

One-Day Budgeting

1 Day

A course to steer a business through all types of economic climates, this program outlines the essential concepts of budgeting in a practical and easy-to-understand manner. It will have immediate impact on those who attend.

WORLD CLASS TRAINING

When you last prepared your budget, the world seemed a kinder place. While business has always been competitive, there was a degree of predictability that's been lost with the current economic climate.

There needs to be new plans formed, based on our forecasts and consummated in a new budget. This one day course in Budgeting Fundamentals will familiarise you with the basic concepts behind budgeting, forecasting and planning. You will learn the components of operating and financial budgets and how to approach the budgeting process. You will also learn about budgetary control.

The knowledge you will take out of this course will prove invaluable in ensuring your business is well-insulated to ride out the current financial crisis.

One-Day Budgeting	1	2	3	4	5
Basic concepts of budgeting					
Budgeting and forecasting					
Budgeting and management					
Budgeting and planning					
Budget procedures and budget administration					
Various approaches to building budgets					
Operating budgets					
Financial budgets					
Budgetary control					
Budgetary variance					

LEARNING OUTCOMES

- Understand the basic concepts of managing budgets, and how it relates to forecasting and planning.
- Become familiar with the components of operational budgets such as sales, production, cost of goods sold, expenses and income.
- Learn the components of financial budgets including capital expenditure, cash flow and budgeted balance sheets.
- Understand the differences between various approaches to budgeting such as fixed versus flexible, incremental and zero base budgeting.
- Learn to prepare a budget, including both the operational and financial components.
- Appreciate the need for budgetary control, concepts and process, as well as budgetary variance.

- 1 Little or no experience
- 2 Some background knowledge only
- 3 Able but takes some thought and thus is not used often
- 4 Able but could refresh knowledge and skills
- 5 Mastered and could teach others

WHO WILL BENEFIT

Anyone with responsibility over finances either in their business or department, or staff who support these personnel.

CONTACT

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 www.ronpollak.com.au

One-Day Budgeting

1 Day

TOPICS

- Basic concepts of budgeting
- Budgeting and forecasting
- Budgeting and management
- Budgeting and planning
- Budget procedures and budget administration
- Components of an operating budget
 - sales budget
 - production budget
 - production cost budget
 - ending inventory budget
 - cost of goods sold budget
 - selling expenses budget
 - administrative expenses budget
 - budgeted income statement
- Components of financial budget
 - capital expenditure budget
 - cash budget
 - budgeted balance sheet
 - cash flow budget
- Various approaches to building budgets
 - fixed budgeting approach
 - flexible budgeting approach
 - incremental budgeting approach
 - zero base budgeting approach
- Preparation of operating budgets
- Preparation of financial budgets
- Basic concepts of budgetary control
- Process of budgetary control
- Budgetary variance

Registration Form

Course	One-Day Budgeting
Delegate	Name:
	Phone/Mobile:
	Email:
Manager	Name:
	Phone/Mobile:
	Email:
Company	Company Name:
	Address:
	State/Post Code:
	Authorising Exec Name:
	Signature:
	Phone/Mobile:

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