

Category

Description	Responsible	Projected Hours to Complete	Current Hours Worked	Remaining Hours	Updated Monthly/To be Completed	Complete (Y/N)	2011	2012	2012	2012	2012	2012	2012
Steps							December	January	February	March	April	May	June
Sub - Steps													

Budget

Update Monthly Cash Flow													
1. Statement of Revenues and Expenditures	Name				UM								
A. Insert Cost to Date from Prolog	Name	0.5			UM								
B. Update Language on Sheet	Name	0.5			UM								
2. Monthly Fund Source Cash Flow Summary	Name				UM								
A. Reconcile with by Fund Expenditure Report from Luz	Name	1			UM								
B. Update Language on Sheet (i.e. Dates, Review Notes, etc.)	Name	0.5			UM								
3. Cash Flow Projection Forecasted Detail Breakdown	Name				UM								
A. Confirm Cost Projections are accurate for year	Name	1			UM								
B. Deduct Cost included in Prolog (Already Invoiced) from each Sub	Name	3			UM								

Budget

Explain how to set up Monthly Cash Flow Report to													
1. Reviewed with	Name	4			TBC								

Budget

Project All Potential Expenditures													
1. List all Subs/Vendors	Name	8			UM								
2. List All School/Projects	Name	4			UM								

Budget

Program Budget Distribution Sheet													
1. Reconcile Current Budget with Prolog Database	Name	4			UM								
2. Reconcile Original Budget with Prolog Database	Name	4			UM								
3. Review and Confirm Revenue Amounts	Name	4			UM								
A. State Matching Amounts - SAB CCI Increases	Name	4			UM								

Budget

Detail Budget Analysis - Update - Bayer													
1. Confirm Original Budget reconciles with Prolog Database Original Budget	Name	1			UM								
2. Confirm Committed Cost reconciles with Prolog Database Committed Cost	Name	1			UM								
3. Confirm Cost to Date reconciles with Prolog Database Cost to Date	Name	1			UM								
4. Confirm Cost to Complete reconciles with Prolog Database Cost to Complete	Name	1			UM								
5. Review and Confirm Forecasted Budget to Date items	Name	2			UM								
6. Review and Update Notes	Name	2			UM								

Budget

Detail Budget Analysis - Update - Ontario													
1. Confirm Original Budget reconciles with Prolog Database Original Budget	Luz	1			UM								
2. Confirm Committed Cost reconciles with Prolog Database Committed Cost	Luz	1			UM								
3. Confirm Cost to Date reconciles with Prolog Database Cost to Date	Luz	1			UM								
4. Confirm Cost to Complete reconciles with Prolog Database Cost to Complete	Luz	1			UM								
5. Review and Confirm Forecasted Budget to Date items	Garet	2			UM								
6. Review and Update Notes	Garet	2			UM								

Budget

Detail Budget Analysis - Update - Bell View													
1. Confirm Original Budget reconciles with Prolog Database Original Budget	Luz	1			UM								
2. Confirm Committed Cost reconciles with Prolog Database Committed Cost	Luz	1			UM								
3. Confirm Cost to Date reconciles with Prolog Database Cost to Date	Luz	1			UM								
4. Confirm Cost to Complete reconciles with Prolog Database Cost to Complete	Luz	1			UM								
5. Review and Confirm Forecasted Budget to Date items	Garet	2			UM								
6. Review and Update Notes	Garet	2			UM								

Budget

Detail Budget Analysis - Update - Newark													
1. Confirm Original Budget reconciles with Prolog Database Original Budget	Luz	1			UM								
2. Confirm Committed Cost reconciles with Prolog Database Committed Cost	Luz	1			UM								
3. Confirm Cost to Date reconciles with Prolog Database Cost to Date	Luz	1			UM								
4. Confirm Cost to Complete reconciles with Prolog Database Cost to Complete	Luz	1			UM								