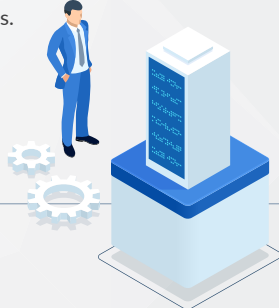


A well-defined IT budget can be a roadmap to your IT strategy. IT budgets are created not only to secure funds from your C-level executives but to also help you identify and execute crucial IT initiatives for your organization.

If you are like most IT leaders that aim to reduce their IT operational costs and do more with less, then you need to plan and implement a smart budgeting strategy for your business.

To help you create an annual IT budget more easily, we've put together a checklist that not only caters specifically to your IT needs but, on implementation, also helps you maximize the benefits of your IT investments.

| <p>1. Categorize your costs</p> <p>It is important to know where you are spending money and how much. One of the most effective ways to do this is by categorizing your expenses.</p> | | <p>A FEW CATEGORIES YOU CAN SPLIT YOUR EXPENSES INTO ARE:</p> <ul style="list-style-type: none"> IT Infrastructure <ul style="list-style-type: none"> Hardware <ul style="list-style-type: none"> Servers Desktops Laptops Printers Network Devices Telecom Software SaaS Subscriptions Support New initiatives – Add any components related to handling any new IT project under this. Recurring costs – These are regular, everyday or periodic operational costs. Salary – IT skill and resource costs. Depreciable vs. non-depreciable assets – Work with the accounting/finance team to categorize these. |
|--|--|--|
| <p>2. Consider IT security and disaster recovery risks</p> <p>All organizations are likely to face cybersecurity risks regardless of size and industry. That is why your company's investment in IT security should be in line with its business needs.</p> | | <ul style="list-style-type: none"> Budget for cost-effective data centers such as colocation centers. Colocation involves installing your servers in a professionally managed data center rather than on your own premises. Budget for backup and disaster recovery hardware, software and services.  |
| <p>3. Move from CapEx to OpEx</p> | | <p>CapEx, or capital expenditure, generally involves large upfront costs while OpEx, or operating expenditure, aligns with a flexible, pay-as-you-go model.</p> <p>To cut upfront software licensing costs, it is advisable to move to the OpEx spending model, embrace SaaS applications and migrate to cloud services.</p> |



| | | |
|--|--|--|
| 4. Budget for long-term work from home | | Remote work is here to stay, at least for a while. Companies should set aside costs for work-from-home equipment such as laptops, VPN software and equipment, and remote monitoring and management (RMM) software. |
| 5. Set up a budget calendar that shows when expenses will occur | | This could be set up monthly or quarterly. A budget calendar will help you forecast your expenses and balances so you know when those expenses will hit your budget. |
| 6. Track recurring costs | | <p>The following costs should be tracked regularly:</p> <ul style="list-style-type: none"> ➤ Annual software maintenance and subscription costs ➤ Biannual equipment support costs ➤ Monthly subscriptions |
| 7. Track lead times for renewals | | Set alerts 60 or 90 days ahead of contract renewal dates. This gives your team time to assess alternatives. This is especially useful for contracts that auto-renew. |
| 8. Track new hire costs by department | | <p>Calculate and track the average amount of money spent on a new hire by calculating expenses on:</p> <ul style="list-style-type: none"> ➤ Hardware (PC, laptop, cellphone, etc.) ➤ Software and SaaS licenses ➤ Telecom costs |
| 9. Don't forget to include taxes | | Calculate taxes, tax remittances and any other associated costs. |
| 10. Prioritize budget items and always have an emergency budget in place | | <ul style="list-style-type: none"> ➤ Prioritization is critical since you will often have to cut some items from your budget. ➤ Optimize your spending by moving to cost-effective solutions. Use more efficient IT management tools that save time and increase the endpoint-to-technician ratio. ➤ Use the SMB ROI calculator to see how much you could save with a comprehensive IT management platform. |



REQUEST A [DEMO OF KASEYA VSA](#) OR START A [FREE 14-DAY TRIAL TODAY!](#)

About Kaseya

Kaseya® is the leading provider of complete IT infrastructure management solutions for managed service providers (MSPs) and internal IT organizations. Through its open platform and customer-centric approach, Kaseya delivers best in breed technologies that allow organizations to efficiently manage, secure, automate and backup IT. Kaseya IT Complete is the most comprehensive, integrated IT management platform comprised of industry leading solutions from Kaseya, Unitrends, Rapidfire Tools, Spanning Cloud Apps, IT Glue and ID Agent. The platform empowers businesses to: command all of IT centrally; easily manage remote and distributed environments; simplify backup and disaster recovery; safeguard against cybersecurity attacks; effectively manage compliance and network assets; streamline IT documentation; and automate across IT management functions. Headquartered in Dublin, Ireland, Kaseya is privately held with a presence in over 20 countries. To learn more, visit www.kaseya.com.

©2021 Kaseya Limited. All rights reserved. Kaseya and the Kaseya logo are among the trademarks or registered trademarks owned by or licensed to Kaseya Limited. All other trademarks are the property of their respective owners.

