

## Budget Tracking Spreadsheet Review Schedule

| Review                  | Review Date      | Reconciled Through  |
|-------------------------|------------------|---------------------|
| Bottom line check       | August 4         | July 31             |
| Bottom line check       | September 5      | August 31           |
| <b>Quarterly Review</b> | <b>October 4</b> | <b>September 30</b> |
| Bottom line check       | November 4       | October 31          |
| Bottom line check       | December 5       | November 30         |
| <b>Quarterly Review</b> | <b>January 6</b> | <b>December 31</b>  |
| Bottom line check       | February 3       | January 31          |
| Bottom line check       | March 2          | February 29         |
| <b>Quarterly Review</b> | <b>April 4</b>   | <b>March 31</b>     |
| Bottom line check       | May 3            | April 30            |
| <b>Year End Review</b>  | <b>June 2</b>    | <b>May 31</b>       |
| <b>Quarterly Review</b> | <b>July 4</b>    | <b>June 30</b>      |

### Budget Tracking Checklist

- ✓ Do the “Total Department Expenses” on the Details tab match the “Total Department Expenses” on the Summary tab?

**If NO:**

- Make sure there are no expenses in the subtotal columns
- Make sure the “subtotal” formulas for each GL are correct (often the formula does not include all the expenses)
- Make sure the “total” formulas are correct
- Check that each GL on the Details tab also has a line on the Summary page

- ✓ Do the total actuals match the total actuals in BUWorks?

**If NO:**

- Make sure that there are no missing GL’s in the spreadsheet
- Check that each GL subtotal matches the GL subtotal in BUWorks