Building Your Budget (6 hours)

In this one-day course, participants review the fundamentals of building an annual department budget. They learn how to estimate the costs associated with carrying out the duties of their office or department. They also gain some appreciation of other department budgets. Specific county examples are examined and practical hands-on exercises are used.

Credit hours county toward:

*County Clerk Advanced I and II Certification discretionary course*
*County Commissioner Advanced I and II Certification/Accreditation discretionary course*
*County Treasurer Advanced I and II Certification discretionary course*

Testimonials from Participants:

- “Easy to understand. It was nice that things were laid back. Enjoyed it.”
- “The knowledge of the instructor helped me to look at the budget differently - a new approach.”
- “Exercises are very helpful.”
- “Overall class very interesting.”
- “I am able to understand the overall process, negotiations, and planning together that is required to meet as much of everyone's needs as possible.”

Course Outline

I. Introduction & Objectives
II. Current Budget Practices (examples)
   A. Estimate of Needs, SA&I 1161
   B. Estimate of Needs, SA&I 1162
III. Recommended Budget Practices
   A. Establish Goals
   B. Approaches to Achieve Goals
   C. Hands-on Group Activity
   D. Write Budget to Achieve Goals
   E. Evaluate Performance
IV. Class Exercises
   A. Part 1 – Build a Dept. Budget
   B. Part 2 – Amend a Dept. Budget
V. Wrap-up
VI. Appendices
   A. Ottawa County Example
   B. Noble County Example
   C. Sources of Information
   D. Budget Timeline