

# How To Read And Analyze Nursing Budget Reports

Financial Training Institute, Inc.

Specializing in Financial Training and Consulting for Healthcare Professionals Since 1984

## Learning Objectives

- Design Customized Nursing Reports
- Quantify Budget Variances
- Understand Reporting Practices
- Trace and Reconcile Budget Reports
- Read and Analyze Budget Reports
- Utilize Reports for Decision Making
- Apply FTE and Statistics to Reports
- Analyze and Explain Budget Variances

## Fee Includes

- Lunch • Refreshments
- 7.2 Contact Hours • .7 CEU's • Workbook
- Excel Spreadsheets • Validated Parking
- Certificate of Completion

## 2010 Cities & Dates

<b>Philadelphia – Nov 01</b>	<b>Boston – Nov 04</b>	<b>Buffalo – Nov 10</b>
Courtyard Marriott - Airport 8900 Bartram Avenue	Country Inn & Suites 50 Christy's Drive	Courtyard Marriott - Airport 4100 Sheridan Drive
<b>Newark – Nov 02</b>	<b>Hartford – Nov 05</b>	<b>Pittsburgh – Nov 11</b>
Country Inn & Suites - Airport 100 Glimcher Realty Way	Courtyard Marriott 1 Day Hill Road	Spring Hill Suites - Airport 239 Summit Park Drive
<b>Albany – Nov 03</b>	<b>New York / L I – Nov 08</b>	<b>Baltimore – Nov 12</b>
Hilton Garden Inn - Airport 1381 Washington Avenue	Courtyard Marriott – LGA Airport 90-10 Grand Central Parkway	Country Inn & Suites – Airport 1717 West Nursery Road

To Enroll

Call Toll-Free 800-536-3271 Or Fax Your Registration To 631-929-4926  
Or Email To [fti48@optonline.net](mailto:fti48@optonline.net) Or Visit Our Web Site At [www.fti1.com](http://www.fti1.com)

*Your Unconditional Guarantee: We will gladly refund your tuition if you are not satisfied. No questions asked.*

## Find Out If This Workshop Is For You

Are You Responsible For ...?	Yes	No
<i>• Planning or managing nursing service budgets or staffing plans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Tracing or reconciling financial and statistical figures through multiple budget reports</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Analyzing and explaining variances to budgets or staffing plans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Reading and analyzing financial and statistical reports</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Controlling FTE, and labor hours for overtime, per diem, on call, or contract labor</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilizing financial and statistical reports for planning or managing budgets and staffing plans</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Preparing proposals or justifying staffing needs utilizing financial and statistical data</i>	<input type="checkbox"/>	<input type="checkbox"/>

Could You Benefit More By Knowing “How To” ...?	Yes	No
<i>• Utilize a worksheet for quantifying, analyzing, and explaining budget variances</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Control FTE, hours, and costs for contract labor, overtime, on call, and per diems</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize nursing management reports for monitoring hours per unit and labor cost per unit</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Differentiate between a fixed budget report and a flexible budget report</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Read and analyze a financial and statistical operating report and know what questions to ask</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize a Daily Productivity Report to manage hours per unit of service with patient outcomes</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Calculate and classify FTE according to productive versus non-productive</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize a Unit Indicator Tracking Report for managing fixed and variable costs in the budget</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Identify the true direct care giving hours from a budget report that includes indirect care hours</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize a Staffing Plan Tracking Report to assess staffing effectiveness</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Speak the budgeting language by mastering the key financial terms, principles, and concepts</i>	<input type="checkbox"/>	<input type="checkbox"/>
<i>• Utilize a Labor Distribution Report and Payroll Analysis Report to control FTE, hours, and dollars</i>	<input type="checkbox"/>	<input type="checkbox"/>

You Will Receive The Following ...?
<ul style="list-style-type: none"> <li style="width: 33%;"><i>• Worksheet for Calculating Required FTE Hours</i></li> <li style="width: 33%;"><i>• Budget Planning Checklist</i></li> <li style="width: 33%;"><i>• Nursing Operating Report</i></li> <li style="width: 33%;"><i>• Sample Nursing Budget Worksheets</i></li> <li style="width: 33%;"><i>• Variance Analysis Worksheet</i></li> <li style="width: 33%;"><i>• Payroll Analysis Report</i></li> <li style="width: 33%;"><i>• Cause of Variance Checklist</i></li> <li style="width: 33%;"><i>• Staffing Plan Tracking Report</i></li> <li style="width: 33%;"><i>• Salary Analysis Report</i></li> <li style="width: 33%;"><i>• Worksheet for Budgeting Coverage Hours</i></li> <li style="width: 33%;"><i>• Budget Assumption Worksheet</i></li> <li style="width: 33%;"><i>• Overtime Analysis Report</i></li> <li style="width: 33%;"><i>• List of Key Budget Questions to Ask Finance</i></li> <li style="width: 33%;"><i>• Weighted Statistics Worksheet</i></li> <li style="width: 33%;"><i>• Unit Indicator Report</i></li> <li style="width: 33%;"><i>• Illustrative Explanation of Variance Report</i></li> <li style="width: 33%;"><i>• Capital Equipment Justification Worksheet</i></li> <li style="width: 33%;"><i>• Daily Productivity Report</i></li> <li style="width: 33%;"><i>• Glossary of Financial and Statistical Terms</i></li> <li style="width: 33%;"><i>• Worksheet for Budgeting Benefit Hours</i></li> <li style="width: 33%;"><i>• Acuity Index Report</i></li> <li style="width: 33%;"><i>• Explanation of Variance Worksheet</i></li> <li style="width: 33%;"><i>• List of Questions to Ask on Reading Reports</i></li> <li style="width: 33%;"><i>• Flexible Budget Report</i></li> <li style="width: 33%;"><i>• Goals and Objectives Worksheet</i></li> <li style="width: 33%;"><i>• Budget Review Checklist</i></li> <li style="width: 33%;"><i>• FTE Checklist</i></li> </ul>

What You Will Discover At This Seminar...
<ul style="list-style-type: none"> <li style="width: 50%;"><i>• 18 ways to report hours per unit</i></li> <li style="width: 50%;"><i>• 4 ways to report labor hours</i></li> <li style="width: 50%;"><i>• 6 ways to report FTE</i></li> <li style="width: 50%;"><i>• 54 ways to report FTE per unit</i></li> <li style="width: 50%;"><i>• 12 ways to report labor cost per unit</i></li> <li style="width: 50%;"><i>• 2 ways to report benefits</i></li> <li style="width: 50%;"><i>• 24 ways to report cost per unit</i></li> <li style="width: 50%;"><i>• 3 ways to report census</i></li> <li style="width: 50%;"><i>• 2 ways to report revenues and expenses</i></li> <li style="width: 50%;"><i>• 2 ways to report hours per patient day</i></li> </ul>

### About Your Trainer ... Frank Capone

- CPA, MBA, Fellow in Healthcare Financial Management Association.*
- Has designed and conducted hundreds of workshops for thousands of healthcare professionals since 1984.*
- Eighteen years of hands-on experience as a chief financial officer in healthcare*
- Consistently scores over 90% on workshop, workbook, and trainer evaluation.*
- Has presented programs for the HFMA, AACN, ASHET, associations, and several leading colleges and universities.*
- Has written training manuals for major international seminar companies.*

## Topical Outline

### Basic Reporting Principles and Concepts

- *Accounting Methods: Cash vs Accrual*
- *Cost Behavior: Fixed vs Variable*
- *Cost Classification: Direct vs Indirect*
- *Salary and Hour Accruals and Reversals*
- *Determining Materiality Thresholds*
- *Components of Labor Costs*
- *Nature and Types of Revenues and Expenditures*
- *Flexible Budgeting*
- *Nature and Types of Capital Expenditures*

### Reading and Analyzing Budget Reports

- *Quantifying and Analyzing Budget Variances*
- *Identifying Causes to Budget Variances*
- *Writing Explanations to Budget Variances*
- *Calculating and Applying Flexible Budgets*
- *Reading Financial and Statistical Budget Reports*
- *Tracking Resource and Clinical Service Indicators*
- *Monitoring Contract Labor Hours, FTE, and Dollars*
- *Tracking Hours Per Unit And Salary Per Hour*
- *Controlling Overtime Hours and Dollars*

### Designing and Utilizing Nursing Budget Reports

- *Department Operating Report*
- *Labor Distribution Report*
- *Payroll Analysis Report*
- *Staffing Plan Tracking Report*
- *Unit Indicator Tracking Report*
- *Daily Productivity Report*
- *General Ledger Trial Balance Detail*
- *FTE Report*
- *Overtime Analysis Report*
- *Benefit Hours Report*

### Reporting Applications of Healthcare Statistics

- *Calculating Full Time Equivalent (FTE)*
- *Determining True Productive Hours Per Unit*
- *Calculating and Applying Acuity into Statistics and Reports*
- *Converting Staff to Patient Ratio into Hours Per Unit*
- *Calculating Contract Labor FTE*
- *Classifying FTE: Productive vs Non Productive*
- *Calculating and Applying Accrued Hours and Dollars*
- *Calculating Hours Per Unit and Cost Per Unit*
- *Calculating and Applying Weighted Patient Statistics to Budgets*
- *Converting Extra Nursing Activities into Adjusted Statistics*

### Testimonials: What Participants Say About ...

<i>Workshop</i>	<i>Workbook</i>	<i>Trainer</i>
<p><i>"This workshop is definitely a must for every nurse manager and is so practical and easy to understand and apply."</i></p> <p style="text-align: right;"><i>...Nurse Manager</i></p>	<p><i>"I particularly liked the sample budget forms, worksheets, checklists, and reports that are specific to nursing."</i></p> <p style="text-align: right;"><i>...VP - Nursing</i></p>	<p><i>"Frank understands the real nursing budget issues and delivers the training in a practical and entertaining way."</i></p> <p style="text-align: right;"><i>...Nurse Director</i></p>

### On-Site Training: Bring This Workshop To Your Facility

This workshop along with other financial workshops for non-financial professionals can be presented at your facility for a per person cost far less than the normal cost of attending a public seminar. By having a training program on site, you participate in identifying the specific training requirements, through a skill needs assessment survey. The workshop is tailored to your needs by having your principles, practices, forms, and reports included in the training program.

#### Results That My Training Workshops Aim to Achieve:

- Better understanding and analysis of financial and statistical reports
- Increased accuracy in planning and managing budgets
- Accurate analysis and explanation of budget variances
- Confidence in speaking financial and budget terminology
- More informed bottom line decision making

#### What Workshop Fee Includes:

- Training conducted by an experienced trainer with 18 years as a healthcare CFO and 24 years as a professional training consultant.
- Custom designed workbook includes glossary, checklist, forms, worksheets, exercises, and illustrations.
- CEU's and certificates of completion.
- Permission to video/audio tape the program for client attendees.
- Specific skill needs assessment tailored to the topic selected by client.
- Evaluation summary of workshop and return of evaluations with assessment to client.
- Preparation of workshop announcement and registration form.
- Permission to use budget and report forms and worksheets from workbook.
- Computer software of reports, forms, and worksheets included in the workbook.

<b>Registration Information</b>	Hours 9am – 8pm est Register by phone, fax, mail, or Email	Phone (800)536-3271 Fax: (631)929-4926 Email: <a href="mailto:fti48@optonline.net">fti48@optonline.net</a>	<b>Times</b>	<b>Workshop – 8:30AM – 4:00 PM</b>
	<b>Workshop Fees &amp; Discounts</b>		<b>Refund &amp; Credit Policy</b>	A full refund of a paid registration will be made if notification is received by phone/fax/email at least 48 business hours prior to the starting time of the workshop.
\$295 for 1 person \$495 for 2 people \$695 for 3 people \$895 for 4 people 5 people or more pay only \$195 each 5% discount is allowed if payment is received with a postmark date 30 days prior to workshop		A partial refund of a paid registration (less \$50) will be made if notification is received within 48 business hours.		
Purchase orders and major credit cards are accepted Advanced payment is appreciated but not required		Prepaid registrants who do not notify FTI of a cancellation within the specific notification period can have full registration fee credited toward a future workshop or receive a partial refund (less \$50).		

<b>NBR</b>	<b>Date</b>	<input type="text"/>	<b>City</b>	<input type="text"/>
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**Please Make Checks Payable To:  
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P.O. Box 952, Wading River, NY 11792  
Federal ID# 11-3093620**

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## How To Read And Analyze Nursing Budget Reports

- Seminar Cities & Dates**
- Philadelphia – Nov 01
  - Newark – Nov 02
  - Albany – Nov 03
  - Boston – Nov 04
  - Hartford – Nov 05
  - New York / Long Island – Nov 08
  - Buffalo – Nov 10
  - Pittsburgh – Nov 11
  - Baltimore – Nov 12

**Financial Training Institute, Inc.**  
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**What Nursing Professional Say About The Training**

- “Every nurse manager should attend this seminar if they are responsible for nursing budgets”
- “Most practical financial workshop I have attended due to its focus on nursing issues”
- “The training manual is an excellent reference and learning tool”

**BOARD OF NURSING (CEU's)  
 Continuing Education Units**

Financial Training Institute is approved as a provider of 7.2 contact hours by the California Board of Nursing (#11048). Most state boards recognize this approval.

We recommend that you register by phone, fax or email or prevent the possibility of being closed out since the workshop group is usually limited to 30 people. We will email you a confirmation letter and directions to the workshop. You do not have to bring the confirmation letter with you. Walk-in registrations on the workshop date are welcome on a space available basis. You are also welcome to bring your budget forms, reports, and questions if you wish.