

## FY09 CCSD Electronic Form Instructions

The FY09 CCSD Workbook in Excel duplicates, in sequential order, five of the pages in FY09 CCSD Application Guidelines, which can be found in PDF format on this same website. The Excel Workbook contains eight (5) spreadsheets identified as tabs along the bottom of your browser in the same order they occur in the CCSD guidelines:

Application Cover, Audience Visitor Info, Project Income, Project Expenses, and Board Resolution.

Several formulas are imbedded in the workbook that will cause the cells in some spreadsheets to auto-fill as they read data from other sheets. When you enter your organization's name in the Application Cover sheet, that name will appear in the name field for each sheet. The Project Income, CCSD Request, and the Project Expenses on that same sheet will read from the corresponding cells in the Project Income and Project Expense sheets. Within the three (2) budget summary sheets (Income & Expenses), there are mathematical formulas that will calculate sums and differences over the three reporting years.

Other than intentionally leaving the Project Income, CCSD Request, and the Project Expenses fields blank in the first sheet (Application Cover), the process should be fairly self-explanatory, provided you start with the far left tab and then work your way right, sheet by sheet, filling out the indicated cells that remain blank. The default workbook for FY09 will be unprotected, because last year the locked fields caused frustration to people who wanted to have more control over the process.

If you have any questions about the how to use the workbook, communicate with Nigel Brookes: [nbrookes@sandiego.gov](mailto:nbrookes@sandiego.gov) / 619-533-3052.