



SESSION 4

Questions about Costs that Professional Advisors Should be Asked Periodically

- 1. Are the actual costs the institute has incurred so far in line with your estimate of costs through this time?
- 2. What are the main causes for actual costs that are either greater than or less than those estimated through this time?
- 3. Have there been any surprises that affect costs?
- 4. Are there any patterns or trends regarding professional advisor costs to date we should know about?
- 5. Do you still anticipate that you will provide all agreed-upon services at the agreed-upon amount?
- 6. Are professional services hours in line with your original estimate?
- 7. Is the mix of hours among professional services staff as planned and anticipated?
- 8. Have hourly billing rates changed since professional services were initiated?
- 9. Are out-of-pocket expenses in line with the planned amount?
- 10. What work can be shifted away from you and to the religious institute if costs are in excess of those planned?
- 11. What remaining tasks can be pared back or eliminated without affecting the overall quality of the professional services being provided?
- 12. Is there anything on the horizon that you think might affect professional services fees or expenses?

