

Budget & Fiscal Management

Key concepts Accounting The Budget Cycle Financial Management

Executive Summary

Court leaders have a dual role in both securing resources for court operations and effectively managing those resources. These resources include the people, funding, equipment, technology, and other assets necessary to operate the court.

Courts are accountable to the public for their use of public and private revenues. Courts perform many financial practices, such as securing funding, budgeting, managing accounts receivable & payable, and administering expenses for facilities and personnel. Court managers need skills for successfully balancing all these responsibilities to ensure the courts provide equal access to justice without undue delay or interruption of services.

Learning Objectives

As a result of this education, participants will be able to:

- Identify individual learning needs and objectives related to budget and fiscal management.
- List the basic differences between generally accepted accounting practices and governmental accounting practices as they pertain to adequate controls and audit compliance.
- Develop a plan to safeguard the court's assets.
- Define key fund accounts and assess the true cost of applying for and managing grant funds.
- Write a budget justification for a new program or budgetary need.
- Develop a plan for responding to potential budget cuts or for funding for a new project.
- Define relevant financial policies for the courts and their purpose.
- Develop a budget for changes needed in a court facility.
- Develop a plan of action for emergency situations involving the court's fiscal operations and facilities.

Activities

There are corresponding activities for each learning objective, including:

- Writing a budget justification
- Developing financial policies

Curricular Resources

The full curriculum has a detailed listing of relevant resources and a bibliography.

- Sample policies
- Templates
- Checklists and activities

Budget & Fiscal Management Curriculum

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Section 1 | Overview

- Key Terms, Funding Sources, and Priority Areas

Section 2 | Basics of Accounting

- Governmental Finance and Accounting Differences
- Primary Accounting Functions
- Assets

Section 3 | Fund Management

- Fund Accounting
- Grants Management

Section 4 | Budgeting

- Budgetary Cycle/Steps
- Defending a Budget
- Budget Management

Section 5 | Financial Policies, Reporting, and Auditing

- Financial Policy Development, Management, and Reporting
- Audits

Section 6 | Facilities and Infrastructure Management

- Meeting Court's Space and Facility Needs
- Information Technology as Key Infrastructure
- Emergency and Continuity of Operations Plan (COOP) Considerations

“The budget is not just a collection of numbers, but an expression of our values and aspirations.”

— Jack Lew
Former U.S. Secretary of Treasury

General Resources:

[Budget and Fiscal Management – NACM CORE[®] Curriculum](https://nacmnet.org/competency/budget-and-fiscal-management)
nacmnet.org/competency/budget-and-fiscal-management

[NACM CORE[®]: What Court Professionals Need to Know](https://nacmnet.org/nacm-core)
nacmnet.org/nacm-core

[The CORE[®] in Practice – a Guide to Strengthen Court Professionals through Application, Use, and Implementation](https://nacmnet.org/wp-content/uploads/THE-CORE-IN-PRACTICE-Guide-2023.pdf)
nacmnet.org/wp-content/uploads/THE-CORE-IN-PRACTICE-Guide-2023.pdf