

Directions to:
Keystone Apartments
151 Hallet Street
Dorchester, MA 02124

From North of Boston:

Take **I-93 S**

Keep **left** at the fork to continue toward **I-93 S** and merge onto **I-93 S**

Take exit **11B** to merge onto **Granite Ave** toward **MA-203/Ashmont**

Turn **right** at **Hill Top St**

Take the 1st **right** onto **Hallet St**

Destination will be on the right

From South of Boston:

Take **I-93 N**

Take exit **11** to merge onto **Granite Ave** toward **MA-203/Ashmont**

Turn **right** at **Hill Top St**

Take the 1st **right** onto **Hallet St**

Destination will be on the right



For more training information,
visit our
website at www.neahma.org
Phone: 781-380-4344
Fax: 781-380-4842
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NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

**Financial Management/Budget
Preparation Workshop**

August 24, 2011

**Keystone Apartments
151 Hallet Street
Dorchester, MA 02124**

Presenters:

**Wendell Yee,
Federal Management
Karen O'Rourke,
Corcoran Jennison Management Company**

www.neahma.org

Program Overview

Financial Management/Budget Preparation

This first half of today's session will provide you with an overview of the tools you need to prepare a zero based budget for an on-gong entity or a property that has reached sustaining occupancy for at least one year. We will discuss the purpose, time-frame and resources available to you in preparing your annual operating budget.

The first half of the session assumes you have access to the tools and resources you need to complete the program, we will focus on how to create or gather the material, if you don't already know how to do so, as well as complete case studies.

Roles and Responsibilities: What role you, your staff, corporate, owner have in the budget preparation and review process. We will also discuss the relevant importance of creating the budget as a team (Management and Maintenance) to ensure its implementation, especially, since the experience, knowledge and partnership of all staff on site is a critical element in preparing a successful budget for a property.

The second half of the day's session will focus on financial management systems, understanding how to read the balance sheet and its importance as it relates to your review of the operating statement of income and expenses. Financial management can be broken down into three areas, the reporting, monitoring and controlling of income and expenses. It is critical as the manager of a property that you understand all three of these aspects and how it relates to the owners goals and objectives.

NEAHMA would like to thank
Corcoran Jennison Management
and the Staff at Keystone
Apartments for hosting this training.

Agenda

Registration

8:30 am - 9:00 am

(Continental breakfast included)

Morning Presentation

9:00 am - 12:00 pm

Lunch

(Included)

12:00 pm –12:30 pm

Afternoon Presentation

1:00 pm - 3:30 pm

Registration Info or Questions?

Call NEAHMA 781-380-4344

Participants who attend the full 6 hours of
this workshop will earn 6 CEU's.

REGISTRATION FORM

Fax In Registration (781) 380-4842

Registration Deadline: August 19, 2011
MA Financial Management/Budget Preparation

August 24, 2011

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at www.neahma.org

Registration Fees:

_____ Member \$279 _____ Non Member \$349

Name: _____

Title: _____

Management Co: _____

Property Name: _____

Address: _____

City: _____ State: _____

Zip: _____

Phone: _____ Fax: _____

E-mail: _____

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. 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.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.

This organization complies with the Title III of the Americans 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.