

Managing Money

Managing Money **A Center Director's Guidebook**

Table of Contents

Basic Money Management Tools

- 7 Managing Money As If Your Center Depended Upon It by Roger Neugebauer (March 1986)
- 12 Budgeting for Quality *and* Survival in the 21st Century by R. Ann Whitehead (September 2003)
- 16 Looking At Revenue In A Different Way: Playing the Slots! by Bob Siegel (March 2004)
- 20 Cost-Benefit Analysis: Tools for Decision Making by Gary Bess (November 2002)
- 25 Fourteen Steps to More Effective Cash Flow Management by Roger Neugebauer (September 2004)
- 28 Child Care Administrative Software by Michael Kalinowski (July 2000)

Financial Evaluation Tools

- 33 Financial Management Assessment Guide by Roger Neugebauer (November 1980)
- 35 Number Crunching: Monitoring Your True Enrollment by L. Steven Sternberg (July 1993)
- 38 The True Cost of Quality in Early Care and Education Programs by Billie Young (July 2005)
- 42 Five Fundamentals of Financial Health by Mary R. Brower and Theresa M. Sull (January 2003)
- 45 Surviving Tight Times by Roger Neugebauer (January 2002)
- 52 Losing Money/Making Money by Lynne Meservey (December 1990)

Financial Policies and Procedures

- 57 Is Your Salary Schedule Up to Speed? by Roger Neugebauer (March 1994)
- 61 Guidelines for Fine Tuning Your Salary Schedule by Roger Neugebauer (May 1994)
- 70 Designing a Job Classification and Wage Scale System by Mary Ann Anthony (January 2001)
- 75 State-of-the-Art Thinking on Parent Fee Policies by Roger Neugebauer (November 1993)
- 81 Establishing and Managing A Tuition Aid Program by Teresa Vast (July 2003)
- 86 Tried and True Techniques for Collecting Fees — Ideas from center directors (May 1986)
- 90 How Centers Spend Money on Quality by John Morris and Suzanne Helburn (July 1996)

Managing Money

Fundraising Strategies

- 97 Where the Bucks Are: Sources for Funds to Grow Your Child Care Business by Keith Stephens (May 1987)
- 104 Keys to Success in Raising Funds by Roger Neugebauer (September 2001)
- 107 Circles of Support by Kathy Hines (January 1997)
- 110 Securing Funds Through Grant Writing by Fredalene D. Bowers (March 2006)
- 114 Fishing for Dollars in Philanthropic Waters by Anne Mitchell (September 1996)
- 118 Keys to Maintaining a Good Banking Relationship by Keith Stephens (May 1988)

Fundraising Success Stories

- 123 Putting the “Fun” Back in Fundraising by Dawn Marie Barhyte (September 2005)
- 128 Directors’ Fundraising Hits — Ideas from center directors (March 1981)
- 139 Fundraising Ideas That Work by Roger Neugebauer (May 1995)
- 143 Ask and Ye Shall Receive: A Primer for Large-Scale Fundraising by Patricia Berl (December 1988)
- 146 People Giving to People: Executing an Annual Giving Campaign by Patricia Berl (March 1987)
- 150 Step by Step to a Successful Annual Giving Telephone Campaign by Jane Ewing and Susan Morris (February 1989)

Long Range Planning

- 157 How to Prepare a Business Plan by Keith Stephens (July 1987)
- 162 Guidelines for Selling Your Child Care Business by Keith Stephens (March 1997)
- 166 Valuing Your Child Care Business by Dave Linsmeier with Dick Richards and Ed Routzon (May 2003)