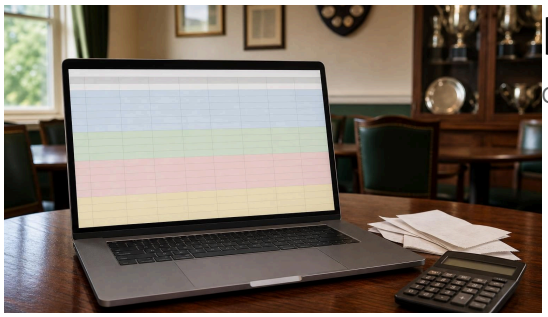

Budget Line Mix-Up

COMMUNICATION · ONE LINE

Laura scrolls across the club budget spreadsheet while the snack-stand deposit column is still filtered to last Friday's cash box. The total for tournament buses looks short, but a photo-printing receipt is sitting in that travel line instead of the publicity tab. The adviser asked for clean totals today, and the treasurer usually changes rows only after checking the paper receipt folder. Laura could move the entry with a note, or she could leave the numbers alone and flag the mismatch first. Either choice affects whether the bus total or the publicity total is wrong during the next club spending check.

Write the exact sentence Laura should say.

Laura needs to tell the adviser that one receipt appears in the wrong budget line and ask whether to move it or leave it for the treasurer to check.

- what is in the wrong place
- the two possible next steps

Think about it: What information makes the sentence easy for the adviser to answer?