The Centre Manager's Budget Checklist

- [ ] Has my department established a consultative body of unions, employees and management?
- [ ] Has my Centre set up a multi-disciplinary team, including finance and personnel communications, to assist with implementation?
- [ ] Have I shared information with all my staff?
- [ ] Do we have the appropriate personnel and financial management information systems in place to facilitate informed decision-making? What training is planned? Who's going to be trained?
- [ ] Does the role of the General Manager Finance support Centre Managers? Are finance, personnel, and administration staff in Head Office working together and taking on a new consultative role Centre Managers?
- [ ] What has my Centre done to ensure that I will not be overburdened with delegated administrative duties? Do we have a plan to manage these responsibilities effectively?
- [ ] To what extent are the personnel authorities I've been delegated consistent with financial authorities? Are the accountabilities in both areas defined and effective? Will my Centre benefit from savings or efficiencies resulting from our decisions (e.g., carry forward)? What communications and training have I received?
- [ ] How will my Centre manage expenditures that are either outside my control or disproportionately large for my budget (e.g., a corporate budget of centrally managed funds)? If we have a Head Office budget, have the appropriate corresponding authorities and accountability reimained at the Head Office level? What are the rules to disburse these funds?
- [ ] Am I prepared to take risks? Does my Centre encourage and support me in taking reasonable risks? How does the accountability structure consider and reflect possible consequences of reasonable risk taking?
- [ ] What are the criteria to evaluate implementation of Budgets (e.g., evaluation of management information systems, appropriate delegation)?