

Overhead Budget – Building Checklist

Ok	Overhead Budget Building Tasks	Assigned To	Due Date
<input type="checkbox"/>	Get out your list of organized overhead expense accounts that you created in the Overhead Budget – Planning stage.		
<input type="checkbox"/>	Separate your overhead accounts into two sections: <ol style="list-style-type: none"> 1. Overhead expenses 2. Overhead salaries/wages (includes all non-billable staff) 		
<input type="checkbox"/>	Calculate last year's total costs for each overhead expense account . <ul style="list-style-type: none"> ▪ If your accounts are already organized, this won't take you long ▪ If your accounts are not organized, this may take some time to put the numbers together. Spend the time to get your accounts and expenses organized now. Remember, it's easy to stay organized when you start organized. 		
<input type="checkbox"/>	Calculate last year's total costs for each overhead wage . <ul style="list-style-type: none"> ▪ Include all non-field personnel ▪ There are some staff who work in the field and in the office – remember to split their time between the field labor and the overhead budgets ▪ Refer to your Field Labor budget to remind you of any split wages you must include in your overhead wage budget 		
<input type="checkbox"/>	Forecast the upcoming year's overhead expenses for each of your overhead expense accounts. <ul style="list-style-type: none"> ▪ Remember to factor changes in your business plan 		
<input type="checkbox"/>	Forecast the upcoming year's overhead wage expenses for each overhead wage staff. <ul style="list-style-type: none"> ▪ Remember to factor changes in your business plan ▪ Pay yourself (the owner) a fair salary 		
<input type="checkbox"/>	Add labor burden to your overhead wage expenses .		