

# 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