

CB ASSESSMENT CHECKLISTS



CHECKLIST #4: Analyzing Budgeted Costs

Step 1: Reflect

- ☐ **1:** Reflect on learning priorities
Reflect on the **learning objectives** of the assessment identified in Section 1 and determine the purpose of the budgeted cost analysis. What do you want to learn? How will that information be used?

Step 2: Understand financial context

- ☐ **2:** Meet with finance staff for budgeted cost understanding
Meet with your finance staff to **understand how salary and direct expense information is documented** and any variations or specific situations to understand when using that information. In some agencies, budget information may be captured in different ways by different departments or divisions. Ensure full understanding of any differences.

Step 3: Gather information

- ☐ **3a:** Determine budget time period that will be used for analysis
Based on that context, **determine the fiscal year or time period** you will use for salary and direct expense information analysis. Ideally, all data gathered will cover the same time period.
- ☐ **3b:** Collect budgeted cost and salary data
Collect information about direct expenses for capacity building as well as salary and benefit data for departments and staff within the same time period as the staff time study.

Step 4: Analyze

- ☐ **4:** Analyze and present data
Analyze data to document the **full cost of capacity building activities**. The staff time study will provide the percent of each person's salary and benefits that should be calculated as part of capacity building expenses. When presenting data, note the total budgeted costs for capacity building as well as the percent of the total agency or department's budget. For example, the full cost of capacity building could be \$1 million dollars and 10 percent of the agency's total budget.