

Program: _____

Budget Meeting Follow Up

Budget Program Meetings

Purpose of program budget meetings: In order to facilitate accurate and timely assessment of grant programs, staff need to be knowledgeable about the budget process, how to read budgets, how to determine accurate revenues and spending documentation. With the assistance of the account clerk and management, staff will have an understanding of where their budget stands each month.

The follow up form will ensure that program staff will complete items discussed during budget meetings accurately and in a timely manner.

Budget Program Follow Up

Date _____

Task	Summary	Next Steps
Remaining Salary/Hours		
Pending Expenses		
Budget Inaccuracy(ies)		
Schedule/Confirm Next Meeting		

Comments:

Definition Page?