|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  | SAMPLE - "LABOR" |  | SAMPLE - "MATERIALS" |  |  |  | FIXED |  |  |  | **BALANCE** |
| **TASK** | **DESCRIPTION** | **STATUS** | **PLANNED START DATE** | **ACTUAL START DATE** | **END DATE** | **HR** | **$/HR** | **UNITS** | **$/UNITS** | **TRAVEL** | **EQUIP/SPACE** |  | **MISC.** | **PROPOSED BUDGET** | **ACTUAL** | **UNDER/OVER** |
| **PROJECT 1** |  |  |  |  |  |  |  |  |  |  |  |  |  | $ 8,428.00 | $ 8,000.00 | $ 428.00 |
| **Sample Task** | **Sample task description for Project 1** | **In Progress** | **02/2023** |  | **03/2024** | 810.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 200.00 | 76.00 | 124.00 |
| **Sample Task** |  | **In Progress** | **03/2023** |  | **04/2024** | 98.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 3,000.00 | 2,696.00 | 304.00 |
| **Sample Task** |  | **In Progress** | **04/2023** |  | **05/2024** | 5.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 500.00 | 650.00 | (150.00) |
| ***Sample SubTask*** |  | **In Progress** | **05/2023** |  | **06/2024** | 6.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 887.00 | 672.00 | 215.00 |
| ***Sample SubTask*** |  | **In Progress** | **06/2023** |  | **07/2024** | 33.0 | $22.00 | 90.0 | $6.00 |  |  | $90.00 |  | 1,500.00 | 1,356.00 | 144.00 |
| ***Sample SubTask*** |  | **In Progress** | **07/2023** |  | **08/2024** | 4.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 700.00 | 628.00 | 72.00 |
| ***Sample SubTask*** |  | **In Progress** | **08/2023** |  | **09/2024** | 5.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 800.00 | 650.00 | 150.00 |
| **Sample Task** |  | **In Progress** | **09/2023** |  | **10/2024** | 99.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 300.00 | 2,718.00 | (2,418.00) |
| **Sample Task** |  | **In Progress** | **09/2023** |  | **10/2024** | 7.0 | $22.00 | 90.0 | $6.00 |  |  |  |  | 541.00 | 694.00 | (153.00) |
| **SUBTOTAL** |  |  |  |  |  |  | **$23,474.00** |  | **$4,860.00** | 0.0 |  | **$90.00** | 0.0 | **8,428.00** | **$28,424.00** | **($19,996.00)** |