

SESSION TITLE:**"The Budget Act: Juggling the Bottom Line" – 90 min.****Session: (Coordinator: Jenny Haruyama/Gitta Ungvari)****SESSION PURPOSE AND DESIRED OUTCOMES**

This session will discuss the fundamentals of budget analysis basics, including budget roles and process; accounting principles; long-term financial planning, basic budget monitoring, and best practices for effective budgeting. Session outcomes include:

- Understand budget roles and process
- Familiarity with basic accounting principles
- Understand the relationship between the operating and capital budgets
- Differentiate between various types of governmental funds
- Understand the basis of budget monitoring
- Familiarity with long-term financial planning principles
- Awareness of best practices in budgeting

Session Outline

1. The Budget: Why does it matter? Why is it needed?
2. Governmental Accounting: What do I really need to understand?
 - Key accounting principles and funds
 - Relationship between Operating and CIP
3. Financial Forecasting: Why do I need a long-term finance plan?
 - Forecasting Assumptions
 - Revenue/Expenditure Projections
4. Budget Monitoring: What should I be tracking?
5. Budget Balancing Strategies: What can help me be effective?

Session will include an opening skit (involving juggling of all things), lecture/Q&A, with a possible interactive component, yet to be determined.

SET UP NEEDS:

- A/V – Powerpoint
- Microphones (2 lapels or handheld)

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