

ARE YOU ASKING THE RIGHT QUESTIONS?

A well thought out IT operating budget allows for the best use of limited resources and focuses on the goals and objectives of the organization. Check the boxes as you review!



<ul style="list-style-type: none"> • Internet connections need to be evaluated - Are you getting the most value for your money? Are there any additional charges that you might not be aware of? 	
<ul style="list-style-type: none"> • Review your telephone service - Too many times prices increase, without you being aware! Are you paying for too many lines or additions? Are you paying for taxes that you shouldn't be? 	
<ul style="list-style-type: none"> • Data circuits & Paid VPNs must be reviewed - Are you actually using those circuits? Can they be replaced with newer technology with a lower cost? 	
<ul style="list-style-type: none"> • Assess Website and Domain charges - These annual and semiannual renewals keep your website maintained and your domain name yours. Invoices should only come from trusted partners! Scams wanting you to pay for renewals through another party can lead to loss of control over your domain and websites. 	
<ul style="list-style-type: none"> • Managed Print Service Contracts - Can be hit or miss on what you need. Printing can be minimized to lower operational costs and even faxing costs can be greatly reduced. 	
<ul style="list-style-type: none"> • Critical systems need to be covered 24/7 - You need to budget for 24/7 response service for critical systems that coincide with your technology road map schedule. Noncritical systems can be deferred. 	
<ul style="list-style-type: none"> • Review your service contracts - Verify you are getting the proper service outlined in your agreements! Should there be other services included, or are those additional costs that you can't budget for? 	
<ul style="list-style-type: none"> • Audit User Subscriptions like Microsoft and Google - Make sure you are not paying for users' seats or technology that you don't use anymore. 	
<ul style="list-style-type: none"> • Cyber Liability Insurance must be budgeted for - In the case of a breach or other cyberattack, this insurance coverage can be paramount to your recovery! 	
<ul style="list-style-type: none"> • Review Marketing Subscriptions - Utilities like Survey Monkey, Constant Contact, Mail Chimp, and HubSpot tend to creep up in costs when contact data bases are not kept current. 	
<ul style="list-style-type: none"> • Analyze training portals & subscriptions - Make sure they are still being utilized and user's information is up to date. Get rid of any that you don't use or no longer make sense! 	
<ul style="list-style-type: none"> • Look at subscriptions and services for grant funding & programs - Are they properly aligned with your mission and goals? Make sure they flow into the right chart of accounts for proper allocation of funding. 	
<ul style="list-style-type: none"> • Review accounts payable processes for fake invoices - Too many times a fake invoice gets paid, even if no one knows what the invoice is for! Invoices need to be assessed against your budget for verification. 	
<ul style="list-style-type: none"> • Have a technology replacement schedule - This helps forecast capital expenses for the programs you support while keeping you operational with less downtime! 	
<ul style="list-style-type: none"> • Consider fixed fee monthly IT services - These agreements ease the burden created by the ebb and flow of repair and support costs. Knowing how much your organization will spend to support your employees makes life easier for your financial team, executive team, and your governing board. 	