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Nonprofit Budget Basics
Learning Objectives and Course Outline
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Learning Objectives:

1. To explain the various types of budgets and their benefits
2. To describe various approaches to developing a budget
3. To illustrate a typical budget calendar and budget formats

Course Outline:

1. Definition of a budget
2. Examples of budgets
3. Benefits of a budget
4. Types of budgets
 - a. Master Operating
 - i. Program (functional area)
 - ii. Grant
 - iii. Fund Type
 - b. Cash Flow
 - c. Capital
 - d. Opportunity
5. Examples of budget formats
6. Budget cycle
7. Budget process
 - a. Big Picture
 - i. Mission-based budgeting
 - ii. Budget assumptions
 - iii. Revenue and expense targets
 - b. Development approaches
 - i. Top down vs. participatory
 - ii. Long term vs. short term
 - iii. Fixed vs. rolling
 - iv. Incremental vs. zero based
8. Budget calendar
9. Budget adjustments
10. Monitoring budget variances