

# Chapter 17 Managing Business Finances

## Section 17.1 Financial Management

### Reading Activity—Make an Outline

**Directions** Fill in the blanks with one or more words to complete the informal outline for Section 17.1.

#### Financial Management

**I.** The purpose of the financial plan

A. Identifies \_\_\_\_\_

B. Determining \_\_\_\_\_

1. Estimates the amount of \_\_\_\_\_

C. Describing \_\_\_\_\_

D. \_\_\_\_\_ financial records management

E. Forecasting \_\_\_\_\_

1. Estimate of a business's financial outlook for \_\_\_\_\_

F. Describing \_\_\_\_\_

**II.** Budgets

A. A budget is a plan \_\_\_\_\_

B. Three main types of budgets \_\_\_\_\_

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_