



The DHS Leader Development Program: Accounting, Finance and Budgeting

Leadership and Learning are Indispensable to One Another – John F. Kennedy

Tip of the Month:

Seeking options for your Cornerstone *Continuous Development* 12-hour requirement? Check out these Skillssoft courses:

Principles of Accounting and Finance for Non-financial Professionals | ID: [fin_02_a01_bs_enus](#)

Capital Budgeting: Net Present Value and Internal Rate of Return | ID: [fin_07_a02_bs_enus](#)

The Time Value of Money and Investment Decisions for Non-financial Professionals | ID: [fin_02_a03_bs_enus](#)

News to Know

[The DHS Coaching Collaborative](#) – check out the Coaching Talent Bank and invest in your success!

Have you thought about a rotational opportunity? Go to the [Homeland Security Rotations Program](#).

Want to know more about Cornerstone, Keystone, or Capstone? Visit the [DHS Leader Development Program](#).

Did you know that the LDP identifies targeted development for [Team Members and Team Leads](#)?

Don't forget, seasoned DHS Leaders must complete [12 hours of Leader as Teacher "Give Back"](#) – write a blog, be a mentor, hold a brown bag lunch....

Questions? Contact your component [LDP Action Officer](#) or email DHSLeaderDevelopment@dhs.gov.

Got a minute (...or three?) Check these out!

Planning and Preparing an Operating Budget



Course (1 hour)

ID: [fin_05_a02_bs_enus](#)

Using Budgets for Management and Control



Course (1 hour)

ID: [fin_05_a04_bs_enus](#)

Budgeting and Financial Management in the Federal Government



Book (variable duration)

Bookid=8831

Finance and Accounting for Nonfinancial Managers



Book (variable duration)

Bookid=1865

Points to Ponder

“Learning” isn’t about a course – it’s about a course of action!

Need to justify an expense or defend a budget? Below are some things to highlight when building a business case.

The Business Case Creation Process

A business case helps organizations determine whether they are investing time, resources, and money on the right things. It provides just enough of the most critical information to make a decision.

Creating the business case

- 1. Define the need.** A business case will be framed against business goals and objectives that need to be reached and identifies a problem to be solved or an opportunity to be pursued in order to achieve those goals.
- 2. Determine the desired outcome.** The business case defines desired outcomes and specifies any assumptions, risks or business constraints. It also provides information on measures and financial/resource analysis, demonstrating how the investment will perform or deliver.
- 3. Generate solution options.** Typically, a business case will include approximately three potential solutions for consideration; these typically range in magnitude of investment (such a cost) and should highlight returns for investment, showing how things like quantity, quality, time, or options are different based on different solution paths. You should also include an option showing what would happen if things remained the same.
- 4. Recommend a solution.** The business case communicates which solution is recommended and why. It also identifies any noteworthy aspects and next steps or dependences. It identifies measures that will be used to mark progress in order to assist decision makers in choosing a solution and monitoring it for effectiveness.

Real-World Quote

"Beware of little expenses; a small leak will sink a great ship."

-- Benjamin Franklin

Outcome

Improve knowledge and capability in the area of financial management and business acumen.