
BOMI Chapter 1-14 Key Concept Study Guide. Budgeting & Accounting Cumulative

1-1. Which key components make up the bookkeeping process? (1-2&4) - answer Is the process of recording and classifying transactions (a financial event that is shown within a financial statement/report)

1-1a. What is budgeting (1-2)? - answerIt is an ongoing process coordinating resources and expenditures. It is comprised of:

- Analysis of the past
- Benchmarking (reviewing performance metrics)
- Future Projections

1-1b. What does a budget reflect (1-2)? - answerA business' priorities and the resources needed to accomplish those priorities.

1-1c. How do property and facility managers use periodic financial reports (1-3)? - answerThey use them to make budgets and make business decisions to best balance the needs of the occupants at the property and market forces with the goal of enhancing the property value.

1-2. Describe the role(s) filled by an accountant during the holding period. (1-3) - answer- Support managers by processing, controlling and reporting accounting data.

- Deliver accurate, meaningful and timely financial reports
- (They support the PM, they do NOT to explain a variance.)

1-1d. What are transactions (1-3)? - answerA financial event that is recognized in a financial statement or report.

They must be sorted into orderly, systematic, and logical classifications to properly convey financial information.

1-2a. Describe the role(s) filled by a property manager during the holding period. (1-3) - answer- Meeting the owner's goals and objectives, which usually include protecting and growing the cash flow.

- Property caring for the physical asset.

Both roles result in enhancing the value of the property, thus proving profit potential upon sale.

1-3. What are the primary functions associated with accounting? (1-4) - answerIt is a uniform and consistent system where financial data is:

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Terry C. Jones



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