

The budget task list contains all generic tasks for budget completion. Easy to adapt to your organization for best collaboration on budget completion and document management.

We have designed a generic task list for the preparation of an annual budget. It serves the needs of most of the organizations. It is easy expandable and adaptable and you might appreciate it as a great time saver when you have to start your budget cycle with all the participants from other departments.

Using the budget tasks it is assumed that there is trial balance or recently published financial performance report including a forecast available. The tasks run with their coding in parallel with the coding of the saved documents and files, to support easy track and trace. A Gantt chart is also available. No more Excel sheets needed to distribute budget tasks. This task list or your own adapted version is ready for re use over and over again.

Business case

Issue a set of tasks for the preparation of an annual budget that is catered for assigning tasks, lead times, project management and that makes any Excel task lists redundant.

- ✓ Frequency of use: 1 * per year for 4 months
- ✓ Use ability: any organization that has to prepare an annual budget or midterm planning

Make or buy - payback time

Compare the purchase costs with your cost of making or outsourcing.

Internal development time:

- ✓ Experienced SharePoint user skilled in forecast updates: approx 40 hrs
- ✓ Novice SharePoint user :approx 120+ hours.

Based on this information, you can make up your mind

Payback time for this product: within hours.

Contents of the task list

Some tasks in the task list

- ✓ A01 fixed assets: Make an overview per item - description -period, amount, depreciation %, - payback
- ✓ A01 fixed assets: Reconcile individual capital expenditure items with asset management for the remainder of the year and budget year(s)
- ✓ A10 Loans issued and received: Collect all data related to all loans from the treasury dept. and make a specification for all budget years of date of issue, installments, interest etc. and counterparty

Budget tasks 2010

LSTP 0019 v1.4, jan 2010

New ▾ | Actions ▾ | Settings ▾

Budget category	Item #	Short activity description	Activity type	Way of working	Start date	Ca
A01 Fixed assets	1	Per item - description, period, amount, depreciation method + %,-payback	Use a breakdown from SAP or similar as basis		7/15/2010	
A01 Fixed assets	2	Allocate capex to budget periods (for Cash flow)	Make cash flow calculations, monthly and annual and file		7/15/2010	
A01 Fixed assets	3	Fixed assets per department, period and total year	Make an overview of the movements and file		7/15/2010	
A01 Fixed assets	4	Reconcile capital expenditures(capex) with asset management for the remainder of the current financial year and budget	Analyse and use received data from asset management and file the result		7/15/2010	
A03 Shareholdings in companies	1	Request for information from board , treasury and /or investment responsible persons on shareholding	Request for documentation and file		7/15/2010	

Functionality

Knowledge workers of the Planning en Control department can use this complete list, amend it or expand it very easily, with the associated efficiency improvement and speed to operation.

This budget task list contains actions/tasks for sales, purchase, manufacturing, HR, asset management, project management etc.

Standard functionality for this task list:

- ✓ Structured tasks(c): all tasks are in sync with the deliverable documents
- ✓ Easy to expand and amend.
- ✓ Alerts can be send after completion of the task
- ✓ Free definition of lead time and due dates
- ✓ Calculated advise for due dates