

[Enter your Company Name]

## Business Planning Timetable – [Enter year] Plans

task	who	details	time	deadline
Individual sales Planning	[Enter initials of Team Leader]	Hand out templates/explain and start sales planning 1 <sup>st</sup> draft sales to be discussed with xx Confirm to xx FINAL sales draft with TOTAL sales		
Sales, Margin and Product Planning	xx	Split sales by key product group as a summary sheet, using the individual account plans		
Inform Factories of Inter-company purchases	xx xx	Send xx and xx our expected purchases for [enter year] To confirm back to xx understanding and agreement of inter-company purchases		
Overheads	xx	To produce overhead budget, including Salaries, fixed Assets, overhead owners, travel budget, marketing etc		
1st Draft P&L from ALL group members	Accountants	1 <sup>st</sup> Draft P&L to xx, 1 <sup>st</sup> Draft Cap Exp to xx		
Consolidation	xx	To review and consolidate 1 <sup>st</sup> draft budgets		
Board review	Board	Board to review 1 <sup>st</sup> Draft give out notes and amendments Back to accountants for final P&L <ul style="list-style-type: none"> <li>• Board to reply back to accountants with any amendments</li> <li>• Including approval for CAPEX</li> </ul>		
Final and Completed Budget	Accountants	Final Draft to Head Office		

