

MONTHLY BUDGET CHECKLIST

BUDGET ANALYSIS

- ☐ Document accounts that are over budget in excess of \$100
- ☐ Document accounts that are well under-budget

COMMUNICATE WITH ACCOUNT OWNERS

- ☐ Over budget accounts - Explanation for being over budget
- ☐ Over budget accounts - Plan for upcoming months to recoup
- ☐ Under budget accounts - Explanation for being under budget
- ☐ Under budget accounts - Plan for unused funds
- ☐ Forecast coming expenses in relation to budget (document budget changes)

COMMUNICATE TO FINANCE DIRECTOR

- ☐ Explanation for overages
- ☐ Forecasting for future months

ANALYSIS & DOCUMENTATION

- ☐ What expenses can be automated?
- ☐ Where could expenses be simplified/eliminated?
- ☐ Document all findings, savings and excesses for future budget planning
- ☐ Share documentation with staff and supervisor