

COMPANION WORKSHEET PACK

Budget Forecasting Methods

A Budget Never Revised Is Fiction That Gets Funded

9 Worksheets · 3 Categories · A4 Print-Ready

High-Volume · Niche-Search · Specific-Case

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PART 1

High-Volume Worksheets

Universal worksheets — what most operators reach for daily or weekly. Run these on a regular cadence regardless of business size or stage.

PART 2

Niche-Search Worksheets

Rare-situation worksheets — high value when the situation hits. Run these only when the trigger appears, but keep them findable.

PART 3

Specific-Case Worksheets

Pre-framed scenarios — each worksheet walks you through a single, concrete situation. Read the scenario, then fill in your version of it.

Windfall Allocation When Cash Increases 25 Percent Above Budget

Scenario: An unexpected contract payment, a favorable tax ruling, or a large bulk order has landed 25 percent more cash into the business than your current-month budget anticipated. The windfall is confirmed and in the bank account. This worksheet is for allocating it deliberately rather than letting it absorb into general operating spend.

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ALLOCATION CATEGORY	PROPOSED AMOUNT (USD)	RATIONALE (ONE SENTENCE)	REVERSIBILITY IF CONDITIONS CHANGE

1. Before allocating any of the windfall: is there a recurring cost category that has been underfunded for the past three months — not because it was discretionary, but because cash was tight? Underfunded recurring costs should be the first allocation, ahead of new spending. Write those categories and their deferred amounts before touching this worksheet.

2. Identify the portion of the windfall that represents genuinely one-time cash versus an indication that a budget assumption was wrong. If the source of the windfall suggests the revenue assumption in the budget was too conservative, the rolling forecast needs to be updated — the windfall is information, not just money.

3. For any allocation to a new category not in the current budget: state the exit condition. If you allocate USD X to a pilot marketing channel, what result by what date would cause you to stop? Write the exit condition at the time of allocation, not after the money has been spent.

Re-Baselining When a New Product Line Launches Mid-Year

Scenario: A new product line or service offering launches in month five or six of the fiscal year — later than originally planned, or with different unit economics than the original budget assumed. The existing annual budget does not reflect the costs or revenue trajectory of the new line. This worksheet is for building a mid-year re-baseline that covers the remaining months without abandoning the original annual commitment.

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