



instructions

Budget Worksheet Instructions



GCSAA

Golf Course Superintendents Association of America

INSTRUCTIONS

Budget Worksheet

What is the Budget Worksheet?

The Budget Worksheet is an electronic spreadsheet that is designed to help you:

- estimate and compare costs of pesticides, fertilizers and other products
- keep records of products applied, frequency and rates of application and total yearly costs

This worksheet is an optional tool that can be very helpful in selecting and comparing products and practices, but its use is not required to complete the IPM Planning Guide.

Materials needed:

Forms: The Budget Worksheet Form

Examples: Sample Budget Worksheet Forms have been provided for guidance.

Completed forms and worksheets: Completed IPM Planner

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- **Column 1: Product.** This information can be transferred from column 1 of your completed IPM Planner:
 - Enter a product name and its formulation.
 - If appropriate, enter the code for the pest(s) that this product will target
 - Example: Merit 75 WP (I 1, 2, 5)
- **Column 2: Rate.** This information can be transferred from column 2 of your completed IPM Planner
 - Enter the rate of product you plan to use.
- **Column 3: Rate units.** This information can be transferred from column 3 of your completed IPM Planner:
 - Use whichever units of measure apply – English or metric – to the product that you are applying.
 - Use abbreviations such as those below if space is limited:

oz = ounces	ml = milliliters
fl oz = fluid ounces	l = liters
qt = quarts	g = grams
gal = gallons	kg = kilograms

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- **Column 4: Treated area.** This information can be transferred from column 4 of your completed IPM Planner. Varying this number will allow you to see how increasing or decreasing the treated area will affect your costs.
 - Use whichever units of measure apply – English or metric – to the unit of area that your rate (column 2) is based on.
 - Use abbreviations such as those below if space is limited:
M = 1,000 sq. ft.
A = acre
Ha = hectare
- **Column 5: Number of applications to be made per year (column 5)*.** This information can be obtained by counting the number of applications designated in your IPM Planner. Varying this number will allow you to see how increasing or decreasing application frequency can affect your costs.
- **Column 6: Product packaging.** Enter the size of the product container or package that will be purchased. English or metric units can be used.
- **Column 7: Cost per package.** Enter the price quote for the package listed in column 6 (product packaging). Any form of currency can be used.
- **Column 8: Rate units per package.** Remember the rate units that you entered in column 3? All you have to do now is calculate the number of those rate units in the product package that you will be using. For example, if you are using Banner Maxx at 2 fluid oz/1,000 sq. ft., and the product is packaged in 1-gallon (128 oz) packages, then the rate units per package = 128.
- **Column 9: Area units to be treated.** Calculate this by dividing the area that you want to treat by the treated area units (column 4). For example, if you want to treat 90,000 square feet, and your treated area units = 1,000 square feet, then you would enter the number 90 (90,000/1,000) in column 9.

Once the values in columns 1-9 are entered for each product, the spreadsheet will calculate the rest:

- the number of applications you can get from one package for treating the targeted treatment area (column 10)
- the cost per application (column 11)
- the number of packages needed to cover the area at the frequency of treatment desired (column 12)
- the total cost of each product for all planned applications on the targeted area (column 13)
- the total cost of all products listed (bottom right-hand corner of spreadsheet)

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Handy tip

If you would like to retain all of the information you have entered for each product, but don't want the cost of the product added into the yearly total cost that is calculated at the bottom right of the spreadsheet, simply enter a zero (0) in column 5 (number of applications to be made per year) for the product in question.

Multiple uses

Remember, the budgeting worksheet has multiple uses. It can be an interim planning tool that helps you determine how much each potential product or practice will cost, but it can also be a valuable record-keeping document that keeps track of all product applications, as well as their associated costs.

IMPORTANT: SAVE THIS DOCUMENT!! Go to Excel's "File" menu (upper left-hand corner of your screen) and select "Save As". Give the document an appropriate name that includes the current date such as: 2010_0504_budget_worksheet.