

# Annual Budgeting Checklist

Annual budgeting serves as a comprehensive blueprint that allows a company to set strategic business objectives and plan for the coming year. Below is a list of questions to consider while conducting your company's annual budgeting process.

## Organizational Objectives

- Has your company set measurable goals?
- Does the budget support both short and long-term organizational goals?
- Do all stakeholders have a deep understanding of the company's key metrics and business drivers?
- Have you defined which stakeholders will be involved in the budgeting process?
- Have you outlined alternative ways to achieve business objectives?
- Has the company allotted enough time to prepare, create, and present the budget to management and members of the board?

## Budget Preparation Considerations

- Do all participants of the budgeting process know their roles, responsibilities, and timelines?
- Have you defined the level of detail at which your team will budget revenue and costs?
- Has historical data been tested for accuracy?
- Have you agreed upon the type of budgeting strategy your team will be conducting (top-down, bottom-up, or both)?
- Does your company have a robust tech stack that collects, organizes, and consolidates data into a centralized space?

## Budget Creation Considerations

- Have you outlined different budgeting scenarios?
- Have you factored in seasonality, industry trends, and changes in demand?
- Have you determined the projected costs required to reach strategic goals?
- Have you factored in company milestones such as fundraising plans in your scenarios?
- Do you frequently meet with the departmental budget owners while creating the budget?

## Budget Evaluation

- Are expense and revenue reports presented to the board on a regular cadence?
- Is a budget vs. actuals comparison analysis included on the expense and revenue reports?
- Is the established budget used as a benchmark against actual performance?
- Are regular adjustments made to the budget throughout the year?
- Do you frequently review the budget with all departmental budget owners throughout the year?
- Does the board review and approve all suggested budgetary adjustments?

**Are you interested in improving your annual budgeting strategy?**

[Request a demo](#) today to see how our FP&A software can help streamline your annual planning process.