

**Directions to:
Naubuc Green Apts.
193 Welles Street
Glastonbury, CT**

From North (Enfield):

Take 91 South to Exit 25 North (Putnam Bridge, 3N Glastonbury); Take Main Street/Glastonbury Exit off of Putnam Bridge. At traffic Light take a left, go to 2nd traffic light and turn left onto Naubuc Avenue. Follow Naubuc Ave and go straight after the first stop sign. From stop sign travel 3 tenths of a mile and turn right onto Welles St. Follow Welles Street past the Senior Center and at cross walk take a left into Naubuc Green. Please park in list lot on right or along the entrance.

From South (Stamford, Bridgeport, N. Haven):

Take 95 North to 91 South. Take Exit 25 North (Putnam Bridge, 3N Glastonbury); Take Main Street/Glastonbury Exit off of Putnam Bridge. At traffic Light take a left, go to 2nd traffic light and turn left onto Naubuc Avenue. Follow Naubuc Ave and go straight after the first stop sign. From stop sign travel 3 tenths of a mile and turn right onto Welles St. Follow Welles Street past the Senior Center and at cross walk take a left into Naubuc Green. Please park in list lot on right or along the entrance.

From West (Waterbury):

Take 84 East to 91 South. Take exit Take Exit 25 North (Putnam Bridge, 3N Glastonbury); Take Main Street/Glastonbury Exit off of Putnam Bridge. At traffic Light take a left, go to 2nd traffic light and turn left onto Naubuc Avenue. Follow Naubuc Ave and go straight after the first stop sign. From stop sign travel 3 tenths of a mile and turn right onto Welles St. Follow Welles Street past the Senior Center and at cross walk take a left into Naubuc Green. Please park in list lot on right or along the entrance.



NEAHMA
400 Washington Street, Suite 210
Braintree, MA 02184

*Help support our charity foundation,
Team NEAHMA, by bringing us your
old cell phones and ink cartridges.
A collection box will be provided at this
workshop.*

neahma
NEW ENGLAND
AFFORDABLE HOUSING
MANAGEMENT ASSOCIATION

Glastonbury, CT

**Budgeting and Financial
Management for the
Maintenance Supervisor**

June 25, 2009

Naubuc Green Apartments
193 Welles Street
Glastonbury, CT 06033
(860) 659-0809

**Earn 6
Continuing
Education
Credits**

Program Overview

The first half of this course will provide you with an overview of the tools you need to prepare a zero based budget for an on-going entity or a property that has reached sustaining occupancy for at least one year. The focus will be on the maintenance and preventative maintenance systems that can assist you in enhancing the efficiency of the property. We will discuss the purpose, timeframe and resources available to you in preparing your annual operating budget. We will review with you how to create or gather the material you need to participate and communicate with the manager the needs of your property and the costs benefits of completing the work. Our case studies will utilize a sample work order log, preventative maintenance schedule, capital needs study, inventory list and other tools found in your shop on a daily basis.

We will focus on:

Roles and Responsibilities: What role you, your staff, corporate, owner have in the budget preparation and review process.

Timeframe: When to begin the process and carve our necessary time to complete.

Tools and Resources: What you need at hand to help you prepare your budget.

Finally, we will discuss the basics of financial management systems, understanding how to review the operating statement of income and expenses and what impact it has on you and your maintenance team in the performance of the property's goals and objectives.

Agenda

Registration

8:30 am - 9:00 am

(Continental breakfast included)

Morning Presentation

9:00 am - 12:00 pm

Lunch

(Lunch Included)

12:00 pm -12:30 pm

Afternoon Presentation

12:30 pm -3:30 pm

Attendees should bring a calculator and pencil or pen.

Registration Info or Questions?

Call NEAHMA 781-380-4344

*NEAHMA thanks Barkan Management
and the staff at Naubec Green for
hosting this workshop.*

REGISTRATION FORM

Fax In Registration (781) 380-4842

Registration Deadline: June 19 ,2009

MA Budgeting for Maintenance Staff Workshop

Thursday, June 25, 2009

Please complete a separate form for each registrant and fax registration. Mail a hard copy along with your payment to: NEAHMA, 400 Washington Street, Suite 210, Braintree, MA 02184

Online payment option available at www.neahma.org

Registration Fees:

_____ Member \$ 259 _____ Non Member \$329

Name: _____

Title: _____

Management Co: _____

Property Name: _____

Address: _____

City: _____ State: _____

Zip: _____ Phone: _____

E-mail: _____

Cancellation Policy:

There is a \$50 administrative fee for cancellation 15 working days prior to the course. After this date, fees are *non-refundable*. A substitute may be sent in the place of the registrant. Class space is limited; therefore your registration must be accompanied by full payment in order to confirm your space for this course.

Outstanding Collection Policy:

Payment for trainings and workshops are payable upon receipt. Registrants with outstanding balances that exceed 90 days will be suspended from attending future trainings and workshops until payment is received in full.