

From Static to Dynamic: Using the Google Platform to Manage Program Budgets and Tracking

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Overview

- Introduction
- Why It Matters
- Our Evolution
- Quick Check-In
- The Technical Stuff
- Your Evolution
- Summary
- Q&A



Introduction

- Who we are and what we do
- Our backgrounds
- Interest in the topic
- University context
 - Approx 1,900 students study abroad annually
 - Up to 100 faculty-led programs annually
 - Decentralized systems structure
- How about you?
 - What office do you work in?
 - Who creates program budgets?
 - Excel? Google? Other?



Why It Matters

- Handling volume in Study Abroad
 - Can be applied to other areas
- Faculty benefit
- Doing more with less
- Efficiency
- Instant status insight

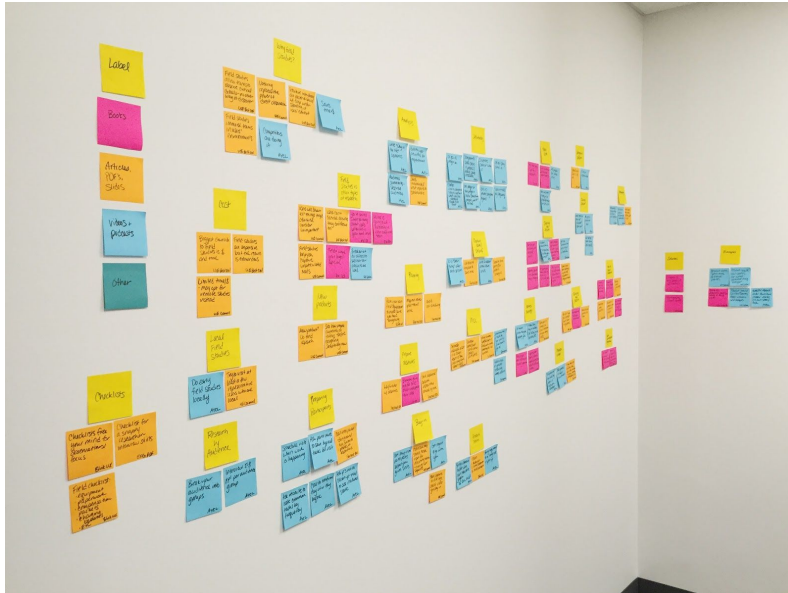


Our Evolution

- Our timeline
 - 2015 - Tracking taped to wall / Budget sheets were Excel
 - 2016 - Tracking on whiteboard / Budget sheets on Google
 - 2017 - Tracking on UMD Google (static) / Budget sheets on UMD Google platform
 - 2018 - Tracking on UMD Google (dynamic)/Budget sheets on UMD Google (dynamic)



Our Evolution - 2015

[illegible]

Our Evolution - 2016



PROGRAM BUDGET

University Of Maryland
Office of International Affairs
Education abroad

Enter program information				Enter program information				Notes
Program Name				Date modified	8/10/2016			
Program Dates				Currency/Exchange Rate	USD 1.0000			
Start/End Year	2016-2016			EA & Department AYS #	2015141 &			Students Manager Name and contact info
Faculty Director				On site Expenses	YES			
Co-Instructor/TA								

PROGRAM PER CALCULATION										
Enter currency and budget in yellow boxes only										
No. of students - >	Currency		MINIMUM ENROLLMENT		TESTACTUAL		MAXIMUM ENROLLMENT		TOTAL	Notes
	USD	\$	\$	\$	\$	\$	\$	\$		
Fixed Costs										
Instructor Costs										
Faculty Director (USD Salary)			-	-	-	-	-	-	-	
PD (Unemployment Insurance)			-	-	-	-	-	-	-	
Co-Instructor Salary			-	-	-	-	-	-	-	
CI Unemployment Insurance			-	-	-	-	-	-	-	
TA Salary			-	-	-	-	-	-	-	
TA Unemployment Insurance			-	-	-	-	-	-	-	
Instructional Materials International Insurance		40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	540 up to 40 days 540 40 40 days 540 40 40 days
Instructor Flights			-	-	-	-	-	-	-	
PD Accommodation			-	-	-	-	-	-	-	
CI Accommodation			-	-	-	-	-	-	-	
TA Accommodation			-	-	-	-	-	-	-	
Instruction Ground Transportation (airport only)			-	-	-	-	-	-	-	
Instruction to country Transportation			-	-	-	-	-	-	-	
Instructor Group Meals			-	-	-	-	-	-	-	
Instructor Activities			-	-	-	-	-	-	-	
Other expenses			-	-	-	-	-	-	-	
Books & Course Materials			-	-	-	-	-	-	-	
On-campus Assist			-	-	-	-	-	-	-	
Communications (cell phone, internet, etc)			-	-	-	-	-	-	-	
Insurance			-	-	-	-	-	-	-	
Miscellaneous (desk materials, etc)			-	-	-	-	-	-	-	
Total Fixed Cost		40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	
		40.00	4.00	4.00	4.00	4.00	4.00	4.00	4.00	
Total Fixed Cost Per Student										
	USD	USD	USD	USD	USD	USD	USD	USD	USD	Notes
Variable Costs (per student)		270.00	270.00	270.00	270.00	270.00	270.00	270.00	270.00	
Insurance (over the 2100)		40.00	40.00	40.00	40.00	40.00	40.00	40.00	40.00	540 up to 40 days 540 40 40 days 540 40 40 days
On-site Instructional cost		-	-	-	-	-	-	-	-	
Accommodation		-	-	-	-	-	-	-	-	
In-country Transportation		-	-	-	-	-	-	-	-	
Group meals		-	-	-	-	-	-	-	-	
Activities		-	-	-	-	-	-	-	-	
Provider Fee		-	-	-	-	-	-	-	-	
Miscellaneous		-	-	-	-	-	-	-	-	
Conference		70.00	70.00	70.00	70.00	70.00	70.00	70.00	70.00	
Per Student Variable Cost		440.00	440.00	440.00	440.00	440.00	440.00	440.00	440.00	
Per Student Total Cost		480.00	480.00	480.00	480.00	480.00	480.00	480.00	480.00	

Recommended Per Student Program Fee		Amount	Agreed To By		Date		Notes	
Description								
Financial Impact								
Student Participation								
Projected Surplus (Loss)								



Our Evolution - 2017

	Program Name	Minimum Enrollment	Budget Meeting	Program Fee	Finalized Enrollment	Actual Enrollment	TAR	Departure Date	Return Date
1	Australia BSCI	10	12/15/16	\$2,600	18	18	847829	7/25/17	8/12/17
2	Austria ANTH	10	Yes	\$1,800	10	10	844098	7/17/17	8/18/17
3	Austria JOUR	11	Yes	\$6,880	14	13	848242	7/15/17	8/5/17
4	Austria PSYC	13	12/15/16	\$4,230	32	32	848217	6/5/17	6/29/17
5	Brazil ENST	8	1/26/17	\$1,500	9	8	849151	8/12/17	8/25/17
6	Costa Rica LARC	4	1/24	\$8,100	6	6	848069	5/29/17	8/7/17
7	Cuba FMSC	10	1/20	\$4,575	18	17	847866	5/31/17	6/8/17
8	Czech Republic ENCE	10	Yes	\$3,585	9	9	848045	5/19/17	5/31/17
9	France FREN	8	12/12/16	\$3,540	8	7	848057	5/26/17	6/18/17
10	France PUAF	20	2/7	\$3,700	16	15	851253	7/1/17	7/31/17
11	Ghana AASP	12	1/31	\$2,960	9	7	851893	8/8/17	8/18/17
12	Greece ARCH	10	1/27/17	\$3,610	9	9	848969	6/3/17	6/16/17
13	Greece CLAS	10	1/19/17	\$4,300	12	10	848476	5/23/17	6/17/17
14	Israel EDCI	10	3/10/17	\$3,150	9	8	848036	5/23/17	6/7/17
15	Italy ARCH	11	2/1/17	\$7,300	12	7	849007	5/25/17	7/7/17
16	Italy ARCH	12	1/27/17	\$3,210	10	9	848995	6/17/17	7/8/17
17	Italy CLAS	9	1/19/17	\$2,100	14	14	849609	5/21/17	5/29/17
18	Italy ENGL	10	Yes	\$4,750	10	10	848984	6/10/17	7/1/17
19	Italy LARC	15	Yes	\$3,910	9	9	848255	6/1/17	6/18/17
20	MSEC	15	3/31	\$5,070	17	17	850952	5/21/17	8/14/17
21	Netherlands MLAW	8	3/9/17	\$1,410	8	8	849807	6/19/17	6/28/17
22	Spain SPAN	8	Yes	\$5,475	11	13	849062	6/1/17	7/15/17
23	Spain & Netherlands ENGR	12	2/16	\$3,450	11	10	849048	5/20/17	6/4/17
24	Thailand Cambodia CCJS	15	Yes	\$3,950	20	19	848264	5/27/17	6/13/17
25	UK & Ireland KNES	16	Yes	\$5,499	10	10	849904	6/1/17	6/25/17
26	UK ENGL	12	1/17/17	\$4,995	11	11	848928	6/10/17	6/30/17
27	UK INST	7	Yes	\$3,975	8	8	848464	6/3/17	6/16/17
28	Italy TTO	10	2/7/17	\$3,600	6	6	857586	7/10/17	7/23/17

Program Budget	SM17	
Dates		
Program Leader Name & Email		
Co-Instructor Name & Email		
IA Name & Email	N/A	
Bus Mgr Name & Email		
Dept Chair Name & Email		
Dept KFS Account Number		
IAR #	TBA	
Number of Instructors	2	Foreign Currency (EUR@1.17 GBP@1.32)
Minimum # of Students	12	1.17
Category	USD Amount	Notes
Accommodation		
Activities		
Airfare		
Communications		
Contingency	\$600	
EA Fees	\$6,000	\$500 per student for Summer
Honoraria		Must be paid with cash advance
Insurance	\$560	
Meals		
Miscellaneous		
Provider Fee		
Salaries		
Transport (Domestic)		
Transport (In-Country)		
Total	\$7,160	
Total cost per student	\$597	
Program Fee		
Agreed to By		
Date		
Notes		



HEIBO 
Higher Education International Business Officers

Program Name	SM18	(start date)	(end date)	Buiz Mgr Name & Email	(Name)	(email)
Program Dates				Dean Name & Email	(Name)	(email)
Program Leader Name & Email	(Name)	(email)		Dept Chair Name & Email	(Name)	(email)
Co-Instructor Name & Email	(Name)	(email)				
Co-Instructor Name & Email				Dept KF's Account #	#	
Co-Instructor Name & Email				TAR #		
Number of Instructors	2	0	0	Foreign Currency ()		Notes
Break Even Enrollment	10	0	0			
Program Fee		\$0	\$0			
Category	SM18 Budget	SM17 Actuals	SM17 Budget	Estimated Price/Student		
Activity						
Salaries including 8% FICA		\$0.00	\$0	\$0.00		
Communication		\$0.00	\$0	\$0.00		
Instructor Transport		\$0.00	\$0	\$0.00		
Instructor Housing		\$0.00	\$0	\$0.00		
Instructor Insurance	\$0	\$0.00	\$0	\$0.00		
Instructor Activities		\$0.00	\$0	\$0.00		
Instructor Meals		\$0.00	\$0	\$0.00		
Honoraria		\$0.00	\$0	\$0.00		
Miscellaneous		\$0.00	\$0	\$0.00		
Per Diem		\$0.00	\$0	\$0.00		
Total Overhead	\$0	\$0.00	\$0.00	\$0.00		
Contingency	\$000.00	\$0.00	\$0	\$00.00		
EA Fees	\$0.000.00	\$0.00	\$0	\$000.00		
Student Transport/Excursions	\$0.00	\$0.00	\$0	\$0.00		
Student Housing	\$0.00	\$0.00	\$0	\$0.00		
Student Insurance	\$0.00	\$0.00	\$0	\$0.00		
Student Activities	\$0.00	\$0.00	\$0	\$0.00		
Student Meals	\$0.00	\$0.00	\$0	\$0.00		
University Tuition	\$0.00	\$0.00	\$0	\$0.00		
Provider Fee	\$0.00	\$0.00	\$0	\$0.00		
Miscellaneous	\$0.00	\$0.00	\$0	\$0.00		
Total Variable Cost	\$5,870.00	\$0.00	\$0.00	\$587.00		
Total Cost	\$5,870.00	\$0.00	\$0	\$587.00		
Total Cost Per Student	\$587.00					
Program Fee						
Enrollment	Program Fee	Cost per Student		Per Unit Surplus		Total Surplus
0						
9						
18	\$0					
20						
Budget Meeting Date						
Agreed to By						
Notes						
Program Fees posted to INUA						

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Quick Check-In

- Where are you on the timeline?
 - Manually recording information?
 - Using software?
 - How labor intensive is your budgeting and tracking process?



Program Budget

Program Name	SM19 France	ARCH	Bus Mgr Name & Email	lan Burgess	@umd.edu
Program Dates	7/20/19	8/4/19	Dean Name & Email	Keith Mackay	@umd.edu
Program Leader Name & Email	Wanda Abraham	@umd.edu	Dept Chair Name & Email	Adam Sanderson	@umd.edu
Co-Instructor Name & Email	Sonia Brown	@umd.edu	Dept KFS Account #	400270	
			TAR #	234546	
Number of Instructors	2		Credits	3	
Active Enrollment	10	24	Foreign Currency (e.g. EUR)	1.3	
Program Fee	\$2,950				
Category	SM19 Budget	All Staff Costs (Fixed Costs)	Student Costs (Variable Costs)	SMxx Actuals	Notes
EA Fees	\$5,000.00	-	\$500.00	\$0.00	\$500/student for short term
Contingency	\$500.00	-	\$50.00	\$0.00	\$50/student
Insurance	\$516.00	\$86.00	\$43.00	\$0.00	\$43 for short term up to 30 days
Communication	\$120.00	\$120.00	-	\$0.00	standard amount \$60-\$150
Provider Fee	\$0.00	\$0.00	\$0.00	\$0.00	
Airfare	\$2,000.00	\$2,000.00	\$0.00	\$0.00	
Domestic Transport	\$200.00	\$200.00	\$0.00	\$0.00	
In-Country Transport	\$3,800.00	\$2,300.00	\$150.00	\$0.00	bus rental flat rate
Accommodation	\$5,700.00	\$1,200.00	\$450.00	\$0.00	
Activities	\$2,640.00	\$440.00	\$220.00	\$0.00	museum entry, day trip
Meals	\$720.00	\$120.00	\$60.00	\$0.00	two group meals (beginning, end of program)
Honoraria	\$400.00	\$400.00	-	\$0.00	guest lect.
Miscellaneous	\$250.00	\$250.00	-	\$0.00	ATM withdrawals, printing
Total Salary	\$7,560.00	\$7,000.00	-	\$0.00	Not to exceed 10%; includes 8% FICA, more lines hidden below
FD Salary	\$4,320.00	\$4,000.00	-	\$0.00	FD salary; not to exceed 10%
CI Salary	\$3,240.00	\$3,000.00	-	\$0.00	CI salary; not to exceed 10%
did not run 2018					
Contributions/Withdrawals					
Total Program Cost	\$29,406.00	\$14,676.00	\$14,730.00		
Cost Per Student	\$2,940.60	\$1,467.60	\$1,473.00		
Program Fee	\$2,950.00				
Enrollment	Program Fee	Total per student	Unit Surplus/Deficit	Total Surplus/Deficit	Internal Use Only After Commitment Minimum Cost to Student: \$1,967.60 Maximum Cost to Student: \$2,950.00
8	\$2,950.00	\$3,307.50	-\$357.50	-\$2,860	
9	\$2,950.00	\$3,103.67	-\$153.67	-\$1,383	
10	\$2,950.00	\$2,940.60	\$9.40	\$94	
11	\$2,950.00	\$2,807.18	\$142.82	\$1,571	
12	\$2,950.00	\$2,696.00	\$254.00	\$3,048	
Budget Meeting Date	8/15/18				
Agreed to By	WA, SB, AB				
Notes	ready to post				
Program Fee posted to MyEA	8/20/18				
Enrollment Finalized	9/1/18				
Program funds can only be used to pay for budgeted expenses for approved travelers					

Quotes are not sourced from all markets and may be delayed up to 20 minutes. Information is provided 'as is' and solely for informational purposes, not for trading purposes or advice. [Disclaimer](#)

+ ■ Budget Final Budget Payment Log On-Site Expenses Snapshot Final Reconciliation

Realtime Snapshot Budget			
Program Name	SM19 France	ARCH	
Program Dates	7/20/19	8/4/19	
Program Leader Name & Email	Wanda Abraham	@umd.edu	
Co-Instructor Name & Email	Sonia Brown	@umd.edu	
Number of Instructors	2		
Break Even Enrollment	10		
Program Fee	\$2,950		
Category	Final Budget	Current Actuals	Remaining
Communication	\$120.00	\$70.00	\$50.00
Provider	\$0.00	\$0.00	\$0.00
Airfare	\$2,000.00	\$948.10	\$1,051.90
Domestic Transport	\$200.00	\$0.00	\$200.00
In-Country Transport	\$3,800.00	\$2,143.93	\$1,656.07
Accommodation	\$5,700.00	\$5,552.94	\$147.06
Activities	\$2,640.00	\$1,043.75	\$1,596.25
Meals	\$720.00	\$801.17	\$0.00
Honoraria	\$400.00	\$800.00	\$0.00
Miscellaneous	\$250.00	\$114.56	\$135.44
Contributions			
Budget Total	\$15,830.00	\$11,474.45	\$4,355.55
Surplus/Deficit	\$4,449.55	\$0.00	\$4,449.55

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+ ■ Budget Final Budget Payment Log On-Site Expenses Snapshot Final Reconciliation



The Technical Stuff

Within One Document

- Referencing other cells
 - Linking cells within the same tab
 - This allows you to pull information into various locations on the same tab

=C1

- Linking cells on different tabs
 - By linking cells from other tabs, you are only required to manually type in the information once onto one cell. This is helpful for information that needs to be in multiple locations.

= 'Final Budget'!C1

A	B	C
		Snapshot
Program Name	SM19 South Korea	
Program Dates	6/3/19	
Program Leader Name & Email	Peter White	


Identify the tab name, then cell location

= 'Final Budget'!C1



The Technical Stuff cont.

- Data validation
 - This can be found under the tab “Data”
 - By setting up drop down boxes, you can use this to categorize certain expenses into pre-set areas. This will create uniformity and prevent others from setting their own categories (as in a category for “transportation” vs someone typing “Uber”)



The screenshot shows the 'Data validation' dialog box in Microsoft Excel. The 'Cell range' is set to 'Budget!A1'. The 'Criteria' section has a dropdown menu set to 'List from a range' and a text box containing 'e.g., Sheet1!A2:D5'. The 'Show dropdown list in cell' checkbox is checked. Under 'On invalid data', the 'Show warning' radio button is selected. The 'Appearance' section has the 'Show validation help text' checkbox unchecked. At the bottom, there are three buttons: 'Save' (highlighted in blue), 'Remove validation', and 'Cancel'.



The Technical Stuff cont.

- Sum of specific cells
 - In addition to referencing cells, you can add up amounts for certain categories through the SUMIF function. This way you can pull data from various cells/tabs and only add them together if they match your category. Once you set up data validation (drop boxes) you can determine what keywords to search.

Identify tab name & search area, identify key word, identify corresponding data to add

=SUMIF('On-site Expenses 1'!B18:B67, "Airfare", 'On-Site Expenses 1'!I18:I67)

You can also search multiple tabs by repeating the function and adding +

```
=SUMIF('On-Site Expenses 1'!$B$18:$B$67, "Airfare", 'On-Site Expenses 1'!$I$18:$I$67)+sumif('Payment Log'!$B$15:$B$67, "Airfare", 'Payment Log'!$G$15:$G$67)
```

B	D
Provider	\$0.00
Airfare	\$2,028.10



The Technical Stuff cont.

Multiple Documents

- Referencing cells from another document
 - The same way you can pull data from an active document, you can pull information from various other locations. This allows you to collect data into a central location for a general overview. This feature is especially helpful for tracking work.

Identify the document location, tab name & cell location

=IMPORTRANGE(A1, "Final Budget!C3")

I always paste the web link of my documents into my tracking sheet. IMPORTRANGE can reference this cell, instead of requiring you to paste the link into each IMPORTRANGE formula. This lets you create a general template for future use too!

- You will need to "connect these sheets" before the data is displayed. This essentially gives permission for your document to view the other.

Web li	Program Name	Dept	Program leader
https://dox	SM19 Brazil	PLCY	Carol Green
https://dox	SM19 Canada	ENST	Charles Stewart
https://dox	SM19 France	ARCH	Wanda Abraham
https://dox	SM19 Italy	ARTT	Samantha Young
https://dox	#REF!	You need to connect these sheets.	
		<div>Allow access</div>	



Your Evolution

- Where do you want to be?
- What's holding you back?
- What's your next step?



Summary

- Seek input
- Be consistent
- Avoid perfection- It's a creative process
- Think small
- Continuous improvement
- Start today



Q&A

