

The Budget|BFF Weekly Budget Workflow

Checklist



GATHER

- Get a cup of coffee {obv.}
- Gather up ALL mail and receipts
- Go through mail and email using "do, delegate, delete" method



RECORD

- Enter Receipts in Account Ledger{s}
- Enter Transactions in Variable Expense Tracker and/or Credit Card Transaction Tracker
- File, trash or shred receipts
- Confirm posted transactions
- Enter Income in Weekly Income Tracker and/or Account Ledger{s}



TRANSFER

- Transfer amounts designated accounts as necessary and record in Weekly Income + Savings Tracker
- Enter Transfers in Account Ledger{s}



The Budget|BFF Weekly Budget Workflow

Checklist



PAY

- Pay all bills that are due between now and next payday and record in Account Ledger{s}
- Record all Automatic payments that will be coming out between now and next payday in Account Ledger{s}



FORECAST

- Forecast budget out 1 month using Projection Worksheet



MONITOR

- Review Monthly Spending Plan Dashboard and update as needed
- Review savings accounts and sinking funds

