report of expenses of the event to share Share others. Download the Event Budgeting Template Excel SmartSheet This event budgeting template provides detailed lists of expenses and revenue sources, comparing projected and actual totals. But an expense report can also be used to document any business expense for which an employee needs to be reimbursed. We also provide expense report templates in SmartSheet, a real-time work execution platform that enables you to more easily track, share and manage expense reports than in Excel. Income, savings and expenses are all itemized, so you can track different sources and get a comprehensive picture of your financial situation. situation.



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