

Program: _____

Budget Meeting Prep Form

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.

This checklist will assure that budget meetings are efficient and beneficial to program staff and management.

Budget Program Checklist

Task	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
Cross-check Budget expenses against known expenses												
Discuss discrepancies with Account Clerk (prior to meeting)												
Run NN report for staff time within applicable cost center since budget close												
Bring any applicable budget materials or reports to meeting (expense report, receipts, invoices, specific non-state grant budget/narrative)												
Complete needed actions discussed at meeting												
Date of monthly budget meeting:												
Meeting held												