

## Materials Budget – Building Checklist

Ok	Material Budget Building Tasks	Assigned To	Due Date
<input type="checkbox"/>	<p><b>1. Create expense accounts for each major group of material expenses</b></p> <ul style="list-style-type: none"> <li>▪ Expense accounts used in your budget should be standardized and match your accounting system</li> </ul>		
<input type="checkbox"/>	<p><b>2. Forecast expenses for each group</b></p> <ul style="list-style-type: none"> <li>▪ Use Profit + Loss Statement for historical information</li> <li>▪ Remember to consider market factors and changes in your business plan</li> </ul>		
<input type="checkbox"/>	<p><b>3. Add unrecovered taxes</b></p> <ul style="list-style-type: none"> <li>▪ If you are charged a tax on purchases that <b>is not passed to the customer</b>, this tax percentage must be added to your budget as a cost to your company</li> </ul>		