

Janna rushed back to her parents after she worked hard on her budget spreadsheet. “Look!” she cried, “I did it! I still have a monthly surplus. Now, may I call Heather, Amy, and Lisa with the good news?”

The look on her father’s face told her that the call would not take place. Dad looked at the spreadsheet, and once again told Janna what a terrific job she had done. “Janna, I’m proud of your good work. However, there’s still something that you haven’t considered.”

“How could there possibly be anything else?” asked Janna. “This is a total picture of my financial life!”

“Not quite,” replied Janna’s father. “You forgot that you pay car insurance twice a year — \$600 each time. That was the deal we made last year when we agreed that you could take your car to college. You must pay your car insurance on the first of November and again on the first of May.”

“Okay, okay. I’ll put that in my spreadsheet. I’ll be right back.” Janna was gone for a while, then came running back to her parents. “Just look at this spreadsheet! I’ve got a terrible problem! What am I going to do?”

**Revise Janna’s budget one more time.**

- Periodic expenses occur occasionally, such as every six months or once a year.
- Go to cell A31, and insert four rows. Leave row 30 blank. Type PERIODIC EXPENSES (left alignment) in row 31. Type car insurance (left alignment) in row 32. Type PERIODIC EXPENSES IN ROW 33 (right alignment). Row 34 should be blank. See the following example.

	A	B	C	D	E	F	G	H	I	J
1	ITEM	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
29	VARIABLE EXPENSES	516.50	516.50	516.50	516.50	516.50	516.50	516.50	516.50	516.50
30										
31	<i>PERIODIC EXPENSE ITEMS</i>									
32	car insurance									
33	PERIODIC EXPENSES									
34										
35	<b>TOTAL EXPENSES</b>									

- Enter car insurance payments in November and May. Enter a sum for periodic expenses in row 36.
- Go to B35 and revise the formula to include periodic expenses. Copy to the remaining cells in row 35. The surplus amounts in row 37 should change automatically.
- Save your file.