

## Overhead Budget – Inspection Checklist

Ok	Overhead Budget Inspection Tasks	Assigned To	Due Date
<input type="checkbox"/>	Did you create enough expense accounts to track all your overhead expenses?		
<input type="checkbox"/>	Is your <b>overhead to sales ratio</b> in a realistic and accurate range for your company?		
<input type="checkbox"/>	Have you factored increased or decreased costs into your overhead forecasts? <ul style="list-style-type: none"> <li>▪ Is your rent/mortgage stable?</li> <li>▪ Did your insurance costs remain the same?</li> <li>▪ Have the costs of utilities increased?</li> </ul>		
<input type="checkbox"/>	Did you refer to your business plan to help predict changes to your forecast expenses? Remember to review your other expense budgets to help your forecast changes that will affect your overhead budget. For example: <ul style="list-style-type: none"> <li>▪ Do you need to increase costs such as advertising to achieve your new sales goals?</li> <li>▪ Do you need to increase labor-related expenses such as uniforms or health and safety to accommodate for forecast increases in field labor staff?</li> <li>▪ Do you need to increase office equipment expenses to equip new office hires?</li> </ul>		
<input type="checkbox"/>	Did you include all overhead vehicle and equipment expenses (ownership and operating costs)? <ul style="list-style-type: none"> <li>▪ Consult the <b>Equipment Budget Assignment</b> chart you created when you built your equipment budget</li> </ul>		
<input type="checkbox"/>	Have you analyzed your previous year's overhead expenses for over-spending? Did you make corrections in your forecasts?		
<input type="checkbox"/>	Use your payroll summary to confirm that <b>all</b> your wage expenses have been included in either your <b>Field Labor Budget</b> or your <b>Overhead Budget</b> .		
<input type="checkbox"/>	Did you factor any new hires or terminations in your overhead wage budget?		

Ok	Overhead Budget Inspection Tasks (continued)	Assigned To	Due Date
<input type="checkbox"/>	Did you budget for <b>guaranteed</b> wage expenses for the owner?		
<input type="checkbox"/>	Did you remember to include labor burden expenses in your overhead wage budget?		