BF101: Handle Basic Recreation Finances

Overview *(DRAFT)*

This learning event provides a basic understanding of how to responsibly handle recreation finances. You will learn how to use a system to track, control and report on money coming in, and money being spent, on projects, programs and events and become more accountable to your organization, funders and community.

BF101 - Handle Basic Recreation Finances was designed and prepared for Recreation North by Brenda Herchmer, Grassroots Enterprises with input from Jodi Alderson and editing by Caroline Sparks. Development was funded by the Arctic Inspiration Prize.

Week 1 Activities:

Week 1 learning opportunities will help you understand (and avoid) common mistakes related to handling recreation finances. Follow these steps for a successful learning experience.

1. Review the Week 1 Presentation before the first conference call.
2. Complete the steps described in the Required Learning Activity (RLA) #1 (see below).
3. Join the conference call. Be prepared to discuss the questions.
4. If you can't participate in the conference call, notify your Trainer as soon as possible. Then, complete RLA#1 by posting to the Week 1 Forum (see RLA#1).

Required Learning Activity #1

1. Review Week 1 Presentation. Consider the following questions:
   - What are some common mistakes when managing finances?
   - How is recreation bookkeeping handled in your community?
   - What financial management software is used in your community?
   - Where do you get funding for your recreation programs?
   - What is an example of an in-kind contribution you received?
2. Prepare to participate in the first conference call:
   - Bookmark the Week 1 presentation so you can see it during the call.
   - Be prepared to discuss the questions in step 1.

   If you are unable to participate in the conference call:
   - Listen to the recording (will be posted in the Week 1 Forum).

- Post your responses to the 5 questions to the Forum, before Week 2.

Week 2 Activities

In Week 2, we will explore how to develop a budget for an event or program by using a standard planning template (either Word or Excel). Follow the steps below to successfully complete BF101 by the end of Week 2.

1. Find the event or program you planned, using a workbook, in PE101. You'll use this to complete RLA#2.
2. Review the Week 2 presentation and bookmark it so that it is available during the 2nd conference call.
3. Post your draft budget (RLA#2) to the forum BEFORE the call. Make a note of any problems or questions.
4. Bookmark the Week 2 Presentation and join the second conference call. We'll explain other templates for managing finances during the call.
5. If you cannot join conference call #2, notify your Trainer as soon as possible. Follow the alternate steps in RLA#2.

Required Learning Activity #2

1. Find the information about the event or program you developed in PE101.
2. Download either the Word or Excel templates (from the Week 2 Forum).
3. Prepare a draft budget, using the template and post it to the Week 2 Forum, before the 2nd conference call.
4. Participate in the 2nd conference call. Share your questions.
5. If you are unable to participate in the 2nd call:
    - Prepare and post your budget to the Week 2 Forum.
    - Listen to the recording (check in the Week 2 Forum).
    - Post your reflections about preparing a budget, in the Week 2 Forum.