

## Budgeting and Financial Planning Process Checklist

	RESPONSIBLE	ACTIVITY	COMPLETE
Maintain financial rigor and oversight	PEO	Establish relevant fiscal authorities to support ELCM	
Provide fiscal validation	PEO	Verify that finalized VISN and facility SEPGs and EERs have received sign-off from relevant finance authorities	
	VISN Finance	Participate in VISN Equipment Committee reviews of aggregated VISN SEPG	
	VISN Finance, VAMC Finance	Vet equipment funding plans to ensure adequate allowances made for acquisition, installation and ongoing life cycle costs	
	VISN Finance, VAMC Finance	Provide financial analysis to inform lease vs. buy (or alternate mechanisms) decisions for high-cost, high-tech acquisitions	
	VAMC Finance	Participate in VAMC Equipment Committee reviews of SEPG plan items	
Obtain approvals	PEO	Verify that finalized VISN and Facility SEPGs and EERs have received sign-off from relevant VISN and facility executive leaders	
	VAMC Director/Executive Leadership	Verify that VAMC Equipment Committee review is complete	

	RESPONSIBLE	ACTIVITY	COMPLETE
Obtain approvals	VAMC Director/Executive Leadership	Provide final sign-off on VAMC SEPG	
	VISN Executive Leadership Team	Verify that VISN Equipment Committee review is complete	
	VISN Executive Leadership Team	Provide final sign-off on aggregated VISN SEPG for plan items >\$100K in value	
	VISN Executive Leadership Team, VISN Finance, VAMC Director/Executive Leadership	Provide signoff on emergency funding for EERs> \$100K in value not accounted for within SEPG	
Track & report	PEO	Communicate enterprise-wide funding needs, based on annual SEPG data, to relevant VHA leaders	
	PEO	Update equipment costs in NEC as they evolve	
	VISN Finance	Track VISN spend to provide financial analysis and facilitate required reporting	
	VISN Finance	Oversee VISN savings tracking effort to facilitate reinvestment at relevant VHA facilities	
	VAMC Finance	Oversee facility savings tracking effort	
	VISN Finance	Ensure charge back to facility or VISN accounts is effective and accurate	

	RESPONSIBLE	ACTIVITY	COMPLETE
Track & report	VAMC Finance	Ensure charge back to facility accounts is effective and accurate	
	VAMC Logistics	Coordinate with VAMC Finance/CFO to ensure obligated funds are spent in a timely manner	
	VAMC Engineering & FMS	Tracks facility's indirect spend (e.g., on hammers, tools, etc.)	
	VAMC Finance	Provide VISN and PEO with periodic spend reports to facilitate spend analysis and savings tracking	
	PEO	Provide periodic progress reports on equipment-related spend Performance Metrics	