

Monthly process to review 2i2c's accounting and update budget projections

Each month, the following actions occur:

1. **CS&S** issues a new monthly financial report.
2. **CS&S** updates [this spend analysis table](#).
3. **2i2c** follows the process described below to update our runway projections.

Sources of Data


- [The monthly accounting statements from CS&S folder](#) will have the latest accounting statement from CS&S.
- [The budget projections google sheet](#) is the model we use to make projections.
- [The 2i2c Spend Analysis sheet](#) has information about our cash on hand and remaining revenue in contracts.

Step 1: Confirm accounting transactions are correct

Our first step is to confirm that the accounting transactions logged in the last month look correct.

Go to the [Financial Statements folder](#) and find the latest statement. Then go to the **Account Transactions** tab, filter by the date of the latest month, and sort by “amount” to look at the biggest transactions first.

Here's a video to show you the process:

 [**Watch this video for an example of how to filter and sort for the latest transactions.**](#)

Things to look for

- Amounts seem unusually high

- Description doesn't match any known 2i2c people or contracts
- Transaction looks like it belongs to a different FSP
- Transaction does not have the right category

Step 2: Update 2i2c's budget projections

To update our budget projections, we need three pieces of revenue information:

1. The cash we have on hand.
2. The revenue we anticipate from active contracts.
3. The expected revenue from potential sales.

Currently, we only take (1) and (2) into consideration for our runway projections. The video below shows how to find them and update them.



[This video shows how to update the model](#)