AAFCPAs
great minds | great hearts

Budgeting Best Practices

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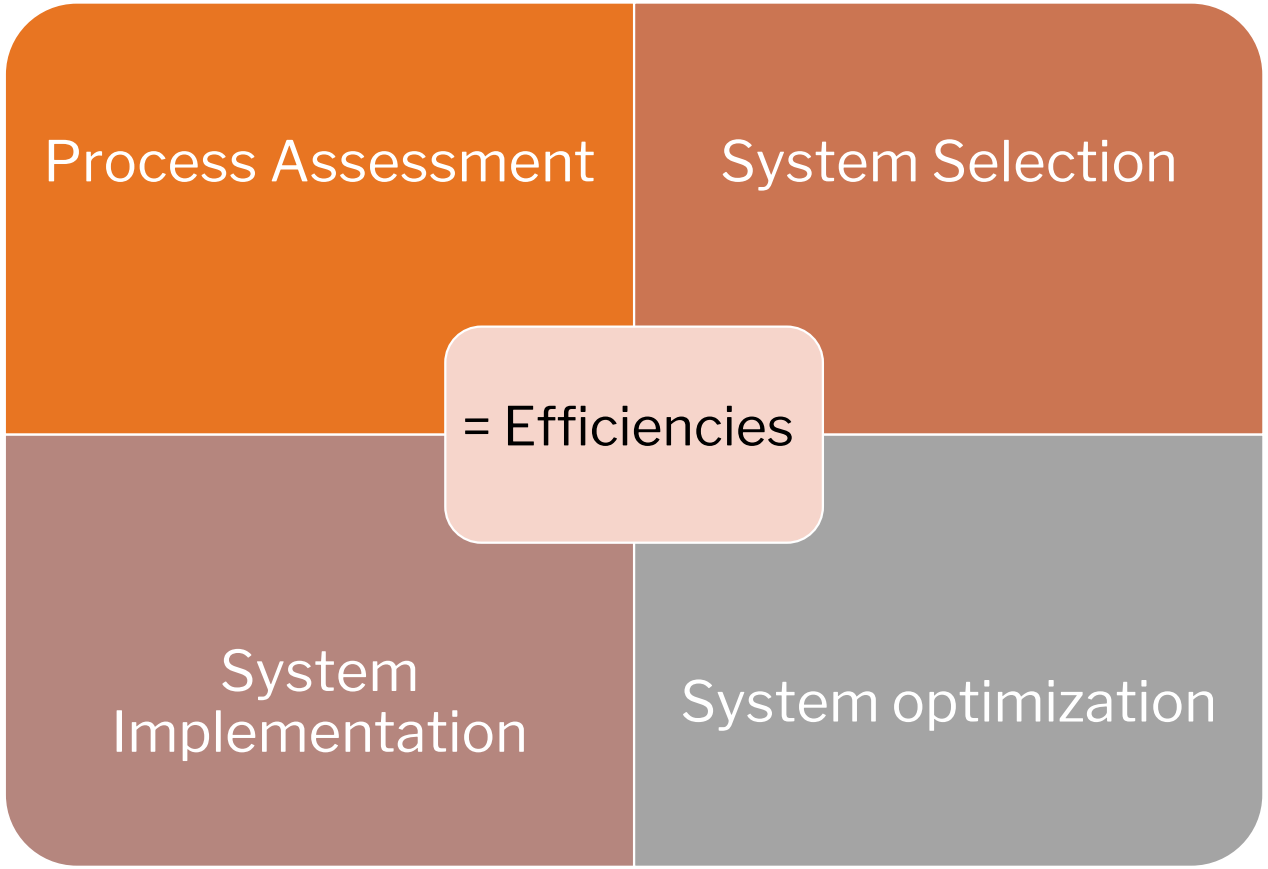
Helping clients find efficiency and effectiveness by applying best practices and technology



- Decades of experience
- Knowledge of major ERPs and applications
- Best practices and control frameworks
- Change management
- Vendor connections
- Industry trends

Budgeting is vital for success

Budget Process

Planning

Agree on goals

Set requirements
Determine approach

Creating

Establish assumptions

Draft budget

Approve budget

Monitoring

Transaction level and program level

Monthly rolling forecasts

“What if” scenarios and reforecasting

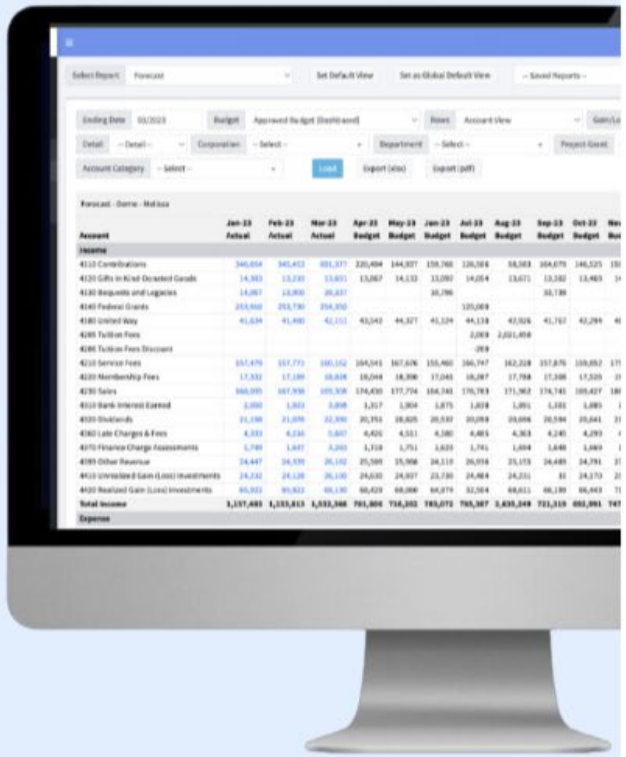
MARTUS
SMARTER BUDGETING & REPORTING

MARTUS

Make Budgeting, Reporting, and Forecasting a *Breeze*.

Get everyone out of spreadsheets and on the same page. Integrate with your ERP or accounting system for seamless collaboration, real-time insights, and faster decision-making—all in one place.

Martus integrates with over 20 accounting and ERP solutions for seamless budgeting and reporting. With automated nightly updates, our pre-built reports plus custom reports and dashboards provide real-time insights for better decision making. User permissions let you control who sees what, keeping data secure and accessible.



Collaborate Seamlessly

Collaborate with leadership for faster planning and flexible budgeting across all departments.

Report Effortlessly

Dashboards and custom reports provide real-time updates you can access anytime, anywhere.

Forecast Confidently

Plan ahead with multiple budget scenarios, budget-to-actuals reporting, and cash flow forecasting.

Planning

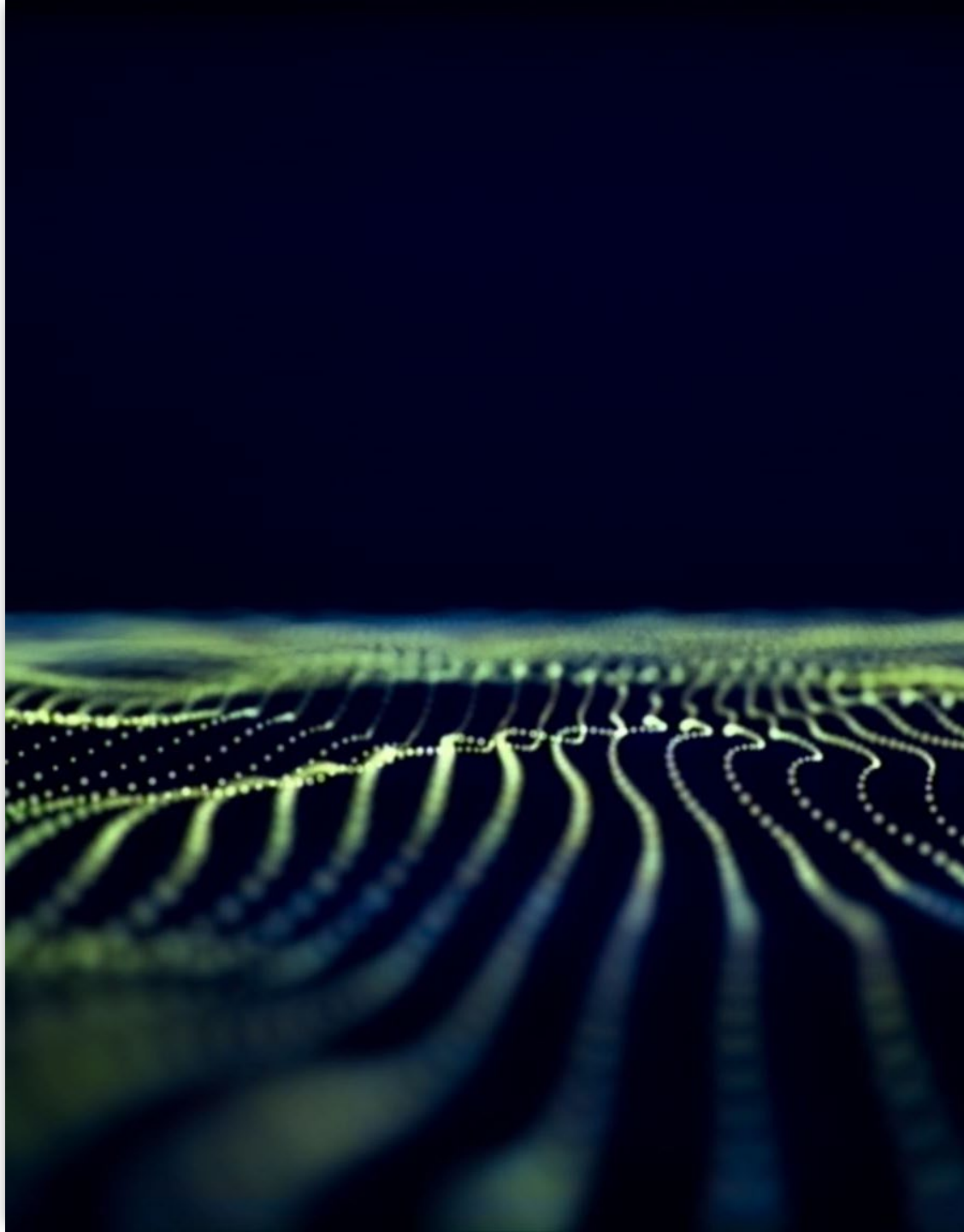
What do we want to get out of our budget?

More than numbers

Reflection of anticipated performance

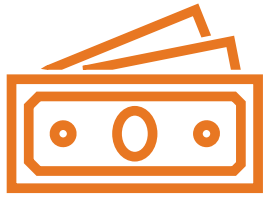
ORGANIZATION GOALS

CHANGE IN ACTIVITIES OR CLIMATE



Approaching the numbers

Expressing the goals through figures

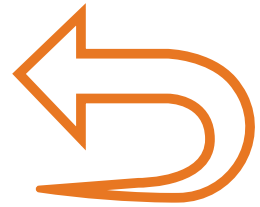


Method

- Overall budget dictated by departments, OR
- Departments are given a bottom line they need to achieve, OR

Goal

- Surplus
- Zero
- Deficit (capital expenditures)



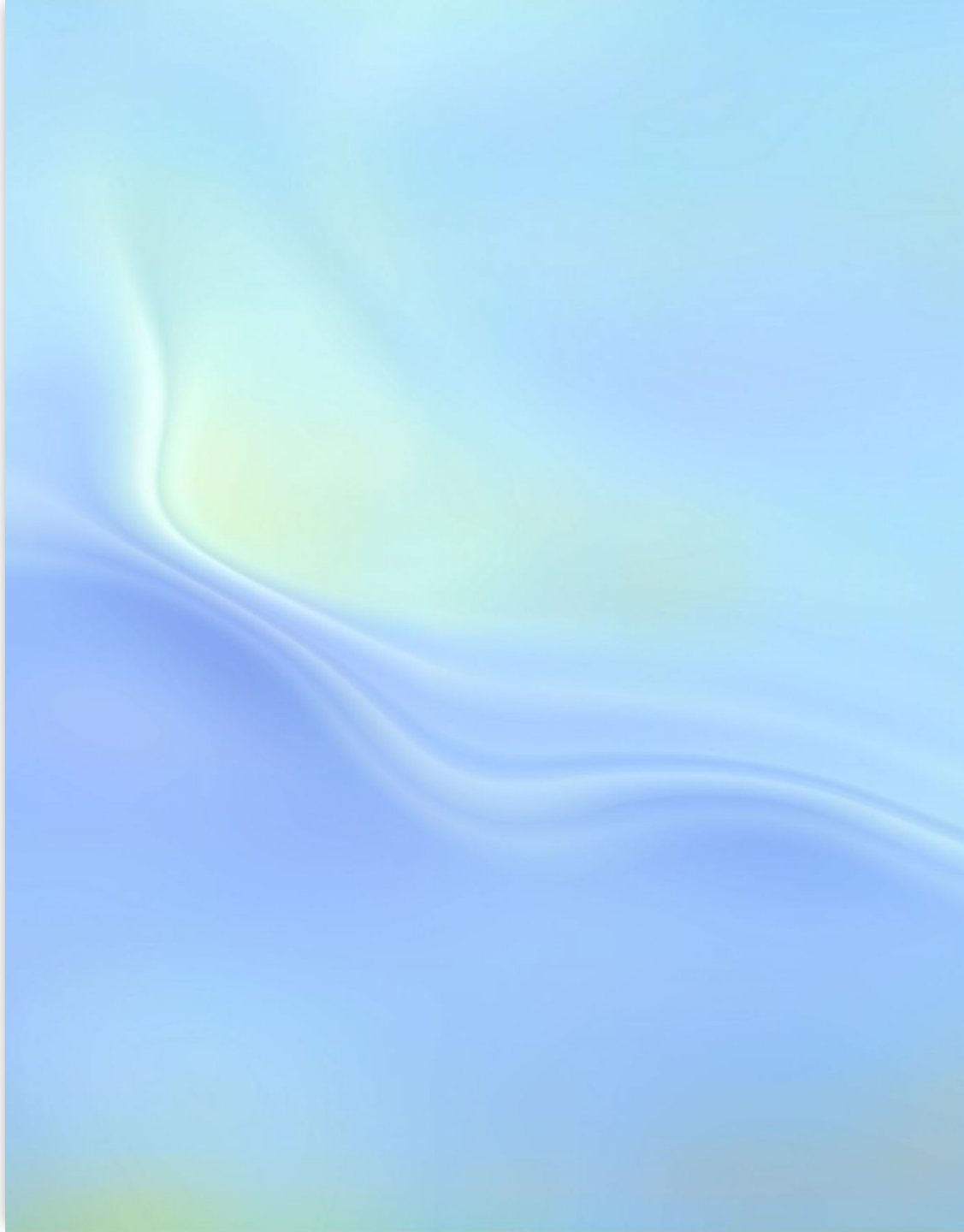
Historical data

- Consistencies
- Anomalies

Envision the process

How to approach the numbers

- Team member involvement
- Detail level
- Reporting needed
- Data Integration
- Timing
- Complexity of structure



Segmentation

- Take advantage of segments/dimensions
  - Grants
  - Projects
  - Customers/Vendors
- Consider:
  - Complexity and time involved
  - How to bring data in to budgeting tool
  - Willingness of budget owners to plan at additional levels

Creating

Making a robust budget easy

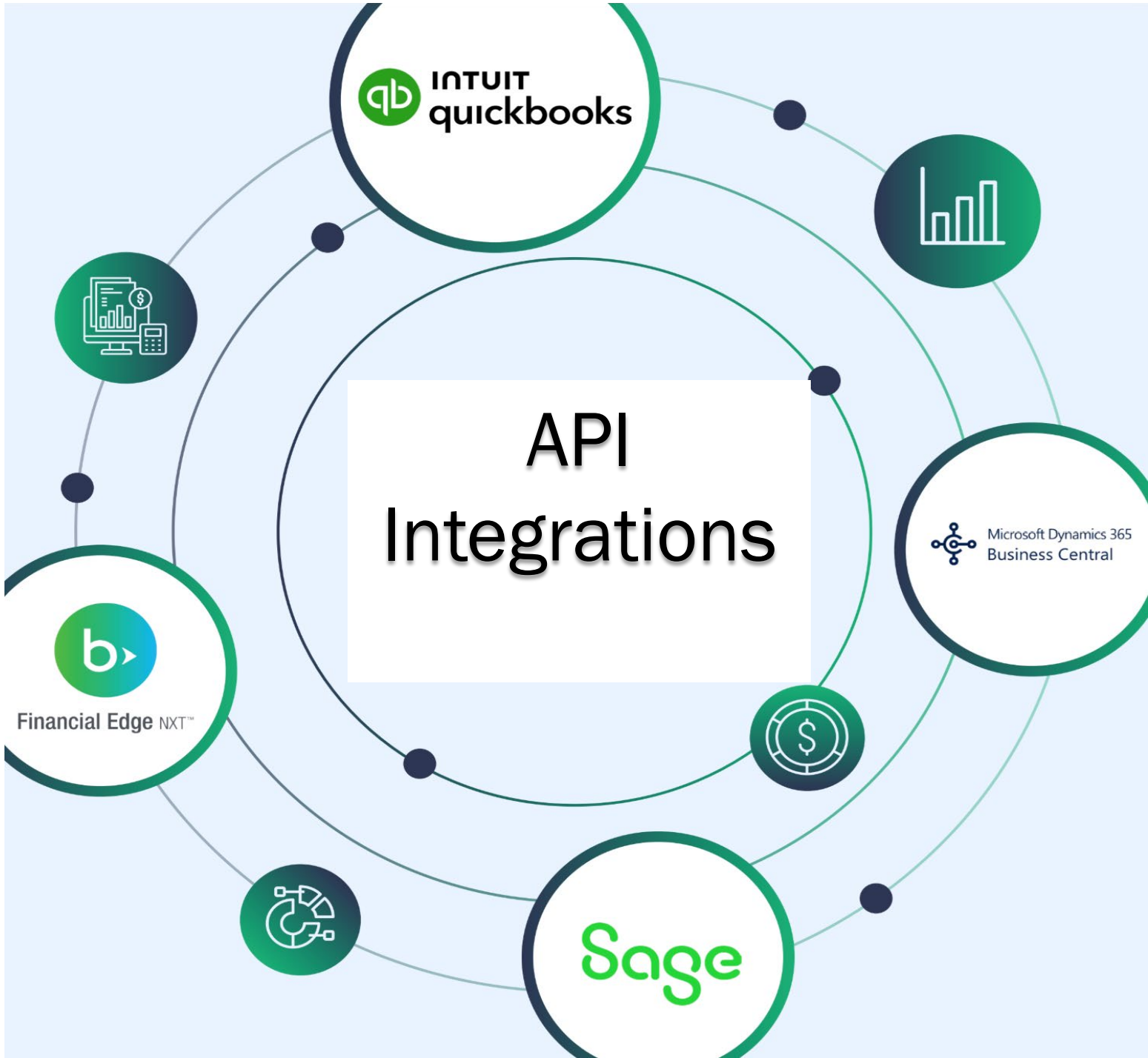
Key Activities

- Integrations
- Collaboration
- Modeling with drivers
- Personnel
- Scenario planning
- Documentation

Easy pre-built APIs with major ERPs for two-way plug and play scheduled or pushed data exchange

OR

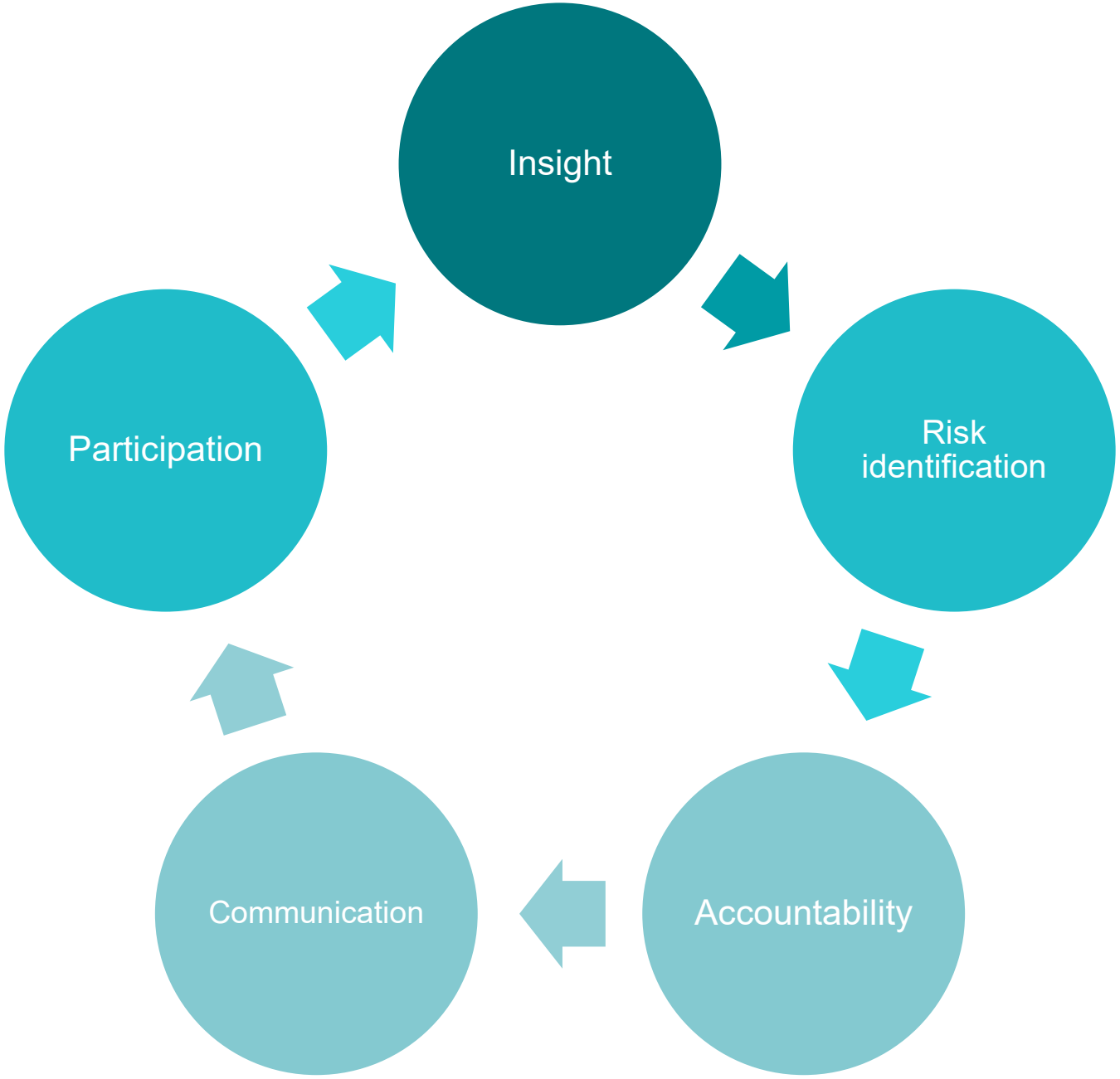
Minimal effort CSV export/import functionality for actuals updates as needed



Collaboration is Key

Who To Involve

- Leaders who should be held accountable to financials
- Contributors to significant spend or revenue generators
- Department heads
- Subject matter experts
- Project leads



Modeling

- Set up your drivers
  - •Revenue based – Number of beds or visits
  - •Expense based – Number of users or FTEs
- Audit trail to repeat year after year
- Puts reasoning behind your numbers that can be adjusted

Demo time

CONNECTING ACTUALS TO BUDGET TO SEE HISTORICAL DATA

SETTING UP BUDGET WORKSHEET

ASSIGNING WORKSHEETS TO COLLABORATE

USING DRIVERS

Personnel

Current Staff – Mapped By Individual or Position

New Hires

Turnover

Raises

Benefits

Alloca-tions

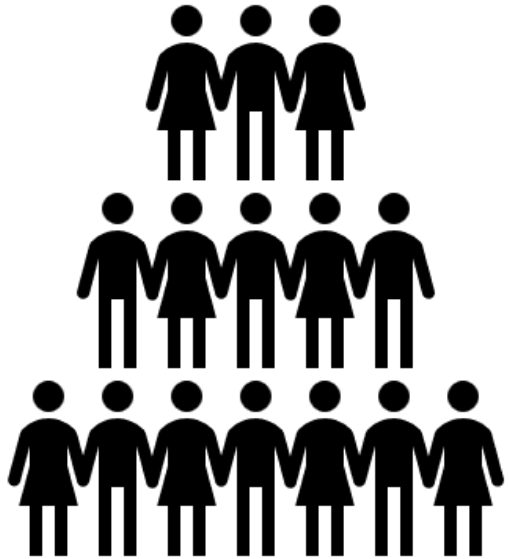
Cost of Living

Promo-tions

Change in Status

Change in Matches

Vestment



Scenario planning

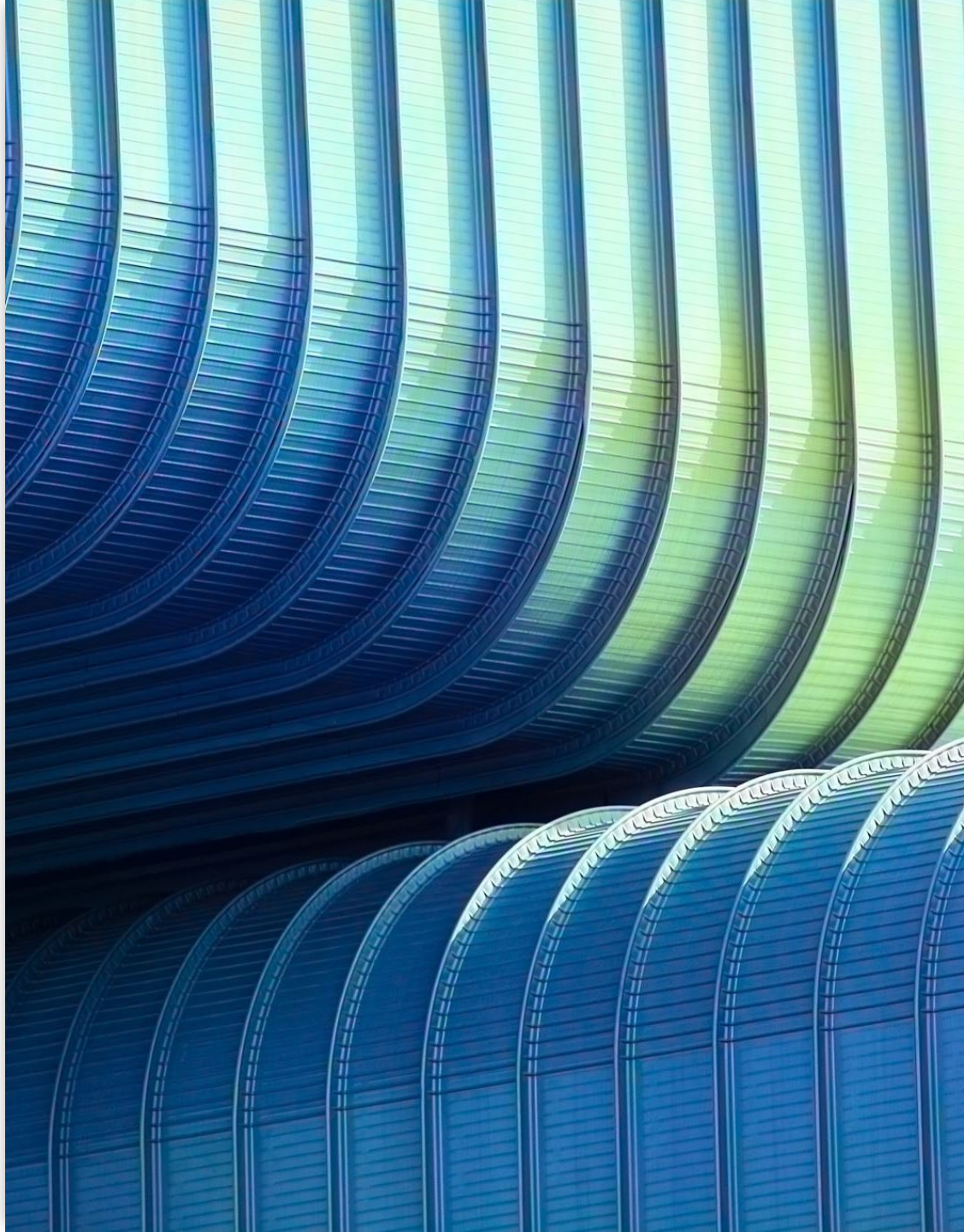
“What if” Scenarios:
Evaluating potential outcomes

Challenge your assumptions

Probability levels

Conservative vs. Best Case

Organization changes/impacts



Document

Year to year creation

- Remember your assumptions
  - Drivers
  - Model
  - Goals
- Be consistent with your approach
  - Participants
  - Timing
  - Level

Demo time

PERSONNEL AND ALLOCATIONS

SCENARIO PLANNING AND WHAT IFS

DOCUMENTATION

Monitoring
The budget in operation

It’s Alive!

Forecasting

Monthly forecasting based on rolling actuals

Reforecast based on significant events

Monitoring

Regular meetings with budget owners to identify deviations that warrant a response

Dashboarding tools to help transactional monitoring

Reporting

What are you looking for?

What are program directors looking for?

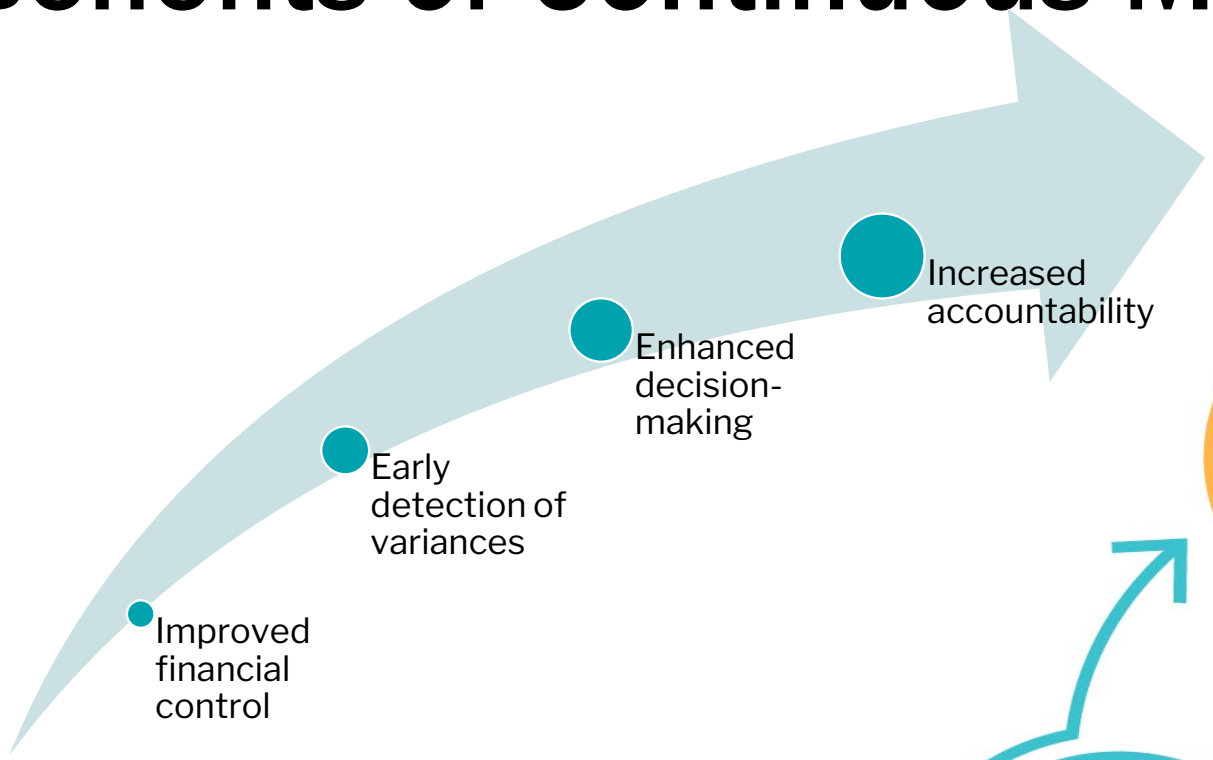
What is board looking for?

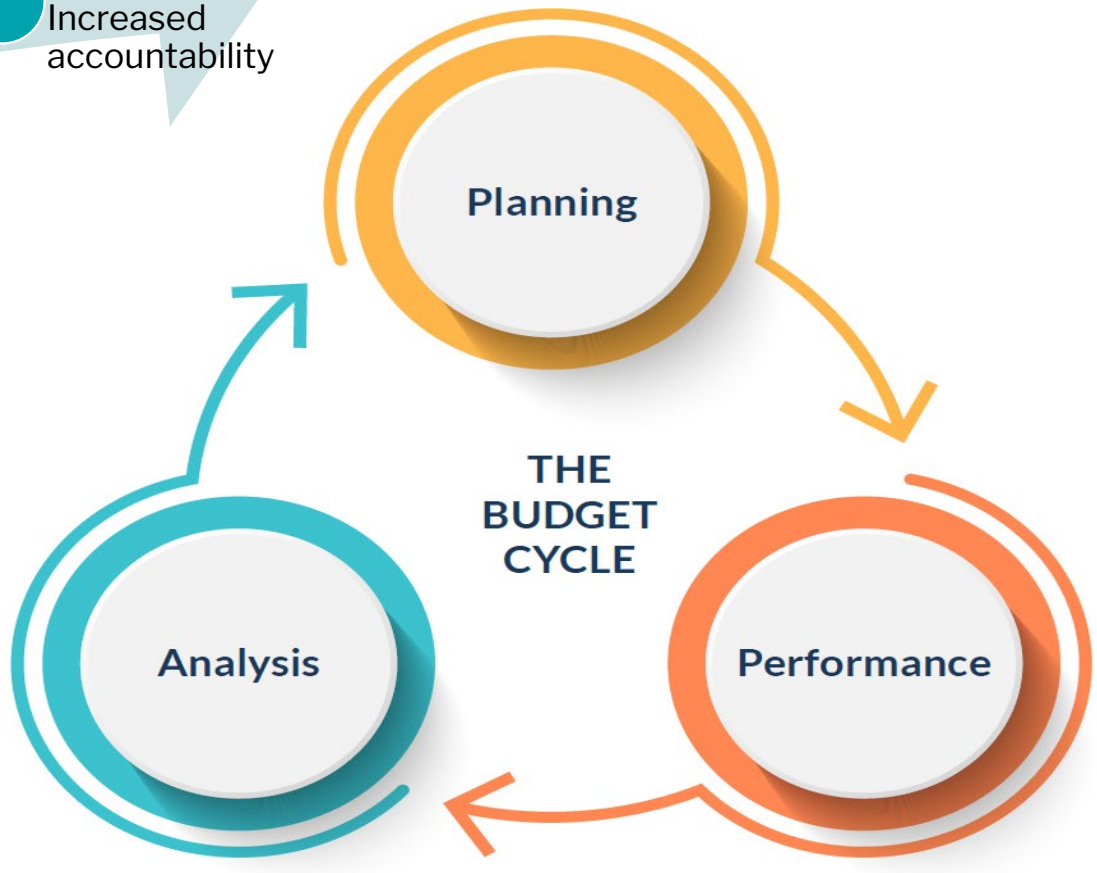
Demo time

Reporting

Dashboards

Benefits of Continuous Monitoring





Your successful budget.

Practical Outcomes:

Easier Budgeting + Better Collaboration

Faster Reporting + Increased Data Accuracy

Improved Forecasting

Better Insights

Faster Decision Making

Emotional Transformation:

From Feeling Overwhelmed to Empowered

Vision of Success:

Frictionless Budgeting

Team Aligned

Clear Path to Reach Goals

Questions?