

Sales Budget – Planning Checklist

Ok	Sales Budget Planning Tasks	Assigned To	Due Date
<input type="checkbox"/>	Have last year's Profit and Loss statement available. Last year's actual sales will help you forecast your sales budget.		
<input type="checkbox"/>	Divide your sales budget into divisions . For example: <ul style="list-style-type: none"> ▪ Design/Build ▪ Grounds Maintenance ▪ Snow & Ice ▪ Lighting ▪ Irrigation <p>Note: If you only provide one type of service, you can skip this step. If you provide multiple services, try not to create more than 5 divisions.</p>		
<input type="checkbox"/>	Consider the impact that market factors will have on your forecasts. <p>Note: You can find a list of possible market factors in LMN's Document Library under Management Operating Budget Sales Budget.</p>		
<input type="checkbox"/>	Have your business plan available. Consider the impact your plans will have on your sales budget. For example: <ul style="list-style-type: none"> ▪ Increasing/decreasing sales goals ▪ Adding or stopping certain services ▪ Adding new equipment ▪ Adding more labor ▪ Increasing your profit 		