



## OPERATIONAL LEADERSHIP: managerial

# MANAGING A BUDGET

The budget is the single most important policy document a local government adopts. It is the tangible translation of the organization's mission, vision, and values into practical action and service delivery. Capable budget management is one of the primary responsibilities of a manager. Managing a Budget instructs managers in financial terms and concepts, as well as how to implement a comprehensive system to budget efficiently and effectively. This class provides participants with practical insights and understanding regarding budget management.

### Objectives:

By the end of this workshop, participants will be able to:

- Understand the basic concepts and processes of the budget cycle
- Develop and communicate budget needs, goals, and outcomes
- Identify monitoring and control systems
- Identify budget enhancement and reduction options

