

California Department of Food & Agriculture
Fairs & Expositions
2018 ANNUAL BUDGET

Budget Review Check Sheet

You can avoid some of the most common mistakes by double-checking the following:

- Actual 2016 figures agree exactly with the approved 2016 Statement of Operations
- Budgeted 2017 figures agree with the 2017 Budget
- Beginning reserve for Estimated 2017 agree exactly with the ending reserve on the approved 2016 Statement of Operations
- Beginning reserve for Proposed 2018 agree exactly with the ending reserve from the Estimated 2017 column
- Page 1 – Estimated 2017 and Proposed 2018 columns add and subtract correctly
- Page 2 – Estimated 2017 and Proposed 2018 columns add correctly and carry forward to page 1
- Pages 3-10 – Adds correctly and totals are carried forward to page 2
- Schedule 6 – Totals are carried forward correctly to salary accounts on pages 6-9
- Schedule 6 – SW portion carries forward to SW-2
- Schedule 6 – Includes a lump sum amount in Administrative, Maintenance, Exhibits and/or Satellite for possible overtime
- Schedule 6A – Projected year-end adjustment total is carried forward to page 6, Account #503
- Schedule 6B – Totals are carried forward correctly to salary accounts on page 6-9
- Schedule 6B – SW portion carries forward to SW-2
- Schedule 6C – Totals are carried forward correctly to professional services accounts on pages 6-9
- Schedule 7- PP&E January 1 Estimated 2017 matches PP&E Before Depreciation, Dec 31 on Schedule 7 from 2016
STOP
- Schedule 7- Accumulated Depreciation, Jan 1 matches Accumulated Depreciation, Dec 31 on Schedule 7 from 2016
STOP
- Schedule 7 – Estimated 2017 PP&E Before Depreciation, Dec 31 matches Proposed 2017 PP&E, Jan 1
- Schedule 7 – Estimated 2017 Accumulated Depreciation, Dec 31 matched Proposed 2017 Accumulated Depreciation, Jan 1
- Schedule 7 – Annual Depreciation Expense is carried forward to page 10
- Schedule 7 – Investment in Capital Assets is carried forward to page 1
- Schedules 8A & 8B – Do funds acquired (less deferred) match funds on Page 1
- SW-1 – Total revenue carried forward to page 4; total expenses carried forward to page 9
- SW-2 – Total Labor Costs and Total Employee Benefits amounts carried forward to SW-1
- MR – Total revenue carried forward to page 4; total expenses carried forward to page 9
- MRL – Total Labor Costs carried forward to MR
- Exhibit I - Does the Budget Variance Explanation have an explanation for all variances on page 11?
- Exhibit I – Budget Variance Explanation signed (as recommended by F&E)
- Financial Statements enclosed - Balance Sheet, Income Statement and Trial Balance