

**Directions to:  
Harris House  
28 Harris Avenue  
Cranston, RI**

**From the North:** Take I-95 South to Route 10 North, Exit #16 (toward Reservoir Avenue, Route #2). Follow Route #10 North for about 1.5 miles. Take the exit for Industrial Park/Cranston Street (you will see some construction being done). Turn left at the end of the exit ramp onto Niantic Avenue. Go straight for about .10 mile. At the intersection, turn left onto Cranston Street. Continue straight on Cranston Street for .40 mile. Turn left at the gas station onto Harris Avenue (near Classic Car Sales). The development is at the end of the street on your right side (at the dead end). Visitor parking is in the last 3 rows. Parking is somewhat limited. Carpooling is encouraged.

**From the South:** Take I-95 North to Route 10 North, Exit #16 (toward Reservoir Avenue, Route #2). Follow Route #10 North for about 1.5 miles. Take the exit for Industrial Park/Cranston Street (you will see some construction being done). Turn left at the end of the exit ramp onto Niantic Avenue. Go straight for about .10 mile. At the intersection, turn left onto Cranston Street. Continue straight on Cranston Street for .40 mile. Turn left at the gas station onto Harris Avenue (near Classic Car Sales). The development is at the end of the street on your right side (at the dead end). Visitor parking is in the last 3 rows. Parking is somewhat limited. Carpooling is encouraged.

**NEAHMA**

**400 Washington Street, Suite 210  
Braintree, MA 02184**

**Save These Dates!**  
July 15—EIV/TRACS—New Bedford, MA  
July 16—Assets 101/201 - Worcester, MA  
July 22—Bay Queen Cruise, Bristol, RI  
July 29—Kids' Day Event, Lancaster, MA



Your Professional Partner  
In Property Management

**RI Budget Workshops  
Thursday, July 17, 2008**

**Harris House  
28 Harris Avenue  
Cranston, RI**

**“Budgets, Budgets, Budgets...it’s  
never too early to start!”**

Budgeting in Property Management

**Presenter:**

Wendell Yee, NAHP-e, CPM, TCS, COS  
Regional Property Manager,  
Corcoran Jennison Management

## Budgeting in Property Management 101

The morning session will demonstrate ways for you to prepare a budget for your property. Budget preparation should always be based on a zero-based budget scenario. Discussions will include the purpose of preparing a budget projection as accurate as possible for submission to the Owner. The discussions will also include the timeframe and resources that are available to you in the preparation of your budgets.

It is anticipated that you will come away understanding the importance of submitting a credible annual budget to the Owner so they can make sound business decisions for that property.

- Roles and responsibilities of the manager, staff, corporate office and Owners in the preparation of the annual budget.
- Starting the process to conclusion.
- Necessary tools/resources to assist in the preparation of the budget.
- Submission to corporate office.

## Budgeting in Property Management 201

The afternoon session will demonstrate how you gather the necessary materials and resources in order to prepare a credible annual budget. The entire budget preparation process requires detailed numbers and narratives for each expense. Annual budgets are considered the operating "bible" for your property and will assist you in maximizing the assets of the owner. Maximizing the Owner's assets should not compromise the quality of life for the residents and the property you manage.

The following resources will be instrumental to you for supporting your annual budget:

- Comparable Expense Analysis
- Utilities
- Market Studies and Outreach Plans
- Salaries
- Capital Needs Plan

*Property management has become more complex over the years. As managers, we are not only required to manage the physical operations. Today, we are required to understand real estate tax abatements, insurance needs, marketing, budget preparation and monitoring, and to make recommendations to the Owner on the preservation of the property via the capital needs plan. Our role as managers has dramatically expanded over the years.*

## Agenda

### Registration

8:30 am - 9:00 am

(Continental breakfast included)

### Budgeting 101

### Morning Presentation

9:00 am - 12:00 pm

### Lunch

(Lunch included)

12:00 pm - 1:00 pm

### Please note:

(Lunch is 12:00 pm - 1:00 pm for Level 201 and for registrants staying for the both workshops)

### Budgeting 201

### Afternoon Session

1:00 pm - 4:00 pm

Attendees should bring a calculator.

Registration Info or Questions?

Call NEAHMA 781-380-4344

**NEAHMA proudly thanks  
Property Advisory Group and  
the Staff at Harris House.**

Fax- In Registration (781) 380-4842

**Registration Deadline: July 2, 2008**

Please use one registration form per person.

**RI Budgeting 101/201**

Thursday, July 17, 2008

**Please check the course(s) you will be attending:**

Level 101 Workshop Only \_\_ Member \$99  
Level 101 Workshop Only \_\_ Non Member \$159

Level 201 Workshop Only \_\_ Member \$99  
Level 201 Workshop Only \_\_ Non Member \$159

Level 101 and Level 201 \_\_ Member \$169  
Level 101 and Level 201 \_\_ Non Member \$299

Please make checks payable to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184 (online payment option available for credit cards at: [www.neahma.org](http://www.neahma.org))

Name

Company

Site

Address

Phone

Email

*There is a \$50 administrative fee for cancellation 5 working days prior to the course. After this date, fees are nonrefundable. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course. This organization complies with the Title III of the Americas with Disabilities Act (ADA). The site is accessible for individuals with disabilities and if a registrant requires special accommodations, please contact the NEAHMA office at least ten days prior to the date of the course.*