

SECTION VIII--COUNTY HIGHWAY DEPARTMENT

Project Budgets:

The costs of similar operations as reflected by cost records are important in preparing estimates of the cost of proposed current and future construction programs. Accurate estimates of the cost of proposed work are a necessity if funds are to be allocated to the best advantage and avoid serious over and under runs. For these reasons, the budget can be one of the important tools of management. It can be used as an advance estimate of the cost of operations as well as a measure of progress made in operations. Estimates of proposed construction projects should be formally prepared on a Project Budget Worksheet as shown in Appendix F.