As you arrive…

List the most pressing issues that confront you while you manage your CNCS budget.
Budget Management
Content is based on...

- Federal laws and rules
- CNCS regulations
- CNCS grant terms and conditions
- GAAP
Session Objectives

• Expand knowledge and skills

• Enhance current practices
Budget Function

- Financial blueprint
- Promotes compliance
- Part of contractual obligation
- Measures match
- Monitors budget to actuals
Effective Budget Management

Pre Award
- Determine needs
- Set goals, objectives, and strategies
- Translate to dollars
- Submit budget

Post Award
- Establish budget control process
- Monitor expenditures
- Modify, when necessary
Budgets

- Realistic
- Consistent
- Flexible
Establish Budget Control Process

- Notice of Grant Award
- Financial policies and procedures
- Program-Fiscal Reviews

Determine needs
Set goals
Translate to dollars
Submit budget
Establish controls
Monitor expenditures
Modify
Monitor Expenses

- Approvals
- Unbudgeted costs
- Over- / under-spending
- Unallowable costs

Determine needs
Set goals
Translate to dollars
Submit budget
Establish controls
Monitor expenditures
Modify
## Joint Monitoring of Expenses

<table>
<thead>
<tr>
<th>Proposed Expense</th>
<th>Allowable?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Advertising for the project’s Program Coordinator</td>
<td></td>
</tr>
<tr>
<td>Fundraising consultant fees</td>
<td></td>
</tr>
<tr>
<td>Annual financial statement audit</td>
<td></td>
</tr>
<tr>
<td>Membership in Lobbying Association for Tutors</td>
<td></td>
</tr>
<tr>
<td>Permits for new headquarters construction, scheduled to break ground next year</td>
<td></td>
</tr>
<tr>
<td>New computers for all employees</td>
<td></td>
</tr>
<tr>
<td>Alcoholic beverages during a recognition event</td>
<td></td>
</tr>
</tbody>
</table>
Modify When Necessary

- Prior approval required?
- Document approvals

Determine needs
Set goals
Translate to dollars
Submit budget
Establish controls
Monitor expenditures

Modify
As You Arrived...

• What were your most pressing budget management issues?

• How will you address them?
  – Beginning NOW!