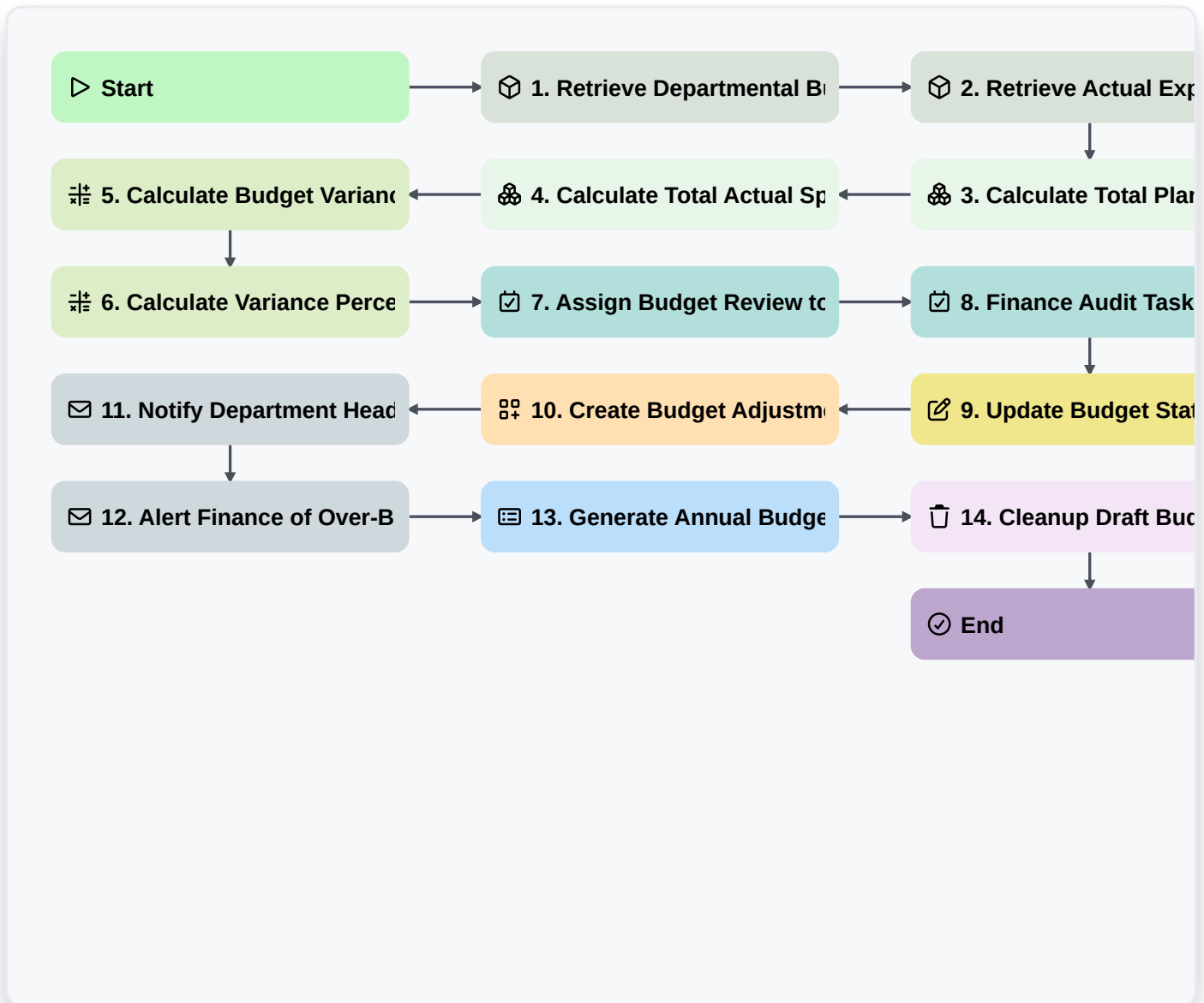


Annual Budgeting And Cost Control Process



▷ Start

Start of the Workflow/Process.

📦 1. Retrieve Departmental Budgets

Fetch all existing budget entries from the Department Budget Data Model for the current fiscal year.

📦 2. Retrieve Actual Expenses

Fetch all expense entries from the Expense Data Model to compare against planned budgets.

🧮 3. Calculate Total Planned Budget

Sum the 'Allocated Amount' field from all retrieved Departmental Budget entries.

🧮 4. Calculate Total Actual Spend

Sum the 'Amount' field from all retrieved Actual Expense entries.

🧮 5. Calculate Budget Variance

Subtract Total Actual Spend from Total Planned Budget to determine the variance amount.

🧮 6. Calculate Variance Percentage

Divide the Budget Variance by the Total Planned Budget to determine the percentage of over/under spend.



📌 **7. Assign Budget Review to Dept Heads**

Create tasks for all Department Heads to review their specific budget allocations and approve or request changes.

📌 **8. Finance Audit Task**

Create a task for the Finance Controller to audit the variance reports and flag significant deviations.

✍️ **9. Update Budget Status**

Update the status of the Budget Entry to 'Approved' or 'Under Review' based on the outcome of the review task.

🔧 **10. Create Budget Adjustment Entry**

Create a new entry in the Budget Adjustment Data Model if a variance exceeds the allowed threshold.

✉️ **11. Notify Department Heads of Approval**

Send an email to Department Heads once their budget allocation has been officially finalized.

✉️ **12. Alert Finance of Over-Budget Scenarios**

Send an automated email to the CFO when the Budget Variance Percentage exceeds a predefined threshold (e.g., 10%).

📄 **13. Generate Annual Budget Summary Report**

Create a comprehensive PDF/Excel report containing the aggregated budget totals, actual spends, and variance analysis for the fiscal year.

🗑️ **14. Cleanup Draft Budgets**

Delete any temporary or draft budget entries that were not moved to the 'Approved' state by the end of the cycle.

🏁 **End**

End of the Workflow/Process.