

Analysed Cash Book

- **Reasons for monitoring overheads**
 - To allow comparison between budgeted and actual overheads.
 - To ensure that a business lives within its means
 - To identify the main overheads and make changes where necessary
- **Ways a business can monitor overheads**
 - Set targets/budgets for each overhead
 - Record actual overheads
 - Compare Actual overheads with targets/budgets set