



The Facility Manager's Guide to Finance and Budgeting

David G. Cotts PE CFM, Ed Rondeau

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Leaky faucets and cracked pavement aren't the only demands on a facility manager's time and energy. These days, they also need top-notch financial skills--to sell their department to senior management, to win funds for crucial projects, to become fully integrated into the organization. Sadly, most facility managers lack even fundamental financial skills. *The Facility Manager's Guide to Finance and Budgeting* is the first primer designed to teach them the ropes quickly, concisely, and with minimum pain. The book explains how to: *

- Understand the essential concepts of facility work programs and programmatic planning and budgeting *
- Develop and manage an annual expense budget, then evaluate the results *
- Make financially sound "go/no go" decisions on projects requiring capital funding *
- Pinpoint significant cost-savings and cost-containment areas *
- Use unit-cost indicators to benchmark facility management initiatives *
- Create an information system and database that ties directly into the budget.

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