

RUBRIC FOR SPREADSHEET BUDGET

Use the following rubric as a guide as you design your spreadsheet budget after training. / 25pts

CATEGORY	5 points	4 points	3 points	2 points	1 point
Budget Format	Budget Format is 100% accurate. All expenses and incomes are included.	Budget format is at least 90% accurate. Most expenses and incomes are included.	Budget format is at least 80% accurate. All basic expenses and incomes are included.	Budget format is at least 70% accurate. Most basic expenses and incomes are included.	Budget format is below 70% accurate. Many basic incomes and expenses are not included.
Budget Formulas	Formulas are 100% accurate and in excellent working order. No flaws.	Formulas are 90% accurate and in good working order. one or two minor flaws.	Formulas are 80% accurate and in average working order. A few minor flaws.	Formulas are 70% accurate and in poor working order. 1 major flaw or several minor flaws.	Formulas are less than 70% accurate and in non-working order. More than one major flaw or many minor flaws.
Budget Neatness	Cells are well organized and legible.	Cells are well organized and legible, but not perfect. 1 minor flaw (i.e. not aligned properly).	Cells are organized and legible, but not perfect. 1 -2 minor flaws.	Cells are disorganized or illegible. 2 -3 minor flaws.	Cells are disorganized and illegible. Major flaws or more than 3 minor flaws.
Budget Success	Budget in the green after 2 month experiment. No signs of financial struggle.	Budget in the green after 2 months with minor financial struggles.	Budget in the green after two months or on track to being in the green with minor financial struggles.	Budget in the red with financial struggles. Possibility of repair or adjustment still exists.	Budget is in the red with major financial problems. No possibility of repair or adjustment exists.
Report Content	Well organized and written. Meets or exceeds all requirements.	Well organized and written. Fails no more than one requirement.	Fairly organized and written. Fails no more than two requirements.	Poorly organized and written. Fails more than two requirements.	No organization or writing skill. Fails more than two requirements.