

Budgeting

Every organizational work related to peoples development & financial supports are necessary for the concerned development .But expenditure in a planning way need a pre-planning of income and expenditure plan or plan of income and expenditure which called as a “Budget”. This a financial plan or to assess the expenditure. The word “budget” is derived from a French word, Bougette, meaning a leather bag or wallet.

Definitions:

Dimock : A budget is a financial plan summarizing the financial experience of the past stating a current plan and projecting it over a specified period of time to time.

Harold R.Bruce: A budget is a financial statement prepared in advance of the opening of a fiscal year of the estimate revenues and proposed expenditures of the given organization of the ensuing fiscal year .

Munro: Budget is a plan of financing for the incoming fiscal year .This involves an itemized estimate of all revenues on the one hand and all expenditure on the other.

Financial management also includes the mechanism and methods to ensure that the funds provided for welfare programs are used faithfully, economically and intelligently.

Directing

Directing implies the issuance of necessary guidance and instructions for the implementation of programs of an organization and the removal of any difficulty which may arise in execution. The directions relating to the execution of aa program also prescribe the rules of procedure to ensure efficient and smooth working of the organization for the achievement of its desired objectives.

In social welfare administration, directions are indispensable as these provide guidelines to the officials in the delivery of welfare services to the beneficiaries.

Reporting

Reporting means keeping both superior and subordinates informed of what is going on and arranging for the collection of such information through inspection, research and records.

All the social welfare agencies submit their reports to the Ministry/ Department concerned. The public get informed about the activities of the welfare agencies through these different types of reports. Reporting thus constitutes an important ingredient of any social welfare organization.