

Field Labor Budget – Planning Checklist

Ok	Field Labor Budget Planning Tasks	Assigned To	Due Date
<input type="checkbox"/>	Have your Payroll Summary from the previous year available. This summary will help you forecast next year's costs.		
<input type="checkbox"/>	<p>Calculate your Field Labor Burden. Your field labor burden includes the cost of all labor benefits, insurance premiums, taxes, etc. that are a cost to your company.</p> <p>Calculate your Field Labor Burden Percentage. To calculate your Field Labor Burden %, divide your total field labor burden costs by your total wage expenses. You must factor your field labor burden % into your field labor budget so you can plan for and recover these expenses.</p> <p><i>Note: If you are unsure about how to calculate your Field Labor Burden %, contact your accountant, bookkeeper, or payroll professional who will calculate it for you based on your previous years' labor costs.</i></p>		
<input type="checkbox"/>	<p>Divide payroll expenses into two groups:</p> <ol style="list-style-type: none"> 1. Field Labor Wages – Field labor wages are the wages for any/all employees who work directly on billable work for customers, e.g. laborers, foremen, stone masons, horticulture techs. 2. Overhead Wages – Overhead wages are the wages for any/all employees who do not work on billable work for customers, e.g. office administrator, bookkeeper, salesperson, etc. <p><i>Note: Some employees may be classified as both field labor and overhead expenses. Typical examples include business owners (if they are still involved in field work) or landscape designers (if they are charging for designs). LMN has included a Field Labor Assignment template to help you organize and assign your wage expenses in the Document Library under Management Operating Budget Field Labor Budget.</i></p>		

Ok	Field Labor Budget Planning Tasks (continued)	Assigned To	Due Date
<input type="checkbox"/>	<p>Have your business plan available. Your goals will affect your forecasts. Field labor budgets are often affected by plans such as:</p> <ul style="list-style-type: none"> ▪ Changes to sales goals ▪ Changes to the services your company offers ▪ Changes to your fleet of equipment ▪ Changes to your subcontracting plans/expenses <p>Use your business plan to review how these types of adjustments may affect your field labor budget.</p>		
<input type="checkbox"/>	<p>Do you plan to add employees to your field staff?</p>		
<input type="checkbox"/>	<p>Review your current wages. Are any employees due for an increase in pay?</p>		
<input type="checkbox"/>	<p>Does your company give out bonuses or benefits to employees? What is the cost of these bonuses or benefits?</p>		