



top tips

Finance management 3 B's and 3 C's

Balance sheets are as important as income and expenditure when judging the health of an organisation.

Build your **budget** carefully, monitor actual income and expenditure at least monthly and hold managers to account for their budgets.

Keep your **books** carefully. Accurate financial records are an important protection against fraud and carelessness.

Always **calculate** the break-even price before costing goods and services.

If you are a small organisation, prepare careful **cash flow** forecasts and monitor cash flow frequently.

When **costing** projects remember to build in management and administration costs.