

**Financial Management Plan**

Project Manager:  
Last Updated:  
Last Reconciled:

Available	Expended
\$0	Amount
	\$0
	Remaining
	Encumbrance
	\$0

Calculated Cell

Planned Amount = Budgeted in Account for this Project.  
Original Encumbrance = Amount of PO's.  
Remaining Encumbrance = Amount of PO's not yet expended.  
Available = Planned Amount - Original Encumbrance. Money not tied to a PO.

**Table 1: Account Budgets & Balances**

Account #	1.	2.	3.	4.	5.	Total
Description						
Priority						
Planned Amount						\$ -
Original Encumbrance						\$ -
Expended Amount						\$ -
Remaining Encumbrance						\$ -
Available						\$ -

**Table 2: Planned Expenses (Purchase Orders, Visas, & Ledger Exp.)**

Description	1.	2.	3.	4.	5.	Total	PO
						\$ -	[PO Number1]
						\$ -	[PO Number2]
						\$ -	
						\$ -	
						\$ -	[PO Number3]
						\$ -	
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	<b>Total</b>

**Table 3: Actual Expenses**

Description	1.	2.	3.	4.	5.	Total	PO	Reconciled?	Invoice #
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
						\$ -			
<b>Total</b>	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -			

**Table 4: Purchase Order Balances**

PO	Description	PO Total	PO Expended	PO Balance	% Expended