

Preparing to Build an Operating Budget

Information Preparation

1. Business Plan

- What is your plan for your company?
- Are you growing/shrinking/holding steady
- Are your services changing

2. Profit and Loss Statements

- Your last year-end profit and loss statement (last two is even better)
- Ensure you use statements prior to accountant adjustments (your accountant may make adjustments for tax purposes, which may alter the accuracy of your numbers)

3. Payroll Summary

- List of all employees
- How many hours each one worked
- What their gross/net incomes were

4. Equipment Files

- Need file for each significant vehicle or equipment
- What is the value of each equipment/vehicle?
- What are your monthly payments? Interest rates? Downpayment?
- Contact your insurance company – get them to send you a summary of your insurance policy (what are your annual rate(s) for each vehicle or insured equipment?)