ChecklistGuro

Budget Preparation & Planning Checklist

Pre-Planning & Data Collection

Gathering historical financial data, previous year's actuals, and relevant departmental inputs.

Budget Period Start Date

Enter date...

Budget Period End Date

Enter date...

Historical Financial Statements (Last Fiscal Year)

Upload File

Primary Budgeting Method

- [ ] Incremental Budgeting
- [ ] Zero-Based Budgeting
- [ ] Activity-Based Budgeting

Required Departmental Data Sources

- [ ] Sales Reports
- [ ] HR/Headcount Projections
- [ ] Marketing Spend Plans
- [ ] Operations/COGS Estimates

Summary of Key Economic Assumptions

Write something...

Goal Setting & Strategic Alignment

Defining key financial objectives, revenue targets, and aligning budget limits with company-wide strategic goals.

Primary Financial Objective

Write something...

Strategic Alignment Summary

Write something...

Target Revenue Growth Percentage

Enter a number...

Budget Implementation Date

Enter date...

Key Performance Indicators (KPIs) to Track

- [ ] Gross Margin
- [ ] EBITDA
- [ ] Burn Rate
- [ ] Operating Cash Flow
- [ ] Customer Acquisition Cost (CAC)

Strategic Roadmap Document

Upload File

Executive Approval

Revenue Forecasting

Projecting sales volumes, pricing models, and potential market fluctuations to estimate total top-line income.

Primary Revenue Stream Name

Write something...

Projected Monthly Revenue

Enter a number...

Revenue Source Category

- [ ] Product Sales
- [ ] Service Subscriptions
- [ ] Licensing Fees
- [ ] Consulting Services

Forecast Period Start Date

Enter date...

Forecast Period End Date

Enter date...

Revenue Assumptions & Drivers

Write something...

Historical Sales Data Support

Upload File

Expense & Cost Estimation

Calculating fixed costs, variable expenses, headcount requirements, and anticipated operational overhead.

Fixed Costs Description

Write something...

Total Estimated Operational Expenses

Enter a number...

Expense Categories Included

- [ ] Payroll & Benefits
- [ ] Marketing & Advertising
- [ ] Rent & Facilities
- [ ] Software & Subscriptions
- [ ] Travel & Entertainment
- [ ] Maintenance & Repairs

Expense Estimation Deadline

Enter date...

Supporting Cost Documentation

Upload File

Assumptions & Contingency Notes

Write something...

Capital Expenditure (CapEx) Planning

Identifying and budgeting for long-term investments, equipment, technology, and infrastructure needs.

Proposed Asset Name

Write something...

Business Justification

Write something...

Estimated Cost

Enter a number...

Planned Purchase Date

Enter date...

Expense Category

- [ ] Hardware/Equipment
- [ ] Software/Licenses
- [ ] Infrastructure/Facilities
- [ ] Vehicles
- [ ] Other

Vendor Quotes/Estimates

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Department Head Approval

Budget Draft Review & Reconciliation

Reviewing the initial draft for discrepancies, comparing it against cash flow projections, and ensuring mathematical accuracy.

Review Completion Date

Enter date...

Review Status

- [ ] Drafting
- [ ] In Review
- [ ] Approved
- [ ] Requires Revision

Total Budget Variance Percentage

Enter a number...

Reviewer Notes & Discrepancy Details

Write something...

Finalized Budget Spreadsheet

Upload File

Finance Director Approval

Stakeholder Approval & Finalization

Presenting the budget to management/board for formal approval and updating the official accounting records.

Approval Date

Enter date...

Approver Name

- [ ] CFO
- [ ] Finance Director
- [ ] Department Head
- [ ] CEO

Approval Comments/Notes

Write something...

Signed Approval Document

Upload File

Final Authorization Signature

Budget Monitoring & Variance Analysis Setup

Establishing the process for monthly tracking of actual vs. budgeted performance and defining variance thresholds.

Budget Review Frequency

Enter date...

Variance Threshold Percentage

Enter a number...

Primary Variance Driver

- [ ] Revenue Shortfall
- [ ] Operational Overspend
- [ ] Unexpected Capital Expense
- [ ] Payroll/Labor Variance

Variance Explanation Notes

Write something...

Supporting Documentation

Upload File

Controller Approval