

I'm not robot!

**VENUE INSPECTION CHECK LIST TEMPLATE - MEETINGS**

**Requirements**

Type of event:	
Required location:	
Date of event:	
Time of event:	Start _____ Finish _____
Number of Baxter attendees:	
Number of Non Baxter attendees:	
Number of Speakers/Facilitators:	
Total number of attendees:	
Meeting room layout	
Breakout room(s) layout	

**To check**

Items	Tick Box	Comment
Room Capacity and Layout	<input type="checkbox"/>	
AV equipment	<input type="checkbox"/>	
Flip charts	<input type="checkbox"/>	
Public transport	<input type="checkbox"/>	
Car parking	<input type="checkbox"/>	
Suitable hotels close by	<input type="checkbox"/>	
Disabled access	<input type="checkbox"/>	
Air Conditioning	<input type="checkbox"/>	
Natural Daylight	<input type="checkbox"/>	
No distracting external noise or smells	<input type="checkbox"/>	
Privacy	<input type="checkbox"/>	
Furnishings	<input type="checkbox"/>	
Comfortable seating	<input type="checkbox"/>	
Cleanliness	<input type="checkbox"/>	
Decor	<input type="checkbox"/>	
Welcoming reception/good signage	<input type="checkbox"/>	
Toilets	<input type="checkbox"/>	
Special features	<input type="checkbox"/>	
Refreshments	<input type="checkbox"/>	
Lunch	<input type="checkbox"/>	
Terms – Payment schedule, cancellation fees, etc.	<input type="checkbox"/>	

**Cost**

Items	Unit or per head £	Total £
Room Hire – Main Meeting Room		
Room Hire – Break-out room(s)		
Catering – Refreshments		
Catering – Lunch		
Overnight accommodation		
Day delegate inclusive of refreshments & lunch		
24-hour delegate also inclusive of overnight accommodation		
Car parking charges		
Extra charges, e.g. AV facilities, flip charts		

TOP TIP: Check that inclusive prices really are inclusive with no hidden extras

**Bill of Sale**

Date: \_\_\_\_\_

Seller: \_\_\_\_\_

Buyer: \_\_\_\_\_

This receipt, for the sum of £ \_\_\_\_\_, is acknowledged by the seller and buyer to transfer the following personal property:

The amount of money shown here does not include delivery costs or postage costs.

The amount payable cash / cheque / credit card / debit card \_\_\_\_\_ Date: \_\_\_\_\_

The seller is the owner of the property and agrees that there are no liens on the property and no money owed to anyone else. The property is in good condition and of the use and value described in this receipt. The buyer has inspected the property and has agreed to buy the property as is.

Additional terms or conditions of the sale being made:

Seller's signature: \_\_\_\_\_

Buyer's signature: \_\_\_\_\_

**BILL OF SALE**

<b>SELLER'S</b>	<b>BUYER'S</b>
Name :	Name :
Address :	Address :
City :	City :
State :	State :
Phone :	Phone :

**Description of the property:**

Make : \_\_\_\_\_ Model : \_\_\_\_\_ Year : \_\_\_\_\_

VIN # : \_\_\_\_\_ Mileage : \_\_\_\_\_

I, the undersigned, hereby swear or affirm that the seller of the above property described herein and that the information provided in this Bill Of Sale is true and correct to the best of my belief.

Signature of Seller : \_\_\_\_\_ Signature of Buyer : \_\_\_\_\_

Date : \_\_\_\_\_ Date : \_\_\_\_\_

**SIMPLE MONTHLY BUDGET**

Category	Actual	Budget	Variance
Income			
Expenses			
Housing			
Utilities			
Transport			
Food			
Entertainment			
Savings			
Total			

Category	Monthly Budget	Actual Expense	Difference
Income			
Expenses			
Housing			
Utilities			
Transport			
Food			
Entertainment			
Savings			
Total			

Monthly household bills template. Household bills examples. Excel templates budget monthly household bills. How to make a spreadsheet for household bills. Types of household bills. Household bills template excel.

To make budgeting easier for you and your spouse, family or household, we've created an intelligent, interactive Canadian budget calculator spreadsheet in Excel that you can download and use for free as your personal budget template (it's now available on the Mac too). Many people put off creating a household budget because they think that they don't really know how to budget. Maybe you're one of them. If you have doubts about how much to spend on certain expenses, aren't sure if you did your budget right, or want help planning your monthly budget so that you can manage money better, this is the free Excel budget calculator spreadsheet to download now! (the Mac version works great too) Features of Our Free Budget Worksheet and Calculator Our free budgeting worksheet will help you manage your money better. The features of the calculator include: A calculator spreadsheet that is smart and interactive, to guide you through the budgeting process User-friendly, even if you don't really know how to use Excel Simple, helpful graphs let you see your monthly spending in a whole new way (just in case you're not a numbers person) Provides guidelines for how much to spend in each category of your budget. This allows you to compare your spending to what's "normal" Clear graphs, dollar values and percentages so that you can adjust things as you go Stand-alone Excel or Open Office file keeps your information private on your own computer It does all the math for you Drop down menus let you tell it whether each expense occurs weekly, monthly, annually, etc. Keeps a running tally of how much you're planning to spend versus your income Identifies common budgeting pitfalls and offers tips and solutions to fix them If you want to reduce your expenses, it can suggest dozens of places where you could consider reducing your expenses to save money Easy to use with more personalized expense categories than other similar templates What Does a Normal Personal or Household Budget Look Like? Budgeting and money management guidelines for after-tax income and to avoid debt There's no such thing as a "normal" budget, but based on tens of thousands of credit counselling appointments, we've been able to create Canadian guidelines for how people will generally want to spend their after-tax income to avoid getting into debt. Everyone allocates their money for personal or household expenses and savings a bit differently. This free spreadsheet includes our very popular budgeting guidelines so that you have an idea about how your spending compares to that of other Canadians with similar sized households. Use the Savings Calculator to Plan for Annual, Emergency and Unexpected Expenses to Avoid Debt A savings calculator is built right into the worksheet so that it's easy to see the amount of money you need to set aside for annual, emergency and unexpected expenses. Expenses that you don't expect, or which don't occur on a monthly basis, can cause you to reach for a credit card. Then it can feel like your spending plan is off track as you try to get out of debt. Using the budget calculator spreadsheet will help you identify the different types of expenses that you need to plan for and what to save for each. It will also help you learn where to trim your spending so that you have the money to set aside in savings for short term goals and long term plans. Free Online Budgeting Apps & Tools - Track Your Expenses to Make Money Management Easier If

you've searched for free online budgeting apps and tools, you've likely discovered that there are some great tools available to help you plan your spending and track your expenses. However, if you are worried about divulging too much information about your spending, or are hesitant to allow an app read-only access to see your bank transactions, you are not alone. Depending on your financial institution's debit card holder agreement and electronic banking terms and conditions, you may be in violation of your agreement if you disclose your passwords and PINs to a third party. Using our spreadsheet will not put you in violation of your banking agreements. Excel Personal Budget Template Is Secure Our free Excel personal budget template is as secure as you make it. It's up to you to download it, use it on your laptop, PC or Mac, and save it securely. You do not need special permissions to use the spreadsheet nor do you need to allow it any access to your bank account. It is easy to use even if you don't really know how to use Excel. This Budgeting Assistant is Probably the Next Best Thing to Sitting Down with a Real Expert While nothing beats sitting down one-on-one with a budgeting expert to craft your budget, this budgeting assistant is the next best thing. As you fill out your budget, it will alert you to anything it thinks is off and then offer suggestions to help you build a solid budget. In addition to helping you throughout the process of creating your budget, when you're finished, it can look for dozens of opportunities to help you further improve your budget and save money. Screenshot of a Sample Budget on the Budget Calculator Click on the image below to see a larger view. Free Excel Budget Calculator Spreadsheet for Canadians - Personal Help to Create a Budget and Deal with Debt As you fill in the free Excel budget calculator spreadsheet, tips will alert you to areas of your spending plan that may be cause for concern. If you would like personal help from a qualified, professional Credit Counsellor to balance your budget and deal with debt, contact a non-profit credit counselling organization in your area today. Additional budgeting resources: Webinars and Workshops on Various Money Management Topics Online Video Course - How to Build a Spending Plan That Works on Any Income Personal Workbook and Expense Tracker - 7 Steps to a Budget That Works Creating a Spending Plan - More Budgeting Resources & Information Managing household expenses can seem like a scary thing, regardless of whether you're living on your own with your partner for the first time, or are an experienced homeowner with kids. It's important to confront your finances and create an effective household budget to help you get a grasp on your finances and limits. Follow these tips to creating an effective budget for your home and family: 1. Get a Clear Idea of Your Spending Habits You might have an idea of how much you spend each month, but without cold-hard math, you really don't have a clear indication of how much money is going out. Many people underestimate how much they spend, which can be a dangerous thing when it comes to keeping household finances in order. The best way to identify this number is to keep each and every receipt from all your expenses, and tally up a total. After adding up these numbers, you'll have an accurate idea of how much you spend. After subtracting all these expenses from your monthly take-home pay, you'll see right away if what you earn is adequate enough to cover these costs or not. If you end up with a negative number, you know that you've got to make some adjustments. 2. Cut Non-Essential Expenses After completing step 1, if you find that a negative number is calculated, you are most likely overspending. The simple solution here is much easier said than done - you've got to slash your spending. In particular, you need to sacrifice expenses from your "leisure" category, such as dining out, entertainment, non-essential shopping sprees, and so forth. As tough as this may sound, it's only a temporary situation that will help lead you to long-term financial stability. Redirect your leisurely funds towards paying off debt, and getting your final number back into the positives. Use a simple-to-use home budget template to better understand your finances 3. Review and Revise Your Budgeting Tactics Look over your budget at the end of each month, and identify whether or not any of your habits have changed. This will help you determine whether or not you're still on track. If you're not, it's time to revise your budgeting strategies. Revise certain percentages in your budget, and identify what areas you're still overspending in. The whole idea behind budgeting is that it helps you manage your money better on your own terms that you're most comfortable with. As you get a better grasp of your finances each month, things should change for the better. You'll be able to set more money aside for things such as investments, an emergency savings account, and so forth. Click here to download the XLS file home budget template.xls. 4. Get Some Help From Online Tools If you're not too keen on jotting down all your dollars and cents on paper, then try using an effective online tool instead. Using a home budget template in spreadsheet form is a great way to organize your finances so you can clearly see what is coming in and what's going out. Need an effective, simple, easy-to-use tool to help keep your household expenses in order? Mint.com has all the solutions you need to keep a budget - and stick to it! Visit Mint.com today and take advantage of our FREE budgeting services and tools! Capture your best moments with our premium photo album templates. DOWNLOAD THE TEMPLATES NOW. Tracking monthly expenses in a budget spreadsheet or template can make managing your money a little easier. The five budgeting tools below are among our favorites. Wherever you find a budget spreadsheet or template, be careful when downloading it. Checking online reviews and downloading budget templates from only websites you trust will help you avoid phishing viruses. How it works: The Federal Trade Commission offers a website to educate consumers about money, including how to budget. To get started, consult its "Make a Budget" worksheet. Download the PDF and fill in the fields to see whether you're making more than you spend or spending more than you make. What we like: Numbers and formulas can make budgeting a turnoff, but this simple worksheet is the furthest thing from intimidating. It's a great jumping-off point if you've never budgeted before. Where to get it: On Consumer.gov, download the PDF from the "Toolbox" tab. How it works: Use this online form to input your monthly income and expenses. With that information, the worksheet shows how your finances compare with the 50/30/20 budget breakdown, which recommends that 50% of your income goes toward needs, 30% toward wants and 20% toward savings and debt repayment. You can also download these worksheets in Excel. What we like: This thorough worksheet prompts you to consider a wide range of expenses - from life insurance premiums to travel expenses to credit card payments - so you don't miss anything. You can also see worksheets specific to your situation, whether you're a college student, parent, homeowner, senior or none of those. Where to get it: Find it on NerdWallet, of course: budget worksheet. How it works: Maintaining a spreadsheet requires discipline, and creating a spreadsheet from scratch takes time. Save yourself the hassle of setting up rows, columns and formulas by using a pre-made Excel template from Office. Templates include a household expense budget, holiday budget planner and event budget. What we like: There's a template for just about every budget situation, from simple to complex. Access Excel online and collaborate with others in the same document at the same time. Where to get it: Visit templates.office.com and click "Budgets" to find an Excel file to download. Or sign in to Microsoft and edit in your desktop browser. How it works: Google Drive is a file storage service where users can create, upload and share files. Get 15GB of storage for free or upgrade if that's not enough. The Sheets app for Drive includes pre-made templates, such as an annual budget and monthly budget. What we like: You can bring your budget with you by logging in to your Google Drive account from your smartphone, tablet or computer. You can also share access to a household budget with other members of your family. Where to get it: Sign in at google.com/sheets, then browse the template gallery. Before you build a budget NerdWallet breaks down your spending and shows you ways to save. How it works: In addition to Mint's well-known app, the money manager offers budget templates, too. Choose your desired budget, then use the pre-made format to guide your categorization of spending. What we like: There are demographic-specific options that fit a variety of life stages. Students will benefit from the college template, while parents of young kids will appreciate the day care template. Where to get it: Download an Excel file from Mint. Researching budget spreadsheets and templates is already a solid start in managing your money. If the tools above aren't a good fit, you've got other options: Try an app that tracks and categorizes your spending. Check out the best budget apps for 2021. For an idea of how much of your monthly income to spend and save, try our budget calculator. Want to go offline, read one of these expert-recommended budgeting books. Want nerdy knowledge that's personalized to your money? Bring all your money into one view, and get tailored insights to make the most of it. Learn more.

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