

# ASTFM410

## Manage facilities management budgets and finances



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### Overview

This unit is for middle managers in the facilities management environment. It is about the general management and oversight of budgets and finances involved in the delivery of facilities management services, including profit and loss, expenditure, costs and income. This unit is about finance for those that do not necessarily have a background in financial management.

This unit is applicable to those who deliver facilities management services:

1. within an organisation, and
2. to a client organisation

In this context 'the organisation' can be either your employer or a client.

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### Performance criteria

*You must be able to:*

- P1 ensure you have complete, accurate and up to date information on budgets available for delivering facilities management, including for projects, contracts and contingencies
- P2 establish a system for managing budgets and finance that support projection and performance management
- P3 ensure the system for managing budgets and finance facilitates the detection of errors, crime and changes in circumstance
- P4 ensure controls are in place to safeguard against the unauthorised use of assets
- P5 allocate to those responsible budgets that are realistic and achievable, according to cash flow calculations and total costs
- P6 manage capital and revenue budgets applying the appropriate financial management techniques
- P7 review cash flow projections against actual income and revenue expenditure
- P8 advise on and, where necessary, authorise expenditure and changes to budgets having reviewed cost-benefit
- P9 where necessary, develop and record in an appropriate format a convincing business case which justifies proposed changes
- P10 ensure facilities management services operate within budget, where necessary providing justification for when expenditure exceeds the budget
- P11 collate and store financial records securely, in line with regulatory and the organisation's requirements
- P12 review revenue and expenditure at agreed periods to identify any problems and take corrective action

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### Knowledge and understanding

*You need to know and understand:*

- K1 the available budget for the delivery of facilities management services and how to ensure that this information is complete, accurate and up to date
- K2 the importance of maintaining control of budgets, and techniques for doing so
- K3 how to allocate budgets for facilities management according to priorities for delivery and other relevant factors
- K4 the financial implications of making changes or improvements to the delivery of facilities management
- K5 the extent of your authority in advising on expenditure and budgets
- K6 the extent of your authority in authorising expenditure and the procedures for doing so
- K7 techniques for reviewing cash flow and calculating profit and loss
- K8 relevant documentation for communicating financial information to other people and the different formats in which to present it
- K9 the requirements, regulatory and organisational, for maintaining financial records

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**Relevant occupations** Managers and Senior Officials; Construction, planning and the built environment; Building and construction; Functional Managers

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**Suite** Facilities Management Level 4

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