
MWR MANAGERS' OPERATIONS GUIDE

MANAGE BUDGET/FUNDS OVERVIEW

WHAT THESE TASKS DO

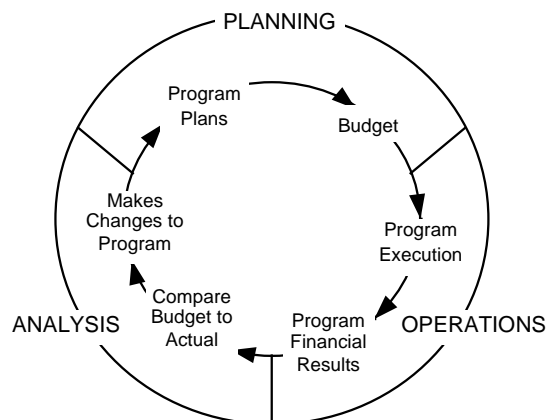
Planning your Program's activities, events, products, and services, and ensuring routine maintenance and inspection of your facilities, machinery, tools, vehicles, and equipment is the basis of successful Program operations and excellent customer/patron service.

But, you must have an effective and efficient budgeting and execution process to execute these Program plans.

You should be *pro-active* by projecting your income and expenses, staying abreast of your cash position or available funds, and by using your resources in a timely and cost effective manner to minimize problems, be prepared for contingencies, and to meet your Program plans, goals and, objectives.

This juggling act requires that you apply your financial analysis skills to monitor Program results and to make the frequent Program adjustments needed to execute your Program plans, goals and, objectives.

The illustration below depicts a typical management cycle of plan, do, check, and act. The financial tasks principally focus on the plan and check portion of the cycle.



By doing the following tasks, you will help yourself proactively manage your resources:

Assess Competition

Prepare NAF Budget Projections

Prepare APF Budget Input

Monitor NAF & APF Budget Execution

Analyze AIMS Financial Statements

Evaluate Current Fees, Prices, and Charges

Establish Break-even Point (BEP)

Cash Handling Procedures (available in classroom and OJT delivery)

- Manage Change Fund
- Control Cash and Receipts
- Close Out Daily Transactions
- Manager Petty Cash Fund
- Surprise Cash Count