Establishing and Monitoring a Budget

Activity 3-4

Format: Group (4 per group)

Time Frame: 1 hour

Description
This activity provides students with an opportunity to familiarize themselves with fire prevention bureau budgets and anticipate future budgetary needs.

Materials
- Prevention bureau budget (provided by student)
- Paper and pen
- Questions

Instructions
1. Using your organizations budget, answer the following questions:
    a. Are your revenue sources stable or volatile?
    b. Is your budget broken down into categories?
        i. Does it appear that you can move money from one category to another?
        ii. Does your budget show the amount expended in each category?
    c. Based on this budget, what strategies might you use to monitor revenue and spending?
    d. If you were required to cut 10% from your budget, which areas would you cut and which would you preserve?
    e. If your Chief wants to hire two additional people, what areas of the budget will need to increase?
        i. How might you fund these positions?
2. Be prepared to share your answers with the class during discussion.

Instructor Notes
1. Monitor the groups and provide input as needed.
2. At the end of the activity, wrap up the discussion and provide real-world examples of budgetary issues.
3. Delete these instructions before distributing activity sheet to students.

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Notes and Brainstorming