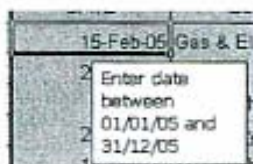


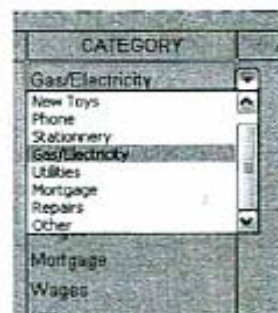
Entries in the column A will automatically change into Dates. You will have to enter a date within the year 2005. When you select a cell in the column A, a message warns you to enter the right date:



If you try and enter a different date, or if you make a mistake, the following message will come up on the screen:



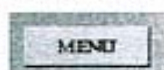
Anything can be entered in the Column B. In Column C, only items from the Expenditures list will be allowed. When you select a cell in that column, a combo box comes up, allowing you to check the list and choose the one you require.



In Column D, it will change to currency automatically. The amount will have to be between 0.99 and 1000. If I enter anything else, the following message will come:



You also have 5 buttons to help you work faster. By clicking on them, macro will be activated.



Menu will bring you back to the Menu sheet.



Summary will create a summary of all the entries by first sorting them according to categories and then adding up all the entries per category.



*Clear Summary will clear the summary.*



*Clear Sheet will clear the entries in Cell A4 to D34.*



*Print will summarize the sheet and preview it for printing.*

*All the other month sheet are identical to this one.*

*The four other buttons on the Menu sheet are buttons to enter the Profit and Loss sheet and to view the three graphs.*



*Clicking on this button will bring you to the Profit/Loss sheet where you can only enter the income. All the rest are formulas. The expenditures get copied automatically from the monthly expenditure sheet. The total are automatically calculated and give you the exact figures for your monthly income and expenditures with a yearly total.*

*You can return to the Menu by clicking on the Menu button at the left top corner of the sheet.*

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

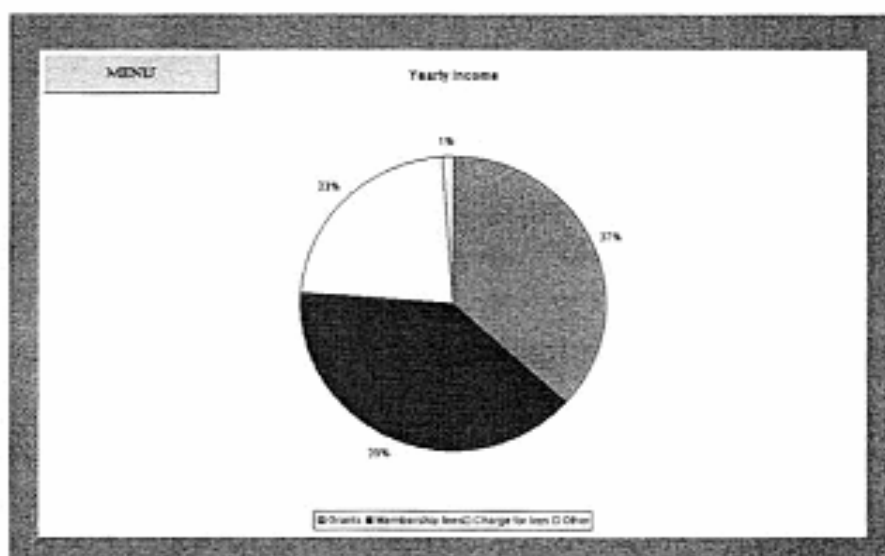
Castellar 12 B I U % 75%

Button 1 A

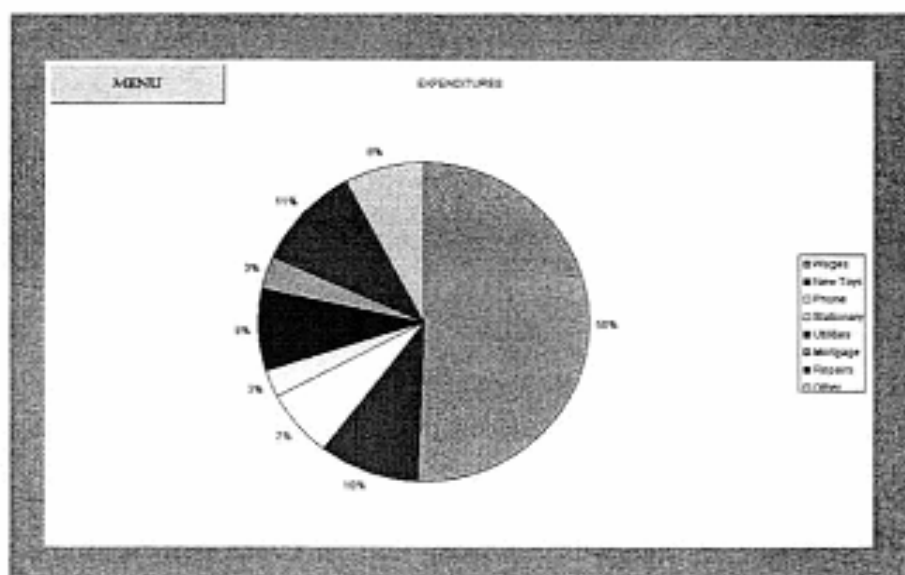
	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	<div> <div>MENU</div> <div>INCOME AND EXPENDITURES 2005</div> </div>													
2														
3														
4														
5		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
6	INCOME													
7	Grants	£378.85	£378.85	£378.85	£378.85	£378.85	£378.85	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,353.24
8	Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£470.00	£480.00	£4,720.00
9	Charge for toys	£245.00	£236.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
10	Other		£45.00		£21.00				£39.00			£18.00		£123.00
11	TOTAL	£923.85	£969.85	£926.85	£952.85	£1,013.85	£926.85	£992.89	£1,051.89	£1,039.89	£1,055.89	£1,033.89	£1,029.89	£11,917.24
12														
13														
14														
15	EXPENDITURES													
16	Wages	£475.00	£488.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
17	New Toys	£136.50	£0.00	£221.97	£0.00	£61.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
18	Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
19	Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
20	Utilities	£67.87	£102.87	£45.00	£78.00	£96.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£941.02
21	Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
22	Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
23	Other	£67.87	£31.00	£46.00	£78.00	£96.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£870.35
24	TOTAL	987.52	859.66	1022.29	887	983.48	672.53	987.5	984.93	949.48	994.39	1000	946.15	£11,234.93
25														
26	WE CAN BUY MORE TOYS!													
27														
28														
29														

By clicking on the Graph buttons on the Menu sheet, you can view the three graphs: yearly income, yearly expenditures and balance of each month's income and expenditures. On each page, you have a Menu button to go back to the Menu sheet.

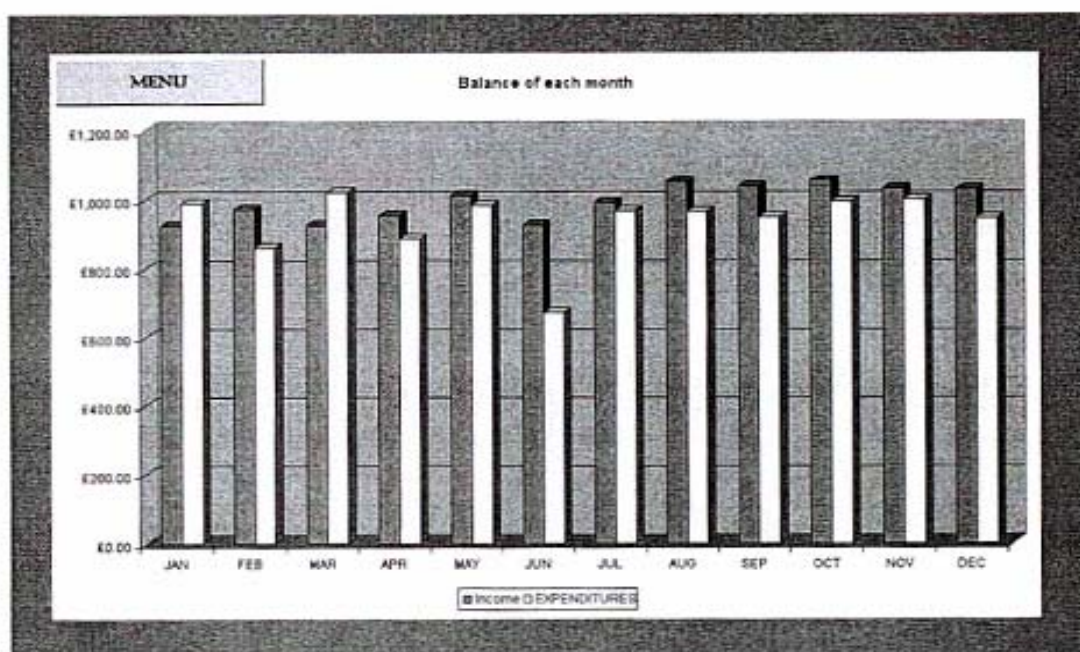
Yearly income:



Yearly Expenditures:



Balance for every month:



51

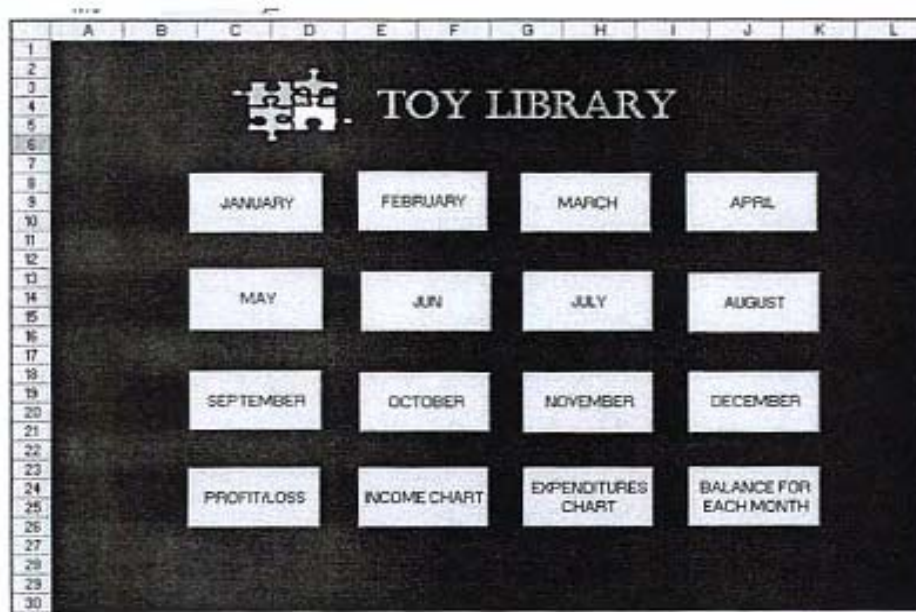
# TECHNICAL DOCUMENTATION

## *How I created my Spreadsheet*

I created the spreadsheet in Excel 2000, using a Pentium PC. The workbook is saved as Toy Library in the Templates directory. It is protected by a password. Most cells within the workbook are locked and protected to make sure no one spoils it by changing the formulas. Only cells in which you will need to enter information aren't locked.

The workbook is constitutes of a menu, 12 monthly sheet, a profit and loss sheet and 3 graphs.

### *Menu:*



The menu contains 16 buttons. Every single button leads to a different sheet. The first 12 buttons bring to the 12 month sheet, one for each month. The Profit and Loss buttons leads to the profit and loss sheet and the three last buttons lead to the 3 graphs.

Microsoft Excel - Toy Library

File Edit View Insert Format Tools Data Window Help

Castellar 18 B / U

75%

A1 JANUARY EXPENDITURES

1	A	B	C	D	E	F
2	JANUARY EXPENDITURES					
3	DATE	SUPPLIER	CATEGORY	AMOUNT		
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
31						
32						
33						
34						
35						
36						
37	TOTAL EXPENDITURES BY CATEGORIES					
38						
39						
40	WAGES				10.00	
41	NEW TOYS				10.00	
42	PHONE				10.00	
43	STATIONNERY				10.00	
44	GAS/ELECTRICITY				10.00	
45	UTILITIES				10.00	
46	MORTGAGE				10.00	
47	REPAIRS				10.00	
48	OTHER				10.00	

MENU

SUMMARY

CLEAR SUMMARY

CLEAR SHEET

PRINT

TOTAL EXPENDITURE BY CATEGORIES		
CATEGORIES A1		=SUM(\$D\$4:\$D\$35/A1:\$D\$4:\$D\$35)
CATEGORIES A2		=SUM(\$D\$4:\$D\$35/A2:\$D\$4:\$D\$35)
CATEGORIES A3		=SUM(\$D\$4:\$D\$35/A3:\$D\$4:\$D\$35)
CATEGORIES A4		=SUM(\$D\$4:\$D\$35/A4:\$D\$4:\$D\$35)
CATEGORIES A5		=SUM(\$D\$4:\$D\$35/A5:\$D\$4:\$D\$35)
CATEGORIES A6		=SUM(\$D\$4:\$D\$35/A6:\$D\$4:\$D\$35)
CATEGORIES A7		=SUM(\$D\$4:\$D\$35/A7:\$D\$4:\$D\$35)
CATEGORIES A8		=SUM(\$D\$4:\$D\$35/A8:\$D\$4:\$D\$35)
CATEGORIES A9		=SUM(\$D\$4:\$D\$35/A9:\$D\$4:\$D\$35)

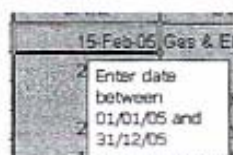
Microsoft Excel	
File	Edit View
D	
A	
1	Wages
2	New Toys
3	Phone
4	Stationery
5	Gas/Electricity
6	Utilities
7	Mortgage
8	Repairs
9	Other
10	

Cells A39 to A47 are formulas which copy the content of the Cells A1 to A9 from the sheet Categories. This formula links this sheet to the Categories one.

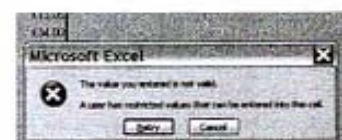
Cells D39 to D47 are formulas which add up the amounts in Cells D4 to D34 according to categories.

The cells in A4 to D34 have been formatted in the following way:

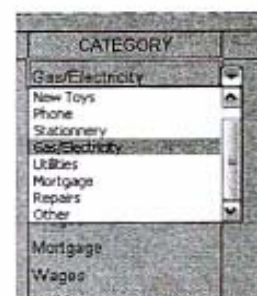
Entries in the column A will automatically change into Dates. You will have to enter a date within the year 2005. When you select a cell in the column A, a message warns you to enter the right date:



If you try and enter a different date, or if you make a mistake, the following message will come up on the screen:



Anything can be entered in the Column B. In Column C, only items from the Expenditures list will be allowed. When you select a cell in that column, a combo box comes up, allowing you to check the list and choose the one you require.



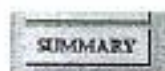
In Column D, it will change to currency automatically. The amount will have to be between 0.99 and 1000. If I enter anything else, the following message will come:



You also have 5 buttons to help you work faster. By clicking on them, macro will be activated.



Menu will bring you back to the Menu sheet.



Summary will create a summary of all the entries by first sorting them according to categories and then adding up all the entries per category.



Clear Summary will clear the summary.



Clear Sheet will clear the entries in Cell A4 to D34.



Print will summarize the sheet and preview it for printing.

### *Profit/Loss:*

On this sheet, most of the cells are formulas. Only the cells B7 to M10 are not protected. Information can be entered on them.

You can return to the Menu by clicking on the Menu button at the left top corner of the sheet.

Microsoft Excel - Book1

File Edit View Insert Format Tools Data Window Help

Castellar 12 B I U % 75%

Button 1 A

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	
1	<div><div>MENU</div><div>INCOME AND EXPENDITURES 2005</div></div>														
2															
3															
4		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL	
5															
6	INCOME														
7	Grants	£378.85	£378.85	£378.85	£378.85	£378.85	£378.85	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,353.24
8	Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£470.00	£480.00	£480.00	£4,720.00
9	Charge for toys	£245.00	£238.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00		£2,721.00
10	Other		£45.00		£21.00				£39.00			£19.00			£123.00
11	TOTAL	£923.85	£966.85	£926.85	£952.85	£1,013.85	£926.85	£992.89	£1,051.89	£1,039.89	£1,055.89	£1,033.89	£1,029.89		£11,917.24
12															
13															
14															
15	EXPENDITURES														
16	Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00		£5,687.00
17	New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.99	£86.00	£0.00		£1,080.34
18	Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00		£788.16
19	Stationary	£23.75	£32.34	£44.87	£40.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00		£309.41
20	Utilities	£87.87	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£67.00	£67.00	£98.74		£941.02
21	Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67		£373.65
22	Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00		£1,185.00
23	Other	£67.87	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£67.00	£67.00	£98.74		£870.35
24	TOTAL	987.52	859.66	1022.29	887	983.48	672.53	957.5	984.93	949.48	994.39	1000	946.15		£11,234.93
25															
26	WE CAN BUY MORE TOYS!														
27															
28															
29															

Cells B16 to B23 are formulas which copy the content of the Cells D38 to D49 from sheet JAN.

EXPENDITURES BY CATEGORIES	
	£475.00
	£136.50
	£75.53
	£23.75
TV	£67.87
	£36.00
	£105.00
	£24.00
	£13.05

JAN FEB MAR APR MAY JUN JUL AUG SEP OCT

Same for every month.  
Cell B24 is the total of B16 to B23. Same for the whole row 11 and 24.

Microsoft Excel - Book1								
File Edit View Insert Format Tools Data Window Help								
Castellar 12 B I U 50%								
Button 1								
INCOME AND EXPENDITURE								
	JAN	FEB	MAR	APR	MAY	JUN	JUL	
Income								
Grants	378.65	378.65	378.65	378.65	378.65	378.65	346.89	
Membership fees	300	310	350	340	370	370	390	
Charge for toys	245	236	190	213	265	178	256	
Other		45		21				
TOTAL	=SUM(B7:B10)	=SUM(C7:C10)	=SUM(D7:D10)	=SUM(E7:E10)	=SUM(F7:F10)	=SUM(G7:G10)	=SUM(H7:H10)	
EXPENDITURES								
Wages	=JANID38	=FEBID38	=MARID38	=APRID38	=MAYID38	=JUNID38	=JULID38	
New Toys	=JANID39	=FEBID39	=MARID39	=APRID39	=MAYID39	=JUNID39	=JULID39	
Places	=JANID40	=FEBID40	=MARID40	=APRID40	=MAYID40	=JUNID40	=JULID40	
Stationery	=JANID41	=FEBID41	=MARID41	=APRID41	=MAYID41	=JUNID41	=JULID41	
Utilities	=JANID42	=FEBID42	=MARID42	=APRID42	=MAYID42	=JUNID42	=JULID42	
Mortgages	=JANID43	=FEBID43	=MARID43	=APRID43	=MAYID43	=JUNID43	=JULID43	
Repairs	=JANID44	=FEBID44	=MARID44	=APRID44	=MAYID44	=JUNID44	=JULID44	
Other	=JANID45	=FEBID45	=MARID45	=APRID45	=MAYID45	=JUNID45	=JULID45	
TOTAL	=SUM(B16:B23)	=SUM(C16:C23)	=SUM(D16:D23)	=SUM(E16:E23)	=SUM(F16:F23)	=SUM(G16:G23)	=SUM(H16:H23)	
=IF(B24>N11,"WEVE OVERSPENT!", "WE CAN AFFORD IT!")								

50%

ND EXPENDITURES 2005

JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
346.69	346.69	346.69	346.69	346.69	346.69	=SUM(B7:M7)
390	420	450	470	470	480	=SUM(B8:M8)
256	246	243	259	159	203	=SUM(B9:M9)
	33			16		=SUM(B10:M10)
=SUM(N7:N10)						
=SUM(B16:M16)						
=SUM(B17:M17)						
=SUM(B18:M18)						
=SUM(B19:M19)						
=SUM(B20:M20)						
=SUM(B21:M21)						
=SUM(B22:M22)						
=SUM(B23:M23)						
=SUM(N16:N23)						

ENT". "WE CAN BUY MORE TOYS")

Cells N7 is the sum of Cells B7 to M7. Cells N8 is the sum of B8 to M8 and so on for N9 to N11 and N16 to N24.

Cell N24 has been formatted with Conditional Formatting. If the library has spent more than it has earned, the total will come up in red. If the income is superior, the total will be green.

**Conditional Formatting**

Condition 1  
 Cell value is greater than =B\$11  
 Preview of format to use when condition is true: AaBbCcYyZz

Condition 2  
 Cell value is less than =B\$11  
 Preview of format to use when condition is true: AaBbCcYyZz

Add >> Delete... OK Cancel

	=APR042	=MAY042	=JUN042	=JUL042	=AUG042	=SEP042
3)	=SUM(E16:E23)	=SUM(F16:F23)	=SUM(G16:G23)	=SUM(H16:H23)	=SUM(I16:I23)	=SUM(J16:J23)
=IF(N24>N11,"WE'VE OVERSPENT!", "WE CAN BUY MORE TOYS")						

Cells E26 to J27 are all merged together. It contains the following formula:  
 =IF(N24>N11,"We've overspent!", "We can buy more toys")

This means that if the total in Cell N24 is superior to the one in Cell N11, the following message will appear: We've overspent! If not, the message: We can buy more toys! will come up.

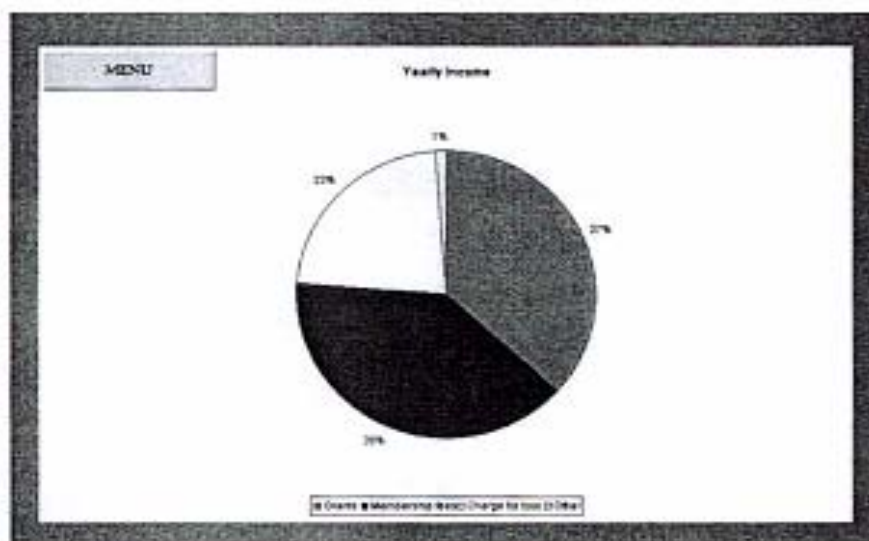
This formula has been formatted with Conditional Formatting. If the cell contains the message: We've overspent!, the message will be in pink with a red background. If it's: We can buy more toys! the message will be in light green with a dark green background.



## Graphs:

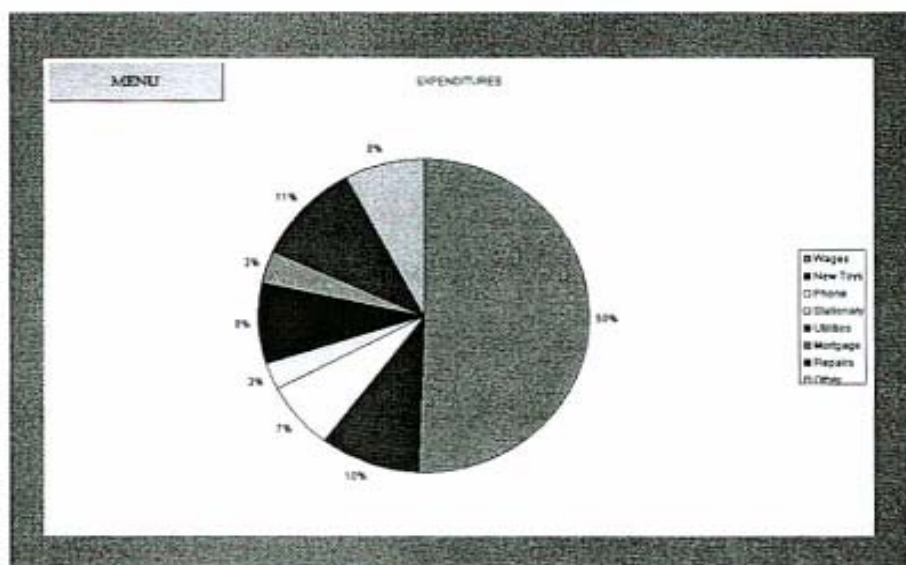
By clicking on the Graph buttons on the Menu sheet, you can view the three graphs: yearly income, yearly expenditures and balance of each month's income and expenditures. On each page, you have a Menu button to go back to the Menu sheet.

Yearly income:

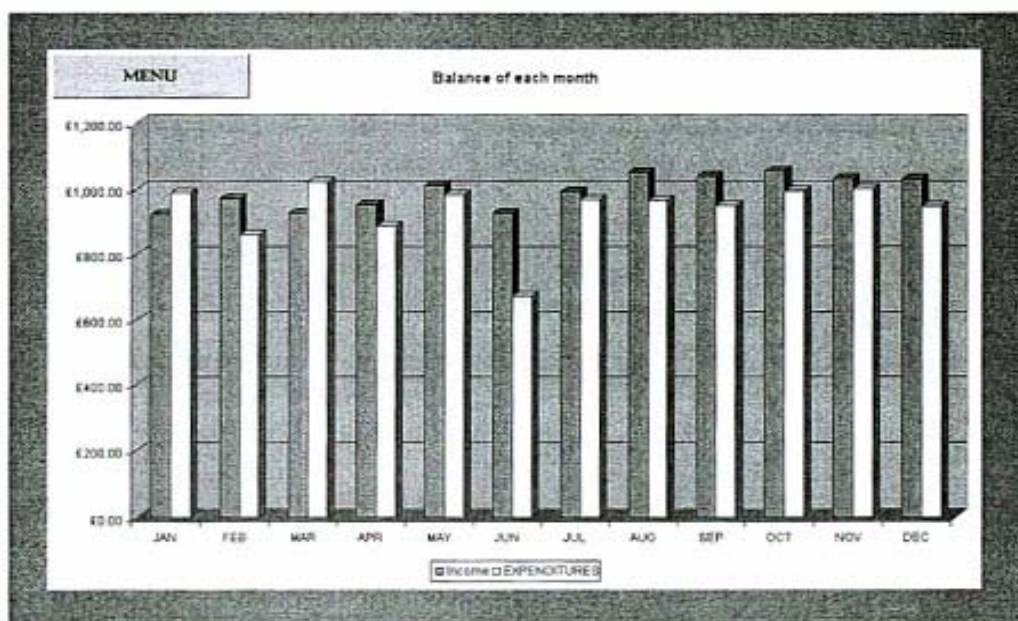


63

## Yearly Expenditures:



## Balance for every month:



61

## TESTING PLAN

TEST NUMBER	PURPOSE OF THE TEST	TEST DATA	EXPECTED RESULTS
1	To test that the total by categories changes when I add a new entry.	Type in the new data in the monthly sheet.	The monthly total per categories will change.
2	To test that the income total will change when I change one of the entries.	Change the amount in one of the cells.	The monthly total in the yearly sheet will change.
3	To test that the expenditures amount in the yearly sheet will change when I change one of the total per categories in the monthly sheet.	Type in a new entry in the monthly sheet.	The expenditure amount will change in the yearly sheet.
4	To check that extreme data can be entered in the date column in the monthly sheet.	Type: 01/01/05	Accepted.
5	To check that extreme data can be entered in the date column in the monthly sheet.	Type: 31/12/05	Accepted.
6	To check that normal data can be entered in the date column in the monthly sheet.	Type: 09/07/05	Accepted.
7	To check that erroneous data cannot be entered in the date column in the monthly sheet.	Type: 01/01/06	Refused.
8	To check that extreme data can be entered in the amount column in the monthly sheet.	Type: 0.99	Accepted.
9	To check that extreme data can be entered in the amount column in the monthly sheet.	Type: 1000	Accepted.

62

10	To check that normal data can be entered in the amount column in the monthly sheet.	Type: 786	Accepted.
11	To check that erroneous data cannot be entered in the amount column in the monthly sheet.	Type: 12009	Refused.
12	To check that data from the category list can be entered in the category column in the monthly sheet.	Type: Wages	Accepted.
13	To check that other data cannot be entered in the category column in the monthly sheet.	Type: Total	Refused.
14	To show that conditional formatting works.	Change the income amount in one of the entries in the yearly sheet.	The formatting of the writing changes.
15	To show that the 'If' formula works.	Change the income amount in the one of the entries in the yearly sheet.	The message changes.
16	To show that the conditional formatting changes when the message changes.	Change the income amount in the one of the entries in the yearly sheet.	The formatting of the message changes.
17	To check that the Summary Macro works.	Click on the Summary Macro in the monthly sheet.	The categories get sorted and added up according to categories.

**TEST 1:** To test that the total by categories changes when I add a new entry.

JANUARY EXPENDITURES			
DATE	SUPPLIER	CATEGORY	AMOUNT
15-Jan-05	Gulf Electricity	Gas/Electricity	\$17.87
15-Jan-05	Wile Steaks	Meat/Sea	\$44.50
20-Jan-05	Smashy	Meat/Sea	\$47.80
20-Jan-05	BT	Phone	\$75.95
2-Jan-05	WGCash	Supplies/Money	\$23.79
24-Jan-05	Secretary	Wages	\$250.00
25-Jan-05	Secretary	Wages	\$175.00
26-Jan-05	Cleaner	Wages	\$50.00
10-Jan-05	Utilities	Utilities	\$75.00
10-Jan-05	Garage Payments	Mortgage	\$105.00
2-Jan-05	Taxes	Other	\$12.00
9-Jan-05	Dinner	Supplies	\$34.00

Make

Summary

Clear Summary

Clear Sheet

Print

TOTAL EXPENDITURES BY CATEGORIES	
Wages	\$475.80
New Togs	\$101.50
Phone	\$75.95
Supplies/Money	\$42.79
Gas/Electricity	\$17.87
Utilities	\$75.00
Mortgage	\$105.00
Supplies	\$34.00
Other	\$12.00

JANUARY EXPENDITURES				
DATE	SUPPLIER	CATEGORY	AMOUNT	
15-Jan-05	Gas & Electricity	Gas/Electricity	447.87	Menu
17-Jan-05	Kids Store	New Toys	149.90	Summary
20-Jan-05	Smally	New Toys	447.90	
28-Jan-05	BT	Phone	479.53	CLEAR
2-Jan-05	MMSmith	Stationary	623.75	SUMMARY
31-Jan-05	Secretary	Wages	6250.00	
19-Jan-05	Accountant	Wages	479.00	CLEAR SHEET
21-Jan-05	Cleaner	Wages	450.00	
16-Jan-05	Utilities	Utilities	426.00	Print
15-Jan-05	Lawson Property	Mortgage	4105.00	
3-Jan-05	Taxes	Taxes	410.00	
8-Jan-05	Glenn	Repairs	445.00	
TOTAL EXPENDITURES BY CATEGORIES				
Wages			6475.00	
New Toys			404.90	
Phone			479.53	
Stationary			623.75	
Gas/Electricity			447.87	
Utilities			426.00	
Mortgage			4105.00	
Repairs			445.00	
Taxes			410.00	

**TEST 2:** To test that the income total will change when I change one of the entries.

2	Mean	income and expenditures 2005												
3														
4														
5		JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
6	Income													
7	Grants	\$378.65	\$378.65	\$378.65	\$378.65	\$378.65	\$378.65	\$346.89	\$346.89	\$346.89	\$346.89	\$346.89	\$346.89	\$4,353.24
8	Membership fees	\$300.00	\$310.00	\$350.00	\$340.00	\$370.00	\$370.00	\$390.00	\$420.00	\$450.00	\$470.00	\$470.00	\$480.00	\$4,720.00
9	Charge for toys	\$245.00	\$236.00	\$193.00	\$213.00	\$265.00	\$178.00	\$256.00	\$246.00	\$239.00	\$239.00	\$199.00	\$203.00	\$2,721.00
10	Other	\$45.00			\$21.00				\$39.00			\$18.00		\$123.00
11	TOTAL	\$923.65	\$988.65	\$926.65	\$952.65	\$1,013.65	\$926.65	\$992.89	\$1,051.89	\$1,039.89	\$1,055.89	\$1,033.89	\$1,029.89	\$11,917.24

	income and expenditures 2005												
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
Income													
Grants	\$378.85	\$378.65	\$378.65	\$378.65	\$378.65	\$378.65	\$346.89	\$346.89	\$346.89	\$346.89	\$346.89	\$346.89	\$4,353.24
Membership fees	\$300.00	\$310.00	\$350.00	\$340.00	\$370.00	\$370.00	\$390.00	\$420.00	\$450.00	\$470.00	\$470.00	\$480.00	\$4,720.00
Charge for toys	\$245.00	\$236.00	\$198.00	\$213.00	\$265.00	\$178.00	\$256.00	\$246.00	\$243.00	\$239.00	\$199.00	\$100.00	\$2,618.00
Other	\$45.00			\$21.00				\$39.00			\$18.00		\$123.00
TOTAL	\$923.65	\$923.65	\$926.65	\$952.65	\$1,013.65	\$926.65	\$992.89	\$1,051.89	\$1,039.89	\$1,055.89	\$1,033.89	\$926.89	\$11,814.24

**TEST 3:** To test that the expenditures amount in the yearly sheet will change when I change one of the total per categories in the monthly sheet.

# JANUARY EXPENDITURES

DATE	SUPPLIER	CATEGORY	AMOUNT
15-Jan-05	Gas & Electricity	Gas/Electricity	£67.87
15-Jan-05	Kids Store	New Toys	£136.50
15-Jan-05	Smoky	New Toys	£47.86
29-Jan-05	BT	Phone	£75.53
2-Jan-05	Stationery	Stationery	£23.75
31-Jan-05	Scoriot	Water	£250.00
31-Jan-05	Asprey	Water	£175.00
29-Jan-05	Cleaner	Water	£94.00
15-Jan-05	Utilities	Utilities	£36.00
15-Jan-05	Wages	Wages	£475.00
3-Jan-05	Tesco	Other	£13.05
8-Jan-05	Dian	Repairs	£34.00

Mass

Summary

CLEAR

SUMMARY

CLEAR SHEET

Print

## TOTAL EXPENDITURES BY CATEGORIES

Wages	£475.00
New Toys	£264.50
Phone	£75.53
Stationery	£23.75
Gas/Electricity	£67.87
Utilities	£36.00
Mortgage	£105.00
Repairs	£34.00
Other	£13.05

## EXPENDITURES

Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationery	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£26.50	£24.00	£9.00	£309.41
Gas/Electricity	£67.87	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£941.02
Utilities	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Mortgage	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Repairs	£34.00	£31.00	£46.00	£56.00	£0.00	£0.00	£35.00	£57.00	£0.00	£0.00	£23.75	£27.57	£312.32
Other	£13.05	£105.00	£10.00	£153.00	£34.00	£131.75	£65.00	£166.44	£172.00	£19.75	£0.00	£215.67	£1,085.66
TOTAL	968.7	964.66	1032.29	1018	918.74	707.28	1000.5	1143.37	1054.48	927.14	936.75	1090.65	£11,762.56

We can buy more toys!

JANUARY EXPENDITURES				
DATE	SUPPLIER	CATEGORY	AMOUNT	
15-Jan-05	Gas & Electricity	Gas/Electricity	£47.87	
15-Jan-05	Video Store	New Toys	£136.50	
25-Jan-05	Smack	New Toys	£47.87	
25-Jan-05	BT	Phone	£75.53	
25-Jan-05	WMSM	Stationary	£23.75	
25-Jan-05	Servitors	Wages	£478.00	
25-Jan-05	Servitors	Wages	£175.00	
25-Jan-05	Cleaner	Wages	£98.00	
25-Jan-05	WGL	Utilities	£24.00	
25-Jan-05	London Property	Mortgage	£105.00	
25-Jan-05	Turbo	Other	£13.05	
25-Jan-05	Dinos	Repairs	£45.00	

TOTAL EXPENDITURES BY CATEGORIES				
Wages	£478.00			
New Toys	£136.50			
Phone	£75.53			
Stationary	£23.75			
Gas/Electricity	£47.87			
Utilities	£24.00			
Mortgage	£105.00			
Repairs	£45.00			
Other	£13.05			

16	EXPENDITURES													
16	Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
17	New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
18	Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.18
19	Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
20	Gas/Electricity	£67.87	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£941.02
21	Utilities	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
22	Mortgage	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
23	Repairs	£45.00	£31.00	£46.00	£56.00	£0.00	£0.00	£35.00	£57.00	£0.00	£0.00	£23.75	£27.57	£321.32
24	Other	£13.05	£105.00	£10.00	£153.00	£34.00	£131.75	£65.00	£166.44	£172.00	£19.75	£0.00	£215.67	£1,085.68
25	TOTAL	977.7	964.66	1032.29	1018	918.74	707.28	1000.5	1143.37	1054.48	927.14	936.75	1090.65	£11,771.66
26														
27														
28	We can buy more toys!													

**TEST 4:** To check that extreme data can be entered in the date column in the monthly sheet.

JANUARY EXPENDITURES				
DATE	SUPPLIER	CATEGORY	AMOUNT	
1-Jan-05	Gas & Electricity	Gas/Electricity	£67.87	
12-Jan-05	Video Store	New Toys	£136.50	

**TEST 5:** To check that extreme data can be entered in the date column in the monthly sheet.

DECEMBER EXPENDITURES				
DATE	SUPPLIER	CATEGORY	AMOUNT	
31 December 2005	Gas & Electricity	Gas/Electricity	£98.74	
12 December 2005	Video Store	New Toys	£136.50	

**TEST 6:** To check that normal data can be entered in the date column in the monthly sheet.

1	JULY EXPENDITURES				MENU
2					
3	DATE	SUPPLIER	CATEGORY	AMOUNT	SUMMARY
4	09 July 2005	Gas & Electricity	Gas/Electricity	£67.00	
5	13 July 2005	Kids Store	New Toys	£89.50	

**TEST 7:** To check that erroneous data cannot be entered in the date column in the monthly sheet.

	A	B	C	D	E	F	G	H
1	JANUARY EXPENDITURES							
2								
3	DATE	SUPPLIER	CATEGORY	AMOUNT				
4	01/01/06	Gas & Electricity	Gas/Electricity	£67.87				
5			ew Toys	£89.50				
6			ew Toys	£47.00				
7			one	£75.53				
8			tionnary	£23.75				
9			iges	£250.00				
10			iges	£175.00				
11			iges	£50.00				
12	18-Jan-05	Wilkinson	Utilities	£36.00				

Microsoft Excel

The value you entered is not valid.

A user has restricted values that can be entered into this cell.

Retry

Cancel

MENU

SUMMARY

CLEAR SUMMARY

CLEAR SHEET

**TEST 8:** To check that extreme data can be entered in the amount column in the monthly sheet.

1	JANUARY EXPENDITURES				MENU
2					
3	DATE	SUPPLIER	CATEGORY	AMOUNT	SUMMARY
4	1-Jan-05	Gas & Electricity	Gas/Electricity	£0.99	
5	13-Jan-05	Kids Store	New Toys	£89.50	
6	16-Jan-05	New Toys	New Toys	£47.00	

**TEST 9:** To check that extreme data can be entered in the amount column in the monthly sheet.

1	JANUARY EXPENDITURES				MENU
2					
3	DATE	SUPPLIER	CATEGORY	AMOUNT	
4	1-Jan-05	Gas & Electricity	Gas/Electricity	£1,000.00	
5	13-Jan-05	Kids Store	New Toys	£89.50	SUMMARY

**TEST 10:** To check that normal data can be entered in the amount column in the monthly sheet.

1	JANUARY EXPENDITURES				MENU
2					
3	DATE	SUPPLIER	CATEGORY	AMOUNT	
4	1-Jan-05	Gas & Electricity	Gas/Electricity	£786.00	
5	13-Jan-05	Kids Store	New Toys	£89.50	

**TEST 11:** To check that erroneous data cannot be entered in the amount column in the monthly sheet.

JANUARY EXPENDITURES				
	DATE	SUPPLIER	CATEGORY	AMOUNT
4	1-Jan-05	Gas & Electricity	Gas/Electricity	12009
5	13-Jan-05	Kids Store	New Toys	
6	20-Jan-05	Smoby	New Toys	
7	25-Jan-05	BT	Phone	
8	2-Jan-05	WHSmith	Stationery	
9	31-Jan-05	Secretary	Wages	
10	31-Jan-05	Assistant	Wages	
11	28-Jan-05	Cleaner	Wages	
12	18-Jan-05	Wilkinson	Utilities	

MENU  
 SUMMARY  
 CLEAR  
 SUMMARY  
 CLEAR SHEET  
 PRINT

**Microsoft Excel**

The value you entered is not valid.

A user has restricted values that can be entered into this cell.

Retry Cancel

**TEST 12:** To check that data from the category list can be entered in the category column in the monthly sheet.

JANUARY EXPENDITURES				
	DATE	SUPPLIER	CATEGORY	AMOUNT
4	1-Jan-05	Gas & Electricity	Gas/Electricity	£786.00
5	13-Jan-05	Kids Store	New Toys	£89.50
6	20-Jan-05	Smoby	Phone	£47.00
7	25-Jan-05	BT	Stationery	£75.53
8	2-Jan-05	WHSmith	Utilities	£23.75
9	31-Jan-05	Secretary	Mortgage	£250.00
10	31-Jan-05	Assistant	Repairs	£175.00

MENU  
 SUMMARY  
 CLEAR  
 SUMMARY  
 CLEAR SHEET

**TEST 13:** To check that other data cannot be entered in the category column in the monthly sheet.

JANUARY EXPENDITURES				
	DATE	SUPPLIER	CATEGORY	AMOUNT
4	1-Jan-05	Gas & Electricity	Tesco	£786.00
5	13-Jan-05	Kids Store	New Toys	£89.50
6	20-Jan-05	Smoby	Phone	£47.00
7	25-Jan-05	BT	Stationery	£75.53
8	2-Jan-05	WHSmith	Utilities	£23.75
9	31-Jan-05	Secretary	Mortgage	£250.00
10	31-Jan-05	Assistant	Repairs	£175.00
11	28-Jan-05	Cleaner	Wages	£50.00
12	18-Jan-05	Wilkinson	Utilities	£36.00
13	15-Jan-05	Leason Property	Mortgage	£105.00
14	3-Jan-05	Tesco	Other	£13.05
15	6-Jan-05	Devo	Repairs	£34.00

MENU  
 SUMMARY  
 CLEAR  
 SUMMARY  
 CLEAR SHEET  
 PRINT

**Microsoft Excel**

The value you entered is not valid.

A user has restricted values that can be entered into this cell.

Retry Cancel

## TEST 14: To show that conditional formatting works.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>INCOME</b>													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,353.24
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£470.00	£480.00	£4,720.00
Charge for toys	£245.00	£235.00	£198.00	£213.00	£285.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
Other		£45.00		£21.00				£39.00			£18.00		£123.00
<b>TOTAL</b>	<b>£923.65</b>	<b>£968.65</b>	<b>£926.65</b>	<b>£952.65</b>	<b>£1,013.65</b>	<b>£926.65</b>	<b>£992.89</b>	<b>£1,051.89</b>	<b>£1,039.89</b>	<b>£1,055.89</b>	<b>£1,033.89</b>	<b>£1,029.89</b>	<b>£11,917.24</b>
<b>EXPENDITURES</b>													
Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
Utilities	£786.00	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,659.15
Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Other	£786.00	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,588.48
<b>TOTAL</b>	<b>2423.8</b>	<b>859.66</b>	<b>1022.29</b>	<b>887</b>	<b>983.48</b>	<b>672.53</b>	<b>957.5</b>	<b>954.93</b>	<b>949.48</b>	<b>994.39</b>	<b>1000</b>	<b>946.15</b>	<b>£12,671.19</b>

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>INCOME</b>													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,353.24
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£1,350.00	£470.00	£480.00	£5,600.00
Charge for toys	£245.00	£235.00	£198.00	£213.00	£285.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
Other		£45.00		£21.00				£39.00			£18.00		£123.00
<b>TOTAL</b>	<b>£923.65</b>	<b>£968.65</b>	<b>£926.65</b>	<b>£952.65</b>	<b>£1,013.65</b>	<b>£926.65</b>	<b>£992.89</b>	<b>£1,051.89</b>	<b>£1,039.89</b>	<b>£1,935.89</b>	<b>£1,033.89</b>	<b>£1,029.89</b>	<b>£12,797.24</b>
<b>EXPENDITURES</b>													
Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
Utilities	£786.00	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,659.15
Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Other	£786.00	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,588.48
<b>TOTAL</b>	<b>2423.8</b>	<b>859.66</b>	<b>1022.29</b>	<b>887</b>	<b>983.48</b>	<b>672.53</b>	<b>957.5</b>	<b>954.93</b>	<b>949.48</b>	<b>994.39</b>	<b>1000</b>	<b>946.15</b>	<b>£12,671.19</b>

# **TEST 14:** To show that conditional formatting works.

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>INCOME</b>													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,353.24
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£470.00	£480.00	£4,720.00
Charge for toys	£245.00	£236.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
Other		£45.00		£21.00									
<b>TOTAL</b>	<b>£923.65</b>	<b>£969.65</b>	<b>£926.65</b>	<b>£952.65</b>	<b>£1,013.65</b>	<b>£926.65</b>	<b>£992.89</b>	<b>£1,051.89</b>	<b>£1,039.89</b>	<b>£1,055.89</b>	<b>£1,033.89</b>	<b>£1,029.89</b>	<b>£11,917.24</b>
<b>EXPENDITURES</b>													
Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
Utilities	£786.00	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,659.15
Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Other	£786.00	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,588.48
<b>TOTAL</b>	<b>2423.8</b>	<b>859.66</b>	<b>1022.29</b>	<b>887</b>	<b>983.48</b>	<b>672.53</b>	<b>957.5</b>	<b>954.93</b>	<b>949.48</b>	<b>994.39</b>	<b>1000</b>	<b>946.15</b>	<b>£12,671.19</b>

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL
<b>INCOME</b>													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£346.89	£346.89	£346.89	£346.89	£346.89	£346.89	£4,353.24
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£470.00	£480.00	£4,720.00
Charge for toys	£245.00	£236.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
Other		£45.00		£21.00									
<b>TOTAL</b>	<b>£923.65</b>	<b>£969.65</b>	<b>£926.65</b>	<b>£952.65</b>	<b>£1,013.65</b>	<b>£926.65</b>	<b>£992.89</b>	<b>£1,051.89</b>	<b>£1,039.89</b>	<b>£1,035.89</b>	<b>£1,033.89</b>	<b>£1,029.89</b>	<b>£12,797.24</b>
<b>EXPENDITURES</b>													
Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
Utilities	£786.00	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,659.15
Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Other	£786.00	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,588.48
<b>TOTAL</b>	<b>2423.8</b>	<b>859.66</b>	<b>1022.29</b>	<b>887</b>	<b>983.48</b>	<b>672.53</b>	<b>957.5</b>	<b>954.93</b>	<b>949.48</b>	<b>994.39</b>	<b>1000</b>	<b>946.15</b>	<b>£12,671.19</b>

# TEST 16: To show that the conditional formatting changes when the message changes.

INCOME AND EXPENDITURES 2005													TOTAL
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>INCOME</b>													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£345.89	£345.89	£345.89	£345.89	£345.89	£345.89	£4,353.24
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£470.00	£480.00	£480.00	£4,720.00
Charge for toys	£245.00	£236.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
Other		£45.00		£21.00				£39.00			£18.00		£123.00
<b>TOTAL</b>	<b>£923.65</b>	<b>£968.65</b>	<b>£926.65</b>	<b>£952.65</b>	<b>£1,013.65</b>	<b>£926.65</b>	<b>£992.89</b>	<b>£1,051.89</b>	<b>£1,039.89</b>	<b>£1,055.89</b>	<b>£1,033.89</b>	<b>£1,029.89</b>	<b>£11,917.24</b>
<b>EXPENDITURES</b>													
Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
Utilities	£786.00	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,659.15
Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Other	£786.00	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,588.48
<b>TOTAL</b>	<b>2423.8</b>	<b>858.65</b>	<b>1022.29</b>	<b>887</b>	<b>983.48</b>	<b>672.53</b>	<b>957.5</b>	<b>954.93</b>	<b>949.48</b>	<b>994.39</b>	<b>1000</b>	<b>946.15</b>	<b>£12,671.19</b>
<b>WE'VE OVERSPENT!</b>													

INCOME AND EXPENDITURES 2005													TOTAL
	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	
<b>INCOME</b>													
Grants	£378.65	£378.65	£378.65	£378.65	£378.65	£378.65	£345.89	£345.89	£345.89	£345.89	£345.89	£345.89	£4,353.24
Membership fees	£300.00	£310.00	£350.00	£340.00	£370.00	£370.00	£390.00	£420.00	£450.00	£1,350.00	£470.00	£480.00	£5,600.00
Charge for toys	£245.00	£236.00	£198.00	£213.00	£265.00	£178.00	£256.00	£246.00	£243.00	£239.00	£199.00	£203.00	£2,721.00
Other		£45.00		£21.00				£39.00			£18.00		£123.00
<b>TOTAL</b>	<b>£923.65</b>	<b>£968.65</b>	<b>£926.65</b>	<b>£952.65</b>	<b>£1,013.65</b>	<b>£926.65</b>	<b>£992.89</b>	<b>£1,051.89</b>	<b>£1,039.89</b>	<b>£1,935.89</b>	<b>£1,033.89</b>	<b>£1,029.89</b>	<b>£12,797.24</b>
<b>EXPENDITURES</b>													
Wages	£475.00	£468.00	£470.00	£490.00	£500.00	£351.00	£470.00	£459.00	£506.00	£495.00	£497.00	£506.00	£5,687.00
New Toys	£136.50	£0.00	£221.97	£0.00	£81.00	£0.00	£134.50	£207.98	£89.50	£122.89	£86.00	£0.00	£1,080.34
Phone	£75.53	£89.65	£76.45	£67.00	£45.00	£75.53	£56.00	£57.00	£48.00	£46.00	£74.00	£78.00	£788.16
Stationary	£23.75	£32.34	£44.87	£48.00	£12.00	£14.00	£34.00	£18.95	£23.00	£25.50	£24.00	£9.00	£309.41
Utilities	£786.00	£102.67	£45.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,659.15
Mortgage	£36.00	£31.00	£13.00	£21.00	£43.00	£23.00	£34.00	£24.00	£40.98	£23.00	£37.00	£47.67	£373.65
Repairs	£105.00	£105.00	£105.00	£105.00	£105.00	£15.00	£105.00	£108.00	£108.00	£108.00	£108.00	£108.00	£1,185.00
Other	£786.00	£31.00	£46.00	£78.00	£98.74	£97.00	£67.00	£45.00	£67.00	£87.00	£87.00	£98.74	£1,588.48
<b>TOTAL</b>	<b>2423.8</b>	<b>858.65</b>	<b>1022.29</b>	<b>887</b>	<b>983.48</b>	<b>672.53</b>	<b>957.5</b>	<b>954.93</b>	<b>949.48</b>	<b>994.39</b>	<b>1000</b>	<b>946.15</b>	<b>£12,671.19</b>
<b>WE CAN BUY MORE TOYS!</b>													

**TEST 17:** To check that the Summary Macro works.

1	JUN EXPENDITURES				
2					
3	DATE	SUPPLIER	CATEGORY	AMOUNT	
4	15 June 2005	Gas & Electricity	Gas/Electricity	£97.00	MENU
5	25 June 2005	BT	Phone	£75.53	SUMMARY
6	02 June 2005	WHSmith	Stationery	£14.00	CLEAR
7	30 June 2005	Secretary	Wages	£250.00	SUMMARY
8	30 June 2005	Assistant	Wages	£56.00	CLEAR SHEET
9	30 June 2005	Cleaner	Wages	£45.00	PRINT
10	15 June 2005	Leason Property	Mortgage	£15.00	
11	12 June 2005	Tesco	Other	£45.00	
12	19 June 2005	Wilkinson	Utilities	£23.00	
13	24 June 2005	Dixon	Other	£78.00	
14	29 June 2005	Saul	Other	£8.75	
15					

1	A	B	C	D	E	F	G	H
2	JUN EXPENDITURES							
3	DATE	SUPPLIER	CATEGORY	AMOUNT				
4	15 June 2005	Gas & Electricity	Gas/Electricity	£97.00	MENU			
5			Gas/Electricity Total	£97.00				
6	15 June 2005	Leason Property	Mortgage	£15.00	SUMMARY			
7			Mortgage Total	£15.00				
8	12 June 2005	Tesco	Other	£45.00				
9	24 June 2005	Dixon	Other	£78.00				
10	29 June 2005	Saul	Other	£8.75	CLEAR			
11			Other Total	£131.75	SUMMARY			
12	25 June 2005	BT	Phone	£75.53				
13			Phone Total	£75.53				
14	02 June 2005	WHSmith	Stationery	£14.00	CLEAR SHEET			
15			Stationery Total	£14.00				
16	19 June 2005	Wilkinson	Utilities	£23.00				
17			Utilities Total	£23.00				
18	30 June 2005	Secretary	Wages	£250.00	PRINT			
19	30 June 2005	Assistant	Wages	£56.00				
20	30 June 2005	Cleaner	Wages	£45.00				
21			Wages Total	£351.00				
22								

**TEST 17:** To check that the Summary Macro works.

1	JUN EXPENDITURES				
2					
3	DATE	SUPPLIER	CATEGORY	AMOUNT	
4	15 June 2005	Gas & Electricity	Gas/Electricity	£97.00	MENU
5	25 June 2005	BT	Phone	£75.53	SUMMARY
6	02 June 2005	WHSmith	Stationery	£14.00	CLEAR
7	30 June 2005	Secretary	Wages	£250.00	SUMMARY
8	30 June 2005	Assistant	Wages	£56.00	
9	30 June 2005	Cleaner	Wages	£45.00	CLEAR SHEET
10	15 June 2005	Leason Property	Mortgage	£15.00	
11	12 June 2005	Tesco	Other	£45.00	PRINT
12	19 June 2005	Wilkinson	Utilities	£23.00	
13	24 June 2005	Dixon	Other	£78.00	
14	29 June 2005	Saul	Other	£8.75	
15					

1	A	B	C	D	E	F	G	H
2	JUN EXPENDITURES							
3	DATE	SUPPLIER	CATEGORY	AMOUNT				
4	15 June 2005	Gas & Electricity	Gas/Electricity	£97.00	MENU			
5			Gas/Electricity Total	£97.00				
6	15 June 2005	Leason Property	Mortgage	£15.00	SUMMARY			
7			Mortgage Total	£15.00				
8	12 June 2005	Tesco	Other	£45.00	CLEAR			
9	24 June 2005	Dixon	Other	£78.00	SUMMARY			
10	29 June 2005	Saul	Other	£8.75				
11			Other Total	£131.75	CLEAR SHEET			
12	25 June 2005	BT	Phone	£75.53				
13			Phone Total	£75.53				
14	02 June 2005	WHSmith	Stationery	£14.00	PRINT			
15			Stationery Total	£14.00				
16	19 June 2005	Wilkinson	Utilities	£23.00				
17			Utilities Total	£23.00				
18	30 June 2005	Secretary	Wages	£250.00				
19	30 June 2005	Assistant	Wages	£56.00				
20	30 June 2005	Cleaner	Wages	£45.00				
21			Wages Total	£351.00				
22								