

OFM Training

Administering Agencies

Class Description: This 1.5 hour class will provide participants with an understanding of the responsibilities of administering agencies. The class will also explain basic monitoring activities and go over some of the tools that can be used in managing accounts.

Target Group: Individuals responsible for monitoring and managing accounts for their administering agency.

Class Objectives: At the conclusion of this class, participants should be able to:

- Understand the responsibilities of administering agencies.
- Understand the importance of cash management.
- Monitor cash flow and fund balance.
- Use some of the available tools to monitor accounts.