

Budget

A budget is a guide / planning document used to predict expenses and allocate resources for the organization or Project. It is quite common to periodically review the budget as well as compare it to the actual cash flow and expenses, to determine whether they are playing out as expected during the course of implementation. It may be necessary to amend the budget.

Budget types

For the regular or annual activity: Budget is planned and approved on annual basis.

For Project / specific activity: The budget is planned whole activity/project. The project duration can be less than a year or it can be for more than a year. If the project is for longer period then yearly budget is also planned within the project budget.

TrueBook addresses both type of budget as well as revision of the budget.



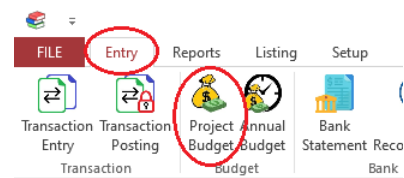
Project Budget

A project budget is the total projected costs needed to complete a project over a defined period of time. It is agreed at the time of contract signing of the project with Donor.

Process for Setup

- Go to [Entry](#) menu
- Click on [Project Budget](#)

[Project Budget and Sources](#) dialog box will open.



Project Budget & Sources

Project	PVMG	Participation & Voice for Marginalize Group in Nepal	Approved Date	2020/12/31	
Cost Center	Central Office	Budget Version	Revised Budget (1st Revision)	Exchange Rate	119.0000

Sources

Account	Account Name	Description	Donor	Budget (NPR)	Budget (USD)
0101	Grant Received From Womankind Worldw	Grant Committed by Womankind Worldwid	WK	33,573,043.00	282,126.41
*			WK		

Budget

Bgt Cod	Bgt Description	Description	Donor	Budget (NPR)	Budget (USD)
A.1.1	Kick Off Workshop	Kick Off Workshop	WK	114,398.00	961.33
A.1.2	Design leadership development program	Design leadership development programme	WK	79,999.00	672.26
A.1.3	Deliver leadership development programme	Deliver leadership development programme	WK	5,056,710.00	42,493.36
A.1.4	Monthly forum between elected women an	Monthly forum between elected women and	WK	1,084,961.00	9,117.32
A.1.5	Mentoring programme for elected women	Mentoring programme for elected women	WK	129,998.00	1,092.42
A.1.6	Deliver entrepreneurship training to elected	Deliver entrepreneurship training to elected n	WK	625,489.00	5,256.21
A.1.7	Provide seed money to elected women	Provide seed money to elected women	WK	1,099,980.00	9,243.53
A.1.8	Host Dialogue series between government	Host Dialogue series between government a	WK	299,995.00	2,520.97
A.2.1	Train 15 Social mobilizer	Train 15 Social mobilizer	WK	234,196.00	1,968.03
A.2.2	Formation,Strengthening and mobilization	Formation,Strengthening and mobilization	WK	155,997.00	1,310.90
A.2.3	Support women's group to meet monthly	Support women's group to meet monthly	WK	1,889,966.00	15,882.07
A.2.4	Deliver training to trainers (TOT)	Deliver training to trainers (TOT)	WK	1,139,980.00	9,579.66
A.2.5	Deliver entrepreneurship training	Deliver entrepreneurship training	WK	1,172,979.00	9,866.97

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Total Budget		Total Sources		Difference	
Budget (NPR)	33,573,043.00	33,573,043.00		(0.00)	
Budget (USD)	282,126.40	282,126.41		0.01	

Update NPR Update USD Print Add Edit Revise Save Cancel Close

To Add

- Select Project from [Project](#) drop-list.
- Click [Add](#) Button

- Select Cost Center from [Cost Center](#) drop-list.
(Only Cost-Center without project budget will display in the drop-list.)
- System will auto define Original Budget in [Budget Version](#)
- Type budget approved date in [Approved Date](#)
- Type exchange rate for the budget in [Exchange Rate](#). This field only visible if project reporting currency is different than base currency.
- Enter Budget Sources and approved budget detail in [Sources](#) and [Budget](#)
- Click [Save](#) Button to save the budget.

Note:

1. Only display following if project reporting currency is different than base currency.
 - Reporting currency budget column in [Sources](#) and [Budget](#)
 - Budget summary of reporting currency
 - Update button
 - Exchange Rate
2. If any required information is missing then system will give Alert Message.
3. Budget total and sources total should be equal. System will give alert message if not equal, however you can save it and correct it later.

To Edit

- Select Project from [Project](#) drop-list.
- Select Cost Center from [Cost Center](#) drop-list.
Only Cost Center with budget will display in [Cost Center](#) drop-list
- Select version of budget from [Budget Version](#) drop-list.
- Selected budget detail will be displayed and [Edit](#) Button will be enabled.
- Click [Edit](#) Button
- Make necessary changes
- Click [Save](#) Button to save the changes.

To Review (re-allocate)

- Select Project from [Project](#) drop-list.
- Select Cost Center from [Cost Center](#) drop-list.
- Select version of budget from [Budget Version](#) drop-list.
- Selected budget detail will be displayed and [Review](#) Button will be enabled.
- Click [Review](#) Button
- System will auto define version of Budget revision in [Budget Version](#)
- Type budget approved date in [Approved Date](#)
- Type exchange rate for the budget in [Exchange Rate](#). This field only visible if project reporting currency is different than base currency.
- Review the budget and sources.
- Click [Save](#) Button to save.

Note:

1. Currently system only allow project budget 5 times only (up to 5th revision).
2. System maintained all version of budget and user can choose it at the time of report generations.



Annual Budget

An annual budget is the total projected costs needed to annual activity of project or organization over a financial year. The projection and approval of annual budget is done every year.

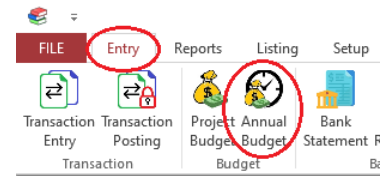
In long-term project, budget is planned for both for total project and annual budget over the project period. For such project, both project budget (refer project budget section) and annual budget need to be entered in the system.

In True book system annual budget can be maintained in Annually, Biannually, Quarterly or Monthly for each project and budget revision can be done up to 12 times (every month).

Process for Setup

- Go to [Entry](#) menu
- Click on [Annual Budget](#)

[Annual Budget Setup](#) dialog box will open.



Annual Budget Setup

Project	PVMG	Participation & Voice for Marginalize Group in Nepal	Currency	Base (NPR)	
Cost Center	Central Office		Ex-Rate (USD)	117.000	
Fiscal Year	2077/78	Budget of Period	Shrawan 2077	Budget Interval	Quarterly

Source (in NPR)

Account	Account Name	Donor	Budget
0101	Grant Received From Womankind Worldwid WK		960,000.00
*		WK	

Budget (in NPR)

Account	Account Name	Donor	Total	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr
A.1.1	Kick Off Workshop	WK	150,000.00	150,000.00			
A.1.2	Design leadership development program	WK	10,000.00		10,000.00		
A.1.3	Deliver leadership development program	WK	10,000.00		10,000.00		
A.1.4	Monthly forum between elected women	WK	15,000.00		15,000.00		
A.1.5	Mentoring programme for elected women	WK	25,000.00		25,000.00		
A.1.6	Deliver entrepreneurship training to elec	WK					
A.1.7	Provide seed money to elected women	WK	250,000.00	250,000.00			
A.1.8	Host Dialogue series between governme	WK					
A.2.1	Train 15 Social mobilizer	WK					

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Budget (NPR)	Source (NPR)
Total 960,000.00	(960,000.00)

Buttons: Add, Review, Edit, Delete, Print, Save, Cancel, Close

To Add

- Select Project from [Project](#) drop-list.
- Click [Add](#) Button
- Select Cost Center from [Cost Center](#) drop-list.
- Select Fiscal Year from [Fiscal Year](#) drop-list.
(Only Fiscal Year within Project Period and without Annual budget will display in the drop-list.)
- Select the budget effective period in [Budget of Period](#) drop-list
- Select currency in which you want to enter annual from [Currency](#). This field only visible if project reporting currency is different than base currency.
- Type exchange rate for the budget in [Ex-Rate](#). This field only visible if project reporting currency is different than base currency.
- Enter Budget Sources and approved budget detail in [Sources](#) and [Budget](#)
- Click [Save](#) Button to save the budget.

Note:

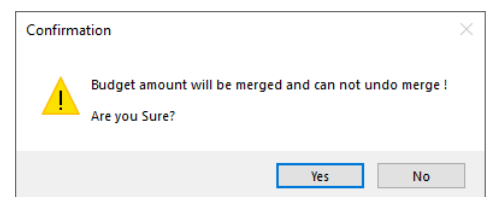
1. Only display following if project reporting currency is different than base currency.
 - Currency
 - Ex-Rate
2. If any required information is missing then system will give Alert Message.
3. Budget total and sources total should be equal. System will give alert message if not equal, however you can save it and correct it later.
4. Total of input budget and sources will be displayed in left bottom of the dialog box.

To Edit

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
(Only Fiscal Year with Annual budget will display in the drop-list.)
- Select version of budget version from *Budget of Period* drop-list.
- Selected budget detail will be displayed and *Edit* Button will be enabled.
- Click *Edit* Button
- Make necessary changes
- Click *Save* Button to save the changes.

Note:

1. System will not allow to change following field:
 - Project
 - Cost Center
 - Fiscal Year
 - Budget of Period
2. If you change budget interval then it will merge the budget. Confirmation message will pop-up for merging budget.

**To Review (re-allocate)**

- Select Project from *Project* drop-list.
- Select Cost Center from *Cost Center* drop-list.
- Select Fiscal Year from *Fiscal Year* drop-list.
(Only Fiscal Year with Annual budget will display in the drop-list.)
- Select latest budget effective period from *Budget of Period* drop-list.
Only period beyond latest budget period.
- Selected budget detail will be displayed and *Review* Button will be enabled (if selected last version).
- Click *Review* Button.
- System will add previous budget column in budget and sources.
- Select the budget effective period in *Budget of Period* drop-list
- Type exchange rate for the budget in *Exchange Rate*. This field only visible if project reporting currency is different than base currency.
- Review the budget and sources.
- Click *Save* Button to save.

Note:

1. Only last budget can be reviewed.

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2. System maintained all version of budget and user can choose it at the time of report generations.

