



Federal Programs Budget Meeting Guiding Questions



These questions should guide your budget committee meetings each month. Responses should be part of the meeting minutes.

1. What were the monthly expenditures?
2. What purchases have been received this month?
3. Have we verified receipt of all items purchased by checking each item on the purchase order(s)?
4. Have we signed the purchase order(s) of items received and uploaded the purchased order into respective folders documented as received?
5. Do we have any outstanding purchases we have not received to this point?
6. Has the vendor been contacted for items not received? **Please Note:** *Vendors should be contacted if items are not received within 30 days. Send them a copy of the approved purchase order.*
7. Did we place a copy of the approved purchase order in the Title I evidence box, after receipt of all items?
8. What is the Title I balance?
9. What % of funds have been expended to this point?
10. What are we purchasing for next month?
11. Next Steps