



PERSONAL FINANCE WITH SPREADSHEETS

Event Specifications

SCOPE OF CONTEST

This event is designed to measure a contestant's ability to prepare and design a spreadsheet using Microsoft Excel.

NUMBER OF COMPETITORS

Individual event, limited to 27 competitors.

Fresno ROP reserves the right to modify enrollment due to limited spaces available.

RULES AND PROCEDURES

1. Contestants will be asked to prepare a spreadsheet based upon a problem or problem(s) presented to them. The contestants must prepare the spreadsheet, print the spreadsheet and print cell formulas. No specific instructions will be given to the contestant on how the spreadsheet should be organized. It is up to the contestant to prepare the spreadsheet in a professional, organized manner.
2. Contestants will be allowed up to 60 minutes to complete the competition.
3. Contestants will use Microsoft Excel, Version 2016 for Windows 7.

Sample Problem:

The information presented below pertains to a monthly budget for Polly Dardon, the director of a local athletic club called Barth Groom's Health Club. The club recently purchased a spreadsheet package to use in setting up a monthly cash budget.

The club's total revenue is comprised of 925 members who pay \$20 per month. Polly's monthly wage is \$3,000 per month. Other employees' salaries are \$4,000 per month. Monthly cash expenditures also include:

Rent	\$2,340
Insurance	\$1,200
Employee Benefits	\$914
Payroll taxes	12% of total monthly payroll
Supplies	\$500
Entertainment Expenses	\$742
Bonus	2% of Polly's monthly salary
Telephone	\$200
Utilities	\$800
Accounting Services	\$350

The salaries, insurance, payroll taxes, supplies and accounting services expenditures are expected to increase by 2% starting in April 2016 and continue at that rate throughout 2016. Telephone and utilities expenditures are expected to increase by 4% in May 2016 and continue at that rate throughout 2016. Due to a membership drive, club membership is expected to increase by 10% in May 2016.

Prepare a cash budget showing projected cash receipts and projected cash disbursements for each month of the six-month period of January 2016 through June 2016. Also include total cash receipts and total cash disbursements by category for the six month period. Be sure to print the cell formulas in addition to the completed spreadsheet.

Prepare a chart analyzing the projected cash disbursements.

JUDGING CRITERIA

Contestants will be graded based upon the following criteria:

Presentation of information	30%
Organization of spreadsheet	30%
Content accuracy	20%
Cell formula content	20%

In the event of a tie, the individual who has completed the competition in the least amount of time will be designated as the winner.

EQUIPMENT AND MATERIALS

1. Supplied by the Career Skills Challenge:
 - a. All materials and supplies needed for the competition
 - b. Disks, paper and computers