

ABC Company

Process: January Widget Monthly Budget Renewal

Process Owner: Senior Accountant

Last Updated: 1/1/1975

Done	What	Week 1	Week 2	Week 3	Week 4
X	Gather data for monthly budget				
X	Compile into table and calculate offsets (offset link = www.offsetexamples.com)				
X	Email table info to CFO, CEO, and Clerk				
X	Recieve feedback and compile for regional distribution				
X	Add charts for planned versus actual				
X	Distribute to North, South, and Carribbean regions				
X	Recieve feedback and compile for regional review				
X	Setup regional review meetings (send calendar invites)				
X	Make adjustments from regional review meetings				
X	Enter new budget forecast into accounting software				

Process checklist should be uploaded to drive at the beginning of the month