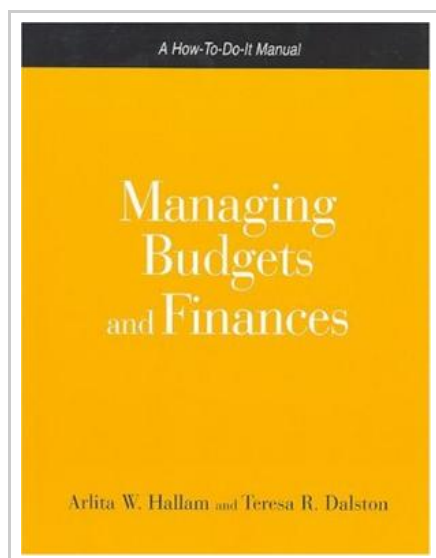




Managing Budgets and Finances: A How-to-do-it Manual for Librarians and Information Professionals

By Arlita W. Hallam, Teresa R. Dalston

Neal-Schuman Publishers Inc, United States, 2005. Paperback.
Book Condition: New. New.. 292 x 221 mm. Language: English .
Brand New Book ***** Print on Demand *****.Today s tight financial times make budgeting and sound money management more important than ever. The first six chapters of this essential how-to use a step-by-step approach to thoroughly explain and illustrate the nuts and bolts, including types of budgets and how to create and revise them; ways of tracking spending and fund allocation; and timelines for financial planning, such as capital spending. Later chapters cover special spending challenges, such as new buildings, maintenance, proposals and bids, outsourcing, and more. Careful attention is given to how libraries make and save money - now more important than ever - with coverage of library income, protecting property, alternative library funding, fundraising, grants, and bonds and referenda. The authors describe selected software libraries can use to set and track budgets and point readers to helpful Web sites for further information. Appendices include a sample accounting manual, annual report form, request for proposal, lease agreement, and security guidelines. This impressive, new manual contains proven strategies, detailed examples, worksheets, handouts, forms, and tips that will help any librarian become a...



READ ONLINE
[4.81 MB]

Reviews

It is an awesome publication which i actually have ever read through. it had been writtern really properly and valuable. I found out this book from my i and dad recommended this pdf to discover.

-- **Doyle Schmeler**

This book is definitely not simple to begin on studying but quite fun to see. I actually have read and that i am sure that i will gonna read through yet again once again in the foreseeable future. It is extremely difficult to leave it before concluding, once you begin to read the book.

-- **Brennan Koelpin**

Related eBooks



The Preschool Inclusion Toolbox: How to Build and Lead a High-Quality Program

Brookes Publishing Co, United States, 2015. Paperback. Book Condition: New. 274 x 213 mm. Language: English . Brand New Book. Filled with tips, tools, and strategies, this book is the comprehensive, practical toolbox preschool administrators need to implement early childhood inclusion through...



Runners World Guide to Running and Pregnancy How to Stay Fit Keep Safe and Have a Healthy Baby by Chris Lundgren 2003 Paperback Revised

Book Condition: Brand New. Book Condition: Brand New.



Kindergarten Culture in the Family and Kindergarten; A Complete Sketch of Froebel s System of Early Education, Adapted to American Institutions. for the Use of Mothers and Teachers

Rarebooksclub.com, United States, 2012. Paperback. Book Condition: New. 246 x 189 mm. Language: English . Brand New Book ***** Print on Demand *****.This historic book may have numerous typos and missing text. Purchasers can download a free scanned copy of the original...



The Sunday Kindergarten Game Gift and Story: A Manual for Use in the Sunday, Schools and in the Home (Classic Reprint)

Forgotten Books, United States, 2015. Paperback. Book Condition: New. 229 x 152 mm. Language: English . Brand New Book ***** Print on Demand *****.Excerpt from The Sunday Kindergarten Game Gift and Story: A Manual for Use in the Sunday, Schools and in...



Games with Books : 28 of the Best Childrens Books and How to Use Them to Help Your Child Learn - From Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.



Games with Books : Twenty-Eight of the Best Childrens Books and How to Use Them to Help Your Child Learn - from Preschool to Third Grade

Book Condition: Brand New. Book Condition: Brand New.